



## MEMORANDUM

**Date:** January 16, 2014

**To:** Planning Commission

**From:** Paul Stewart, AICP Deputy Planning Director  
Eric Shields, AICP Planning Director

**Subject:** Draft 2014 – 2016 Planning Work Program

### Recommendation

Staff recommends the Planning Commission do the following:

- Review proposed 2014 – 2016 Planning Work Program and provide direction on any appropriate revisions.
- Identify any topics of interest to be discussed with the City Council at the March 4 joint meeting.

### Background

The annual Planning Work Program establishes the major long range planning projects for the City over the next three years with the primary focus on the current year (2014). The Planning Commission reviews the proposed work program and makes a recommendation to the City Council at the joint meeting. The joint meeting with the City Council is scheduled as a study session for **March 4, 2014**. The joint meeting would be an appropriate time to check in with the Council on the status and progress of the Comprehensive Plan update as well as discuss other items of interest with the Council.

Typically the work program is reviewed at an annual Planning Commission retreat. As a result of a full meeting schedule and public outreach activities on the Comprehensive Plan update and other issues it was difficult to find a time that would work. In addition, there will be at least two new members joining the Commission in the near future. It may be appropriate to consider a retreat at a future date once the new members are on the Commission.

The work program shows eight major categories with individual tasks for each major heading. The primary staff lead or project manager is identified and estimated staffing levels for the Planning Department for each task are noted as FTE's (full time equivalent employees). The FTE is a way to determine expected staffing levels and resource allocations. The FTE level is assigned to 2014 and will vary throughout the year depending on the project.

The draft work program outlines the general timing and schedule although this can vary as the task progresses. Those work program items noted in blue are tasks that the Planning Commission will review and make a recommendation on – usually plan or code amendments. Those tasks outlined in green are other tasks that are long range in nature but do not always directly involve the Commission (i.e. they are staff tasks or other city projects).

Attachment 1 is the Proposed 2014 -2016 Planning Work Program. (Note: Attachment 2 is the current adopted work program approved by the City Council on March 19, 2013).

As noted in the big blue block on the work program (Task 1), the major allocation of staffing and Commission time will be devoted to the GMA required update to the Comprehensive Plan. The major categories and tasks for 2014 are:

#### Comprehensive Plan Update (Task 1)

- Visioning
- Environmental Impact Statement
- Totem Lake Plan update
- General Elements Amendments
- Neighborhood Plans revisions
- Code amendments as result of plan revisions
- MRM Private Amendment Request

#### Economic Development (Task 2)

- Totem Lake Transfer of Development Rights program and infrastructure financing tools
- Light industrial/high tech lands study

#### Code Amendments (Task 3)

- Reformat the Zoning Code
- Multi-family parking requirements (right size parking)
- Cross Kirkland Corridor regulations

#### Subarea and other plans (Task 4)

- Cross Kirkland Corridor Study
- Other plans and projects (PROS Plan, etc.)

#### Environmental Stewardship (Task 6)

- Urban Forestry Management Plan implementation

#### Comprehensive Plan Update (Task 1.0)

As noted previously this will be a primary focus for the City over the next 12-18 months and is one of the major themes noted in the citywide work program adopted by the City Council. It was originally anticipated that the target date for completion was the end of 2014. Given the time for public outreach and the addition of now-scheduled

neighborhood plan workshops and potential revisions to neighborhood plans, the schedule has been extended to mid-2015. It is still unclear what format, substance or effort will be undertaken on neighborhood plans.

The GMA deadline for adoption is June 30, 2015. Staff and the Planning Commission have made progress on a number of tasks. A draft Community Profile and Housing Needs Assessment has been prepared (**Task 1.1**) as well as the initial land capacity analysis (**Task 1.2**). The draft Community Profile and Housing Needs Assessment were presented to the Commission at the [January 9, 2014](#) meeting.

A number of public outreach events (**Task 1.4**) have occurred over the past several months including neighborhood association meetings, community planning days and visioning workshops.

