

CITY OF KIRKLAND

CITY COUNCIL



Penny Sweet, Mayor • Jay Arnold, Deputy Mayor • Dave Asher • Kelli Curtis
Tom Neir • Toby Nixon • Jon Pascal • Kurt Triplett, City Manager

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.

Kirkland City Hall
123 5th Avenue
Peter Kirk Room
Friday, March 1, 2019
9:00 a.m.

AGENDA

- | | |
|--|-------------------------|
| 1. Call to Order | 9:00 a.m. |
| 2. Roll Call | |
| 3. Agenda Overview | 9:00 – 9:30 a.m. |
| 4. Council Committees - Role & Purpose | 9:30 – 10:30 a.m. |
| <i>BREAK</i> | 10:30 – 10:45 a.m. |
| 5. 2019–2020 City Work Program Initiatives | 10:45 a.m. – 12:15 p.m. |
| <i>LUNCH</i> | 12:15 p.m. – 12:45 p.m. |
| 6. Sustainability Master Plan Goals and Objectives | 12:45 – 2:00 p.m. |
| 7. Tree Issues & Draft Code Amendments | 2:00 – 3:30 p.m. |
| <i>BREAK</i> | 3:30 – 3:45 p.m. |
| 8. City Council Topics of Interest | 3:45 – 5:00 p.m. |
| 9. Adjourn | |

Times provided are our best estimate. The order of items is subject to change during the Retreat.



CITY OF KIRKLAND

City Manager's Office

123 Fifth Avenue, Kirkland, WA 98033 425.587.3001

www.kirklandwa.gov

MEMORANDUM

To: City Council

From: Kurt Triplett, City Manager

Date: February 22, 2019

Subject: MARCH 1 RETREAT TOPICS AND FORMAT

RECOMMENDATION:

That the Council reviews retreat topics, and format for the March 1, 2019 Policy Initiatives Retreat. The financial retreat has also been scheduled for Friday, May 31st, 2019.

BACKGROUND DISCUSSION:

The 2019 Policy Initiative Retreat will be held in the Peter Kirk Room at City Hall starting at 9:00AM. The retreat will be facilitated by Deputy City Manager Marilynne Beard.

March 1 Retreat Topics

The Council finalized the retreat topics for the March 1st retreat at the February 5th Council meeting. The final list includes:

- **Role and Purpose of Council Committees:** Facilitated discussion about whether the Council Committee structure and purpose is meeting the needs of the current Council.
- **2019-2020 City Work Program Initiatives:** Each element of the Work Program will require substantial staff time and potentially financial resources. A discussion and prioritization of the initiatives will help clarify Council objectives for each element.
- **Sustainability Master Plan:** Discuss Council goals and objectives for this plan.
- **Tree Issues:** Facilitated discussion about tree issues and tree code amendments
- **Council Topics of Interest** - Facilitated discussion to identify other policy topics.

Format

The Council requested the retreat format be "more discussion, less presentation." As a result, staff has minimized the length and number of memos and background materials. Staff will also be keeping presentations brief, with most of the time allocated to Council discussion.



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MEMORANDUM

To: Kurt Triplett, City Manager

From: Marilynne Beard, Deputy City Manager
Tracey Dunlap, Deputy City Manager

Date: February 25, 2019

Subject: COUNCIL COMMITTEES

RECOMMENDATION:

City Council discusses the role of Council Committees and how they are administered and supported by staff.

BACKGROUND DISCUSSION:

At the 2018 City Council retreat, the Council began a discussion about Council Committees. As a follow-up to that discussion, staff was tasked with interviewing each Councilmember to determine how the Council Committee structure and management is working at this time. In preparation for the retreat, staff discussed the following questions with each Councilmember:

- Are Council Committees operating consistent with the policy? If not, what is the current practice?
- What changes would you like to see in the current policy?
- What do you like about the way Council Committees operate? What, if anything, could be improved?

Based on the discussions with Council, staff prepared a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) which is summarized on the following page. Generally speaking, there was agreement about the value of the Committees in that they provide for more in-depth discussion on topics that will be coming before the full Council and they provide early feedback to staff about questions and concerns that Council may have. All agreed that the purpose of Council Committees is advisory to the City Council. The current policy adopted in the City Council Policies and Procedures is included as Exhibit A.

Over the years, the new committees were added, and staff support for each committee has changed as new senior staff came on board. The change in staff and councilmembers has resulted in incremental changes to how committees are supported by staff. For instance,

Councilmembers noted that there are inconsistencies in the way new agenda topics are added and reviewed, how minutes of committees are kept and distributed and how frequently the full Council is reviewing outstanding committee agenda items.

A related issue that has arisen as committees have evolved is the relationship of Council committees to Council Boards and Commissions, which also act as advisory bodies to the Council. Many key topics are referred to both Commissions/Board and committees. The Council may wish to discuss the roles of the Commissions/Board during this agenda topic or defer that discussion to a future retreat.

