

DRAFT - Kirkland Transportation Commission Roles and Responsibilities Charter

Purpose:

KMC [3.45.040](#), Powers and duties of the commission.

The commission is directed by the city council to advise the public works department, city manager, and city council in leading the city's efforts to create and maintain a transportation system that enhances the economic, social, and environmental quality of life in our city now and into the future. To fulfill its mission, the commission will work with the public works department to establish a two-year work plan that proactively explores, investigates, analyzes, prioritizes, develops, and recommends solutions and actions to the city manager and city council.

The purpose of the Roles and Responsibilities Charter is to provide guidance on the development of the Commission's work plan and overall advisory role within the City of Kirkland.

Core Responsibilities:

The Commission will work proactively with the City Council, City Manager and City Staff to review, advise and provide feedback on:

- A. The Commission's work plan;
- B. Policies and design guidance with the intent of achieving a safe, accessible, well maintained, efficient and fully connected transportation system for everyone that lives in, or visits Kirkland;
- C. The progress made to implement the Transportation Strategic Plan and other transportation specific functional plans;
- D. Preliminary scope of work for transportation projects;
- E. The transportation section of the Capital Improvement Program;
- F. Transportation specific measures and performance monitoring identified in the biennial monitoring process;
- G. Curbspace management plans, and policies;
- H. Any feedback requested by the City Council, City Manager or City Staff.

Supporting Responsibilities:

If requested by the City Council, City Manager or City Staff, the Transportation Commission may also advise on:

- A. Coordination with sustainability and environmental quality related regulations, plans, and policies which overlap the Transportation Strategic Plan;
- B. Coordination with land use regulations, plans, and policies which overlap the Transportation Strategic Plan;
- C. Coordination with economic development related plans and policies which overlap the Transportation Strategic Plan; and
- D. If requested by City Council, City Manager or City Staff, the Commission may provide informal feedback on topics being discussed in Washington State Legislative Sessions.
- E. Other areas to be determined in the future based on City needs and/or community feedback.

Approval of the Charter:

The Transportation Commission Roles and Responsibilities Charter must be reviewed and approved by City Council.