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# CITY OF KIRKLAND

## CITY COUNCIL

Penny Sweet, Mayor • Jay Arnold, Deputy Mayor • Neal Black • Kelli Curtis  
Amy Falcone • 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.*

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123 Fifth Avenue • Kirkland, Washington 98033-6189 • 425.587.3000 • TTY Relay Service 711 • [www.kirklandwa.gov](http://www.kirklandwa.gov)

## AGENDA

### KIRKLAND CITY COUNCIL MEETING

#### City Council Chamber

#### Tuesday, September 15, 2020

#### 5:30 p.m. – Study Session

#### 7:30 p.m. – Regular Meeting

COUNCIL AGENDA materials are available on the City of Kirkland website [www.kirklandwa.gov](http://www.kirklandwa.gov). Information regarding specific agenda topics may also be obtained from the City Clerk's Office on the Friday preceding the Council meeting. You are encouraged to call the City Clerk's Office (425-587-3190) or the City Manager's Office (425-587-3001) if you have any questions concerning City Council meetings, City services, or other municipal matters. The City of Kirkland strives to accommodate people with disabilities. Please contact the City Clerk's Office at 425-587-3190. If you should experience difficulty hearing the proceedings, please bring this to the attention of the Council by raising your hand.

**PLEASE CALL 48 HOURS IN ADVANCE** (425-587-3190) if you require this content in an alternate format or if you need a sign language interpreter in attendance at this meeting.

**ITEMS FROM THE AUDIENCE** provides an opportunity for members of the public to address the Council on any subject which is not of a quasi-judicial nature or scheduled for a public hearing. (Items which may not be addressed under Items from the Audience are indicated by an asterisk\*.) The Council will receive comments on other issues, whether the matter is otherwise on the agenda for the same meeting or not. Speaker's remarks will be limited to three minutes apiece. No more than three speakers may address the Council on any one subject. However, if both proponents and opponents wish to speak, then up to three proponents and up to three opponents of the matter may address the Council.

**PUBLIC HEARINGS** are held to receive public comment on important matters before the Council. You are welcome to offer your comments after being recognized by the Mayor. After all persons have spoken, the hearing is closed to public comment and the Council proceeds with its deliberation and decision making.

1. *CALL TO ORDER*
2. *ROLL CALL*
3. *STUDY SESSION*
  - a. Sustainability Master Plan Briefing
4. *HONORS AND PROCLAMATIONS*
  - a. Eastside Welcoming Week Proclamation
5. *COMMUNICATIONS*
  - a. *Announcements*
  - b. *Items from the Audience*
  - c. *Petitions*
6. *PUBLIC HEARINGS*
  - a. Proposed Revenue Sources
7. *SPECIAL PRESENTATIONS*
  - a. Evergreen Hospital Medical Center Update

- b. COVID-19 Update
- c. Resolution R-5434 Update

*8. CONSENT CALENDAR*

- a. *Approval of Minutes*
  - (1) September 1, 2020
- b. *Audit of Accounts and Payment of Bills and Payroll*
- c. *General Correspondence*
- d. *Claims*
- e. *Award of Bids*
- f. *Acceptance of Public Improvements and Establishing Lien Period*
- g. *Approval of Agreements*
- h. *Other Items of Business*

- (1) Resolution R-5447, Allocating the City's Portion of Community Development Block Grant (CDBG) Funds for 2021
- (2) July 2020 Financial Dashboard
- (3) 2020 2<sup>nd</sup> Quarter Investment Report
- (4) Procurement Report

**\*QUASI-JUDICIAL MATTERS** Public comments are not taken on quasi-judicial matters, where the Council acts in the role of judges. The Council is legally required to decide the issue based solely upon information contained in the public record and obtained at special public hearings before the Council. The public record for quasi-judicial matters is developed from testimony at earlier public hearings held before a Hearing Examiner, the Houghton Community Council, or a city board or commission, as well as from written correspondence submitted within certain legal time frames. There are special guidelines for these public hearings and written submittals.

**RESOLUTIONS** are adopted to express the policy of the Council, or to direct certain types of administrative action. A resolution may be changed by adoption of a subsequent resolution.

**ORDINANCES** are legislative acts or local laws. They are the most permanent and binding form of Council action, and may be changed or repealed only by a subsequent ordinance. Ordinances normally become effective five days after the ordinance is published in the City's official newspaper.

*9. BUSINESS*

- a. IT Stabilization Implementation Update #3
- b. Impact Fee Study Update
- c. Draft Market, Norkirk, and Highlands Neighborhood Plans & Draft Market Street Corridor Plan

*10. REPORTS*

- a. *City Council Regional and Committee Reports*
- b. *City Manager Reports*
  - (1) Calendar Update

*11. ITEMS FROM THE AUDIENCE*

*12. EXECUTIVE SESSION*

- a. Closed Session to Discuss Collective Bargaining

*13. ADJOURNMENT*

**ITEMS FROM THE AUDIENCE**

Unless it is 10:00 p.m. or later, speakers may continue to address the Council during an additional Items from the Audience period; provided, that the total amount of time allotted for the additional Items from the Audience period shall not exceed 15 minutes. A speaker who addressed the Council during the earlier Items from the Audience period may speak again, and on the same subject, however, speakers who have not yet addressed the Council will be given priority. All other limitations as to time, number of speakers, quasi-judicial matters, and public hearings discussed above shall apply.

**EXECUTIVE SESSIONS** may be held by the City Council only for the purposes specified in RCW 42.30.110. These include buying and selling real property, certain personnel issues, and litigation. The Council is permitted by law to have a closed meeting to discuss labor negotiations, including strategy discussions.



**CITY OF KIRKLAND**  
**Planning and Building Department**  
**123 5th Avenue, Kirkland, WA 98033**  
**425.587.3600- [www.kirklandwa.gov](http://www.kirklandwa.gov)**

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**MEMORANDUM**

**To:** Kurt Triplett, City Manager

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

**Date:** August 31, 2020

**Subject:** Sustainability Master Plan Review

**Recommendation**

Review the Sustainability Master Plan (SMP) Council Comment Matrix (see Attachment 1) for potential revisions to the draft plan, begin a policy discussion and continue to provide feedback on the draft plan's content (see Attachment 2). A Public Comment Summary Matrix has also been provided for Council consideration and comment (see Attachment 3).

**Background**

In January 2019, the City embarked on the development of a SMP which is included in the 2019-2020 City Work Program and is intended to identify best practices that allow Kirkland's many sustainability strategies to be implemented and measured, along with other actions needed to achieve a livable and sustainable community.

At the [February 4, 2020 City Council Study Session](#), staff reintroduced the guiding principles for the SMP and discussed the format and overall organization of the plan, including the plan's thematic sections.

At the [August 4, 2020 Council Meeting](#), staff presented a high-level overview of the draft SMP (see Attachment 2). Because Council comments at this meeting focused on big-picture elements of the SMP, staff created a Council Comment Matrix to assist in a more detailed examination of the plan's actions and policy related questions.

**Plan and Policy Discussion Points**

Numerous comments in the Council Comment Matrix appear to be minor changes, but Council should still acknowledge them and provide direction to staff to move forward with potential revisions to the draft SMP.

The following items are more substantial and will take some discussion and direction from Council for staff to develop appropriate revisions to the draft SMP:

1. Require buildings as part of Council-approved Master Plans/Development Agreements/Planned Unit Developments to be high performing green buildings.

2. Consider policy for performance standards for ARCH-constructed affordable housing.
3. Explore the elimination of all use of synthetic pesticides in City operations and designate all parks with playgrounds as pesticide free parks.
4. Conduct an accessibility review of parks and recreation facilities with the 2021 update of the Parks and Open Space Plan in order to create an action plan for needed improvements
5. Support reduction of or elimination of gas-powered landscaping equipment.
6. Increase the number and geographic diversity of P-Patches or other types of community gardens by 100% by 2025 and another 100% by 2030.
7. As Council in parallel is refining the City's framework to respond to Racial Justice issues and the Black Lives Matter movement, Council may wish to consider adding a goal and actions in this plan regarding undoing systemic racism.
8. Consider appointing a citizen Sustainability Commission by 2025 to advise City Council on the implementation status of this plan and recommendations for future revisions as conditions change.

### **Public Feedback**

The community can provide comment to staff and Council up until Council adoption of this plan. Staff has created a Public Comment Matrix to summarize public comment for Council consideration (see Attachment 3).

### **Next Steps**

Staff will incorporate Council feedback that has been discussed and agreed upon into the draft plan and come back to a future Council meeting with the revisions completed and continue the discussion and revisions until Council is satisfied with the draft plan. After this occurs, staff will return with a resolution to formalize the adoption of the SMP and to discuss the implementation strategy.

### **Attachments**

1. Council Comment Matrix
2. Sustainability Master Plan draft
3. Public Comment Summary Matrix

## SMP Council Comment Matrix

Council Member	Focus Area/ Element	Existing Text, Comment or Question	Proposed Text, or New Text	Staff Feedback	Disposition
<b>Energy Supply &amp; Emissions</b>					
DM Arnold	GHG Emissions		<u>Action ES 1.4: Update Kirkland comprehensive plan climate goals regularly to be consistent with updated state and regional goals.</u>	Staff agrees. If Council approves this action, it will be added.	
DM Arnold	GHG Emissions		<u>Action ES 1.5: Support state or regional clean fuel standard.</u>	Staff agrees. This is part of the adopted K4C's Joint Letter of Commitments and will be good to be prioritized on our legislative agenda. If Council approves this action, it will be added.	
DM Arnold	Purchased Electricity	Action ES-2.2 Consider supporting the formation of an Eastside Public Utility District that secures 100% renewable electricity that is equitably priced for the entire community	Action ES-2.2 Consider supporting the formation of an Eastside Public Utility District that secures 100% renewable electricity that is equitably priced for the entire community, <u>if Puget Sound Energy is not meeting its CETA goals</u>	Staff agrees.  Consider this action as a back up to PSE fulfilling the requirements of providing carbon neutral clean energy by 2030 and 100% clean renewable electricity by 2045 as require by the Clean Energy Transformation Act (CETA) of 2019. If Council approves this additional language, it will be revised.	
DM Arnold	Distributed Renewable Energy	The addition of 10MW of distributed solar in ES-3 covers about 1000 homes, out of		This number was recommended by the Environmental Technical Advisory Group (ETAG) based on their familiarity with the level of effort it takes to conduct a Solarize Kirkland campaign.	

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		more than 20,000 houses in Kirkland. Is there background on why not a more aggressive number, especially with the goal being by 2030?		Based on two previous campaigns, 60 to 70 homes purchased solar panels per each annual campaign. It's still a heavy lift to get 1,000 more homes with panels over the next 10 years. While staff and ETAG support the distributed solar goals, Community Solar and utility sponsored solar may get us to our goals more quickly. We should also consider supporting storage for solar energy to promote resilience in the community.	
DM Arnold	Distributed Renewable Energy	<a href="#">CM Curtis: Should solar installation impacts be considered in rooftop amenities code?</a>	<a href="#">Action ES-3.3: Consider revisions to remove barriers and provide incentives for solar in land use regulations.</a>	<p>This action would help in allowing properties located in Houghton to have the same height exception that exists city-wide. The impacts are minimal as the maximum that would be needed is 18-24 inches on a flat roof. Most pitched roofs do not need any height exceptions to optimize the solar panels efficiency.</p> <p>There are also voluntary <a href="#">solar ready provisions</a> in Appendix U of the Washington State Building Code that we could consider adopting as a requirement for new single family, duplexes and townhomes.</p>	
DM Arnold	Distributed Renewable Energy		<a href="#">Action ES 3.4: Support innovative financing mechanisms for distributed energy improvements.</a>	Staff and ETAG agree. This would be helpful to jumpstart Community Solar installations	
DM Arnold	Electrification of Vehicles	Action ES-4.3 Require EV charging stations	Action ES-4.3 Require EV charging stations	Staff and ETAG agree that greater ratios for EV chargers and EV ready parking stalls should be	

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		with all new developments or redevelopment projects at a minimum ratio of one EV charger for 2% of all required parking stalls	with all new developments or redevelopment projects at a minimum ratio of one EV charger for 2% of all required parking stalls <u>and to be charger-ready for more in the future (maybe 20%?)</u> .	provided. Propose 10% of parking stalls to have EV Chargers and an additional 20% to be EV ready (conduit, wire and space in electrical box). This is similar to City of Seattle's existing requirements.	
DM Arnold	Electrification of Vehicles		<u>Action ES-4.4: Require all new homes with off-street parking to be charger-ready-wired to support a Level 2 EV charger. Twenty percent of multifamily development parking spaces must be EV-ready.</u>	This would be helpful to allow more electric cars to be in Kirkland and reduce pressure on existing public charging stations. Staff and ETAG recommend that multifamily developments be EV-Ready for 220-Volts receptacle.  Add clarifying language to this action that that this is not for New Single-Family homes.	
DM Arnold	Electrification of Vehicles		<u>Action ES-4.5 Require all new single-family homes with off-street parking to be EV charger-ready.</u>	Staff and ETAG agree. Seems like a logical and inexpensive method to ensure that an extra 220-volt receptacle is available inside or outside of a garage. According to King County Green Building, it is 2 to 8X's more costly and inconvenient to do it later.	
DM Arnold	Electrification of Vehicles		<u>Action ES-4.6: Support state and regional requirements for</u>	Staff and ETAG agree. Since we are capturing all trips in Kirkland for GHG emission reporting purposes, and more goods are being delivered to homes than before, this would be helpful to	



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			<p><u>delivery vehicles and TNCs.</u></p>	<p>address immediate air quality issues and public health.</p> <p>The definition below could be a callout in the SMP.                      (A <b>TNC</b> is an organization that provides pre-arranged transportation services for compensation using an online-enabled platform to connect passengers with drivers using the driver's personal <b>vehicle</b>. <b>TNC's</b> include companies such as Lyft, UberX, and Sidecar.)</p>	
DM Arnold	Electrification of Vehicles	The city should be a leader here in its operations. Vehicles that can be fully electric should be. Trucks and vans where the technology isn't there yet should be hybrid. Kirkland should be part of a pilot with other jurisdictions in the region evaluating heavy duty and public works vehicles, when available.	<p><u>Action SG 1.5: Adopt a policy for fleet purchases for fully electric and hybrid electric vehicles depending on technology availability and city needs; and actively seek grants to move toward an all-electric City fleet and supporting charging station infrastructure.</u></p>	<p>Staff agrees a policy would be most appropriate, taking into account budget considerations.</p> <p>Staff believes that this new action should be in the City Operations Element of the Sustainable Governance Focus Area and possibly merged with SG 1.5 as shown.</p>	
DM Arnold	Electrification of Vehicles	CM Curtis: Consider Policy to dedicate %	<p><u>Action ES-4.9: Consider policy</u></p>	Agreed this would be helpful to spur not only more charging stations but upgrading the overall	Council Discussion

SMP Council Comment Matrix

Council Member	Focus Area/ Element	Existing Text, Comment or Question	Proposed Text, or New Text	Staff Feedback	Disposition
		of fuel tax... such as building additional charging stations at city facilities and parks.	<u>to dedicate % of fuel tax toward support of electrification of transportation, such as building additional charging stations at city facilities and parks</u>	power and infrastructure capabilities at City facilities and parks.	
CM Pascal		Action ES-5.3. What are the potential pros/cons of requiring new construction to be built with only electric?	Action ES-5.3: Explore requiring all new construction to be built with only electric systems	The pros of building with all electric can be less greenhouse gas (GHG) emissions for all electric systems as compared to gas. The impacts of gas include extraction, transportation, leaks in pipeline, leaks in the home and combustion of the gas. These impacts can also affect public health. The all electric approach does have impacts on GHG emissions because some of PSE's electric supply is derived from both coal and other fossil fuel combustion. But, electricity generation is getting cleaner overtime and by 2045 will be 100% clean renewables. Electrical systems are very efficient and use much less energy than in the past and when combined with tighter building envelopes, promote reduced energy use and the overall operation costs. A potential con of all electric buildings could be impacts experienced during power outages. A more in-depth analysis would be done if this action was pursued in a future implementation plan.	
<b>Buildings and Infrastructure</b>					
DM Arnold	New Construction		<u>Action BI-2.2: Consider requirement for</u>	International Living Future Institutes (ILFI) <a href="https://living-future.org/core/">https://living-future.org/core/</a> Core Green Building Certification could be considered for this	

## SMP Council Comment Matrix

Council Member	Focus Area/ Element	Existing Text, Comment or Question	Proposed Text, or New Text	Staff Feedback	Disposition
	and Development		<u>buildings in business districts to be built to high performing building standards.</u>	requirement. This excerpt from the ILFI site is instructive: (Core) is a simple framework that outlines the 10 best practice achievements that a building must obtain to be considered a green or sustainable building. It puts the connection to nature, equity and the need for a building to be loved on even footing with the typical water, energy and materials concerns. Core seeks to rapidly diminish the gap between the highest levels of established green building certification programs and the aspirations of the Living Building Challenge.	
DM Arnold	New Construction and Development		<u>Action BI-2.3: Require buildings as part of Council-approved Master Plans/ Development Agreements / Planned Unit Developments to be high performing green buildings, charger ready, no pipeline gas.</u>	Staff agrees. The International Living Future Institutes (ILFI) Core Green Building Certification <a href="https://living-future.org/core/">https://living-future.org/core/</a> could be considered because it is a very comprehensive certification that hits the key sustainability criteria such as clean energy, healthy and low carbon footprint materials, and reduced water usage. This is a step above LEED, but not as difficult as the Living Building Challenge. We can add on additional performance measures such as charger ready for Level II chargers and no fossil fuels use, and other requirements if desired.	Council Discussion
DM Arnold	New Construction and Development		<u>BI-2.4: Consider policy for performance standards for ARCH-constructed affordable housing.</u>	Staff agrees. Built Green 4, 5-Star or Emerald Star certification could be considered and would help reduce impacts to the occupants by reducing energy costs and improving indoor air quality.	Council Discussion
DM Arnold	Existing Buildings	For the goals to reduce energy use in	<u>Action BI-3.6: Develop plan in CIP for all city</u>	Staff and ETAG agree that this is very good addition and could be easily accommodated with	

SMP Council Comment Matrix

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		existing buildings by 25% by 2030, we should have a plan to do so for city facilities as well.	<u>facilities to meet 25% energy reduction goal by 2030 and 45% by 2050.</u>	a position paid for through PSE's Resource Conservation Officer program (SG-1.7)  *Staff recommends putting this action in the SG Focus Area under the City Operation Element (SG-1.8)	
DM Arnold	Existing Buildings		<u>Action BI-3.7: Develop standards for acquired facilities and consider retrofit plans as part of purchase.</u>	Staff Agrees. This action also works well with the Sustainable Decision-Making matrix criteria which considers reduction in GHG and energy use reductions for decisions made by the City.  Staff recommends putting this action in the SG Focus Area under the City Operation Element	
CM Pascal	Existing Buildings	What are some examples of water efficiency outside of existing structures.	BI-4.3	Some examples include use of harvested water and drip irrigation for landscaping, high water efficiency fountains and other water features that are in both public and private spaces.	
<b>Land Use and Transportation</b>					
CM Pascal	Smart Growth	We are already doing actions LT-1.1 and LT-2.1. If this is correct, it should state that in the plan.	LT-1.1 Engage in smart growth policy and begin a Smart Growth zoning code scrub.  LT-2.1 Work with Public Works Department to align new pedestrian connections with the 10-Minute	For LT 1.1: Although the City's codes have smart growth principles imbedded, they have not been specifically analyzed and revised as stated in the action.  The City is doing LT-2.1 and that can be stated in the plan.	

