



## **2007-2009 PLANNING WORK PROGRAM**

### **Summary of Tasks**

#### **Planning & Community Development**

**January, 2007**



# 2007 – 2009 PLANNING WORK PROGRAM

## Summary of Tasks

### **POLICIES, PLANS & REGULATIONS**

#### **Task 1: Comprehensive Plan Update (.6 FTE)**

##### Comprehensive Plan

In 2004, the City revised the Comprehensive Plan to meet the requirements of the Growth Management Act to conduct a 10 year review and update. The City modified several elements and adopted a new Economic Development Element. Since considerable work was done in 2004, the 2005 and 2006 updates were fairly minor, primarily consisting of some text and map corrections along with the addition of policies on physical activity and healthy lifestyles. In 2006 we also revised the Capital Facilities Element to be consistent with the adopted Capital Improvement Program.

For 2007, we have identified additional changes including minor map and text amendments. One possible change is to review our Comprehensive Plan land use categories to see if we need to have designations that are more descriptive particularly since we have several mixed use areas in the City and the traditional designations of commercial, residential or office are a bit outdated. Another issue that we will address is our transportation level of service standard. The Transportation Commission will be exploring possible alternative LOS methods and concurrency measures. The update to the Comprehensive Plan is scheduled for the second half of the year to be completed by December.

##### Private Amendment Requests

2007 is the year we consider private requests to amend the Comprehensive Plan and Zoning. The deadline for submitting these requests was December 1<sup>st</sup>. We received five such requests. These will be reviewed by the Commission in the spring of 2007 for a threshold review recommendation to the City Council.

#### **Task 2: Neighborhood Plans (2.0 FTE)**

##### Market and Norkirk Follow-up

The Council adopted the Market and Norkirk Neighborhood Plans on December 12<sup>th</sup>, 2006. These two plans, along with the Highlands Neighborhood took 3 years to complete. Follow-up work is necessary to revise our zoning regulations to implement the small lot/historic preservation concept. The work program has this task scheduled for the first five to six months of 2007.

##### Lakeview and Houghton Neighborhood Plans

The next neighborhood plans on the schedule are Lakeview and Houghton. Based on our experience, staff estimates that each individual neighborhood plan needs a minimum staffing level

of at least a 1.0 FTE. As shown on Task 2, the two neighborhood plans would occur concurrently with a staffing commitment of 2.0 FTE's. This neighborhood plan updates would begin in mid-2007 when staffing is available. Previous experience indicates that neighborhood plans take at least three years to complete. Staff and the Commission will need to explore more efficient approaches if we want to lessen the time it takes to do a neighborhood plan. Both of these neighborhoods are within the jurisdiction of the Houghton Community Council.

### **Task 3: Totem Lake (.2 FTE)**

The Council adopted new zoning and design regulations for the majority of the Totem Lake Neighborhood in early 2006. The only remaining area to be updated is TL9 in the northeast corner of the neighborhood. The Gordon Hart private amendment request was to have been considered by the Commission and Council in 2006, but the applicant requested a deferral on this until 2007.

### **Task 4: Design Regulations and Guidelines (1.0 FTE)**

#### Reformatting Design Regulations

This task consists of several sub-tasks. Staff is currently reformatting the adopted design regulations for ease of use and clarity. There may be some policy issues to discuss, but this is predominately a reorganization of the chapter. The Commission is scheduled to review this in February with a public hearing in March.

#### Market Street Commercial Corridor

This task to develop design standards for the Market Street Commercial Corridor is a follow-up to the Market and Norkirk Neighborhood Plans and is scheduled to be completed by June.

#### Multifamily Design Guidelines

This task is intended to establish design guidelines or regulations for the multi-family areas of the City that do not currently have them in place. For the most part, we have addressed this through our neighborhood and business district plans (e.g. North Rose Hill, Totem Lake, etc.). However there are several areas of the city not covered by design standards. At the same time, there are relatively few properties remaining that are undeveloped or underdeveloped. Staff had requested funding in the budget for assistance with this project but the request was not approved. It may be possible to undertake this task later in the year or early next year when we could have cost-savings from other projects or available staff resources.

#### Design Guidelines Revisions

This involves several "clean-up" sections and some policy issues. The design guidelines are incorporated into the Municipal Code. Unless the Commission desires to look at these changes, staff will be working directly with the Design Review Board.

## **Task 5: Code Amendments (.2 FTE & Consultant)**

### Miscellaneous Zoning Code Amendments

In 2006 the Commission completed their review of a bundle of miscellaneous code amendments including revisions to the home occupation and reasonable use regulations. The City Council met on November 21<sup>st</sup> to review the proposed changes and continued the discussion at their January 2, and January 16, 2007 meetings. It is anticipated that these revisions will be adopted in February.

### Future Code Amendments

We continue to maintain an extensive list of potential amendments and, as new issues arise, we are constantly adding to and updating the list. In 2007, we will also be recommending changes to the City's SEPA ordinance and Subdivision Ordinance.

## **Task 6: Single Family Standards (.5 FTE)**

The Single Family Floor Area Regulations were adopted by the Council and went into effect on January 15. While the scope of this project focused on some key elements of the FAR requirements, there was a sense that further work is needed.

However, trying to scope out specifically what should be addressed is problematic. Many of the items that could be considered are complex and could result in fundamental changes to our regulations and requirements (e.g. decreasing setbacks or lot coverage, design review for single-family homes, additional landscaping and open space requirements). In addition, gauging community interest or direction has challenges and could take considerable time, effort and resources (community workshops, visual preference exercises, opinion surveys, etc.).

