



CITY OF KIRKLAND
PLANNING AND BUILDING DEPARTMENT
123 FIFTH AVENUE, KIRKLAND, WA 98033
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MEMORANDUM

DATE: FEBRUARY 18, 2016

TO: PLANNING COMMISSION

FROM: PAUL STEWART AICP, DEPUTY DIRECTOR

SUBJECT: REVISED PLANNING WORK PROGRAM AND JOINT MEETING WITH CITY COUNCIL (FILE NO. PLN16-00008)

Recommendation

Staff recommends the following:

- Review the revised Planning Work Program and make a recommendation to the City Council (Attachment 1).
- Discuss the topics and format for the March 1 joint meeting with the City Council.

Note: The Council packet for the joint meeting is due on February 18. The Planning Commission meeting is February 25th. Any suggested revisions to the work program or comments from the Planning Commission from the Feb. 25th meeting will be transmitted to the City Council.

Planning Work Program

The Planning Commission (PC) is scheduled to meet with the City Council at a joint meeting on **March 1, 2016 at 6:00 pm in the Peter Kirk Room.**

The primary purpose is to review the proposed 2016-2018 Planning Work Program. At the [December 10, 2015](#) retreat the Commission reviewed the draft work program and recommended it go forward to the Council for consideration. The Commission may want to review that retreat packet. It provides more details on each of the work program items.

The proposed work program has been modified from the December 10 draft to reflect changes to the timing and staffing of certain tasks (Attachment 1). The Planning Commission should review the revised work program and make a recommendation to the City Council. The revisions are noted below.

Task 2.2 - Everest/Central Houghton Neighborhood Center Plan) and Task 2.3 - 6th Street Corridor Transportation Study.

Task 2.2 is to prepare a plan and development standards for the Houghton/Everest Neighborhood Center as directed by the City Council via Resolution R-5067 (see Attachment 2). Task 2.3 is a transportation corridor study/master plan for the 6th Street South corridor in conjunction with the Neighborhood Center Update. It is a funded Capital Improvement Program project (See Attachment 3).

The work program reviewed at the PC retreat in December, 2015 showed this task beginning in January, 2016 (consistent with Resolution R-5067) to be completed by the end of 2016. At the Planning Commission retreat, staff noted that the schedule for this update may need to be adjusted. Over the past two months additional information has arisen that should be considered in determining the timing and process for moving forward with this task.

Staff has met with representatives from the Central Houghton Neighborhood Association and the Everest Neighborhood Association.

- Representatives from Everest expressed an interest in deferring work on the neighborhood center update until more information is known regarding the Sound Transit 3 candidate projects in Kirkland and the ballot measure as they may related to 6th Street Corridor Study as well as the Cross Kirkland Corridor. In addition, having the proposed signals in place as proposed for 2016 (at 9th and at Kirkland Way) would be of importance to the transportation study.
- Representatives from the Central Houghton neighborhood are interested in moving forward sooner than later. In 2015, they hosted a series of neighborhood meetings on preferences for the neighborhood center and have already put in some time and effort on this and would prefer to move ahead as soon as possible.
- Staff has had discussions with the representative from the Houghton Shopping Center (Metropolitan Market area). They are also interested in moving forward since the zoning has not been revised to be consistent with the adopted Comprehensive Plan for the shopping center.
- Another important factor that influences the timing - particularly regarding the 6th Street Corridor Transportation Study. This study should go concurrently with the neighborhood center plan update. David Godfrey, the Transportation Engineering Manager has

announced his retirement for June. David would have been the project manager for this important study. Recruitment will be underway shortly but it may take several months to fill the position and initiate the study.

Given these factors, staff would recommend that work on the neighborhood shopping center and transportation study begin sometime in mid-2016. This topic should be discussed at the joint meeting.

Task 3.4 - Wireless Regulations (Chapter 117 KZC).

The Planning Commission and Houghton Community Council (HCC) were briefed on this project at the January 28th, 2016 joint meeting. The previous work program showed this task beginning in July. Staff is able to begin working on this task earlier in the year.

Task 6.3 – Sustainability Strategic Plan

This task to address climate change, regional coordination and overall environmental and sustainability issues was originally targeted to begin in late 2016. Due to staffing and resources not being available this task has been rescheduled to 2017 pending budget discussions.

Task 6.6 – CKC Green Certification

Due to staff resources working on other projects, this task would be scheduled to be addressed in 2017. This task would not involve the Planning Commission.

