



**CITY OF KIRKLAND**  
**PLANNING AND BUILDING DEPARTMENT**  
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## **MEMORANDUM**

**Date:** July 1, 2020  
**To:** Planning Commission  
**From:** Jeremy McMahan, Deputy Planning and Building Director  
Adam Weinstein, AICP, Planning and Building Director  
**Subject:** 2020-2022 Planning Work Program, File No. PLN20-00008

### **Recommendation**

Review and discuss the draft 2020-2022 Planning Work Program and make a recommendation to the City Council for adoption.

### **Background**

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.

A draft work program was sent to Commissioners in March for initial comments and direction. Common themes expressed in feedback from Commissioners included ongoing consideration of initiatives that prioritize creation of affordable housing, enhance walkability, consider school capacity, and that address the environment. Commissioner Rutherford expressed an interest in addressing parking policies as they relate to some of those themes.

Staff has revised the draft PWP to reflect input and in response to changed conditions since March. An important consideration relates to the City's projected budget constraints in relation to the economic downturn related to the Covid-19 pandemic. The City is beginning the 2021-2022 biennial budget and there is a general prohibition on service packages for new outside consulting services (unless offset elsewhere in the budget), so tasks will need to be completed with staff resources (which themselves may be reduced). In terms of previously funded projects, consultant funding for development of the PUD valuation tool (Task #15) has been withdrawn to help with the 2020 budget shortfall, but funding for the Station Area Plan (Task #8) is intact, including a supporting State grant. The greatest funding need will be for consulting resources to support the State-mandated 2043 Comprehensive Plan (Task #34), including the need for an Environmental Impact Analysis. Staff will pursue various opportunities to support this work, but the project scope may be impacted.

Another ongoing constraint will be pandemic-related limitations on traditional in-person public meetings for the foreseeable future. Even when the Governor's order allows government facilities to reopen and large groups can meet, the pandemic will likely have an ongoing impact on the community's desire to attend crowded open houses and public meetings. Staff views virtual meeting platforms as an ongoing reality, including a future hybrid of in-person meeting where the community has the opportunity to participate virtually. This is an opportunity to improve access to communities and individuals who might have difficulty spending an evening at City Hall to participate in a project.

### **Prior Planning Work Program**

The previous adopted 2019-2021 Work Program is included as Attachment 2. As an indicator of progress on the Work Program, the following lists summarizes the status of listed Work Program items and supplemental tasks that were added.

#### Completed:

The following list includes projects that were completed by the Planning Commission and City Council in 2019 and early 2020:

- Floor Area Ratio and Lot Coverage Amendments
- Miscellaneous Code Amendments
- Rose Hill Business District Code Amendments
- Kirkland Urban Citizen Amendment Requests (supplemental)
- Threshold Review of 2018 Citizen Amendment Request
- Annual Comprehensive Plan Amendments
- Tree Enforcement Updates
- ADU Regulations
- Missing Middle Housing Regulations
- Shoreline Master Program Update and updates to critical area regulations (still pending final approval by the State)
- Update Tree Enforcement Regulations

#### Underway - Past Scheduled Completion:

The following list indicates projects that have been started and were scheduled to have been completed by this time in the adopted PWP.

- Update Tree Regulations – *1+ year past scheduled completion. Completion date targeted for fall 2020*
- Sign Code Update – *Intern report complete, but code amendments not yet initiated*
- Various Design Guidelines – *Totem Lake amendments combined with Kingsgate Park and Ride project. Rose Hill deferred to Station Area Plan*
- Geohazard Regulations Adjustments – *Not initiated*
- Kingsgate Park and Ride – *Completion likely in fall 2020*
- Downtown Urban Growth Center - *King County designation complete. PSRC designation will be significantly delayed*
- Market/Norkirk/Highlands – *Adoption likely in fall 2020*
- Holmes Point Overlay (HPO) Update – *Delayed until after Tree Code Update completed*

Project delays are often unavoidable. They occur for a variety of reasons, including the need to be responsive to significant community concern or opposition (Tree Code and Shoreline Master program ), extensive City Council review following a Planning Commission recommendation (Tree Code and Shoreline Master Program), staff unable to start new projects due to delays in current projects (tree enforcement and HPO), delays by project partners (Kingsgate P&R and Downtown Urban Growth Center), and staff turnover due to retirements (three recent). Other delays are a function of optimistic timelines in earlier PWPs (e.g., it may sometimes take more than one year to adopt a package of updated neighborhood plans).