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Council Member	Focus Area/ Element	Existing Text, Comment or Question	Proposed Text, or New Text	Staff Feedback	Disposition
			Neighborhood concept.		
CM Curtis	Smart Growth		<u>LT 2.4 – Support important infill in neighborhoods encouraging a variety of needed businesses such as medical and professional offices.</u>	Agreed, this may allow more neighborhoods to become 10-minute neighborhoods. Staff suggests this language could create more variety to meet more needs: <u>LT 2.4 Strategically adopt zoning code amendments that foster infill projects that meet local needs</u>	
CM Pascal	Active Transportation	LT-3.3: What is an example of this?	LT-3.3 For new development, increase bicycle parking requirements and require amenities for employees such as showers, lockers and secure storage.	Currently, new development requires bicycle parking based on the number of vehicle parking stalls and there are no other requirements such as showers, lockers that could encourage more bicycle commuting.	
CM Pascal	Active Transportation	LT-3.4: Didn't we just perform an extensive review in 2016 regarding parking requirements for multi-family housing? Should that be noted? Maybe it needs to be reviewed again, along with commercial requirements? Maybe that is what we are saying?		Parking requirements were analyzed as recently as 2016 and agree that this action would provide an opportunity to look at parking requirements again in relation to 10-minute neighborhoods.	
DM Arnold	Active Transportation	For actions that strive for achieving platinum		Staff agrees with using "achieve" in the actions related to bike and walk friendly certifications.	

## SMP Council Comment Matrix

Council Member	Focus Area/ Element	Existing Text, Comment or Question	Proposed Text, or New Text	Staff Feedback	Disposition
		status as a "Walk-Friendly Community" and a "Bike-Friendly Community", can you provide more background on those standards? Depending on what is involved, I may be interested in setting a stronger goal than "strive".		<p>Here is the link to background on Bike Friendly Community:  <a href="https://bikeleague.org/sites/default/files/BFC%20infographic.pdf">https://bikeleague.org/sites/default/files/BFC%20infographic.pdf</a></p> <p>There are five levels of certification: Bronze, Silver, Gold, Diamond and Platinum. We are at a Bronze level and should be at a higher level after the ATP is adopted and a new application is made and approved by the certifying entity.</p> <p>Here is the link to background on Walk Friendly Community:  <a href="http://walkfriendly.org/wp-content/uploads/2017/03/WFC_Assessment_Tool.pdf">http://walkfriendly.org/wp-content/uploads/2017/03/WFC_Assessment_Tool.pdf</a></p> <p>If requested, Active Transportation Staff could put together more information about how we can score better in various categories.</p>	
CM Pascal	Active Transportation	Seems like we are doing Actions LT-4.4, 4.5, 4.6 as part of the Safer Routes to School Action Plan. Should we note that somehow?	LT-4.4, 4.5 and 4.6	Staff agrees. We can insert into the plan on the page where these actions are described.	
DM Arnold	Active Transportation	Action LT-4.5 Coordinate with the school communities to increase the number	Action LT-4.5 <del>Coordinate with the school communities to</del> Increase the number	Agreed, the revised language is very direct and a clearer action.	

SMP Council Comment Matrix

Council Member	Focus Area/ Element	Existing Text, Comment or Question	Proposed Text, or New Text	Staff Feedback	Disposition
		of students walking, biking, carpooling and taking the bus to school	of students walking <u>and</u> biking, <del>carpooling and taking the bus to school</del> <u>through implementation of the Safer Routes to Schools Plan, when adopted.</u>		
DM Arnold	Active Transportation	Action LT-4.6 Make it safe and easy for children to walk, bike and take the bus to school and other destinations.	Action LT-4.6: Make it safe and easy <del>for children to walk, bike and take the bus to school and other destinations</del> <u>to connect between neighborhoods and business districts through implementation of the Active Transportation Plan, when adopted.</u>	LT-4.5 was intended to be the 'education' component of the SRTS Action Plans and this was supposed to represent our capital investments for the SRTS Action Plans. This updated language is fine and broader but perhaps we should add schools? " <i>between neighborhoods, schools and business districts</i> "? Speaking of, what about parks (or greenspaces)?	
DM Arnold	Active Transportation	The markings and crossings used for the Lake Washington Loop are something that should be incorporated for all non-protected bike lanes.	<u>Action LT-4.8: Update markings for all bicycle lanes that are not protected by 2025.</u>	Standards for bicycle markings are the same for the city. There are places where there are no markings and the goal are to have all of them marked as a goal in the ATP.  STAFF QUESTION: Does this comment refer to the Lake Washington Loop signs (as opposed to markings)?	

## SMP Council Comment Matrix

Council Member	Focus Area/ Element	Existing Text, Comment or Question	Proposed Text, or New Text	Staff Feedback	Disposition
DM Arnold	Active Transportation		<u>Action LT-4.9: Complete the Greenway network by 2030</u>	Staff agrees.	
DM Arnold	Active Transportation	This also may give us an ability to look at more permeable walkways	<u>Action LT-4.10: Develop alternative standards for safe pedestrian travel when building sidewalks is prohibitive.</u>	AT Staff agrees. PW Development Staff: Please clarify intent of action and staff will provide a response.	
CM Pascal	Public Transit	Goal LT-5 is ambitious given the pandemic, what are things we should consider given the transit system could now look much different for a while?	Goal LT-5: Grow average annual weekday transit ridership by 20-10% each year.	AT Staff comments: <ul style="list-style-type: none"> <li>Transit service will still be needed by many members of our community</li> <li>The pre-COVID levels of traffic caused a high level of congestion in Kirkland, particularly during peak hours and even with commute reductions due to more people working from home, congestion is still expected to return. Increased transit ridership, even with reduced transit levels, will still be an important sustainability goal.</li> <li>The actions under this goal are all still highly appropriate in terms of incentives, TDM, first/last mile, equitable access to fare payment and agency coordination. COVID and more people working from home will just enhance the TDM element further.</li> <li>Staff suggests revising the goal from 20% to 10%.</li> </ul>	



SMP Council Comment Matrix

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DM Arnold	Public Transit	Action LT-5.2 Provide better access to transit through first-last mile strategies.	Action LT-5.2: <del>Provide better access to</del> <u>Explore public/private partnerships for first mile-last mile strategies connections including bike share, scooter share, and automated shuttles.</u>	Staff agrees.	
DM Arnold	Public Transit	Action LT-5.4 Work with transit agencies on honing and increasing service to Kirkland.	Action LT-5.4 Work with transit agencies on honing and increasing service to Kirkland <u>in accordance with Metro Connects and Kirkland Transit Implementation Plan.</u>	Staff agrees.	
<b>Natural Environment and Ecosystems</b>					
CM Pascal	Conservation and Stewardship	Aren't we already doing EV-3.1, 4.1, 4.3? Should we note that somehow?		These actions are ongoing, and this could be noted in a callout box on page 32 of the draft SMP.	
DM Arnold	Conservation and Stewardship	Consider actions that have been previously discussed with Council.	Goal EV-7: <u>Explore the elimination of all use of synthetic pesticides.</u>	With the exceptions of treating noxious weeds per State and County law and responding to aggressive stinging insects in high use areas. Currently Parks does not use synthetic pesticides in parks during the summer months (outside of the two exceptions noted above). This strategy has been very successful. Organic herbicides do	Policy Discussion

## SMP Council Comment Matrix

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				not work during cool conditions and thus cannot be used to control early spring weeds. Parks utilizes all available tools, including synthetic pesticides, to complete maintenance activities in the fall, winter, and spring (following all laws and label requirements) and transitions to organic products (outside of the two exceptions noted above) for the summer months. The community is very supportive of this approach (as demonstrated by the very few questions and concerns we have heard this year). Without the use of synthetic pesticides in the non-summer months, Parks would be exponentially weedier. It will require major investments in additional staff to keep up with weeds, and meet current maintenance expectations, if we eliminate the use of synthetic pesticides to control weeds (again, outside mandatory control of noxious weeds and the need to remove aggressive stinging insects in high use areas).	
DM Arnold	Conservation and Stewardship	CM Curtis: Support all of DM's pesticide free and reduction of pesticide suggestions	<u>Action EV-7.1: Designate all parks with playgrounds as pesticide free parks.</u>	With the exceptions of treating noxious weeds per State and County law and responding to aggressive stinging insects in high use areas. For example, Juanita Beach has a playground and has knotweed infestations that are required for control and can only be controlled with an aquatic approved herbicide. You can't cut it down or dig it out. The fragments will make new infestations. All the comments regarding goal EV-7 also apply to this comment.	Policy Discussion
DM Arnold	Conservation and Stewardship	Even if unfunded, this will allow us to track progress.	<u>Action EV-7.2: Add improvements to CIP that eliminate the</u>	CIP: Agree with Public Works Maintenance and suggest that the evaluation of various options could also include measurables.	

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			<u>need for pesticide use.</u>	Public Works Maintenance: as recently as 2019, City Council affirmed the use of herbicides in the public right of way where mechanical or other measures are not feasible. Use of herbicide on noxious weeds will continue as it is closely regulated, and applicators are licensed by the State.	
CM Curtis	Conservation and Stewardship	DM Proposed EV 6.4 (or EV 7.2) or new one: Design City public landscaping that requires less maintenance, water and pesticides.	<u>Design City public landscaping that requires less maintenance, water and pesticides.</u>	Parks employees review all Parks CIP projects throughout all stages of planning and development and request native, drought tolerant, and low maintenance plantings in all projects. We review all proposed landscaping plans to ensure the right plant is in the right place (ex: replace aggressive wild roses along pathways with a species that won't require significant annual pruning)	
DM Arnold	Conservation and Stewardship		<u>Action EV- 7.3: Regularly evaluate alternative products to synthetic pesticides.</u>	Agreed and already being considered.	
DM Arnold	Conservation and Stewardship		<u>Action EV- 7.4: Explore changes to maintenance standards to avoid use of synthetic pesticides.</u>	Agreed and already being considered.	
DM Arnold	Access to Parks and Open Space	For Action EV 7.1, "Proactively seek and acquire parkland to create new parks,		Please refer to our service level policy and maps in the PROS plan for a detailed overview of deficiencies and strategies to address underserved areas.	

SMP Council Comment Matrix

Council Member	Focus Area/ Element	Existing Text, Comment or Question	Proposed Text, or New Text	Staff Feedback	Disposition
		<p>prioritizing park development in areas where service level deficiencies exist”, ----                      -Question- do we consider private parks as part of our prioritization? I want to make sure we are looking at things with an equity lens to truly get underserved areas. Related, with the city-school partnership, are facilities on school lands shown on the map on p. 34</p>		<p>From Goal Section of PROS Plan: Social Equity – We believe universal access to public parks and recreation is fundamental to all, not just a privilege for a few. Every day, our members work hard to ensure all people have access to resources and programs that connect citizens, and in turn, make our communities more livable and desirable</p> <p>From PROS Plan: Policy 1.1 - Community Involvement:                      Identify underrepresented segments of the community and work to improve their capacity to participate in park planning and decision making.</p> <p>From page 45 of the PROS Plan (Acquisition and Development of New Neighborhood Parks):                      Kirkland’s neighborhood park system goal is to provide a neighborhood park within walking distance (¼-mile) of every resident. Achieving this goal will require both acquiring new neighborhood park properties in currently underserved locations and improving active transportation connections to allow local residents to safely and conveniently reach their neighborhood park. As Kirkland develops and acquisition opportunities diminish, the City will need to be prepared to take advantage of acquisition opportunities in strategic locations to better serve city residents. To better understand where acquisition efforts should be directed, a</p>	

SMP Council Comment Matrix

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				<p>gap analysis of the park system was conducted to examine and assess the current distribution of parks throughout the City. The analysis reviewed the locations and types of existing facilities, land use classifications, transportation/access barriers and other factors to identify preliminary acquisition target areas. In reviewing parkland distribution and assessing opportunities to fill identified gaps, residentially zoned lands were isolated, since neighborhood parks primarily serve these areas.</p> <p>Additionally, walksheds were defined for neighborhood parks using a ¼-mile primary and ½-mile secondary service area with travel distances calculated along the road network starting from known and accessible access points at each neighborhood park. Map 2 on page 53 illustrates the application of the distribution guidelines from existing, publicly-owned neighborhood parks, as well as privately-held homeowner association parks (walksheds were clipped to the boundaries of each HOA). Resulting from this assessment, a total of 8 potential acquisition areas are identified for neighborhood parks <b>to improve overall distribution and equity</b>, while promoting recreation within walking distance of residential areas.</p> <ul style="list-style-type: none"> <li>Northeastern portion of the Finn Hill neighborhood (Gap Area 'A')</li> </ul>	

SMP Council Comment Matrix

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				<ul style="list-style-type: none"> <li>• Southwestern portion of the North Juanita neighborhood (Gap Area 'B')</li> <li>• Northeastern portion of the North Juanita neighborhood (Gap Area 'C')</li> <li>• Northeastern portion of the Kingsgate neighborhood (Gap Area 'D')</li> <li>• Central portion of the Kingsgate neighborhood (Gap Area 'E')</li> <li>• Northern portion of the North Rose Hill neighborhood (Gap Area 'F')</li> <li>• Western portion of the South Rose Hill neighborhood (Gap Area 'G')</li> <li>• Southern portion of the Bridle Trails neighborhood (Gap Area 'H')</li> <li>•</li> </ul> <p>This Plan proposes acquisition of parkland for future neighborhood parks in these areas.</p> <p>While the targeted acquisition areas do not identify a specific parcel(s) for consideration, the area encompasses a broader region in which an acquisition would be ideally suited. These acquisition targets represent a long-term vision for improving parkland distribution throughout Kirkland.</p>	
CM Curtis	Access to Parks and Open Space		<p><u>EV 7.3 Expand existing education programs to include residential design practices that reduce</u></p>	<p>Storm &amp; Surface Water Division offers:</p> <ul style="list-style-type: none"> <li>-Natural Yard Care classes, in partnership with Tilth Alliance.</li> <li>-Yard Smart Rain Rewards, grant-funded stormwater retrofit rebate program.</li> </ul>	

## SMP Council Comment Matrix

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			<u>maintenance, pesticide use and water.</u>	Cascade Water Alliance offers Cascade Gardener classes, free water-saving tools.  This action may be a better fit for EV-1 or EV-2 (potential new action EV 2.4)	
CM Curtis	<del>Access to Parks and Open Space</del> Move to Sustainable Urban Forest section		<u>EV 7.4 Set commercial landscape design standards that use low-maintenance and waterwise plants.</u>	Staff agrees. KZC 95 Required Landscaping design standards require mulch, groundcovers, etc. Could develop water-wise plant list. Conduct outreach targeting landscapers on BMPs, including no excessive shearing and no topping trees. Most commercial landscaping plants fall into "low maintenance" category. Is concern with use of gas-powered landscaping equipment (blowers, mowers, etc.)?	
DM Arnold	Access to Parks and Open Space	For Action EV 8.1 "Sign the national "10-minute walk" initiative, -Question- can we get more information on what that initiative entails?		The 10-minute walk initiative is a Mayor's pledge that "makes the 100% Promise to ensure that everyone in your city has safe, easy access to a quality park within a 10-minute walk of home by 2050."  The following link describes more about the initiative: <a href="https://10minutewalk.org/#Promise">https://10minutewalk.org/#Promise</a>	
CM Curtis		Action EV 9.1 Conduct an accessibility review of parks and recreation facilities with the 2021	Action EV 9.1 Conduct an accessibility review of parks, <del>and</del> recreation facilities	Funding dependent to consider this action. Could consider this for next PROS plan update.	Policy Discussion

## SMP Council Comment Matrix

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		update of the Parks and Open Space Plan for the purpose of creating an action plan for needed improvements	and facilities with the 2021 update of the Parks and Open Space Plan for the purpose of creating an action plan for needed improvements		
DM Arnold	Sustainable Urban Forest	CM Curtis: Support DM Proposed EV 10.8	<u>Action EV 10.8: Evaluate pre-approved public works plans and look for opportunities for retention of right-of-way trees.</u>	PW Development and CIP groups look for opportunities to retain ROW trees when feasible. Opportunities include curb bump outs, removing planters strips, and meandering sidewalks. There isn't a standard for these techniques other than knowing it's one of our goals. A policy could be written to formalize this goal in support of the SMP. Currently most (not all) ROW trees adjacent to private property development projects are reviewed for retention. Estimated resources involved to review CIP and other ROW tree-impacted projects is an added 4 hours per week.	
CM Curtis	Sustainable Urban Forest		<u>New EV 10.9 – Create comprehensive inventory of existing and newly planted trees, including significant trees, in City spaces such as right of ways and parks. Create a city-wide tree planting program with set target areas and goals</u>	Urban Forester: [Note: These objectives are identified in the Urban Forest Strategic Management Plan]. Agree there should be a city-wide tree inventory and planting program. The 2018 Canopy Assessment identifies PPA, Potential Planting Areas. All active park trees have been inventoried. Only about a third of ROW trees have been inventoried within past 10 years. PW and Parks do not have planting plans that specify locations, target # of trees by certain date, estimated canopy cover or species diversity objectives.	



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			<p><u>for canopy expansion in our City public spaces and residential areas.</u></p>	<p>Green Kirkland Partnership does not have a tree-by-tree inventory (uses Triage system for forest stand management). GKP has identified tree planting locations in low-canopy open space areas and is actively planting and maintaining trees in those areas. GKP closely tracks all data (# planted, replaced, est. canopy cover and species for diversity objectives).</p> <p>We have data that identifies low-canopy residential areas, it just needs to be paired with an appropriate planting program like tree give-away event, block planting work parties, etc.</p>	
<p>CM Curtis</p>	<p>Sustainable Urban Forest</p>		<p><u>New EV 10.10 – Prevent developers from proactively removing trees and vegetation from property before excavation is begun. (Not sure how to word. Trying to prevent developers from clearing land and then leaving it empty because they’ve abandoned or de-layed the project.)</u></p>	<p>PW Development: State Law allows subdivision of property. There are no restrictions stating the property must be developed in a specified time frame, only that the preliminary approval is good for 5 years; meaning the plat must be recorded in that time frame. The City monitors sites to verify erosion control measures are in place during construction and have performance bonds in place if the City needed to step in and finish the construction work for a recorded plat or stabilize a construction site if the owner/contractor is unresponsive. Once the work is complete and the LSM permit final given for a subdivision or short subdivision there is no requirement or State Law that homes be constructed on the new lots. There are vacant lots throughout the City for various reasons that likely were subdivided</p>	

SMP Council Comment Matrix

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				<p>decades ago; investment, retain a large “backyard”, etc. The rate at which lots are created and built on is strictly a matter of economics and outside the City’s control.</p> <p>Urban Forester: Draft KZC 95 mandates IDP city-wide, requiring tree retention decisions upfront at the design phase of short plats and subdivisions. Currently, no trees can be removed with the approval of a short plat (only Land Surface Modification permit for clear/grading; then project is subject to Temporary Erosion and Sedimentation Control (TESC) regs for erosion control. Draft KZC 95 includes measures to prevent preemptive tree removals on development sites, one of which is a wait period after tree removal prior to development permit submittal. The fines for unauthorized tree removals (KMC 1.12.100) were raised substantially.</p>	
Sustainable Materials Management					
DM Arnold	Waste Reduction	Do we have a policy for that practice, or is this something that just continues each time Council approves rates? If we don’t have a formal policy to reference, an action might be appropriate for SM-1.	<u>Action SM 1.4: Set linear rates to incentivize waste reduction and recycling.</u>	<p>We do not have a specific policy, but our linear rate structure that we’ve had in place since 2009 incentivizes waste reduction.</p> <p>Linear rates mean that the price per gallon across all the service levels is the same. That means that there’s no “bulk discount” on the larger service levels that comes with a cost-of-service rate model. This then encourages customers to downsize as much as possible and use weekly recycling and composting service to get as much recyclable and compostable items</p>	

## SMP Council Comment Matrix

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				out of their trash as possible. So, it encourages not only recycling and composting but also waste reduction/waste avoidance.	
CM Curtis	Waste Reduction	Action SM 3.2 Enact policy to support reduction of single use food service ware, including straws and utensils	Action SM 3.2 Enact policy to <del>support reduction</del> <del>of eliminate</del> single use food service ware, including straws and utensils	Our intention with using "reduction" in this action was to eliminate unneeded single use food service items, while leaving them available when needed, such as for takeout that would be eaten away from the home and restaurant. This is worded to support a future policy recommendation to require that single-use utensils be made self-service or by request / positive affirmation from the customer. In addition, single use includes compostable and recyclable items, which may be products that restaurants may want to offer.	
DM Arnold	Recycling and Composting	Goal SM-4 Achieve a recycling diversion rate of 70% by 2030.	Goal SM-4 Achieve a local and <del>the</del> <u>countywide 70% recycling diversion rate</u> by 2030.	See suggested edit.	
DM Arnold	Recycling and Composting	While Action SM-4.4, discusses building code requirements for recycling and organics in multi-family, commercial, and mixed-use buildings, what are we doing to improve recycling and organics in existing	<u>Action SM-4.4b: Increase multi-family and commercial recycling through..</u>	Our existing MF program targets improving recycling and composting at MF properties. The building code references allocating sufficient physical space on the property. We cannot apply this same requirement to existing buildings.	

