



## CONCURRENCY MANAGEMENT

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### What is "Concurrency Management"?

You will not find it in any dictionary! However, with the adoption of the *Growth Management Act* in 1991, the State Legislature introduced the term "Concurrency Management", meaning that capital facilities shall be "concurrent" with new development or redevelopment. The *Growth Management Act* requires each City to determine which capital facilities shall be "concurrent." The City of Kirkland has determined that water, sewer, and the adopted Level of Service for traffic are the capital facilities which shall be "concurrent." This means that capital facilities must be available at locally established Levels of Service with completion of new development. Kirkland's Levels of Service are identified in the adopted Transportation Master Plan and Comprehensive Plan. The concurrency review will check to ensure that waste and sewer mains exist or will be constructed with each project and that the established traffic Level of Service at certain intersections will be maintained. For most projects the process will be a simple and brief procedure.

Certain development permits are exempt from concurrency review. Please see the Kirkland Municipal Code Title 25 for the exemption list. *For development projects that are exempt from SEPA review, the size of specific land uses that are exempt from traffic concurrency review is listed in Table 1. Developments that requires SEPA review are required to test for traffic concurrency. If your development does not fit under any of the land uses in Table 1 or you are unsure, please contact the City Transportation Engineer, Thang Nguyen (425-587-3869), tnguyen@kirklandwa.gov .*

### So what do I do now?

To apply for traffic concurrency management review, please submit the following to the Public Works Department:

- The attached Concurrency Management Review application
- The review fee
- For traffic concurrency, a trip generation letter that includes:
  - Vicinity map showing the project site
  - Address and/or tax parcel number(s) of the project
  - Site plan
  - Description of the project (ex: size, number of units, sq footage of commercial use, etc)
  - Location of the project's vehicle access points as they connect to the roadway network
  - Land Use type (in accordance with ITE)
  - Description and size of the previous use(s), if any
  - *Gross and net new* AM peak, PM peak, and daily trip generation
  - Year of anticipated completion and full occupancy of the project. If the project will be completed in phases, then provide a phase program in a table format with build-out year and trip generation for each of the phases.

The concurrency test must be passed and the test decision notice received **before** a development permit (zoning or subdivision application) or building permit can be submitted.

### What are the deadlines, and is there an appeals process?

As stated on the application form, there are several deadlines to be aware of to maintain your traffic concurrency "vesting." You will not receive notice of these expiration dates so you will need to plan ahead and make note of these deadlines.

If your application does not pass concurrency you may request a reconsideration of that decision if you meet the criteria stated in the Kirkland Municipal Code Title 25. If your application does pass concurrency, the public can appeal the concurrency test notice decision. However, the appeal process does not begin until SEPA is complete and a determination is issued. Thus, you may want to complete the SEPA review process in a timely manner.

*For developments that are SEPA exempt, the public can appeal the concurrency test notice decision within 14 days of the concurrency test notice, please see KMC Title 25 for more details.*

## **What if I still have questions?**

For more information about the general concurrency review process, please refer to Kirkland Municipal Code Title 25. For more information about traffic information needed for concurrency review or the status of your application, please contact Thang Nguyen, Public Works Department at (425) 587-3869, or at [tnguyen@kirklandwa.gov](mailto:tnguyen@kirklandwa.gov).

## **CONCURRENCY TEST DEADLINES (KMC Title 25)**

*For developments subject to SEPA review*, the concurrency test notice shall expire and a new concurrency test application is required unless:

A complete SEPA checklist, traffic impact analysis and all required documentation is submitted to the City within **90** calendar days of the concurrency test notice.

A Certificate of Concurrency is issued or an extension is requested and granted by the Public Works Department within **one year** of issuance of the concurrency test notice. (A Certificate of Concurrency is issued at the same time a development permit or building permit is issued if the applicant holds a valid concurrency test notice.)

A Certificate of Concurrency shall expire if the associated zoning and/or building permit expires and shall expire six years from the date of issuance of the concurrency test notice if all building permits are not issued for buildings approved under the concurrency test notice.

*For developments that are SEPA exempt, the public can appeal the concurrency test notice decision within 14 days of the concurrency test notice, please see KMC Title 25 for more details.*

## **APPEALS (KMC Title 25)**

The concurrency test notice may be appealed by the public or agency with jurisdiction. The concurrency test notice is subject to an appeal until the SEPA review process is complete and the appeal deadline has passed.



**CITY OF KIRKLAND  
CONCURRENCY MANAGEMENT REVIEW APPLICATION**

effective January 1, 2022

*- PLEASE PRINT CLEARLY -*

<b>Site Address:</b>	<b>Case #</b>
_____	TRAN - (Filled out by Staff)
Property Tax Account Number _____	
Description of Project: # of units _____ SF _____ MF _____ sq. footage of building _____	
Office ____ Retail ____ Industrial/Manufacturing ____ Institutional ____ Mixed Use ____ Other _____	
Property Owner _____ Phone _____	
Property Owner's Address _____ City, Zip Code _____	
Contact Person _____ Phone _____	
Address _____ City, Zip Code _____	
Alt Phone _____ Fax # _____ email _____	
Applicant has provided:	
<input type="checkbox"/> Preliminary Traffic Information: Trip generation and project description.	
<input type="checkbox"/> Review Fee based on estimated number of <b>gross</b> AM or PM peak trips, whichever is greater:	
Less than 20 trips ...\$648 + 22.68* = \$670.68	51-200 trips.....\$1,818 + 63.63* = \$1881.63
21-50 trips .....\$907.00 + 31.75* = \$938.75	Greater than 200 trips.....\$2,336 + 81.76* = \$2,417.76
*MyBuildingPermit.com surcharge	
<b>Note: Once the concurrency test result has been determined, changes to the development project that require additional review will be billed on an hourly basis.</b>	

*I have read the above information regarding expiration deadlines and appeal process. I further understand that issuance of the concurrency test notice is not a guarantee that the City will issue a development permit or building permit.*

PROPERTY OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT (if different from property owner): \_\_\_\_\_ DATE: \_\_\_\_\_