Staff continues to advocate for an aggressive work program because the work is important to the community. However, the Planning Commission and City Council should continue to take into account the difficulty of assigning precise timelines to long-range planning projects with significant community input. Actual prioritization tends to be an indication of the sequence of tasks rather than a commitment to complete those tasks by a specified date.

### **Ongoing Planning and Building Department Administrative Work**

In addition to Work Program tasks and overseeing permits for land use actions and development activities Planning division staff manage a number of ongoing, important, and behind-the-scenes tasks including:

- Code Publishing - Coordinate upkeep of electronic and paper versions of Kirkland Zoning Code and Comprehensive Plan
- Technology Initiatives – Design new tools for the community to remain apprised of development applications and long-range planning projects
- Urban Forest Strategic Management Plan 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
- Regional Housing Collaboration - Work with ARCH and member cities on affordable housing solutions
- Covid-19 pandemic related tasks of managing online permits, changing counter operations, business support (Kirkland Outside the Walls), etc.
- Outreach to constituents on miscellaneous planning issues that affect them

### **The 2020-2022 Planning Work Program**

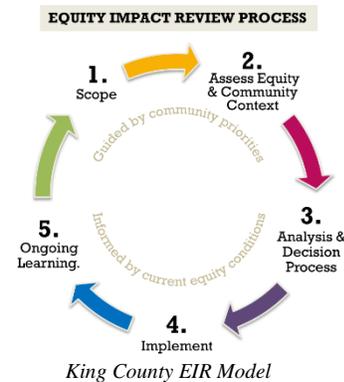
The draft Work Program is included as Attachment 1. Staff has changed the formatting this year to combine the Work Program into a single document rather than multiple tables. The format mimics the format of the Transportation Commission's Work Program. This consistency should make it easier for City Council to review.

Staff assigned ratings in the "Priority" column, but welcomes Commission discussion about different ways to prioritize projects. Staff used the following principles in developing the recommended PWP and suggests Planning Commission deliberation around these principles as they formulate a recommendation:

- Is the project funded and underway?
- Does the project further the City Council’s adopted goals (detailed in Attachment 3)?
  - Neighborhoods
  - Public Safety
  - Human Services
  - Balanced Transportation
  - Parks, Open Spaces and Recreational Services
  - Housing
  - Financial Stability
  - Environment
  - Economic Development
  - Dependable Infrastructure

Specific to the Council Human Services goal of a welcoming and inclusive community, staff would encourage discussion around the PWP priorities, public involvement, and projects as they relate to equity and inclusion. An equity assessment typically considers how projects relate to equity and inclusion along the following markers of difference:

- Race or ethnicity
- Gender and gender identity
- Disability
- Age
- Sexual orientation
- Religion, faith or belief
- Socio-economic factors



An assessment considers whether any groups might be negatively impacted by a project, whether there are issues of access for some groups, and how a project might positively impact equity and inclusion. The Station Area Plan (Task #8) represents the City’s most deliberate effort to incorporate equity and inclusion into a project, and will continue to use King County’s Equity Impact Review Model to inform the public outreach and assess project alternatives. As with many of the PWP projects, the Station Area Plan will consider many opportunities such as the creation of significant new affordable housing with access to convenient transit, options to reduce parking standards for residents who don’t own cars, creation of significant public open space opportunities for community gathering, opportunities for new schools, and environmental lifts that benefit the community. Projects suggested by Commissioners on parking policy, affordable housing, and school capacity have clear relationships to equity and inclusion in the community and should be discussed for inclusion in the PWP and prioritized.

Key Projects:

This Work Program is framed at the beginning and end by two very large and important projects.

- Station Area Plan (already underway) – this project will require significant attention from the Planning Commission, Transportation Commission, and City Council for the next two years.
- 2043 Comprehensive Plan – by the end of 2023, the City will need to complete work on the State-mandated 8-year Comprehensive Plan update. Scoping and budgeting will start in

2020 to determine the scope of this project. The City could undertake a minor update to comply with any new State mandates or could undertake a major update of the entire Plan, including review of neighborhood plans and full updates of the general elements. For context, the City completed a major update for the 2015 adoption that consumed most of the Department's long range planning capacity. For that reason, the draft Work Program does not include significant new initiatives starting in 2022, in order to reserve capacity for the update.

The Bridle Trails Shopping Center Zoning (Task #19) has been assigned a start date in the draft PWP. The adopted neighborhood plan policies indicate that this project will be initiated by the property owners and require planning for the entire commercial area. The owners of Tech City Bowl site have retained consultants to assist in the effort and intend to submit a Citizen Amendment Request this year to initiate the project (see Attachment 4).