Staff compiled a list of all outstanding Council Committee agenda items for each committee. Each list also includes how issues were referred to the committee. It should be noted that the Legislative Work Group is not considered a Council Committee since it is convened only during legislative session.

The Council retreat is an opportunity to review outstanding Council Committee agenda items. In order to conduct this review, some criteria for discussion may include:

1. In cases where there is a Board or Commission whose current work program is approved by the Council, what is the Committees' role in reviewing the advisory group's work prior to presentation to the full Council?
2. For reports that are periodic in nature (e.g. update on the progress of strategic plans) at what point should that items be brought the full Council either as an informational item or, at some point, a final report with the understanding that some recommendations are ongoing in nature?
3. Should the number of agenda items be prioritized and limited for each year based on the actual content that can be addressed through the Committee's regularly-scheduled meetings? If an item added, does that replace another lower-priority topic?

Strengths	Weaknesses
<ul style="list-style-type: none"> -Common understanding of role (advisory, no decision) -Agreements on value added (informal conversations, low key, more open discussion) -Benefit is for staff to be able to get early feedback -More time at committee to talk versus at Council 	<ul style="list-style-type: none"> -Inconsistent procedures and support regarding agenda tracking, minutes, how new topics are generated -Not consistently reviewing outstanding agenda items annually per policy -Some topics may be overly broad or ongoing so never get “done” -Staff can add agenda items without going to Council -Staff may not complete strategic plan updates – need more attention on corrective actions needed -General reluctance to eliminate agenda items once they are added
Opportunities	Threats
<ul style="list-style-type: none"> -Need agreement on when a topic should go to a board/commission, council committee or entire city council -If topic is trying to get in front of two committees, it should probably be going to the full council -Possibly use Council of the Whole; longer study sessions with shorter regular meetings -Consistently bring back outstanding items for review every year and be prepared to eliminate from committee agenda -Bring back the reading file -Have one master list of all outstanding agenda items in one place in same format -Add council committee minutes to consent calendar and council can pull if it they want to discuss -At least two Councilmembers should request a new topic 	<ul style="list-style-type: none"> -There are more outstanding items than can be accomplished in a year or more -The relationship between boards and commissions, council committees and City Council is not clear (e.g. if there is a board or commission, should and item still go to a committee?) -Some councilmembers may think they’re missing something if they aren’t on all committees -Tendency to not question requests to add an agenda item even if only one Councilmember wants it added



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MEMORANDUM

To: Kurt Triplett, City Manager

From: Tracey Dunlap, Deputy City Manager

Date: February 19, 2019

Subject: Council Committee Topic Review

RECOMMENDATION:

Council reviews pending Council Committee topics for consideration to be carried over to 2019. Any changes based on the discussion at the March 1 Retreat will be incorporated and the final lists will be brought forward for approval on the Council consent calendar.

BACKGROUND DISCUSSION:

The City Council's adopted Policies and Procedures provide the following related to topics:

7.02 Council Committee Topics. Committee topics are developed through a collaborative process between the City Council and staff or by referral by the City Council. Council Committees will be assigned an agenda topic when it supports a policy or budget decision that will come before the City Council in the near future. Agenda items may be:

- o Identified by the Committee and approved by the City Council;*
- o Referred by City Council to a committee for monitoring or input, or;*
- o Referred by the City Manager for early input prior to presentation to the City Council.*

New topics requested by a Councilmember that involve more than four hours of staff time should be reviewed by the City Manager for staff impacts. All topics referred to Council Committees will have final consideration before the full Council after receiving a report from the Council Committee regarding all policy options presented. The chair of each Council Committee is responsible for reporting to the City Council, at a regular meeting, new or significant items discussed at the committee's most recent meeting. Meeting minutes for every Council Committee meeting will be posted to the City's webpage and the Council's internal web page along with a list of current and future topics being discussed by each committee. The topic lists will also indicate when and by whom the topics were initiated. Pending agenda topics for Council Committees will be reviewed at least annually by the full Council when outdated or unnecessary topics may be eliminated unless the City Council decides to carry over a particular topic into the next year.

The four standing committees reviewed the outstanding topic lists at their January meetings and the lists, and a brief description of the agenda setting process, are included in the attachments as follows:

Attachment A – Finance and Administration Committee: There are three Council-referred items identified to carry into 2019; those items are shown in the lower section of the Committee's agenda. Staff includes other items based on established processes (budget, CIP), per the fiscal policies (such review of debt and investment policies) and adds selected items for review and comment that are coming

up for consideration by the full Council. There are also several periodic reports (dashboard, sales tax, investment report, FMR) that are included for information and reviewed periodically.

Attachment B – Public Safety Committee: There are 7 Council-referred items and 6 periodic updates recommended to carry forward into 2019 (the list is included on the back of the agenda). The Committee also requests that the Council refer one item for evaluation “Updates to Animal Control Ordinance”. Staff establishes the monthly agenda based on when information is available for the items and adds selected items for review and comment that are coming up for consideration by the full Council.

