



CITY OF KIRKLAND

Planning and Community Development Department

123 Fifth Avenue, Kirkland, WA 98033 425.587.3225

www.ci.kirkland.wa.us

MEMORANDUM

Date: February 14, 2008

To: Houghton Community Council

From: Paul Stewart, Deputy Planning Director

Subject: 2008 – 2010 Planning Work Program (File No. MIS08-00007)

Introduction

Attached is the proposed 2008-2010 Planning Work Program (Attachment 1) that has been reviewed by the Planning Commission and recommended for adoption to the City Council. The Planning Commission will be discussing the work program with the City Council at a joint meeting on March 5, 2008. Following that discussion, staff will bring the work program back to the City Council for adoption. Also attached is a summary of tasks that provides a general description for each project (Attachment 2).

Items of Interest

Comprehensive Plan

The Planning Commission has completed work on the city initiated Comprehensive Plan amendments with the exception of possible revisions to the city's concurrency management system being reviewed by the Transportation Commission. The Transportation Commission is scheduled to meet with the City Council on February 19. Any proposed amendments will be brought to the HCC this spring.

Neighborhood Plans

The previous Planning Work Program had the city beginning work on the Lakeview Neighborhood Plan in early 2008. However due to a number of complex permits in the downtown, staffing has not been available to start this project. At the February 13th meeting of the Planning Commission, they recommended that both the Lakeview Neighborhood Plan and the Central Houghton Plan be worked on concurrently. The Commission also expressed a strong desire to find ways to speed up the process. The Commission also recommended that the HCC take a major role in the plan updates. Attachment 3 is the proposed schedule for neighborhood plans and Attachment 4 is a listing of the status of when neighborhood plans were completed.

Housing

Affordable housing is a priority for the City and the Planning Commission is in agreement. The City Council will be discussing this in-depth at the City Council retreat in March. Additional work on incentives and requirements will be a major effort in 2008. Also, the City is poised to move forward with looking at a transit oriented development (TOD) at the South Kirkland Park and Ride. The project will be a joint effort with the City of Bellevue and King County Metro to provide a significant amount of affordable housing along with an expanded park and ride facility.

2008

2009

2010

TASK	PROJECT MANAGER	2008 STAFF	2008												2009				2010				
			J	F	M	A	M	J	J	A	S	O	N	D	1st	2nd	3rd	4th	1st	2nd	3rd	4th	
SPECIAL TASKS																							
8	Downtown	McMahan	.4 FTE																				
9	Impact Fees	Swan																					
10	Database Management	Goble	.2 FTE																				
11	Regional Plans	Shields	.1 FTE																				
12	Annexation	Shields/Swan	1.0 FTE																				
	• Potential Annexation Area																						
	• Bridleview Annexation																						



2008-2010 PLANNING WORK PROGRAM

Summary of Tasks

Planning & Community Development

February, 2008

Attachment 2

2008 – 2010 PLANNING WORK PROGRAM

Summary of Tasks

POLICIES, PLANS & REGULATIONS

Task 1: Comprehensive Plan Update (1.5 FTE)

Comprehensive Plan

In 2007 we initiated a number of amendments to the Comprehensive Plan that are generally considered to be minor or housekeeping related amendments with the exception of environmental stewardship policies and a possible update to our concurrency system. Since we can only amend our plan once per year, these amendments will continue into 2008 with adoption targeted for the summer along with action on the private amendment requests.

In 2009, the City may have some additional city-initiated amendments to propose and it is also the year when private amendment requests are once again considered (every two years). In 2010, the City will begin its required 7-year major review of the Comprehensive Plan pursuant to the Growth Management Act and with new household and employment targets. The state requires the plan to be updated by the end of 2011.

Private Amendment Requests

2007 was the year to consider private amendment requests. These requests have been carried over to 2008. The Planning Commission and City Council conducted the threshold review earlier in the year. Typically we would be concluding that process by the end of December, however due to the complexity and potential impact of the Park Place proposal (Touchstone) we are preparing a Planned Action EIS to evaluate this request along with two others (Orni and Altom). The Gordon Hart and Nakhjiri/Kirkland Congregational Church requests have been reviewed by the Planning Commission with recommendations being forwarded to the City Council. The Council will consider the PAR's in March with potential action in the summer along with the city initiated proposals. Action on the Touchstone, Orni and Altom proposals is scheduled for September, 2008. Under the GMA, comprehensive plan amendments in conjunction with a Planned Action Ordinance are exempt from once-per-year comprehensive plan amendment requirement.

