



MEMORANDUM

Date: July 1, 2009

To: Planning Commission

From: Paul Stewart, Deputy Planning Director

Subject: Kirkland Shoreline Master Program Update (File NO. ZON06-0017)

Recommendation

Staff recommends the Planning Commission review the draft memo to the City Council and provides direction on any revisions.

Background

The purpose of the meeting is to discuss a memo to the City Council in response to a request for an extension of time on the Shoreline Master Program. The City has been working on the update to the Shoreline Master Program (SMP) for the past four years beginning in the spring of 2005. The Planning Commission and Houghton Community Council have been conducting public meetings and study sessions beginning in February, 2008. The City is required by the State to update the SMP by December 1, 2009 but may request an additional year from the Department of Ecology to complete the work (RCW 90.58.080).

The City Council and Planning Commission received a memo on June 22, 2009 from the Kirkland Lakeshore Association (KLA) requesting the "City Council request an extension to the deadline to enact the SMP Update" (see Attachment 1). The memo was submitted along with a letter dated June 15, 2008 to staff from Brent Carson, an attorney with Gordon Derr writing on behalf of the KLA.

At the June 25, 2009 Planning Commission, the Commission indicated it would like to prepare a response to KLA to be transmitted to the City Council. A draft memo to the City Council accompanies this memo (Attachment 4). An open house on the SMP is scheduled for July 9th, 2009 from 5:30 to 7:30 pm. **The Commission will meet on July 9 following the open house at 7:30 pm.** Public hearings are scheduled before the Planning Commission on July 23rd and before the Houghton Community Council (HCC) on July 27th. Following the public hearings the Planning Commission and HCC will consider all the relevant materials, the draft SMP and the public comments and make a recommendation to the City Council. The City Council would then review the recommendations and take action this fall.

Following Council action, the SMP is transmitted to the State Department of Ecology (DOE) for their review. Through this process, Ecology will also hold a minimum 30-day comment period. The DOE can also hold a public hearing. The City will receive copies of comments received through this process and will respond to all public comments, demonstrating how the adopted plan addresses the identified issues consistent with SMA policies. Based on this information, Ecology will make a decision on the plan. Ecology may (1) approve the submitted plan as is, (2) approve the plan with conditions, or (3) deny the plan. If Ecology approves the plan with changes, the City can either accept the recommendations from DOE or submit an alternative proposal for consideration. This will likely take place in the early 2010. If the City accepts the recommendations from DOE the SMP becomes effective upon approval from the Director of DOE.

The memo from the KLA requests the time extension for the following reasons:

- Lakeshore property owners care about the environment
- There has been limited time for property owner evaluation
- A deadline extension is a reasonable solution and it is allowed under state law
- There are benefits from an extension (allowing property owners to learn more about the SMP; provide additional opportunity for feedback such as through education activities and workshops; to learn from other cities; reach a consensus).

In the letter dated June 15, 2009 from Brent Carson, he indicates that the KLA is seeking a one-year extension due to the lack of adequate outreach and proposes that during this additional time the KLA and other stakeholders be engaged in further dialogue in order to address a number of issues.

Attachment 2 is a summary of the SMP public involvement activities and Attachment 3 is a detailed listing of all the public involvement events, meetings, notices and outreach that has occurred since 2005. As noted, the Planning Commission has held approximately 15 study sessions on the SMP along with a variety of other public involvement and outreach opportunities.

Staff Comments

Staff would have significant concerns with extending the time frame for the following reasons:

- **Public Involvement Opportunities.** Based on the listing of all the public participation events, there have been adequate opportunities for public involvement with the SMP update over the past four years. The City has far exceeded the requirements of the SMP guidelines. In addition, the Planning Commission conducted a special meeting of the Commission to meet with shoreline property owners.
- **Issues Addressed.** It is certainly understandable that there are concerns with the proposed draft SMP. New standards and regulations do affect private property. The Commission has considered all the input to date and has tried to strike a balance among ecological function, meeting the requirements of the State, and the interests of the property owners. Based on that, the Commission has provided additional flexibility and

incentives in the regulations to address these concerns. In addition, staff is always available and open to meet and discuss these concerns and issues.

- **Budget and Staffing.** Over the past four years, the City has committed significant time, money and staffing to this project. The City is also experiencing significant budget reductions with additional cuts likely. There are no additional funds for this project. An additional year would require the equivalent of a 1.0 to 1.5 FTE staffing as well as additional professional consulting services. It is estimated that this would require funding in the range of \$100,000 - \$125,000.
- **Work Program and Staffing.** This would also require an adjustment to the adopted Planning Work Program. Other tasks such as neighborhood plans may need to be deferred while work on the SMP would continue. In addition, the possible annexation of an additional 35,000 people will affect staffing levels and workload.

For these reasons staff would recommend the Commission approve the attached memo (Attachment 4).

Attachments

1. Memo and Letter from Kirkland Lakeshore Association
2. Summary of SMP public involvement activities
3. SMP Public Participation Log
4. Draft memo from Planning Commission to City Council

KIRKLAND LAKESHORE ASSOCIATION

A voluntary association dedicated to promoting the well-being of Kirkland's lakeshore.

cc: Council
Dana
Eric
RECEIVED Paul

JUN 28 2009

CITY OF KIRKLAND
CITY MANAGER'S OFFICE

To Kirkland City Council Members
Cc Planning Commission and Planning Staff
From Kirkland Lakeshore Association
Re Kirkland's SMP Update
Date June 12, 2009

The Kirkland Lakeshore Association (KLA) is a voluntary, non-affiliated, unincorporated association of over 80 Kirkland property owners and others interested in promoting the well-being of the Kirkland lakeshore. KLA was formed in 2009 to help inform members about the SMP Update process and to provide constructive feedback to public employees and officials. In order to accomplish these goals, KLA members need time to evaluate the current draft SMP proposal. With that goal, **we ask that the City Council request an extension to the deadline to enact the SMP Update.** Details of this request are provided below.

Lakeshore Property Owners Care Deeply About the Environment

No one cares more about the health of the lakeshore than the people who live on it. KLA members strongly support reasonable regulation of lakeshore property uses as well as voluntary efforts to improve ecological functions. Many owners are dedicated environmentalists who not only support environmental causes but have expended considerable sums of money reducing lakeshore impacts of their own property through voluntary actions such as native plantings, "soft" shoreline projects, dock decking upgrades, and the like. KLA members do and will support a reasonable SMP Update in Kirkland.

There Has Been Limited Time for Property Owner Evaluation

Unfortunately, it has been difficult for lakeshore property owners to become informed of and understand the effects of the Kirkland SMP Update. Although the process of creating the regulations has been underway for almost two years, the completed draft proposal was not available until March 30, 2009. As laypersons, the property owners could not effectively respond to or provide input on the SMP until they had the draft to review. Therefore, many lakeshore property owners have not had the opportunity to adequately understand how the proposed regulations will affect them. To assist in this process, KLA has retained expert legal counsel, who has been tasked with providing an independent evaluation of the proposed Update. These findings of counsel (attached) have only now been received for distribution to the KLA membership. As is evident from counsel's evaluation, there are a number of significant issues that will need to be addressed to alleviate the concerns of members. Clearly, this will take more time than is contemplated by the schedule published by planning staff, which has work on the draft completed in July for consideration by the City Council in August.

There Is a Reasonable Solution: Deadline Extension

Fortunately, there is a reasonable solution specifically provided for by State law: Kirkland may request an extension to the deadline to enact the SMP Update (currently December 2009). Applicable law provides that a one year extension "shall" be granted if requested. See, advice of counsel letter.

What Benefits Would Come From an Extension?

First, additional time will allow all affected property owners to learn precisely how the current proposal will affect them, something that has not been possible to date. Second, additional time will allow KLA and its members a reasonable opportunity to provide well-informed feedback. KLA would anticipate facilitating this through member education activities, workshops, and other opportunities for its members to receive specific information relating to their properties. In addition, more time will allow Kirkland to benefit from the experiences of other municipalities and their SMP Update processes, some of which border on the same body of water. Finally, additional time will allow all parties to reach a consensus so that Kirkland's SMP Update can be supported by all concerned.

We believe there is every upside and no downside to an extension request. The KLA remains dedicated to crafting a reasonable SMP Update which all parties can support. Thank you for your consideration.

KLA Organizing Members: Kevin Harrang, Rob Horwitz, Mark Nelson, Cindy Zech, Gary Gelow, Randy Zeller

June 15, 2009

Paul Stewart, Deputy Director
Kirkland Planning Department
City of Kirkland
123 Fifth Avenue
Kirkland, WA 98033

Dear Mr. Stewart:

I am writing on behalf of the Kirkland Lakeshore Association (KLA), an organization comprised of owners of property along the shores of Lake Washington within the Kirkland city limits, and others interested in promoting the well-being of Kirkland's lakeshore. KLA is very concerned with several of the proposed requirements being considered as part of the new Kirkland Shoreline Master Program (SMP). KLA would like further time to engage the City in an honest dialogue leading to changes in the SMP that meet the requirements of state law but reflect the needs of Kirkland's citizens.