Attachment C – Planning and Economic Development Committee: There are 17 outstanding items recommended for carry forward into 2019. Items 2-12 are from the 2018-20 Planning Work Program, items 16-17 are Council-referred, and the remaining four items are staff-initiated. Staff establishes the monthly agenda based on when information is available for the items and adds selected items for review and comment that are coming up for consideration by the full Council.

Attachment D – Public Works, Parks, and Human Services Committee: There are 36 outstanding items on the agenda tracking list, including 8 items to monitor or that are deferred. Of these items, 12 were referred by Council, 14 were added by staff, and the Committee is requesting Council refer 10 items (shown in the 4th column on the attachment). Staff meets with the Committee chair to review outstanding items and set the monthly meeting agenda, based on when information is available or when topics are planned for consideration by the full Council.

Finance & Administration Committee Agenda
January 29, 2019
9:00-10:30am
Norkirk Room

2019 Budget & CIP Calendar

Materials provided at the meeting

Annexation Sales Tax Credit

Information provided at meeting

Business License Ordinance Amendments - Phase 2

Materials provided at meeting

Tax and License Secrecy Clause Confidentiality Agreement review

Attachment A

Review List of Issues Referred to Future Committee Meetings

Included Below

October & November Dashboard Reports (10 minutes)

Attachment B

Informational Items:

December Sales Tax Report – Attachment C

December Investment Report – Attachment D

Upcoming Finance & Administration Items on Council Agenda:

February 19, 2019

Annexation Sales Tax Credit

Next Committee Meeting

February 26, 2019

Upcoming Finance & Administration Committee Items:

1. Board & Commission Appointment Criteria – Applicant Employment – referred June 19, 2018
2. Debt financing options for 100th Avenue Corridor Improvements and Juanita Drive Corridor Improvements – referred December 11, 2018
3. Outstanding Information Technology Issues – referred January 2, 2019

PUBLIC SAFETY COMMITTEE MEETING

February 21, 2019, 8:30 am

Rose Hill Room

Agenda Items

1. Overnight camping options (Kevin Raymond)
2. Prohibiting gun discharges city-wide (Kevin Raymond)
3. Crime dashboard (Chief Harris)
4. Animal Control annual report (Chief Harris)
5. King County EMS update (Chief Sanford)

Next Meeting: March 21, 2019

Outstanding Items and Periodic Updates on back

Outstanding Agenda Items (date Council referred to Public Safety Committee)

1. Prevention efforts in public safety: crime/fire prevention, SEPTED, permitting, etc. (January 2013)
2. Update on policies and training for Police officers to help deal with cultural differences, language barriers, and disabilities; welcoming inclusive initiative. (March 2015)
3. Fire public education; opportunities for volunteers to restore programs at schools. (April 2016)
4. Alternative sentencing practices (presentation by prosecutors for educational purposes); what are the options and what are we using, best practices, etc. (February 2017)
5. Emergency Management/Disaster Recovery topics (November 2017)
 - a. Formal training for Council and staff related to dealing with disasters (emotionally, appropriate response to citizens, etc.).
 - b. Updates on Map Your Neighborhood, Citizen emergency preparedness, and CERT efforts.
6. Regulating Private Drone Use on City-owned Property (May 2018)

Potential Item to Request Council Refer

1. Updates to Animal Control Ordinance (added 1/17/19)

Periodic Updates

2. Dashboard reviews
 - a. Police – last review 10/18/18
 - b. Fire – last review 11/15/18
3. Strategic Plan updates
 - a. Police – last review 1/9/18
 - b. Fire – last review 12/20/17
4. North Kirkland fire station siting – last update 11/13/17
5. Fire overtime annual report – last report 11/8/17
6. Emergency Management/Disaster Preparedness – last update 3/15/18
7. Animal Services – last status report 10/18/18
8. Marine Patrol – last update 1/17/19
9. School Zone Cameras – last update 1/15/19 study session



PLANNING & ECONOMIC DEVELOPMENT (PED) COMMITTEE

February 11, 2019

3:00 PM

Norkirk Room

Call in number: 425-587-3023

Agenda Items

1. Review of 2018-20 Planning Work Program and Draft 2019-21 Work Program

Informational Items

1. Development Projects
2. Planning Projects
3. Economic Development Issues

Upcoming PED Items on Council Agenda

1. 2019-21 Planning Work Program Study Session (March 5, 2019)
2. 2019-21 Planning Work Program Adoption (April 2, 2019)

Next Meeting: March 11, 2019

Potential Future Topics *[Note: Will be categorized/prioritized upon adoption of 2019-21*

Work Program]

1. 2019-2021 Planning Work Program
2. Moss Bay Neighborhood Plan and Downtown Urban Growth Center Designation
3. Highlands, Market, and Norkirk Neighborhood Plans
4. Tree Code Update
5. Sign Code Update
6. Building Heights on School Sites
7. Sustainability Master Plan
8. Shoreline Master Program/Critical Areas Update
9. Kingsgate Park and Ride TOD
10. Miscellaneous Zoning Code amendments
11. Housing Strategy tasks: ADUs, Duplexes, Triplexes, and Cottages
12. King Conservation District Storm-water Modeling
13. Regional Economic Development
14. Local Economic Development
15. Totem Lake Urban Center
16. STAR Certification
17. I-405/NE 85th Street Station Area Plan