### SMP Council Comment Matrix

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		buildings? I'd like to see a goal in this area.			
DM Arnold	Recycling and Composting	Explain context of Goal SM-5, "Increase the number of businesses composting food scraps to 150 by 2023." For example, would that cover all existing restaurants?		This would not be all existing restaurants. This number represents a reasonable, incremental goal of adding businesses each year.	
<b>Sustainable Governance</b>					
DM Arnold	Sustainable Governance/City Operations and Civic Engagement	For SG-2 "Coordinate sustainability programs and policies across all City departments" or SG-5, "Cultivate community members' knowledge of, participation in, and leadership for civic processes", I'd like to form a Sustainability Commission to follow up on implementation of the plan and advise the Council on changes. Recognizing the City's current budget challenges, the timeframe may be more opened ended	<u>Action SG-2.4 / SG-5.4: Consider appointing a citizen Sustainability Commission by 2025 to advise City Council on implementation status of this plan and recommendations for future revisions as conditions change.</u>	There are financial and other considerations that should be taken into account in making this action possible. Although Staff agrees that implementation and accountability towards achieving the major goals of this plan are a priority, an over-arching goal of the SMP is to integrate consideration of sustainability into all City commissions and operations (and to not silo sustainability into a single commission).	Policy Discussion

## SMP Council Comment Matrix

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CM Curtis	Civic Engagement	Action SG-4.3 Explore ways to identify and empower trusted messengers in the community to serve as liaisons between the City and communities that have historically been underrepresented in civic life	Action SG-4.3 <del>Explore ways to</del> identify and empower trusted messengers in the community to serve as liaisons between the City and communities that have historically been underrepresented in civic life	Staff supports this edit.	
CM Curtis	Civic Engagement	From R-5434. This could go in Healthy Community	<u>SG-4.4 Perform a comprehensive City organizational equity assessment to identify gaps in diversity, equity, and inclusion in all areas of City policy, practice and procedure.</u>	Staff supports the addition of this action and it remaining in Sustainable Government. SG-2 could also be a good location for this, as it is more holistic of City operations than just Civic Engagement.	
DM Arnold	Civic Engagement	For SG-4, "Ensure processes for public participation are fair, accessible, and inclusive", we should recognize what we have learned about <i>increased</i> public participation during COVID-19 when we have not required physical presence at a specific time and	Action SG-4.4: <u>Provide opportunities for public input that do not require presence at a particular time or place.</u>	Staff supports this addition.	

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		place. Council is interested in continuing the methods of public participation; it is both as an equity and a sustainability issue. I'd like to add a new action SG-4.4.			
CM Curtis	Civic Engagement	Action SG-5.2 Maintain support for Kirkland neighborhood associations, including efforts at expanding active participation from underrepresented segments of the community, such as people of color, immigrants, and renter	Action SG-5.2 Maintain <u>and expand</u> support for Kirkland neighborhood associations, including efforts at expanding active participation from underrepresented segments of the community, such as people of color, immigrants, and renter	Staff supports this addition.	
CM Curtis	Civic Engagement	This deserves its own callout	<u>SG-5.3 Create community groups and expand active participation from underrepresented segments of the community, such as Black, indigenous, people of color.</u>	Staff recommends partnering more closely with existing community groups and supporting the establishment of new groups, such as Eastside for All and the Right to Breathe Committee. This was the intention of Action SG-5.1.  An edit to Action SG-5.1 to potentially meet CM Curtis' interest could be:	

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			immigrants, and renters.	Explore opportunities for the City's involvement in efforts of collective impact to help achieve desired outcomes, including through partnering more closely with existing community groups and supporting the establishment of new groups to expand active participation from underrepresented segments of the community, such as Black, Indigenous, people of color, immigrants, and renters.	
CM Curtis	Civic Engagement		SG 5.4 <u>Create</u> <u>Prioritize and implement a civic engagement course that provides and education about local government and creates an entry point for emerging community leaders.</u>	For context, Neighborhood U is an existing program within the Neighborhood Services Division of CMO, and a Fall 2020 program was being developed prior to COVID.  Suggested edits to the new SG 5.4 is provided.	
DM Arnold	Community Resilience	Action SG-6.5 Focus on efforts to address and mitigate climate change impacts.	Action SG-6.5 Focus on efforts to address and mitigate climate change impacts, <u>such as air quality issues and heat emergencies, for example.</u>	Staff agrees.  Urban Forester adds the following for consideration: Offset carbon through tree-planting via City Forest Credits registry. Adopt and implement the 2020-2026 Urban Forest Six Year Work Plan. Focus on meeting/exceeding the canopy cover goal through tree protection (KZC 95 code amendments), tree planting programs and increased use of green infrastructure (green roofs, bioswales, etc.), particularly in areas with	

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				poorer air quality (see WA Disparities Map). Consider incentives or require high-performance standards that mitigate climate impacts (i.e., Greenroads for transportation, SITES or Salmon-Safe certified for environmental impacts, and high-performance building standards).	
<b>Sustainable Business</b>					
CM Curtis	Green Business		<u>SB-1.4 Support reduction of or elimination of gas-powered landscaping equipment.</u>	<p>Staff Question: Is this city-wide or just city operations?</p> <p>For City Operations:                      Similar to pesticides, Parks is constantly on the lookout for advances in technology that further reduce our environmental impacts. Changing all power tools to electric versions will be expensive and in some cases, such as leaf blowers, the electric versions can't accommodate current community maintenance standards so this would have to be a combined with 1) financial support from City to convert to electric power tools; and 2) engagement with the community to define and accept new maintenance standards (ex: electric leaf blowers aren't always able to blow wet leaves off the sidewalk); and 3) additional staff if the community is not willing to accept new maintenance standards but wants to eliminate gas power tools</p>	Policy Discussion
CM Curtis	Green Economy	Encouraging housecleaners and landscapers changing business practices	<u>SB-4.4 Support work-from-home and primarily immigrant-owned businesses to foster sustainable business practices.</u>	The existing language is much more limited than the new proposed language. City does not currently offer any program that could be tapped to do this work. Is the intent to have a program funded and run by the city or to contract out?	



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				<p>What would be the role of potential grant opportunities?</p> <p>Depending upon intended audience and scope of the project, Kirkland Conserves could be helpful to explore next steps.</p>	
<b>Healthy Community</b>					
CM Curtis	Sustainable Food Systems	<p>Goal HC-1 Increase the number and geographic diversity of P-Patches or other types of community gardens by 100% by 2025, and another 100% by 2030</p> <p>*I think this goal needs to be more ambitious. 100% of a small number isn't much.</p>		<p>Right now, our P Patches are on Parks property and require significant staff time for maintenance (and for coordination with the gardeners) so this will require funding for additional staff if a more ambitious goal is to be considered.</p> <p>*In addition to P-Patches, we can also support and incentivize rooftop agriculture for those who don't have a yard or access to a park nearby.</p>	Policy Discussion
CM Curtis	Sustainable Food Systems		<p><u>HC 1.4 Build educational and support programs in coordination with local partners such as KCMG and Seattle Alliance to teach residents how to grow</u></p>	<p>Surface Water currently provides programming teaching residents how to grow food and avoid pesticides in partnership with Tilth Alliance, including the Demonstration Garden at McAuliffe Park. The City's environmental programs' social media includes some messaging regarding growing food, reducing water, and pesticide</p>	

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			<u>food and reduce water and pesticide usage.</u>	alternatives. Water conservation education is not currently part of any work program.	
CM Curtis	Sustainable Food Systems	<p>Action HC 3.2 Amend the Kirkland Zoning Code to allow food growing in stream and wetland building buffer setback areas</p> <p>*Not sure where this came from, but I don't agree with allowing food to be grown in stream and wetland buffer setbacks!</p>		<p>The area proposed to allow food production is outside the required critical area buffer. It is in a 10-foot-wide building buffer setback where currently most types of structures are not permitted. If a raised bed was built in this area because there is not enough space on the property, it could add to the food system and not harm the critical area or its buffer.</p> <p>The table in Kirkland Zoning Code (KZC) Section 90.140.1 currently allows some minor improvements (uncovered play structures to encroach 5 feet into the building buffer setback, and other specific improvements such as garden art, benches, paths and rain gardens can encroach up to 9 feet into the 10 foot building buffer setback.</p>	
DM Arnold	Potable Water	I was surprised to see that Kirkland residents use 58 gallons per day per person compared to Seattle's 39. The actions listed to reduce per-capita usage talk about water fixtures, outreach, education, and public-	<p><u>Action HC 4.4: Research per-capita differences in water usages throughout the region and identify best practices to incorporate.</u></p> <p>OR</p>	Staff Agrees with addition of these actions. More in depth research could help us understand the differences between cities and determine the best alternatives to consider reducing potable water usage.	

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		private partnerships. What is Seattle doing that Kirkland isn't (or Cascade Water if the increased usage is across the Eastside)? I think we should have a specific action to review such as the below. If it is about rates, we should have an action to review:	<u>Action HC 4.4: Consider rate structure impacts on per-capita differences in water usage throughout the region.</u>		
CM Curtis	Potable Water		<u>HC 4.5 – Create education program for water-use best practices addressing irrigation overuse and household consumption.</u>	Staff agrees.	
CM Curtis	Human Services		<u>HC-6.3 Provide Mental Health Professional support through our police and EMS services.</u>	A MHP was hired as a consultant (38.5 hours a week) by PD in July using Prop 1 funds. She is paired with a 2 <sup>nd</sup> Neighborhood Resource Officer funded by Prop 1 as well.	
CM Curtis	Human Services	HC 9.3 Explore partnership programs to strengthen relationships between the City and immigrant	HC 9.3 Create <del>Explore</del> partnership programs to strengthen relationships between the City and immigrant	Opportunities to expand partnership with Eastside for All which has as one focus welcoming efforts for the immigrant and refugee communities. Also, we have funded Jewish Family Service (JFS) through the city's human	

## SMP Council Comment Matrix

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		and refugee communities and to educate immigrants about their rights, responsibilities and opportunities for naturalization	and refugee communities and to educate immigrants about their rights, responsibilities and opportunities for naturalization	services grant program for years (\$15,000). JFS's Bellevue office offers employment, legal and naturalization education opportunities.	
DM Arnold	Welcoming and Inclusive	As Council in parallel is adopting our framework to respond to Racial Justice issues and Black Lives Matter, I think we will want to have a goal and action in this plan regarding undoing systemic racism.		This work is anchored by Resolution R-5434. Staff asks the full Council to provide direction on building upon R-5434 in this body of work.	Policy Discussion
CM Curtis	Attainable Housing		<u>HC-10.7 Identify city-wide numerical affordable housing goals for affordable units built under inclusionary zoning rules, along with missing middle house and ADUs, and track progress of meeting set goals.</u>	Staff agrees, and goals have recently been developed and are being reviewed by the City Manager.	
CM Curtis	Recreation and Wellness		<u>HC 11.2 Complete a synthetic turf master city-wide master plan.</u>	This action is funded and will occur in the next two years.	

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CM Curtis	Recreation and Wellness		<u>HC 12.3 Evaluate existing recreational programs and facilities to ensure equity for all populations and that they are serving the diverse needs in our community.</u>	Staff agrees, and notes that Council has already passed a resolution directing the City to conduct a full equity audit.	
CM Curtis	Recreation and Wellness		<u>HC 12.4 Explore public/private recreational partnerships.</u>	Staff agrees. This is already being done and we will continue to seek new and more innovative partnerships.	
CM Curtis		Question: Where can we add that active children and ADA accessible play spaces are included in multi-family developments?	<u>Amend Zoning Code and design guidelines to require active children and ADA accessible play spaces be included in multi-family developments</u>	A code amendment could be developed, and this language could be incorporated into design guidelines. See Suggested Action. This action may not have a simple place to insert in plan, but perhaps this could be added to next code amendment list.	
<b>General Comments</b>					
CM Pascal		Perhaps, what would be helpful is to note which are action items we have either completed and/or are doing. I know you identify this in the		Staff agrees. We did provide many call out boxes within the report to tell the community what we are doing. However, staff will consider a way to provide more places to provide this type of information to inform the community of all the good work the City is doing.	

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		<p>spreadsheet in the back where you note many ongoing items. However maybe it could be noted in the body of the report too, to show that we are already doing many things, but do need to provide resources to continue doing them. One could read the report and wonder why we are not already doing that action, for example.</p>			
<p>CM Pascal</p>		<p>Some of the recommendations or goals could lead to increased housing costs. Given our sensitivity and priority around housing affordability, can the plan somehow identify those items that could lead to higher housing costs over time? Obviously, those costs would need to be weighed against the public benefits that are gained. For</p>		<p>In relation to housing costs of building with electric systems versus gas, staff could do some more analysis on this issue with local data comparing the operating cost of a home using electricity versus gas. It should be noted that the CETA that was passed in 2019 which puts Washington State on a path to carbon neutral electricity by 2030 and all renewable electricity by 2045. This means that homes that are built with all gas infrastructure such as heating, cooking and clothes drying that wanted to be updated later would have to pay to have the increased electrical capacity installed. This would be more expensive to do later.</p> <p>In addition, Washington State's energy code is becoming more stringent every two years and</p>	

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		<p>example, how do the net zero requirements impact overall housing costs?</p>		<p>should reach a net-zero energy requirement for new construction by 2031. Most of the costs related to getting to net zero involve a tighter building envelope (less air leaks, and more insulation) and more efficient mechanical systems which lower the overall energy load that would need to be offset by clean energy production utilizing solar arrays.</p> <p>Action BI-1.1 in the Building and Infrastructure element is a supporting action as it seeks to revise our green building program to incentivize the creation of more net-zero buildings of all types in Kirkland.</p>	
<p>CM Pascal</p>		<p>I am really interested in an Action Plan, what are the next steps in the process, what are the timelines, and what are the costs?</p>		<p>Staff does not have a specific action plan yet. but we have the components and would assume that many departments that work directly in the focus area would execute the goals and actions. After the SMP's adoption, actions could be prioritized to meet goals where timelines are provided in the plan. For other actions, a list could be developed of which cost and opportunity would be weighed. Staff would need to perform some analysis to determine costs for each action.</p> <p>Staff could generate an annual sustainability report that identifies actions over the previous year and top priorities for the next year. This is something that should be discussed further.</p>	
<p>CM Pascal</p>		<p>Is there somewhere in the plan that identifies those other plans that should be updated</p>		<p>The SMP does not specifically call out the updating of other City plans. It is a good idea. The plan's Sustainable Decision-Making Matrix could play a major role in helping departmental decision makers align with the criteria of the</p>	

SMP Council Comment Matrix

Council Member	Focus Area/ Element	Existing Text, Comment or Question	Proposed Text, or New Text	Staff Feedback	Disposition
		to incorporate the goals and actions identified here? How do we work to provide consistency between our plans and regulations?		SMP. They could also do a similar exercise when planning to update their specific plans and show how their plans could support the achievement of the SMP.	
CM Pascal		In the energy section, I would be interested in how we maintain flexibility to deal with peak demands. I have seen California go through some blackouts that appear to be do with the fact that wind and solar might not provide the energy needed during the late evening when temperatures might be higher, and more people are relying upon air conditioning, etc. Perhaps the plan should somehow address this issue from a sustainability standpoint.		<p>Kirkland would not pursue 100% renewable energy on their own and the utility would probably not allow it to happen. But, moving away from fossil fuels to generate electricity is a course we are on pursuant to the CETA and will be carried out on a state-wide basis with carbon neutral electricity by 2030 and carbon free electricity by 2045.</p> <p>Our utilities will need to do a good job ensuring they can respond to peak demand (via everything from smart meters, to better storage capabilities for energy generated from renewable sources, and overall conservation measures). The CETA legislation has safeguards to help prevent service interruptions and to manage the complexities of moving towards 100% renewable electricity.</p>	





# CITY OF KIRKLAND SUSTAINABILITY MASTER PLAN

**DRAFT**  
July 2020



**ADOPTED: (TBD)**

Ordinance (TBD)

## Acknowledgments

### City Council

Penny Sweet, Mayor  
Jay Arnold, Deputy Mayor  
Neal Black, Councilmember  
Kelli Curtis, Councilmember  
Amy Falcone, Councilmember  
Toby Nixon, Councilmember  
Jon Pascal, Councilmember

### Project Team

**Project Director** - Adam Weinstein, Planning & Building Director

**Project Manager** - David Barnes, Senior Planner

**Project Assistant** - Sierra Carson, Graduate Intern

**Project Support** - Tracy Durnell, Environmental Education & Outreach Specialist

**Outreach Director** - James Lopez, Assistant City Manager

**Outreach Lead** - David Wolbrecht, Neighborhood Services Outreach Coordinator

For more information please visit:

[https://www.kirklandwa.gov/depart/CMO/Neighborhood\\_Services/Sustainability\\_Master\\_Plan.htm](https://www.kirklandwa.gov/depart/CMO/Neighborhood_Services/Sustainability_Master_Plan.htm)

Or contact:

Kirkland Planning and Building Department  
123 5th Avenue, Kirkland WA 98033  
425-587-3600



### Contributors

#### Kirkland Community

Environmental Technical Advisory Group (ETAG)

Colleen Clement  
Ron Snell  
Sarah Richards  
Dave Russell

#### Sustainability Ambassadors

Kirkland Youth Council

Kirkland Business Roundtable

Kirkland Chamber of Commerce

*The City of Kirkland would like to thank and recognize the efforts of all community groups and community members who gave their time and energy to bring this plan to life.*

### City Staff

#### Planning & Building

David Barnes  
Sierra Carson  
Prins Cowin  
Tanya Elder  
Tom Jensen  
Shaylyn Johanson  
Susan Lauinger  
Dawn Nelson  
Deb Powers  
Adam Weinstein

#### Parks & Community Services

Jodie Galvin  
Mary Gardocki  
Leslie Miller

#### Public Works

Betsy Adams  
John Burkhalter  
Armaghan Baghoori  
Tracy Durnell  
Archie Ferguson  
Jenny Gaus  
Kelli Jones  
Aparna Khanal  
Rachel Konrady  
John MacGillivray  
Jenna McInnis  
Joel Pfundt  
Kimberly Scrivner  
Ray Steiger  
Rod Steitzer

#### City Manager's Office

Dimitri Ancira  
James Lopez  
Lorrie McKay  
Kari Page  
Kurt Triplett  
Kellie Stickney  
David Wolbrecht

#### Fire Department

Heather Kelly  
Karissa Smith  
Dave Van Valkenberg

#### Finance and Administration

Sridhar Krishnan  
Michael Olsen  
Greg Piland  
Sheila Sigmond

#### IT

Drew Edmonds

#### Human Resources

Kris Carlson

#### City Attorney's Office

Kevin Raymond

#### Admin Geniuses








Ellen Miller-Wolfe

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# EXECUTIVE SUMMARY

The primary purpose of the City of Kirkland's Sustainability Master Plan (SMP) can be found in the definition of the word sustainability, which is about meeting the needs of the present without compromising the ability of future generations to meet their needs. The major needs of the community are cleaner air and water, healthier food to eat, expanding housing options that allow people of all economic means to live here, and furthering a more equitable and socially just city that is welcoming and inclusive of all people. The creation of the SMP is the fulfillment of a 2019-2020 Council work plan goal, which was derived from the Environment Element of Kirkland's Comprehensive Plan and builds on Kirkland's progressive environmental heritage.

