



## CITY OF KIRKLAND

Planning and Community Development Department

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### MEMORANDUM

**Date:** December 9, 2014

**To:** Planning Commission

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

**Subject:** Planning Commission Retreat and Draft 2015-2017 Planning Work Program

#### Introduction

The annual Planning Commission retreat is scheduled for December 18 from 6:00 – 9:00 PM in the Peter Kirk Room at City Hall. Dinner will be served at 6:00 with the retreat topics starting at 6:30.

One of the purposes of the retreat is to consider what has been accomplished in 2014 and to look to 2015 and beyond to identify and prioritize long range planning tasks that the Commission and the staff will undertake. These tasks, staffing and schedule are identified in the proposed 2015-2017 Planning Work Program (Attachment 6).

Major topics for the retreat are:

- Review and discuss proposed Marijuana Regulations and provide direction to staff.
- Review the Comprehensive Plan schedule.
- Discuss neighborhood plans.
- Review the draft 2015-2017 Planning Work Program and provide direction.
- Discuss other Commission items.

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 2015. 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 at a study session for **March 3, 2015**. The joint meeting would also 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.

*Throughout this memo staff has noted particular areas for the Commission to discuss and provide direction on – usually highlighted in a box.*

### **Review of 2014 Tasks (Attachment 1)**

In 2014, the Commission met 25 times – at study sessions, joint meetings or public hearings. One meeting was with the City Council and four of the meetings were joint meetings or hearings with the Houghton Community Council. One of the Commission meetings involved a tour of the Totem Lake industrial areas.

The majority of the time in 2014 was spent on the update to the Comprehensive Plan (discussed later in the memo). For other tasks, the Commission completed work on:

- 2013 Miscellaneous Zoning Code and Municipal Code Amendments.
- CKC/Eastside Rail Corridor Land Use Regulations
- Right Size Parking Zoning Code Amendments (to be considered by the City Council in January 2015).
- Amendments to the Capital Facilities Plan

### **2015 Comprehensive Plan Schedule**

In 2014, the Commission and staff devoted extensive time to the GMA required update to the Comprehensive Plan. About 75% of the Commission meeting had at least one agenda topic on the Comprehensive Plan. The Commission has made good progress on many of the general plan chapters by reviewing and completing working drafts on the following elements:

- |                          |                                    |
|--------------------------|------------------------------------|
| ✓ Vision                 | ✓ Economic Development             |
| ✓ Introduction & General | ✓ Public Services                  |
| ✓ Land Use               | ✓ Public Utilities                 |
| ✓ Housing                | ✓ Parks, Recreation and Open Space |
| ✓ Community Character    |                                    |

Remaining chapters to review include Environment, Transportation, Human Services, Capital Facilities and Implementation. In addition, work is just underway on the various updates to the neighborhood plans, the citizen amendment requests and the Environmental Impact Statement. Attachment 2 shows the extensive level of public outreach beginning in February 2013 that was conducted by staff on the Comprehensive Plan Update along with the [Kirkland 2035](#) events. **Almost 80 separate events or meetings have been held to date – not including regular Planning Commission study sessions.**

Attachments 3 and 4 show the complete schedule for the Comprehensive Plan update. Attachment 3 outlines the Planning Commission meetings and Attachment 4 shows all meetings. These show the dates and topics over the next several months with completion of the Commission's work by July or August. All dates are subject to change.

Most meetings have several topics. It may be necessary, on occasion, to start early or schedule a special meeting. Staff has identified a couple of meetings that would begin at 6:00 pm.

*Is this acceptable to the Commission?*

Staff anticipates that the review and consideration of some of the citizen amendment requests and the neighborhood plans may take additional time depending on community interest. Staff has been working with the various neighborhood associations on the updates to the neighborhood plans.

Additional public outreach events, review by the Houghton Community Council and briefings for the City Council still need to be scheduled. The next nine months will be a very busy time for staff and the Commission which leaves little room for other major work program items. **Please note that beginning in January 2015, staff will be bringing to the City Council the working drafts of the elements for review and comment.** Staff suggests that a representative of the Commission attend each of those meetings. Following each meeting, we will report the Council's comments to you.

### **Marijuana Regulations**

Initiative 502 (I-502) approved by the Washington voters in 2012 provide for a framework for licensing and regulating the production, processing and retail sale of marijuana. Since February 4, 2014, interim zoning regulations regarding the retail sale of marijuana have been adopted by the City Council. Staff has determined that production and processing facilities are permitted in those industrial zones that allow similar types of manufacturing or packaging of prepared materials (e.g. LIT zone) provided they meet the requirements and rules adopted by the Washington State Liquor Control Board (e.g. cannot be within 1000 feet of school, day care center, park, etc.) and are properly licensed by the State.

At its June 17<sup>th</sup> meeting when the Council adopted the latest interim regulations regarding the retail sale of marijuana, the Council directed staff to prepare permanent regulations. Staff is moving forward on this and will be briefing the Commission at the retreat. Staff briefed the Kirkland Alliance of Neighborhoods at the December 10<sup>th</sup> meeting. Enclosed in this packet is a memo from staff regarding this topic. Additional information can be found on the City's webpage: [Marijuana License Information](#).

### **Neighborhood Plans**

As part of the 2035 Comprehensive Plan Update, the City is in the process of also revising neighborhood plans along with updates to the General Element. The purpose of the neighborhood plan updates is to:

- Incorporate comments from the neighborhood meetings.
- Do minor clean-up of outdated text and maps (e.g. update factual information).
- Consider some limited major policy changes (as a result of neighborhood comments).

Attachment 5 is a chart that has been provided to the neighborhoods showing the general approach and process.

Staff will be bringing forward proposed revisions on the neighborhood plans to the Planning Commission over the next several months based on discussions and meetings with the neighborhood associations (See schedule in Attachment 4). As part of the

general Comprehensive Plan update, the City should discuss and determine how and when to undertake future, more in-depth neighborhood plans.

Staff previously prepared an issue paper on neighborhood plan updates (See Attachment 10). The purpose of that was to stimulate discussion on how and when the updates should occur. Below is one approach to organizing neighborhood plan updates by "groupings" of nearby neighborhoods. Note: The next major Comprehensive Plan update will be 2022/23.

| Group | Neighborhoods                                    | Land Area (acres) | Housing Units | Employment |
|-------|--|-------------------|---------------|------------|
| 1     | Finn Hill  | 2,610             | 6,030         | 360        |
| 2     | Houghton/ Everest Bus. District                  |                   |               |            |
|       | Everest  | 220               | 650           | 1,930      |
|       | Central Houghton (reformat 1 <sup>st</sup> time) | 615               | 1,480         | 610        |
|       | Lakeview (reformat 1st time)                     | 365               | 1,500         | 6,270      |
|       | Subtotal   | 1,200             | 3,630         | 8,810      |
| 3     | Kingsgate  | 1,280             | 4,910         | 490        |
| 4     | Juanita  | 1,880             | 8,500         | 1,890      |
| 5     | South Rose Hill/ Bridle Trails                   | 1,120             | 2,290         | 1,320      |
|       | North Rose Hill                                  | 980               | 3,600         | 1,940      |
|       | NE 85 <sup>th</sup> St. Corridor                 |                   |               |            |
|       | Subtotal   | 2,100             | 5,890         | 3,260      |
| 6     | Moss Bay   | 315               | 3,160         | 4,940      |
| 7     | Market   | 290               | 770           | 390        |
|       | Highlands  | 365               | 1,040         | 0          |
|       | Norkirk  | 510               | 1,710         | 1,820      |
|       | Market Corridor                                  |                   |               |            |
|       | Subtotal   | 1,165             | 3,520         | 2,210      |
| 8     | Totem Lake                                       | 860               | 1,240         | 16,020     |
|       | City Totals                                      | 11,410            | 36,880        | 37,980     |
|       | Group Averages                                   | 715               | 2,305         | 2,375      |

Staff would be interested in the Commission's perspective on this as well as the following questions:

- If we tackled neighborhood plans in these groups, would we be preparing one plan for x number of neighborhoods?
- Or would we be preparing x number of neighborhood plans simultaneously?
- If the latter, how would we be able to achieve economies of scale?
- Could we have one planning process that touches base with all affected neighborhoods during the course of the process?
- How long should we devote to each process?
- To what extent do we redo recent neighborhood plans to be the same format as new plans?

Although there is a full agenda at the retreat, we can begin the discussion. Staff has been meeting with the Kirkland Alliance of Neighborhoods (KAN) on this issue to discuss various ideas and approaches. This would also be a timely agenda topic for the joint meeting with the City Council in March.

### **2015-2017 Planning Work Program**

As noted in the Introduction I this memo, the annual Planning Work Program establishes the major long range planning tasks for the City over the next three years with the primary focus on the upcoming year – 2015. The City Council adopts the Work Program by resolution based on the recommendation from the Planning Commission and following the joint meeting with the Commission (scheduled for March 3rd).

The work program shows eight major categories with individual tasks for each major heading. The primary staff lead or project manager is identified. 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, budget and resource allocations. The FTE level is assigned to 2015 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 6 is the Proposed 2015 -2017 Planning Work Program. (Note: Attachment 7 is the current adopted work program approved by the City Council on April 1, 2014). As the Commission reviews the proposed Planning Work Program, the Commission should also consider the citywide 2013-2014 City Work Program (Attachment 8) prepared by the City Manager and adopted by the City Council in February 2013 and revised in 2014. It is anticipated that the Council will consider an updated work program in early 2015.

Major themes for the 2015-2017 Planning Work Program are:

- Complete the update to the Comprehensive Plan (**Task 1.0**). This includes the general elements, limited revisions to the neighborhood plans, consideration of the Citizen Amendment Requests (including MRM), establishing the timing and process for future neighborhood plans, preparing the Environmental Impact Statement and adopting any related map and code amendments.
- Complete work on the Finn Hill Neighborhood Plan (**Task 2.1**) and Everest/Central Houghton Shopping Center (**Task 2.2**).
- Complete code amendments projects already in process: Marijuana Regulations (**Task 3.1**); Parkplace amendments (**Task 3.2**); Multi-Family Parking Standards (**Task 3.3**) and Zoning Code reformat (**Task 3.4**).
- Undertake work on specific code amendments (miscellaneous code amendments, traffic impact standards, selected provisions in the sign code and FAR regulations).
- Initiate and complete work on the Critical Area Regulations (mapping, technical analysis, code amendments) (**Task 4.0**).
- Undertake updates to key functional plans (Housing Strategy Plan, Climate Action Plan, and Natural Resource Management Plan).