At the January 9 meeting, the Planning Commission reached preliminary consensus on the draft vision statement and community guiding principles (**Task 1.3**). Visioning sessions over the past few months were held for:

- Business Round Table
- Joint Planning Commission, Design Review Board, Transportation Commission and Park Board
- Senior Council and Human Services Advisory Committee
- Community Planning Day (two sessions)
- Youth Council
- City of Kirkland Employees (two sessions)
- South Rose Hill and Bridle Trails Neighborhood Associations (11/12/13)
- Kirkland Alliance of Neighborhoods (11/13)
- North Rose Hill and Evergreen Hill Neighborhood Associations (11/18)
- Moss Bay and Lakeview Neighborhood Associations (11/18)
- Everest and Central Houghton Neighborhood Associations (11/19)
- Market Street Neighborhood Association (11/20)
- Finn Hill Neighborhood Association (1/15/14)

The detailed comments were transcribed and summarized and the cumulative “wordle” that reflects the composite themes from all of the sessions was updated with each session. The most recent wordle was presented to the Council at the November 19 meeting and Planning Commission at the January 9, 2014 meeting.

An updated series of questions and topics were posted to the [Kirkland Ideas Forum](#) as part of the overall [Kirkland 2035](#) effort and several hundred cards have been distributed at events and at City facilities to encourage participation. A poster is being developed that can be displayed at community gathering places in Kirkland with a “Question of the Week” and a QR code link to the website. The questions may be open ended or involve a short survey. The Planning Commission is encouraged to follow participant comments on the site.

The second Community Planning Day was held on Saturday, October 19 at the Peter Kirk Community Center. Participants were able to attend two different group sessions on

visioning and the Cross Kirkland Corridor. Approximately 150 individuals attended the event. In addition to the group sessions, participants were asked to provide feedback on the Totem Lake Park proposed master plan, early results on the Parks, Recreation and Open Space Plan and provide early input on the Transportation Master Plan. The Community Planning day was marketed through posters, a direct mail postcard, City Update and advertisements in the City's Parks Brochure and Kirkland Reporter. Participant feedback rated the event organization, materials and venue a 4.6 on a scale of 1-5 with about 30% of participants returning comment cards. The next Community Planning Day will be held during the first quarter of 2014 – possibly in late April.

Staff is currently beginning the process to undertake scoping and the preparation of the Environmental Impact Statement (EIS) (**Task 1.5**). Professional consulting services will be needed and the Request for Proposal document is being drafted and will be released later this month. As part of the EIS, various land use or growth alternatives will be evaluated to provide decision makers with information on goals, policies and regulations and identify potential impacts from selected alternatives.

Work on the Totem Lake Plan update (**Task 1.6**) and the general elements have now begun (**Task 1.7**). The initial list of issues on Totem Lake was presented to the Commission on January 9, 2014. Land use will be on the Commission's agenda for the February 13 meeting. Over the next several months issue papers on each of the general elements will be presented to the Commission for review and discussion.

The City is also beginning an intensive outreach program regarding neighborhood plans in order to determine possible changes or updates to all the City's neighborhood plans as well as the preparation of a framework for future neighborhood plans including the annexation neighborhoods. This is a change from the current adopted work program (Attachment 2).

This new effort was put in motion over the past month. In 2009, the Planning Department budget was reduced, eliminating staff time dedicated to neighborhood plan updates. The Planning Commission had discussed alternative ways to approach neighborhood plans that took less time and a memo with options was forwarded to the City Council. The Kirkland Alliance of Neighborhoods discussed the neighborhood planning process at their January 2013 meeting and the City Council had a similar discussion at its February 2013 retreat.

The City Council had received numerous inquiries as to when the neighborhood plan process would resume. In an effort to keep the neighborhoods engaged, the City Manager proposed that some form of a neighborhood plan update be undertaken as part of the overall Comprehensive Plan update. In order to accomplish the public outreach component of this effort, the City engaged the services of EnviroIssues to help plan and implement the process. The following outline describes the proposed process.