Joint Meeting Discussion

At the February 25th meeting, the Planning Commission should discuss the approach and format for the joint meeting. At the joint meeting in March, 2015 individual Commission members took the lead on discussion topics. Below is the format that was followed for that meeting:

- | | |
|---|---|
| • Introduction | Staff |
| • Comprehensive Plan Update & Work Program | Glenn Peterson, PC Chair |
| • Neighborhood Plan/Business District Updates | Jon Pascal (Vice Chair
and Collen Cullen |
| • Private Amendment Requests | Jon Pascal |
| • Other Items of Interest | All |

At the upcoming joint meeting staff would recommend the Commission review the overall work program with the Council with particular emphasis on the following work program tasks:

- The timing of Everest/Houghton Neighborhood Center Plan (Task 2.3) and the 6th Street Corridor Study (Task 2.4).
- Neighborhood/Business District Framework (Task 2.4) as discussed at the [Planning Commission retreat](#) in December.

The Council has expressed an interest in addressing affordable housing. This is reflected in Task 5.1 with an update to the Housing Strategy Plan. This topic may come up at the joint meeting.

Are there any other topics the Commission would like to discuss with the Council at the joint meeting? How would the Commission like to structure the joint meeting discussion?

Attachments

Attachment 1: Revised 2016-2018 Planning Work Program

Attachment 2: Resolution R-5067

Attachment 3: CIP – 6th Street Corridor Study

Attachment 1

PROPOSED 2016 – 2018 PLANNING WORK PROGRAM: LONG RANGE TASKS

2018

2017

2016

Planning Commission Tasks
Other City Tasks

TASK	PROJECT MANAGER	2016 FTE by Task	J	F	M	A	M	J	J	A	S	O	N	D	1st	2nd	3-rd	4th	
POLICIES, PLANS & REGULATIONS																			
1.0 Comprehensive Plan																			
1.1 • Consider Totem Lake Planned Action																			
1.2 • Private Amendment Requests																			
1.3 • Consider CBD as an Urban Center																			
2.0 Neighborhood/Bus District Plans																			
2.1 • Finn Hill Neighborhood Plan	Coogan	.6 FTE																	
2.2 • Everest/Central Houghton Ctr	Ruggieri	.5 FTE																	
2.3 • 6th Street Corridor Transp Study	Public Works																		
2.4 • Neighborhood/Bus District Framework	Collins	.2 FTE																	
2.5 • Future Neighborhood Plan Updates																			
3.0 Code Amendments																			
3.1 • LID Code Revisions	Collins/Powers	.4 FTE																	
3.2 • Zoning Code Charts to Tables	Nelson	.2 FTE																	
3.3 • Misc. Code Amendments	Brill	.6 FTE																	
3.4 • Wireless/Utilities (Chapter 117 KZC)	McMahan	.1 FTE																	
3.5 • Traffic Impact Standards	Godfrey																		
3.6 • Content Neutral Sign Regs	Brill	.2 FTE																	
3.7 • Marijuana Regs Amendments																			
3.8 • FAR Regs	Brill	.2 FTE																	
3.9 • Design Guidelines (Totem Lake CKC)	Collins	.3 FTE																	
4.0 Critical Area or SMP																			
4.1 • Wetlands and Streams Regs	Swan	.8 FTE																	
4.2 • Geo Hazards Analysis & Regs	Swan/McMahan	.5 FTE																	
4.3 • SMP Amendments	Swan	.4 FTE																	
5.0 Housing																			
5.1 • Update Housing Strategy Plan	Nelson/ARCH	.2 FTE																	
5.2 • Affordable Housing Strategies	Nelson/ARCH	.1 FTE																	
6.0 Env Stewardship/Sustainability																			
6.1 • GHC Report/Climate Action Plan	PW/Barnes	.1 FTE																	
6.2 • K4C Coordination/Implementation	Barnes/Guter	.1 FTE																	
6.3 • Sustainability Strategic Plan	Barnes/Powers																		
6.4 • Street Tree Inventory	Powers/GIS	.3 FTE																	
6.5 • Urban Forestry Mgmt Work Plan	Powers	.2 FTE																	
6.6 • CKC Green Certification	Powers																		
6.7 • Green Team	Barnes	.1 FTE																	
6.8 • Strategic Plan Actions/Implementation																			
7.0 Database Management	GIS/Planning	.1 FTE																	
8.0 Regional Coordination	Shields/Stewart	.1 FTE																	

RESOLUTION R-5067

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND RELATING TO PLANNING AND LAND USE AND ACCEPTING THE RECOMMENDATION OF THE KIRKLAND PLANNING COMMISSION TO DEFER ACTION ON THE HOUGHTON/EVEREST NEIGHBORHOOD CENTER CITIZEN AMENDMENT REQUESTS UNTIL THE COMPLETION OF THE COMPREHENSIVE PLAN (FILE CAM13-00465, #14).