I have been asked by KLA to independently evaluate the current draft of the SMP in light of the legal standards for the City's SMP update under state law. As a land use attorney with over 22 years experience drafting, evaluating and challenging land use plans and regulations, including shoreline and critical area regulations, I have particular expertise to conduct this review. I am keenly aware of the provisions of Washington's Shoreline Management Act, Chapter 90.58 RCW (the "Act"), the Washington Department of Ecology's Shoreline Master Program Guidelines, Chapter 173-26 WAC (the "Guidelines"), and the responsibility for local governments, such as Kirkland, to update their SMP to meet the requirements of the Act and the Guidelines.

Based upon my review of the current draft SMP and the discussions in various memorandum and reports prepared by your staff and the City's consultant, it is clear that many of the specific requirements being recommended by staff for the SMP go far beyond the requirements of the Guidelines and do not adequately consider several fundamental provisions of the Act.

KLA recognizes that Kirkland's shorelines are a valuable natural resource that needs to be protected. KLA acknowledges that the Act and Guidelines establish important policies and requirements and support the protection of the lakeshore.

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KLA's concern, however, is that the SMP is supposed to recognize single family residences as a preferred shoreline use; to avoid taking of private property; and to consider other existing federal, state and local regulations that already control most shoreline development. The SMP is supposed to be founded upon applicable scientific studies of ecological resources not simply an assumption that certain development standards must be implemented. The appropriate balance seems to have been lost in the current draft.

The Act recognized that single family residences are a "preferred use" along shorelines. "[A]lterations of the natural conditions of the shorelines . . . shall be given priority for single family residences and their appurtenant structures . . ." RCW 90.58.020. The Act expressly requires master programs to include provisions for the "protection of single family residences and appurtenant structures against damage or loss due to shoreline erosion." Single family residences are so much a preferred use that their construction is exempt from obtaining a Shoreline Substantial Development Permit. RCW 90.58.030.(3)(e)(iv).

Property rights are to be protected in all SMPs. For example, the "Governing principles of the Guidelines" note that local governments should assure that "proposed regulatory or administrative actions do not unconstitutionally infringe upon private property rights." WAC 173-26-186 (5). Local governments are directed to "design and implement such regulations and mitigation standards in a manner consistent with all relevant constitutional and other legal limitations on the regulation of private property." WAC 173-26-186 (6)(b)(i). Ecology has expressly acknowledged that any approach to implementing the "no net loss" requirements "must honor the requirements established in case law concerning nexus and proportionality of requirements imposed on development . . ." What Does No Net Loss Mean in the 2003 SMA Guidelines, Draft Publication 04-06-020, June 2004, Department of Ecology.

Kirkland is not obligated to implement a "one size fits all" set of requirements, yet the approach taken by the City's consultants reflect otherwise. The Guidelines expressly recognize that "local governments have reasonable discretion to balance the various policy goals of this chapter, in light of other relevant local, state, and federal regulatory and nonregulatory programs, and to modify master programs to reflect changing circumstances." WAC 173-26-186(9). Before adopting additional mandates, jurisdictions are supposed to "consider the beneficial effects of any established regulatory programs under other local, state and federal laws" in assessing regulations needed to ensure no net loss of ecological functions. WAC 173-26-186(8). It appears that the existing state and federal requirements that tightly regulate in-water work and other city zoning and stormwater standards have been ignored. Finally, in planning for restoration, the Guidelines emphatically note that the approach "may vary significantly among local jurisdictions." Instead of offering a broad spectrum of choices, many of which would better accommodate residential uses, the City's consultants have provided a narrow approach without flexibility.

KLA is particularly concerned with the consultant's inappropriate use of ecological studies undertaken on buffers in natural forested environments in developing buffer requirements on the developed urban shorelines of Kirkland. The technical reports cited on pages 7 to 9 of the

April 15, 2009, memorandum from Stacy Clauson to the Planning Commission are studies evaluating the biological benefit of fully functioning buffers in a natural forested condition. It is a fatal flaw for the SMP to propose setbacks in an urban setting, allegedly needed to prevent a net loss of ecological functions, based upon these inapplicable reports. These studies provide no tools to evaluate whether the existing buffer widths in the urban setting of Kirkland's shoreline would result in a loss of ecological productivity if maintained. Unless and until the City has scientific evidence that significant additional setbacks are needed, it is improper to include additional setbacks requirements in the SMP under the guise of being needed to avoid loss of ecological function.

Because of the City's lack of adequate outreach to those most affected by the proposed changes to the SMP and because of the need to develop specific revisions that better accommodate lakeshore owners, KLA requests that the City seek a one-year extension from the Department of Ecology to finalize the SMP update. The Act requires Ecology to freely grant such a request:

Local governments may be provided an additional year beyond the deadlines in this section to complete their master program or amendment. The department shall grant the request if it determines that the local government is likely to adopt or amend its master program within the additional year.

RCW 90.58.080(8). I am aware that other cities in the central Puget Sound area are taking advantage of this one-year extension.

KLA proposes that during this additional time period, KLA and other stakeholders be engaged in further dialogue with the City in order to ensure that the adopted SMP both complies with the applicable Guidelines and addresses the needs and concerns of affected property owners. During this time period, we ask that you consider a number of issues, including the following:

1. All existing residential uses should be fully grandfathered with more flexible modification provisions than currently applicable under nonconforming use rules.
2. All mitigation requirements should be limited by an express "reasonable and proportional" standard that would limit the cost and scope of mitigation under particular circumstances.
3. A reasonable "upper bound" on the costs of any particular mitigation measures should be established for single family residences. This could be a fixed dollar limit or a percentage of the related development. Either way, this would prevent imposition of abusive requirements that create a hardship on single family owners.
4. The setback standard should be revised to allow existing setbacks to be met unless the City demonstrates that compliance with such setback would cause a decrease in the inventoried ecological functions for that shoreline.

KLA is developing additional specific recommendations and will be sharing these ideas in the very near future. Additionally, as you proceed with consideration of the draft SMP, we ask you to be mindful of the discretion you have in achieving the proper balance between preferred and protected single family interests and ecological resources and not blindly following the single path being promoted by a few.

Thank you for this opportunity to provide comments from your lakefront single family homeowners.

Very truly yours,



Brent Carson

BC:tt

cc: Client

Summary of SMP Public Involvement Activities

The following is a summary of the various public involvement activities that have occurred over the past three years. Along with public meetings before the Planning Commission and Houghton Community Council it also includes other specific events such as community forums, shoreline tours, open houses, and neighborhood meetings. Attached is a detailed listing of all the public participation actions that have taken place since August, 2006.

August, 2006: **E-mail notices** sent to a variety of individuals, elected and appointed officials, professional organizations and associations, governmental agencies, and neighborhood associations informing them of the upcoming Shoreline Master Program update as well as the opportunity to be added to the City's **listserv** to receive more information.

September, 2006: **Public Forums and Shoreline Tour**

September 1 – October 15, 2006: **Draft Shoreline Inventory and Characterization Report** available for public comment.

December 1, 2006: **Final Shoreline Inventory Report** completed.

April – August, 2007: **Final Inventory Report distributed** to Planning Commission, Houghton Community Council and City Council and posted on web page.

September, 2007: **Public shoreline tour and workshop** on Argosy.

February, 2008: **Study sessions begin with the Planning Commission and Houghton Community Council** on environment designations, goals and polices and regulations.

June, 2008: **Public open house** on SMP

June, 2008: **Survey questionnaire**

February, 2009: **Workshop for shoreline property owners.**

April, 2009: **Planning Commission meeting with shoreline property owners.**

May, 2009: Staff meeting with **focus group of shoreline property owners.**

Since February, 2008, the Planning Commission has held approximately **15 study sessions** on the SMP and the Houghton Community Council has held approximately **9 study sessions.**

- In addition to the events listed above, the following have also occurred:
- Listserv and e-mail notices on all SMP related events and public meetings.
- Public notice signs placed along the shoreline with informational flyers posted
- Web page with posting of all events and public meetings packets and agendas
- Article in City Update
- News articles in the Kirkland Courier/Reporter
- Press releases

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- Mailout postcards to all property owners
- Mailout flyer on Green Shorelines
- Clips and meeting information on K-Gov, the City's TV station
- Handouts and informational materials
- Staff meetings with individual property owners and representatives from the Shoreline Property Owners and Contractors Association
- Briefings before the Park Board
- Status reports to the City Council
- Presentations to the neighborhood associations (Lakeview, Market, Moss Bay and Juanita)