Four meetings will be held in January and February with four follow-up meetings to be held later in the spring. Each meeting would combine adjacent neighborhoods. The following neighborhood groupings were developed based on their geographic proximity and common business districts.

- North Finn Hill, Juanita, Kingsgate (Evergreen Hill)
- Central Moss Bay, Market, Norkirk, Highlands
- South Houghton, Everest, Lakeview
- East North Rose Hill, South Rose Hill, Bridle Trails, Totem Lake

The north group was combined because they are almost entirely in the 2011 annexation area and do not presently have a neighborhood plan.

A large group session for all participants will be held where staff will provide a high level overview of history and purpose of neighborhood plans, a summary of public input received on the City's Comprehensive Plan update so far and an overview of how subarea plans (e.g. neighborhood and business district plans) relate to the citywide Comprehensive Plan.

Following the general session, participants will break into neighborhood groups in separate rooms. Each neighborhood will have a facilitator who will lead the discussion. Participants will have been asked to read their existing neighborhood plan prior to the meeting. A staff person will provide a brief overview of the existing plan and discuss anticipated growth and what that might mean for residents and businesses. Discussion items will include:

- A quick "neighborhood values" future visioning exercise including a discussion about adjacent neighborhood business districts
- A comparison of future vision to existing plan
- Validation of sections that still fit
- Identification of issues that need to be considered or updated with consideration to how they align with the larger community vision
- Agreement on potential changes

For new neighborhoods in the 2011 annexed areas, the discussion will focus on the elements of neighborhood plans (participants from these areas will be asked to read an existing neighborhood plan from another area to get an idea of the content). The facilitator will then lead the group through a series of questions that will identify key characteristics that residents and businesses in the neighborhood believe describe their neighborhood and issues that should be addressed in an update.

Planning staff will be in attendance to listen and will be provided with transcribed meeting notes. From these notes, staff anticipates identifying different categories of changes:

- Amendments that can be considered with the Comprehensive Plan Update
- Proposed amendments or issues that need further study and that could be scheduled into the Planning Work Program
- Other issues that may be considered as part of other projects or programs (e.g. Capital Improvement Program)
- Proposed amendments that are not feasible as proposed

Planning staff will then prepare a summary of the input from the meeting with a discussion about what can be done now versus what needs further study and why.

A second set of meetings with the same groups will be held in the spring where the results of their analysis will be presented and further discussion, clarification and refinement can take place. All of the input will be forwarded to the Planning Commission and City Council, including recommended amendments that could be adopted at the time the Comprehensive Plan is adopted.

Staff presented the proposed format and groupings to neighborhood leaders at two meetings held within the past two months. They were supportive of the process, provided input on timing and venues and agreed to assist with outreach to encourage neighborhood attendance. A citywide postcard mailing has been sent out to announce the meetings and list serv announcements will also be used. Invitations to local businesses, property owners and developers will be sent to encourage their participation in the appropriate neighborhood discussions. EnviroIssues has provided text for web updates, media releases, email notifications, and blog and list serv entries.

It is not expected that a complete set of updated neighborhood plans will emerge from the process. However, it should provide an opportunity for neighborhoods to identify issues of concern for their neighborhood that they would like to see addressed. Staff will use the previous discussions about neighborhood planning and the input received at these sessions to prepare a recommended approach to future neighborhood plan updates that meet those interests.

Along with any revisions to the general elements and the neighborhood plans, it is the intent of this effort to draft any appropriate Zoning Code amendments to be consistent with and implement the plan (Task 1.9). While this may add time and complexity it is recommended that code amendments accompany the plan revisions rather than deferring them to a later date. This ensures that the zoning is consistent with the plan.

**Task 1.11** is the Private Amendment Request (PAR) by MRM to amend the zoning and Comprehensive Plan for property in CDB 5. It is on a separate track from the GMA Comprehensive Plan. This task is scheduled to be completed this spring.