WHEREAS, the City is updating its Comprehensive Plan, the guiding policy document to direct growth and development in Kirkland over the next 20 years; and

WHEREAS, the City accepted Citizen Amendment Requests that proposed property-specific changes to the land use map/zoning map, existing Plan goals and policies and/or zoning regulations as part of the Plan update process; and

WHEREAS, the Kirkland Planning Commission reviewed the Citizen Amendment Requests at its July 10, 2014, meeting; and

WHEREAS, the City Council considered the Planning Commission recommendations at the July 15, 2014, Council meeting; and

WHEREAS, City Council agreed with the recommendations of the Planning Commission on the Citizen Amendment Requests, including a recommendation that staff return to the Planning Commission with options for handling the Houghton/Everest Neighborhood Center review including the two Citizen Amendment Requests within the Central Houghton Neighborhood; and

WHEREAS, following additional review at its August 14, 2014, meeting, the Planning Commission recommended that action be deferred on the Houghton/Everest Neighborhood Center Citizen Amendment Requests until the completion of the Comprehensive Plan update when the Everest Neighborhood Plan can be updated; and

WHEREAS, the Houghton Community Council met on August 25, 2014, to discuss the process options for the Houghton/Everest Neighborhood Center Citizen Amendment Requests and agreed with the recommendation of the Planning Commission; and

WHEREAS, the existing Central Houghton Neighborhood Plan establishes goals and policies for the Houghton/Everest Neighborhood Center and the Houghton Center which need to be harmonized and coordinated with the Everest Neighborhood Plan; and

WHEREAS, the Everest Neighborhood Plan, along with all other Neighborhood Plans in the City, is being updated as part of the Comprehensive Plan update process; and

WHEREAS, accepting the recommendations of the Houghton Community Council and the Planning Commission to defer the Central

R-5067

Houghton Neighborhood Citizen Amendment Requests would allow for the update of the Everest Neighborhood Plan except for the areas of Everest that are included in the Houghton/Everest Neighborhood Center; and

WHEREAS, in order to provide certainty and predictability in land use, the City Council wishes to work with the Houghton Community Council, property owners and residents of Central Houghton and Everest to consider the entire Houghton/Everest Neighborhood Center following the completion of the Comprehensive Plan update.

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. Action will be deferred on the Houghton/Everest Neighborhood Center Citizen Amendment Requests until the completion of the Comprehensive Plan update.

Section 2. Immediately following the Plan update, and no later than January 15, 2016, the City Council and staff shall initiate a formal public review and update process for the Houghton/Everest Neighborhood Center in partnership with the Houghton Community Council, property owners and the residents of Everest and Central Houghton.

Section 3. The Houghton/Everest Neighborhood Center update process shall result in recommendations to the Planning Commission for Comprehensive Plan amendments and zoning regulations for the Houghton/Everest Neighborhood Center no later than July 15, 2016.

Section 4. The Planning Commission shall consider and hold a public hearing on the Comprehensive Plan amendments and zoning regulations and shall make final recommendations to the City Council no later than October 31, 2016.

Section 5. The Council may accept, modify or reject the Comprehensive Plan amendments and zoning regulations. Both the Everest and Central Houghton Neighborhood Plans will be updated as necessary to reflect any final Council action on the Houghton/Everest Neighborhood Center.

Section 6. The existing Comprehensive Plan language and zoning regulations affecting the Houghton/Everest Neighborhood Center in both the Everest Neighborhood Plan and the Central Houghton Neighborhood Plan shall remain unchanged until the process outlined above is completed.

Section 7. The scope of the Comprehensive Plan Environmental Impact Statement will include an evaluation of business districts, but any Houghton/Everest Neighborhood Center-specific policies and zoning regulations will be deferred from the Comprehensive Plan to the process outlined above.