KIRKLAND SMP UPDATE
Public Participation Log

Attachment 3

Format	Date	Kirkland Representative	Other Party	Summary of Content
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Masterbuilders Association: Don Davis (Director of Government Affairs), Tim Attebery (King County Manager), Garrett Huffman (South King County Manager), Allison Butcher (Public Policy Manager), Scott Hildebrand (Director of Public Policy), Aaron Adelstein (Director of Built Green TM), Amanda Reed (Built Green TM Coordinator)	Sent message to the Masterbuilders Association informing them about the upcoming Shoreline Master Program Update process in Kirkland and whether they are interested in being added to the listserv to receive more information.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Jim McElwee, Director of the Kirkland Alliance of Neighborhoods)	Sent e-mail to the Jim informing him about the upcoming Shoreline Master Program Update process in Kirkland and whether he is interested in being added to the listserv to receive more information.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Teresa Sollitto, Park Project Coordinator for Juanita Bay Rangers	Sent e-mail to the Teresa informing her about the upcoming Shoreline Master Program Update process in Kirkland and whether she is interested in being added to the listserv to receive more information.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Kirkland Chamber of Commerce: Bill Vadino (Executive Director), Judi Meek (Operations and Member Services Manager), Mary Ously (Administrative Assistant)	Sent e-mail to the Kirkland Chamber of Commerce informing them about the upcoming Shoreline Master Program Update process in Kirkland and whether they are interested in being added to the listserv to receive more information.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Kirkland Downtown Association: Dick Beazell (Executive Director) and Kellie Jordan (Executive Assistant)	Sent e-mail to the Kirkland Downtown Association informing them about the upcoming Shoreline Master Program Update process in Kirkland and whether they are interested in being added to the listserv to receive more information.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Kirkland City Council Members: Dave Asher, Mary-Alyce Burleigh, Jessica Greenway, Tom Hodgson, Bob Sternoff and James Lauinger (Mayor of Kirkland)	Sent e-mail to the Kirkland City Council informing them about the upcoming Shoreline Master Program Update process in Kirkland and whether they are interested in being added to the listserv to receive more information.
Email	08/16/06	Linh Huynh, Undergraduate Planning	Tom Hodgson, Kirkland City Council Member	Received response from Tom confirming interest in being listed on the listserv.

KIRKLAND SMP UPDATE
Public Participation Log

		Intern		
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Mary-Alyce Burleigh, Kirkland City Council Member	Received response from Mary-Alyce confirming interest in being added to the SMP listserv.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Kathy Nygard, Representative for the Kirkland Parks and Recreation Division	Sent e-mail to the Kathy informing her about the upcoming Shoreline Master Program Update process in Kirkland and whether she is interested in being added to the listserv to receive more information.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Jane Hague, Councilmember District 6 (representing Kirkland)	Sent e-mail to Jane informing her about the upcoming SMP Update process in Kirkland and whether she is interested in being added to the listserv to receive more information.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Toby Nixon, Washington State Legislator (representing Kirkland)	Sent e-mail to Toby Nixon (Washington State Legislator representing Kirkland) informing him about the upcoming SMP Update process in Kirkland and whether he is interested in being added to the listserv to receive more information.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Joe Burcar, Washington Department of Ecology	Sent e-mail to Joe informing him about the upcoming Shoreline Master Program Update process in Kirkland and whether he is interested in being added to the listserv to receive more information.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	King Conservation District: Geoff Reed (District Co-Coordinator, Board Administration Lead & Watershed Projects), Brandy Reed (District Co-Coordinator, Noncompetitive Grants, Watershed Projects, Native Plant Nursery Lead), Debbie Meisinger (Watershed Projects), Roseanne Campagna (Newsletter, Public Information, Envirothon), Pete Landry (District Engineered Project), Paul Borne (Small Farm Planner)	Sent e-mail to King Conservation District informing them about the upcoming Shoreline Master Program Update process in Kirkland and whether they are interested in being added to the listserv to receive more information.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Teresa Sollitto, Park Project Coordinator for Juanita Bay Rangers	Received response from Teresa informing the Planning Dept. that she forwarded the information to all volunteer Rangers as well as members of the East Lake Washington Audubon Society.
Email	08/16/06	Linh Huynh, Undergraduate Planning	Joe Burcar, Washington Department of Ecology	Received response from Joe Burcar confirming his interest into being added to the SMP listserv.

KIRKLAND SMP UPDATE
Public Participation Log

		Intern		
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Karen Walters, Representative of the Muckleshoot Indian Tribe	Sent e-mail to Karen informing her about the upcoming Shoreline Master Program Update process in Kirkland and whether any tribe members are interested in being added to the listserv to receive more information.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Washpirg	Sent message informing Washpirg about the upcoming Shoreline Master Program Update process in Kirkland and whether they are interested in being added to the listserv to receive more information.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Eastside Friends of Lake Washington	Sent message informing them about the upcoming Shoreline Master Program Update process in Kirkland and whether they are interested in being added to the listserv to receive more information.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Friends of the Cedar River Watershed	Sent e-mail to Friends of Cedar River Watershed informing them about the upcoming Shoreline Master Program Update process and whether they are interested in being added to the listserv.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Rebecca Phelps, Center for Environmental Law and Policy (CELP)	Sent message to CELP informing them about the upcoming Shoreline Master Program Update process and whether they are interested in being added to the listserv.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Joe Burcar, Washington Department of Ecology	Asked Joe (via e-mail) whether he knew of any other stakeholders that may prove relevant or interested in the SMP update.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Lisa McConnell, Chair of the Central Houghton Neighborhood Association	Sent e-mail to the Central Houghton Neighborhood Association informing them about the upcoming Shoreline Master Program Update process and whether they are interested in being added to the listserv.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Annemieke Hagman, Chair of the Everest Neighborhood Association	Sent e-mail to the Everest Neighborhood Association informing them about the upcoming Shoreline Master Program Update process and whether they are interested in being added to the listserv.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Marianna Hanefield, Chair of the Juanita Neighborhood Association	Sent e-mail to the Juanita Neighborhood Association informing them about the upcoming Shoreline

KIRKLAND SMP UPDATE
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		Intern		Master Program Update process and whether they are interested in being added to the listserv.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Highlands Neighborhood Association: Bob Kamuda (Chair) and Steve Hager (Co-Chair)	Sent e-mail to the Highlands Neighborhood Council informing them about the upcoming Shoreline Master Program Update process and whether they are interested in being added to the listserv.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Lakeview Neighborhood Association: Paul Robichaux (Chair) and Robert Miller (Co-Chair)	Sent e-mail to the Lakeview Neighborhood Association informing them about the upcoming Shoreline Master Program Update process and whether they are interested in being added to the listserv.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Moss Bay Neighborhood Association: Don Winters (Chair) and Mark Eliassen (Co-chair)	Sent e-mail to the Moss Bay Neighborhood Association informing them about the upcoming Shoreline Master Program Update process and whether they are interested in being added to the listserv.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Loren Spurgeon, Chair of Market Neighborhood Association	Sent e-mail to the Market Neighborhood Association informing them about the upcoming Shoreline Master Program Update process and whether they are interested in being added to the listserv.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Norkirk Neighborhood Association: Eric Eng (Chair) and Mary Redmayne (Co-Chair)	Sent e-mail to the Norkirk Neighborhood Association informing them about the upcoming Shoreline Master Program Update process and whether they are interested in being added to the listserv.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Margaret Carnegie, Chair of North Rose Hill Neighborhood Association	Sent e-mail to the North Rose Hill Neighborhood Association informing them about the upcoming Shoreline Master Program Update process and whether they are interested in being added to the listserv.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	South Rose Hill/Bridle Trails Neighborhood Association: Jeanette Simecek (Chair) and Andy Held (Co-Chair)	Sent e-mail to the South Rose Hill/Bridle Trails Neighborhood Association informing them about the upcoming Shoreline Master Program Update process and whether they are interested in being added to the listserv.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Tim Attebery, King County Manager (Masterbuilders Association)	Received response from Tim confirming that he is the representative SMP contact for the Masterbuilders Association.