### Economic Development (Task 2)

**Tasks 2.1 and 2.2** contain the study of the creation of a regional Transfer of Development Rights (TDR) program within the Totem Lake Urban Center. The study began in 2013, following an agreement between the City of Kirkland and King County, signed in 2012.

The regional program was created by King County to direct development away from rural and resource lands into urban areas. The program allows property owners in these areas (sending areas) to sell development rights to property owners in urban growth areas (receiving areas). Since Totem Lake is a designated Urban Center, it is planned to support higher levels and densities of population, housing, employment and activity.

Using a combination of grant funds (\$50,000 from EPA through King County) and City funds, Kirkland hired a consultant team, Berk and Associates, to assist in providing a market analysis (**Task 2.1**) to determine the likely future demand for certain

development types in the Totem Lake Urban Center (e.g. residential, commercial, office, retail, high-tech, etc.) and to evaluate potential TDR “commodities” that might incentivize the purchase of a TDR credit (additional floor area, additional height, impact fee waivers, etc.) The second part of the study (Task 2.2) includes the evaluation of a variety of financing programs and tools to pay for the capital needs and amenities to support the increased growth as a result of the use of TDRs.

Recently passed legislation such as the Landscape Conservation and Local Infrastructure Program (LCLIP), allows cities to gain access to financing for revitalizing and developing areas that accept these development credits. The economic analysis will include a model that will evaluate which tools and approaches will work best for Kirkland and help the city to achieve its growth goals and vision for Totem Lake.

The consultant team has prepared a preliminary report, which includes the findings of the market analysis and a review of existing Comprehensive Plan policies and recommendations for updated policy language needed to support TDR in Totem Lake. The draft report also includes recommendations for sending areas the City may wish to select that are both eligible for LCLIP as well as located in areas that would support the City of Kirkland’s conservation priorities (such as salmon habitat lands aligned with goals in the WRIA 8 Salmon Conservation Plan and Shared Strategy for Puget Sound, or lands within the city’s future water supply area identified by Cascade Water Alliance).

The potential to create demand for TDR credits is also evaluated in the report, with the preliminary finding that the City’s greatest opportunity may be through accepting TDR in lieu of collecting traffic impact fees, but only if the City participates in LCLIP. Many of the more typical TDR commodities, such as allowing for additional building height or greater density are not likely to be successful in Totem Lake, since revised height limits and densities in recent years are already very generous and beyond expected market demand in the near term.

The consultant team is currently refining the financial model (**Task 2.2**) and will present a complete report for both tasks to the Council’s Planning and Economic Development committee at its meeting on February 10<sup>th</sup>. A presentation on the entire TDR study, including recommendations for the Council consider is scheduled for the Council meeting of March 18<sup>th</sup>. At that time, a Resolution of Intent to Adopt potential amendments to Comprehensive Plan policies and Zoning Code regulations that could be included in a TDR program for the Totem Lake Urban Center will be presented to the City Council. It is a requirement of the EPA funding that the Council takes action in some form (approval or denial) on TDR policies and regulations.

**Task 2.3** contains the study of Kirkland’s industrial/high tech lands. The study began in December of 2013 when the City hired Heartland to assess current conditions and market influences in the city’s three industrially zoned areas, and to help assess the City’s policy options as it moves forward with the update of the Comprehensive Plan.

The three areas include the 6<sup>th</sup> Street corridor, the Parmac area in Totem Lake, and the NE 124<sup>th</sup> street corridor, east of 124<sup>th</sup> Avenue in Totem Lake. The study will provide an

in-depth analysis of existing conditions, including an analysis of the industry groups and business types in the study areas and across the Eastside market. The work will evaluate the pros and cons of retaining industrial land within the City's overall land supply, and demand for other potential uses. The study will describe how locational decisions for industrial and other uses are made, explain the factors in attracting new uses and the likelihood of redevelopment in the near-term.

