

I. A City of Kirkland Mission Statement

Mission Statement

The City's Mission Statement and basic values summarize the qualities that are an integral part of its management efforts:

We are committed to the enhancement of Kirkland as a community for living, working, and leisure with an excellent quality of life which preserves the City's existing charm and natural amenities.

- **Basic Values**
- **Integrity**
- **Excellence**
- **Respect for the Individual**
- **Responsiveness**

II. **B Council Philosophy**

Vision Statement

Kirkland is one of the most livable cities in America. We are a vibrant, attractive, green and welcoming place to live, work and play. Civic engagement, innovation and diversity are highly valued. We are respectful, fair, and inclusive. We honor our rich heritage while embracing the future. Kirkland strives to be a model, sustainable city that values preserving and enhancing our natural environment for our enjoyment and future generations.

In addition to the Council goal statements, there are operational values that guide how the City organization works toward goal achievement:

- Regional Partnerships
- Efficiency
- Accountability
- Community
- City Work Program

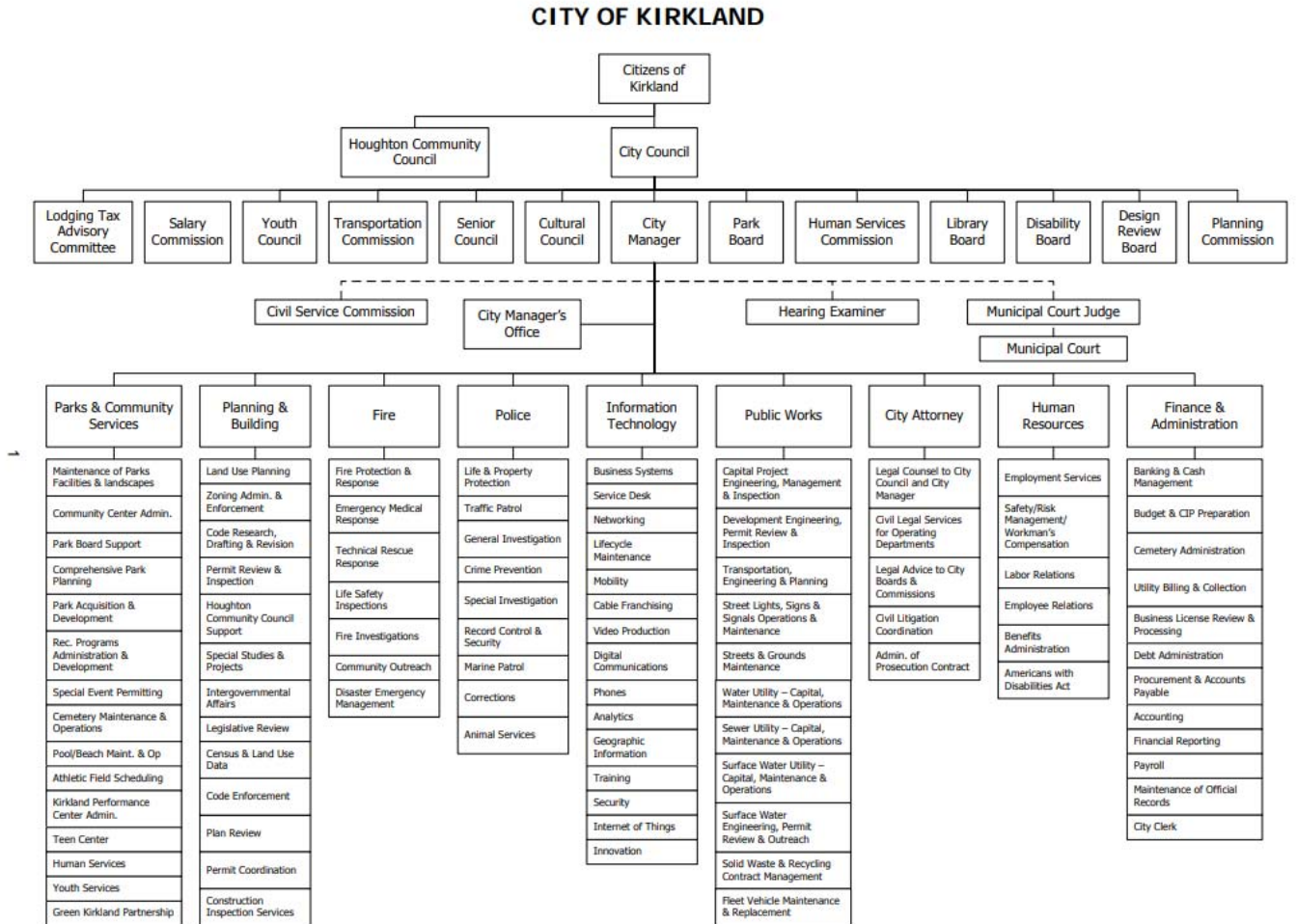
[City Council Values and Goals](#) (PDF - 134k)
(updated 2017)