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Public Participation Log

Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Lynda Haneman, Chair of the Totem Lake Neighborhood Association	Sent e-mail to the Totem Lake Neighborhood Association informing them about the upcoming Shoreline Master Program Update process and whether they are interested in being added to the listserv.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Jeanette Simecek, Chair of South Rose Hill/Bridle Trails Neighborhood Association	Received response from Jeanette confirming interest in being listed on the listserv.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Rebecca Phelps, Center for Environmental Law and Policy (CELP)	Received response from Rebecca confirming interest in being listed on the listserv.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Lynda Haneman, Chair of Totem Lake Neighborhood Association	Received response from Lynda expressing that she is unable to participate but has forwarded the message to all fellow board members.
Email	08/16/06	Linh Huynh, Undergraduate Planning Intern	Mary Redmayn, Co-Chair of Norkirk Neighborhood Association	Received response from Mary confirming interest in being listed on the listserv.
Email	08/17/06	Linh Huynh, Undergraduate Planning Intern	Toby Nixon, Washington State Legislature representing Kirkland	Received response from Toby confirming his interest in being listed on the listserv.
Email	08/17/06	Linh Huynh, Undergraduate Planning Intern	Patrick Williams, Center for Environmental Law and Policy (CELP)	Received response from Patrick Williams (CELP) confirming interest in being listed on the listserv—as of the rest of the organization by e-mailing messages directly to info@celp.org
Email	08/17/06	Linh Huynh, Undergraduate Planning Intern	Jim McElwee, Chair of Kirkland Alliance of Neighborhoods	Received response from Jim confirming interest in being listed on the listserv.
Email	08/17/06	Linh Huynh, Undergraduate Planning Intern	Jim McElwee, Chair of Kirkland Alliance of Neighborhoods	Jim McElwee forwarded SMP message to all neighborhood associations in Kirkland.
Email	08/17/06	Linh Huynh, Undergraduate Planning Intern	Eric Eng, Chair of Norkirk Neighborhood Association	Received response from Eric confirming interest in being listed on the listserv.
Email	08/18/06	Linh Huynh, Undergraduate Planning Intern	Karen Walters, Representative of the Muckleshoot Indian Tribe	Received response from Karen confirming interest in being listed on the listserv

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Email	08/18/06	Linh Huynh, Undergraduate Planning Intern	Kathy Nygard, Representative for the Kirkland Parks and Recreation Division	Received response from Kathy Nygard (King County Parks Department) confirming interest in being listed on the listserv. Informed that messages should be sent to Sharon Claussen at Sharon.claussen@metrokc.gov
Email	08/18/06	Linh Huynh, Undergraduate Planning Intern	Greg Butler, Chair of Juanita Neighborhood Association	Received response from Greg confirming interest in being listed on the listserv.
Email	08/22/06	Linh Huynh, Undergraduate Planning Intern	Don Winters, Chair of Moss Bay Neighborhood Association	Received response from Don confirming interest in being listed on the listserv.
Email, mail, public notice sign, and television	9/1/2006			Introductory flyer was extensively posted, emailed, mailed, and televised beginning on September 1, 2006
Public Comment Period	9/1/06-10/15/06			An opportunity for public comment on the draft shoreline inventory, characterization, and analysis was held September 1 – October 15, 2006. The draft was presented at the forums and the comment opportunity was widely advertised via mail, email, newspaper, TV, and posting on prominent public signs and at City facilities as well as on the City's Shoreline Master Program Update webpage
Email	09/05/06	Patrice Tovar, Project Manager & Linh Huynh, Undergraduate Planning Intern	n/a	Request to add Kate Conant, Sharon Rodman, and Margaret Schwender to the SMP contact database.
Email	09/05/06	Patrice Tovar, Project Manager & Linh Huynh, Undergraduate Planning Intern	n/a	Request to add contacts for Shoreline Property Owners and Contractors Association (SPOCA) to the SMP contact list/database.
Email	09/05/06	Patrice Tovar, Project Manager & Linh Huynh, Undergraduate Planning Intern	n/a	Informed Patrice that all suggested contacts and all those pertaining to the state and federal agencies required by the DOE have been added to SMP database. E-mails will be sent out today.

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Email	09/06/06	Patrice Tovar, Project Manager & Linh Huynh, Undergraduate Planning Intern	n/a	Informed Patrice that all contact information for property owners within SMP jurisdiction have been compiled. Sent final electronic copy of SMP poster.
Email	09/06/06	Patrice Tovar, Project Manager & Linh Huynh, Undergraduate Planning Intern	n/a	Began forwarding Patrice all the SMP replies (from stakeholders) received.
Email	09/06/06	Patrice Tovar, Project Manager & Linh Huynh, Undergraduate Planning Intern	n/a	Response to listserv question. Emails will have to be sent out requesting individuals to sign onto the listserv.
Email	09/07/06	Patrice Tovar, Project Manager & Linh Huynh, Undergraduate Planning Intern	n/a	Received contact information for Amy Myers, Sandra Lange, Betty Renkor, Sally Abella, Harry Reinert, Mary Jorgensen, and Richard Sandaas
Email	09/06/06	Linh Huynh, Undergraduate Planning Intern & Janet Jonson, Executive Assistant (City Manager's Office)	n/a	Request contact information for Dave Russell and Nona Ganz (former Kirkland Council Members)
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Contacts for all Neighborhood Association Chair Members in Kirkland: Lisa McConnell, Annemieke Hagman, Bob Kamuda, Steve Hager, Marianna Hanefield, Paul Robichaux, Robert Miller, Loren Spurgeon, Don Winters, Mark Eliassen, Eric Eng, Mary Redmayne, Margaret Canegie, Jeanette Simecek, Andy Held, Lynda Haneman, and Dick Sandaas	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Jim McElwee. Kirkland Alliance of Neighborhoods	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Kirkland Natural Resource Management Team: Patrice Tovar, Paul Stewart, Debbie Natelson, Erica Hall, Linh Huynh, Janet Jonson, Sally Abella, Harry Reinert, Michael Cogel, Vandana Ingram-Lock, Jenny Gaus, Erin Leonhart, Jason Filan, Wendy Kremer, Elizabeth Walker, Bobbi Wallace (see e-mail or contact list)	Sent most recent SMP Update message

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Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Teresa Sollitto, Park Project Coordinator for Juanita Bay Rangers	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Masterbuilders Association: Don Davis (Director of Government Affairs), Tim Attebery (King County Manager), Garrett Huffman (South King County Manager), Allison Butcher (Public Policy Manager), Scott Hildebrand (Director of Public Policy), Aaron Adelstein (Director of Built Green TM), Amanda Reed (Built Green TM Coordinator)	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Kirkland Downtown Association: Bill Vadino (Executive Director), Judi Meek (Operations and Member Services Manager), and Mary Ously (Administrative Assistant) Kirkland Chamber of Commerce: Dick Beazell (Executive Director) and Kellie Jordan (Executive Assistant)	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Downtown Action Team: Boris Srdar, Glenn Peterson, Sinclair Jones, Carolyn Hayek and Doug Davis	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Kirkland City Council: James Lauinger (City of Kirkland Mayor), Dave Asher, Mary-Alyce Burleigh, Jessica greenway, Tom Hodgson, Bob Sternoff King County Parks System: Kathy Nygard Houghton Community Council: Betsy Pringle and Rick Whitney. Bill Goggins	Sent most recent SMP Update message NOTE: Patrice later identified that the contacts listed under the Kirkland City Council and Houghton Community Council was incomplete on 09/28/06. At this point, the missing council members were immediately added to the list and an apology message sent out.
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Toby Nixon, Washington State Legislature representing Kirkland	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Jane Hague, King County Councilmember District 6	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning	Directors of City of Kirkland Departments: Dave Ramsey (City Manager's Office), Stan Aston (Police	Sent most recent SMP Update message

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		Intern	Department), Robin Jenkinson (City's Attorney Office), Jennifer Schroder (Parks and Community Services), Brenda Cooper (Information Technology), Jeff Blake (Fire and Building Department), and Eric Shields (Planning and Community Development)	
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	King County Staff with interest in Kirkland's Potential Annexation Area: Stephanie Warden (Director of Dept. of Development and Environmental Services), Pat Lemus (Assistant Director of the Community Services Division), Barry Meade (Vice President and Manager of the Cascade Gateway Foundation. Cadman Inc.), Ron Sims (Cascade Gateway Foundation King County Executive), Carolyn Edmonds (King County Council District 1), Bob Ferguson (King County District 2 Council), Kathy Lambert (King County District 3), Larry Phillips (King County Council District 4), Reagan Dunn (King County Council District 6), Pete von Reichbauer (King County District Council District 7), Dow Constantine (King County Council District 8), and Larry Gossett (King County Council District 10). Steve Hammond, David Irons and Julia Peterson	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Neighboring Cities and All Jurisdictions with Lake Washington Shoreline: Steve Sarkozy (City of Bellevue City Manager's Office), May Icasiano (City of Bellevue City Manager's Office), Service First (City of Bellevue Parks and Community Services), Bobbi Pochman (City of Bellevue Planning and Community Development)	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Heidi Bedwell (City of Bellevue Environmental Team) Neighboring Cities and All Jurisdictions with Lake Washington Shoreline: Drew Folsom (City of Bellevue Environmental Team), Kerry Kriner (City of Bellevue Environmental Team), Mary Jo McArdle (City of Bellevue Environmental Team), Morgan Nichols (City of Bellevue Environmental Team), Michael Paine (City of Bellevue Environmental Team), Bryan Cairns (Mayor of City of Mercer Island), Sven Goldmanis (Mercer Island Council Member), Mike Grady (Mercer Island Council Member), and Dan Grausz (Mercer Island Council Member)	Sent most recent SMP Update message