#### Additional Projects:

Based on previous comments from the Planning Commission, upcoming implementation strategies, and City Council direction, the following additional tasks should be discussed and prioritized:

- Discussed with Missing Middle and Market/Norkirk/Highlands
  - Review of various parking standards
- Discussed with Market/Norkirk/Highlands Plan:
  - Consider prohibiting development of new retail storage establishments (primarily in the Norkirk neighborhood, but could be considered Citywide)
  - Review LIT zoning and ways to make 7<sup>th</sup> Avenue more pedestrian/bike friendly in Norkirk (review with Station Area Plan)
  - Further review of Floor Area Ratio regulations (not recommended at this time)
- Result of Puget Sound Regional Council review of Urban Center application
  - Environmental review, market analysis, and subarea plan for Greater Downtown Urban Center (potentially in conjunction with update to Moss Bay/Everest neighborhood plans)
- Parking policy
- Any ideas for affordable housing initiatives not on the list
- School capacity

#### **Attachments**

1. 2020-2022 Draft Work Program
2. 2019-2021 Adopted Work Program
3. City Council Goals
4. Bridle Trails Shopping Center Letter



PROPOSED 2020-2022 PLANNING WORK PROGRAM

JULY 1, 2020

PRIORITY: 1 = High and 5 = Low

Significant Staff Implementation

START	TASK	TOPIC	PC Review?	Underway?	DRAFT PRIORITY	SIZE	Affordability	DESCRIPTION	PM	2020				2021				2022			
										1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
2018-2019	1	Tree Code Amendments	Y	Y	1	XL		Comprehensive update of Chapter 95 of the Kirkland Zoning Code	Powers												
	2	Shoreline Master Program Update	Y	Y	1	XL		State mandated periodic update, includes consistency updates to critical area regulations	Geitz												
	3	Rooftop Amenities	Y	Y	4	M		Modify height regulations to facilitate development of common space on multifamily and commercial roofs	Zike												
	4	Sustainability Master Plan	N	Y	1	L		Coordinate various plans with sustainability elements and ensure that sustainability is consistently integrated into all City activities	Barnes												
	5	Kingsgate Park & Ride	Y	Y	1	L	Y	Develop zoning regulations and design guidelines to facilitate Sound Transit garage and TOD development of the site	Coogan												
	6	Greater Downtown Urban Center	Y	Y	3	L		Pursue King County and PSRC designation of a Greater Downtown Center	Weinstein												
	7	Market/Norkirk/Highlands Neighborhood Plan	Y	Y	2	L		Update three plans for neighborhoods generally north of Downtown	Coogan												
	8	Station Area Plan	Y	Y	1	XL	Y	Comprehensive planning effort for area surrounding the bus rapid transit station at I-405/NE 85 <sup>th</sup> Street	Zike												
2020	9	Design Guideline Updates – Totem Lake	Y	Y	1	S		Minor updates to design guidelines to improve streetscapes and integrate TOD development of the Kingsgate P&R	Coogan												
	10	KMC Subdivision Updates	Y	Y	4	S		Clean up KMC subdivision regulations to simplify administration and reflect changes to State law	Cilluffo												
	11	ADU Implementation Initiatives	Y	Y	3	S	Y	Implement a series of non-regulatory initiatives encourage development of ADUs following adoption on new rules	Guter												
	12	Streamline Public Project Regulations	Y	Y	1	S		Updates to the KZC to streamline permitting of public infrastructure projects needed to support growth	Cilluffo												
	13	Urban Forest 6 Year Workplan Update	N	Y	3	M		Review success over past 6 years of implementing the Strategic Plan and identify work plan for next 6 years	Powers												
	14	Kirkland Outside the Walls	N	Y	1	S		Streamline pandemic business response plan to allow expanded outdoor seating and business operations	Guter												
	15	PUD Valuation Tool	Y	N	5	M		Ascertain the value of a PUD's proposed public benefits against the value of deviations from code requirements to a developer	Barnes												