#### Comprehensive Plan Update (Task 1.0).

The GMA deadline for completing the Plan update is June 30<sup>th</sup>, 2015. While staff and the Commission have made considerable progress on public outreach and completing working drafts on several general elements, much work still needs to be done. Staff is fully engaged in this effort and have committed considerable resources to this task. If the City can demonstrate that it is working diligently on the plan update, and has a work program and schedule to complete the plan, the State has, in the past, been flexible and willing to accommodate the local jurisdiction. It is anticipated that the Commission will complete its work by mid-summer and make its recommendation to the City Council.

A status report on the Comprehensive Plan update was presented to the City Council at its October 7, 2014 meeting. This report and background materials can be viewed at the following link: [Status of Comprehensive Plan Update](#). Staff plans on doing similar updates in the future and is in the process of establishing a schedule for the Council's initial review of the working drafts of the general elements that have been reviewed by the Commission and Houghton Community Council.

The joint meeting would be a good time to check-in with the Council on the progress of the Comprehensive Plan and any key issues that merit discussion with the Council.

#### Private Amendment Requests (Task 1.10)

One question for the Commission to discuss is the timing for the next round of Private Amendment Requests (PAR's) (**Task 1.10**). Prior to the major plan update process, the

City would accept formal requests from the public to amend the plan every other year. Generally, these would be map and rezone requests. There is an application form and a fee associated with the request. The request would go through a threshold review by the Commission and a recommendation to the City Council on which requests to study. The Council would then review the Commission's recommendation and make a determination.

Due to the work on the plan update, the formal PAR process was suspended. More informal requests were accepted (no fee) as a *Citizen Amendment Request (CAR)* that the City is currently considering. The deadline for a CAR to be submitted was June 20<sup>th</sup>, 2014. Some interested parties missed the target date and are inquiring on when the next PAR process would be initiated. Typically, December 1 (every other year) would be the deadline for PAR's.

*Commission Discussion: Should the PAR process be available for applications as of December 1, 2015 for consideration in 2016?*

### **Neighborhood Plans (Task 2.0)**

The Finn Hill Neighborhood Alliance (FHNA) has requested the City prepare a neighborhood plan (**Task 2.1**) and to use outside consultants to assist in the plan. As one of the annexed areas, Finn Hill does not currently have a neighborhood plan as does North Juanita and Kingsgate (Note: North Juanita is being integrated into the existing South Juanita Plan). The City has agreed to this approach for Finn Hill and has available funds to begin this update in 2015. Staff has been meeting with the [Green Futures Lab](#) through the University of Washington. They are in the process of preparing a draft scope of work for review by staff. In-depth work would begin in the spring of 2015 and it is anticipated that this update would be completed in early 2016. Staff will keep the Commission advised as this work proceeds and we will occasionally need your advice and direction as the work proceeds.

On September 16, 2014 the City Council, by [Resolution R-5067](#), directed staff to initiate no later than January 15, 2016, a formal public review and update process for the Houghton/Everest Neighborhood Center in partnership with the Houghton Community Council, property owners and residents of the Everest and Central Houghton neighborhoods. The Planning Commission is to make a final recommendation to the City Council no later than October 31, 2016. The draft Planning Work Program (**Task 2.2**) reflects this schedule.

**Task 2.3** (Neighborhood Plans) is intended as a placekeeper with the timing, schedule and approach to be determined.

### **Code Amendments (Task 3.0)**

There are a number of tasks under this heading. The first three were initiated in 2014 and will be completed in early 2015. These are **Task 3.1** (Marijuana), **Task 3.2** (Parkplace Amendments) and **Task 3.3** (Multi-Family Parking Standards – aka "Right Size Parking").

**Task 3.4** consists of the reformatting of the Zoning Code. The first phase is underway and includes the City's residential zones. The Commission had a briefing on this on November 20, 2014. The first phase should be completed by early 2015. Phase 2 will look at the rest of the zoning districts.

Periodically, the City considers a variety of miscellaneous code amendments (**Task 3.5**) based on a roster that staff maintains. This generally occurs each year. Due to the current effort on the Comprehensive Plan, staff resources are not available in 2015. The draft Planning Work Program shows this being considered in 2016.

**Task 3.6** is to codify our current traffic impact standards following the adoption of the Comprehensive Plan and Transportation Management Plan. Once completed, this will further reduce the need for SEPA review.

**Task 3.7** is noted on the work program in 2015 to address selected regulations in the sign code – primarily regarding off-site A-frame sites as a result of court decisions. Staff resources would not be available to undertake a more comprehensive update to the sign chapter.

Depending on the scope, timing and resources, work on revisiting the Floor Area Regulations (FAR) could be considered in 2016 (**Task 3.8**).

Regarding **Task 3.9**, the City is required by the State to review and revise our local codes, rules and standards to incorporate and require Low Impact Development principles and best management practices related to surface water management under the auspices of the National Pollutant Discharge Elimination System Permit (NPDES). This effort will involve a combination of staff from the Planning and Public Works Department. The code revisions must occur by December 31, 2016. The work program show this task beginning in late 2015.

#### **Critical Area Regulations (Task 4.0)**

The Growth Management Act requires the City to update its critical area regulations (CAO) by June 30, 2015. Due to Comprehensive Plan update mandate, the City does not have resources to start the CAO update until the Comprehensive Plan update is substantially completed – however mapping and analysis can begin in 2015. The CAO includes regulations in the Zoning Code (KZC Chapter 90) pertaining to wetlands, streams, minor lakes, frequently flooded areas; and KZC Chapter 85 (Geologically Hazardous Areas) pertaining to erosion, seismic, and landslide hazards. The City's last major update to Chapter 90 was 2002. Chapter 85 has not had a major update since its adoption in the early 1990's. The draft Planning Work Program shows this task beginning in late 2015 with estimated completion by the end of 2016. The work on this effort will take considerable staff and Commission time and will involve extensive public involvement.

The major emphasis of the CAO update will be:

- Mandated incorporation of "best available science" (BAS), including revised classification schemes and buffers for streams and wetlands.

- Review of City's geotechnical data for purposes of mapping and regulating geologic hazards.
- Updated risk mapping (landslide, erosion, seismic, etc.) based on a combination of geotechnical consulting and IT-GIS support.
- Technical assistance on data interpretation and best practices.
- Extensive public education and outreach.

This task is a joint effort the Planning and Public Works Departments as it relates to stream and wetland updates because of the overlap between surface water management and drainage basins. It will also involve the Planning, Public Works, and Fire & Building Departments as it relates to geologically hazardous areas because of the shared responsibilities in identifying and managing risks and improving emergency response planning. Managing the GIS mapping of this work would be assigned to the city's GIS Division (IT Department), and could be initiated in early 2015 so as to be completed before the code work.

### **Housing (Task 5.0)**

ARCH (A Regional Coalition for Housing) is the City's housing resource on a variety of initiatives, programs and funding. **Task 5.1** represents the on-going Planning Department staff participation in housing issues. These include administering the provision of affordable housing in developments pursuant to city regulations, implementing the optional multifamily tax exemption program, and assisting with affordable housing preservation efforts. The purpose of **Task 5.2** is update the City's Housing Strategy Plan. This plan, last prepared in 2007, identifies key strategies intended to address the City's housing needs and goals to ensure implementation of the Comprehensive Plan. It is updated periodically to show the current status and the level of action needed to achieve each strategy. Staff is recommending the Planning Commission review and provide comment on the Strategy Plan.

### **Environmental Stewardship and Sustainability (Task 6.0)**

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**). The City has a .5 FTE Urban Forester that guides the City's general urban forestry efforts. Implementation of the Strategic Management Plan is being coordinated through a Tree Team consisting of participants from Parks, Public Works and Planning.

**Task 6.2** is a single event consisting of an "eco-charrette" focusing on the Cross Kirkland Corridor. The intent of this facilitated event, to occur in the spring of 2015, is to convene a diversity of participants with technical expertise in environmental strategies, actions and techniques to brainstorm potential ideas for developing a model "green" corridor.

**Task 6.3** and **Task 6.4** represent updates to current adopted functional plans – the [Climate Action Plan](#) and the [Natural Resource Management Plan](#) (adopted in 2003). 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 and other tasks as assigned (**Task 6.5**). This task recognizes an on-going staff commitment to this service team.

**Task 7.0** (Database Management) and **Task 8.0** (Regional Coordination) are on-going staff efforts.

#### *Commission Discussion and Direction*

- *Does the Commission need any additional information on the work program tasks?*
- *Does the Draft Work Program reflect the appropriate tasks, priorities and schedule?*
- *Are there other projects or ideas that should be considered?*

Based on the Commission's direction and discussion, staff will bring back a final Draft Work Program for review and recommendation by the Commission at a future meeting. The Joint Meeting with the City Council is the appropriate time for the Commission to present its recommendation on the work program to the City Council. The Commission should determine what key issues or work program items should be discussed and which commission member takes the lead on the discussion. This will also be a good time to raise any specific issues or questions with the Council regarding the Comprehensive Plan update.

### **Commission Discussion Items**

#### Introduction

The retreat is good opportunity for the Commission to discuss other items of interest. At the November 20<sup>th</sup> meeting Commission members expressed interest in a couple of items.

- The appropriate time to take public comment on an agenda topic during study sessions.
- Staff presentations and packet materials.
- Planning Commission discussion following the closing of the public hearing.

#### Public Comment

The Rules of Procedure adopted by the Planning Commission set for the following Order of Business regarding public comments (See Attachment 9).

### **Section 3. Order of Business:**

Generally, the Planning Commission will follow the following order of business at all meetings:

1. Call to order / roll call.
2. Announcement of agenda.

3. Comments from the audience on any topic that is not the subject of public hearing - limited to 3 minutes per speaker.

(Note: The chair may limit the comments to no more than three speakers on any one topic. If both proponents and opponents wish to speak, then up to three proponents and up to three opponents of the matter may address the chair.)

4. Hearings

5. Study Sessions

6. Unfinished Business

7. New Business

8. Reading and/or approval of minutes

9. Administrative Reports and Planning Commission Discussion

10. Comments from the audience – limited to 3 minutes per speaker.

(Note: The chair may limit the comments to no more than three speakers on any one subject. If both proponents and opponents wish to speak, then up to three proponents and up to three opponents of the matter may address the chair.)

11. Adjournment

On a variety of occasions the Commission has allowed public comment following the staff presentation on a particular agenda topic at a study session (public hearings are different). This can work with a short staff presentation. However, often the staff presentation involves questions for the Commission to discuss and provide direction.

