CITY OF KIRKLAND
PLANNING AND BUILDING DEPARTMENT
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MEMORANDUM

Date: **January 8, 2018**

To: **Houghton Community Council**

From: **Adam Weinstein, AICP, Deputy Director**
Eric Shields, AICP, Director

Subject: **Proposed 2018-2020 Planning Work Program (File No. PLN18-00008)**

Recommendation

Review the proposed Planning Work Program (Work Program) and provide comments and recommendations.

Background

The Work Program governs the Planning and Building Department's work on long-range planning projects that will help shape the future of Kirkland. At the January 22 meeting of the Houghton Community Council, staff would appreciate any comments or recommendations about the Work Program that committee members have.

The first draft of the Work Program was prepared by staff to address a number of issues that we think are important priorities, or which were identified as priorities by others (including Council members). The draft Work Program also attempts to match projects with staff, based on their particular skills and interests.

The Planning Commission met on December 14, 2017 to review the 2018-2020 draft Work Program and provide direction to staff on the prioritization of identified long range planning tasks and projects. A City Council study meeting with the Planning Commission is scheduled for February 6, at which time we will present comments from the Houghton Community Council. At that time we hope to get direction from the City Council on the projects to be included in the final Work Program, which will be brought to the Council for adoption on March 6.

Draft Work Program

The draft Work Program, including recommendations from the Planning Commission made on December 14, is included below. The draft Work Plan schedule is included as Attachment 1.

The Work Program is organized into three major categories: 1) Neighborhood Plans and Associated Design Guidelines; 2) Update and Enhancement of Key Development Regulations; and 3) Address State and Regional Planning Initiatives, and Environmental Initiatives. The timing of each task and key staff members are identified under each Work Program project. This list of projects was developed to ensure that Planning staff is working at full capacity for the next year (taking into account ongoing work (not explicitly listed here), a modest number of unforeseen projects that may be deemed a priority, and citizen-initiated amendment requests (CARs)). Thus new items added to the draft Work Program presented below should be accompanied by removal of a pre-existing Work Plan item.

<u>Neighborhood Plans and Associated Design Guidelines (and Associated Municipal Code Amendments)</u>

1. *Neighborhood Plan Framework (Weinstein; 12/17-2/18)*. The plans for the City's 15 neighborhoods are critical components of the Comprehensive Plan, and the Comprehensive Plan indicates that each Neighborhood Plan should be reviewed at least once between every two major Comprehensive Plan updates (or more frequently, as needed, given available resources). Although the Neighborhood Plans have successfully guided development of the City, they have often taken longer than expected to complete due to dynamic scopes of work, evolving community input, and technical challenges. This task involves creation of a framework for future Neighborhood Plan updates that will integrate best practices from previous plan updates to streamline the future plan development process while still providing for meaningful public involvement, and review/input from decisionmakers. The framework will also address desired interrelationships between the Neighborhood Plans and achievement of the 10-minute neighborhood objective in the Comprehensive Plan.

2. *Neighborhood Plans for North and South Rose Hill and Bridle Trails (Coogan and Lieberman-Brill; 1/18-12/18)*. This task would involve the completion of three major Neighborhood Plans which are next on the list for an update. These neighborhoods are geographically contiguous, allowing for a more holistic examination of land use/design/transportation issues, along with potential efficiencies in completing the plans. Planning for the NE 85th Street corridor would also occur as part of this task. This task would also include two related Zoning Code subtasks:

    - In the Rose Hill Business District (RH-8) zoning district, consider allowing ground-floor dwelling units behind commercial uses; and
    - In the RH-5A zoning district (and possibly other districts, if warranted), explore a modification process for the percentage of ground floor uses required to be dedicated to retail uses.

3. *Totem Lake Design Guidelines (Collins; present-12/18)*. This task involves updating the design guidelines to ensure a high urban design standard within the Totem Lake area.

