



CITY OF KIRKLAND
PLANNING AND BUILDING DEPARTMENT
123 FIFTH AVENUE, KIRKLAND, WA 98033
425.587.3600 - www.kirklandwa.gov

MEMORANDUM

Date: January 20, 2022
To: Planning Commission
From: Jeremy McMahan, Deputy Planning and Building Director
Adam Weinstein, AICP, Planning and Building Director
Subject: 2022-2024 Planning Work Program

RECOMMENDATION

Review the 2022-2024 Planning Work Program (PWP) and make a recommendation to the City Council for adoption.

BACKGROUND

The Planning Commission reviewed the Planning Work Program at their [December 9, 2021 meeting](#) and advised staff on the priorities of the Commission and additional projects for inclusion as discussed below.

The Planning Work Program (PWP) guides the Planning and Building Department's work over the next three years on long-range planning projects that will help shape the future of Kirkland. The PWP lists all long range planning tasks, many of which involve Planning Commission and City Council review and some that are strictly administrative.

The 2022-2024 Planning Work Program

The 2022-2024 PWP starts with dropping completed tasks, pulling forward incomplete tasks with adjusted timeframes, and deleting tasks that are a lesser priority or no longer necessary. The PWP is then completed by adding additional tasks to be undertaken in the timeframe and assigning levels of priority. Staff and the Planning Commission agreed that the following tasks should be included in the 2022-2024 PWP:

Major Projects:

This Work Program will devote significant time and resources to two very large and important projects:

- Station Area Plan – this project will require significant attention from the Planning Commission and City Council for the first half of 2022. The Preferred Plan Direction and Final Supplemental Environmental Impact Statement were completed in 2021. The project team now moves into drafting the Station Area Plan and supporting

Zoning Code (baseline and incentive) and Comprehensive Plan amendments. Staff and the consulting team are simultaneously working on supporting supplemental studies requested by Council (tax increment financing, commercial linkage fees, and additional transportation analysis). Staff and the consulting team are currently finalizing the scope and schedule for the project and will report to the Planning Commission soon.

- 2044 Comprehensive Plan – by June of 2024, the City will need to complete work on the State mandated 8-year Comprehensive Plan update. Budgeting for the work started in 2020 with securing funding within the City budget for the Environmental Impact Statement and Transportation Master Plan components. Project scoping started in 2021 in terms of coordination with neighboring jurisdictions and agencies, project scheduling, and preliminary identification of key tasks and themes. For 2022, staff will begin to coordinate with the Council, Commission, and community to identify the foundational themes and objectives that will serve as guideposts for the work. The bulk of the Planning Commission work, which will be study sessions and the public hearing, is slated for 2023 and early 2024. Based on prior experience, a high percentage of staff and Commission resources will be focused on the project during 2023 and the PWP should reflect that time commitment.

Underway - Past Scheduled Completion:

- Update Tree Regulations – *Council adoption anticipated 1st quarter, 2022*
- Greater Downtown Regional Center – *County approved in 2019, Puget Sound Regional Council (PSRC) Regional Center designation on hold pending completion of Station Area Plan*
- Accessory Dwelling Unit (ADU) Implementation Initiatives – *Ongoing work to develop guidance documents for homeowners and developers, pre-approved plans program, and marketing. This will be an ongoing project*
- Evaluation of Outreach and Inclusion Strategies – *Ongoing, integrated with Citywide initiatives, equity assessment now included with PWP tasks*
- Bridle Trails Neighborhood Center Zoning – *Adoption anticipated in 1st quarter, 2022*

Not Initiated – Past Scheduled Start:

The following list indicates projects that have not started and were scheduled to have started by this time in the adopted PWP.

- Geohazard Regulations Adjustments – *Not initiated due to staffing limitations*
- Wireless Service Regulation Updates – *Lower priority – no significant issues. Legal consultant retained to advise staff on necessary changes*
- Sign Code Update – *Deferred due to COVID to allow full participation of business community*
- Holmes Point Overlay (HPO) Update – *On hold until after Tree Code Update completed*
- Kingsgate & Juanita Neighborhood Plan Updates

Ongoing Planning and Building Department Administrative Task

The following list includes projects and programs managed by Planning division staff that are ongoing, important, and behind the scenes tasks:

- Code Publishing - Coordinate upkeep of electronic and paper versions of Kirkland Zoning Code and Comprehensive Plan
- Sustainability Master Plan Implementation – Department work on SMP initiatives and coordinating interdepartmental work, including tracking and reporting
- Urban Forest Strategic Management Plan & Urban Forest 6-Year Work Program Implementation – Interdepartmental (Tree Team) coordination of canopy management and restoration
- Buildable Lands and Capacity Analysis - Required tracking of housing and employment growth and capacity for a variety of City and regional purposes
- Regional Coordination - Coordinate with King County agencies and Puget Sound Regional Council on regional growth management issues, including establishing housing and employment targets for jurisdictions within King County
- Regional Housing Collaboration - Work with ARCH and member cities on affordable housing solutions
- Kirkland Activity Map (and development of other online tools) – Implementing new web based tools to help the community stay informed and engaged

Items dropped from the PWP

Staff and the Planning Commission agreed that the following tasks are recommended for deletion from the PWP in order to prioritize the recommended projects and programs:

- Evaluation of CAR Process – *Lower priority – Commission and Council have complete discretion to reject or defer applications if resources are not available or the applicant’s objectives don’t meet established criteria*
- Cross Kirkland Corridor Design Regulations – *No significant issues or gaps identified in current regulations and guidelines. Station Area geography will be incorporated into the Station Area Plan codes*
- Design Guidelines Updates – Rose Hill – *incorporated into Station Area Plan*

New Projects:

Following is a summary of staff and Planning Commission recommendations for additional projects to include in the 2022-2024 PWP:

- Neighborhood Plans: This task would review the neighborhood plan process, the relationship of neighborhood plans to the citywide elements of the Comprehensive Plan, and the appropriate cycle/timing of neighborhood plan updates.
- Parking Policy: This task would review current parking standards for identified land uses and discuss how those standards can support or detract from meeting other City policy objectives. This topic has come up frequently over the previous PWP in terms of how parking minimums impact the cost of housing, impact carbon emissions, and restrict the ability to establish neighborhood-serving “restaurants or tavern” uses due to higher parking standards for that use listing.
 - ***The Planning Commission recommends this project as a high priority, occurring early in the PWP, prior to the City’s updated Transportation Management Plan.***
- Affordable Housing Initiatives: Affordable housing and implementation of the [Housing Strategy Plan](#) informs the work of many PWP items previously discussed (Station Area Plan, linkage fee study, Bridle Trails, neighborhood plans, missing middle & ADU initiatives, etc.). In addition, the Moss Bay neighborhood plan has

new policies to support development of inclusionary zoning requirements or incentives for affordable housing in the downtown area, as well as other potential strategies in the perimeter areas.

- ***The Planning Commission recommends the addition of a high priority PWP task to comprehensively consider additional incentives to increase the City's current inclusionary zoning requirements. Such increase could take the form of increasing the percentage of required affordable units and/or providing more access to lower income individuals and families than currently provided in the Code.***

As part of this effort, the Commission recommends inclusion of areas like the Downtown (as called for in the recently adopted Moss Bay Neighborhood Plan) that don't currently have an incentive-based inclusionary zoning requirement.

- Growing School Capacity: The City is consistently receiving feedback from the community and the Lake Washington School District (LWSD) about the capacity issues at current District facilities. This project, building on a collaboration between City staff, LWSD, and University of Washington urban design students in 2018, would partner with the District to explore potential development constraints on existing District-owned properties that create barriers to adding student capacity. Examples might include height, setbacks, parking , etc.
 - ***The Planning Commission recommends this project as a high priority, occurring early in the PWP. In addition, Commissioners suggested that the City consider how the project might align with the PROS Plan in terms of collaboration on creation of indoor and outdoor recreation space.***
- Tree Inventory and Tree Banking Program: The City Council has funded projects to update existing inventories of public trees (parks, right-of-way, City-owned parcels) and consider a canopy enhancement program to mitigate the canopy loss through public and private development.
- Streeteries: During the initial emergency orders that restricted indoor dining, the City initiated exceptions to current regulations that prohibit private outdoor dining in on-street parking stalls. These exceptions enable the streeteries that have opened up on streets like Park Lane and Kirkland Avenue. The City Council will need to decide if they wish to codify permanent allowances (and any related restrictions and design standards) with an amendment to the Municipal Code (KMC). Note that these regulations are not within the Commission's purview, but this task would require staff resources.
- Code Enforcement: Updating and streamlining Code Enforcement regulations. Note that these regulations are not within the Commission's purview, but this task would require staff resources.
- 2022 Miscellaneous Code Amendments – This package was heard by the Commission early in 2022, with a recommendation going to Council in February.
- Resilience and Technology – A new position was created in the Department in 2021 for a Resilience and Technology Officer. This position is overseeing the following initiatives:

- Housing Dashboard: Staff is currently developing a housing dashboard to track the development of various housing types across the City, including affordable housing, missing middle housing, and ADUs. This would be available to the community to graphically convey progress towards creation of housing available across all income levels.
- Smart Cities Initiative – Identify specific near-, medium-, and long-term projects that best leverage technology to support Council goals such as inclusivity, improved transportation, and community safety.
- Resilience – Development of a Long Term Recovery Plan, both for the COVID pandemic and addressing long-term resilience and sustainability of City operations.
- Equity and Inclusion Dashboard – Explore development of a dashboard to track the City’s progress toward becoming a more equitable and inclusive community.
- Eastrail Fiber Development – Working with regional partners to develop a program that manages, funds, and extends the fiber in the CKC/Eastrail corridor.
- Autonomous Personal Delivery Devices (APDDs) – APDDs are small, self-driving, electric delivery vehicles being deployed by companies like Amazon. The City does not currently have in place adequate regulations for operation of such devices in public right-of-way or regulations addressing the base stations for such devices on private property. Therefore, the City Council has enacted a moratorium (O-4779) on limiting APDDs in the City until such time as permanent regulations can be established. State law provides that such regulations should generally be established within six months.

NEXT STEPS

Staff will present the recommended Planning Work Program to City Council for initial review on February 15 and adoption at a subsequent meeting. Based on final Planning Commission recommendations, staff will format the PWD into its final spreadsheet format.