Such a broad, open and comprehensive approach will require significant professional services such as meeting facilitators and consulting architects. The work program shows this as a task but the scope and schedule for this effort has not been determined. In addition, the Commission and Council will have to determine where this project fits in with the other tasks and projects. Staff could be available beginning in the second half of 2007. In addition, funding for architectural services, facilitators, or design professionals would need to be available to undertake the steps necessary to address these issues.

## **Task 7: Housing (.7 FTE + ARCH)**

### Introduction

The Council has identified housing issues – particularly affordable housing – as a critical discussion topic. On January 2, 2007 the Council met in a study session to review and discuss innovative housing. At that meeting they received the report from Mike Luis on innovative housing and provided direction on the moving forward with permanent regulations. Due to the interest in this topic the Council deferred discussion on other housing issues to the March 23<sup>rd</sup> Council retreat.

### Innovative Housing

Phase 1 of this project is done. An evaluation of the two innovative housing demonstration projects was completed by Michael Luis and presented to the Planning Commission, Houghton Community Council and City Council. The work program shows this task to develop permanent innovative housing regulations to be completed by September, 2007.

### Affordable Housing

Housing costs continue to rise and the City is not meeting its affordable housing targets. With the innovative housing regulations scheduled for the first nine months of 2007 work on affordable housing incentives and regulations will have to wait until late 2007. Some areas of the City do not have any affordable housing incentives or requirements in place – particularly in the downtown area. As redevelopment moves forward, we continue to lose opportunities for affordable housing.

### TOD at Park and Ride Facilities

Staff continues to have intermittent conversations with King County on the potential for “transit oriented development” housing at the South Kirkland Park and Ride facility. The County has done some preliminary analysis. With resources allocated to other tasks, staff’s recommendation is to schedule action on this in 2008.

### ARCH Coordination

There are a number of other on-going staff efforts on housing including working with ARCH on the Housing Trust Fund, preservation of affordable housing, and education. The City is also participating in a process set up by ARCH to prepare an overall strategy plan and a tool kit of model housing practices and programs.

## **Task 8: Community Character – Historic Preservation Incentives**

Staff had requested a service package for funding to assist in updating the list of historic sites in the next budget and developing incentives for historic preservation. The funding was not approved. We have a place keeper for this task on the work program. It may be possible to undertake this task in late 2007 or 2008 if we are able to obtain funding and have available staff.

## **Task 9: Natural Resources/Environmental Stewardship (1.5 FTE)**

### Natural Resource Management Plan and Environmental Stewardship

In 2003 the City adopted its first Natural Resources Management Plan. The City has in place a Natural Resource Management Team consisting of representatives from three key City departments – Planning, Public Works and Parks who coordinated this effort. Over the past year, the team has been coordinating its efforts on implementation actions (education, funding, and programs). We have also broadened our role to address greenhouse emissions in response to the US Mayors Climate Protection Agreement, of which the City is participating. In 2007, our staff team will be focusing on a variety of environmental stewardship efforts including sustainable communities, green buildings, green businesses and community outreach.

### Shoreline Master Program/Critical Area Regulations

State law requires Kirkland to revise our Shoreline Master Program to achieve consistency with new shoreline rules adopted by the Washington State Department of Ecology (DOE). During 2006, an inventory and analysis of Kirkland's Lake Washington shoreline was prepared by consultants. We also conducted two panel discussions and a shoreline tour. Coordination with King County and DOE will occur throughout the project. Proposed amendments to shoreline goals, policies, regulations, and programs will be reviewed by the Planning Commission, Houghton Community Council, the Kirkland City Council, and the public through 2007 and into 2008. As part of this update, the City will likely need to amend its Critical Area Regulations to be incorporated into the Shoreline Master Program. It is anticipated that the City's new Shoreline Master Program will be adopted by the end of 2008. The project schedule will ensure that Kirkland will meet the State's deadline of adoption by December 2009.

### Tree and Landscaping Regulations

With the adoption in late 2005 of new standards and regulations for trees and landscaping, the City committed to reviewing these after two years to see if any changes are needed. A report to the Council is targeted in March 2008. The work program shows this task beginning in late 2007.

### Low Impact Development

The City was the recipient of a grant, along with several other cities, to have a consultant team provide recommendations on stormwater management techniques and land development to increase the use of low impact development (LID) practices. They have completed their work and staff from Planning and Public Works have been meeting to determine how to incorporate their recommendations into our standards and regulations. Some of the recommendations will likely result in changes to the Zoning Code. One of the most effective strategies identified by the consultants is the concept of clustering units rather than a typical subdivision layout. LID techniques could be an integral component of innovative housing developments.

## **SPECIAL TASKS**

### **Task 10: Special Project (.6 FTE)**

This task consists of a variety of projects and on-going efforts. These do not generally come before the Commission, however, Commission members do serve on some of the applicable committees.

The *Downtown Strategic Plan* will be looked at by the Downtown Action Team in 2007 with assistance from a consultant team. The *NE 85<sup>th</sup> Street Action Team* will continue to meet as needed – particularly with work still to be done on the corridor improvements by Sound Transit and the City. Under *Economic Development*, the City now has a full time in-house Economic Development Manager.

The *CTR/Concurrency/Impact Fee* item is really a catch-all for several projects. We have received a grant to look at our commute trip reduction program (CTR) to see how we can improve our

efforts to reduce SOV use. As a result of work on our LOS, we may need to make changes to our concurrency ordinance. Also, in 2007, the city will be updating its impact fee schedule.

**Task 11: Database Management (.2 FTE)**

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

**Task 13: Regional Coordination(.1 FTE)**

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

**Task 14: Annexation**

Extensive efforts are underway to obtain community input and undertake additional fiscal analysis to determine if the City will proceed with annexation of our Potential Annexation Area. The Council has been meeting on this for the past several months. If the Council decides to move forward, funding has been targeted for a 1.0 FTE planner to work on the land use and zoning components of the annexation package.