Public Works-Parks-Human Services Committee Agenda Tracking

		Staff Requested	Council Committee Requested	Council Referred	Date Added	Priority	Urgency	Depts	PW, P, HS	Staff	Purpose	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Action for 2019
Item #	Agenda Topics																							
1	Peter Kirk Park Future Concepts		X		2/5/2019	M	L	CMO	CMO/P	Kurt Triplett	Discussion													Add
2	School Safety Action Plan inc. Walkable Kirkland (NSP & SRTS) Inc. School Zone Cameras			X		H	M	PW/CMO/PD/PCS	PW, PD	Not yet assigned	Direction		X					X						Continue
3	CKC Next Steps/ Master Plan Implementation		X		2/5/2019	M	L	PW	PW	Kari Page	Discussion													Add
4	Finn Hill / Juanita Heights Connector Trail	X				M	M	PW/PCS/PB	PW	Lynn/Kathy/Staff	Briefing							X				X		Continue
5	CAO/SWDM Updates Fee-in-lieu			X		M	M	PW/PCS/PB	PW	Adam/Kathy/Lynn/Staff	Briefing		X											Continue
6	Totem Lake Urban Center Updates	X				H	L	PW/PCS/PB	PW	Adam/Kathy/Lynn/Staff	Briefing				X				X					Continue
7	Kirkland Transit Plan	X				H	H	PW	PW	Joel Pfundt	Discussion	X												Continue
8	Solid Waste Transfer Station Plan	X				H	M	PW	PW	John MacGillivray	Discussion						X							Continue
9	TMP Implementation			X		H	L	PW	PW	Joel Pfundt	Discussion								X					Continue
10	Concurrency Report Card			X		M	M	PW	PW	Joel Pfundt	Briefing					X								Continue
11	Streetlight Program			X		M	M	PW	PW	Page	Briefing									X				Continue
12	Criteria for taking over Private Roads			X		L	L	PW	PW	Kathy Brown	Direction										X			Continue
13	Traffic Mitigation/SEPA/ Strategy			X	2/5/2019	L	L	PW	PW	Joel Pfundt							X							Add
14	Plastic Straws & Polystyrene Food Containers			X		L	L	PW	PW	John MacGillivray		X		X										Continue
15	Neighborhood Greenway Design Guidelines	X			2/5/2019			PW	PW	Kim Scrivner					X									Add
16	Vision Zero			X	2/5/2019			PW	PW	Kim Scrivner							X							Add
17	Active Transportation Plan Update	X			2/5/2019			PW	PW	Kim Scrivner											X			Add
18	Mandatory Commercial Recycling		X		2/5/2019	M		PW	PW	John MacGillivray									X					Add
19	STAR Sustainability Rating			X				PW	PW	David Barnes						X								Continue
20	Department Scholarship Policy (RE: cost recovery study)	X			2/5/2019	H	L	PCS	PCS	Lynn Zwaagstra	Input and Direction				X									Add
21	Department Partnership/Sponsorship Policy (RE: cost recovery study)	X			2/5/2019	H	L	PCS	PCS	Lynn Zwaagstra	Input and Direction				X									Add
22	Update to special event policies and guide (RE: cost recovery study)	X			2/5/2019	H	L	PCS	PCS	Sudie Elkayssi	Input and Direction											X		Add
23	PRIDS Plan and CIP Process 2020 • CIP priorities and funding • Master planning strategies • Park property acquisition strategies (acquire vs develop)	X			2/5/2019	H	L	PCS	PCS/P/CIP	Mary Gardocki	Input and Direction												X	Add
24	Codes and code enforcement in parks		X		2018	L	M	PCS/Police	P	Lynn Zwaagstra/ Cherie Harris	Briefing													Add
25	Regional aquatics facility, local/regional approach		X		2018	M	L	PCS	P	Lynn Zwaagstra	Direction						X							Add
26	Review park or landmark naming criteria and process		X		2018	L	L	PCS	P	Mary Gardocki	Briefing													Add
27	Off leash dog opportunities in parks	X			2018	M	M	PCS	p	Mary Gardocki	Feedback			X										Continue
28	132nd Square Park Master Plan	X			2/5/2019	H	M	PCS	P	Mary Gardocki	Feedback									X				Add

Items to Monitor or Track

Pavement PCI; Slurry Seal		X				PW	PW	George Mirassian			X										Monitor
ADA Compliance plan progress	X					CMO/PW/PCS/P8	PW	Jim Lopez?													Monitor
CIP Updates	X					PW/PCS	CIP/P	TBD													Monitor
Grant Strategies/Priorities			X		H	M	PW	PW	Kathy, Kyle Butler	Briefing			X								
Debt Financing Plan:Next steps			X	2/5/2019			PW	PW					X							2019	Add

Deferred / Tabled Items (funding, resources or prioritization)

[illegible]



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MEMORANDUM

To: Kurt Triplett, City Manager
From: Tracey Dunlap, Deputy City Manager
Date: February 19, 2019
Subject: 2019-2020 Work Program Retreat Item

RECOMMENDATION:

Council reviews the 2019-2020 Work Program and provides feedback for staff moving forward.