The study will evaluate the effects of transitional uses on long-term redevelopment that is a particularly important issue to understand as the City considers land use along the Cross Kirkland Corridor.

A focus group for the Parmac area is planned for late January that will provide input from property owners, developers and representatives from industries not currently in the area about the forces behind location choices, investment goals, and local factors influencing development decisions. Discussions may also include how the use of the Cross Kirkland Corridor may affect the area, and the subject of transitional uses.

A presentation of the findings from the Industrial Study is planned for the February 18<sup>th</sup> meeting of the City Council.

### Code Amendments (Task 3)

While there are a number of sub-tasks under this heading, three of the tasks are scheduled for Planning Commission review in 2014 – and these are already underway. These are:

- **Task 3.1** (Miscellaneous Code Amendments)
- **Task 3.3** (Multi-family Parking Requirements)
- **Task 3.4** (Cross Kirkland Corridor Regulations)

We are finalizing work on the current bundle of miscellaneous code amendments with the joint public hearing scheduled for January 23<sup>rd</sup> and final action by the City Council on March 18, 2014. Typically we do a bundle of code amendments annually but with the Comprehensive Plan update underway and staffing resources limited staff is recommending the next bundle be considered in the latter half of 2015.

**Tasks 3.2 and 3.3** are projects to streamline the Zoning Code. The City has a contract with Code Publishing (the company that publishes all of Kirkland's codes) to reformat the Use Zone Charts into tables. Instead of an individual chart for each zone, there will be a table or matrix that includes several related zones, for example, putting all Juanita Business District (JBD) zones into one table. Staff expects the code to be reduced by about one-third. Staff is planning to use Process IVA (the 'Fast Track' code amendment process) instead of Process IV as long as the project is only reformatting and does not include extensive policy review. Since these are not policy changes they do not go through the Planning Commission – however, the Commission will be informed of the progress on this effort.

**Task 3.6** consists of possible revisions to the City's SEPA Municipal Code regulations (State Environmental Policy Act) that may be undertaken in 2014 depending on the outcome of the actions taken by a State committee that is currently considering changes (e.g. threshold review standards). Since this would consist of Municipal Code Amendments they do not involve the Planning Commission.

The following are tasks on the work program are topics of interest, but given all the other projects scheduled are noted as place keepers for future consideration or as time permits. These include:

- **Task 3.7** (Traffic Impact Standards)
- **Task 3.8** (Sign Regulations)
- **Task 3.9** (Review of Design Regulations and Guidelines)

One other potential code amendment project may be added to the work program for the Planning Commission regarding standards or regulations for the location of processing, production and retail sales of marijuana. Residents in the Market and Norkirk neighborhoods are opposed to the sale of recreational marijuana in those zones on Market Street that allow retail sales. The Council will be discussing options at their January 21<sup>st</sup> meeting.

#### Subarea Plans (Task 4)

This category consisting of **Task 4.1** (Cross Kirkland Corridor) and **Task 4.2** (Other Plans and Projects) are included to indicate that Planning Staff participates in these projects as part of interdepartmental teams. Examples of other projects include the Totem Lake Park Master Plan, the Surface Water Master Plan and the Park, Recreation and Open Space Plan (PROS).

#### Housing (Task 5)

In the past, the City has taken an active role in preserving affordable housing stock (**Task 5.1**) working with ARCH (A Regional Coalition for Housing). This is one of the strategies and policies noted in the Comprehensive Plan. This has not been a recent priority due to other work program items but is noted as a place keeper for future consideration or as time allows. **Task 5.2** reflects staffing to work with ARCH on a variety of housing issues.

#### Environmental Stewardship/Sustainability (Task 6)

These tasks consist of a variety of sustainability and environmental stewardship efforts. The City Council adopted the [Urban Forestry Strategic Management Plan](#) in July, 2013 (**Task 6.1**). Implementation of the plan is being coordinated through a Tree Team consisting of participants from Parks, Public Works and Planning.