Additionally, the SMP seeks to coordinate the many existing City master plans, policies, programs and actions that encompass environmental issues. The SMP helps the community articulate where we are now, where we should be, and establishes goals and implementable actions that put the City on a clear path to achieve sustainability for future generations to come.

## A Plan Informed by the Community

Extensive outreach was performed in the community and internally to City staff to learn what we should be focused on to create a more sustainable Kirkland and the action steps that we could take to achieve this goal. Staff utilized the Themed Resident Engagement Kirkland (TREK) methodology and, with the assistance of the City Manager's Office, hosted two major events, conducted nine focus groups, and published an online survey. All of these provided for robust public participation in the creation of the SMP.

The second major outreach event was a Sustainability Summit held as part of the City's annual City Hall for All event. Conducted in a similar style as the Sustainability Forum, this event focused on showing the community what staff had done with the information that was provided at the Sustainability Forum and small focus group outreach. Notably, staff was able to also share what actions the City already undertakes to further sustainability in Kirkland and the overall region. The City Hall for All event also included a Sustainability Fair in the Peter Kirk Room, where community members could learn what actions they could take to reduce their impacts on the environment.



Residents provided input on community environmental goals at the Sustainability Summit

After these major outreach events, staff continued to work with a group of local community members that are also involved in environmental issues and in conjunction with groups such as the Sierra Club and People for Climate Action - Kirkland. This group of committed citizens served as a sounding board for the many good ideas generated by the community and contributed immensely to the development of this plan.

# Sustainability Master Plan Key Recommendations

The plan is divided into eight focus areas. The following list of recommendations highlights the ideas that garnered the most support and excitement in the community:

## Energy Supply and Emissions

It is imperative that the energy the community uses is renewable and consistently gets cleaner until it is free of all pollutants. This can be achieved by sourcing electricity that is not produced by combustion of fossil fuels. This conversion should be done to the maximum extent possible by 2030 to avoid the worst impact from Climate Change as the world works towards achieving zero community greenhouse gas (GHG) emissions.

- Secure carbon-free electricity for the community
- Reduce the use of natural gas in buildings and convert existing systems to clean electric
- Reduce vehicle miles traveled

## Buildings and Infrastructure

Buildings and related infrastructure not only use a great deal of natural and human made materials, but their construction and operation are responsible for over one third of the community's GHG emissions. Since water is a precious and essential resource, we should ensure we don't use more than required as it is also being impacted by climate change.

- Incentivize construction of high-performing, low energy use zero-emission structures
- Increase water efficiency in all buildings and infrastructure
- Retrofit existing buildings to reduce energy use

## Land Use and Transportation

Transportation alone accounts for about half of Kirkland's community greenhouse gas emissions. Efficient land use and transportation patterns can be optimized to use the land we have more efficiently, and to help the community improve air quality, reduce congestion by driving less, and utilize many cleaner transportation options such as biking, walking, transit use and carpooling.

- Employ Smart Growth principles in all City planning practices and codes
- Ensure that people of all ages and abilities can comfortably get around by walking or bicycling
- Reduce the average amount each person drives by 20% by 2030 and 50% by 2050
- Grow the annual number of weekday transit riders by 20% each year

## Natural Environment and Ecosystems

Air, water, land, plants and animals and the entire ecosystem that supports them are vital to human health and contribute immensely to the community's quality of life.

- Protect and enhance the water quality of Kirkland's streams, lakes and wetlands
- Make sure that all residents can walk to a park or open space
- With the community's help, restore at least 500 acres of City-owned natural areas and open space park lands by 2035
- Meet the overall goal of citywide 40% tree canopy cover goal by 2026
- Eliminate the discretionary use of synthetic pesticides in parks by 2025
- Manage Kirkland's urban forest resource for optimal health, climate resiliency and social equity

## Sustainable Material Management

Reducing consumption and waste by reusing materials and fixing items instead of replacing or discarding them helps us transition to a system where everything is reused or recycled.

- Achieve zero waste by 2030
- Compost all food and yard waste
- Reuse material and recycle the rest
- Support product stewardship

## Sustainable Governance

Responsible governance helps foster decisions that are good for the environment, social equity, and the economy.

- Integrate sustainability into every major decision the City makes
- Coordinate sustainability programs and policies across all City departments
- Ensure processes for public participation are fair, accessible, and inclusive
- Build community resiliency
- Maintain the City's responsible fiscal practices

## Sustainable Business

Local businesses, both small and large, contribute extensively to the livelihood of the community and enhance Kirkland's sense of place. The city can assist businesses to become more sustainable and help rebuild the local economy through local and regional partnerships.

- Provide personalized environmental technical support to businesses
- Develop a diversified, equitable and resilient local green economy

## Healthy Community

Communities that have access to the necessities of life such as food, water, housing, jobs and opportunities are happier and healthier. It is important for all members of the community to feel they belong and that their city is equitable and socially just.

- Double the number of P-Patches or other community gardens by 2025, and again by 2030
- Reduce how much potable water each person in Kirkland uses by 10% by 2025 and 20% by 2030
- Help refugees and immigrants, people of color and economically struggling residents access the resources they need to thrive
- Build a community that helps young people become engaged, competent and responsible members of the community
- Make Kirkland a safe, inclusive, and welcoming place for all people
- Expand housing options for all income levels
- Provide more recreation facilities

## Putting the Plan into Action

Many of the Sustainability Master Plan's goals have time horizons of approximately ten years and there are others that will take longer to achieve. It is therefore essential that the actions in this plan are carefully monitored and measured and updates are provided to the community every two years. This will help ensure that City operations and the community are working together in partnership towards a truly sustainable future for all.





# INTRODUCTION TO PLAN

The Sustainability Master Plan is not the first time the City has created a plan that addressed environmental issues in Kirkland. The Natural Resources Management Plan was adopted in 2002 and many other plans since then have touched on issues such as climate, stormwater, transportation and housing which are inextricably connected to sustainability. This plan is different from all the previously adopted City plans because it pulls together all these broad areas into one plan.

Goals are organized by **focus areas**, which are broken down into manageable, bite sized pieces called **elements**. The elements represent distinct, yet related pieces of the focus areas and establish goals and actions for each element. The goals are meant to be measurable so that the progress of each prioritized action can be demonstrated and documented. This allows the City and the community to be held accountable for the success of the goal achievement and the flexibility to change the actions, if the desired results are not reached. The elements, goals and actions in the focus area of the plan are not simple to achieve. They will take diligence, coordination and prioritization of funding and in many cases direct action from the community.

The **policy section** is meant to help push the boundaries of current City policies and demonstrate leadership among other cities and the region. They are bold, aspirational policies that can be considered for adoption as they are written. This section can serve to challenge our current policies and push the City and the community even closer to sustainability.

The **implementation section** of this plan is intended to help decision-makers prioritize the completion and funding of identified actions. The implementation matrix is a master matrix of all potential actions that could be attempted. They are broken into focus areas and have been evaluated by City staff and provided an overall weighted score to help decision makers prioritize which actions to take first.

To integrate **sustainable decision-making** into the City's processes, the plan introduces a new tool called the sustainable decision-making matrix (SDMM). The SDMM is a weighted decision-making tool that helps all City departments make more informed decision on projects, programs, policies and actions in all City operations and is intended to institutionalize sustainability throughout the organization.





# FOCUS AREAS

The eight focus areas organizing the City's environmental goals are broad in nature but represent some of the most important aspects of sustainability.

Each focus area is further broken down into elements that define specific goals. Each element is described, and its current status explained provides context to both the user and reader.

In addition, each element establishes measurable goals, and provide actions designed to achieve the goals. Policy citations show how the City's existing polices support this plan, and callouts of actions provide examples of what the City is currently doing to further the goals of the plan.

# Guide to the Focus Area Chapters

This plan is designed to be intuitive to read and is meant to educate the reader not only on what the city plans on doing to address sustainability in the future, but also what the city has done in the past, and why it has chosen to address sustainability in these ways.

## Focus Area Introduction

••• The color is unique for each Focus Area, used throughout the plan

••• Title of Focus Area

••• Icon of Focus Area, used throughout the plan

••• Description of the Focus Area

••• Description of how the Focus Area is related to sustainability

••• List of all the Elements of the Focus Area

## Focus Area Pages

Element Heading

Definition of the Element

Explanation of where the city currently stands in addressing the Element

Each Element contains supporting Goals

Actions to achieve Goals

Callouts provide extra information, such as a definition of a specific term, information about a program, or an example

Existing policy support for Element goals

Context for Goals

# ENERGY SUPPLY + EMISSIONS

The type of energy the community sources and uses greatly affects pollution levels, greenhouse gas emissions, and self sufficiency in a turbulent energy market.



According to the 2018 Intergovernmental Panel on Climate Change report (IPCC), on a world-wide basis we have approximately 10 years (until 2030) to convert all our energy supply to clean, renewable resources such as wind, solar and hydro, to prevent the worst effects of climate change. If this conversion does not happen within this timeline, the greenhouse gas (GHG) emissions from combusting fossil fuels could lead to much more extreme impacts such as sea level rise, heatwaves, storm events, failed food crops, disease, and loss of human life.

This conversion cannot happen overnight, and it must begin now with the creation of new wind and solar farms and the rapid discontinuance of fossil fuel use. Many of the issues related to energy supply are not in our direct control. Fortunately we do have influence on outcomes. We don't know how bad the impacts will be of not reaching the world-wide GHG emission reductions; but the risks of inaction or too little action directly conflict with sustainability. Therefore, we should make every effort to meet these GHG reduction goals in order to create an equitable community where future generations will be able to meet their own needs. We look to achieve these goals through work on Five Elements in this Focus Area:

- 1. Community GHG Emissions**
- 2. Purchased Electricity**
- 3. Distributive Renewable Energy**
- 4. Electrification of Vehicles**
- 5. Purchased Pipeline Gas**



# ENERGY SUPPLY & EMISSIONS FOCUS AREA ELEMENTS

## 1. Community GHG Emissions

**What is it?** Community (GHG) Emissions are the result of combusting fossil fuels such as gasoline, diesel, coal, and pipeline gas (also known as natural gas). In order to reduce carbon emissions to reach goal levels it will be important to switch to carbon-free electricity, reduce use of gas in our homes and businesses and reduce the use of gas-powered vehicles.

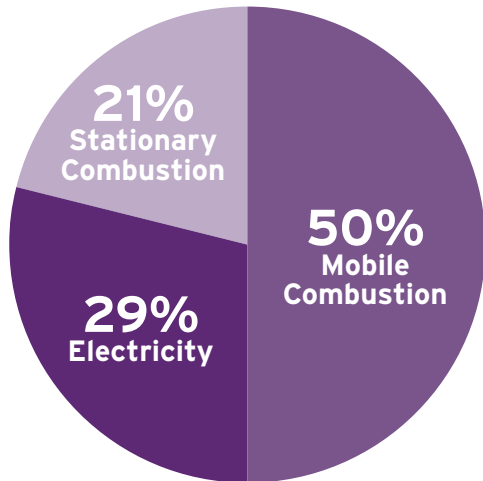


Figure 1. 2017 Kirkland community emissions breakdown by source

**Existing Policy Support:** [Kirkland Comprehensive Plan](#)

**Policy E-5.1:** Achieve the City's greenhouse gas emission reductions as compared to a 2007 baseline:

- 25 percent by 2020
- 50 percent by 2030
- 80 percent by 2050

**Where are we now?** As of 2017, community GHG emissions were 640,900 **MTCO<sub>2</sub>e (metric tons of carbon dioxide equivalent)** a year, which represents achieving a reduction of 22 percent from the 2007 baseline. These emissions are associated with three different sources as follows:

- **50% or 329,000 MTCO<sub>2</sub>e from Mobile Combustion:** Emissions from vehicles traveling in and through Kirkland (gas and diesel)
- **21% or 138,000 MTCO<sub>2</sub>e from Stationary Combustion:** Emissions from natural gas used for heat and other gas appliances
- **29% or 188,000 MTCO<sub>2</sub>e from Electricity:** Emissions from energy used for buildings and infrastructure such as streetlights, signals, and pump station.

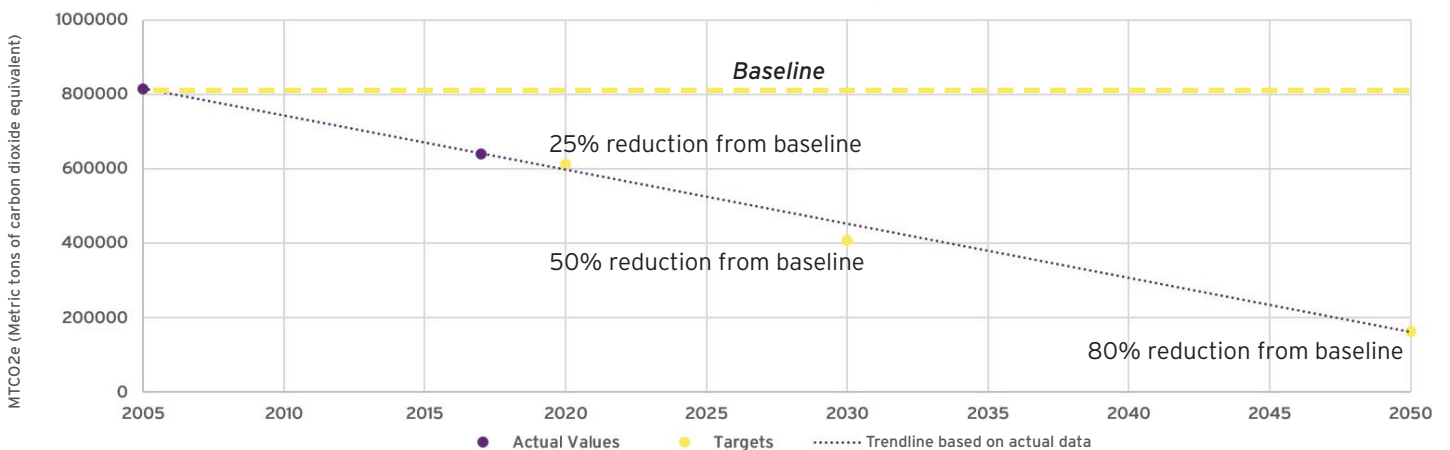


Figure 2. Community emissions targets compared with 2005 baseline and 2017 data.

# ENERGY SUPPLY + EMISSIONS



## Goal ES-1 Prioritize community GHG emissions reduction to achieve City Comprehensive Plan and K4C Goals

- **Action ES-1.1** Factor emissions reduction into budget processes and decision making
- **Action ES 1.2** Work with community members to create public/private partnerships to reduce emissions
- **Action ES 1.3** Work with K4C and lobby State Legislature to enact laws to further reduce GHG emissions

A new Washington State Law (CETA) requires all purchased electricity to be fossil fuel free by 2030 and 100% by 2045

## 2. Purchased Electricity

**What is it?** The electricity that is supplied for purchase by the local contracted utility, currently Puget Sound Energy (PSE).

**Where are we now?** Purchased electricity offered throughout the city is 40% **carbon free** as of 2019 but the remainder still contributes 29% of community GHG emissions. Most carbon free electricity offered by PSE comes from hydro electric and wind power facilities.

## Goal ES-2 Ensure that purchased energy is 100% carbon free by 2030

- **Actions ES-2.1** Establish a plan to have 100% renewable energy for the community, and work with utility provider (currently PSE) and other stakeholders to establish plan
- **Actions ES-2.2** Consider supporting the formation of an Eastside Public Utility District that secures 100% renewable electricity that is equitably priced for the entire community

The City of Kirkland has secured renewable electricity for City operations via PSE's Green Direct Program. This program is an interim step to build the utility's capacity to generate local renewable energy.

### Existing Policy Support: Kirkland Comprehensive Plan

**Policy E-5.7:** Pursue 100 percent renewable energy use by 2050 through regional collaboration

## Why Carbon Free?



**Carbon free** electricity sources bring more stable prices and are a cheaper alternative to fossil fuels in the long run because fossil fuels are heavily subsidized. Carbon free energy is also better for air quality and public health as it does not rely on combustion to create energy and helps lower emissions for the entire community





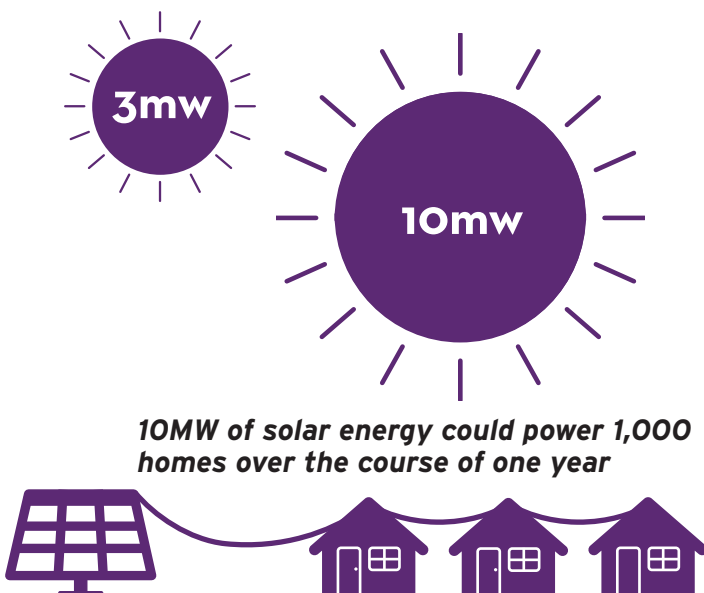
## 3. Distributive Renewable Energy

**What is it?** Solar Panel systems that are designed to feed directly into the electrical energy grid.

**Where are we now?** There are currently no city programs to encourage community or Individual solar installations. There are no community solar Installations in the City of Kirkland.

### Goal ES-3 Add an additional 10 Mega Watts (MW) of combined individual and community distributive solar by 2030

- **Action ES-3.1** In cooperation with environmental groups and solar installers, develop a marketing program to Kirkland residents and businesses to encourage installation of solar systems on or at their property
- **Action ES-3.2** Work with King County and other members of the K4C to establish a region wide program for successful implementation of community solar. Program will include a focus on low income residents and those in low and moderate income housing



There are two different types of distributive solar renewable energy systems:

- **Individual Solar Installations** are owned by a single entity or business and installed on a private building and
- **Community Solar Installations** that are owned by members of the community and typically installed on a public building.

### Why Community Solar?



Not all homes are suitable for solar power, and renters may also be interested in choosing clean energy. Community solar installations allow people who cannot install their own arrays or who can not afford a full array to purchase a share in a larger solar array. Community solar provides flexibility.



Solar panels being installed in Kirkland during one of the Solarize Kirkland campaigns.

Kirkland has run two successful Solarize Kirkland campaigns resulting in 291 customers with individual Solar Installations generating a total of 3 MW of power each year.





## 4. Electrification of Vehicles

**What is it?** Reduce use of fossil fuels and reduce GHG emissions from mobile combustion by providing the required infrastructure, expanding use of electric vehicles and charging stations across the City, including at major activity centers.

**Where are we now?** Mobile Combustion makes up 50% of Kirkland's annual Community GHG emissions with a total output of 329,000 MTCO<sub>2</sub>e as of 2017. There is no policy or code that requires public or private electric charging stations to be built with new private development, although the City has installed several electric vehicle chargers in the Central Business District.

### Goal ES-4 Reduce GHG emissions from vehicles 25% by 2030

- **Action ES-4.1** Support engagement and partnerships with utilities and organizations to develop regional pilots to incentivize the transition to electric vehicle ownership for all sectors, through development of infrastructure, education, and grants and incentives
- **Action ES-4.2** Enact local code and programs to create incentives or require electric vehicle charging station retrofits in existing buildings or on development sites
- **Action ES-4.3** Require EV charging stations with all new developments or redevelopment projects at a minimum ratio of one EV charger for 2% of all required parking stalls

Washington State Code requires certain new construction to be built with electric charging station capability at a ratio of 10% of all required parking stalls.