BACKGROUND DISCUSSION:

One of the topics for discussion at the March 1 Retreat is the City's recently adopted 2019-2020 City Work Program. A graphic handout of the City Work Program has been produced by the City Manager's Office for the public and it is included as Attachment A. There are 12 items, one of which is scheduled for a separate discussion in the afternoon, the Sustainability Master Plan. They are summarized below:

1. Improve Fire and EMS services, including evaluating potential Fire ballot measures in 2020
2. Implement the Enhanced Police Services and Community Safety ballot measure
3. Construct Totem Lake Connector and other key capital projects in Totem Lake and Downtown
4. Partner on I-405 projects and complete a station area plan for I-405/NE 85th BRT interchange
5. Support the construction and operation of the women and family shelter in Kirkland
6. Implement Housing Strategy Plan elements, especially those related to "missing middle" housing
7. Renovate and open the new Parks Maintenance Center building
8. Complete major park projects such as Juanita Beach Park, Totem Lake Park and 132nd Square Park
9. Develop a Sustainability Master Plan
10. Develop a "Safer Routes to School Action Plan" for all LWSD schools in Kirkland
11. Complete the IT Stability Project and IT Cloud Migration
12. Prepare financial strategies for the 2021 expiration of the annexation sales tax credit

To support the Council's discussion, the lead Director for each item will be prepared to make a brief presentation (2 minutes), highlighting:

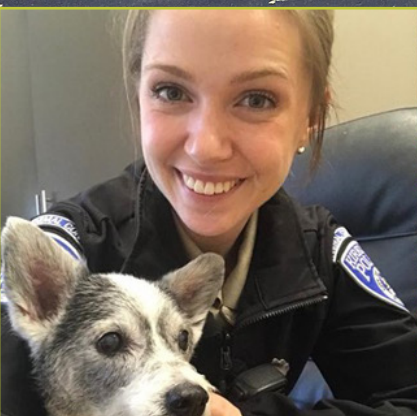
- Current Status
- Anticipated Timeline
- Additional Budget Needs
- Comments/Questions

This leaves about 5 minutes for Council questions and discussion on each topic, which will be followed by a brief wrap up of potential budget needs and resources. The funding decisions will be brought to back to the City Council for consideration as data is refined.



2019–2020 CITY WORK PROGRAM

PROTECTING AND ENHANCING
KIRKLAND'S QUALITY OF LIFE





2019-2020

KIRKLAND WORK PROGRAM

Plan the Work, Work the Plan...

1. Improve Fire and Emergency Medical Services by constructing a new Station 24, securing a site for a new Station 27, and exploring a potential ballot measure in 2020 to fund fire station modernization and enhanced operations.

City Council Goals: Public Safety

2. Implement “Enhanced Police Services and Community Safety” ballot measure funding to facilitate Community Policing, improve school safety, reduce gun violence, and foster a safe, inclusive and welcoming city.

City Council Goals: Public Safety and Neighborhoods

3. Construct the Totem Lake Connector and continue capital investments to support growth throughout the City, especially in the Totem Lake Urban Center and the 85th Street/I-405 Corridor, to ensure that Kirkland is a city where growth occurs by design.

City Council Goals: Balanced Transportation, Economic Development and Dependable Infrastructure

4. Continue to partner with Sound Transit, the State Department of Transportation and King County Metro Transit to ensure that investments along I-405 serve Kirkland’s mobility needs and maximize the benefit of Sound Transit’s NE 85th Street / I-405 Bus Rapid Transit interchange project by completing land use, zoning and economic development plans for areas adjacent to the interchange project.

City Council Goals: Balanced Transportation and Economic Development.

5. Support construction and operation of a permanent shelter in Kirkland for women and families with children experiencing homelessness.

City Council Goals: Balanced Transportation, Economic Development



6. Implement strategies from the Housing Strategy Plan, prioritizing affordable housing and “missing middle” housing.

City Council Goals: Housing and Neighborhoods

7. Renovate the new Parks Maintenance Center building to meet the service needs of the larger city.

City Council Goals: Parks, Open Space and Recreation

8. Complete major park improvement projects to preserve and enhance quality of life in Kirkland, including Juanita Beach Park, Totem Lake Park, and 132nd Square Park

City Council Goals: Parks, Open Space and Recreation Services

9. Develop and adopt a Sustainability Master Plan Kirkland.

City Council Goals: Environment

10. In partnership with the Lake Washington School District and neighborhood associations, develop a ‘*Safer Routes to School Action Plan*’ for each elementary school, middle school, and high school in Kirkland.

City Council Goals: Public Safety, Balanced Transportation and Neighborhoods

11. Prioritize Information Technology stabilization and migrate appropriate City applications and information to the the Cloud to improve resiliency and disaster preparedness.