Following the Comprehensive Plan update, the City will need to update its Critical Area Regulations (wetlands, streams, etc.) – primarily in Chapter 90 of the Zoning Code (**Task 6.2**).

In 2003 the City adopted a Natural Resources Management Plan. The City has a "Green Team" consisting of representatives from several City departments that meet on a

monthly basis to coordinate stewardship and sustainability activities and programs and implement the plan (**Task 6.3**). The Green Team recently gave an update to the City Council at the [November 19, 2013 meeting](#) regarding their activities and the performance standards they are tracking.

Members of the Green Team will be working on the Natural Environment Element of the Comprehensive Plan. One area that may need more attention in 2014 is climate change. The Legislature created a [Climate Legislative and Executive Workgroup](#) that is currently charged with recommending a state program of actions and policies to reduce greenhouse gas emissions. Some of the recommendations may result in efforts at the local level.

**Task 7** (Database Management) and **Task 8** (Regional Coordination) are on-going staff efforts.

### **Joint Meeting with City Council**

As noted previously the joint meeting is scheduled for March 4, 2014. This would be a study session that typically starts at 6:00 pm. At the joint meeting the Planning Commission would present their recommendation on the proposed Planning Work Program.

This will also be a good time to update the Council on the Comprehensive Plan work. The City Council is holding a retreat on February 21<sup>st</sup>. At that time, staff will brief the Council on the plan update process and note issues or questions that could be discussed at the joint meeting (e.g. draft Vision Statement, growth alternatives, neighborhood plans, etc.).

In addition to the Comprehensive Plan update discussion, are there other topics the Commission would like to discuss with the Council at the joint meeting? Attachment 3 is a recap of the Planning Commission meetings for 2013.

### **Attachments**

1. Proposed 2014 – 2016 Planning Work Program
2. Adopted 2013 – 2015 Planning Work Program
3. Planning Commission Meetings for 2013

**PROPOSED 2014 – 2016 PLANNING WORK PROGRAM: LONG RANGE TASKS**  
**2014**

**DRAFT January 16, 2014**  
**2015**  
**2016**

TASK	PROJECT MANAGER	2014 STAFF	2014												2015				2016			
			J	F	M	A	M	J	J	A	S	O	N	D	1st	2nd	3rd	4th	1st	2nd	3rd	4th
<b>POLICIES, PLANS &amp; REGULATIONS</b>																						
<b>1.0</b>	<b>Comp Plan Update</b>	Swan/Coogan	5.0 FTE																			
1.1	• Community Profile/GIS Data	Coogan																				
1.2	• LU Capacity Analysis	Shields																				
1.3	• Scoping & Visioning	Swan/Coogan																				
1.4	• Public Involvement	Coogan																				
1.5	• SEPA/EIS	Swan																				
1.6	• Totem Lake Plan Update	Collins																				
1.7	• General Elements Update Work	Various																				
1.8	• Neighborhood Plans Revisions																					
1.9	• Code Amendments																					
1.10	• Public Hearings & Adoption																					
1.11	• MRM PAR	Ruggeri	.3																			
<b>2.0</b>	<b>Economic Development</b>		.3 FTE																			
2.1	• Totem Lake TDR Analysis/ILA	Collins																				
2.2	• Infrastructure Financing Tools	Finance																				
2.3	• Industrial lands study	Wolfe/Collins																				
2.4	• Totem Lake Action Plan	Wolfe																				
<b>3.0</b>	<b>Code Amendments</b>																					
3.1	• Misc. Code Amendments	Brill	.6																			
3.2	• Fast Track. Code Amendments	Cox	.1																			
3.3	• Reformat Zoning Code	Cox	.1																			
3.4	• MF Parking Requirements	McMahan	.2																			
3.5	• CKC Regulations	McMahan																				
3.6	• SEPA Revisions	Cox																				
3.7	• Traffic Impact Standards																					
3.8	• Sign Regulations																					
3.9	• Review Design Regs /Guidelines																					
<b>4.0</b>	<b>Subarea &amp; Other Plans</b>																					
4.1	• Cross Kirkland Corridor Plan	Godfrey																				
4.2	• Other Plans/Projects	Various	.2																			
<b>5.0</b>	<b>Housing</b>																					
5.1	• Housing Preservation																					
5.2	• Affordable Housing Strategies	Nelson/ARCH	.1 FTE																			
<b>6.0</b>	<b>Env Stewardship/Sustainability</b>																					
6.1	• Urban Forestry/Mgmt Plan	Powers	.5 FTE																			
6.2	• Critical Areas Regulations																					
6.3	• Green Team	Barnes	.1 FTE																			
<b>7.0</b>	<b>Database Management</b>	GIS/Goble	.1 FTE																			
<b>8.0</b>	<b>Regional Coordination</b>	Shields	.1 FTE																			
	<i>Planning Commission Tasks</i>																					
	<i>Other City Tasks</i>																					