At the retreat the Commission should discuss its preference for taking public comments on non-public hearing items i.e. study sessions. Options include:

- a) Only at the beginning and end of the agenda on all items.
- b) Prior to the staff presentation on each study session agenda item.
- c) Following the staff presentation on each study session agenda item but prior to any Commission discussion.
- d) Case by case depending on the item and the number of public wishing to comment in the audience.

#### Staff Presentation and Packet Materials

Agenda packets and staff presentations are designed to address the topic at hand, provide background information for both the public and Commission, identify key issues that should be discussed and request direction from the Commission as appropriate.

*Questions for the Commission are:*

- *Are the packet materials, background information and staff report appropriate?*
- *Does the Commission have any suggestions for improving staff presentations?*
- *Are there other items regarding this the Commission would like to discuss?*

### Public Hearing

At the November 20<sup>th</sup> meeting, the Commission heard a comment from the public regarding Commission discussion following the close of a public hearing. Section 9 of the adopted Rules of Procedure (Attachment 9) outlines the procedure for public hearings. Subsection 9.B. addresses Planning Commission deliberation.

- B. *Planning Commission Deliberation.* After all speakers have been heard, the Planning Commission shall close the public comment portion of the hearing, consider all the information and deliberate on the matter. This deliberation shall include:
1. The information submitted;
  2. The written comments received;
  3. Any presentation and discussion made at the hearing; and
  4. The staff report.

Following the closing of the public comment portion of the hearing, the question is how broad or narrow can the Commission discuss proposed modifications without re-opening the public hearing. On many occasions the Commission has closed the oral comment portion of the hearing but kept the record open for subsequent written comment prior to making a recommendation.

All deliberations by the Commission are legislative. There is no bright line or prescribed standard. If the proposed revision is within the general framework of the topic then the Commission has considerable discretion on this. The main purpose of a public hearing conducted before the Commission is to obtain public testimony or comment on matters for which the City Council are the ultimate decision-makers (except within the disapproval jurisdiction of the Houghton Community Council). The Commission is an advisory body that makes recommendations and proposals to the City Council that the Council may or may not agree with or adopt. Legislative authority resides with the Council.

The purpose of closing the public hearing is to enable to the Commission to consider public testimony and commence deliberations and recommendations. However, following the Planning Commission recommendation, the matter is forwarded to the City Council for disposition. Because the issues before the Commission are legislative the opportunity for public review and comment continues. All public comments prior to and subsequent to the Commission's recommendation are provided to the City Council. The City Council has discretion and is not bound to only the Planning Commission's recommendations. The Council can accept, reject or modify the recommendation. The Council can also send it back to the Commission for further discussion or to hold another hearing. There are some boundaries. If the Commission or Council believes that additional public comment is desired due to significant changes then the Commission or Council can choose to do so.

Municipal Research has provided a good explanation of the purpose of public hearings and the distinction between legislative and quasi-judicial hearings at the following link: [When and How to Hold Them](#)

#### Attachments

1. Planning Commission Agenda 2014 Agenda Topics
2. Comprehensive Plan Public Outreach Meetings
3. Comprehensive Plan Planning Commission 2015 Meetings
4. Comprehensive Plan – Complete Schedule
5. Neighborhood Plan Updates
6. Proposed 2015-2017 Planning Work Program
7. Adopted 2014-2016 Planning Work Program
8. 2013-2014 City Work Program
9. Planning Commission Rules of Procedure
10. Improving Subarea Plans



## Planning Commission Agenda Topics for 2014

| Meeting Date                                     | Topic   | Meeting Type  |
|--|---|---|
| January 9  | <ul style="list-style-type: none"> <li>• Comprehensive Plan Update</li> </ul>   | Study Session   |
| January 23<br>Joint Hearing<br>with HCC          | <ul style="list-style-type: none"> <li>• 2013 Misc. KZC &amp; KMC Amendments</li> <li>• Proposed 2014-2016 Planning Work Program</li> </ul>   | Public Hearing<br>Study Session                                     |
| February 13                                      | <ul style="list-style-type: none"> <li>▪ Misc. KZC and KMC Amendments</li> <li>▪ Transportation Master Plan &amp; Cross Kirkland Corridor</li> <li>▪ Land Use Element</li> <li>▪ Joint Meeting with Council</li> </ul>  | Public Hearing<br>PW Presentation<br>Study Session<br>Study Session |
| February 27                                      | <ul style="list-style-type: none"> <li>▪ MRM Private Amendment Request</li> <li>▪ Land Use Regulations, Properties Adjoining CKC &amp; Eastside Rail Corridors</li> </ul>   | Study Session<br>Study Session                                      |
| March 3  | <ul style="list-style-type: none"> <li>▪ Joint Meeting with City Council</li> </ul>   | Study Session   |
| March 13   | <ul style="list-style-type: none"> <li>▪ MRM Private Amendment Request</li> <li>▪ Industrial Study Presentation</li> <li>▪ Comprehensive Plan Update - Land Use Element</li> </ul>  | Public Hearing<br>Study Session<br>Study Session                    |
| March 27   | <ul style="list-style-type: none"> <li>▪ Totem Lake Park Master Plan</li> <li>▪ Comprehensive Plan Update – Land Use Element</li> <li>▪ Comprehensive Plan Update - Economic Development Element</li> </ul>   | Study Session<br>Study Session<br>Study Session                     |
| April 10   | <ul style="list-style-type: none"> <li>▪ Cross Kirkland Corridor Regulations</li> <li>▪ Comprehensive Plan Update - Totem Lake Neighborhood Plan</li> <li>▪ Comprehensive Plan Update – Neighborhood Plans</li> </ul>   | Public Hearing<br>Study Session<br>Study Session                    |
| April 24   | <ul style="list-style-type: none"> <li>▪ Kirkland 2035 – 10 Minute Neighborhood Pilot</li> <li>▪ MRM Private Amendment Request</li> </ul>   | Study Session<br>Public Hearing                                     |
| May 8  | <ul style="list-style-type: none"> <li>▪ Comprehensive Plan Update – Housing Element</li> <li>▪ Comprehensive Plan Update – Economic Development Element</li> </ul>   | Study Session<br>Study Session                                      |
| May 22<br>Joint Meeting<br>with HCC              | <ul style="list-style-type: none"> <li>▪ Comprehensive Plan Update – PROS Plan</li> <li>▪ Amendments to Multi-Family Parking Requirements</li> </ul>  | Study Session<br>Study Session                                      |
| May 28   | <ul style="list-style-type: none"> <li>▪ Tour of Totem Lake Industrial Area</li> </ul>  | Offsite Tour  |
| June 12  | <ul style="list-style-type: none"> <li>▪ Comprehensive Plan Update - Land Use Element &amp; 10 Minute Neighborhood Update</li> </ul>  | Study Session   |
| June 26<br>Joint Meeting<br>with HCC             | <ul style="list-style-type: none"> <li>▪ Right Size Parking</li> </ul>  | Study Session   |
| June 26  | <ul style="list-style-type: none"> <li>▪ Comprehensive Plan Update – Totem Lake Plan Update</li> </ul>  | Study Session   |
| July 10  | <ul style="list-style-type: none"> <li>▪ Citizen Amendment Requests</li> </ul>  | Study Session   |
| August 14  | <ul style="list-style-type: none"> <li>▪ Citizen Amendment Requests Map #12 &amp; Map #14</li> <li>▪ EIS Growth Alternatives</li> </ul>   | Study Session<br>Study Session                                      |
| August 28<br>Joint Public<br>Hearing with<br>HCC | <ul style="list-style-type: none"> <li>▪ Right Size Parking</li> </ul>  | Public Hearing  |
| August 28  | <ul style="list-style-type: none"> <li>▪ Comprehensive Plan Update – Economic Development Element</li> <li>▪ Comprehensive Plan Update – Utilities and Public Services Element</li> </ul>   | Study Session<br>Study Session                                      |
| September 11                                     | <ul style="list-style-type: none"> <li>▪ Comprehensive Plan Update - Citizen Amendment Requests</li> <li>▪ Comprehensive Plan Update - Revisions to Neighborhood Plans</li> <li>▪ Comprehensive Plan Update – Natural Environment Element</li> <li>▪ Comprehensive Plan Update – EIS Growth Alternatives</li> </ul> | Study Session<br>Study Session<br>Study Session<br>Study Session    |
| September 25                                     | <ul style="list-style-type: none"> <li>▪ Right Size Parking Deliberation</li> </ul>   | Public Hearing  |
| October 9  | <ul style="list-style-type: none"> <li>▪ Comprehensive Plan Update – Public Services and Utilities</li> <li>▪ Comprehensive Plan Update – Community Character Element</li> </ul>  | Study Session<br>Study Session                                      |

# Planning Commission Agenda Topics for 2014

|             |  |  |
|-------------|--|--|
|             |  |  |
| October 23  | <ul style="list-style-type: none"> <li>▪ Right Size Parking Deliberation</li> <li>▪ Comprehensive Plan Update – Industrial Areas</li> <li>▪ Comprehensive Plan Update – Environmental Element</li> </ul> | Public Hearing<br>Study Session<br>Study Session |
| November 13 | <ul style="list-style-type: none"> <li>▪ Parkplace Amendments</li> <li>▪ Comprehensive Plan Update – Park Element</li> </ul>   | Study Session<br>Study Session                   |
| November 20 | <ul style="list-style-type: none"> <li>▪ City Initiated Comprehensive Plan Amendment</li> <li>▪ Charts to Tables Zoning Code Reformatting Project, Process IVA</li> </ul>                                | Public Hearing<br>Study Session                  |
| December 11 | <ul style="list-style-type: none"> <li>▪ Parkplace Amendments</li> </ul>   | Study Session                                    |
| December 18 | <ul style="list-style-type: none"> <li>▪ Planning Commission Retreat</li> <li>▪ Planning Work Program</li> <li>▪ Marijuana Regulations</li> <li>▪ Neighborhood Plans</li> </ul>                          |  |
|             |  |  |