City Council Goals: Public Safety, Financial Stability and Dependable Infrastructure

12. Prepare for the 2021 Annexation Sales Tax Credit expiration by developing specific strategies to sustain prioritized ongoing and one-time funded programs during development of the 2021-2022 Biennial Budget.

City Council Goals: Financial Stability



2019-2020 CITY COUNCIL GOALS

KIRKLAND'S FOUNDATION
FOR THE FUTURE



Neighborhoods:

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



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



Human Services: 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:

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:

To provide and maintain natural areas and recreational facilities and opportunities that enhance the health and well-being of the community.



Housing: To ensure the construction and preservation of housing stock that meet a diverse range of income and needs.



Financial Stability:

Provide a sustainable level of core services that are funded from predictable revenue.



Environment: To protect and enhance our natural environment for current and future generations.



Economic Development:

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:

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

FOR MORE INFORMATION CONTACT:

Kellie Stickney · (425) 587-3021

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For more about the **City Work Program**, City local government and Legislative Agenda, go to www.kirklandwa.gov/council



CITY OF KIRKLAND
Planning and Building Department
123 5th Avenue, Kirkland, WA 98033
425.587.3600- www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: David Barnes, Senior Planner
Adam Weinstein, Planning and Building Director

Date: February 20, 2019

Subject: Sustainability Master Plan

Recommendation

Using the questions at the end of this memo as a framework for discussion, provide preliminary feedback to staff on the development of the City's Sustainability Master Plan.

Background

The City has embarked on the development of a Sustainability Master Plan, which is included in the 2019-2020 City Work Program and is identified as a 2019 project in the Planning Work Program. The preliminary scoping process has commenced and feedback from Council will help inform the content and format of the plan. A Sustainability Master Plan is discussed in the Environment Element of the City's Comprehensive Plan, and is intended to identify best practices that allow Kirkland's many sustainability strategies to be implemented and measured and, if needed, adjusted to achieve a livable and sustainable community.

Livability has been defined as a quality of life standard that is attached to a place, and can encompass everything from aesthetics to the basic needs of living such as clean water, air, healthy food, affordable housing, education, employment opportunities, and well-functioning infrastructure. Sustainability means meeting our present needs while ensuring that future generations have the ability to meet theirs. To become a more sustainable city, we need to consider the long term and wide-ranging impacts of our actions and to more effectively coordinate our policies and programs to adapt to new situations. The three key areas of sustainability are:

- **Ecological Sustainability:** Ensure that natural systems and built structures protect plants and animals, create a healthy environment, and promote energy efficiency.
- **Economic Sustainability:** Ensure a strong economy that is able to support our community while not compromising the environment in which we live.
- **Social Sustainability:** Ensure that we provide a sense of community to our residents, and support basic health and human service needs.

Resilience, as an aspect of sustainability, relates to how a community can adapt to an ever-changing environment in a socially responsible manner.

Because sustainability is a major principle and governing value in the Comprehensive Plan, sustainability concerns and objectives are integrated into many major City policy and functional plans, including: the Urban Forestry Strategic Plan, Stormwater Master Plan, Transportation Master Plan, Natural Resource Management Plan, Surface Water Master Plan, and Climate Protection Action Plan. In addition, the City has successfully accomplished many sustainability-focused projects over the last several years, including: LEED certification of the Kirkland Justice Center, incorporation of high building performance standards at Kirkland Urban, several Solarize Kirkland campaigns, the transition of the City's fleet to more fuel efficient vehicles, the installation of solar panels on City facilities, and implementation of a robust transportation demand management program for City staff.

However, limited coordination has been undertaken of the City's many sustainability initiatives. As a result, individual sustainability efforts sometimes operate in a vacuum, even though all City departments/divisions are engaged in robust sustainability efforts, ranging from ensuring that government facilities operate with reduced energy inputs (Facilities), to promoting green infrastructure (Public Works), to using integrated pest management techniques in open space areas (Parks and Community Services), to using technology to ensure the City functions more efficiently and intelligently (IT), to undertaking planning efforts to accommodate a growing population near transit hubs (Planning & Building). In addition, because there are so many disparate sustainability documents and programs, some are not utilized or implemented to their full potential.

Proposed Guiding Principles for Sustainability Master Plan

Based on the assumption that the City already has many aspirational goals for sustainability, following are some ideas and potential guiding principles for developing the Sustainability Master Plan. These were developed by staff based on feedback from the community and a review of the City's existing sustainability programs:

- The Master Plan should be informed by meaningful and broad-based public outreach that encompasses diverse members of the community, ranging from residents, to business owners, to environmental groups, and the development community.
- The Master Plan should encompass both government and community operations.
- Instead of creating new aspirational sustainability goals, the Master Plan should more effectively coordinate and integrate the ones we already have, and seek to reduce redundancy in our various sustainability efforts.
- The Master Plan should be a concise, graphically-oriented, usable document, that can be a useful handbook for both City staff and the community to guide our sustainability efforts.
- The Master Plan should include a strong implementation strategy/program so that the plan doesn't languish on a bookshelf.