**ADOPTED 2013 – 2015 PLANNING WORK PROGRAM: LONG RANGE TASKS Adopted March 19, 2013**

TASK	PROJECT MANAGER	2013 STAFF	2013												2014				2015			
			J	F	M	A	M	J	J	A	S	O	N	D	1st	2nd	3rd	4th	1st	2nd	3rd	4th
<b>POLICIES, PLANS &amp; REGULATIONS</b>																						
<b>1.0</b>	<b>GMA Comp Plan Update</b>	Swan	4.0 FTE																			
1.1	• Community Profile/GIS Data																					
1.2	• LU Capacity Analysis																					
1.3	• Scoping & Visioning																					
1.4	• Public Involvement																					
1.5	• SEPA/EIS																					
1.6	• Totem Lake Urban Center																					
1.7	• General Elements Update Work																					
1.8	• Neighborhood Plans Approaches																					
1.9	• Public Hearings & Adoption																					
<b>2.0</b>	<b>Comp Plan PAR's</b>																					
2.1	• MRM PAR	Ruggeri	.5 FTE																			
2.2	• 2013 PAR's Threshold Review	Brill	.3 FTE																			
2.3	• 2013 Study of Selected PAR's		TBD																			
<b>3.0</b>	<b>Economic Development</b>		.7 FTE																			
3.1	• Totem Lake TDR Analysis/ILA	Collins																				
3.2	• Infrastructure Financing Tools	Finance																				
3.3	• Totem Lake Action Plan	Wolfe																				
<b>4.0</b>	<b>Code Amendments</b>																					
4.1	• Fast Track. Code Amendments	Cox	.2 FTE																			
4.2	• Commercial Codes (Phase 2)	McMahan	.2 FTE																			
4.3	• Misc. Code Amendments	Brill	.4 FTE																			
4.4	• Parking	McMahan																				
4.5	• Traffic Impact Standards	Swan/Godfrey																				
4.6	• Sign Regulations																					
4.7	• Reformat Zoning Code																					
4.8	• Residential Suites Review	McMahan																				
<b>5.0</b>	<b>Subarea Plans</b>																					
5.1	• Cross Kirkland Corridor Plan	Godfrey																				
<b>6.0</b>	<b>Housing</b>																					
6.1	• Housing Preservation																					
6.2	• Affordable Housing Strategies	Nelson/ARCH	.1 FTE																			
<b>7.0</b>	<b>Natural Env./Sustainability</b>																					
7.1	• Urban Forestry/Mgmt Plan	Powers	.5 FTE																			
7.2	• Critical Areas Regulations																					
7.3	• Green Team	Barnes	.1 FTE																			
<b>8.0</b>	<b>Database Management</b>		.1 FTE																			
<b>9.0</b>	<b>Regional Coordination</b>	Shields	.1 FTE																			
	<i>Planning Commission Tasks</i>																					
	<i>Other City Tasks</i>																					