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Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Heidi Bedwell, City of Bellevue Environmental Team	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Morgan Nichols, City of Bellevue Environmental Team	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Neighboring Cities and All Jurisdictions with Lake Washington Shoreline: El Jahncke (Mercer Island Council Member), Steve Litzow (Mercer Island Council Member), Jim Pearman (Mercer Island Council Member), City of Mercer Island Parks and Recreation, Community Center at Mercer View, Steve Bennett (Planning Director of City of Lake Forest Park), Shana Restall (City of Lake Forest Park)	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	State and Federal Agencies: Mark Isaacson (Director for King county Department of Natural Resources and Land Resources Division), Lani Moeller (Confidential Secretary for King County Department of Natural Resources and Land Resources Divison), Lorien Wendt (EPA Region 10 Support Team), Charles Bert (EPA Region 10 Support Team), Billy Butler (EPA Region 10 Support Team), Tom Sibley (National Marine Fisheries Service), Marcy Reed (U.S. Army Corps or Engineers), Craig Calhoon (Washington Department of Natural Resources, Aquatic Lands and Resources Program), Boyd Powers (Washington State Department of Natural Resources), Hugo Flores (Washington State Department of Natural Resources) Chris Regan (Washington State Parks and Recreation Commission), Don Kraege (Washington Department of Fish and Wildlife), Stewart Reinbold (Washington Department of Fish and Wildlife), Doug Myers (Puget Sound Water Quality Action Team), Jane Rubey (Shorelines/Water Resources Program), Kitty Nelson (National Oceanic & Atmosphere Administration NOAA), Peter Skowlund (Washington Department of Ecology), Richard Robohm (Washington Department of Ecology), Rebekah Padgett (Washington Department of Ecology),	Sent most recent SMP Update message

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			Erik Stockdale (Washington Department of Ecology)	
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	State and Federal Agencies: Chuck Steele (Washington Department of Ecology), Betty Renkor (Washington Department of Ecology), Rich Costello (Washington Department of Fish & Wildlife), Mark Eberlein (Federal Emergency Management Agency FEMA), Joseph Weber (Federal Emergency Management Agency (FEMA), Mark Carey Denise Atkinson (Federal Emergency Management Agency FEMA), Mark Riebau (Federal Emergency Management Agency FEMA), Mike Howard (Federal Emergency Management Agency FEMA)	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	State and Federal Agencies: Lyman Thorsteinson (Western Fisheries Research Center WFRC), David Woodson (Western Fisheries Research Center WFRC), John Vaccaro (USGS Washington Water Science Center), Sandra Lange (NWRO Shoreline Planning, Permitting & Compliance/WSDOT Project)	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	King Conservation District: Geoff Reed (District Co-Coordinator, Board Administration Lead & Watershed Projects), Brandy Reed (District Co-Coordinator, Noncompetitive Grants, Watershed Projects, Native Plant Nursery Lead), Debbie Meisinger (Watershed Projects), Roseanne Campagna (Newsletter, Public Information, Envirothon), Pete Landry (District Engineered Project), Paul Borne (Small Farm Planner)	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Shoreline Property Owners & Contractors Association (SPOCA): Mark B. Nelson and Kjrj Lund (Executive Director)	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Indian Tribes: Karen Walter (Muckleshoot Indian Tribe) Kathleen Cox (FEMA Tribal Contact) Andrew Hendrickson (FEMA Alaska, Idaho, Oregon & Washington Tribal Contact)	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	WRIA 8 (Lake Washington/Cedar/Sammamish Watershed): Mary Jorgensen (Watershed Coordinator), Julie Morgan, Linda Grob (Administrative Coordinator)	Sent most recent SMP Update message

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Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	East Lake Washington Audubon Society: Christy Anderson, (President), Mary-Frances Mathis (Birding Chair), Tim McGruder (Conservation Chair), Mary Britto-Simmons (Education Chair), and Kate Conant	Sent most recent SMP Update message
Email	09/07/06	Patrice Tovar, Project Manager & Linh Huynh, Undergraduate Planning Intern	Karen Walter , Muckleshoot Indian Tribe	Received question on Commenting Deadline for Shoreline Inventory Report
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Other Environmental Groups or Companies: Len Barson (The Nature Conservancy of Washington), Joe La Tourrette (Pacific Coast Joint Venture), John Arrabito (Washington Waterfowl Association), Michelle Connor (Cascade Land Conservancy) Si Simenstad (University of Washington School of Aquatic & Fishery Sceinces), WASHpirg, Eastside Friends of Lake Washington, Friends of the Cedar River Watershed	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Mid Puget Sound Fisheries Enhancement Group: Troy Fields (Executive Director), Andrew Pavone (Project Manager), Nathalie Stamey (Outreach & Volunteer Coordinator)	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Other Environmental Groups or Companies: Rebecca Phelps (Center for Environmental Law and Policy CELP), Sharon Rodman (iLANGA Inc. Environmental Coordination & Documentation), Amy Myers (The Watershed Company)	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Tim Attebery, King County Manager of Masterbuilders Association	Tim will serve as the main correspondent or representative of the Masterbuilders Association regarding any news on the SMP
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Dave Russell and Nona Ganz (Past City of Kirkland Council Members)	Sent most recent SMP Update message
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Andrew Hendrickson	Andrew shared SMP update message with his office
Email	09/07/06	Linh Huynh, Undergraduate Planning	David Woodson, Western Fisheries Research Center (WFRC)	Out of Office Reply

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		Intern		
Email	09/07/06	Patrice Tovar, Project Manager & Linh Huynh, Undergraduate Planning Intern	n/a	Sent draft copy of SMP letter/flier to Patrice
Email	09/07/06	Patrice Tovar, Project Manager & Linh Huynh, Undergraduate Planning Intern	n/a	Request to add Barbara McGrath (contact for Denny Creek Neighborhood Alliance in annexation area) to database
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Barbara McGrath, Denny Creek Neighborhood Alliance in Annexation Area	Sent most recent SMP Update message
Email	09/07/06	Patrice Tovar, Project Manager & Linh Huynh, Undergraduate Planning Intern	n/a	Request to add Shelley Taylor (Carillon Properties) to database.
Email	09/07/06	Linh Huynh, Undergraduate Planning Intern	Shelley Taylor, Carillon Properties	Sent most recent SMP Update message
	09/07/06	Linh Huynh (Undergraduate Planning Intern)	n/a	Posted all SMP public notice posters onto the signs.
Email	09/08/06	Linh Huynh (Undergraduate Planning Intern), Caryn Saban (Administrative Clerk), Theresa Stricker (Planning Receptionist), and Betty Kalan (Planning Department "On Call")	n/a	Prior notification on bulk mailing for more than 600 SMP letters
Mailing	9/06			Bulk mailing to all property owners and residents within shoreline jurisdiction
Public Notice Signs	09/10/06	Linh Huynh (Undergraduate Planning Intern)	n/a	Stapled envelop SMP flyers to each public notice sign.
Email	09/13/06	Patrice Tovar, Project		Informed Patrice hard copies have been mailed out

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		Manager & Linh Huynh, Undergraduate Planning Intern	n/a	on 09/12/06
Email	09/15/06	Linh Huynh, Undergraduate Planning Intern	Washington State Department of Ecology: Peter Skowlund, Richard Robohm, Rebekah Padgett, Erik Stockdale, Chuck Steele, Betty Renkor	Questioned whether DOE's list of required state and federal agencies online is the most recent list. Inquired if current Kirkland list of state and federal agencies meets all of the requirements.
Public Forum	9/18/2006			Public forums to: <ul style="list-style-type: none"> ▪ Inform interested parties about why the update is required, what is needed, and what issues may be addressed. ▪ Find out what issues are of greatest interest and concern to the stakeholders and, therefore, should be included in the project. ▪ Identify the City's and stakeholders' common interests in protecting the City's waterfront.
Public Notice Signs	09/21/06	Linh Huynh (Undergraduate Planning Intern),	n/a	Posted SMP poster and enveloped flyers onto the 2 new SMP public notice signs. Refilled all empty envelopments (on existing signs) with additional flyers.
Email	09/26/06	Patrice Tovar, Project Manager & Linh Huynh, Undergraduate Planning Intern	n/a	Request to add a comments column to the contact list as well as two additional individuals: Harold Forsen (President of Yarrow Shores Condominium Association) and residents Jack and Shaune Troutman
Public Forum and Shoreline Tour	9/30/06	Patrice Tovar, Project Manager		Public forum and a shoreline tour to: <ul style="list-style-type: none"> ▪ Inform interested parties about why the update is required, what is needed, and what issues may be addressed. ▪ Find out what issues are of greatest interest and concern to the stakeholders and, therefore, should be included in the project. ▪ Identify the City's and stakeholders' common interests in protecting the City's waterfront.
Email	09/29/06	Patrice Tovar, Project		Confirmed that Kathleen as well as all other missing