Comprehensive Plan Public Outreach Meetings  
December 8, 2014

| <b>MEETING DATE</b> | <b>ORGANIZATION-TOPIC</b>  |
|---------------------|--|
| 02/08/13            | City Council Retreat Comp Plan briefing                                    |
| 02/14/13            | Planning Commission study session- GMA-Comp Plan update briefing           |
| 02/19/13            | Joint City Council/Planning Commission-GMA and PCD Work Program discussion |
| 02/27/13            | Transportation Commission Comp Plan briefing                               |
| 03/06/13            | Finn Hill Neighborhood Alliance  |
| 03/26/13            | Everest Neighborhood Association   |
| 04/09/13            | Norkirk Neighborhood Association   |
| 04/17/13            | Lakeview Neighborhood Association  |
| 04/22/13            | Houghton Community Council briefing  |
| 04/25/13            | Planning Commission Briefing   |
| 05/01/13            | CHNA -Comp Plan update   |
| 05/01/13            | Surface Water Master Plan- Comp Plan update                                |
| 05/13/13            | Juanita Neighborhood Association   |
| 05/08/13            | Park Board briefing  |
| 05/14/13            | Business Roundtable  |
| 06/01/13            | Totem Lake Park Workshop   |
| 06/07/13            | Walk and Roll Safety Fair  |
| 06/08/13            | Community Planning Day at City Hall  |
| 06/19/13            | Evergreen Hill Neighborhood Association                                    |
| 06/24/13            | Totem Lake Conversations   |
| 06/26/13            | Finn Hill Neighborhood Association   |
| 06/27/13            | Planning Commission -draft Community Outreach Plan/Capacity                |
| 07/17/13            | Joint meeting with PC/TC/PB  |
| 07/18/13            | Google exchange on Comp Plan Update-CKC-Trans Plan visioning               |
| 07/20/13            | North Rose Hill Picnic   |
| 07/22/13            | Houghton Community Council Briefing on Outreach Plan                       |
| 07/31/13            | Business Roundtable  |
| 08/02/13            | Juanita Friday Markets   |
| 08/18/13            | Juanita Neighborhood Association Picnic                                    |
| 08/21/13            | Wednesday Market   |
| 08/24/13            | Highlands/Norkirk Association Picnic                                       |
| 08/25/13            | Everest Neighborhood Association Picnic                                    |
| 09/02/13            | Central Houghton Neighborhood Association Picnic "Hought-Down"             |
| 09/08/13            | Finn Hill Neighborhood Association Picnic "Denny Fest"                     |
| 09/14/13            | Market Neighborhood Association Picnic                                     |
| 09/18/13            | Market Neighborhood Association Picnic - Kirkland 2035 briefing            |
| 09/25/13            | Transportation Commission Comp Plan briefing - Land Use capacity           |
| 09/26/13            | Planning Commission status update- public outreach- visioning plans        |
| 09/30/13            | Downtown Merchants Kirkland 2035 conversation stations                     |

Comprehensive Plan Public Outreach Meetings  
December 8, 2014

|  |   |
|--|---|
| 10/07/13   | Boards and Commissions Visioning Exercise   |
| 10/08/12   | Senior Council/Human Services Committee Visioning Exercise                                |
| 10/09/13   | Business Roundtable Visioning Exercise  |
| 10/14/13   | Totem Lake Conversations  |
| 10/16/13   | Everest Neighborhood Meeting  |
| 10/19/13   | Community Planning Day at Peter Kirk Community Center                                     |
| 10/28/13   | Youth Council Visioning Exercise  |
| 10/30/13   | City Staff Visioning Exercise   |
| 10/31/13   | City Staff Visioning Exercise   |
| 11/13/13   | KAN Visioning Exercise  |
| 11/12/13   | SRH/Bridle Trails Visioning Exercise  |
| 11/18/13   | NRH/Evergreen Visioning Exercise  |
| 11/18/13   | Moss Bay/Lakeview Visioning Exercise  |
| 11/19/13   | Everest/Houghton Visioning Exercise   |
| 11/20/13   | Market Visioning Exercise   |
| 01/15/14   | Finn Hill Visioning Exercise  |
| 01/22/14   | Kirkland Business Roundtable discussion-panel on Economic Development Element             |
| 01/28/14   | Houghton-Everest-Lakeview Neigh plan update   |
| 01/30/14   | Moss Bay-Market-Norkirk-Highlands Neigh plan update                                       |
| 02/11/14   | N/S Rose Hill-Bridle Trails Neigh Plan update   |
| 02/19/14   | Juanita-Finn Hill-Evergreen Hill Neigh Plan update  |
| <b>Total attending Visioning Conversations and Two Community Planning Days is 700.<br/>Total for Neighborhood Plan update meetings is 255. For total of 955 as of 2/19/14:</b> |   |
| 04/09/14   | Business Roundtable Focus Groups Regarding Downtown at Maison Delille-Realogics           |
| 04/26/14   | Community Future Day at City Hall- info stations and panel on growth-transportation       |
| 05/13/14   | Neighborhood Plan Update Meeting #2 Everest/Houghton/Lakeview                             |
| 06/04/14   | Neighborhood Plan Update Meeting #2 North Rose Hill/So Rose Hill/Bridle Trails/Totem Lake |
| 06/05/14   | Neighborhood Plan Update Meeting #2 Norkirk/Moss Bay/Highlands/Market                     |
| 06/10/14   | Neighborhood Plan Update Meeting #2 Juanita/Finn Hill/Kingsgate                           |
| 09/09/14   | South Rose Hill/Bridle Trails Associations to discuss Plans                               |
| 09/23/14   | Kirkland Rotary   |
| 10/03/14   | Eastside Preparatory School Students  |
| 10/10/14   | Kamiakin School Students  |
| 10/08/14   | KAN Neighborhood Plan Updates   |
| 10/14/14   | South Rose Hill/Bridle Trails Board to discuss Plans and NE 85th ST Plan                  |
| 11/10/14   | North Juanita Association to discuss Plan   |
| 11/12/14   | Public Open House   |

Comprehensive Plan Public Outreach Meetings  
December 8, 2014

|          |   |
|----------|---|
| 11/17/14 | North Rose Hill Association to discuss Plan   |
| 11/17/14 | Moss Bay Association to discuss Plan  |
| 11/19/14 | Highlands Association to discuss Plan   |
| 12/08/14 | Moss Bay Board to discuss Plan  |
|          |   |
| *        | Does not include all monthly Planning Commission study sessions or City Council briefings |



COMPREHENSIVE PLAN UPDATE  
UPCOMING PLANNING COMMISSION'S MEETINGS

12/09/14

*(Schedule Subject to Change)*

| MEETING DATES                           | TOPIC   | PLANNER  |
|---|---|--|
| <b>2015</b>                             |   |  |
| JANUARY 8                               | Environment Element<br>Moss Bay Neighborhood Plan<br>Waddell Citizen Amendment Request (CAR)<br>Nelson/Cruikshank CAR                       | David Barnes<br>Jeremy McMahan<br>Jeremy McMahan<br>Jeremy McMahan                                       |
| JANUARY 22                              | Totem Lake Plan   | Dorian Collins   |
|   | Marijuana Regulations (non-Comp Plan item)  | Eric Shields   |
| JANUARY 29                              | Park Place public hearing (non-Comp Plan item)  | Angela Ruggeri   |
| FEBRUARY 12                             | South Rose Hill/Bridle Trails Neighborhood Plan<br>NE 85 <sup>th</sup> Street Neighborhood Plan<br>Juanita Neighborhood Plan<br>Newland CAR | Janice Coogan<br>Janice Coogan<br>Janice Coogan<br>Janice Coogan   |
| FEBRUARY 26                             | North Rose Hill Neighborhood Plan<br>Griffis CAR<br>Basra CAR<br>Walen CAR  | Joan Lieberman-Brill<br>Joan Lieberman-Brill<br>Joan Lieberman-Brill<br>Dorian Collins                   |
| MARCH 12<br><i>(start early – 6pm?)</i> | MRM CAR<br>Evergreen Healthcare CAR<br>Morris CAR<br>Rairdon CAR<br>Totem Com. Center CAR<br>Astronics CAR                                  | Angela Ruggeri<br>Dorian Collins<br>Dorian Collins<br>Dorian Collins<br>Dorian Collins<br>Dorian Collins |
| MARCH 26<br><i>(start early – 6pm?)</i> | Norkirk Neighborhood Plan<br>Norkirk 6 CARs<br>Norkirk Industrial boundaries/use<br>Highlands Neighborhood Plan                             | Lieberman-Brill<br>Lieberman-Brill<br>McMahan<br>Lieberman-Brill   |
| APRIL 9                                 | Everest Neighborhood Plan<br>New Kingsgate Neigh Plan<br>Human Services Element<br>Parks Element (cont.)<br>Transportation Element (cont.)  | Angela Ruggeri<br>J Coogan/ T Swan<br>Teresa Swan<br>T Swan/M Cogle<br>T Swan/ D Godfrey                 |
| APRIL 23                                | Totem Lake Plan<br>Norkirk CARs follow-up   | Dorian Collins<br>Joan Lieberman-Brill   |
| MAY 14                                  | Capital Facilities Element<br>Implementation Strategies<br>Appendices - Definitions<br>Neighborhood Maps<br>Carry-over of any items         | Teresa Swan<br>Teresa Swan/All<br>Teresa Swan/All<br>Teresa Swan/All                                     |
| MAY 28                                  | Wrap up Draft Plan if needed  |  |
|   | Open House  |  |
| JUNE 11                                 | Joint Hearing with HCC on Elements & Neighborhood Plans (and Draft EIS). HCC final recommendation. PC deliberates on element.               | All  |
| JUNE 25                                 | Hearing on CARs (and Draft EIS)   | All  |
| JULY 9                                  | Final Recommendation to the City Council  | All  |

|  |  |   |
|--|--|---|
| <p>Planning Commission meetings are held at Kirkland City Hall. Meetings usually start at 7pm, but some meetings may start earlier due to number of items on the agenda. See <a href="#">Planning Commission</a> web page for agendas and staff memos at end of day Friday before meeting.</p> | <p><u>Staff Contact information:</u><br/> <b>Dorian Collins</b>, Senior Planner<br/> <a href="mailto:dcollins@kirklandwa.gov">dcollins@kirklandwa.gov</a> 425-587-3249.<br/> <b>Janice Coogan</b>, Senior Planner<br/> <a href="mailto:jcoogan@kirklandwa.gov">jcoogan@kirklandwa.gov</a> 425-587-3257<br/> <b>Joan Lieberman-Brill</b>, Senior Planner<br/> <a href="mailto:jlieberman-brill@kirklandwa.gov">jlieberman-brill@kirklandwa.gov</a> 425-587-3254<br/> <b>Jeremy McMahan</b>, Planning Supervisor<br/> <a href="mailto:jmcmahan@kirklandwa.gov">jmcmahan@kirklandwa.gov</a> 425-587-3229<br/> <b>Angela Ruggeri</b>, Senior Planner<br/> <a href="mailto:aruggeri@kirklandwa.gov">aruggeri@kirklandwa.gov</a> 425-587-3256<br/> <b>Eric Shields</b>, Planning Director<br/> <a href="mailto:eshields@kirklandwa.gov">eshields@kirklandwa.gov</a> 425-587-3226<br/> <b>Teresa Swan</b>, Senior Planner<br/> <a href="mailto:tswan@kirklandwa.gov">tswan@kirklandwa.gov</a>, 425-587-3258</p> | <ul style="list-style-type: none"> <li>➤ Finn Hill Plan to be prepared in 2015.</li> <li>➤ Lakeview (JC), Houghton (AR), Market (JC) Plans – revisions TBD (only maps may need to be revised because these plans are recent)</li> </ul> |
|--|--|---|