	16	2018 Citizen Amendment Requests - Study	Y	Y	3	M		Consider Comprehensive Plan, Zoning Map, and KZC amendments related to two CAR requests approved for study	Guter												
	17	2043 Comprehensive Plan Update - Scope & Budget	M	N	2	S		Develop preliminary scope of major Comp Plan update to enable biennial budget request for project	McMahan												
	18	Annual Comprehensive Plan Amendments	Y	N	1	S		Adopt mandatory updates to Capital Facility Plan and miscellaneous updates and rezones for park acquisitions	Coogan												
	19	Bridle Trails Shopping Center Zoning	Y	N	2	L	Y	Property owner initiated plan to develop design guidelines and master plan encompassing all properties within the neighborhood center	Guter												
20	Moss Bay & Everest Neighborhood Plan Update	Y	N	2	XL		Update Moss Bay and Everest neighborhood plans, including any follow up work related to Greater Downtown as an Urban Growth Center	Barnes													
21	Sign Code Update	Y	N	3	L		Update KZC to clarify rules, enhance aesthetics, reduce visual clutter, and integrate recently-completed work on A-frame signs	Cilluffo													
22	Geo Hazard Regulations Updates	Y	N	2	S		Revise geo hazard regulations in response to experience in implementation of the regulations	Barnes													
23	Wireless Service Regulations Updates	Y	N	3	S		Update KZC regulations in response to federal mandates	tbd													
2021	24	Evaluation of CAR Process	Y	N	4	M		Evaluate the CAR process to improve with neighborhood planning process, while allowing desirable CARs to be more nimbly processed	tbd												
	25	Evaluation of outreach and inclusion strategies	Y	N	1	M		Evaluate methods to improve public processes to be more inclusive and transparent. Coordinate Citywide	tbd												
	26	Holmes Point Overlay Updates	M	N	3	M		Reinstate consideration of HPO amendments following adoption of geo hazard and tree regulations	tbd												
	27	2020 Citizen Amendment Request - Threshold	Y	N	4	S		Review CAR applications submitted by 2020 deadline and identify which applications should proceed to further study	tbd												
	28	2043 Comprehensive Plan Update - Prep	Y	N	1	M		Develop detailed work plan and community engagement plan. Retain consulting team for EIS and other tasks as needed	Coogan												
	29	Miscellaneous Code Amendments	Y	N	3	S		Update KZC on various priority topics to reflect current practice, clarify sections of the Code, and promote good planning principles	tbd												
	30	Cross Kirkland Corridor Design Regulations	Y	N	4	S		Review KZC regulations for development adjoining the corridor to ensure optimal design outcomes for public/private interface	tbd												
	31	Kingsgate & Juanita Neighborhood Plan Update	Y	N	2	L		Update Juanita and Kingsgate neighborhood plans	tbd												
	32	Design Guideline Updates – Rose Hill	Y	N	2	S		Minor updates to design guidelines to implement the Rose Hill Neighborhood Plan	Coogan												
	33	Annual Comprehensive Plan Amendments	Y	N	1	S		Adopt mandatory updates to Capital Facility Plan and miscellaneous updates and rezones for park acquisitions	tbd												
2022	34	2043 Comprehensive Plan Update	Y	N	1	XL	Y	Begin community engagement and environmental work	tbd												
	35	Miscellaneous Code Amendments	Y	N	3	S		Update KZC on various priority topics to reflect current practice, clarify sections of the Code, and promote good planning principles	tbd												
	36	2020 Citizen Amendment Request - Study	Y	N	4	M		Consider Comprehensive Plan, Zoning Map, and KZC amendments related to any CAR requests approved for study	tbd												
	37	Annual Comprehensive Plan Amendments	Y	N	1	S		Adopt mandatory updates to Capital Facility Plan and miscellaneous updates and rezones for park acquisitions	tbd												