Public Outreach

In support of the City's operational value of civic engagement, City staff are in the preliminary stages of drafting an extensive public participation process in parallel with

scoping the Sustainability Master Plan. Understanding the various perspectives in the community on the topic of sustainability will help inform a Master Plan that is both representative of Kirkland's unique character and responsive to the community's needs. Utilizing the methodology and strategic approach of recent civic engagement efforts such as the Gun Safety and Community Safety outreach of mid-2018 and the Bike Share Pilot Program outreach of winter 2018/19, staff will seek comprehensive input from residents, the business community, and other key stakeholders to help understand the community's perspectives on various questions, including:

1. Do you know what sustainability is? Can you describe what sustainability means to you or your business?
2. What kind of metrics are important to look at and measure when looking at Kirkland's sustainability profile?
3. How should the City evaluate success when reporting on the implementation strategies of the Master Plan?

Questions for City Council

1. Does the Council agree with the Guiding Principles in this memo? Should they be amended and are there additional principles that should be added?
2. What should staff consider and prioritize as it creates the plan?
3. Are we on track to ensure that Kirkland has access to clean water, air, attainable home ownership, education and employment opportunities, access to food and walkable and connected neighborhoods/business districts for both the near and long term? What could we do better?
4. Does the Council have additional ideas for engaging the community in development of the Sustainability Master Plan?



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MEMORANDUM

To: Kurt Triplett, City Manager

From: Deb Powers, Urban Forester
Adam Weinstein, Planning and Building Director

Date: March 1, 2019

Subject: Draft Code Amendments, Kirkland Zoning Code Chapter 95
Tree Management and Required Landscaping

Staff Recommendation

Provide feedback on some key topics related to the [Kirkland Zoning Code Chapter 95](#) code amendment process.

Background

In June 2018, discussions on issues and potential tree code amendments commenced with continued input from the Planning Commission (PC) and Houghton Community Council (HCC), City staff, stakeholder groups and the public. The PC resolved the most straightforward potential code amendments first, prior to focusing on the more complex and controversial KZC 95 amendments up to early November 2018. At that time, staff was directed to obtain additional feedback on the remaining potential code amendments from a collaboration between the Finn Hill Neighborhood Alliance (FHNA) and the Master Builders Association of King and Snohomish Counties (MBAKS). Staff addressed the stakeholders' primary areas of concern in the eight-page February 14, 2019 Planning Commission [memo](#) and draft code (see Attachment 3 of the memo); a summary is provided in the Key Issues section below, so referring back to the February 14 memo is not absolutely necessary.

Project

The purpose of the 2018 tree code amendments is to support the goals established in Kirkland's Comprehensive Plan and the objectives in the [Urban Forestry Strategic Management Plan](#), to address issues and challenges that have arisen since the last tree code revision, and to make the code more effective and practical to use.

Key Issues

At the February 14, 2019 PC meeting, the PC addressed the issues and potential code amendments that remained from November 2018, outlined below with brief descriptions and staff recommendations:

Replace tree density credits with canopy cover-based requirements

Issue: In the past, the FHNA advocated use of a canopy-based metric. The FHNA-MBAKS stakeholder group recently agreed to continue using the current tree density credit requirement system, which utilizes trunk diameter at 4.5 feet above grade (DBH).

Discussion: Benefits of the credit system include:

- Measuring trunk diameter (DBH) requires minimal technical expertise
- DBH-derived measurements are more accurate/less subjective than measuring canopy cover
- DBH generally correlates to tree size, age and canopy cover
- Regional code consistency (Issaquah, Medina, Kenmore, Woodinville)

Staff recommendation: Continue using tree density credit system.

Increase tree density credit requirements city-wide

Issue: Increase retention/replanting to ensure canopy cover goals are met over time.

Discussion: Recent canopy analysis/field study findings show an incremental loss of city-wide canopy cover and minimal large tree preservation on development sites. To slow the loss of canopy cover, retain trees of merit and ensure an uneven-aged urban forest, tree density credit requirements may need to be raised.

Staff recommendation: Increase tree density credits and clearly define trees of merit.

Establish a cut-off point or maximum tree density credit per tree

Issue: Fewer trees of merit on larger sites are being retained.

Discussion: Tree density credits are awarded based on tree trunk size, up to 21 credits for a 50-inch DBH tree. Generally, applicants seek to meet only the minimum required credits on development sites, hastening the loss of canopy cover. Other cities that “cap” credits are Medina at 24” inches DBH and Renton at 30 inches DBH.

Staff recommendation: “Cap” or limit per-tree density credits at 30-inch DBH (11 credits)

Clearly define and prioritize trees of merit

Issue: Staff-developer disagreements arise on code interpretations related to required tree retention; developers desire more certainty/predictability.