Task 2: Neighborhood Plans (2.0 FTE)

The City Council adopted the Market and Norkirk Plans in 2006 after three years of work. The follow-up zoning and design regulations were adopted in mid 2007. The next neighborhood plan on the schedule is the Lakeview Neighborhood and the Central Houghton Neighborhood Plan. Due to several permit applications for design review submitted in the downtown area, we have not been able to start work on these plans. At this time the work program anticipates that we can begin the neighborhood plans in April with an estimated completion by the fall of 2009.

Task 3: Design Regulations/Guidelines

Multifamily Design Guidelines

This task is intended to establish design guidelines or regulations for the multi-family areas of the City that do not currently have them in place. For the most part, we have addressed this through our neighborhood and business district plans (e.g. North Rose Hill, Totem Lake, NE 85th, etc.). However there are several areas of the city not covered by design standards. At the same time, there are relatively few properties remaining in these areas that are undeveloped or underdeveloped. While there is merit to this project, given the other priorities and work program tasks, it is not shown on the schedule but is included as a place keeper for future consideration.

The Design Guidelines revisions are amendments to the Municipal Code and do not involve the Planning Commission. They involve several “clean-up” sections and some policy issues and should involve minimum staff time. Staff will be working with the Design Review Board on these before taking them to the City Council.

Task 4: Code Amendments (.2 FTE & Consultant)

2007 Miscellaneous Zoning Code Amendments

In 2007 the Commission completed their review of a bundle of miscellaneous code amendments and made recommendations to the City Council. The Council is adopted the regulations on January 15th, 2008. The HCC is scheduled to take final action on February 25th.

TL 9 Zoning

Zoning for the TL 9 district in Totem Lake has being reviewed by the Commission with a recommendation to adopt being forwarded to the City Council. This is the last area of the Totem Lake Neighborhood Plan to be rezoned. The City Council is scheduled to review this at the March 8, 2008 meeting along with the Gordon Hart PAR.

Future Miscellaneous Code Amendments

We continue to maintain an extensive list of potential amendments and, as new issues arise, we are constantly adding to and updating the list. In the second half of 2008, we will want to consider amendments to the City’s SEPA and Subdivision Ordinances along with some potential Zoning Code amendments. We would likely retain our consultant Lauri Anderson to assist us in this effort. We also show on the work program an annual schedule of code updates to keep it current.

Task 5: Housing (1.2 FTE)

Affordable Housing

The Council has identified housing issues – particularly affordable housing – as a critical discussion topic. The City adopted a package of incentives including density bonuses, tax exemptions and fee waivers in 2004 however to date the voluntary incentives have not been used. The work program reflects efforts in 2008 to review the incentives as well as the areas within the city that have no affordable housing program. As part of the review, the approach would also

consider options for creating mandatory affordable housing requirements. The City Council is scheduled to discuss this in-depth as part of their annual retreat in March.

Transit Oriented Development (TOD) at Park and Ride Facilities

Staff has been meeting with King County and the City of Bellevue to explore the potential for “transit oriented development” housing at the South Kirkland Park and Ride facility. In order for this to occur, both Kirkland and Bellevue will have to amend their respective Comprehensive Plans and rezone the property. The County has done some preliminary analysis. An initial “agreement in principle” between the two cities is being worked on. The City Council is scheduled to be briefed on this at their February 19 meeting.

ARCH Coordination

There are a number of other on-going staff efforts on housing including working with ARCH, A Regional Coalition for Housing on the Housing Trust Fund, preservation of affordable housing and education.

Task 6: Community Character

Staff is considering requesting a service package for funding to assist in updating the list of historic sites in the next budget and developing incentives for historic preservation. The funding was requested previously and was not approved. We have a place keeper for this task on the work program. It may be possible to undertake this task in 2009 if we are able to obtain funding and have available staff. However, the City did adopt regulations in 2007 to preserve historic homes in the Norkirk and Market neighborhoods.

In 2007 small lot and historic preservation regulations were adopted for the Market and Norkirk neighborhoods. In exchange for retaining smaller or historic homes, lot sizes can be reduced subject to stringent criteria. The Commission has suggested that we may want to consider expanding the program to retain smaller lots with size-restricted homes to other neighborhoods. This task will initially consist of analyzing the lot sizes, patterns and characteristics particular to that neighborhood.

Task 7: Natural Resources/Environmental Stewardship (1.5 FTE)

Natural Resource Management Plan and Environmental Stewardship

In 2003 the City adopted a Natural Resources Management Plan. The City has in place a “Green Team” consisting of representatives from several City departments. Over the past year, the team has been coordinating its efforts on implementation actions (education, funding, and programs). We have also broadened our role to address greenhouse emissions in response to the US Mayors Climate Protection Agreement, of which the City is participating. In 2008, our staff team will be focusing on a variety of environmental stewardship efforts including sustainable communities, green buildings, green businesses and community outreach. We anticipate holding a “green”

community forum or roundtable in 2008 and would request participation from a Commission member.