Electric vehicle charging stations at the Marina Parking Lot in downtown Kirkland.

City of Seattle requires all new homes with off-street parking to be "charger-ready" - wired to support a Level 2 EV charger. Twenty percent of multifamily development parking spaces must be "EV-ready."



## 5. Purchased Pipeline Gas

**What is it?** Pipeline gas (also known as natural gas) that is supplied for purchase by the local contracted utility, currently Puget Sound Energy (PSE). Many communities are targeting the reduction of pipeline gas to both reduce GHG emissions and to address safety concerns for human health from indoor exposure to pipeline gas, pipeline leaks and explosions, and environmental impacts associated with pipeline gas extraction.

**Where are we now?** Pipeline Gas makes up 21% of Community GHG Emissions and contributes 138,000 MTCO<sub>2</sub>e annually. There are 23,000 individual gas customers within the City of Kirkland, and 95% of these customers are residential homes which use almost 3/4 of all pipeline gas in the city.

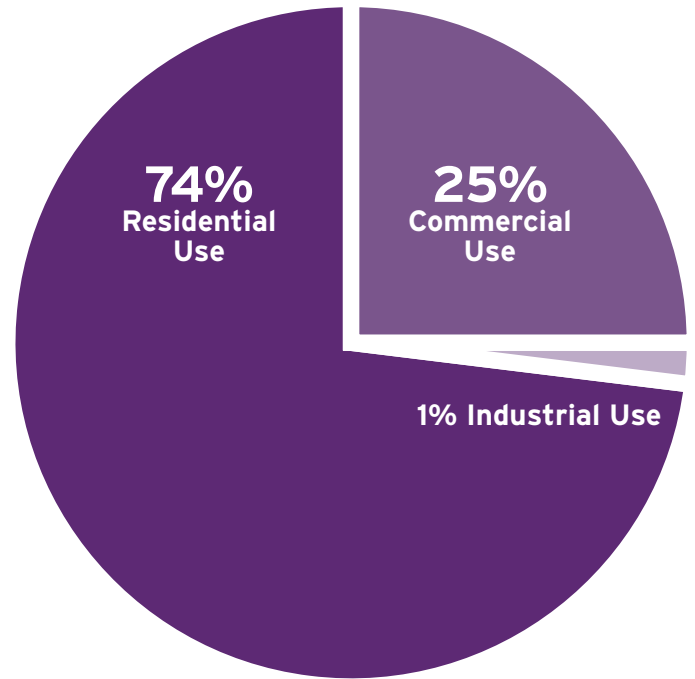


Figure 3. Kirkland pipeline gas usage by user type

**Goal ES-5 Reduce emissions of pipeline gas and other fossil fuels from all buildings by 20% by 2025 and 50% by 2030, as compared to a 2017 baseline**

- **Action ES-5.1** Establish a public/private partnership to educate gas account users about how to reduce gas usage
- **Action ES-5.2** Establish a public/private partnership or incentive program to convert existing gas heating systems and other appliances to energy efficient electric systems
- **Action ES-5.3** Explore requiring all new construction to be built with only electric systems



**20%**  
reduction  
over 8  
years

**50%**  
reduction  
over 13  
years

# BUILDINGS + INFRASTRUCTURE

All building types and infrastructure within the City have the potential to use much less energy and resources than current codes require if constructed with sustainable design or retrofitted



Existing and new buildings account for 50% of the energy used city-wide and the GHG emissions from this source accounts for approximately 206,000 MTCO<sub>2</sub>e. The Washington State Energy Code regulates the efficiency of all new structures, but existing buildings that have been built under older codes represent a tremendous opportunity to not only reduce energy use and save users money, but also reduce related GHG emissions.

To achieve the City's ambitious reduction goals, the buildings that house people and business in Kirkland must be as efficient as possible to reduce the amount of renewable energy capacity that will need to be created to serve the community's energy needs. If existing demand for energy is not reduced, it will take longer to achieve emission reduction goals while lower-income households will continue to be burdened by higher energy costs. We look to achieve these goals through work on **Three Elements** of this Focus Area:

- 1. New Construction + Development**
- 2. Existing Buildings**
- 3. Water Efficiency**

# BUILDINGS + INFRASTRUCTURE FOCUS AREA ELEMENTS



## 1. New Construction + Development

**What is it?** The design and construction of new development.

**Where are we now?** There is no requirement for **Net Zero Energy** or **High Performing Green Building** design for new development. Kirkland's Green Building Program includes incentives for Single Family Development that meets certain criteria.

There is no equivalent program for commercial or multifamily development but some large-scale projects may be required to provide an energy efficiency plan on a case by case basis. There are many programs to certify a building as a high performing green building such as Leadership in Energy and Environmental Design (LEED), Build Green, Passive House and the International Living Future's Living Building Challenge.

Over 300 energy efficient homes have been built in Kirkland through the City's Green Building Program since its inception in 2008.

### Goal BI-1 Certify all new construction as High Performing Green Buildings by 2025

- **Action BI-1.1** Restructure City of Kirkland Priority Green Building program to incentivize net zero energy buildings in single family, commercial and multi-family buildings
- **Action BI-1.2** Create public/private partnerships to encourage and educate builders to create energy efficient structures

### Existing Policy Support: Kirkland Comprehensive Plan

**Policy E-4.1:** Expand City programs that promote sustainable building certifications and require them when appropriate

**Policy E-4.6:** Work with regional partners such as Regional Code Collaborative (RCC) to build on the Washington State Energy Code, leading the way to "net-zero carbon" buildings through innovation in local codes, ordinances, and related partnerships



Kirkland Urban, in downtown Kirkland, opened its first phase in 2019, including retail, office, and multi-family.



**High Performing Green Buildings** are those which deliver a relatively higher level of energy-efficiency performance than that required by building codes or other regulations.



# BUILDINGS + INFRASTRUCTURE

**Goal BI-2 Increase the resilience of the built environment by requiring 50% of new construction to be Certified Net Zero Energy by 2025 and 100% of new construction to be certified Net Zero Energy by 2030**

- **Action BI-2.1** Continue to build market demand for net-zero energy buildings through incentives, education, demonstration projects, partnerships and recognition

A **Net Zero Energy** building is a building with zero net energy consumption, meaning the total amount of energy used by the building on an annual basis is equal to the amount of renewable energy created on the site or by other renewable energy sources.

## Why Net Zero Development?

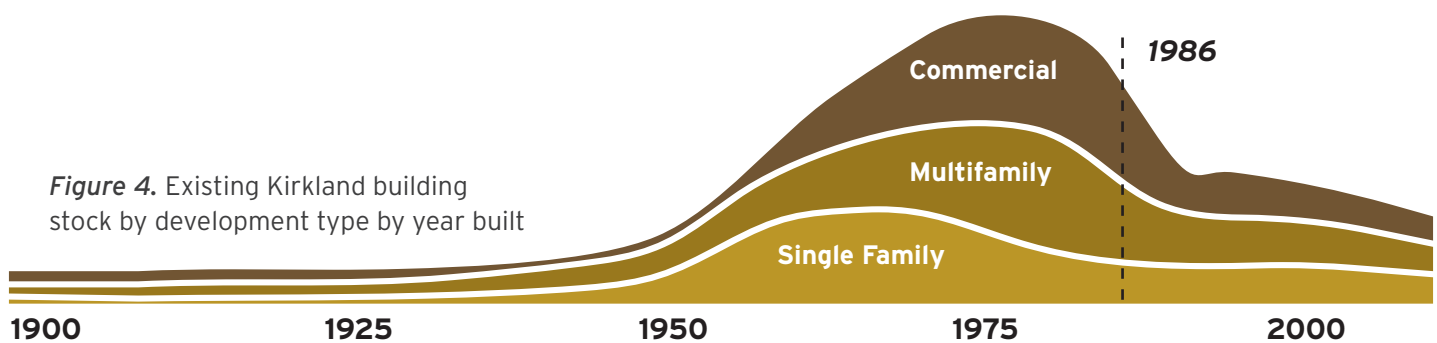


The value of **Net Zero** development is multi-faceted. Net Zero buildings produce as much renewable energy as they consume and therefore do not increase pollution in the community, reducing health impacts. This kind of development is designed to very high energy efficiency standards, and costs less to operate. By incentivizing more net zero development we ensure future generations can be energy independent.

## 2. Existing Buildings

**What is it?** Any existing building such as a commercial building, residential structure or single-family home has great potential to become more energy efficient because energy code requirements are more stringent now than in the past.

**Where are we now?** 70% of the building stock in Kirkland was built before 1986. The Washington State Building Code began taking energy efficiency into consideration in 1986. These older buildings present a big opportunity to increase energy efficiency and reduce energy bills.



**Goal BI-3 Achieve the K4C Goal to reduce energy use in all existing buildings by 25% by 2030 and 45% by 2050 compared to a 2017 baseline**

- **Action BI-3.1** Create an incentive program to share energy efficiency savings with building owners and tenants in multi-family housing
- **Action BI-3.2** Work with K4C to adopt State required energy performance benchmarking and disclosure ordinances for an annual reporting program for commercial buildings, and explore options for multifamily buildings

# BUILDINGS + INFRASTRUCTURE



- **Action BI-3.3** Work with K4C to implement C-PACER legislation approved by the State Legislature
- **Action BI-3.4** Work with the K4C to implement energy performance ratings for all homes at time of sale so that prospective buyers can make informed decisions about energy costs and carbon emissions
- **Action BI-3.5** Work with K4C, energy efficiency contractors and interested parties to establish a program to assist homeowners in identifying and selecting appropriate and cost effective energy improvements

C-PACER or Commercial-Property Assessed Clean Energy Resilience legislation will provide owners with a means to access less expensive capital, over a longer term, with the opportunity for costs to be offset from energy savings

The City of Portland requires those selling single-family homes to disclose a Home Energy Score with any listing or public posting about the house.

## 3. Water Efficiency

**What is it?** Increasing water efficiency means reducing water wastage by measuring the amount of water required for a purpose compared with the water actually used.

**Where are we now?** According to the United States Environmental Protection Agency (EPA), water use in buildings accounts for over 70% of water use on a national basis and the average household uses more than 300 gallons per day. Water efficiency measures such as low flow fixtures and certified

### Existing Policy Support: Kirkland Comprehensive Plan

**Policy E-4.7:** Work with regional partners to pursue 100 percent use of a combination of reclaimed, harvested, grey and black water for the community's needs.

appliances help demonstrate that it is possible to use existing water resources, rather than develop new and more expensive sources.

### Goal BI-4 Reduce water use in buildings by 10% by 2025 and 20% by 2030 as compared to a 2019 baseline

- **Action BI-4.1** Create an incentive program to promote EPA's Water Sense fixtures or Energy Star appliances in new and existing structures utilizing a new or existing public/private partnership
- **Action BI-4.2** Revise the City's Green Building program to require greater water efficiency than

required by green building certifications such as LEED, Built Green and Passive House

- **Action BI-4.3** Revise the Kirkland Municipal Code to require greater water efficiency outside of existing structures (such as required for landscaping, water features, and public infrastructure

# LAND USE + TRANSPORTATION

How people travel and  
land is developed



A key issue in sustainability is the relationship between land use and transportation, as many historic transportation related investments have fostered sprawling, auto-dominated environments. The transportation sector is one of the largest contributors to anthropogenic U.S. greenhouse gas (GHG) emissions and pollution. Transportation accounted for the largest portion (28%) of total U.S. GHG emissions in 2016. In Kirkland, vehicles account for (50%) of the community's GHG emissions. Between 1990 and 2016, GHG emissions in the transportation sector increased more in absolute terms than any other sector (electricity generation, industry, agriculture, residential, or commercial).

Reducing vehicle emissions and other pollutants enhances public health, especially for vulnerable community members. One way to accomplish this is to reduce both the number and length of trips people take in automobiles, particularly single occupancy trips. We look to achieve these goals through work on **Four Elements** of this Focus Area:

1. **Smart Compact Growth**
2. **Active Transportation**
3. **Public Transportation**
4. **Shared Mobility**

# LAND USE & TRANSPORTATION FOCUS AREA ELEMENTS



## 1. Smart Compact Growth

**What is it?** Smart growth is an approach to development that encourages a mix of building types and uses, diverse housing and transportation options, development within existing neighborhoods, and community engagement.

**Where are we now?** Kirkland first adopted Smart Growth Planning Polices in the late 1980s and early 1990s. The City currently uses two strategies to implement Smart Compact Growth: **10-Minute Neighborhoods**, and **Transit Oriented Development**.

**Existing Policy Support:** Kirkland Comprehensive Plan

**Policy LU-3.1:** Create and maintain neighborhoods that allow residents and employees to walk or bicycle to places that meet their daily needs.

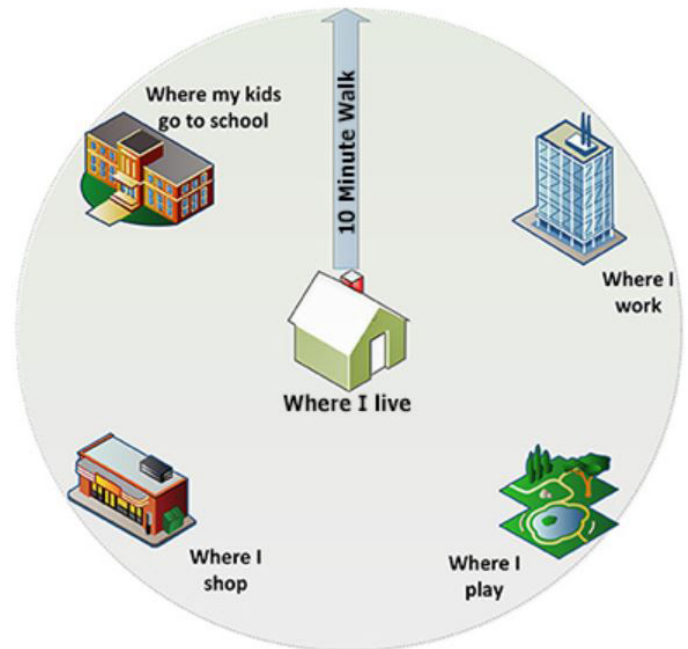
**Walk Friendly Communities** is a nationally recognized organization that rates walkability in cities based on a number of factors including planning polices, engineering, and education

### Goal LT-1 Employ Smart Growth principles in all City planning practices

- **Action LT-1.1** Engage in a Smart Growth policy and Smart Growth zoning code scrub

### Goal LT-2 Increase access to existing 10-Minute Neighborhoods in Kirkland

- **Action LT-2.1** Work with public works department to align new pedestrian connections with the 10-Minute Neighborhood concept
- **Action LT-2.2** Create public/private partnerships to educate the community on the benefits of 10-Minute Neighborhoods and smart growth
- **Action LT-2.3** Increase housing density along major transit corridors



Example of a 10-minute Neighborhood

**10-minute Neighborhoods:** a walkable community that has two important characteristics: (1) **Destinations:** basic needs are satisfied within a 10 minute walk and (2) **Accessibility:** the community needs to be able to conveniently get to those destinations.





## LAND USE + TRANSPORTATION

**Goal LT-3** Achieve the K4C goal of reducing driving per capita by 20% by 2030 and 50% by 2050, compared to 2017 levels

- **Action LT-3.1** Partner with local businesses to subsidize programs to increase access to transit
- **Action LT-3.2** Create public private partnerships and work with large employers to find creative transportation solutions for commuters
- **Action LT-3.3** For new development, increase bicycle parking requirements and require amenities for employees such as showers, lockers and secure storage
- **Action LT-3.4** Evaluate parking requirements to reduce parking minimums in areas well served by transit
- **Action LT-3.5** Remove parking minimums in 10 minute neighborhoods

**Transit Oriented Development (TOD):** a type of community development that includes a mixture of housing, office, retail and/or other amenities integrated into a walkable neighborhood and located within a half-mile of quality public transportation. TOD's support the increased use of transit and reduce reliance on single-occupant vehicles.

## 2. Active Transportation

**What is it?** Active Transportation refers to people walking and bicycling. Walking also includes using a wheelchair or other assistive device and bicycling includes using regular pedal bikes, electric assist bicycles (e-bikes), tricycles, or adaptive bicycles.

All types of walking or bicycling trips matter. This covers trips for recreation or transportation including trips to access another form of transportation, such as walking or bicycling to the bus.

**Where are we now?** As of 2020 the City of Kirkland is updating the Active Transportation Plan and is developing Safer Routes to School Action Plans. The City has also received a bronze rating from Walk Friendly Communities and from Bicycle Friendly Communities.

**Neighborhood Greenways** are well-connected low speed, low volume neighborhood roadways that prioritize pedestrian and bicycle travel with traffic calming treatments and improved arterial crossings.

**Existing Plan Support:** [Kirkland Transportation Master Plan](#)

**Policy T-1.4:** Prioritize, design and construct pedestrian facilities in a manner that supports the pedestrian goal and other goals in the TMP.

**Policy T-2.4:** Implement elements and programs that make cycling easier.

### Active Transportation Plan



Kirkland upkeeps an Active Transportation Plan which guides the city in building new Pedestrian and Bicycle Infrastructure. Between 2009 and 2019 Kirkland added over 15,000 linear feet of new sidewalk. Almost 70% of the 2015 planned bike lane network is complete and the City has begun work on expanding the **Neighborhood Greenways** network. The City prioritizes new infrastructure that separates active transportation from motor vehicles and is designed to feel comfortable for people of all ages and abilities.

# LAND USE + TRANSPORTATION



**Goal LT-4** Ensure that people of all ages and abilities can comfortably get to where they need to go by walking or bicycling

- **Action LT-4.1** Coordinate with the Active Transportation Plan to align projects and priorities with the Sustainability Master Plan
- **Action LT-4.2** Strive for a platinum status with Walk Friendly Communities or equivalent
- **Action LT-4.3** Strive for a platinum status with Bicycle Friendly Communities or equivalent
- **Action LT-4.4** Coordinate with the school district to increase the number of students who receive walk and bike education
- **Action LT-4.5** Coordinate with the school communities to increase the number of students walking, biking, carpooling and taking the bus to school
- **Action LT-4.6** Make it safe and easy for children to walk, bike and take the bus to school and other destinations
- **Action LT-4.7** Prioritize walk and bike access to high frequency transit service

## Getting to Platinum...



The City has been recognized by two national organizations for its efforts in creating a safe environment for pedestrians and bicyclists. The Bicycle Friendly Community Program recognizes places, through a Bronze to Diamond designation rating, that meet certain standards for bicycling improvements through engineering, education, enforcement, evaluation and encouragement. Walk Friendly Communities rates walkability in cities based on factors including planning polices, engineering, and education.



97% of school walk routes along major roads have sidewalks on at least one side of the street.

**Protected Bike Lanes** are an exclusive bicycle facility within or adjacent to the roadway but separated from motor vehicle traffic by a physical barrier or change in elevation.





## LAND USE + TRANSPORTATION

### 3. Public Transit

**What is it?** Taking Transit includes taking local or regional buses and light rail but also includes special needs transportation services such as ADA paratransit services.

**Where are we now?** Average weekday transit boardings represent an indicator of trends in transit ridership on Metro buses. A good measure for public transit ridership in Kirkland would be to maintain the annual average weekday ridership growth and compare it with King County Metro ridership growth. From 2017 to 2020, Kirkland had an average of 14.7% growth in its annual weekday ridership.

#### ■ Goal LT-5 Grow annual average weekday transit ridership by 20% each year

- **Action LT-5.1** Promote public transit use by offering incentives and providing a comprehensive transportation demand management (TDM) program that utilizes a variety of modes, serves diverse populations, and covers many geographic areas (funding is needed to support these actions)
- **Action LT-5.2** Provide better access to transit through first-last mile strategies
- **Action LT-5.3** Work with regional transit agencies to provide an equitable and inclusive access to fare payment options
- **Action LT-5.4** Work with transit agencies on honing and increasing service to Kirkland



### Transportation's Health Impacts



As identified by Centers for Disease Control and Prevention (CDC), transportation and public health are linked in several areas including:

- **Air pollution and associated respiratory and heart diseases.** Increased availability of public transit can help decrease traffic congestion and vehicle miles traveled in automobiles. This decrease helps lower air pollution known to cause health problems. Locating facilities like schools and active transportation routes away from the most heavily trafficked roads may also help reduce exposure to air pollution.
- **Environmental justice/social equity.** Highways have historically been built through low-income areas of cities without consideration of the vulnerable populations living there. Addressing the potential health effects of a proposed transportation project, plan, or policy before it is built or implemented can ensure that the health of residents is not compromised. Creating safe biking and walking access to key destinations helps residents get where they need to go regardless of income, age or ability.