**Wishlist items:**  
 \*Parking policy  
 \*Housing affordability  
 \*Limit/prohibit storage uses  
 \*School Capacity



RESOLUTION R-5368

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND  
ADOPTING THE 2019-2021 PLANNING WORK PROGRAM.

1 WHEREAS, the Kirkland City Council and the Kirkland Planning  
2 Commission met at a joint meeting on March 5, 2019 to discuss the  
3 proposed 2019-2021 Planning Work Program (Work Program); and  
4

5 WHEREAS, the Houghton Community Council reviewed the Work  
6 Program at its meeting on February 25, 2019; and  
7

8 WHEREAS, the Planning Commission was consulted about the  
9 Work Program and provided its expertise, review and recommendation.  
10

11 NOW, THEREFORE, be it resolved by the City Council of the City  
12 of Kirkland as follows:  
13

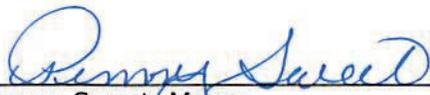
14 Section 1. The Work Program shall be established as shown in  
15 Attachments A and B of this Resolution.  
16

17 Section 2. The Work Program shall be generally used by the City  
18 staff and Planning Commission in scheduling work tasks, meetings, and  
19 hearings.  
20

21 Section 3. A copy of this Resolution and Work Program shall be  
22 distributed to the Planning Commission, Parks Board, Transportation  
23 Commission, Design Review Board, Neighborhood Associations,  
24 Chamber of Commerce, and Houghton Community Council.  
25

26 Passed by majority vote of the Kirkland City Council in open  
27 meeting this 2nd day of April, 2019.  
28

29 Signed in authentication thereof this 2nd day of April, 2019.

  
Penny Sweet, Mayor

Attest:

  
Kathi Anderson, City Clerk

Table 1: In-progress Projects

Name/Description	Date Initiated	Estimated Duration	Notes
<u>Update Tree Regulations</u> . This task entails a comprehensive update of Chapter 95 of the Kirkland Zoning Code.	May 2018	1 year	This will require fairly intensive implementation (e.g., staff/community education, revised handouts) now shown explicitly on schedule.
<u>Update Kirkland Municipal Code Related to Enforcement of Tree Regulations</u> . Update tree-related code enforcement fine provisions of the Kirkland Municipal Code 1.12.100. This task will re-commence upon adoption of Kirkland Zoning Code Chapter 95 amendments.	July 2019	3 months	Follows adoption of KZC 95 tree code amendments. PC/HCC review not needed.
<u>Consider Revising Floor Area Ratio (FAR) and Lot Coverage Regulations</u> . This task will involve a review of best practices across the region in establishing FAR and lot coverage standards and calculating achievement of these standards. Other regulatory tools for achieving high-quality urban design may also be evaluated as part of this task.	February 2018	1 year	
<u>Miscellaneous Code Amendments</u> . This category includes amendments to the Zoning Code to reflect current practice, clarify sections of the Code, and promote good planning principles.	March 2018	Ongoing	Note that some zoning code amendments listed independently in these tables, such as the FAR/Lot Coverage project, derived from the initial list of misc. amendments.
<u>Sign Code Update</u> . The Sign Code would be updated to clarify rules, enhance aesthetics, reduce visual clutter, and integrate recently-completed work on A-frame signs.	July 2018	1.5 years	
<u>Housing Strategy Tasks: Missing Middle Housing</u> . This project involves amending the City's duplex, triplex, and cottage regulations to encourage an expansion of the supply of these housing types.	July 2018	1 year	This project is also a follow-up to the updated neighborhood plans, which contain policies promoting more compact housing. Implementation of code amendments not explicitly shown in schedule.

Name/Description	Date Initiated	Estimated Duration	Notes
<u>Housing Strategy Tasks: ADUs.</u> This project involves amending the City's ADU regulations, and would be paired with "ADU Project," below.	July 2018	1 year	This project is a follow-up to Planning and Building's Innovation Intern research last summer into best ADU practices. It's also a follow-up to the updated neighborhood plans, which call for more ADUs. Implementation of code amendments not explicitly shown in schedule.
<u>Shoreline Master Program Periodic Update.</u> The Shoreline Master Program, which manages shoreline resources and development in Kirkland, will be updated to comply with State rules and be consistent with best practices for shoreline protection. The update would incorporate the recently-adopted Zoning Code Chapter 90 (Critical Areas Regulations) to ensure consistency between the Shoreline Master Program and Zoning Code.	August 2018	1 year	
<u>King Conservation District Stormwater Modeling Project.</u> Kirkland was selected as a pilot city for a regional study assessing how trees mitigate stormwater runoff, involving coordination with Planning and Public Works staff.	May 2018	10 months	The completed Tree Canopy Assessment was completed with data from this project.
<u>Sustainability Master Plan.</u> Environmental and sustainability concepts are found in numerous City policy documents, including the Comprehensive Plan, Natural Resource Management Plan, and Climate Action Plan. This task would involve preparation of a Sustainability Master Plan to better coordinate the various plans with sustainability elements and ensure that sustainability and environmental protection are consistently integrated into all City activities.	December 2018	1+ year	Scope of work will be influenced by discussion at Council Retreat on March 1.
<u>Totem Lake Design Guidelines.</u> This task involves updating the design guidelines to ensure a high urban design standard within the Totem Lake area.	December 2018	6 months	Respond to City Council comments from February. Additional revisions will be needed. Per Council request take

Name/Description	Date Initiated	Estimated Duration	Notes
			to Design Review Board for review and comment.
<u>Rose Hill Business District, North Rose Hill, Residential Design Guidelines.</u> Minor amendments to implement new Rose Hill Neighborhood Plan.	December 2018	6 months	Respond to City Council comments from February. Additional revisions will be needed. Per Council request take to Design Review Board for review and comment.
<u>Rose Hill Business District Zoning Code amendments.</u> Amendments to implement new Rose Hill Neighborhood Plan.	December 2018	5 months	City Council adoption in April.
<u>Critical Areas: Geologically Hazard Areas Regulations -- Adjustments.</u> Revisions to the regulations in response to "real world" implementation of the regulations.	June 2019	4 months	

