



CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033 425.587.3225
www.ci.kirkland.wa.us

MEMORANDUM

Date: June 3, 2010

To: Planning Commission/Houghton Community Council

From: Paul Stewart, AICP
Deputy Planning Director

Subject: Public Meeting Calendar and Joint Meetings

The Houghton Community Council and City Council participated in a joint study session in February. One of the outcomes was to relook at the review procedures for both quasi-judicial and legislative projects involving Houghton. The City Council and HCC were interested in finding ways to identify policy differences early on in a project in order to avoid having different rules in Houghton and/or vetoes. Doing so may result in speeding up long range projects.

On May 13, the Chair of the Houghton Community Council attended the Planning Commission meeting to discuss these ideas. Following that meeting staff looked at the upcoming calendar and projects to see where it might make sense to try and schedule joint meetings.

We considered that it initially made a sense at a couple of key steps in the process

- At an early stage where staff is conveying a significant amount of information or developing the work program for a long range project
- At a public hearing where both groups can hear public comments at the same time.

Another consideration is when to meet since the Planning Commission meets on the 2nd and 4th Thursday of each month and the Community Council meets on the 4th Monday of each month. Our approach is to alternate – one meeting would be on a PC night and the next on an HCC night.

In looking at the calendar we've noted some upcoming items where joint meetings make sense. The first would be **Monday July 26** which is the normal night for the HCC meeting. At this meeting we would be conveying the results of the Lakeview and Central Houghton Advisory Groups meetings.

The second joint meeting would be **Thursday, August 12** which is a regular meeting night for the Planning Commission. At that meeting we will be presenting the initial

discussion items on the miscellaneous code amendments, the code enforcement consolidation amendments, and the 2010 Comprehensive Plan update.

As a result of joint meetings we will also be looking at cancelling some meetings where possible. These include the July 8 Planning Commission meeting and the June 28 and August 23rd HCC meetings.

However, of note for the HCC is the possibility of additional HCC meetings over the next few months due to the work underway on the neighborhood plans.

Looking ahead to the schedule for the Planning Commission in November we are suggesting the Planning Commission meet on November 4 instead of November 11 and 25th which are both holidays.

We will need to be somewhat flexible with the schedule as we try out this approach and see how it is working. Please regularly review the public meeting calendar to see the schedule of upcoming meetings. I have also attached the tentative schedule for the neighborhood plans with the caveat "*dates are subject to change*".

Attachment
Neighborhood Plan Update Tentative Schedule

Central Houghton and Lakeview Neighborhood Plan Update

Tentative Schedule *Revised 6/2/2010* *Dates are subject to change*

- ✓ September & October 2009 PC and HCC meeting to approve update process
- ✓ October 29, 2009 Public open house for both neighborhoods
- ✓ December 8 & 9, 2009 Neighborhood U meetings (2) for Kirkland Alliance of Neighborhoods
- ✓ November 2009 Advisory Groups formed
- January - June 2010 Advisory Group meetings by topic
 - June 2, 2010 Lakeview Advisory Group meeting to discuss TOD
 - June 22, 2010 Lakeview and Central Houghton Advisory Group meeting
 - June 29, 2010 Lakeview and Central Houghton Advisory Group meeting
- July 26, 2010 Joint PC and HCC study session to review Advisory Group recommendations
- September 27, 2010 HCC reviews draft policies
- October 12, 2010 Advisory Groups review draft plans
- October 14, 2010 Public Open House and PC study session on draft plan
- October 2010 Complete SEPA Addendum and CTED 60 Day Review
- October 28, 2010 PC and HCC conduct joint public hearing
- November 4, 2010 PC provides direction on draft plan
- November 8, 2010 HCC provides direction on draft plan
- December 7, 2010 City Council study session to discuss PC and HCC recommendations
- January 2011 City Council adopts plan and code amendments by ordinance
- January 2011 HCC approves final plan

HCC=Houghton Community Council
PC=Planning Commission