



**CITY OF KIRKLAND**  
**PLANNING AND BUILDING DEPARTMENT**  
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## **MEMORANDUM**

**DATE:           OCTOBER 15, 2015**

**TO:             PLANNING COMMISSION**

**FROM:          PAUL STEWART, AICP DEPUTY DIRECTOR**

**SUBJECT:       JOINT MEETING WITH THE KIRKLAND ALLIANCE OF  
                  NEIGHBORHOODS**

### **Recommendation**

Staff recommends that the Planning Commission conduct a joint meeting with representatives from the Kirkland Alliance of Neighborhoods (KAN).

### **Background**

Lisa McConnell and Bea Nahon, co-chairs of the Kirkland Alliance of Neighborhoods have requested a joint meeting with the Planning Commission on behalf of KAN. The joint meeting is scheduled as part of the Planning Commission's regular study session meeting for October 22, 2015 from 7:00 – 8:00 pm in the Council Chambers.

The Kirkland Alliance of Neighborhoods is a coalition of the City's neighborhood associations. KAN members include a designated representative and the chairs of the various associations who meet each month to share information on important city-wide issues and events. The mission of KAN is to foster communication and awareness of issues affecting the neighborhoods among the Neighborhood Associations, the City and appropriate entities.

KAN has been active in several issues that have come before the Planning Commission over the past two to three years. Three members from KAN (Lisa McConnell, Bea Nahon and Debbie Ohman) will be representing the neighborhood associations and sitting at the table. Lisa McConnell, co-chair has indicated that the two primary topics of discussion are:

- Communication and understanding between the Planning Commission and KAN. KAN is interested in being able to give early input on Planning Commission items and have that input be useful information to the Commission.

- Neighborhood plans, resident involvement, and making the neighborhood plan update process effective and meaningful.

KAN conducted a survey of issues and topics to cover in 2016. A synopsis of some of the results from the survey and hoped for outcomes for the joint meeting are noted below:

#### KAN and the Planning Commission

- KAN's relationship with the Planning Commission and how to foster collaboration and an ongoing working partnership.
- Better understanding of the duties of the Planning Commission and how it makes decision.
- Understanding of the value KAN can provide the Commission as an informed resource.
- Become informed of what the Commission is working on earlier in the process.
- Communication of projects occurring in the neighborhood.

#### Neighborhood Plans

- Define terms and establish a schedule of Neighborhood Plans.
- What is the benefit of a neighborhood plan.
- Neighborhood Plans prioritized over the requests such as PAR/CAR
- Specific input on neighborhood plan process.
- Strengthen neighborhood plan enforcement (fewer developer amendments or variances).

The joint meeting and discussion topics are timely. The City has two major Planning Work Program tasks underway (Finn Hill Neighborhood Plan) or beginning in early 2016 (Everest/Houghton Neighborhood Center plan).

The City Council recently had a study session on the overall Comprehensive Plan. The Council has given direction to incorporate the following text into the Implementation Chapter of the Plan regarding neighborhood plan updates:

### **NEIGHBORHOOD PLANS**

- ◆ NP.1: Update neighborhood plans and business district plans at least once between every two major Comprehensive Plan updates or more frequently as needed, given City Council priorities and available resources.
- ◆ NP.2: Establish a neighborhood plan update schedule by December 2016. Updates should occur by grouping neighborhood plans around shared business districts or other common features so that updates are based on larger geographic planning areas.
- ◆ NP.3: Consider creating a set of city-wide neighborhood plan policies.
- ◆ NP.4: Develop a standard template for future neighborhood plans that provides a framework for policies addressing neighborhood issues unique to each neighborhood. The intent is to make the neighborhood plans concise, streamlined and brief.

Unless modified by the Council, this will be part of the updated Comprehensive Plan to be adopted by the Council in December, 2015. As noted above, further discussions on the format and schedule for neighborhood plan updates should occur in 2016. The October 22 joint meeting with KAN is a good opportunity to begin that discussion.