**COMPREHENSIVE PLAN UPDATE**  
**COMPLETE SCHEDULE FOR SEPT 2014- AUG 2015**

12/09/14

*(Schedule Subject to Change)*

| MEETING DATES FOR GROUPS   | TOPIC   | PLANNER  |
|----------------------------|---|--|
| SEPT 9 – SRH/BT            | South Rose Hill/Bridle Trails Plans with Assoc.   | Coogan   |
| OCT 14 – SRH/BT            | South Rose Hill/Bridle Trails Plans with Board  | Coogan   |
| NOV 10 – Juanita           | North Juanita Plan with Association   | Coogan/T. Swan   |
| NOV 17 – NRH               | North Rose Hill Plan with Association   | Lieberman-Brill  |
| NOV 17 – MB                | Moss Bay Plan with Association  | McMahan  |
| NOV 19 Highlands           | Highlands Plan with Association   | Lieberman-Brill  |
| NOV 20 – PC                | 2014 CFP  | Lieberman-Brill  |
| DEC 8 – MB                 | Moss Bay Plan with Board  | McMahan  |
| DEC 11 - PC                | Park Place study session (non-Comp Plan item)   | Ruggeri  |
| DEC 18 – PC                | Retreat   | Stewart/Swan   |
| <b>2015</b>                |   |  |
| JAN 8 – PC                 | Environment Element<br>Moss Bay Neighborhood Plan<br>Waddell CAR<br>Nelson/Cruikshank CAR   | Barnes<br>McMahan<br>McMahan<br>McMahan                          |
| JAN 20 – CC Briefing       | Economic Development, Community Character Vision, General Chapters, Introduction (maybe)  | Soloff<br>Swan   |
| JAN 22 - Norkirk           | Norkirk Plan with Board   | Lieberman-Brill  |
| JAN 22 – PC                | Totem Lake Plan   | Collins  |
|                            | Marijuana Regulations (non-Comp Plan item)  | Shields  |
| JAN – Everest              | Everest Plan with Board   | Ruggeri  |
| JAN 27 – Everest           | Everest Plan with Association   | Ruggeri  |
| JAN 29 – PC                | Park Place public hearing (non-Comp Plan item)  | Ruggeri  |
| FEB 3 – CC Briefing        | Land Use, Public Services, Utilities Elements   | McMahan/L-Brill  |
| FEB 4 Norkirk              | Norkirk Plan with Assoc.  | Lieberman-Brill  |
| FEB 12 – PC                | South Rose Hill/Bridle Trails Neighborhood Plan<br>NE 85 <sup>th</sup> Street Neighborhood Plan<br>Juanita Neighborhood Plan<br>Newland CAR | Coogan<br>Coogan<br>Coogan<br>Coogan                             |
| FEB 17 – CC ? Briefing     | Housing (date depends on ARCH availability)   | Nelson   |
| FEB 23 – HCC               | Environment Element<br>Parks, Introduction, rest of Vision Chapter  | Barnes<br>Swan   |
| FEB 26 – PC                | North Rose Hill Neighborhood Plan<br>Griffis CAR<br>Basra CAR<br>Walen CAR  | Lieberman-Brill<br>Lieberman-Brill<br>Lieberman-Brill<br>Collins |
| FEB – Kingsgate            | Kingsgate Neighborhood Plan with Association  | Swan/J. Coogan   |
| MARCH                      | Draft EIS Issued (60 day comment period)  |  |
| MARCH 3 – CC Briefing      | Environment Element and Introduction (unless went 1/20)   | Barnes/Swan  |
| MARCH 12 – PC Start at 6pm | MRM CAR<br>Totem Lake Plan<br>Evergreen Healthcare CAR<br>Morris CAR<br>Rairdon CAR   | Ruggeri<br>Collins<br>Collins<br>Collins<br>Collins              |

|                               |   |  |
|-------------------------------|---|--|
|                               | Totem Com. Center CAR<br>Astronics CAR  | Collins<br>Collins   |
| MARCH 26 – PC<br>Start at 6pm | Norkirk Neighborhood Plan<br>Norkirk 6 CARs<br>Norkirk Industrial boundaries/use<br>Highlands Neighborhood Plan   | Lieberman-Brill<br>Lieberman-Brill<br>McMahan<br>Lieberman-Brill |
| APRIL 9 – PC                  | Everest Neighborhood Plan<br>New Kingsgate Neigh Plan<br>Parks Element (cont.)<br>Transportation Element (cont.)<br>Human Services Element                                | Ruggeri<br>Coogan/T. Swan<br>Swan/M. Cogle<br>Swan/ D. Godfrey   |
| APRIL 23 – PC                 | Totem Lake Plan<br>Norkirk CARs follow-up   | Collins<br>Lieberman-Brill                                       |
| APR 27 – HCC                  | Parks (final), Transportation (final), Human Services<br>Elements   | Swan, Cogle/Godfrey  |
| MAY 5 – CC<br>Briefing        | Human Services, Parks, Transportation Element   | Swan, Cogle/Godfrey  |
| MAY 14 – PC                   | Implementation Strategies<br>Appendices (Definitions)<br>Neighborhood Maps  | Swan<br>Swan<br>Swan/All   |
| MAY 19 – CC<br>Briefing       | Neighborhood Plans  | All  |
| MAY 25 – HCC                  | Capital Facilities Element, Implementation<br>Strategies, Neighborhood Maps   | Swan   |
| MAY 28 – PC                   | Wrap up Draft Plan if needed  |  |
|                               | <b>Public Open House</b>  | All  |
| JUNE 2 – CC<br>Briefing       | Capital Facilities Element  | Swan   |
| JUNE 11 – PC                  | Hearing on CARs (and Draft EIS)   | All  |
| JUNE 25 – PCC/HCC             | Joint Hearing on Draft Plan (and Draft EIS)<br>HCC Final Recommendation to the PC and City<br>Council. PC Deliberation on Draft Plan and<br>Preferred Growth Alternative. | All  |
| JULY 9 – PC                   | Final Recommendation to City Council  | All  |
| AUG                           | <b>Final EIS issued</b>   |  |
| SEPT - CC                     | Study sessions  | All  |
| OCT - CC                      | Final adoption  | All  |

PC = Planning Commission HCC = Houghton Community Council CC= City Council

## Revisions to Existing Neighborhood Plans

- Incorporate **comments from neighborhood update meetings** into Neighborhood Plans
- **Integrate comments into General Elements** or Parks, Recreation and Open Space Plan (PROS Plan), Transportation Master Plan or Surface Water Master Plan
- **Minor clean up** of outdated text and maps such as:
  - Delete or revise text where existing Zoning Code regulations address development standards or properties that have been developed
  - Update factual information and conditions
- **Limited major policy changes**
- **Citizen Amendment Requests** will be evaluated in Environmental Impact Statement (EIS), and studied by the Planning Commission with a public hearing in spring 2015

## Plans for New Neighborhoods

- **Juanita** (North and South) neighborhood plans will be reorganized and combined into one. Limited policy changes
- **Kingsgate** - Outline the existing conditions in the neighborhood (land use, geological areas, sensitive areas etc) and incorporate public comments
- **Finn Hill** - Neighborhood requested to conduct a major neighborhood plan update in 2015

## Process

- **Fall 2014-** Planners attend neighborhood association meetings to present public comments received and discuss proposed revisions to Plans, information about CAR study areas
- **Neighborhood Associations submit comments** back to Planner in 3-4 weeks
- **Winter-Spring 2015** - Draft Plans are reviewed by Planning Commission and then considered as part of public hearing for Comprehensive Plan update



**PROPOSED 2015 – 2017 PLANNING WORK PROGRAM: LONG RANGE TASKS**  
**2015**

**December 9, 2014**  
**2016**  
**2017**

| TASK                                     | PROJECT MANAGER                       | 2015 FTE STAFF | 2015 |   |   |   |   |   |   |   |   |   |   |   | 2016 |     |     |     | 2017 |     |     |     |
|--|---------------------------------------|----------------|------|---|---|---|---|---|---|---|---|---|---|---|------|-----|-----|-----|------|-----|-----|-----|
|  |                                       |                | 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  |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 1.1                                      | • Community Profile/GIS Data          | Coogan         |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 1.2                                      | • LU Capacity Analysis                | Shields        |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 1.3                                      | • Public Involvement                  | Coogan         |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 1.4                                      | • SEPA/EIS/Planned Action             | Swan/Collins   |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 1.5                                      | • Totem Lake Plan Update              | Collins        |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 1.6                                      | • General Elements Update Work        | Various        |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 1.7                                      | • Neighborhood Plans Revisions        | Various        |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 1.8                                      | • Citizen Amendment Requests          | Various        |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 1.9                                      | • Code Amendments                     | Various        |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 1.10                                     | • 2015 PAR's (TBD)                    |                |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| <b>2.0</b>                               | <b>Neighborhood Plans</b>             |                |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 2.1                                      | • Finn Hill Neighborhood Plan         |                | .3   |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 2.2                                      | • Everest/Central Houghton Center     | Ruggeri        |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 2.3                                      | • Neighborhood Plan(s) - TBD          |                |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| <b>3.0</b>                               | <b>Code Amendments</b>                |                |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 3.1                                      | • Marijuana Regs                      | Shields        | .1   |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 3.2                                      | • Parkplace Amendments                | Ruggeri        | .4   |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 3.3                                      | • MF Parking                          | Regala         | .1   |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 3.4                                      | • Reformat Zoning Code                | Cox            | .3   |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 3.5                                      | • Misc. Code Amendments               | Cox            |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 3.6                                      | • Traffic Impact Standards            | Swan/Godfrey   | .2   |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 3.7                                      | • Selected Sign Reg Amendments        |                | .1   |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 3.8                                      | • FAR Regulations                     |                |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 3.9                                      | • LID Code Revisions                  |                |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| <b>4.0</b>                               | <b>Critical Area Regulations</b>      |                |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 4.1                                      | • Geologic Mapping & Analysis         | Gaus/McMahan   | .2   |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 4.2                                      | • Code Update                         |                | 1.0  |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| <b>5.0</b>                               | <b>Housing</b>                        |                |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 5.1                                      | • Affordable Housing Strategies       | Nelson/ARCH    | .1   |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 5.2                                      | • Update Housing Strategy Plan        | Nelson/ARCH    |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| <b>6.0</b>                               | <b>Env Stewardship/Sustainability</b> |                |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 6.1                                      | • Urban Forestry Mgmt/Plan            | Powers         | .5   |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 6.2                                      | • CKC Charette                        | Guter/Powers   | .1   |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 6.3                                      | • Update Climate Action Plan          |                |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 6.4                                      | • Update Nat Resource Mgmt Plan       |                |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 6.5                                      | • Green Team                          | Barnes         | .1   |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| <b>7.0</b>                               | <b>Database Management</b>            | GIS/Goble      | .1   |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| <b>8.0</b>                               | <b>Regional Coordination</b>          | Shields        | .1   |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
|  | <i>Planning Commission Tasks</i>      |                |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
|  | <i>Other City Tasks</i>               |                |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |



## ADOPTED 2014 – 2016 PLANNING WORK PROGRAM: LONG RANGE TASKS Adopted April 1, 2014

|  |                                       |                 |            | 2014 |   |   |   |   |   |   |   |   |   |   |   | 2015 |     |     |     | 2016 |     |     |     |
|--|---------------------------------------|-----------------|------------|------|---|---|---|---|---|---|---|---|---|---|---|------|-----|-----|-----|------|-----|-----|-----|
| TASK                                     |                                       | PROJECT MANAGER | 2014 STAFF | 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        | Various         |            |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 1.9                                      | • Code Amendments                     |                 |            |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 1.10                                     | • MRM PAR                             | Ruggeri         | .3         |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| <b>2.0</b>                               | <b>Economic Development</b>           |                 | .3 FTE     |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 2.1                                      | • Totem Lake TDR Analysis             | 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             | .2         |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 3.4                                      | • MF Parking Requirements             | McMahan         | .2         |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 3.5                                      | • CKC Regulations                     | McMahan         | .1         |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 3.6                                      | • SEPA Revisions                      | Cox             |            |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 3.7                                      | • Traffic Impact Standards            |                 |            |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 3.8                                      | • Sign Regulations                    |                 |            |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 3.9                                      | • Review Design Regs /Guidelines      |                 |            |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 3.10                                     | • Marijuana Regs                      |                 |            |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 3.11                                     | • FAR Regulations                     |                 |            |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| <b>4.0</b>                               | <b>Subarea &amp; Other Plans</b>      |                 |            |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 4.1                                      | • Cross Kirkland Corridor Plan        | Godfrey         |            |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| 4.2                                      | • Other Plans/Projects                | Various         | .1         |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |
| <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>               |                 |            |      |   |   |   |   |   |   |   |   |   |   |   |      |     |     |     |      |     |     |     |



**RESOLUTION R-5003**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND AMENDING THE 2013-2014 CITY WORK PROGRAM TO EXPLORE OPTIONS TO REPLACE THE JUANITA AQUATIC CENTER.**

**WHEREAS, the City Council has adopted ten Goals for the City that articulate key policy and service priorities and guide the allocation of resources for Kirkland through the budget and capital improvement programs; and**

**WHEREAS, in 2013-2014 the City Council desires to spur job growth and economic development, retain a high quality of life in Kirkland, and provide efficient, cost-effective City services to an informed and engaged public; and**

**WHEREAS, to help achieve these purposes in 2013-2014, the Council prioritizes the Goals of Economic Development, Neighborhoods, Parks, Dependable Infrastructure, Balanced Transportation, Financial Stability and Public Safety; and**

**WHEREAS, the City Council believes it is appropriate to adopt a 2013-2014 City Work Program to help implement these priority Goals, identify the priority focus of the City of Kirkland's staff and resources, and enable the public to measure the City's success in accomplishing its major policy and administrative goals; and**

**WHEREAS, the 2013-2014 City Work Program is a list of high priority, major cross-departmental efforts, involving significant financial resources designed to maintain public safety and quality of life in Kirkland, as well as an effective and efficient City government; and**

**WHEREAS, on February 5, 2013, the City Council passed Resolution 4963 which established priority City goals and adopted the City's Work Program for 2013-2014; and**

**WHEREAS, Resolution 4963 acknowledged that because over the course of two years new issues might arise that required substantial City resources and City Council review, the adopted 2013-2014 City Work Program would be evaluated during the mid-biennial budget process to proactively determine whether emerging items could be accommodated, deferred, or if the City Work Program must be revised or reprioritized; and**

WHEREAS, in August of 2013 the Lake Washington School District Board of Directors adopted a resolution to place a school bond measure on the February 2014 ballot; and

WHEREAS, the proposed 2014 school bond measure does not include funding for the replacement of the Juanita Aquatic Center, located at Juanita High School in Kirkland, and therefore the Aquatic Center will close as early as 2017; and

WHEREAS, the Juanita Aquatic Center is the sole public indoor, year-round aquatic facility in the Kirkland community which provides a variety of critical recreational, educational, competitive, and health and wellness activities for citizens of all ages; and

WHEREAS, in September of 2013 the Lake Washington School District Board of Directors adopted a resolution affirming its intent to enter into future pool partnerships with cities and/or other entities and resolving to authorize a portion of unspent existing school capital funds for potential pool partnerships should the 2014 school bond measure pass; and

WHEREAS, the City recognizes the critical importance of recreation programs and facilities which positively impact the social, health, and economic well-being of the community and make Kirkland, Washington an attractive and desirable place to live, work, play, and visit while contributing to its ongoing economic vitality; and

WHEREAS, the City is committed to partnering with the Lake Washington School District and other interested public and private organizations to explore options for replacing the Juanita Aquatic Center by 2017;

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. The 2013-2014 City Work Program is amended and adopted to include the following initiatives:

1. Revitalize the Totem Lake Business District through continued implementation of the Totem Lake Action Plan to further the goals of **Financial Stability** and **Economic Development**.
2. Partner with the private sector to attract tenants to Kirkland's major business districts to further the goal of **Economic Development**.

3. Reenergize neighborhoods through partnerships on capital project implementation and plan updates while clarifying neighborhood roles in future planning and transportation efforts to further the goal of **Neighborhoods**.
4. Complete the Comprehensive Plan update and incorporate new neighborhoods into all planning documents to further the goals of **Balanced Transportation, Parks and Recreation, Diverse Housing, Economic Development, Dependable Infrastructure** and **Neighborhoods**.
5. Implement the Development Services Organizational Review recommendations and simplify the Zoning Code to further the goals of **Economic Development** and **Neighborhoods**.
6. Develop a City-wide Multimodal Transportation Master Plan to further the goals of **Economic Development Neighborhoods, Balanced Transportation,** and **Dependable Infrastructure**.
7. Achieve Kirkland's adopted legislative agendas, with emphasis on securing transportation revenues and funding for the NE 132<sup>nd</sup> Street ramps to I-405 to further the goals of **Balanced Transportation** and **Dependable Infrastructure**.
8. Complete the Cross Kirkland Corridor Master Plan and construction of the Interim Trail to further the goals of **Economic Development, Parks, Neighborhoods** and **Balanced Transportation**.
9. Develop a cost effective 2015-2016 Budget that maintains Kirkland's AAA credit rating and implements an improved performance management system that delivers desired outcomes to further the goal of **Financial Stability**.
10. Continue partnership initiatives with employees to achieve sustainability of wages and benefits to further the goal of **Financial Stability**.
11. Complete construction and occupy the Public Safety Building to further the goal of **Public Safety**.
12. Continue implementation of the Fire Strategic Plan recommendations, including evaluation of a Regional Fire Authority and resolution of a consolidated Finn Hill Fire Station to further the goal of **Public Safety**.
13. Partner with the Lake Washington School District and other interested public and private organizations to explore options for replacing the

Juanita Aquatic Center by 2017 to further the goals of **Parks and Recreation**.

Section 2. The City organization shall demonstrate the operational values of regional partnerships, efficiency and accountability as the 2013-2014 City Work Plan is implemented.

Section 3. The City Manager is hereby authorized and directed to develop implementation steps and benchmarks for each initiative in the 2013-2014 City Work Program, prioritize resources and efforts to achieve those benchmarks, and periodically update the Council regarding progress on these efforts.

Passed by majority vote of the Kirkland City Council in open meeting this 17th day of September, 2013.

Signed in authentication thereof this 17th day of September, 2013.

  
MAYOR

Attest:

  
City Clerk

**RULES OF PROCEDURE  
OF THE KIRKLAND PLANNING COMMISSION  
OF THE CITY OF KIRKLAND**

**A RESOLUTION OF THE KIRKLAND PLANNING COMMISSION SETTING FORTH THE  
RULES OF PROCEDURE FOR THE CONDUCT OF PLANNING COMMISSION MEETINGS.**

**Section 1. Meetings:**

- A. Regular Meetings. The Planning Commission meets on the second and fourth Thursday of each month, in the Kirkland City Council Chamber, commencing at 7:00 p.m. unless otherwise noticed.
- B. Special Meetings. The Planning Commission shall meet for special meetings at the call of the Chair or a majority of the Planning Commission.
- C. Open Meeting Requirements and Notification:
  - 1. The open meeting provisions of state law (RCW Chapter 42.30) shall apply to Planning Commission meetings.
  - 2. Notification procedures shall follow the requirements of the Kirkland Zoning Ordinance, Subdivision Ordinance, State Environmental Policy Act, Shoreline Management Act, and other regulations, as applicable.
  - 3. All special meetings shall be noticed by:
    - a. Delivering written notice personally by mail, fax, or by electronic mail at least 24 hours in advance to Planning Commission members.
    - b. Delivering written notice personally by mail, fax, or by electronic mail at least 24 hours in advance to the newspaper officially designated by the City of Kirkland and to each media publication which has filed a written request with the City.
    - c. Specification of the time and place of the meeting and the business to be transacted.
- D. Record. A record will be made of all public hearing proceedings and all other meetings. This record will normally be an audio recording by means of electronic equipment.
- E. Minutes. The Department of Planning and Community Development staff will prepare minutes of each meeting that include all pertinent information, motions, decisions made, and actions and votes taken.