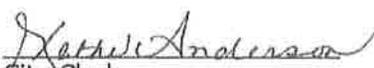
R-5067

Passed by majority vote of the Kirkland City Council in open meeting this 16th day of September, 2014.

Signed in authentication thereof this 16th day of September, 2014.


MAYOR

Attest:


City Clerk

**CITY OF KIRKLAND
CAPITAL IMPROVEMENT PROGRAM
2015 TO 2020**

PROJECT #	ST 0087 000
DEPARTMENT	Public Works
DEPARTMENT CONTACT	Dave Snider

PROJECT TITLE	6TH STREET SOUTH /HOUGHTON BUSINESS DISTRICT CORRIDOR STUDY		
PROJECT LOCATION	Near NE 68th Street to Cross Kirkland Corridor	PROJECT START	PROJECT STATUS
		2015	New Project

DESCRIPTION/JUSTIFICATION

A corridor study/master plan to guide future capital improvement construction phases for the 6th Street South corridor, in conjunction with the Everest and Central Houghton Commercial Center updates. The purpose of the study is to evaluate existing conditions and recommend a prioritized set of improvements for the corridor. Goals for the corridor will be consistent with established City goals and policies. A substantial public involvement process will be integral to the development of the study's end product. Improvements will be focused on: bicycle and pedestrian facilities, safety, drainage, signing, marking, lighting, and geometric conditions at intersections.

REASON FOR MODIFICATION (WHERE APPLICABLE)

POLICY BASIS	METHOD OF FINANCING (%)
Transportation Master Plan	Current Revenue 100 %
Area-Specific Study	Reserve 0 %
COUNCIL GOALS	Grants 0 %
Balanced Transportation	Other Sources 0 %
Economic Development	Debt 0 %
	Unfunded 0 %

CAPITAL COSTS	Prior Year(s)	2015	2016	2017	2018	2019	2020	2015-2020 TOTAL	Future Year(s)	Total Project
Planning/Design/Engineering	0	100,000	0	0	0	0	0	100,000	0	100,000
In-House Professional Svcs.	0	50,000	0	0	0	0	0	50,000	0	50,000
Land Acquisition	0	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0
Comp. Hardware/Software	0	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0	0
Other Services	0	0	0	0	0	0	0	0	0	0
Total	0	150,000	0	0	0	0	0	150,000	0	150,000
NEW MAINT. AND OPER.	0	0	0	0	0	0	0	0	0	0
NEW FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**CITY OF KIRKLAND
CAPITAL IMPROVEMENT PROGRAM
2015 TO 2020**

PROJECT #	ST 0087 000
DEPARTMENT	Public Works
DEPARTMENT CONTACT	Dave Snider

PROJECT TITLE	6TH STREET SOUTH /HOUGHTON BUSINESS DISTRICT CORRIDOR STUDY
CRITERIA	PROJECT IMPACTS (RESPOND TO ALL SECTIONS WHICH APPLY)
Amount of public disruption and inconvenience caused	<i>N/A (study only).</i>
Community economic impacts	<i>To be determined.</i>
Health and safety, environmental, aesthetic, or social effects	<i>A possible outcome of the study.</i>
Responds to an urgent need or opportunity	<i>To support redevelopment in the Everest and Central Houghton Business Districts.</i>
Feasibility, including public support and project readiness	<i>Project will require significant public process and coordination with King County Transit.</i>
Conforms to legal or contractual obligations	<i>Project will be conducted in accordance with professional and legal requirements.</i>
Responds to state and/or federal mandate	<i>N/A</i>
Benefits to other capital projects	<i>To be determined.</i>
Implications of deferring the project	<i>City will not be able to attain desired level of service and development for Everest and Central Houghton will be impacted.</i>
CONFORMANCE WITH ADOPTED COMPREHENSIVE PLAN	Name of Neighborhood(s) in which located: <i>Central Houghton, Everest</i> Is there a specific reference to this project or land use in the immediate vicinity? <i>No</i> How does the project conform to such references? Attachment <input type="checkbox"/> (Specify)
LEVEL OF SERVICE IMPACT	<input type="checkbox"/> Project provides no new capacity (repair, replacement or renovation). <input type="checkbox"/> Project provides new capacity. Amount of new capacity provided: <input checked="" type="checkbox"/> Project assists in meeting/maintaining adopted level of service. <input type="checkbox"/> Project required to meet concurrency standards.