



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

**To:** Houghton Community Council

**From:** Jeremy McMahan, Deputy Planning & Building Director

**Date:** March 18, 2022

**Subject:** Review adopted 2023-2024 Planning Work Program, File No. PLN22-00002

## **RECOMMENDATION**

Review adopted 2022-2024 Planning Work Program (PWP).

## **BACKGROUND**

The 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 tasks that are strictly administrative. Because the previous work program was off-cycle due to COVID delays, the new draft PWP reset the cycle beginning in 2022.

## **PRIOR PLANNING WORK PROGRAM**

The following lists summarizes Work Program tasks (and supplemental added tasks) that were completed in 2020 and 2021:

The following list includes projects that were completed in 2020 and 2021:

- Adoption of Missing Middle Housing and Accessory Dwelling Unit (ADU) regulations
- Shoreline Master Program Update
- Rooftop Amenities
- Sustainability Master Plan
- Kingsgate Park and Ride Zoning
- Market/Norkirk/Highlands Neighborhood Plans
- Design Guidelines Updates – Totem Lake
- Adoption by Council of Affordable Housing Targets
- Public Development Authority Authorization by Council
- Kirkland Municipal Code (KMC) Subdivision Updates
- Streamline Public Projects Regulations
- Urban Forest 6-Year Work Program Adoption
- Kirkland Outside the Walls
- 2018 Community-Initiated Amendment Requests

- 2044 Comprehensive Plan Update – Scope & Budget
- Annual Comprehensive Plan Amendments
- Moss Bay & Everest Neighborhood Plan Updates
- Miscellaneous Code Amendments (multiple rounds)
- Station Area Plan Fiscal Impacts and Community Benefits Studies
- Station Area Plan Preferred Plan Direction
- Station Area Plan Final Supplemental Environmental Impact Statement Issuance

## **PRINCIPLES OF DEVELOPING THE PLANNING WORK PROGRAM**

Staff and the Planning Commission use the following principles in developing a recommended PWP:

### Update Projects:

- Delete completed projects
- Pull forward incomplete tasks and adjust the timeframes

### Add New Items (taking into account the following considerations):

- Is the project already funded and underway?
- Is the project implementing adopted policies?
- Is the overall PWP reasonably realistic within the constraints of the major projects discussed below?
- Does the project further the City Council's adopted goals?
  - Inclusive and Equitable Community
  - Vibrant Neighborhoods
  - Community Safety
  - Supportive Human Services
  - Balanced Transportation
  - Abundant Parks, Open Space & Recreational Services
  - Attainable Housing
  - Financial Stability
  - Sustainable Environment
  - Thriving Economy
  - Dependable Infrastructure
- Is the project funded and underway?

Remove Items: Drop items that do not fit within the priorities of the current PWP

The PWP also considers that project delays are often unavoidable. They occur for a variety of reasons, including the need to be responsive to significant community concern or extensive City Council review following a Planning Commission recommendation (e.g., Tree Code and Shoreline Master Program). Sometimes staff is unable to start a new project due to delays in current projects (e.g., Holmes Point Overlay Update) or due to delays by project partners (e.g., Kingsgate Park & Ride and Downtown Regional Growth Center). Other factors include staff turnover or leaves. Other delays are a function of optimistic timelines in earlier PWPs. 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**

The following list includes projects and programs managed by Planning Division staff that are ongoing and important, but are not always visible to the Planning Commission and City Council or explicitly included in the PWP:

- 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, and crafting regional planning policies
- 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

## **THE 2022-2024 PLANNING WORK PROGRAM**

The adopted PWP is included as Attachment 1. A discussion of the PWP tasks is included below, with key recommendations and considerations from the Planning Commission included.

### Key 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 during much of 2022. The Preferred Plan Direction and Final Supplemental Environmental Impact Statement were completed in 2021. The project team has now moved into drafting the Station Area Plan, Comprehensive Plan amendments, and supporting Zoning Code (form-based code, baseline/incentive zoning). 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 schedule for key milestones for the 2022 work, with reports to the Planning Commission and City Council 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 reflects that time commitment.