4. *Totem Lake/Residential Suites in Other Zones (Collins; present-12/18)*. As another project in the Totem Lake area, this task will evaluate whether residential suites (multiple bedrooms rented as single occupancy units on a monthly or longer basis, with shared bathroom and/or kitchen facilities) should be permitted in zoning districts in Totem Lake where residential uses are not consistent with policy direction in the Comprehensive Plan.

<u>Update and Enhancement of Key Development Regulations</u>

1. *Update Tree Regulations (Powers; present-12/18)*. The City's tree canopy continues to be a primary place-making feature of Kirkland, but concern has been expressed that certain development processes do not allow for holistic consideration of tree protection at an early stage in the site/project review process. This task will evaluate whether an Integrated Review process (during which site subdivision, grading, infrastructure, and development are reviewed together) would be appropriate for projects throughout the City in order to better protect the City's tree canopy while providing more certainty for the development community.

2. *Consider Revising Floor Area Ratio (FAR) Regulations (Ruggeri; 4/18-5/18)*. A Planning Commissioner and others have suggested that the City's FAR regulations could be revised to increase ease of use/calculation and to clarify development expectations. This task will involve a review of best practices across the region in establishing FAR standards and calculating achievement of these standards. Other regulatory tools for achieving high-quality urban design may also be evaluated as part of this task.

3. *Clarify Planned Unit Development (PUD) Public Benefits (Barnes; 2/18-5/18)*. The Zoning Code indicates that a PUD should be approved if it includes "identified benefits to the residents of the City," but does not provide direction on the scope or nature of these public benefits. In the past, this ambiguity has made it difficult to ascertain whether benefits offered by project applicants are sufficient to meet the intent of the Zoning Code. This task would provide a framework for more effectively evaluating whether public benefits are sufficient for PUDs.

4. *Historic Structure Delisting Process (Ruggeri; 2/18-4/18)*. The City's Historic Residence Designation process has been an important means of protecting older buildings in Kirkland and the City's overall character. Recently, staff was approached by an individual who owns a Historic Residence but seeks to de-list the building due to an economic hardship. The Municipal Code does not currently contain procedures or guidance for de-listing historic structures.

Staff will evaluate the merits of this request in collaboration with King County historic resource specialists, and in the context of Comprehensive Plan policies and Municipal Code regulations that protect historic resources. Municipal Code amendments may be crafted if a delisting process is deemed warranted in certain circumstances.

5. *Miscellaneous Code Amendments (Ruggeri; 3/18-9/18)*. This category includes amendments to the Zoning Code to reflect current practice, clarify sections of the Code, and promote good planning principles. Anticipated miscellaneous Code Amendments that would be undertaken as part of this Work Program include:

    - Revise lot coverage regulations, consistent with stormwater protection requirements (this may also be paired with Task 2, Consider Revising Floor Area Ratio (FAR) Regulations, above).
    - Clarify the allowable height of rooftop appurtenances and roof decks.
    - Consider additional flexibility for ground-mounted mechanical equipment in front yards, where visual and other impacts can be minimized;
    - Provide flexibility for the required 5-foot separation between driveways;
    - Revise the process for ascertaining adequate easement/paved driveway areas in small residential projects;
    - Reduce the 20-foot required driveway width for detached multi-family residential units;
    - Clarify when right-of-way improvements are permitted to be developed within easements;
    - Review rules stipulating the number of unrelated people comprising a family, consistent with State and federal law; and
    - Allow building height to be measured from finished grade for large subdivisions.

6. *Zoning Code Reformatting (Nelson; present-9/18)*. This task entails completion of already-underway work involving conversion of use zone charts to tables, in order to enhance the usability of the Zoning Code.

7. *Sign Code Update (TBD; completed in 2018)*. The Sign Code would be updated to clarify rules, enhance aesthetics, reduce visual clutter, and integrate recently-completed work on A-frame signs.

8. *Kingsgate Park and Ride (Collins; 1/18-6/18)*. This task involves the development of Zoning Code regulations to implement Comprehensive Plan policy direction in support of transit-oriented development at the Kingsgate Park and Ride. Regulations will be designed to incorporate the conclusions of the Sound Transit-funded feasibility study, expected to begin in January 2018.

