



CITY OF KIRKLAND

Planning and Community Development Department

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MEMORANDUM

Date: November 3, 2015

To: Planning Commission

From: Paul Stewart, AICP Deputy Planning Director

Subject: Planning Commission Retreat Topics

Recommendation

Planning Commission identify proposed agenda topics for consideration at the upcoming annual retreat.

Background

December 10th is the date we are scheduling for the annual Planning Commission Retreat. The retreat usually begins at 6:00 with dinner. The retreat is typically the time when staff proposes the Planning Work Program for the Commission's consideration and recommendation to the City Council at a joint meeting to be scheduled in early 2016. Attached is the current adopted 2015-2017 Work Program. Staff will be bringing a draft 2016-2018 work program to the retreat for review by the Commission.

The retreat is also an opportunity to discuss other issues of interest. These could range from such topics as procedural items, commission/staff interaction, public outreach approaches, lessons learned from 2015 or any variety of subjects that the Commission would like to consider. At the last retreat, the Commission discussed the following topics:

- Marijuana regulations
- Comprehensive Plan schedule
- Neighborhood Plans
- Planning Work Program
- Other Commission items

Staff would suggest the following topics for this year's retreat:

- 2016-2018 Planning Work Program
- Neighborhood Plans
- Meeting attendance

Are there other items, the Commission would like to include on the agenda for discussion at the retreat?

Attachment: Adopted 2015-2017 Planning Work Program.

Planning Commission Tasks	
Other City Tasks	

ADOPTED 2015 – 2017 PLANNING WORK PROGRAM: LONG RANGE TASKS April 7, 2015

				2015								2016				2017							
TASK		PROJECT MANAGER	2015 FTE	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																				
1.1	• Community Profile/GIS Data	Coogan																					
1.2	• LU Capacity Analysis	Shields																					
1.3	• Public Involvement	Coogan																					
1.4	• SEPA/EIS/Planned Action	Swan/Collins																					
1.5	• Totem Lake Plan Update	Collins																					
1.6	• General Elements Update Work	Various																					
1.7	• Neighborhood Plans Revisions	Various																					
1.8	• Citizen Amendment Requests	Various																					
1.9	• Code Amendments	Various																					
1.10	• Private Amendment Requests																						
1.11	• Downtown Urban Center																						
2.0	Neighborhood Plans																						
2.1	• Finn Hill Neighborhood Plan	Shields	.2																				
2.2	• Everest/Central Houghton Ctr	Ruggeri																					
2.3	• Neighborhood/Bus District Plans																						
3.0	Code Amendments																						
3.1	• Marijuana Regs	Shields	.1																				
3.2	• Parkplace Amendments	Ruggeri	.4																				
3.3	• MF Parking	Regala	.1																				
3.4	• Reformat Zoning Code	TBD	.2																				
3.5	• Misc. Code Amendments																						
3.6	• Traffic Impact Standards	Swan/Godfrey	.2																				
3.7	• Selected Sign Reg Amendments		.1																				
3.8	• FAR Regulations																						
3.9	• LID Code Revisions	PW/Barnes																					
3.10	• Wireless (Chapter 117 KC)																						
4.0	Critical Area Regulations																						
4.1	• Geologic Mapping & Analysis	Gaus/McMahan	.2																				
4.2	• Code Update	McMahan	1.0																				
5.0	Housing																						
5.1	• Affordable Housing Strategies	Nelson/ARCH	.1																				
5.2	• Update Housing Strategy Plan	Nelson/ARCH																					
6.0	Env Stewardship/Sustainability																						
6.1	• Urban Forestry Mgmt/Plan	Powers	.5																				
6.2	• CKC Charrette	Guter/Powers	.1																				
6.3	• Update Climate Action Plan	Barnes	.2																				
6.4	• Update Nat Resource Mgmt Plan	Barnes																					
6.5	• Green Team	Barnes	.1																				
7.0	Database Management	GIS/PCD	.1																				
8.0	Regional Coordination	Shields	.1																				