## 4. Shared Mobility

**What is it?** Refers to the shared use of a vehicle, bicycle, or other transportation mode. It is a transportation strategy that allows users to access transportation services on an as-needed basis.

**Where are we now?** There are several existing shared mobility programs in Kirkland such as community van and community ride. Also, Kirkland Green Trip program offers ride-matching platform and other tools to find, plan, and schedule a shared ride. These programs are created in partnership with King County Metro.

### Goal LT-6 Promote current shared mobility programs and services

- **Action LT-6.1** Encourage carpooling and using shared mobility by providing incentives and ride-matching tools and services

*Kirkland Green Trip* is a one-stop resource to plan the most sustainable trips to and from work, school, and home with the goal of reducing environmental impacts caused by traffic, helping those who live and work in Kirkland thrive and earn incentives.

### Goal LT-7 Establish new shared mobility options

- **Action LT-7.1** Create partnerships with regional transit agencies and explore new public/private-partnerships
- **Action LT-7.2** Provide innovative transit solutions along the Cross Kirkland Corridor and the connections from I-405 to downtown Kirkland

Kirkland Community Van is a rideshare pilot program in partnership with King County Metro to provide community members with a new way to share a ride to popular destinations when bus service can't meet their needs.



# NATURAL ENVIRONMENT + ECOSYSTEMS

All critical areas such as streams, wetlands and Lake Washington, areas like parks and open space, and existing natural resources including air quality, surface water quality, tree canopy, open space and ecosystem biodiversity



A healthy, functioning natural environment is essential to life. We rely on wetlands to receive our excess water and cleanse it. Streams provide a place for plants and animals to exist in an urban environment, and support salmon, whose presence informs us about our water quality. The urban forest provides shade, processes our carbon dioxide, sequesters our carbon and cleans the air. Our parks and open spaces provide beauty and are places for all of us to enjoy and relax. The natural environment and the many benefits it provides must be protected and enhanced to maintain a sustainable community.

We look to achieve these goals through work on **Four Elements** of this Focus Area:

1. **Sustainable Urban Waterways**
2. **Conservation + Stewardship**
3. **Access to Parks + Open Space**
4. **Sustainable Urban Forestry**



# NATURAL ENV. + ECOSYSTEMS FOCUS AREA ELEMENTS

## 1. Sustainable Urban Waterways

**What is it?** Sustainable urban waterways are fishable, swimmable and encompassed within healthy watersheds. These characteristics are achieved by improved water quality, reduced peak flows and restored fish passage and fish habitat.

**Where are we now?** Kirkland is compliant with the National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater permit, which controls the impact of pollutants on our creeks and lakes. The City also developed the Surface Water Master Plan that combines permit requirements and additional efforts to support salmon recovery, flood reduction, and watershed restoration.

**Existing Policy Support:** [Kirkland Comprehensive Plan](#)

**Policy E-1.9:** Using a watershed-based approach, both locally and regionally, apply best available science in formulating regulations, incentives, and programs to maintain and improve the quality of Kirkland's water resources.

**Existing Policy Support:** [Surface Water Master Plan](#)

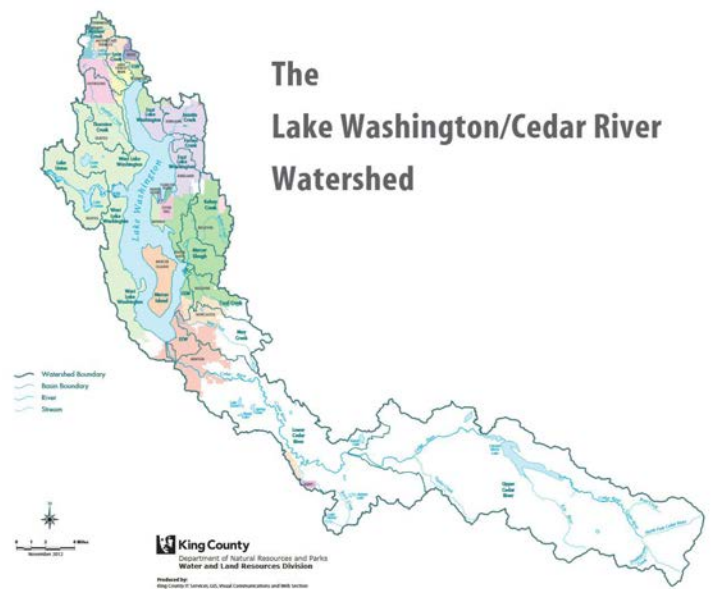
The Surface Water Master Plan outlines priorities and needs of surface water related work activities that take place in Kirkland.

### A Watershed Perspective



A **watershed** is an area of land that drains to a particular water body. Most of Kirkland is within the Lake Washington watershed. That means Kirkland influences how clean and healthy Lake Washington is for humans and wildlife because rain carries pollution from wherever it falls. Other cities along the lake are also in the Lake Washington watershed, so it's vital to work together to protect the lake's water quality and watershed health. City of Kirkland actively partners with other agencies, including:

- Stormwater Action Monitoring (SAM)
- Stormwater Outreach for Regional Municipalities (STORM)
- King County Flood District
- King Conservation District
- The regional NPDES permit coordinators group
- Lake Washington Watershed Salmon Recovery Council



# NATURAL ENVIRONMENT + ECOSYSTEMS



## Goal EV-1 Protect and enhance the water quality of Kirkland's streams, lakes and wetlands

- **Action EV-1.1** Continue NPDES permit compliance, including developing an interdisciplinary team to support the assessment of watersheds and prioritization of future protection or enhancement measures
- **Action EV-1.2** Proactively identify and reduce pollutants of concern in Kirkland's impaired streams and monitor progress
- **Action EV-1.3** Assess and prioritize watersheds and actions that will improve water quality. Build and apply a decision-making matrix for ecological/watershed activities. Incorporate public input into assessment and prioritization process. Ensure that actions are equitably applied throughout the city.



Blue Heron finding refuge in a natural green space along Juanita Creek in Kirkland.

## Goal EV-2 Protect and enhance Kirkland's watersheds and aquatic habitat conditions

- **Action EV-2.1** Continue to fund projects to make culverts fish passable. Prioritize streams based on potential fish use/topography/flow/habitat availability.
- **Action EV-2.2** Develop action plans for stormwater retrofit and water quality management strategies. Ensure that actions are equitably applied throughout the city.
- **Action EV-2.3** Actively involve the community in the protection of Kirkland's aquatic resources. Ensure that information and opportunities are accessible to the broader community.



A volunteer applies a marker to a storm drain, raising awareness that everything - including soap suds and litter - that goes down a storm drain flows untreated into Lake Washington. Only rain down the drain!



# NATURAL ENVIRONMENT + ECOSYSTEMS

## Goal EV-3 Protect and maintain the City's surface water and stormwater infrastructure for optimal performance

- **Action EV-3.1** Inspect and maintain public stormwater infrastructure including catch basins, pipes, ditches, and detention/retention facilities to protect water quality and prevent flooding
- **Action EV-3.2** Develop and implement a proactive approach to replace aging stormwater infrastructure that includes identification of "critical" system elements

## Goal EV-4 Reduce threats to public infrastructure or private property due to flooding

- **Action EV-4.1** Evaluate stormwater infrastructure capacity through modeling and TV inspection, and either clear observed debris and obstructions or develop projects to address capacity problems
- **Action EV-4.2** Construct flood reduction projects within 5 years of identification for problems that occur more frequently than every 10 years
- **Action EV-4.3** Review development proposals for both potential flood impacts to the project, and for downstream impacts from the project, and require mitigation of impacts as appropriate

## 2. Conservation + Stewardship

**What is it?** Provide key ecosystem services and opportunities for residents to connect with nature throughout the City by restoring urban forests, creeks, wetlands, and other critical habitats.

**Where are we now?** As of 2019, more than 119 acres of City owned natural areas and open space park lands have been enrolled in a continuous cycle of restoration.

**Existing Policy Support:** [Parks, Recreation & Open Space Plan](#)

**Policy 7.1: Natural Area Preservation.** Preserve significant natural areas to meet outdoor recreation needs, provide opportunities for residents to connect with nature, and meet habitat protection needs.

Current area in  
restoration  
**119 acres**

2035 goal  
restoration area  
**500 acres**

Over  
**3X**  
current  
total over  
15 years



# NATURAL ENVIRONMENT + ECOSYSTEMS



## Goal EV-5 Engage the community in the restoration of at least 500 acres of City owned natural areas and open space park lands by 2035

- **Action EV-5.1** Recruit and train additional Stewards to lead volunteer habitat restoration events in parks and natural areas
- **Action EV-5.2** Grow the Green Kirkland Partnership volunteer force at a rate that meets or exceeds the rate of the City's annual population growth
- **Action EV-5.3** Contract a year-round Washington Conservation Corps (WCC) crew to work in critical areas (wetlands, streams, steep slopes) across all City parks, open spaces, and natural areas



## Goal EV-6 Eliminate the discretionary use (not required for the control of aggressive stinging insects or regulated noxious weeds) of synthetic pesticides in parks by 2025

- **Action EV-6.1** Establish a cross department Integrated Pest Management (IPM) team to review and update City IPM policies and practices, prioritize treatment locations, and ensure maintenance activities take place as needed in previously treated locations
- **Action EV-6.2** Utilize the ArcCollector application to map and track the treatment of noxious weeds requiring treatment across all City owned lands

### Why Do Weeds Need to Be Controlled in Public Spaces?



- Effectively reduce populations of invasive, noxious weeds
- Create safe sightlines for people walking, biking, and driving
- Protect sidewalks and streets from damage
- Eliminate safety hazards in public walking, bicycling or play areas
- Restore, create, and protect environmentally valuable areas

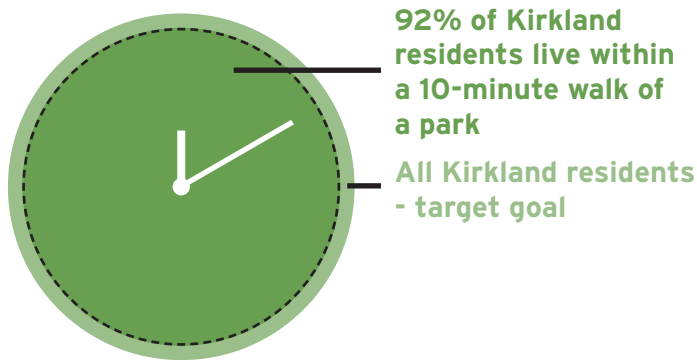
**Integrated Pest Management** uses a combination of strategies to deal with weeds and pests while minimizing risks to people, animals and the environment. Methods the City uses include physical removal, prevention, mechanical, and chemical.



## 3. Access to Parks + Open Space

**What is it?** Kirkland's Parks, Recreation and Open Space Plan articulates a service level that specifies that Kirkland residents should live within a ¼ mile radius of a neighborhood park. Additionally, parks and recreation across the country is spearheading a national campaign to ensure all people live within a 10-minute walk to a park.

**Where are we now?** 75% of Kirkland residents are within a ¼ mile radius of a neighborhood park. According to the Trust for Public Land, 92% of residents live within a 10-minute walk of a park.



**Goal EV-7** Ensure that all residents have equal access to healthy parks and open space within walking distance

- **Action EV 7.1** Proactively seek and acquire parkland to create new parks, prioritizing park development in areas where service level deficiencies exist (where households are more than 1/4 mile from a developed park), and in areas of the City facing population growth through residential and commercial development

**Goal EV-8** Ensure that all residents live within a 10-minute walk to parks

- **Action EV 8.1** Sign the national “10-minute walk” initiative
- **Action EV 8.2** Work with GIS to create dataset for privately owned public parks and public plazas in the city

**Existing Policy Support:** Parks, Recreation & Open Space Plan

**Policy 5.5: Universal Access & Inclusion.** Strive to reduce barriers to participation and provide universal access to facilities and programs.

Strive to reduce barriers to participation and provide universal access to facilities and programs.

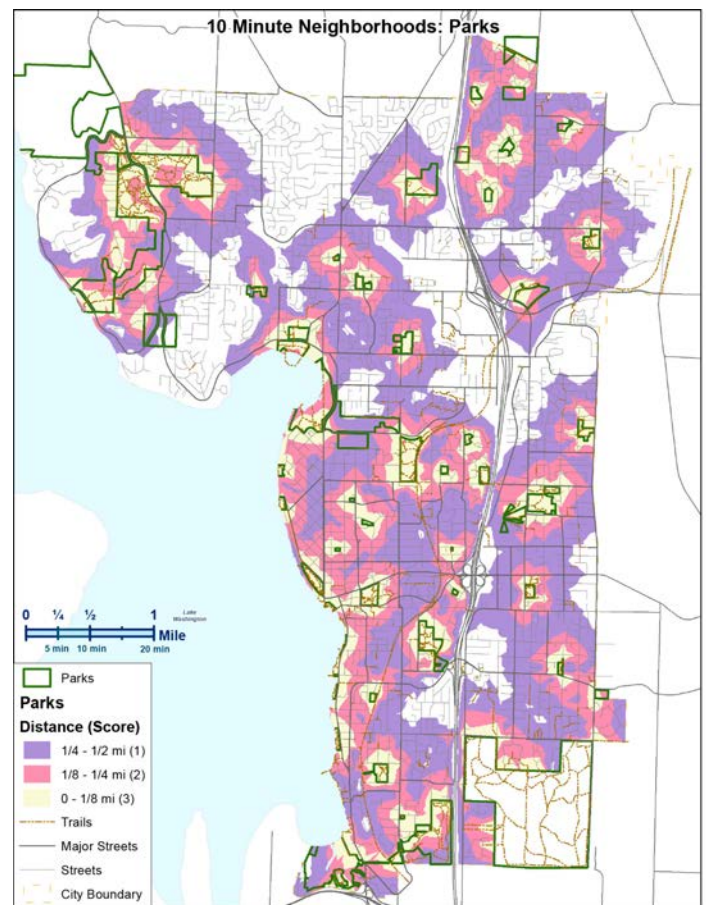


Figure 5. Distance to neighborhood Kirkland parks in 2014.

# NATURAL ENVIRONMENT + ECOSYSTEMS



**Goal EV-9** Continually improve parks to meet the active and passive recreational needs of Kirkland residents by reducing barriers to participation and providing universal access to facilities and programs where possible

- **Action EV 9.1** Conduct an accessibility review of parks and recreation facilities with the 2021 update of the Parks and Open Space Plan for the purpose of creating an action plan for needed improvements
- **Action EV 9.2** Integrate an accessibility and inclusivity capital project fund into the Parks and Community Services capital improvement program
- **Action EV 9.3** Update the Park, Recreation and Open Space Plan every six years



Rendering of updates at Juanita Beach Park in 2020, with a new bathhouse and picnic areas, and a playground accessible for all abilities.

Walkway at Edith Moulton Park.

## Why is Park Access Important for Sustainability?



Parks and green spaces are an important component of sustainability and should be accessible and usable by all members of the community. It is more equitable to distribute parks and green spaces throughout the City, ensuring all community members can walk to them in ten minutes or less.





## 4. Sustainable Urban Forest

**What is it?** A sustainable urban forest is more resilient to stressors when it consists of healthy trees with diverse age and species characteristics. Greater urban forest resiliency and biodiversity can be achieved through management efforts that include mature tree preservation, proper tree care and tree planting with species diversity objectives.

**Where are we now?** In 2018, citywide tree canopy cover was assessed at 38 percent. When compared to canopy cover in 2010, that's a 272-acre loss of canopy cover, mostly occurring in single family residential areas.

By joining 14 cities in a partnership with the King Conservation District, Kirkland acquired its most recent tree canopy cover assessment, including canopy data by census block. Kirkland also participated in a 2018 modeling project studying the impact of canopy cover on stormwater capacity as one of four pilot cities in the Puget Sound region.

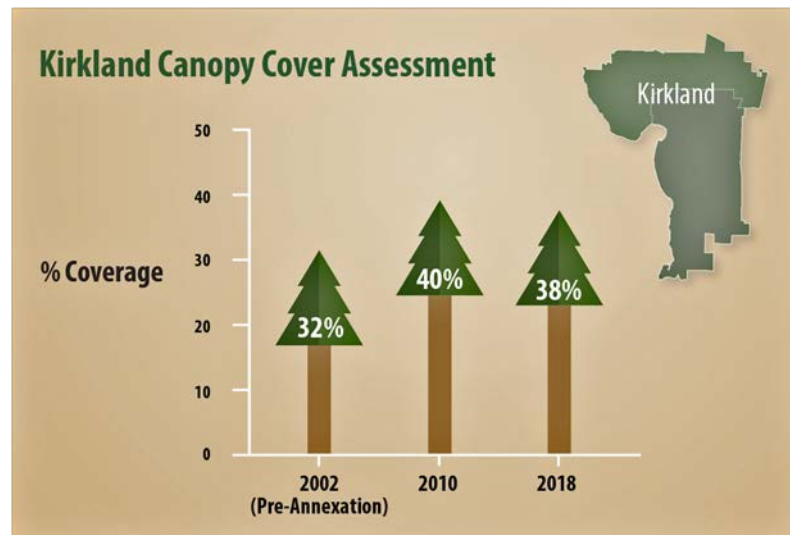
A 2018 field study showed that development activities pose challenges to retaining larger, mature trees. Trees in Kirkland's active parks were inventoried in 2015 to enable a more proactive management approach. Street trees on Kirkland collector and arterial streets were inventoried in 2017, providing data on approximately 32% of Kirkland's street trees.

Amendments to the City's tree ordinance to simplify the code and result in a broader diversity of tree ages for long-term succession are expected to be completed by mid-2020. Related enforcement codes were adopted in early 2020. The 2014-2109 Urban Forest Work Plan identified tree planting objectives that have not been initiated, with the exception of a pilot tree give-away.

**Existing Policy Support:** Kirkland Comprehensive Plan

**Policy E-2.1:** Strive to achieve a healthy, resilient urban forest with an overall 40 percent tree canopy coverage.

**Policy E-2.2:** Implement the Urban Forestry Strategic Management Plan.



By earning Growth Awards for 10 consecutive years, Kirkland was recognized as a Sterling Tree City USA in 2018 and “regarded as a leader in community forestry” by the National Arbor Day Foundation.