9. *School Sites (Weinstein/Ruggeri; 3/18-9/18)*. Due to the regional shortage of affordable housing, teachers and school staff at Kirkland's public schools often find it difficult to live in close proximity to work. At the same time, school sites offer the potential for housing development, if designed with sensitivity to surrounding uses and neighborhoods. This task will evaluate options for allowing residential uses on school sites, along with increased building heights that would be needed to more efficiently use school property. This work will be conducted in close collaboration with the Lake Washington School District.

<u>Address State and Regional Planning Initiatives, and Environmental Initiatives</u>

1. *Housing Strategy Tasks (Nelson, Collins, and Barnes; 4/18-12/18)*. Housing affordability and choice continue to be an issue of concern throughout the Puget Sound Region, with escalating housing costs resulting in traffic congestion and other adverse impacts. The City Council appointed a group of citizens to the Housing Strategy Advisory Group to update the City's Housing Strategy Plan. This group has been meeting since March 2017 and will be preparing a recommendation to City Council in the first quarter of 2018. An outcome of the process will be a list of strategies that the City should pursue to implement the current housing goals in the Comprehensive Plan related to neighborhood character, housing supply and diversity, and affordable housing. Topics that will be explored include "missing middle" housing (e.g., lower-scale, medium density housing that resembles single-family housing, such as duplexes and triplexes), and housing for essential community employees (e.g., emergency responders and teachers).

2. *Carbon Emissions Report Pursuant to K4C (King County-Cities Climate Collaboration) (Barnes; Present-3/18)*. King County and 13 cities, including Kirkland, are collaborating through the King County-Cities Climate Collaboration (K4C) to coordinate and enhance the effectiveness of local government climate and sustainability actions. As part of this program and in recognition of the City's own adopted greenhouse gas policies, the City would complete a report of carbon emissions associated with municipal and community (Kirkland-wide) operations to ascertain achievement of the City's carbon reduction goals.

3. *Tree Canopy Assessment (Powers; Present-9/18)*. Tree canopy assessments provide communities with a sense of the geographic shape and overall health of the tree canopy, and trends in tree canopies over time. The City has collected aerial imagery and analyzed the data at 8-year intervals (most recently in 2002 and 2010) to track tree canopy gain/loss and gauge the effectiveness of code requirements in protecting trees. Funding for a 2018 canopy analysis is available, assuming staff forestry resources are allocated to the project.

4. *King Conservation District Stormwater Modeling Project (Powers; completed by 12/18)*. This task involves using County funds to assess the ability of trees to treat stormwater runoff. Depending on the results, this study could help the City work with development applicants to design lower-cost, more environmentally-sound stormwater management features using trees. Although this effort would be managed by the County, a modest amount of City staff assistance would be needed.

5. *Shoreline Master Plan Periodic Update (Lieberman-Brill; completed by 6/19)*. The Shoreline Master Plan, which manages shoreline resources and development in Kirkland, will be updated to comply with State rules and be consistent with best practices for shoreline protection. The update would incorporate the recently-adopted Zoning Code Chapter 90 (Critical Areas Regulations) to ensure consistency between the Shoreline Master Plan and Zoning Code.

6. *Corrections to Regulations for Critical Areas: Wetlands, Streams, Minor Lakes, Fish and Wildlife Habitat Conservation Areas and Frequently Flooded Areas (Lieberman-Brill; completed in 6/19)*. The City's Critical Areas Regulations (Chapter 90 of the Zoning Code) were updated in 2016 to incorporate best available science, updated geologic and risk mapping data, best practices related to conservation, and public input. These regulations have been in effect since March 2017. This task involves making corrections to the Critical Areas Regulations based on observations made and public input received during implementation of the latest revised Critical Areas Regulations.