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		Manager & Linh Huynh, Undergraduate Planning Intern	n/a	HCC and City Council members are added to the contact list
Television	October 1-15			For the first two weeks in October 2006, videos of the forums and tour were broadcast on Kirkland's cable TV channel
Public Notice Signs	Fall 2006			Poster installed on public notice signs advising public about website and to Stay Tuned for future meetings in 2007
Public Notice Signs	Fall 2006			Flyer installed on public notice boards signs advising public of current status of SMP Update
Public Meeting	3/19/07	Patrice Tovar, Project Manager		Patrice Tovar attended 3/19/07 meeting of the North Rose Hill Neighborhood Association to introduce the SMP Update
Inventory Report Distribution	4/9/07	Patrice Tovar, Project Manager		Electronic copy of the Final Shoreline Inventory, Analysis, and Characterization Report posted on the Shoreline Master Program Update webpage
Listserv	6/15/2007	Patrice Tovar, Project Manager		Notice of July and August meetings before Planning Commission, Houghton Community Council and City Council
Public Notice Sign	June 2007			Installed new posters on public notice signs providing notice of July 12 and July 23 public meetings
Inventory Report Distribution	7/12/07	Patrice Tovar, Project Manager		Hard copy of the Final Shoreline Inventory, Analysis, and Characterization Report provided to Planning Commission members
Inventory Report Distribution	7/16/07	Patrice Tovar, Project Manager		Hard copy of the Final Shoreline Inventory, Analysis, and Characterization Report provided to Houghton Community Council Members
Inventory Report Distribution	8/2/07	Patrice Tovar, Project Manager		Hard copy of the Final Shoreline Inventory, Analysis, and Characterization Report provided to City Council
Listserv	7/10/2007	Patrice Tovar, Project Manager		Notice of availability of staff report for Planning Commission study session and notice of future meetings

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Listserv	8/14/2007	Patrice Tovar, Project Manager		Notice of meeting cancellation
Listserv	9/7/07	Patrice Tovar, Project Manager		Notice of Shoreline Tour provided
Email	9/7/2007	Caryn Saban		Notice of Shoreline Tour provided to City Council, Houghton Community Council, Planning Commission members
Public Notice Signs	9/07			Notice of Shoreline Tour
Public Shoreline Tour	9/20/07			
Email	10/11/2007	Stacy Clauson, Project Manager	Attendees of Shoreline Tour	Notice sent to shoreline tour attendees encouraging them to continue involvement and sign up for listserv
Public Notice Signs	1/8/2008	James Dewar, Intern		New public notice signs and flyers installed. Notice of 2/25 HCC and 2/28 PC meetings placed on signs
Listserv	1/8/2008	Stacy Clauson, Project Manager		Notice of 2/25 HCC and 2/28 PC meetings sent to listserv
E-mail	1/8/2008	Stacy Clauson, Project Manager		Notice of 2/25 HCC and 2/28 PC meetings sent to SMP Update Contact List (government agencies, nongovernmental organizations, people with interest)
News Release	1/8/2008	Marie Stake, Communications Manager		Notice of SMP Update and of 2/25 HCC and 2/28 PC meetings distributed to news agencies
Newspaper (Kirkland Courier)	1/23/2008			News Release on SMP Update published in 1/23 edition of Kirkland Courier Update
Listserv	2/19/2008	Stacy Clauson, Project Manager		Notice of staff report materials available for review for 2/25 and 2/28 meetings

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Houghton Community Council Meeting	2/25/2008	Stacy Clauson, Project Manager		Overview of project schedule, plan format, draft shoreline environment designations, and draft Shoreline land Use polices.
Planning Commission Meeting	2/28/2008	Stacy Clauson, Project Manager		Overview of project schedule, plan format, draft shoreline environment designations, and draft Shoreline land Use polices.
Public Notice Signs	3/4/2008	Greg Brey, Intern		Posted new notice for 3/13 PC meeting and new shoreline flier
Listserv	3/5/2008	Stacy Clauson, Project Manager		Notice of 3/13 PC meeting and availability of staff report. Notice of future meetings including 3/24, 4/8, and 4/14 meetings.
Public Notice Signs	3/14/2008	Greg Brey, Intern		Posted new notice for 3/24 HCC Meeting
Kirkland Alliance of Neighborhood Meeting	3/12/2008	Stacy Clauson, Project Manager		Brief introduction to SMP and request to encourage public participation in neighborhood association
City List-Serve (543 participants)	3/7/2008	Stacy Clauson, Project Manager		Notice of SMP Update Process and opportunities to participate in update process
Neighborhood Associations	3/7/2008	Stacy Clauson, Project manager		Notice of SMP Update Process and opportunities to participate in update process
Meeting	3/12/2008	Stacy Clauson and Paul Stewart	Richard Sandaas, SPOCA Member	Discuss SMP Update, including public participation, interests of SPOCA
Planning Commission Meeting	3/13/2008	Stacy Clauson, Project Manager		Overview of draft Shoreline land Use polices, draft Shoreline Environment Policies, and draft Shoreline Parks, Recreation and Open Space policies.
Listserv	3/20/2008	Stacy Clauson, Project Manager		Notice of 3/24 HCC meeting and availability of staff report. Notice of future meetings including 4/9, 4/10, and 4/24 meetings.
Newspaper	3/19/2008			Article on SMP Update: "City seeking input on shoreline update"

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Houghton Community Council Meeting	3/24/2008	Stacy Clauson, Project Manager		Overview of draft Shoreline land Use polices, draft Shoreline Environment Policies, and draft Shoreline Parks, Recreation and Open Space policies.
Listserv	4/3/2008	Stacy Clauson, Project Manager		Notice of 4/10 PC meeting and availability of staff report. Notice of future meetings including 4/9, 4/24, 5/8, 5/27, and 6/9 meetings.
Public Notice Signs	4/4/2008	Greg Brey, Intern		Posted new notice for 4/10 and 5/8 PC Meeting and new shoreline flier
Parks Board Meeting	4/9/2008	Stacy Clauson and Paul Stewart		Overview of Shoreline Parks, Recreation and Open Space policies and Shoreline Environment Designations for public parks.
E-mail	4/4/2008	Stacy Clauson, Project Manager		E-mail to Zelma Zima at Governor's Office of Regulatory Assistance to obtain information on streamline permitting efforts
E-mail	4/4/2008	Stacy Clauson, Project Manager		E-mail to project attorneys representing shoreline overwater residential condominiums.
Planning Commission Meeting	4/10/2008	Stacy Clauson, Project Manager		Overview of draft Shoreline land Use polices, draft Shoreline Environment Policies, and draft Shoreline Parks, Recreation and Open Space policies.
City Update (Newspaper)	4/2008			Notice of public comment opportunities for Shoreline Update
Public Notice Signs	4/29/2008	Greg Brey, Intern		Re-posted notice for 5/8 PC Meeting
City Website	On-going	Stacy Clauson		On-going maintenance of Shoreline Master Program website
Listserv	5/1/2008	Stacy Clauson, Project Manager		Notice of 5/8 PC meeting and availability of staff report. Notice of future meetings including 5/27, and 6/9 meetings.
Planning Commission Meeting	5/8/2008	Stacy Clauson and Paul Stewart		Overview of draft policies.

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Parks Board Meeting	5/14/2008	Stacy Clauson and Paul Stewart		Overview of Shoreline Parks, Recreation and Open Space policies and Shoreline Environment Designations for public parks.
SMP Contact List	5/2008	Greg Brey, Intern		Update SMP Contact list (e.g. newly elected officials, change in staff, etc.)
SMP Contact List	5/8/2008	Stacy Clauson, Project Planner		Sent e-mail to Joe Burcar to receive contact lists for Lake Washington shoreline planners.
Notice Boards	5/16/2008	Greg Brey, Intern		Posted notice of May 27th Houghton Community Council meeting and June 9th Open House. New flyers placed in sign boards.
SMP Contact List	5/19/2008	Caryn Saban, Administrative Assistant		Postcard notice of June 9th Open House sent to all property owners and residents within Shoreline Jurisdiction (3299 notices mailed) Postcard notice sent to all prior participants in SMP update process.
SMP Contact List	5/19/2008	Stacy Clauson, Project Planner		E-mail notice of June 9th Open House sent to SMP Contact List
Television	5/20/2008	Betty Kalan, Administrative Assistant		Posted notice of Community Open House on KGov
Newspaper	5/20/2008	Betty Kalan, Administrative Assistant		Published notice of Community Open House. E-mail of notice also sent to Chamber of Commerce, Kirkland Courier, Seattle Times, and Kirkland Library. Posted notice of meeting in City Hall Bulletin Board.
E-mail	5/20/2008	Heather Fralick, Economic Development Analyst		E-mail notification of meeting to Business Groups within Kirkland.
News Release	5/22/2008	Marie Stake, Communications Manager		News Release for Community Open House
Newspaper	5/26/2008	Prins Cowin, Administrative Supervisor		Publication of notice for Community Open House in Seattle Times