**Section 2. Officers:**

- A. Appointment. The Planning Commission has the following officers:
  - 1. The Chair;
  - 2. A Vice Chair; and

3. Any other officer that the Planning Commission, by a majority vote, approves and appoints.
- B. Temporary Chair. If both the Chair and Vice Chair are absent from a meeting, the Planning Commission shall, by a majority vote of those members present, elect a temporary Chair for that meeting.
- C. Duties of Officers. The duties and powers of the officers of the Planning Commission are as follows:
1. Chair:
    - a. To preside at all meetings of the Planning Commission;
    - b. To call meetings of the Planning Commission;
    - c. To sign documents of the Planning Commission;
    - d. To act as liaison between the Planning Commission and other City entities; and
    - e. To appoint Planning Commission members to serve on other city committees, advisory groups and task forces.
  2. Vice Chair: During the absence, disability, or disqualification of the Chair, or upon the request of the Chair, the Vice Chair shall exercise all the duties and be subject to all the responsibilities of the Chair. The Vice Chair shall also maintain any other responsibilities that are assigned to him/her by the Chair.

The Chair and Vice Chair and other officers shall be elected by a majority vote of the Planning Commission at the first regular meeting each May, and may be reelected.

3. Chairing the Meetings  
The person chairing the meeting shall make every effort to facilitate the orderly discussion of the Planning Commission and to guide the Commission in providing direction to staff and making recommendations to the City Council.

### **Section 3. Order of Business:**

- A. Generally, the Planning Commission will follow the following order of business at all meetings:
1. Call to order / roll call.
  2. Announcement of agenda.
  3. Comments from the audience on any topic that is not the subject of public hearing - limited to 3 minutes per speaker.  
(Note: The chair may limit the comments to no more than three speakers on any one topic. If both proponents and opponents wish to speak, then

up to three proponents and up to three opponents of the matter may address the chair.)

4. Hearings.
5. Study Sessions.
6. Unfinished Business.
7. New Business.
8. Reading and/or approval of minutes.
9. Administrative reports and Planning Commission discussion.
10. Comments from the audience – limited to 3 minutes per speaker.  
(Note: The chair may limit the comments to no more than three speakers on any one subject. If both proponents and opponents wish to speak, then up to three proponents and up to three opponents of the matter may address the chair.)
11. Adjournment.

- B. The order of business may be changed during the meeting by the Chair with the consent of a majority of the Planning Commission members present.

#### **Section 4. Quorum:**

A majority of the appointed members of the Planning Commission constitutes a quorum. A quorum must be in attendance or participating via a conference call or other electronic media before business can be transacted. Every motion by the Planning Commission requires approval of a majority of the Planning Commission members present to pass.

#### **Section 5. Disqualification:**

No member of the Planning Commission should participate in any Planning Commission discussion or vote on any matter in which the member has a personal or financial interest potentially sufficient to create a conflict between the interest in serving the public good and the other interest. The other interest may be private gain, financial or personal, and it may benefit the member, a relative, a friend, or an employer. Any disqualified member must leave the room when the matter is presented. The minutes shall show that the member left the room.

#### **Section 6. Voting:**

- A. Each member present at a meeting shall cast one vote on each motion. Voting may be by voice call or by roll call.
- B. Although it is the duty of every member to vote, a member may abstain. An abstention has the same effect as a negative vote.

#### **Section 7. Vacancies:**

Should any vacancy occur among the membership of the Planning Commission by reason of death, resignation, disability, or otherwise, the City Clerk shall be immediately notified. If a member resigns, the member shall tender his or her resignation in writing to the Department of Planning and Community Development and City Clerk. The Chair of the Planning Commission shall request that the Mayor and City Council consider an appointment to the vacancy on the Planning Commission at the earliest possible time.

### **Section 8. Conduct of Meetings:**

- A. *General.* The Chair has broad authority over all matters regarding the conduct of meetings. He/she shall exercise this authority to promote the fullest possible presentation of information and discussion of matters before the Planning Commission while permitting the orderly and timely completion of Planning Commission business.

As a general protocol, the Chair of the meeting should introduce the agenda topic, provide for a staff presentation and questions from the Commission, and call for discussion among the Commission members.

The Chair should generally provide for each Commission member to offer a comment prior to weighing in on an issue. The Chair should ensure that all members have an opportunity to speak. The Chair should also expedite the discussion in a timely manner and summarize the recommendation or direction from the Commission as appropriate.

- B. *Use of Roberts Rules of Order.* The Planning Commission may refer to the applicable provision of Roberts Rules of Order for guidance for items not addressed by these Rules and Procedures.
- C. On specific agenda items, other than public hearings which are discussed in Section 9, the Chair may allow comments from the audience as appropriate. This usually occurs following a staff presentation and/or the completion of discussion by the Commission on the agenda item. Comments may be subject to the limitations noted in Section 3.A.

### **Section 9. Rules of Procedure for Public Hearings:**

- A. *Presentation at the Hearing.*
1. The Chair shall declare the Public Hearing open before the staff presentation is given. After the staff presentation and after everyone has had the opportunity to speak, the Chair shall announce that the hearing continues to remain open, but only for the benefit of the Planning Commission members who may seek further information during their deliberation. Reopening the hearing to give persons an opportunity to speak shall require a motion and a vote. If the hearing is reopened, the Commission may limit the topics to be addressed.
  2. Nature of Presentation:

- a. Written Comments. Any person wishing to comment on an application may do so by submitting his/her written comments to the Department of Planning and Community Development before the hearing or the Chair during the hearing. These comments will become part of the official record and shall be considered by the Planning Commission in its action.
  - b. Oral Comments. The Chair shall permit any person to make a brief oral presentation at the hearing. Comments are limited to three minutes per speaker unless otherwise authorized by the Chair. The speaker shall first give his/her name and address.
3. Questions from the Planning Commission. Members may question a speaker on any matter related to his/her comments.
  4. Questions from the Speaker. All comments and questions shall be directed to the chair.
- B. *Planning Commission Deliberation.* After all speakers have been heard, the Planning Commission shall close the public comment portion of the hearing, consider all the information and deliberate on the matter. This deliberation shall include:
1. The information submitted;
  2. The written comments received;
  3. Any presentation and discussion made at the hearing; and
  4. The staff report.
- C. *Planning Commission Recommendation.* After discussion and deliberation, the Commission shall make a recommendation to the City Council by a motion and approval of a majority of those members present. Once a motion for recommendation has been passed, the Chair shall declare the public hearing closed.
- D. *Continuance.* The Planning Commission may continue the matter to a specific date by an affirmative vote of a majority of the members present. The Planning Commission may also agree to keep the public hearing open solely for written comments to be submitted by an agreed upon date. However in no event shall oral comments be permitted unless the Commission decides to re-open the public hearing following additional public noticing.

## **Section 10. Planning Commission Conduct and Operations**

- A. *Planning Work Program.* The Planning Commission shall review the proposed annual planning work program and make a recommendation to the City Council
- B. *Planning Commission Recommendations.* The Planning Commission may make recommendations to the City Council, City Manager's Office, City staff and other City

boards and commissions as appropriate. Unless otherwise determined, the Chair is authorized to review and approve the Planning Commission's transmittal memorandum. The Chair shall determine who will present the Commission's recommendation to the City Council.

- C. *Representing the Commission.* The Planning Commission shall act as a body. A member, when representing the Commission may speak or act for the Commission in accordance with the recommendation or direction taken by the Commission. The Chair or Chair's designee shall serve as the official spokesperson of the Commission.

Individual Commission members may speak as an individual, clearly specifying they are speaking as an individual articulating their own views and concerns (e.g. I am speaking as an individual, not representing the Planning Commission.)

- D. *Majority and Minority Opinions.* As determined by the Commission, a minority report may accompany a voted decision or recommendation. An additional spokesperson may be designated to present the minority report.
- E. *Duties and Responsibilities.* Commission members shall exercise their duties and responsibilities with integrity, collegiality and care. Members should establish a high priority to attend all meetings and to come prepared to contribute to the discussion of issues and business to be addressed. Members should respect the opinions of other members of the Commission and be receptive to diverse viewpoints in Commission discussions. Members should represent the Commission and the City in a positive and supportive manner through appearance, conduct and attitude.

#### **Section 11. Amending the Rules of Procedure:**

The rules of procedure may be amended at any regular meeting of the Planning Commission by a majority vote of the appointed members.

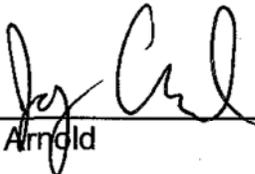
#### **Section 12. Validity:**

If any part of parts of these rules of procedure are found to be invalid, that part or parts will not invalidate the remainder of the rules.

PASSED by the Planning Commission on the 10<sup>th</sup> day of January 2013.

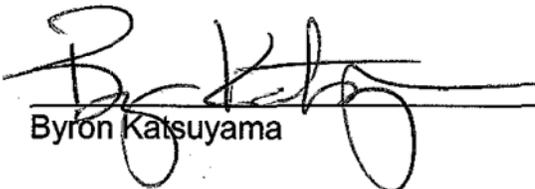
  
Mike Miller, Chair

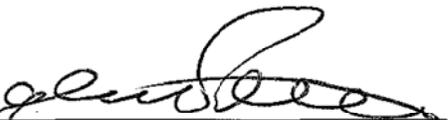
  
Jon Pascal, Vice-Chair

  
Jay Arnold

  
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## **Improving Subarea Plan Updates**

### **1. The Problem**

The Kirkland Comprehensive Plan contains twelve neighborhood plans and two corridor plans. With the recent annexation, two new neighborhoods were added and another neighborhood was expanded, resulting in sixteen areas for which plans potentially need to be prepared and maintained. A map of the neighborhood boundaries is attached. With current resources and other priorities, keeping the plans up to date will be a significant challenge. Consequently, it would be desirable to find a way to either speed up the cycle of neighborhood plan updates or find alternatives to neighborhood planning.

### **2. Purpose of Neighborhood Plans**

Kirkland has prepared neighborhood plans since 1977. The plans have enabled the City to examine and plan for issues at a localized scale, addressing the unique characteristics of different parts of the City. Land use policies and regulations have been developed at a very fine geographic scale.

In addition, the neighborhood plans have encouraged greater citizen participation and involvement in the planning process.

These objectives remain valid today; although localized planning need not be done at the scale of recognized neighborhoods. In acknowledgement of this, the remainder of this paper will use the term subareas, which may or may not coincide with neighborhoods.

### **3. Outcomes of Neighborhood Plans**

Neighborhood plans address a broad variety of conditions, ranging from high density mixed use business districts to low density residential areas. The update process is an opportunity to comprehensively review issues within a localized geographic area. The neighborhood planning process also provides an opportunity to review private amendment requests within the context of a broader area.

Often new ideas emerge over the course of the plan update process that were not anticipated in the initial stages of the plan update.