Table 2: Not-yet-initiated Projects

Name/Description	Estimated Start Date	Estimated Duration	Notes
<u>Kingsgate Park and Ride</u> . This task involves the development of Zoning Code regulations to implement Comprehensive Plan policy direction in support of transit-oriented development at the Kingsgate Park and Ride. Regulations will be designed to incorporate the conclusions of the Sound Transit-funded feasibility study, in-progress as of January 2019.	February 2019	6 months	Estimated completion date: July 2019.
<u>Corrections to Regulations for Critical Areas: Wetlands, Streams, Minor Lakes, Fish and Wildlife Habitat Conservation Areas and Frequently Flooded Areas</u> . This task involves making corrections to the Critical Areas Regulations based on observations made and public input received during implementation of the latest revised Critical Areas Regulations.	January 2020	6 months	
<u>Downtown Urban Growth Center Designation</u> . This Work Program task would entail exploration of Downtown as an Urban Growth Center, requiring analysis of geographical features, infrastructure, amenities, jobs/housing mix, and walkability. If an Urban Growth Center designation is pursued, text in the Comprehensive Plan would require revision.	July 2019	6 months	

Table 3: New Projects

Name/Description	Estimated Start Date	Estimated Duration	Notes
<u>ADU Project</u> . This project, which is intended to encourage the development of ADUs, would involve three discrete tasks: 1) hiring architects through an RFP process to create three pre-approved design and construction ADU plans, which could then be given out or sold inexpensively to the public; 2) establishing a program to waive up to \$5,000 of permit fees for the first 10 applicants to use the pre-approved plan prototypes; and 3) developing new educational resources that would help people navigate the ADU design, permitting, development, and rental processes. \$100,000 was allocated for this project in the adopted 2019-20 City budget.	February 2019	1 year	
<u>Update Neighborhood Plans for Market, Market Street Corridor, Norkirk, and Highlands</u> . This project entails updating three plans for neighborhoods generally north of Downtown and potential code amendments/rezones (if necessary).	January 2019	1+ year	Staff's initial thoughts are that the four plans would be updated using one unified process, but the outcome would be four independent neighborhood plans (i.e., they would not be combined).
<u>Update Neighborhood Plan for Moss Bay</u> . This project would involve an update of the Moss Bay Neighborhood Plan, and would be paired with designation of Downtown as an Urban Growth Center (see above).	October 2019	1-2 years	
<u>Streamline Regulations for Public Projects</u> . With the City's recent adoption of the largest Capital Improvement Program in history, it will be essential to make planning and permitting processes for public projects as streamlined as possible. This project would focus on revising permitting processes and identifying possible candidate project types for permitting supervision by Public Works, while ensuring that environmental/neighborhood factors are considered.	April 2019	1 year	
<u>Bridle Trails Shopping Center Plan</u> . This project would involve the preparation of a developer-initiated plan to allow mixed use development up to five stories on the shopping center site and would include	July 2019	1-2 years	The plan would address grocery store and signage requirements, open space, and additional performance criteria.

Name/Description	Estimated Start Date	Estimated Duration	Notes
development standards, design guidelines, and a design program encompassing all properties within the neighborhood center.			
<u>Station Area Plan</u> . An offshoot of the updated Rose Hill Neighborhood Plan, this project would involve a comprehensive planning effort for the area surrounding the proposed bus rapid transit station at I-405/NE 85 <sup>th</sup> Street.	October 2019	2 years	The plan would encompass architectural/design, transportation, economic, and land use considerations. It was placed on the City Council's Work Program.
<u>Amend Cross Kirkland Corridor Design Guidelines</u> . KZC 115.24 (CKC/Eastside Rail Corridor – Supplemental Development Standards for Adjoining Properties) would be amended to ensure optimal design outcomes for development along the CKC. Lessons learned since adoption of the standards would be considered.	January 2021	8 months	
<u>Holmes Point Overlay</u> . The Holmes Point Overlay code amendments would be reinitiated after completion of the city-wide tree code (KZC 95) and related code enforcement (KMC 1.12.100) updates.	October 2019	6 months	Duration does not include previous work on HPO amendments. This project would start after the tree code amendments/related code enforcement regulations are adopted. Substantial implementation required, not reflected in schedule.
<u>Urban Forest 6-Year Work Plan Update</u> . As an adaptive management plan, efforts towards Plan implementation should be reviewed every 6 years to monitor/report progress and establish new priorities to remain effective and relevant through 2037.	April 2020	1-2 years	A 2019 update was identified in the Urban Forestry Strategic Management Plan (p. 56-58). Involves multiple departments.
<u>PUD Valuation Tool</u> . This project is a follow-up to the PUD code amendments that staff and the Planning Commission worked on earlier in 2018. It would involve partnering with an economic consulting firm or academic organization to develop a tool to ascertain the value of a PUD's proposed public benefits against the value of deviations from code	January 2020	9 months	