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City Listserv	5/22/2008	Prins Cowin, Administrative Supervisor		Notice of Open House sent to Kirkland Neighborhood E-Bulletin listserv ((543 participants)
Listserv	5/22/2008	Stacy Clauson, Project Planner		Notice of Open House sent to SMP listserv (~ 110 participants)
City Website	5/28/2008	Stacy Clauson, Project Planner		Notice of Open House posted on main City web-site
Meeting	5/22/2008	Stacy Clauson, Project Planner		Attended Juanita Neighborhood Association to provide overview of SMP update
Houghton Community Council Meeting	5/27/2008	Stacy Clauson, Project Planner		Overview of draft policies.
SMP Website	5/23/2008	Stacy Clauson, Project Planner		Posted draft goals and policies on website for public comment.
City Council Update	6/2/2008	Stacy Clauson, Project Planner		Information for 6/2/2008 City Council reading file updating City Council on progress and next steps
E-mail	6/4/2008	Jim McElwee, Chair of Kirkland Alliance of Neighborhoods		Notice to Neighborhood Representatives about meeting
Notice Boards	6/5/2008	Greg Brey, Intern		Notice of Open House posted on boards
Newspaper (Kirkland Reporter)	6/4/2008	Stacy Clauson, Project Planner		Articles on SMP Update: "City preparing update to shoreline plan" and "Calling all who care about Kirkland's shorelines"
Open House	6/9/2008	Staff		Open House for Shoreline Master Program
Survey	6/10/2008	Interns		Notice of survey posted on website, cable TV, on flyers on public notice signs, at City Hall, and sent to both Shoreline and City list-serv.
Notice Boards	6/20/2008	Greg Brey & Stefanie Loomis, Interns		Notice boards updated with new schedule and flyer describing opportunities to participate, including review of draft goals and policies and survey.

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Neighborhood Association Meeting	6/23/2008	Amy Summe, City Consultant		Attended Lakeview Neighborhood Association to make brief presentation on SMP Update
Listserv	6/24/2008	Terrence Creighton		Notice sent of survey and project schedule, with meetings to start in September
SMP Website	6/25/2008	Jon Regala		Posted Summary of Open House on website
Notice Boards	6/25/2008	Stefanie Loomis, Intern		Notice of September 11 Planning Commission meeting posted on boards
Notice Boards	9/2/2008	Stefanie Loomis, Intern		Notice of September 11 & October 9 Planning Commission meeting posted on boards. Updated flyer describing opportunities to participate, including review of draft goals and policies and survey
Planning Website	9/2/2008	Jon Regala		Update to SMP posted on Planning website, including notice of September 11 Planning Commission meeting.
Listserv	9/3/2008	Jon Regala		Notice sent of September 11 & October 9 Planning Commission meetings
Planning Commission	9/11/08	Stacy Clauson, Paul Stewart, Teresa Swan and Amy Summe		Reviewed environmental designations, uses and activities, critical areas and public access, and obtained direction
Listserv	9/16/08	Teresa Swan, project planner		Notice sent on October 9, 2008 Planning Commission meeting and October 27, 2008 Houghton Community Council meeting. Mention of November 20, 2008 Planning Commission meeting.
Notice Boards	9/18/08	Greg Brey, intern		Notice of October 9, 2008 Planning Commission meeting and October 27, 2008 Houghton Community meeting with a flyer with some potential changes to regulations
Meeting with interested citizens	9/22/08	Teresa Swan, Stacy Clauson, Paul Stewart and City consultants		Meet with Mark Nelson and Robert Sandaas, interested waterfront property owners

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Planning Website	9/25/08	Jon Regala		Added overall project schedule, upcoming meeting dates, link to packets, and key issues
Listserv	10/6/08	Jon Regala		Notice of updated Planning website
Planning Commission meeting	10/9/08	Stacy Clauson, Paul Stewart, Teresa Swan and Amy Summe		Reviewed draft regulations on bulkheads and mitigation options
Notice Boards	10/17/08	Greg Brey, Intern		Posted updated flyer with notices of November 20 Planning Commission and November 24 Houghton Community Council meetings
Planning Website	10/17/08	Jon Regala		Added upcoming meetings, links to studies and more general information
Listserv	10/21/08	Teresa Swan		Notice of updated Planning website
Planning website	11/3/08	Jon Regala		Added flyer, summary of why SMP must be updated and City Council informational memo with attachments
Listserv	11/4/08	Teresa Swan		Notice of updated Planning website
Flyer	11/4/08	Angela Mason and Teresa Swan		Mailed out flyer on shoreline stabilization and storm water flow into Lake Washington
Neighborhood Association meeting	11/17/08	Teresa Swan		Meet with Moss Bay Neighborhood Association, made a presentation and answered questions
Planning website	11/18/08	Jon Regala		Added PC 11/20 and HCC 11/24 meeting packet links
Listserv	11/20/08	Teresa Swan		Notice of updated Planning website
Neighborhood Association Meeting	11/19/08	Paul Stewart and Amy Summe		Meet with Market Neighborhood Association, made a presentation and answered questions

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Planning Commission meeting	11/20/08	Stacy Clauson, Paul Stewart, Teresa Swan and Amy Summe		Reviewed bulkheads and shoreline setbacks
Houghton Community Council	11/24/08	Stacy Clauson, Paul Stewart, Teresa Swan and Amy Summe		Reviewed environmental designations, uses and activities, general regulations, critical areas and other topics.
Notice boards	12/5/08	Stefanie Loomis, intern		Posted new updated flyers.
Planning web site	12/10/08	Jon Regala		Added upcoming meetings and past power point presentations.
Listserv	12/10/08	Teresa Swan		Send out notice of updates to web site.
Planning Commission meeting	12/11/08	Stacy Clauson, Paul Stewart, Teresa Swan and Amy Summe		Reviewed shoreline setback and general regulations.
Notice Boards	9/18/08	Stefanie Loomis, intern		Notice of December 11, 2008, January 22, 2009 Planning Commission meeting and January 26, 2009 Houghton Community meeting with a flyer with some potential changes to regulations
Planning web site	12/16/08	Jon Regala		Added upcoming 2009 meetings and link to power point presentation of 12/11/08
Listserv	12/16/08	Teresa Swan		Sent out notice of updates to web site.
Notice boards	12/19/08	Stefanie Loomis, intern		Posted new updated flyers.
Notice boards	12/29/08	Stefanie Loomis, intern		Posted new updated flyers for the revised planning commission meetings on Jan 8 and Jan 22, 2009
Planning web site	01/05/09	Jon Regala		Added link to the Planning Commission meeting packet of 1/8/09

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Listserv	01/05/09	Teresa Swan		Sent out notice of update to web site.
Planning Commission meeting	01/08/09	Stacy Clauson, Paul Stewart, Teresa Swan		Reviewed Shoreline regulations
Website	01/12/09	Jon Regala		Added link to the power point presentation for the Planning Commission meeting on January 8, 2009.
Listserv	01/13/09	Teresa Swan		Sent out notice of update to web site
Meeting with interested citizens	1/13/09	Paul Stewart, Teresa Swan		Met with Bob Style, a shoreline property owner, to talk about regulations.
Website	01/20/09	Jon Regala		Added link to the Planning Commission packet of January 22, 2009, to the City of Seattle's Green Shorelines guidebook and more scientific research site.
Listserv	01/20/09	Teresa Swan		Sent out notice of update to web site
Cable channel	01/20/09	Teresa Swan and Betty Kalan		Prepared notice for the City's cable channel about Green Shorelines guidebook.
Currently Kirkland	01/20/09	Teresa Swan and Tanya Woo		Notice will be provided on the City's TV production about the shoreline property owner workshop.
Planning Commission meeting	1/22/09	Stacy Clauson, Paul Stewart, Teresa Swan		Reviewed Shoreline regulations
Meeting with interested citizens	2/11/09	Paul Stewart, Teresa Swan		Met with Bob Style, a shoreline property owner, to talk about regulations.
Houghton Community Council	1/26/09	Stacy Clauson, Paul Stewart, Teresa Swan		Reviewed Shoreline regulations

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Website	1/27/2009	Jon Regale		Updated to provide link to power point presentation, PC/HCC meeting schedule, scientific and other information. For PC meeting 1/22/09
Website	1/27/2009	Jon Regale		Updated to provide link to power point presentation, PC/HCC meeting schedule, scientific and other information. For HCC meeting 1/26/09
List Serv	1/28/2009	Teresa Swan		Notified list serv of website update.
Notice Boards	2/6/09	Stefanie Loomis, intern		Posted new flyers for the Houghton Community Council Meeting on Feb 23 and the Shoreline Property Owner Workshop on Feb 28.
SMP Contact List	2/9/2009	Caryn Saban, Administrative Assistant		Mailed out postcard notice to 1600 property owners along the shoreline for the 2/28/09 property owner workshop.
Houghton Community Council	2/23/2009	Stacy Clauson, Paul Stewart, Teresa Swan		Reviewed Shoreline regulations
Website	2/24/2009	Jon Regale		Updated to provide link to power point presentation, PC/HCC meeting schedule, scientific and other information. For HC meeting 2/23/09
List Serv	2/25/2009	Teresa Swan		Notified list serv of website update.
Shoreline Property Owner Workshop	2/28/2009	Stacy Clauson, Paul Stewart, Teresa Swan		Provided info on draft regulations and received comments
Notice boards	3/5/09	Stefanie Loomis, intern		Posted new flyers for the Planning Commission meeting on March 12, 2009 and Houghton Community Council meeting on March 23, 2009.
Planning Commission meeting	3/12/09	Stacy Clauson, Paul Stewart, Teresa Swan, Eric Shields		Reviewed Shoreline regulations
Website	3/16/2009	Jon Regale		Updated to provide link to power point presentation, PC/HCC meeting schedule, scientific and other information. For PC meeting 3/12/09