Shoreline Master Program (SMP)/Critical Area Regulations

State law requires Kirkland to revise our Shoreline Master Program to achieve consistency with new shoreline rules adopted by the Washington State Department of Ecology (DOE). During 2006, an inventory and analysis of Kirkland's Lake Washington shoreline was prepared by consultants. We also conducted two panel discussions and a shoreline tour. Coordination with King County and DOE will occur throughout the project. Proposed amendments to shoreline goals, policies, regulations, and programs will be reviewed by the Planning Commission, Houghton Community Council, the Kirkland City Council, and the public through 2008 and into 2009. This will be a major task that will take some Commission time.

As part of this update, the City will likely need to amend its Critical Area Regulations at some point. Based on experiences in other jurisdictions and more comprehensive best available science our regulations may need to be revised particularly to address our buffer widths and classification system. We may need only to revise them for our shoreline area initially –however, the State will require a major update by December, 2011.

Tree and Landscaping Regulations

With the adoption in late 2005 of new standards and regulations for trees and landscaping, the City committed to reviewing these after two years to see if any changes are needed. A report to the Council is targeted for spring 2008. The work program shows this task being completed in 2008. However, the city's Urban Forester left the City. A replacement has been hired but it will likely be a few months to get up to speed. This will delay the project.

Low Impact Development (LID) and Green Building

Efforts on Low Impact Development standards were scheduled to be worked on in 2007. However, the staff person in the Planning Department assigned to this is now the project manager for the SMP update. Depending on other work program tasks we may be able to devote some time to this task in 2008. It is a joint project with Public Works.

In late 2007 the Council approved a green building program. The first phase entails providing priority processing for certified "green" single family homes that have to meet either a Built Green or LEED standard (Leadership in Energy and Environmental Design). In the fall of 2008 staff will evaluate the program and provide a report to the City Council with the intent of expanding it to other types of development (multi-family, office, etc.).

SPECIAL TASKS

Task 8: Downtown (.4 FTE)

Downtown growth and development is a continuing discussion topic. The City Council has received a petition to stop certain issuing building permits particularly along Lake Street. The Council will potentially be reviewing options to respond at the March 5 meeting.

Task 9: Impact Fees

The Lake Washington School District has requested the City adopt impact fees for school facilities. The City Council discussed this at their January 15 meeting.

Task 10: Database Management (.2 FTE)

Database management consists of a number of sub-tasks such as our Community Profile, land use inventory, capacity analysis, housing data, etc. that are used for a variety of purposes including neighborhood plans and the Comprehensive Plan. In addition we are required to provide data on buildable lands and benchmarks to King County.

Task 11: Regional Coordination (.1 FTE)

This task involves participating on a variety of countywide and regional forums including the Puget Sound Regional Council, the King County Growth Management Planning Council, the Suburban Cities Association and Sound Transit.

Task 12: Annexation (1.0 FTE)

Extensive efforts are underway to obtain community input and undertake additional fiscal analysis to determine if the City will proceed with annexation of our Potential Annexation Area. The Council has been meeting on this for the past several months. The Council has several meetings scheduled over the next few months to discuss annexation. At their January 2, 2008 meeting they reviewed key issues for annexation zoning if it is to occur.

The City Council endorsed the proposal to proceed with annexation of the Bridle View area of unincorporated King County east of 132nd Ave. That area is currently in Redmond's Potential Annexation Area. However, the Countywide Planning Policies would need to be amended by the King County Growth Management Planning Council and King County Council to show this area in Kirkland's annexation area. Redmond has agreed to the amendment.

NEIGHBORHOOD PLAN UPDATE SCHEDULE

February 2008

Note: Schedule Subject to Change

Comprehensive Plan & Neighborhood Plans
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Lakeview & Central Houghton	2008-2009
Bridle Trails and South Rose Hill	2009-2010
Comprehensive Plan Chapters	2010-2011
Everest	2011-2012
Moss Bay	2012-2013
North & South Juanita	2013-2014
Totem Lake	2014-2015
North Rose Hill	2015-2016

Attachment 4

NEIGHBORHOOD PLAN STATUS

February, 2008

Lakeview	Completed – September 1985
Central Houghton	Completed – September 1985
Bridle Trails	Completed – January 1986
Everest	Completed – May 1988
Moss Bay (Central)	Completed – March 1989
North & South Juanita	Partial Update Completed – October 1990
South Rose Hill	Completed – February 1991
NE 85 th Street Subarea	Completed – April 2001
Totem Lake	Completed – January 2002
North Rose Hill	Completed – October 2003
Highlands	Completed – December, 2005
Market & Norkirk	Completed – January, 2007