# NATURAL ENVIRONMENT + ECOSYSTEMS



**Goal EV-10** Examine trends in canopy gain or loss, identify priorities for meeting the overall goal of citywide 40% tree canopy cover goal by 2026 and develop strategies to manage Kirkland's urban forest resource for optimal health, climate resiliency and social equity

- **Action EV-10.1** Formally recognize and support internal cross department collaborative planning to develop and implement sustainable urban forestry strategies for the broader community
- **Action EV-10.2** Incorporate into work plan recommendations from American Society of Landscape Architects (ASLA) Smart Policies for a Changing Climate and the Urban Forest Sustainability and Management Reenvironmental education, access to transportation and services, public health outcomes, and other challenges
- **Action EV-10.3** Ensure continued health and growth of public trees by improving the public tree maintenance program: provide adequate public tree maintenance resources and update and maintain the right-of-way tree inventory to manage for age/species diversity objectives
- **Action EV-10.4** Develop canopy enhancement strategies to mitigate public health impacts in areas that may be disproportionately affected by adverse environmental conditions which may directly, or indirectly, be associated with social disparities in income, homeownership, education, access to transportation and other services, public health outcomes, and other challenges
- **Action EV-10.5** Develop and implement tree planting programs in partnership with schools, regional agencies and nonprofits to increase tree canopy cover on private and public property, including rights-of-way, parks and natural areas
- **Action EV-10.6** Identify and prioritize climate-resilient tree species for public/private tree planting programs
- **Action EV-10.7** Dedicate resources for an ongoing, robust and inclusive public education framework that engages the community, increases awareness of long-range goals and code requirements, promotes stewardship of the urban forest, communicates the value and benefits of trees, and garners public support for the planting and preservation of trees citywide

## Why Are Trees Important?



Trees provide enormous environmental, economic, and social benefits, including:

- Improving air quality and producing oxygen
- Reducing the urban heat island effect
- Controlling stormwater runoff and soil erosion, thereby protecting water quality
- Contributing to reductions in crime and increased property values
- Enhancing resident health and well-being
- Providing wildlife habitat and migration corridors
- Building climate resiliency for the community





# NATURAL ENVIRONMENT + ECOSYSTEMS

# SUSTAINABLE MATERIALS MANAGEMENT

A systemic, holistic approach to using and reusing materials more productively over their entire life cycles, beginning at design and production, through use and reuse, and at the end-of-life through recovery and recycling



Sustainable Materials Management considers the entire life cycle of how we use materials, and their end of life. The ultimate goal is to achieve **zero waste of resources**. Waste management goals have historically focused on recycling efforts but we now know that just recycling is not the answer. Although many may think that switching to compostable or recyclable versions of single use products will be better for the environment, research shows that not to be the case. Environmental impacts are lessened by avoiding unnecessary single use items and prioritizing reusable options.

The City of Kirkland is an active participant in regional waste reduction and recycling efforts, and works to continually innovate and improve programs and offerings. This is done through a variety of recycling programs, like special recycling collection events for expanded polystyrene foam or free battery recycling drop offs, and education campaigns, like promoting participation in food scrap composting. The City aims to reduce the impacts of our residents' and business' waste on the environment. We look to achieve these goals through work on **Three Elements** of this Focus Area:

1. **Waste Reduction**
2. **Recycling and Composting**
3. **Product Stewardship**



# SUSTAINABLE MATERIAL MGMT. FOCUS AREA ELEMENTS

## 1. Waste Reduction

**What is it?** Waste reduction is the practice of creating less waste through preventing waste generation and changing consumption patterns to avoid the resources needed for recycling or disposal.

**How do we measure it?** *Waste generation* is the total amount of materials disposed of as trash and materials recycled or composted whereas *waste disposal* is only the amount of material disposed of as trash. These numbers are significant because they indicate overall consumption patterns, more than just what percentage of material is recycled. Kirkland seeks to achieve the waste generation and waste disposal goals in the King County Comprehensive Solid Waste Management Plan. Kirkland and other King County cities collaborate on an overall plan to reduce and manage waste.

**Where are we?** As of 2018, Kirkland's waste generation rate per capita is 19.9 lbs/week. The waste disposal rate per capita is 8.9 lbs/week.

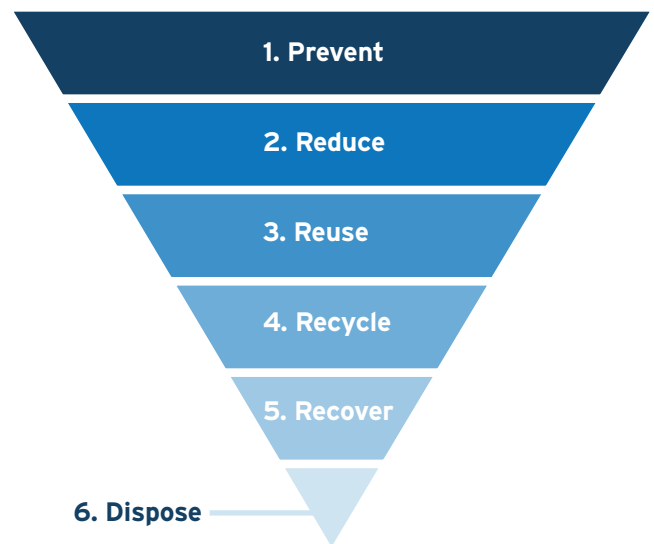
### Existing Policy Support: [Kirkland Comprehensive Plan](#)

**Policy PS-2.1:** Coordinate with the City's solid waste and recycling collection contractors and King County Solid Waste Division to ensure that the existing level of service standards are maintained or improved and waste reduction and recycling goals and targets are in compliance with the Draft 2013 King County Comprehensive Solid Waste Management Plan (SWMP) update.

### Managing Our Waste



The waste hierarchy prioritizes how we should handle our waste – preventing and reducing waste is the best choice, and throwing things away is the worst environmental choice.



Although recycling items instead of throwing them away allows the material to be turned into something else, recycling everything isn't the end goal for our waste. Reducing the amount of waste produced overall – whether trash, recycling, or compost – will make the most impact for the planet.

Reduce waste by preventing it in the first place, by choosing long-lasting products or skipping a purchase altogether, and by extending the life of possessions. Repairing items and reusing materials also promotes social equity and builds community.



# SUSTAINABLE MATERIALS MANAGEMENT



## Goal SM-1 Continue to achieve King County's Waste Generation rate target of 20.4 pounds per week per capita by 2030

- **Action SM-1.1** Reduce consumer use of common single-use items - for example, by promoting use of reusable shopping and produce bags
- **Action SM-1.2** Lead by example by improving waste prevention and recycling in City operations, facilities, at sponsored events, and through the purchase of sustainable products
- **Action SM-1.3** Evaluate progress towards waste generation targets annually

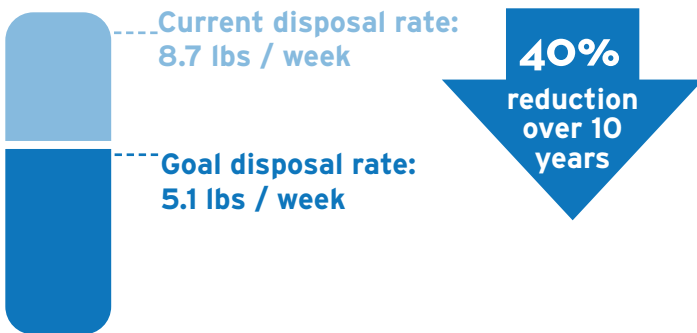
Kirkland banned single use plastic bags in 2016 and is currently looking at other policy options to reduce single use food service ware.

The City is currently working on internal purchasing policies, and recently committed to purchasing only compostable food service ware for internal events.

## Goal SM-2 Achieve King County's waste disposal rate target of 5.1 pounds per week per capita by 2030

- **Action SM-2.1** Support repair and reuse activities throughout Kirkland and King County
- **Action SM-2.2** Evaluate progress towards waste disposal targets annually

Reuse events like repair cafes and costume swaps help residents keep items in use, and support the community by providing free options for members of the community in need.





# SUSTAINABLE MATERIALS MANAGEMENT

## Goal SM-3 Reduce single use food service ware throughout City of Kirkland

- **Action SM 3.1** Eliminate the use of expanded polystyrene foam food service ware in food service establishments
- **Action SM 3.2** Enact policy to support reduction of single use food service ware, including straws and utensils
- **Action SM 3.3** Work directly with businesses to provide technical assistance and incentives to increase the use of durable products in food service

## 2. Recycling + Composting

**What is it?** **Recycling** is the process of collecting and processing materials and turning them into usable and marketable new products. **Composting** is the diversion of **organics** such as yard waste, food scraps, and food-soiled paper to a controlled biological decomposition process that creates a beneficial soil amendment.

**How do we measure it?** Recycling diversion rates can include a variety of things, although they typically measure the amount of materials recycled or composted, instead of landfilled. King County reports City recycling diversion rates as the weight of the amount recycled and composted out of weight of total waste.

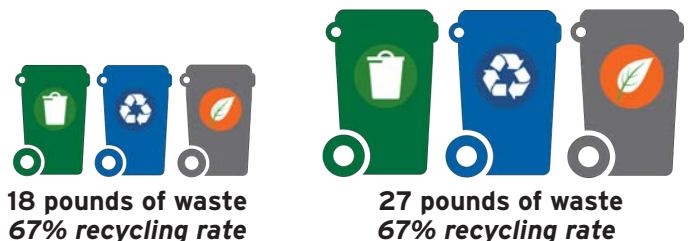
**Where are we now?** Kirkland's combined residential diversion in 2018 was 55.4% and only includes hauler-reported tonnage data from residential customers.

Many Kirkland residents and businesses participate in diverting food and yard waste from the garbage. It is not mandatory to compost food, but the City offers the service to all at no cost.

### Reduce vs. Recycle



While it's helpful to recycle and compost a greater proportion of our waste, the total amount of waste we produce overall is also important to measure – maybe even more important. For example, a family which increased the amount of material they throw away, recycle, and compost by the same proportion would recycle the same proportion of their waste, but generate a lot more waste in total.



# SUSTAINABLE MATERIALS MANAGEMENT



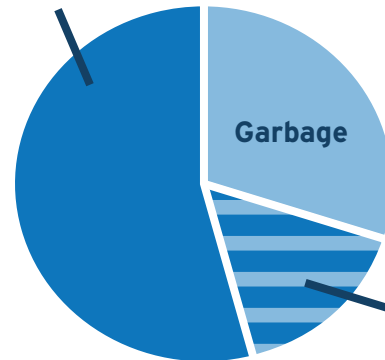
**Goal SM-4** Achieve a recycling diversion rate of 70% by 2030. This is a goal that all of King County has agreed upon.

- **Action SM-4.1** Explore options to increase the efficiency and reduce the price of curbside and multi-family collection of bulky items, while diverting as many items as possible for reuse or recycling
- **Action SM-4.2** Expand recycling collection events for difficult-to-recycle items without product stewardship take-back programs

Kirkland offers a number of events each year for hard to recycle items like Styrofoam™, mattresses, paint, and more!

- **Action SM-4.3** Increase single-family food scrap recycling through a three-year educational cart tagging program
- **Action SM-4.4** Update and enforce building code requirements to ensure adequate and conveniently located space for garbage, recycling, and organics collection containers in multi-family, commercial, and mixed-use buildings
- **Action SM-4.5** Institute a construction and demolition program that requires structures to be deconstructed versus demolished to recover valuable building materials that can be reused or recycled
- **Action SM-4.6** Explore and consider a disposal ban policy for recycling and/or organics (ex. City of Seattle)

**Current: 54% of waste recycled or composted**



**30% increase over 10 years**

**Goal: 70% of waste recycled or composted**

**Figure 6.** Current and goal percentage of Kirkland's waste stream that is recycled or composted (by weight) compared to all waste generated



Simple changes can have dramatic impacts on recycling, like switching from carts to dumpsters so there's enough room for residents to recycle their materials.



# SUSTAINABLE MATERIALS MANAGEMENT

## Goal SM-5 Increase the number of businesses composting food scraps to 150 by 2023

112 business within the City of Kirkland compost food scraps as of 2018.

- Action SM-5.1** Continue to develop infrastructure and increase regional and local educational outreach, incentives and promotion to increase recycling of food scraps and food-soiled paper. These efforts should target single-family and multi-family residential developments, as well as nonresidential buildings such as schools, institutions, and businesses.
- Action SM-5.2** Work with food producers, grocers, restaurants, and schools to prevent food waste and to increase food recovery through donation of surplus meals and staple food items to local food banks



To provide more access to food scrap composting for multifamily residents, Kirkland has piloted two community food scrap drop-off containers, located at City Hall and North Kirkland Community Center.

Kirkland partnered with Lake Washington School District and King County Green Schools to pilot a school food share program to rescue uneaten food at some schools.

## 3. Product Stewardship

**What is it?** Product Stewardship is an environmental management strategy that means whoever designs, produces, sells, or uses a product takes responsibility for minimizing the product's environmental impact throughout all stages of the products' life cycle, including end of life management. These programs can also be considered Extended Producer Responsibility programs, because they shift the responsibility of end of life from the consumer to the producer.

**Where are we now?** Product stewardship programs are typically statewide policies, so existing programs vary across the US. Kirkland cannot set up our own programs, but instead can play a role in supporting the creation of new programs. Currently, in Washington State, product stewardship programs exist for some hard to recycle items, including computers, televisions, fluorescent bulbs, and medicines. A new program for paint stewardship will begin in 2020.

## SMP Goal SM-6 Expand Statewide Program for Product Stewardship to include challenging to recycle items like mattresses, batteries, and plastic packaging

- Action SM-6.1** Support legislative efforts and remain active in groups like Northwest Product Stewardship Council (NWPSC).

Kirkland has representation on the Steering Committee of the NWPSC.

# SUSTAINABLE GOVERNANCE

The cooperation and coordination with all levels of government to achieve effective, efficient, and responsive governance and a sustainable level of core services for the Kirkland community



A sustainable government ensures that Kirkland can continue providing key services and guiding the community towards the future it envisions. This includes providing a sustainable level of core services that are funded from predictable revenue.

Trust in governance underpins the City's ability to support the community. Engaging all members of the community - especially those who have traditionally not been represented in public processes - ensures that the voices of all can be heard and incorporated into decision-making, and creates more equitable solutions.

Community resilience prepares Kirkland to continue providing needed services and adapt to changing circumstances, whether economic or related to natural or human-made hazards. The 2020 COVID-19 pandemic highlights the need for an adaptive local government.

We look to achieve these goals through work on **Four Elements**:

- 1. City Operations**
- 2. Civic Engagement**
- 3. Community Resilience**
- 4. Financial Stewardship**



# SUSTAINABLE GOVERNANCE FOCUS AREA ELEMENTS

## 1. City Operations

**What is it?** City operations include all of the operations that make the City function on a daily basis. So many of the decisions the City makes have an effect on the environment, social equity and the economy. It is imperative that the City exhibit leadership to all residents and businesses by showing that good operational decisions can be made to enhance sustainability and livability in Kirkland.

### ■ Goal SG-1 Integrate sustainability into every major decision the City makes

- **Action SG-1.1** Utilize Sustainable Decision Making Matrix by all department decision makers
- **Action SG-1.2** Memorialize in Staff Reports that all major decisions have considered sustainability and have utilized the Sustainable Decision Making Matrix
- **Action SG-1.3** Identify and use other tools and certifications such as a Carbon Counting Calculator and Institute for Sustainable Infrastructure (ISI) Envision certification that can be used for all City building and infrastructure projects to ensure low carbon methods and materials are being considered
- **Action SG-1.4** Identify and apply the **Electronic Product Environment Assessment Tool (EPEAT) registry** for decisions of electronic equipment purchases
- **Action SG-1.5** Actively seek grants in order to move toward an all-electric City's fleet and supporting charging station infrastructure
- **Action SG-1.6** Establish a grant-writing team to find and apply for grants to fund actions from the Sustainability Master Plan

**Existing Policy Support:** Kirkland Comprehensive Plan

**Policy E-4.5:** Utilize life cycle cost analysis for public projects that benefit the built and natural environment.

**Where are we now?** The City makes its decisions in many different forms that consider the environment, equity, and the economy among other consider other criteria. However, not all decisions comprehensively consider sustainability.

The **Sustainable Decision Making Matrix** is available as an Excel workbook or a printable worksheet in this report's "Sustainable Decision Making" section.

The **Electronic Product Environment Assessment Tool (EPEAT)** is a method for purchasers to evaluate the effect of a product on the environment. It assesses various lifecycle environmental aspects of a device and ranks products based on a set of environmental performance criteria.

- **Action SG 1.7** Apply for a Puget Sound Energy Resource Conservation Officer to optimize energy use and maximize efficiency at all City facilities



### ■ Goal SG-2 Coordinate sustainability programs and policies across all City departments

- **Action SG-2.1** Appoint a sustainability manager with the authority to coordinate the implementation of the Sustainability Master Plan
- **Action SG-2.2** Implement a system to more closely coordinate sustainability-related activities across City departments and implement the Sustainability Master Plan
- **Action SG-2.3** Establish a protocol that allows eligible City staff with positions that don't require full-time in-person presence to work from home a minimum of two days per week

### ■ Goal SG-3 Examine and refresh City's purchasing policies, to focus on more environmentally preferable purchasing

- **Action SG-3.1** Implement new internal purchasing guidelines, with focus on reducing single use items
- **Action SG-3.2** Explore specifying compost made from organic materials collected from City residents, businesses, and government to be used in City operations and projects
- **Action SG-3.3** Update purchasing policy to reflect best practices in environmental purchasing

## 2. Civic Engagement

**What is it?** Civic Engagement is the active participation of community members in seeking to make a difference in the civic life of the community, including having the ability, agency, and opportunity to be involved in decision-making processes that affect them. Engagement activities range from volunteerism to information sharing, from consulting with the community on a policy decision to resident-led efforts, depending on the degree of community and City involvement and decision-making authority. An underlying principle of civic engagement is seeking to ensure that community members should be involved in decisions that impact them.

**Where are we now?** The City has successfully employed various techniques of public participation, ranging from town halls, community meetings, discussion forums, and online surveys. The City continues to cultivate community capacity in the



Gun Safety and Community Safety Town Hall - June 2018

form of knowledge, participation, and leadership through campaigns of themed resident engagement on timely topics and on-going collaboration with Kirkland's neighborhood associations. The City also supports a vibrant volunteer program and utilizes various boards and commissions to advise the City Council on policy.



## Goal SG-4 Ensure processes for public participation are fair, accessible, and inclusive

- **Action SG-4.1** Implement a system of civic engagement that more closely coordinates activities across various City departments to ensure that community members, particularly those most affected by an issue or those historically underrepresented in civic life, may participate in a meaningful way
- **Action SG-4.2** Develop a process to identify and dismantle unintended barriers to public

participation by considering and responding to the diversity of our community, including the various cultural, ethnic, and historical experiences of community members

- **Action SG-4.3** Explore ways to identify and empower trusted messengers in the community to serve as liaisons between the City and communities that have historically been underrepresented in civic life

## Goal SG-5 Cultivate community members' knowledge of, participation in, and leadership for civic processes

- **Action SG-5.1** Explore opportunities for the City's involvement in efforts of **collective impact** to help achieve desired outcomes
- **Action SG-5.2** Maintain support for Kirkland neighborhood associations, including efforts at expanding active participation from underrepresented segments of the community, such as people of color, immigrants, and renters

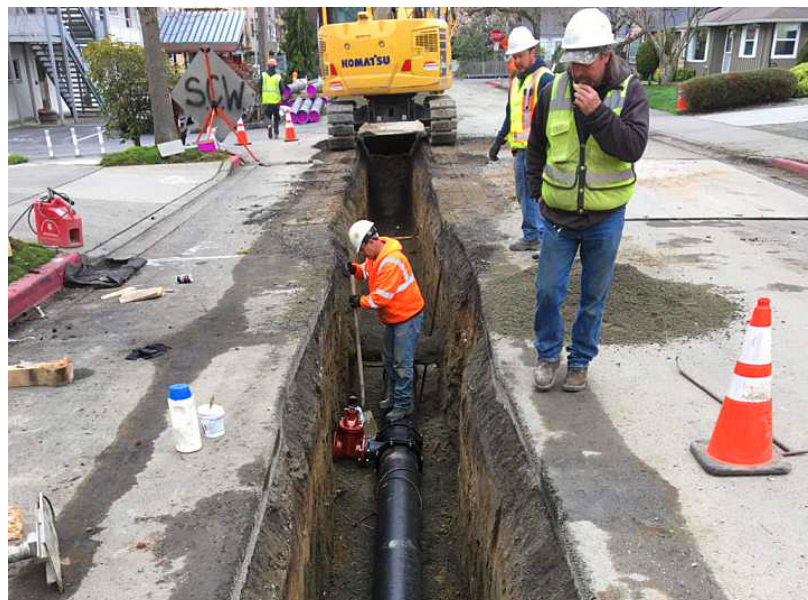
**Collective impact** is the commitment of a group of actors from different sectors to a common agenda for solving a specific social problem.