7. *Critical Areas: Geologically Hazard Areas Regulations (Barnes; completed in 2019)*. In collaboration with the University of Washington, updated geologic and risk mapping data funded by grants have been provided to the City. This task involves updating Chapter 80 of the Zoning Code (Geologic Hazard Areas Regulations) based on these new data and best practices related to landslide and erosion hazards.

8. *Downtown Urban Growth Center Designation (Weinstein/Shields; completed in 2019)*. The Puget Sound Regional Council (PSRC), which is the metropolitan planning organization for the four regional counties, is the steward of VISION 2040 (a regional planning document) and regional growth strategies. PSRC recently established two tiers of regional growth centers – Urban Growth Centers and Metro Growth Centers. Urban Growth Centers have dense clusters of jobs and housing, high-quality transit service, and plans for significant growth; Metro Growth Centers are generally larger and denser than Urban Growth Centers. This Work Program task would entail exploration of Downtown as an Urban Growth Center, requiring analysis of geographical features, infrastructure, amenities, jobs/housing mix, and walkability. If an Urban Growth Center designation is pursued, text in the Comprehensive Plan would require revision.

9. *Sustainability Master Plan (Barnes; completed in 2019)*. Environmental and sustainability concepts are found in numerous City policy documents, including the Comprehensive Plan, Natural Resource Management Plan, and Climate Action Plan. This task would involve preparation of a Sustainability Master Plan to better coordinate the various plans with sustainability elements and ensure that sustainability and environmental protection are consistently integrated into all City activities.

10. *Capital Facilities Plan Annual Update (Lieberman-Brill; completed 12/18).* Mandated by the Growth Management Act, the City's multi-year Capital Facilities Plan must be reconciled annually with the 6-year Capital Improvement Program and Biennial Budget. This task will update the Capital Facilities Project tables in the Comprehensive Plan to reflect changes to funding, timing and facilities between 2017 and 2018

Attachments

1. 2018-2020 Planning Work Program

2018 – 2020 PLANNING WORK PROGRAM (updated January 8, 2018)

			2018												2019				2020			
TASK		**PROJECT MANAGER**	**J**	**F**	**M**	**A**	**M**	**J**	**J**	**A**	**S**	**O**	**N**	**D**	**1st**	**2nd**	**3rd**	**4th**	**1st**	**2nd**	**3rd**	**4th**
NEIGHBORHOOD PLANS																						
1	Neighborhood Plan Framework	Weinstein																				
2	Neighborhood Plans				.																	
	North Rose Hill	Coogan/L-B																				
	South Rose Hill	Coogan/L-B																				
	Bridle Trails	Coogan/L-B																				
3	Totem Lake Design Guidelines	Collins																				
4	Totem Lake/Residential Suites	Collins																				
UPDATE/ENHANCEMENT OF KEY DEVELOPENT REGULATIONS																						
1	Update Tree Regulations	Powers																				
2	Consider Revising FAR Regs.	Ruggeri																				
3	Clarify PUD Public Benefits	Barnes																				
4	Historic Struct. Delisting Process	Ruggeri																				
5	Miscellaneous Code Amendments	Ruggeri																				
6	Zoning Code Reformatting	Nelson																				
7	Sign Code Update	TBD																				
8	Kingsgate Park and Ride	Collins																				
9	School Sites	Ruggeri																				
ADDRESS STATE, REGIONAL, AND ENVIRONMENTAL INITIATIVES																						
1	Housing Strategy Tasks	Nelson/C/B																				
2	Carbon Emissions Report/K4C	Barnes																				
3	Tree Canopy Assessment	Powers																				
4	King Cons. District Stormwater	Powers																				
5	Shoreline Master Plan Update	L-B																				
6	Corrections, Critical Areas Regs.	L-B																				
7	Downtown Urban Growth Center	Weinstein/Shields																				
8	Sustainability Master Plan	Barnes																				
9	Capital Facilities Plan Update	L-B																				
	Legend:																					
	Planning Commission Tasks																					
	Other Tasks																					