# Planning Commission Agenda Topics for 2013

Meeting Date	Topic	Meeting Type
January 10	<ul style="list-style-type: none"> <li>• Update from Transportation Commission on Concurrency, Level of Service &amp; Project Evaluation</li> <li>• Draft 2013-2015 Planning Work Program</li> <li>• Revision to Rules of Procedure</li> </ul>	Study Session Study Session Study Session
February 14	<ul style="list-style-type: none"> <li>• Residential Suites Adjacency Regulations</li> <li>• Commercial Codes, Phase 2</li> <li>• Comprehensive Plan Update Briefing</li> </ul>	Study Session Study Session Study Session
February 19 Joint Meeting with City Council	<ul style="list-style-type: none"> <li>▪ Planning Work Program</li> </ul>	Study Session
February 28	<ul style="list-style-type: none"> <li>▪ MRM Private Amendment Request</li> </ul>	Study Session
March 14	<ul style="list-style-type: none"> <li>▪ 2013 Private Amendment Request Phase I Threshold Determinations                             <ul style="list-style-type: none"> <li>○ Evergreen Health PAR</li> <li>○ Chaffey Building Group PAR</li> <li>○ Xiaowei PAR</li> </ul> </li> </ul>	Study Session
March 28 Joint Meeting with HCC	<ul style="list-style-type: none"> <li>▪ Commercial Codes KZC Amendments (Phase 2)</li> <li>▪ Neighborhood Planning</li> </ul>	Study Session Study Session
April 25	<ul style="list-style-type: none"> <li>▪ MRM Private Amendment Request</li> <li>▪ 2013-2014 Comprehensive Plan Update Work Program</li> </ul>	Study Session Study Session
May 9 Joint Meeting with HCC	<ul style="list-style-type: none"> <li>▪ Overview of Current Comprehensive Plan</li> <li>▪ Planning Commission Election of Chair and Vice Chair</li> </ul>	Study Session
May 23	<ul style="list-style-type: none"> <li>▪ Commercial Codes, Phase 2</li> </ul>	Hearing
June 27	<ul style="list-style-type: none"> <li>▪ Residential Suites Adjacency Regulations</li> <li>▪ Comprehensive Plan Community Outreach Plan</li> <li>▪ 2013 Miscellaneous Zoning and Municipal Code Amendments</li> <li>▪ Land Capacity Analysis</li> </ul>	Study Session Study Session Study Session Study Session
July 17 Special Joint Meeting	<ul style="list-style-type: none"> <li>▪ Coordinating City Planning Efforts – Planning Commission, Park Board and Transportation Commission</li> </ul>	
July 25	<ul style="list-style-type: none"> <li>▪ Residential Suites KZC Amendments</li> </ul>	Hearing
September 12	<ul style="list-style-type: none"> <li>▪ 2013 Miscellaneous Zoning and Municipal Code Amendments</li> </ul>	Study Session
September 26	<ul style="list-style-type: none"> <li>▪ Comprehensive Plan update</li> </ul>	Study Session
October 24	<ul style="list-style-type: none"> <li>▪ MRM Private Amendment Request</li> </ul>	Study Session
October 24 Joint Meeting with HCC	<ul style="list-style-type: none"> <li>▪ 2013 Comprehensive Plan Amendments</li> </ul>	Hearing
November 14	<ul style="list-style-type: none"> <li>▪ MRM – Draft Supplemental EIS</li> <li>▪ MRM – Comprehensive and Zoning Code Amendments</li> </ul>	Study Session Study Session
November 21	<ul style="list-style-type: none"> <li>▪ KZC Amendments and Right Size Parking Briefing</li> <li>▪ Miscellaneous Zoning and Municipal Code Amendments</li> </ul>	Study Session Study Session
December 5	<ul style="list-style-type: none"> <li>▪ Development Capacity Analysis</li> <li>▪ Miscellaneous Zoning and Kirkland Municipal Code Amendments</li> </ul>	Study Session
December 12	<ul style="list-style-type: none"> <li>▪ Comprehensive Plan Update</li> </ul>	Study Session