Name/Description	Estimated Start Date	Estimated Duration	Notes
requirements to a developer. \$40,000 was allocated for this project in the adopted 2019-20 City budget.			
<u>Citizen Amendment Request.</u> Citizen Amendment Requests (CARs) may be submitted to amend any aspect of the Comprehensive Plan such as the land use map, the general elements, or a neighborhood plan. A citizen-initiated proposal may also request an amendment to the Zoning Map and the Zoning Code that is associated with the Comprehensive Plan amendment. CARs involve a two-phase process: 1) a threshold determination made by Planning Commission (and Houghton Community Council, if applicable) to determine if the amendment should move forward for further evaluation; and 2) the second phase, during which the proposal is evaluated further and considered for adoption.	January 2019	1 year	Three CARs were submitted in 2018.
<u>Evaluation of CAR Process.</u> This project would involve evaluating the existing CAR process to improve the interface of CARs with the neighborhood planning process, while allowing desirable CARs to be more nimbly processed.	January 2020	6 months	
<u>Capital Facilities Plan Annual Update.</u> Mandated by the Growth Management Act, the City's multi-year Capital Facilities Plan must be reconciled annually with the 6-year Capital Improvement Program and Biennial Budget.	August 2019	4 months	

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

TASK	PROJECT MANAGER	2019				2020				2021			
		1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th
<b>IN-PROGRESS PROJECTS</b>													
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			█	█							
<b>NOT-YET INITIATED PROJECTS</b>													
1	Kingsgate P&R	Collins		█	█								
2	Corrections to Critical Areas Regulations	Zike					█	█					
3	Downtown Urban Growth Center	TBD			█	█							
<b>NEW PROJECTS</b>													
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			█	█				█	█	█	█
<b>Legend:</b>													
	<i>In-progress Projects</i>		█	█									
<i>Projects</i>	<i>Not-yet-initiated</i>		█	█									
	<i>New Projects</i>		█	█									





# CITY COUNCIL GOALS

*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.*

The purpose of the City Council Goals is to articulate key policy and service priorities for Kirkland. Council goals guide the allocation of resources through the budget and capital improvement program to assure that organizational work plans and projects are developed that incrementally move the community towards the stated goals. Council goals are long term in nature. The City's ability to make progress towards their achievement is based on the availability of resources at any given time. Implicit in the allocation of resources is the need to balance levels of taxation and community impacts with service demands and the achievement of goals.

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

- **Regional Partnerships** – Kirkland encourages and participates in regional approaches to service delivery to the extent that a regional model produces efficiencies and cost savings, improves customer service and furthers Kirkland's interests beyond our boundaries.
- **Efficiency** – Kirkland is committed to providing public services in the most efficient manner possible and maximizing the public's return on their investment. We believe that a culture of continuous improvement is fundamental to our responsibility as good stewards of public funds.
- **Accountability** – The City of Kirkland is accountable to the community for the achievement of goals. To that end, meaningful performance measures will be developed for each goal area to track our progress toward the stated goals. Performance measures will be both quantitative and qualitative with a focus on outcomes. The City will continue to conduct a statistically valid citizen survey every two years to gather qualitative data about the citizen's level of satisfaction. An annual Performance Measure Report will be prepared for the public to report on our progress.
- **Civic Engagement and Community** – The City of Kirkland is one community composed of multiple neighborhoods. Achievement of Council goals will be informed by civic engagement and will be respectful of neighborhood identity while supporting the needs and values of the community as a whole.

The City Council Goals are dynamic. They should be reviewed on an annual basis and updated or amended as needed to reflect citizen input as well as changes in the external environment and community demographics.

## NEIGHBORHOODS

*The citizens of Kirkland experience a high quality of life in their neighborhoods.*

**Council Goal:** Achieve active neighborhood participation and a high degree of satisfaction with neighborhood character, services and infrastructure.

## PUBLIC SAFETY

*Ensure that all those who live, work and play in Kirkland are safe.*

**Council Goal:** Provide for public safety through a community-based approach that focuses on prevention of problems and a timely response.