Projects Underway - Past Scheduled Completion:

- Update Tree Regulations – *Council adopted on March 15, 2022*
- Greater Downtown Regional Center – *County approved Urban Center designation in 2019, Puget Sound Regional Council (PSRC) Regional Center designation on hold pending completion of Station Area Plan*
- Accessory Dwelling Unit (ADU) and Missing Middle 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 – *Council adopted on March 15, 2022*

Projects 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; legal consultant retained to advise staff on necessary Kirkland Zoning Code and Municipal Code 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 – *moved to 2022 to synch with Major Comp Plan update*

Items deleted from the PWP:

- Evaluation of Community Amendment Request (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 do not meet established criteria*
- Design Guidelines Updates – Rose Hill – *incorporated into Station Area Plan. Residual task can be considered after SAP adoption*

New Projects:

Following is a summary of additional projects included in the 2022-2024 PWP:

- Neighborhood Plans: This task will 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. Initial discussion of this topic is included in the Planning & Building Department's agenda item for the K2044 Comprehensive Plan Update.

- **Parking Policy:** This task will 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 with 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 recommended 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 discussion, 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 recommended 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 recommended inclusion of areas like the Downtown (as called for in the recently adopted Moss Bay Neighborhood Plan) that do not 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, and then undertaking code amendments to reduce or eliminate these barriers. Examples might include height, setbacks, parking, and permitting processes.
  - *The Planning Commission recommended 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 Parks, Recreation and Open Space (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. Note that these regulations are not within the Planning Commission’s purview, but this task would require staff resources from the Planning Division, Public Works, and City Manager’s Office.

- Code Enforcement: Updating and streamlining Code Enforcement regulations, leveraging additional capacity associated with the addition of a new temporary-term, permit-focused Code Enforcement Officer in 2022. Note that these regulations are not within the Planning Commission’s purview, but this task would require staff resources.
- 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 rights-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. The Planning Commission will be involved in regulations that pertain to private property (base stations) but not Kirkland Municipal Code regulation of uses in the right-of-way.
  - *The Planning Commission noted additional privacy concerns related to industry deployment of new robotics technology and suggested that Council consider these broader implications as well*

## Attachments

1. 2022-2024 Adopted Work Program

RESOLUTION R-5523

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ADOPTING THE 2022-2024 PLANNING WORK PROGRAM.

1           WHEREAS, the Kirkland City Council and the Kirkland  
2 Planning Commission Chair and Vice Chair met on March 1, 2022  
3 to discuss the proposed 2022-2024 Planning Work Program (Work  
4 Program); and

5  
6           WHEREAS, the Planning Commission was consulted about  
7 the Work Program and provided its expertise, review and  
8 recommendation.

9  
10          NOW, THEREFORE, be it resolved by the City Council of the  
11 City of Kirkland as follows:

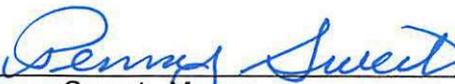
12  
13          Section 1. The Work Program shall be established as  
14 shown in Exhibit A of this Resolution.

15  
16          Section 2. The Work Program shall be generally used by  
17 the City staff and Planning Commission in scheduling work tasks,  
18 meetings, and hearings.

19  
20          Section 3. A copy of this Resolution and Work Program  
21 shall be distributed to the Planning Commission, Parks Board,  
22 Transportation Commission, Design Review Board, Neighborhood  
23 Associations, Chamber of Commerce, and Houghton Community  
24 Council.

25  
26          Passed by majority vote of the Kirkland City Council in open  
27 meeting this 15th day of March, 2022.

28  
29          Signed in authentication thereof this 15 day of March,  
30 2022.

  
Penny Sweet, Mayor

Attest:

  
Kathi Anderson, City Clerk

Draft 2022-2024 PLANNING WORK PROGRAM

Significant Staff Implementation

START	TASK	TOPIC	DESCRIPTION	PM	2022				2023				2024					
					1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.		
2019-2021	1	Tree Code Amendments	Comprehensive update of Chapter 95 of the Kirkland Zoning Code	Hogan														
	2	Station Area Plan	Comprehensive planning effort for area surrounding the bus rapid transit station at I-405/NE 85 <sup>th</sup> Street	Zike														
	3	Bridle Trails Shopping Center Zoning	Property owner initiated plan to develop design guidelines and master plan encompassing all properties within the neighborhood center	Guter														
	4	ADU Implementation Initiatives	Implement a series of non-regulatory initiatives encourage development of ADUs following adoption of new rules	Guter														
	5	Greater Downtown Regional Center	PSRC designation of a Greater Downtown Center	Weinstein														
2022	6	2044 Comprehensive Plan Update	Major update cycle for Comprehensive Plan with 2044 planning horizon	Swenson														
	7	SMP Implementation	Implement priority SMP goals and actions	Barnes														
	8	Miscellaneous Code Amendments	Update KZC & KMC on various priority topics to reflect current practice, clarify sections of the Code, and promote good planning principles	Ciluffo														
	9	Autonomous Personal Delivery Devices	Adopt permanent KZC and KMC regulations for operation of APDOs in the r.o.w. and associated use of private property	<i>tbd</i>														
	10	High Performance Building Regulations and Permitting Incentives (SMP)	Codify standards for high performance buildings associated with redevelopment. Update administrative permit prioritization program	Barnes														
	11	Increase School Capacity	Review zoning for LWSO facilities (current sites and potential future) for opportunities to increase capacity for students and District housing	<i>tbd</i>														
	12	Urban Forest 6 Year Workplan Implementation	Implement urban forest actions identified in the adopted workplan and SMP	<i>tbd</i>														
	13	Neighborhood Plan Framework	Review neighborhood plan update process relative to K2044 process	McMahan														
	14	Wireless Service Regulations Updates	Update KZC and KMC regulations in response to federal mandates	<i>tbd</i>														
	15	Holmes Point Overlay Updates	Reinitiate consideration of HPO amendments following adoption of geo hazard and tree regulations	<i>tbd</i>														
	16	Resilience & Technology - Housing Dashboard	Develop dashboard tool to track housing production by affordability, type, and geography	Jiang/Nelson														
	17	Resilience & Technology - Long Term Recovery Plan	Document long range plan for a resilient and sustainable post-pandemic Kirkland	Jiang														
	18	Resilience & Technology - Smart City Strategic Plan	Develop framework for selecting and implementing smart city tools	Jiang														
	19	Resilience & Technology - EastRail/CKC fiber development strategy	Regional collaboration to consider development opportunities for fiber infrastructure	Jiang														
	20	Geo Hazard Regulations Updates	Revise geo hazard regulations in response to experience in implementation of the regulations	<i>tbd</i>														
	21	Annual Comprehensive Plan Amendments	Adopt mandatory updates to Capital Facility Plan and miscellaneous updates and rezones for park acquisitions	Guter														
	2023	22*	Affordable Housing Incentives/Increased Inclusionary Standards (w/ K2044)	Explore Citywide opportunities to expand inclusionary zoning requirements based on additional development incentives	<i>tbd</i>													
		23*	Parking Policy (w/ K2044)	Review parking standards for consistency with City policies related to sustainability, affordable housing, and neighborhood retail	<i>tbd</i>													
		24*	2022 Citizen Amendment Request - Threshold	Review CAR applications submitted by 2022 deadline and identify which applications should proceed to further study as part of K2044	Swenson													
		25	Miscellaneous Code Amendments	Update KZC on various priority topics to reflect current practice, clarify sections of the Code, and promote good planning principles	<i>tbd</i>													
		26	Curb Management Policy	Review r.o.w. management policies and regulations for streetrees, sidewalk cafes, TNCS, short term parking and other curbside uses	<i>tbd</i>													
27		Sign Code Update	Update KZC to clarify rules, enhance aesthetics, reduce visual clutter, and integrate recently-completed work on A-frame signs	Ciluffo														
28*		Kingsgate & Juanita Neighborhood Plan Update (w/ K2044)	Update Juanita and Kingsgate neighborhood plans	<i>tbd</i>														
29		Annual Comprehensive Plan Amendments	Adopt mandatory updates to Capital Facility Plan and miscellaneous updates and rezones for park acquisitions	<i>tbd</i>														
2024	30	Norkirk/Highland LIT District Study	Review LIT district based on guidance from the neighborhood plans and Station Area Plan	<i>tbd</i>														
	31	Miscellaneous Code Amendments	Update KZC on various priority topics to reflect current practice, clarify sections of the Code, and promote good planning principles	<i>tbd</i>														
	32	2022 Citizen Amendment Request - Study	Review Comprehensive Plan, Zoning Map, and KZC amendments related to any CAR requests approved for study (in conjunction with K2044)	<i>tbd</i>														
	33	CKC Design Guidelines & Regulations	Update guidelines and regulations for properties adjoining the CKC to reflect update to PROs Plan, CKC Masterplan, & Station Area Plan	<i>tbd</i>														
	34	Annual Comprehensive Plan Amendments	Adopt mandatory updates to Capital Facility Plan and miscellaneous updates and rezones for park acquisitions	<i>tbd</i>														

\* Indicates project is potentially paired to K2044 project