Planning Commission Orientation Manual

Chapter 2: City Mission and Organization

II. City Organizational Chart

Structure of the City of Kirkland Government



According to MRSC's City and Town Profiles, the [Structure of the City of Kirkland Government](#) is one of 54 Washington cities operating under the Council-Manager form of government.

II. D Planning & Building Department Mission Statement

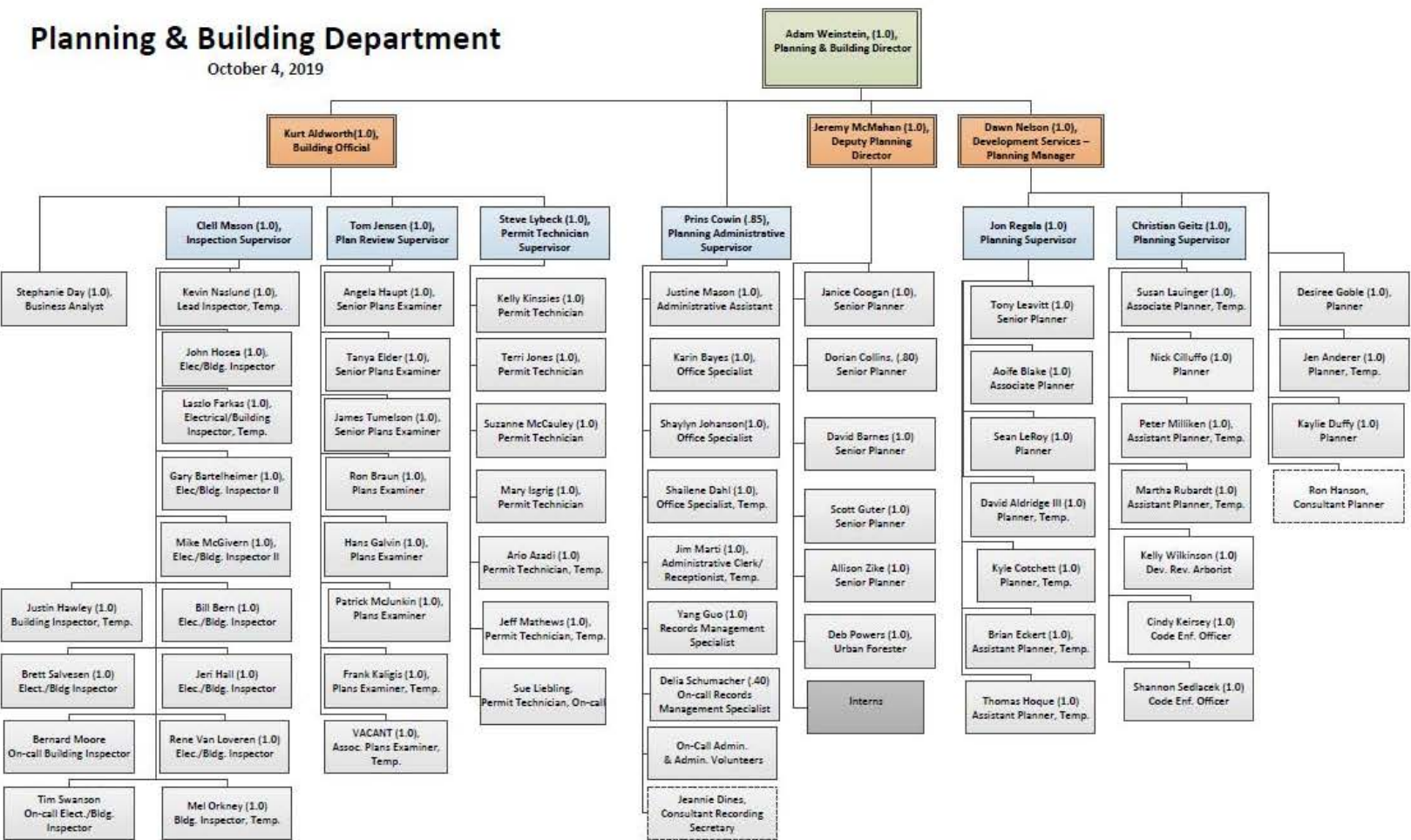
Our Mission:

TO ASSIST THE KIRKLAND COMMUNITY IN PLANNING FOR THE FUTURE AND TO HELP GUIDE GROWTH CONSISTENT WITH THE COMMUNITY VISION.

We Are A Team Dedicated To:

- RESPECTING AND SERVING THE BROAD VARIETY OF COMMUNITY INTERESTS
- IMPROVING THE QUALITY OF THE BUILT ENVIRONMENT
- PROTECTING SENSITIVE NATURAL AREAS
- PROMOTING DIVERSE OPTIONS IN HOUSING
- PROVIDING QUICK AND ACCURATE SERVICE
- PROMOTING OUTCOMES THAT INVOLVE AND RESPECT THE INTERESTS OF ALL STAKEHOLDERS
- FINDING PRACTICAL, COMMON SENSE SOLUTIONS
- FOSTERING A VIBRANT ECONOMY

II. E Planning & Building Department Organizational Chart



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II. F Planning & Building Department Overview

MISSION

The **Planning and Building Department** is responsible for the preparation, administration, and enforcement of the City's growth management policies, regulations, and programs, and for safeguarding the lives, property and environment of our community. The department prepares growth plans and development regulations and assures regulatory compliance by reviewing and inspecting proposed development projects and undertaking code enforcement. The department coordinates permit processing with Public Works and Fire, ensuring compliance with zoning and building code regulations. Public outreach is conducted and assistance is provided in response to public inquiries. Activities are coordinated with state, regional, and other local governments.

DEPARTMENT FUNCTIONS

The **Administration Division** coordinates the department budget, personnel, training, and general administrative activities.

The **Current Planning Division** performs all regulatory functions required to implement the Comprehensive Plan, Zoning Code, Subdivision Ordinance, State Environmental Policy Act (SEPA), and Shoreline Master Program. While coordinating with the other Development Services departments, the division processes land use development applications, reviews building permits for land use code compliance, provides information about development regulations, and enforces development codes. Staff support is provided to the Hearing Examiner, Design Review Board, Houghton Community Council, and City Council in their roles of reviewing and approving development applications.

The **Long Range Planning Division** prepares the City's Comprehensive Plan, Zoning Code, Subdivision Ordinance, Shoreline Master Program, local SEPA ordinance, and other growth management plans and zoning and development regulations. Amendments to these documents are prepared annually in accordance with the Planning Work Program adopted by the City Council. Staff support is provided to the City Council, Planning Commission, Houghton Community Council, and a variety of citizen committees. The division coordinates with other agencies on regional and state-wide planning issues, monitors legislative activity, maintains development monitoring systems, and undertakes special projects as directed by the City Council or City Manager.

The **Building Division** provides the general public with the minimum standards for the safety and quality of construction of new and remodeled structures, and the installation of electrical, plumbing and mechanical systems. Building receives, routes, and coordinates all building and related permit applications. Building staff works closely with architects, contractors, owners, and developers, as well as working with other departments and agencies to ensure compliance with all City requirements and issuing the permits in a timely manner. This includes plan review, field inspection, accurate record keeping, archiving, public disclosure requests and code enforcement. The Division also improves the quality of the City's adopted construction codes by participating in the code development process at the local, state and national levels.

