



CITY OF KIRKLAND

Planning and Community Development Department

123 Fifth Avenue, Kirkland, WA 98033 425.587.3225

www.kirklandwa.gov

MEMORANDUM

Date: February 5, 2014

To: Planning Commission

From: Paul Stewart, AICP Deputy Planning Director
Eric Shields, AICP Planning Director

Subject: Joint Meeting with the City Council (PLN14-00008)

Recommendation

Planning Commission discuss topics and format for the March 4th joint meeting with the City Council.

Background

The Planning Commission is scheduled to meet with the City Council at a joint meeting on March 4, 2014 at 6:00 pm. The primary purpose is to review the proposed 2014 – 2016 Planning Work Program. At the [January 23rd Planning Commission meeting](#), the Commission reviewed the draft work program and recommended approval. Attachment 1 is the proposed work program with two revisions as discussed at the meeting.

Two tasks have been added. Task 3.10, Interim Marijuana Regulations, has been included as a result of the Council's action and direction from the [February 4th City Council meeting](#). The Council took action to adopt interim regulations to prohibit the retail sales of marijuana in the MSC 1 Zone but did not include the MSC 2 Zone. The scope, schedule and work to be addressed by the Planning Commission will need to be determined.

The Planning Commission also agreed to include Task 3.11, FAR (Floor Area Ratio) regulations on the work program as a placekeeper for future consideration recognizing the priority for 2014-2015 is on the Comprehensive Plan update.

At the February 13 meeting, the Planning Commission should discuss the approach to the joint meeting with the Council on the work program and other topics. Below is the format that was followed at last year's joint meeting:

- | | |
|--|-------------------------|
| • Introduction | Staff |
| • Opening Remarks | Mike Miller (PC Chair) |
| • Lessons from the Houghton/Everest Plan | Jay Arnold |
| • Planning Work Program | Jon Pascal (Vice Chair) |
| • Miscellaneous Zoning Code List | Eric Shields |
| • Comprehensive Plan Update | Mike Miller |
| • Other Discussion Topics | |

At the joint meeting the Commission and Council may want to discuss the topics noted below as appropriate depending on the Council's comments from their retreat. Some ideas for discussion include:

- Council's perspective on the draft vision statement and guiding principles.
- Planning Commission check in's with the Council on the Comprehensive Plan update (see section below on the City Council retreat)
- Expectations and approach to neighborhood plans

Along with the work program and the Comprehensive Plan update are there other discussion topics that are appropriate for the joint meeting? What is the Commission's preference on the format for the meeting, the order of topics, or other discussion items (e.g. marijuana regulations)?

The City Council will be having a retreat on February 21. At the morning session staff will be presenting an update to the Council on the Comprehensive Plan. In particular, the topics will include:

- Results of Data Collection (Capacity Analysis, Community Profile & ARCH Housing Needs Assessment)
- Visioning Conversations
- Draft Vision Statement and Guiding Principles
- Approach to Review of the Element Chapters and Schedule
- Neighborhood Plan Elements.
- Totem Lake Plan Update

Planning Commission members are invited to attend and listen. The retreat begins at 9:00 with the Comprehensive Plan update scheduled from 9:10 am – 10:45 am (subject to change).

Attachments

Attachment 1: Draft 2014-2016 Planning Work Program

PROPOSED 2014 – 2016 PLANNING WORK PROGRAM: LONG RANGE TASKS
2014

DRAFT February 6, 2014
2015 **2016**

TASK	PROJECT MANAGER	2014 STAFF	2014												2015				2016			
			J	F	M	A	M	J	J	A	S	O	N	D	1st	2nd	3rd	4th	1st	2nd	3rd	4th
POLICIES, PLANS & REGULATIONS																						
1.0	Comp Plan Update	Swan/Coogan	5.0 FTE																			
1.1	• Community Profile/GIS Data	Coogan																				
1.2	• LU Capacity Analysis	Shields																				
1.3	• Scoping & Visioning	Swan/Coogan																				
1.4	• Public Involvement	Coogan																				
1.5	• SEPA/EIS	Swan																				
1.6	• Totem Lake Plan Update	Collins																				
1.7	• General Elements Update Work	Various																				
1.8	• Neighborhood Plans Revisions																					
1.9	• Code Amendments																					
1.10	• MRM PAR	Ruggeri	.3																			
2.0	Economic Development		.3 FTE																			
2.1	• Totem Lake TDR Analysis/ILA	Collins																				
2.2	• Infrastructure Financing Tools	Finance																				
2.3	• Industrial lands study	Wolfe/Collins																				
2.4	• Totem Lake Action Plan	Wolfe																				
3.0	Code Amendments																					
3.1	• Misc. Code Amendments	Brill	.6																			
3.2	• Fast Track. Code Amendments	Cox	.1																			
3.3	• Reformat Zoning Code	Cox	.1																			
3.4	• MF Parking Requirements	McMahan	.2																			
3.5	• CKC Regulations	McMahan																				
3.6	• SEPA Revisions	Cox																				
3.7	• Traffic Impact Standards																					
3.8	• Sign Regulations																					
3.9	• Review Design Regs /Guidelines																					
3.10	• Marijuana Regs (Market St)																					
3.11	• FAR Regulations																					
4.0	Subarea & Other Plans																					
4.1	• Cross Kirkland Corridor Plan	Godfrey																				
4.2	• Other Plans/Projects	Various	.2																			
5.0	Housing																					
5.1	• Housing Preservation																					
5.2	• Affordable Housing Strategies	Nelson/ARCH	.1 FTE																			
6.0	Env Stewardship/Sustainability																					
6.1	• Urban Forestry/Mgmt Plan	Powers	.5 FTE																			
6.2	• Critical Areas Regulations																					
6.3	• Green Team	Barnes	.1 FTE																			
7.0	Database Management																					
7.0	• Database Management	GIS/Goble	.1 FTE																			
8.0	Regional Coordination																					
8.0	• Regional Coordination	Shields	.1 FTE																			
	<i>Planning Commission Tasks</i>																					
	<i>Other City Tasks</i>																					