As an outcome of previous neighborhood plan updates, the following innovative ideas have been adopted by the City:

- **A new vision for a mixed use, pedestrian oriented mini urban village for the Yarrow Bay Business District (Lakeview Neighborhood Plan).**
- **Creative flexible development standards for clustering and smaller lots for the South Houghton slope area (Lakeview Neighborhood Plan)**
- **Small lot allowances and historic preservation incentives (Market and Norkirk plans)**
- **Increased height and development intensity (Totem Lake and NE 85<sup>th</sup> Street Corridor Plan).**

Following the completion of the Lakeview and Central Houghton Neighborhood Plans staff noted the following observations on what worked well and what didn't with these two updates. These plans didn't follow the typical process since the Houghton Community Council (HCC) took the lead on the updates.

#### What Worked Well

- Having the HCC take the lead.
- Joint meetings and public hearing with the Planning Commission (PC) and HCC.
- Joint transmittal memo on recommendations from the PC and HCC.
- Heritage Society drafting the historic section.
- Getting comments from the Parks Board and Transportation Commission.
- Combining topics for Lakeview and Central Houghton (e.g. small lot provisions)

#### What Didn't Work as Well

- Advisory group process (selection of members, the time it takes, confusion on role and participation, the number of meetings, frustration with the process). Many participants quit coming to meetings.
- Neighborhood University (holding this event in the beginning was somewhat confusing).
- Sending out a final action postcard (confusing and not cost-effective).
- Waiting to do the Houghton Business District

#### **4. How Often Should Subarea Plans Be Updated?**

In order to consider ways to improve subarea planning, it would be helpful to identify the desired frequency for examining localized land use issues and updating subarea plans.

The current status of neighborhood and corridor plans is shown below by the date the plans were most recently updated:

|           |  |
|-----------|--|
| 2011:     | Lakeview and Central Houghton;                                     |
| 2007:     | Market, Norkirk and Market Corridor;                               |
| 2005:     | Highlands  |
| 2003:     | North Rose Hill  |
| 2002:     | Totem Lake (some amendments in 2008 & 2009)                        |
| 2001:     | NE 85 <sup>th</sup> St.  |
| 1991:     | South Rose Hill (partial update)                                   |
| 1990:     | North/ South Juanita   |
| 1989:     | Moss Bay (CBD updated more recently)                               |
| 1988:     | Everest  |
| 1986:     | Bridle Trails  |
| No plans: | Finn Hill, Kingsgate and recently annexed portion of North Juanita |

In accordance with the Growth Management Act, major updates of the Comprehensive Plan must be done every eight years, at which time the plan must address growth issues over the subsequent 20 year period. Other plan updates are allowed on an annual basis.

An ambitious goal for subarea plan updates would be to have each plan reviewed during the eight year period between major Comprehensive Plan updates. This really amounts to reviewing

plans on a six year cycle, since the major Plan updates typically take two years and dominate the attention of the Planning Commission and staff during that time. With fourteen neighborhood plans and two corridor plans, this would equate to updating an average of about three of the existing neighborhood/ corridor plans per year.

A less ambitious goal would be to strive to review all subarea plans over the course of two major Comprehensive Plan update cycles or once every sixteen years. With this schedule, however, most of the plans would be out of date well before their next scheduled update.

Another option would be to establish different update schedules for different areas. Areas experiencing greater growth pressures, business districts for example, typically need to be updated more often. Consequently, high growth areas could be assigned more frequent updates.

## 5. Staff Resources

One of the variables that has a significant effect on how often neighborhood plans can be updated is the number of staff able to be assigned to neighborhood plans. Over the past two years, there has been 1.5 – 2.0 FTE of project planner time focused on neighborhood plans. During this time, two neighborhood plans were rewritten. However, the availability of staff is affected from year to year by competing tasks, their relative priorities, and funding levels. A copy of the most recently adopted Planning Work Program is attached.

## 6. Public Participation

A major reason that neighborhood plans take as long to update as they do is the public participation process. Recent plan updates included the following participation elements:

- one or more kick off meetings;
- appointment of an advisory committee, with several months of committee meetings;
- several study session meetings of the Planning Commission (and where applicable the Houghton Community Council), particularly early in the process to help set direction and then again following the work of the advisory committee to review and approve the final plan;
- presentations at neighborhood meetings
- mailouts and information handouts
- posting of public notice signs
- web page listing
- listserv messages
- One or more public workshops or open houses
- One or more public hearings before the PC or HCC

Ways to streamline the process without shortchanging the opportunity for the public to influence the outcome of the plan may be explored. Some ideas include:

- Use an up-front scoping process, that narrows the topics under review;
- Eliminate the use of advisory committees, instead use focused outreach to interest groups, such as neighborhood associations and businesses;
- Use facilitated public workshops that focus input on key questions.
- Use on line surveys or web based tools

Public meetings are inherently time intensive. They must be scheduled well in advance and there needs to be adequate time between meetings for preparation, follow-up and adequate public

notice. Unless there are very few issues of substance or a significant change in the process, it's unlikely that a plan update could be completed in less than a year and half or two years.

## 7. Scope of Issues Considered in Subarea Plans

One way of reducing the time it takes to complete subarea plan updates would be to limit the scope of issues addressed. The update could start with a scoping process to narrow down the range of issues that will be under review. Land use, streets, walkways and parks are typically the biggest issues. Topics that are adequately covered by citywide policies could be eliminated.

Although this may save some amount of time, the most difficult and time consuming issues to address during the sub area plan updates are land use issues – which are at the inherently at the heart of the plans.

It should also be noted that if there are to be any land use changes, it is important to incorporate any rezoned and code regulations concurrently with the plan update. This does add additional time and notice requirements. However, it is inherently more efficient do it at the time of the sub area plan rather than delaying to a future date following plan adoption.

## 8. Simplify and Standardize the Subarea Plan Format

Another idea would be to restructure sub area plans into a shortened format. For example, rather than having the plans list of a series of goals and policies, they could be oriented around a series of maps with a succinct text explanation of items identified on the maps. The key maps would be land use map, which would be broken up to highlight specific areas or districts within the neighborhood. Here's one idea:

| <u>Page</u> | <u>Topic</u>  |
|-------------|---|
| 1           | Overview and Vision   |
| 2           | History   |
| 3           | Natural Features Map and Text   |
| 4           | Land Use Map – overview of entire sub area                                      |
| 5- 9        | Land Use Districts – maps highlighting specific districts with descriptive text |
| 10          | Public Facilities (transportation, parks, etc.)                                 |
| 11          | Public Facilities text – desired improvements                                   |
| 12          | Urban Design  |

## 9. Geographic Scope of Planning Areas

**Plan for Larger Geographic Areas** Rather than preparing a plan for each neighborhood, one idea would be to prepare subarea plans for logical groupings of neighborhoods. This could involve a single plan for each subarea, or multiple neighborhood plans updated as part of a single subarea planning process. Following are two alternative approaches to subareas.

### a. **Four subareas:**

- Finn Hill, Juanita,
- Kingsgate, Totem Lake

- North Rose Hill, NE 85<sup>th</sup> St. Corridor, South Rose Hill, Bridle Trails
- Market, Market Corridor, Norkirk, Highlands, Moss Bay, Everest, Lakeview, Central Houghton

b. **Six subareas:**

- Finn Hill
- Juanita
- Kingsgate, Totem Lake
- North Rose Hill, NE 85<sup>th</sup> St. Corridor, South Rose Hill, Bridle Trails
- Market, Norkirk, Highlands, Market Corridor, Moss Bay
- Everest, Lakeview, Central Houghton

**Business District Focus** Another idea would be to focus detailed planning on the geographic areas where the majority of growth and development is anticipated – primarily in and adjacent to business districts. This could involve eliminating neighborhood plans altogether, except for the portions that address the business districts and other areas of higher intensity development (which are typically adjacent to business districts). This would result in thirteen or fourteen business district plans, which could be organized in groups to update over a six year cycle.

Alternatively, subarea plans would continue to cover all areas within a subarea, but updates would be limited to the geographic area within and immediately surrounding the business districts.

**Eliminate Neighborhood Plans** A more radical idea would be to eliminate neighborhood and subarea plans altogether. With this alternative, the Comprehensive Plan would consist entirely of the general elements focused on specific topics - for example, Land Use, Economic Development, Transportation, etc. The Comprehensive Land Use Map would continue to show land use designations at whatever level of detail is necessary, but there would be much less background about the rationale for the designations at specific locations or the specific policies pertaining to each area. While this would simplify the Plan, it could diminish its effectiveness. In addition, with this approach we'd no longer be systematically reviewing planning issues and engaging the community at a focused geographic level.

## 10. Plan Update Schedule

The most recent schedule (January, 2011) of neighborhood plan updates is attached.

As noted above, the following neighborhood plans have been completed in the past ten years and are in relatively good shape: North Rose Hill, NE 85<sup>th</sup> St., Market, Norkirk, Highlands, Lakeview, and Central Houghton.

We have a window of only a year before work on the major Comprehensive Plan update begins. The update will likely take up to two years beginning in early to mid 2013 and culminating by mid 2015. We've tentatively planned for the update to include an examination of planned land use for Totem Lake as called for in the Totem Lake Action Plan. Staff time needed for the update will reduce and possibly eliminate the time available for sub area planning, but until we fully develop a scope of work and prioritize other potential work tasks, it's hard to know for sure.

Consequently, the most immediate question is where do we focus our attention in the next year or so? Options include the following:

- **Prepare plans for the new annexation neighborhoods.** Due to the geographic scope of the annexation area together with the time limitation, this may need to be a shorter plan (or plans) compared with those that we've done in the past, but this would provide an opportunity to implement a new format that can be used for all sub areas, as discussed above. In addition, the geographic scope of the plan(s) would match the selected subarea organization for future plans.
- **Update the most out of date neighborhood plans in the pre-annexation City.** The next neighborhood on the update list is the South Rose Hill/Bridle Trails plan. If this option is selected, we would need to consider if or how the plan would be integrated into a larger subarea. In both of the examples provided above, South Rose Hill and Bridle Trails would be combined into a single subarea with North Rose Hill and the NE 85<sup>th</sup> St. Corridor. It would be very ambitious to complete a new plan for such a large subarea in the limited time available. Furthermore, the North Rose Hill and NE 85<sup>th</sup> St. Corridor plans are not as out of date and in need of updating as South Rose Hill and Bridle Trails.

Other candidate pre-annexation neighborhoods with out of date plans include Moss Bay and Everest.

- **Focus on planning for targeted business districts.** In this option we could prepare the plans for one or more of the following districts:
  - Houghton Business District, as called for in the recently adopted Houghton Neighborhood Plan
  - Bridle Trails
  - Annexation neighborhood business districts

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