Discussion: Tree retention slows canopy cover loss, ensures an uneven-aged urban forest, furthers the intent and purpose of KZC 95 and enhances community character. A decrease in canopy cover in Single Family Residential (SFR) areas was noted in the recent canopy analysis. Recent field study findings indicate that under the current code:

- Tree planting to meet density credits is providing an abundance of new trees
- The High Retention Value tree designation is effective in retaining healthy trees
- Retained trees were not removed after 5 Year Maintenance Agreements expired

However, the field study revealed that only 10% of all trees retained on SFR development sites are large trees over 22 inches DBH.

Staff recommendation:

1. Eliminate Low, Moderate and High Retention Value code provisions
2. Clearly define/prioritize trees of merit that are worthy of retention by size, condition and grove status:

- *Landmark – healthy tree over 24 inches DBH*
- *Exceptional – viable significant tree (healthy tree over 6 inches to 24 inches DBH)*
- *Grove – three or more significant trees forming a contiguous canopy (see below)*
- 3. *Clearly define trees of merit locations as within required yards (i.e., setbacks)*
- 4. *Maintain regional code consistency in defining and prioritizing trees of merit (Issaquah, Lake Forest Park, Redmond, Bellevue, Medina, Renton, Vancouver WA and Olympia)*
- 5. *Incentivize tree preservation on private property*

Clarify the grove easement and protection measures

Issue & Discussion: Same as defining and prioritizing trees of merit (above)

Staff recommendation:

1. *Consolidate grove easement and maintenance requirement code sections*
2. *Codify that SFR remodels or additions do not trigger grove designations*
3. *Define groves so no hazard or nuisance trees can be included*
4. *Maintain regional code consistency for grove protection (Bellevue, Issaquah, Kenmore, Mercer Island, Renton, Sammamish, Shoreline, and Woodinville)*

Clarify retention requirements for trees of merit

Issue: Same as defining and prioritizing trees of merit (above)

Discussion: Code currently reads: retain High Retention Value trees “to the maximum extent possible” and the applicant “shall pursue where feasible applicable variations in the development standards,” which is too subjective.

Staff recommendation:

1. *Clearly define and prioritize trees worthy of retention*
2. *Specify that site improvements shall be designed and constructed to protect trees with the following characteristics... (Redmond, Shoreline)*
3. *Require applicants to adjust building configurations to protect worthy trees (Medina)*

Strive to achieve predictable code outcomes

Issue: Codes that are perceived as being too onerous result in an avoidance of meeting tree retention requirements and less cooperation towards compliance.

Discussion: Codes intended to provide greater flexibility often generate areas of disagreement between staff and developers. Public engagement revealed a fair amount of confusion over current code requirements, regardless of prior familiarity or frequency of use.

Staff recommendation:

1. *Eliminate the Low, Moderate and High Retention Value definitions*
2. *Clearly define and prioritize trees of merit*

3. *Eliminate phased short plat/subdivision development review so that tree retention decisions are known early in the permitting process and can be disclosed to the public*
4. *Strive to achieve greater code clarity based on model tree codes, PC input and community feedback*

Following the PC's review of the draft code, the discussions at the February 14 PC meeting resulting in agreement with most staff recommendations, with direction for staff to return with additional information regarding:

Requirement Thresholds. Are the numbers established for code requirements appropriate? For example, does the proposed increase in tree density credits per acre balance tree retention with replanting efforts so that the City's goals are met?

Tree Groves. Although the definition and protection measures for groups of trees has been reorganized for greater clarity, the PC asked staff to get additional input from the FHNA/MBAKS stakeholder group on tree grove retention requirements.

Trees of Merit. The PC agrees that the new definitions and priorities for existing trees of merit (Landmark, Exceptional, Grove) are an improvement, addressing one of the main issues of the tree code being too subjective or not predictable enough. However, the PC would like to see succinct code language on retention requirements such as the specific location on development sites where trees of merit must be retained.

Integrated Development Plan Review (IDP). At the November 8, 2018 PC meeting, the PC supported a staff recommendation to eliminate phased review for short plats and subdivisions, noting that a citywide IDP process would allow for a more predictable and consistent tree plan review. The PC directed staff to get additional feedback from the FHNA/MBAKS as this is a key area where the two stakeholder groups did not reach full agreement.

Questions

1. Does the Council agree that the City should retain its existing tree-credit-based approach to protecting and enhancing its urban forest?
2. A focus of the proposed code amendments is on protecting healthy significant trees, as data show that such trees have been removed from development sites at relatively high rates. Is this focus appropriate?
3. A key principle underlying the proposed code amendments is protecting the City's tree canopy while accommodating a fast-growing population. Do the recommendations identified above adequately address these competing objectives?
4. Does the Council agree with eliminating phased review for short plats and subdivisions so that tree retention decisions are made early in the design process?

Next Steps

Staff will return with further code refinements to the March 28 PC meeting, so that on April 25, a Public Hearing can be held on KZC 95 code amendments. Staff anticipates presenting draft code to the HCC for their recommendation to the PC in early May 2019, followed by City Council code adoption in late May 2019 and HCC approval in June 2019.