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Listserv	3/17/2009	Teresa Swan		Notified list serv of website update.
Houghton Community Council	3/23/2009	Stacy Clauson, Paul Stewart, Teresa Swan		Reviewed Shoreline regulations
Website	3/24/2009	Jon Regale		Updated to provide link to power point presentation, PC/HCC meeting schedule, scientific and other information. For HC meeting 3/23/09
Listserv	3/25/2009	Teresa Swan		Notified listserv of website update.
SMP Contact List	3/26/2009	Teresa Swan		Emailed notice to participants in the focus group meeting of April 9 th . 2009 before the PC.
Planning Commission meeting	4/9/2009	Stacy Clauson, Paul Stewart, Teresa Swan, Eric Shields Joe Burcar from DOE	Invited interested shoreline property owners	Met with shoreline property owners to discuss concerns and questions on the draft regulations
Website	4/14/2009	Jon Regale		Updated to provide link to power point presentation, PC/HCC meeting schedule, scientific and other information. For PC meeting 4/9/09
Listserv	4/15/2009	Teresa Swan		Notified listserv of website update.
Notice Boards	4/17/2009	Stefanie Loomis		Posted new flyers for the PC on April 23 and May 28, 2009 and HCC on May 20, 2009.
Planning Commission meeting	4/23/09	Stacy Clauson, Paul Stewart, Teresa Swan, Eric Shields		Reviewed regulations and discussed meeting of 4/9/09 with focus group
Website	4/28/09	Jon Regala		Updated to provide responses to questions from the 2/28/09 workshop, power point presentation from the PC 4/23 meeting and additional links to background information.
Listserv	4/30/09	Teresa Swan		Notified listserv of website update.

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Shoreline Focus group meeting	5/4/09	Stacy Clauson, Paul Stewart, Teresa Swan Joe Burcar from DOE	Invited a select group (those who have shown interest in regulations) for focus group meeting	Met with focus group to discuss draft setback, pier and shoreline modification regulations and to get their input on other potential changes to height and yard setbacks.
Houghton Community Council	5/20/09	Stacy Clauson, Paul Stewart, Teresa Swan		Reviewed draft regulations, Restoration Plan and Cumulative Impact Analysis
Planning Commission meeting	5/28/09	Stacy Clauson, Paul Stewart, Teresa Swan		Reviewed draft regulations, Restoration Plan and Cumulative Impact Analysis
Website	6/8/09	Jon Regala		Update to reflect upcoming meetings, meeting packets, power point presentations and other information
Listserv	6/10/09	Teresa Swan		Sent notice
Notice Board	6/12/09	Stefanie Loomis		Posted revised notice of meetings on boards
Website	6/15/09	Jon Regala		Current draft SMP available as separate link and meeting packets
Listserv	6/16/09	Teresa Swan		Sent notice
Houghton Community Council meeting	6/22/09	Stacy Clauson, Paul Stewart, Teresa Swan		Reviewed draft regulations, Restoration Plan and Cumulative Impact Analysis
Open House Public Hearing Notice	6/22/09	Angela Mason		Emailed notice to agencies, environmental groups, adjacent cities, county, boards and commissions interested parties Mailed postcard notice to property owners and residents
Planning Commission meeting	6/25/09	Stacy Clauson, Paul Stewart, Teresa Swan		Reviewed draft regulations, Restoration Plan and Cumulative Impact Analysis

KIRKLAND SMP UPDATE
Public Participation Log



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MEMORANDUM

Date: July 9th, 2009

To: Kirkland City Council

From: Andy Held, Chair
 Planning Commission

Subject: Kirkland Shoreline Master Program (File No. ZON06-0017)

Introduction and Background

The City Council and Planning Commission received a memo on June 22, 2009 from the Kirkland Lakeshore Association (KLA) requesting the “City Council request an extension to the deadline to enact the SMP Update” (see Attachment 1). The memo was submitted along with a letter dated June 15, 2008 to staff from Brent Carson, an attorney with Gordon Derr writing on behalf of the KLA. The City is required by the State to update the SMP by December 1, 2009 but may request an additional year from the Department of Ecology to complete the work (RCW 90.58.080).

The City has been working on the update to the Shoreline Master Program (SMP) for four years beginning in the spring of 2005. Over the past sixteen months the Planning Commission has held approximately 15 study sessions on the draft SMP. The Commission also took the unique step of conducting a special meeting with the shoreline property owners. Attached is a detailed listing of all the public involvement events and opportunities that have occurred over the course of this update. Attachment 2 is a summary of the SMP public involvement activities and Attachment 3 is a detailed listing of all public involvement events, meetings, briefings, notices and outreach that have occurred over the past four years.

While the request for the extension has been submitted to the Commission and City Council, our work on the draft SMP is still in process. A public open house was held on July 9th and a public hearing is scheduled for July 23rd. Following the public hearing, the Commission will be transmitting its recommendation to the City Council. It is our understanding that following Council’s review and action, the SMP is to be transmitted to the State Department of Ecology for their review and comment to the City.

Through this process Ecology will also provide for public comment and will transmit comments to the City. This will provide the City the opportunity to respond and to demonstrate how the plan addresses the identified issues consistent with SMA policies. Based on this information, Ecology will make a decision on the SMP. Ecology may: (1) approve the plan as submitted; (2) approve the plan with conditions; or (3) deny the plan. If Ecology approves the plan with changes, the City can either accept the recommendations from DOE or submit an alternative proposal for consideration. The final SMP must be approved by Ecology as meeting the adopted guidelines.

The memo from the KLA requests the time extension for the following reasons:

- Lakeshore property owners care about the environment
- There has been limited time for property owner evaluation
- A deadline extension is a reasonable solution and it is allowed under state law
- There are benefits from an extension (allowing property owners to learn more about the SMP; provide additional opportunity for feedback such as through education activities and workshops; to learn from other cities; reach a consensus).

In the letter dated June 15, 2009 Brent Carson indicates that the KLA is seeking a one-year extension due to the lack of adequate outreach and proposes that during this additional time the KLA and other stakeholders be engaged in further dialogue in order to address a number of issues.

The Planning Commission certainly takes the comments and concerns seriously and has been working diligently to address their concerns while meeting the mandates of the State required Shoreline Management Act and guidelines as adopted by the legislature. We have not completed our work and we would encourage the Council to consider the full record and Commission's recommendation before taking any action. We have significant concerns with extending the time for this project as noted below.

- **Public Involvement Opportunities.** Based on the listing of all the public participation events, the Commission feels there have been adequate opportunities for public involvement with the SMP update over the past four years. The City has far exceeded the requirements of the SMP guidelines.
- **Issues Addressed.** It is certainly understandable that there are concerns with the proposed draft SMP. New standards and regulations do affect private property. The Commission has considered all the input to date and has tried to strike a balance in the draft SMP that considers shoreline ecological function, meeting the requirements of the State, and the interests of the property owners. Based on that, the Commission has provided additional flexibility and incentives in the regulations to address these concerns. The Commission is still listening and considering public input before making our recommendation. In addition, staff is also available to meet and discuss these concerns and issues.

- **Budget and Staffing.** Over the past four years, the City has committed significant time, money and staffing to this project. The City is also experiencing serious budget reductions with additional cuts likely. We understand that there is no additional funding for this project. An additional year would require the equivalent of a 1.0 to 1.5 FTE staffing as well as additional professional consulting services. Staff has estimated that this would require funding in the range of \$100,000 - \$125,000.
- **Work Program and Staffing.** This would also require an adjustment to the adopted Planning Work Program. We are concerned that other important tasks such as neighborhood plans may need to be deferred while work on the SMP continues. In addition the City is facing the possibility of the annexation of an additional 35,000 people that will affect staffing levels and workload.

The Commission is encouraging all interested parties attend the public hearings and to submit comments and recommendations. In addition the Commission is willing to take some extra time over the next couple of months to consider and address the issues and concerns raised by the KLA. However, for the reasons stated above, the Commission would recommend the Council not request a time extension from the State.

Attachments

1. Memo and Letter from Kirkland Lakeshore Association
2. Summary of SMP public involvement activities
3. SMP Public Participation Log