## HUMAN SERVICES

*Kirkland is a diverse and inclusive community that respects and welcomes everyone and is concerned for the welfare of all.*

**Council Goal:** To support a regional coordinated system of human services designed to meet the basic needs of our community and remove barriers to opportunity.

## BALANCED TRANSPORTATION

*Kirkland values an integrated multi-modal system of transportation choices.*

**Council Goal:** To reduce reliance on single occupancy vehicles and improve connectivity and multi-modal mobility in Kirkland in ways that maintain and enhance travel times, safety, health and transportation choices.

## PARKS, OPEN SPACES AND RECREATIONAL SERVICES

*Kirkland values an exceptional park, natural areas and recreation system that provides a wide variety of opportunities aimed at promoting the community's health and enjoyment.*

**Council Goal:** To provide and maintain natural areas and recreational facilities and opportunities that enhance the health and well being of the community.

## HOUSING

*The City's housing stock meets the needs of a diverse community by providing a wide range of types, styles, sizes and affordability.*

**Council Goal:** To ensure the construction and preservation of housing stock that meet a diverse range of incomes and needs.

## FINANCIAL STABILITY

*Citizens of Kirkland enjoy high-quality services that meet the community's priorities.*

**Council Goal:** Provide a sustainable level of core services that are funded from predictable revenue.

## ENVIRONMENT

*We are committed to the protection of the natural environment through an integrated natural resource management system.*

**Council Goal:** To protect and enhance our natural environment for current residents and future generations.

## ECONOMIC DEVELOPMENT

*Kirkland has a diverse, business-friendly economy that supports the community's needs.*

**Council Goal:** To attract, retain and grow a diverse and stable economic base that supports city revenues, needed goods and services and jobs for residents.

## DEPENDABLE INFRASTRUCTURE

*Kirkland has a well-maintained and sustainable infrastructure that meets the functional needs of the community.*

**Council Goal:** To maintain levels of service commensurate with growing community requirements at optimum life-cycle costs.



June 23, 2020

Kirkland Planning Commission  
 City of Kirkland  
 123 – 5<sup>th</sup> Avenue  
 Kirkland, WA 98033-6189

Re: Planning Work Program Update  
 Bridle Trails Shopping Center Plan

Dear Commissioners:

We are writing to request your approval to move the Bridle Trails Shopping Center Plan from the “New Projects” to the “In-Progress Projects” category in the City’s 2020-2022 Planning Work Program. Consistent with Resolution No. 5368, we anticipate being able to meet the proposed timeline for this project as set forth in that resolution.

With the City Council’s approval of a Comprehensive Plan Amendment in 2018 to allow increased development capacity in the Bridle Trails Shopping Center, we have assembled our project team. The project team has completed initial planning concepts on the Tech City Bowl site and has met with City Staff to understand the process to move this project forward. Our team is preparing for our Citizen Amendment Request to bring the zoning of the property in alignment with the Comprehensive Plan in accordance with the Growth Management Act. As the Commission may remember, we have been working with the City since 2008 towards the ultimate goal of allowing a right-sized amount of development on the Bridle Trails Shopping Center site. Our application will include a rezone of the Tech City property only, as well as design guidelines, development regulations, and a potential development program for the Bridle Trails Shopping Center as a whole. The application will be prepared following an extensive public outreach process to ensure comprehensive public input into the application. The following is our anticipated schedule for the process:

- Starting June 2020 Robust community outreach program
- December 2020 Citizen Amendment Request Submitted
- April 2021 SEPA determination issued
- May 2021 Planning Commission review/recommendation
- June 2021 City Council review/decision

We understand that the City’s planning docket is busy and staff resources are stretched, in addition to budget concerns that have arisen due to COVID-19. This project was projected in the Comprehensive Plan Amendment and 2019 Planning Work Program to be a private amendment request. We continue to propose to undertake this work as a private amendment request, meaning that the City’s budget, resources, and schedule will be less burdened than if this were to be undertaken as a larger-scale, neighborhood-wide, City-led legislative matter.

We believe this amendment request is a priority for the City to increase market-rate, workforce and affordable housing opportunities in a pedestrian-friendly area well-served by transit. We look forward to the Planning Commission recommending this as an “In-Progress Project” and working with the Commission on our private amendment request in the near future.

Thank you for your consideration,



Don Wells



Tom Wright  
Tech City Bowl  
13033 NE 70<sup>th</sup> Place  
Kirkland, WA 98033

Attachment: Resolution No. 5368