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II. F Planning & Building Department Overview (Continued)

BUDGET HIGHLIGHTS AND RELATIONSHIP TO COUNCIL GOALS

Housing

- Continue support of affordable housing projects in the City

Environment

- Fund contract Arborist services for permit review, \$120,000 one-time
- Fund Scope 5 Dashboard software to track and measure City and community greenhouse gas emissions as part of City's participation in the King County-Cities Climate Collaboration (K4C), \$10,000 one-time

Economic Development

- Fund consultant services to improve Totem Lake Business District Enhancement Plan, \$40,000 one-time
- Add resources to Development Services to address workload and maintain/enhance customer service expectations (these activities are all funded from development revenues or related reserves):
 - Add 1.0 FTE temporary Assistant Planner position, \$101,870 one-time
 - Continue a temporary 1.0 FTE Associate Planner position, \$127,748 one-time
 - Continue a temporary 1.0 FTE Planner position, \$115,665 one-time
 - Continue a temporary 1.0 FTE Plans Examiner II positions, \$254,039 one-time
 - Continue a temporary 1.0 FTE Electrical Building Inspector, \$250,783 one-time
 - Increase overtime and hourly (on-call) wages for Building Inspectors and Permit Technicians, \$217,899 one-time
 - Convert an ongoing 1.0 FTE Inspector position to a temporary Lead Inspector position, \$20,707 one-time
 - Convert a temporary .50 FTE Office Specialist to ongoing, \$94,080 (\$1,519 one-time, \$92,561 ongoing)
 - Fund Land Use Consulting Contingency, \$15,000 one-time
 - Add on-call support to process building public records requests, \$31,700 one-time
 - Increase hourly wages for ongoing scanning work, \$79,250 one-time

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II. G PROPOSED 2017 - 2019 PLANNING WORK PROGRAM:

LONG RANGETASKS (March 2019)

The Kirkland City Council, the Kirkland Planning Commission and the Houghton Community Council hold meetings each year to review and establish the work program. The City Council, by resolution, agrees to generally use Planning Work Program in scheduling work tasks, meetings, and hearings.

[Planning Work Program](#) (last updated April 2019)

2019 - 2021 Planning Work Program Schedule (updated March 22, 2019)

Attachment B

TASK	PROJECT MANAGER	2019				2020				2021				
		1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	
IN-PROGRESS PROJECTS														
1	Update Tree Regulations	Powers												
2	Update Tree Enforcement Regulations	Powers												
3	FAR/Lot Coverage	Ruggeri/Zike												
4	Misc. Code Amendments	Ruggeri/TBD												
5	Sign Code Update	Weinstein/TBD												
6	Housing Strategy: Missing Middle Housing	LeRoy/Weinstein												
7	Housing Strategy: ADUs	Collins/Zike												
8	Shoreline Master Program Update	Lieberman-Brill/Geitz												
9	KCD Stormwater Modeling	Powers												
10	Sustainability Master Plan	Barnes												
11	Totem Lake Design Guidelines	Collins												
12	RHBD, NRH, RH Plan Design Guidelines	Coogan												
13	RHBD Zoning Code Amendments	Coogan/Ruggeri												
14	Geo Hazards Regulations - Adjustments	Barnes/McMahan												
NOT-YET INITIATED PROJECTS														
1	Kingsgate P&R	Collins												
2	Corrections to Critical Areas Regulations	Zike												
3	Downtown Urban Growth Center	TBD												
NEW PROJECTS														
1	ADU Project	Collins/Zike												
2	Market, Market Corridor, Norkirk, Highlands Neighborhood Plans	Coogan/Intern												
3	Update Moss Bay Neighborhood Plan	Barnes/LeRoy												
4	Streamline Regulations for Public Projects	Weinstein/TBD												
5	Bridle Trails Shopping Center	Coogan/LeRoy/Consultant												
6	Station Area Plan	Barnes/Coogan/Consultant												
7	Amend CKC Design Guidelines	LeRoy												
8	Holmes Point Overlay	Powers												
9	Urban Forest Work Plan Update	Powers												
10	PUD Valuation Tool	Barnes												
11	Citizen Amendment Requests (CARs)	Ruggeri/TBD												
12	Evaluation of CAR Process	TBD												
13	Capital Facilities Plan Annual Update	TBD												
Legend:														
	In-progress Projects													
	Not-yet-initiated													
Projects														
	New Projects													