- **Action SG-5.3** Explore partnership programs to implement opportunities for civic education and leadership development for community leaders, with a specific emphasis on Black community members, people of color, and immigrants

## 3. Community Resilience

**What is it?** The sustained ability of a community to utilize available resources (energy, communication, transportation, food, etc.) to respond to, withstand, and recover from adverse situations

**Where are we now?** Emergency Management maintains various plans, including the Hazard Mitigation plan, and City resources that are intended to direct and support building resiliency in the community. Emergency Management conducts public education and outreach activities as part of the 'whole community' readiness concept and trains City staff to coordinate and support all phases of emergency and disaster management.







### Goal SG-6 Improve community resiliency through community engagement and by strengthening essential City resources

- **Action SG-6.1** Increase redundant/alternate power capability at critical City facilities
- **Action SG-6.2** Educate residents and businesses on actions they can take to increase personal and physical earthquake resilience
- **Action SG-6.3** Identify options and actions to increase water reservoir stability and shake resilient water mains
- **Action SG-6.4** Continue mitigation projects intended to reduce the risk of erosion, landslide, and urban flooding
- **Action SG-6.5** Focus on efforts to address and mitigate climate change impacts
- **Action SG-6.6** Implement hazard mitigation strategies, as identified in the 2019 Hazard Mitigation Plan, through funding, resources, staff support, and collaborative relationships with partner agencies

## 4. Financial Stewardship

**What is it?** The stewardship of public funds is one of the greatest responsibilities given to the officials and managers of the City of Kirkland. The establishment of and maintenance of wise fiscal policies enables City officials to protect public interests and ensure public trust. The City's Fiscal Policies represent long-standing principles, traditions, and best practices that have guided the City management in the past and are intended to ensure that the City is financially able to meet its immediate and long-term objectives.

**Where are we now?** Kirkland is in the second year of the 2019-2020 biennium. City Management and Staff have commenced the preparation of next biennium's budget and Capital Improvement Program (CIP) for review and discussion with the City Council.

As part of the budget development process, the City Council reviews Kirkland's Fiscal Policies and updates them to reflect best practices to ensure the City's financial sustainability.

### Goal SG-7 Maintain the City's responsible fiscal practices while enabling progress on City sustainability goals

- **Action SG-7.1** Use the Sustainable Decision Making Matrix that is provided in the Sustainable Decision Making section of this document as a tool for evaluating future investments in projects, programs or actions, such as the greening of the City's fleet or making City facilities more environmentally friendly. The intent is to view proposals through a "sustainability lens" along with financial and other criteria to get a more complete picture of the current and future impacts and benefits of each investment.
- **Action SG-7.2** Evaluate the establishment and funding of a sustainability opportunity fund with the intent of using these funds as the City match portion of any potential grant applications in support of sustainability-oriented projects.



# SUSTAINABLE GOVERNANCE

# SUSTAINABLE BUSINESS

A healthy mix of local resilient businesses and services that have a positive impact on the environment and the community



Kirkland's business community, from the larger anchor businesses to the small independently-owned shops and restaurants, shapes Kirkland's character and livability. Having goods and services available locally means that Kirkland residents can meet their needs without traveling to another city (probably by car) and also supports community members as well as local government by keeping spending and tax revenue within the city.

Businesses also contribute to Kirkland's environmental impacts through the choices they make about how they operate and what they sell.

We look to achieve the goals to achieve a sustainable business community through work on the **Three Elements** of this Focus Area:

1. **Green Business**
2. **Economic Diversity**
3. **Green Economy**

# SUSTAINABLE BUSINESS FOCUS AREA ELEMENTS



## 1. Green Business

**What is it?** Green businesses follow practices that limit their environmental impact and protect their employees. Businesses that look to operate sustainably reduce expenses, improve efficiency, keep employees healthy and engaged, comply with regulations, and do right by the planet.

**Where are we now?** The City of Kirkland offers a variety of resources to businesses to operate more sustainably. These resources include waste, recycling, and composting program assistance,

**Existing Policy Support:** Kirkland Comprehensive Plan

**Policy E-4.11:** Promote and recognize green businesses in Kirkland.

free containers and posters, storm drain markers, pollution prevention visits, employee transportation assistance, and more. These resources can be accessed through assistance through the EnviroStars Green Business program and the Source Control Business Inspections Program.

### ■ Goal SB-1 Engage with Kirkland businesses on environmental best practices

- **Actions SB-1.1** Use the EnviroStars Green Business and Source Control Programs to assist Kirkland businesses in accessing resources to follow environmental best practices
- **Action SB-1.2** Conduct outreach to all non home-based businesses, ensuring all have sufficient recycling capacity
- **Action SB-1.3** Provide hands-on technical assistance to potential pollution generating businesses to manage business operations to reduce pollution entering the stormwater system



Eastside Community Aid Thrift Shop was one of the first Kirkland businesses to be recognized as an EnviroStars green business, at the highest level.



# SUSTAINABLE BUSINESS

## Why Green Business is Important



Green businesses engage in practices that reduce their impacts on the environment, conserve resources, and protect their employees and customers. By operating more sustainably, businesses can reduce expenses, improve efficiency, keep employees healthy and engaged, comply with regulations, and protect the planet. These practices can be beneficial to the environment and the business bottom line, by reducing costs and improving their image to customers. More than 70% of Puget Sound residents think it's important to buy from environmentally-minded businesses.



The City provides spill kits to businesses like restaurant Bella Balducci so they can be prepared to clean up any accidental spills and prevent pollution from reaching Lake Washington.

## 2. Economic Diversity

**What is it?** Kirkland businesses providing a broad range of products and services as defined by the total economic output by business sector.

**Where are we now?** The City does not currently track economic diversity.

### Goal SB-2 Foster economic diversity throughout the community

- **Actions SB-2.1** Track and monitor the makeup of business industries in Kirkland and set a diversification goal
- **Actions SB-2.2** Partner with Chamber & Kirkland Downtown Alliance on promoting "Buy Local"
- **Actions SB-2.3** Support policy that encourages mixed use development and economic diversity

**Existing Policy Support:** Kirkland Comprehensive Plan

**Policy ED 1.2:** Encourage a broad range of businesses that provide goods and services to the community.

## Economic Diversity Supports the Community



When a large variety of businesses are located locally, residents and other local businesses can meet all or most of their needs for purchasing goods and services without traveling to another city. That makes it easier for people to walk, bike, or bus to meet most of purchasing needs, minimizing dependence on single-occupancy-vehicle travel and reducing travel distances. This is especially beneficial for members of the community who are not able to drive. Shopping locally keeps more money in the community and also provides more funding for local government services.



## 3. Green Economy

**What is it?** A green economy is resilient, socially just, and follows a circular framework that designs out waste through reuse, modular and repairable design, and making the most of materials. Taking a green approach to the economy is low carbon and resource efficient. A green economy strengthens the community by providing living wage jobs, sourcing products locally, and developing green industries that don't harm environmental quality.

**Where are we now?** The City supports individual businesses through technical support programs, but does not have an overarching program for building a green economy. A similar model might be found in the City's partnership with Redmond and Bellevue on the Innovation Triangle. Businesses can access assistance through the City's economic development team.

### ■ Goal SB-3 Support and enhance the resilience of the Kirkland business community

- **Action SB 3.1** Develop an economic resilience plan in partnership with Kirkland businesses that focuses on successful operations during uncertain economic times
- **Action SB 3.2** Formulate a green economic recovery plan in partnership with Kirkland businesses that focuses on clean, green industries and living wage jobs
- **Action SB 3.3** Support legislation that promotes a resilient business community in Kirkland and on the Eastside
- **Action SB 3.4** Promote home occupation businesses as means to create more jobs and reduce transportation impacts related to commuting

### ■ Goal SB-4 Support the transition to an equitable, socially just sustainable business community in Kirkland

- **Action SB 4.1** Create a program to help restaurants, institutions, schools procure food from local sources and farms
- **Action SB 4.2** Promote a training program to assist immigrant and Black, Indigenous, and People of Color (BIPOC) small business owners
- **Action SB 4.3** Develop public/private partnerships to create spaces and places for startups that focus on making and selling sustainable products



# HEALTHY COMMUNITY

A healthy community is equitable, socially just and one in which each person has a sense of belonging, support in their community, and access to opportunities that fulfill the basic needs of life



A healthy community must ensure that the entire community has equitable access to resources such as clean water and air, healthy attainable housing, nutritious food, living wage jobs, and a sense of being welcome, accepted and belonging. Improving access to services, representation in decision-making, and environmental conditions for historically marginalized community members, such as low income and Black, Indigenous, and People of Color (BIPOC), should be prioritized. Sustainable communities are socially just, share a common purpose, and are places where all people thrive and enjoy good health and create a high quality of life.

We look to achieve these goals through **Six Elements** of this Focus Area:

1. **Sustainable Food System**
2. **Potable Water**
3. **Human Services**
4. **Welcoming + Inclusion**
5. **Attainable Housing**
6. **Recreation and Wellness**



# HEALTHY COMMUNITY FOCUS AREA ELEMENTS

## 1. Sustainable Food System

**What is it?** A Sustainable Food System includes increasing opportunities for local food production, distribution and consumption. Composting and Reducing Food Waste Reduction is covered in Sustainable Materials Management.

**Where are we now?** There are three official P-Patches city-wide. Farmer's Markets occur twice per week.

**Goal HC-1** Increase the number and geographic diversity of P-Patches or other types of community gardens by 100% by 2025, and another 100% by 2030

- **Action HC 1.1** Develop a funding plan for development and operation of new P-Patches or other community gardens
- **Action HC 1.2** Develop Public/Private partnerships to locate new P-Patches on private land, including rooftops
- **Action HC 1.3** Develop a strategy plan to prioritize the location of community garden opportunities in areas of the city with concentrations of multi-family developments

**Goal HC-2** Increase Farmer's Markets operations from two days per week to seven days per week by 2030, and increase geographic diversity of locations

- **Action HC 2.1** Develop Public/Private Partnerships to assist in new Farmers Market Operations
- **Action HC 2.2** Amend the Kirkland Zoning Code to allow Farmer's Markets where excluded

**Existing Policy Support:** Kirkland Comprehensive Plan

**Policy E-6.1:** Expand the local food production market by supporting urban and community farming, buying locally produced food and by participating in the Farm City Roundtable forum



Juanita Farmer's Market provides an opportunity to buy fresh produce weekly in summer.



Volunteers working in the demonstration garden at McAuliffe Park. Photo by Tilth Alliance.





### Goal HC-3 Increase opportunities for private development to grow more food

- **Action HC 3.1** Amend Kirkland Zoning Code to require common open space to include food growing beds
- **Action HC 3.2** Amend the Kirkland Zoning Code to allow food growing in stream and wetland building buffer setback areas
- **Action HC 3.3** Develop a Food Action Plan that assures fresh, local food is available and accessible by entire community

## 2. Potable Water

**What is it?** The quantity of fresh drinking water. The city obtains its drinking water from three sources, Cascade Water Alliance, Northshore Utility District and Woodinville Water Alliance.

**Where are we now?** In 2019 Kirkland used over 2.6 billion gallons of potable water, equal to 58 gallons per day per person.

**Existing Policy Support:** Kirkland Comprehensive Plan

**Policy U-2.1:** Work in coordination with other jurisdictions and purveyors in the region to ensure a reliable, economic and sustainable source of water and to address long-term regional water demand.

The average resident in Seattle uses only 39 gallons of water per person per day.

### Goal HC-4 Reduce use of potable water on a per capita basis by 10% by 2025 and 20% by 2030 as compared to 2019

- **Action HC-4.1** Increase efficiency of water fixtures through incentive programs, educational campaigns, legislation and public/private partnership in the community
- **Action HC-4.2** Establish a program-partnership to develop the following types of water supplies for community use: reclaimed water, harvested water and grey and black water
- **Action HC-4.3** Intensify water conservation efforts through public/private partnerships and outreach and education

Harvesting and reusing **rainwater, grey water** and even **black water** can reduce the pressure on existing drinking water sources for future generations.

## Water and Sustainability



Water is not an infinite resource. 97% of the world's water is frozen, 2 % is salt water and only 1% of the world's water is available as fresh, clean drinking water also known as potable water. It is predicted that climate change will impact how much water we have available in the future and that using water wisely now can help ensure that future water demands can be met.



## 3. Human Services

**What is it?** The City recognizes that each resident needs to have a sense of belonging, support in their community, and access to opportunities that fulfill the basic needs of life. Human Services represents those services and programs that seek to enhance the quality of life for all members of the community by supporting diversity and social equity, supporting the provision of services that are utilized by those considered more vulnerable and/or at risk, including youth, seniors, and those in need, and contributing to the social development of the community.

**Goal HC-5** Ensure that refugees and immigrants, people of color and economically struggling residents have access to the resources they need to thrive and experience Kirkland as a safe, inclusive and welcoming community

- **Action HC-5.1:** Calculate and tabulate available community health data and conduct community outreach to inform grant program priorities and provide recommendations on resource and access needs

**Goal HC-6:** Address the homelessness crisis in Kirkland and regionally. Ensure that unhoused residents are connected to life-safety services by coordinating the City's response to the homelessness crisis and providing ongoing case management support

- **Action HC-6.1:** Connect unhoused residents to life-safety services, ensure a coordinated response to the homelessness crisis and to respond to residents and businesses experiencing the community effects of the current crisis
- **Action HC-6.2:** Work regionally to secure ongoing operating funding for increased shelter and day center services for all populations experiencing homelessness on the Eastside

**Existing Policy Support:** Kirkland Comprehensive Plan

**Policy HS-2.1:** Work to achieve a community where everyone is treated with respect and given equitable access to resources.

**Where are we now?** The City addresses basic human services needs through regional facilitation and coordination and a grant program supporting the work of local nonprofit agencies; senior programming is offered at Peter Kirk Community Center and youth services includes a Youth Council, Teen Traffic Court, a Youth Summit and a Mini-Grant Program.





**Goal HC-7:** Build a community in which families, neighbors, schools, and organizations all work together to help young people become engaged, competent and responsible members of the community

- **Action HC-7.1:** Sign on as an Eastside Pathways partner, joining the Lake Washington School District, City of Redmond, the Bellevue School District, the City of Bellevue and many nonprofit organizations to work collectively to attain better outcomes for children, cradle to career



## 4. Welcoming and Inclusive

**What is it?** Being welcoming and inclusive means demonstrating a recognition that our community is enriched with people from different countries, from a diversity of racial and ethnic groups and faith traditions, with various expressions of ability, and from various levels of socioeconomic status. This is done by supporting a culture and policy environment that allows for all segments of our population, whether long-term residents or newcomers, to feel valued and fully participate in strengthening the social, economic, and civic fabric of the community.



Community members attended “Finding Solutions: Creating an Inclusive and Safe Community” in November 2018

**Existing Policy Support:** [Kirkland Comprehensive Plan](#)

**Policy CC-1.1:** Support diversity in our population.

**Policy CC-1.3:** Support formal and informal community organizations.

**Resolution R-5240:** [Declaring Kirkland as a Safe, Inclusive and Welcoming City for All People](#)

**Where are we now?** The City has taken several actions to be a more welcoming and inclusive community, including a Proclamation of Kirkland being a safe, inclusive, and welcoming place for all people and a supporting Ordinance prohibiting City staff from inquiring about immigration status unless otherwise required by law.

The City has also directly funded organizations serving the immigrant community through its Human Services Grants, and it has signed on as a member city to the Welcoming America Network and Cities for Citizenship.



## HEALTHY COMMUNITY

### Goal HC-8 Enhance the city of Kirkland as a safe, inclusive, and welcoming place for all people

- **Action HC-8.1** Require on-going training on diversity, equity, and inclusion for City employees
- **Action HC-8.2** Explore partnership programs to implement community-wide opportunities for learning and dialogue around diversity, equity, and inclusion
- **Action HC-8.3** Encourage the strengthening of relationships between various groups and communities in Kirkland, including communities of color, immigrant and refugee communities, neighborhood associations, the business community, and the faith community

### Goal HC-9 Cultivate a welcoming and inclusive community for immigrants and refugees

- **Action HC-9.1** Continue network membership in Welcoming America and Cities for Citizenship
- **Action HC-9.2** Seek Welcoming Certification from Welcoming America, including through regional partnerships with other agencies or organizations
- **Action HC-9.3** Explore partnership programs to strengthen relationships between the City and immigrant and refugee communities and to educate immigrants about their rights, responsibilities, and opportunities for naturalization

“Peace Has Come” mural being painted by artist Nathaniel in the Juanita neighborhood



Pride Flag over Kirkland City Hall during Pride Month 2020

**Welcoming America** is a non-profit, non-partisan organization that connects leaders in community, government, and nonprofit to create policy, reinforce welcoming principles, and communicate the socioeconomic benefits of inclusion.





## 5. Attainable Housing

**What is it?** Preserving existing affordable housing stock while providing new housing options that include a diversity of housing types that are affordable to all that would like to live here.

**Where are we now?** The City has an affordable housing program and codes that help provide housing options for low income to moderate earners. It also is a founding member of A Regional Coalition for Housing (ARCH), a regional partnership of cities in East King County that share resources and strategies to increase the supply of affordable housing. Recently, the City has been addressing housing options geared toward moderate income earners through increasing housing choices in single-family neighborhoods. Changes include allowing up to two accessory dwelling units on one parcel with a single-family home and making it easier to build cottages, duplexes and triplexes that can blend into existing neighborhoods. The action items in this element work towards encouraging preservation of multi-family housing and incentivizing construction of more energy efficient and sustainably constructed housing which is essential to making the cost to rent or buy housing attainable to more moderate-income earners.

**Existing Policy Support:** [Kirkland Comprehensive Plan](#)

**Policy H-3.4** Preserve, maintain, and improve existing affordable housing through assistance to residents and housing providers.

**Policy ED-1.5** Strive to maintain a balance of jobs and housing to enable residents to live near work.



Single family home with Accessory Dwelling Unit (ADU)

### ■ Goal HC-10 Expand housing options for all income levels

- **Action HC-10.1** Establish a program to preserve existing multi-family housing stock
- **Action HC-10.2** Establish program or create additional incentives to preserve older single-family housing stock in exchange for higher density and lot size flexibility
- **Action HC-10.3** Establish a public/private community solar program with a focus on existing multi-family housing stock
- **Action HC-10.4** Revise the City's Expedited Green Building program to include incentives related to creating attainable housing
- **Action HC-10.5** Establish a dialogue with housing developers who use the Evergreen Sustainability Standard to encourage them to go above and beyond minimum certification standards
- **Action HC-10.6** Monitor local and sub-regional job types and their wages and housing costs to ensure that the City's housing stock is affordable to employees of local businesses and traffic congestion is reduced



## 6. Recreation and Wellness

**What is it?** Kirkland provides opportunities for residents to seek social, physical and emotional components of health and wellness through recreation programs, facilities and services. Regular physical activity, such as recreating at a park, leads to improved physical condition, cardiovascular health, mood and ability to sleep. Being in nature and green space leads to lower rates of depression and anxiety. Robust parks and recreation space for active and passive use is a crucial component to achieving health and wellness individually and for the community.

**Goal HC-11 Strive to rebalance and/or acquire sports fields to achieve the specified service level. This service level shows an excess of baseball fields and a deficit of soccer/multi-purpose fields.**

- **Action HC-11.1** Complete an athletic field study that can identify a plan for system wide field improvements or acquisitions that will increase the number of soccer/multi-purpose fields

**Goal HC-12 Pursue funding measures and/or partnerships that will allow for the expansion of recreation facilities.**

- **Action HC-12.1** Build one new skate park to achieve the recommended two skate park facilities
- **Action HC-12.2** Construct a recreation and aquatics center to achieve the recommended indoor pool and recreation space

**Where are we now?** Kirkland's Parks, Recreation and Open Space Plan (PROS) identifies a service level for the community that specifies the number and types of indoor and outdoor space that should be provided. Currently in the city of Kirkland there are 25 baseball fields, 10 softball fields, 9 soccer / multi-purpose fields, 32 tennis courts, 3 pickleball courts, 1 skate park, 1 outdoor pool, 1 indoor pool and 2 community centers.



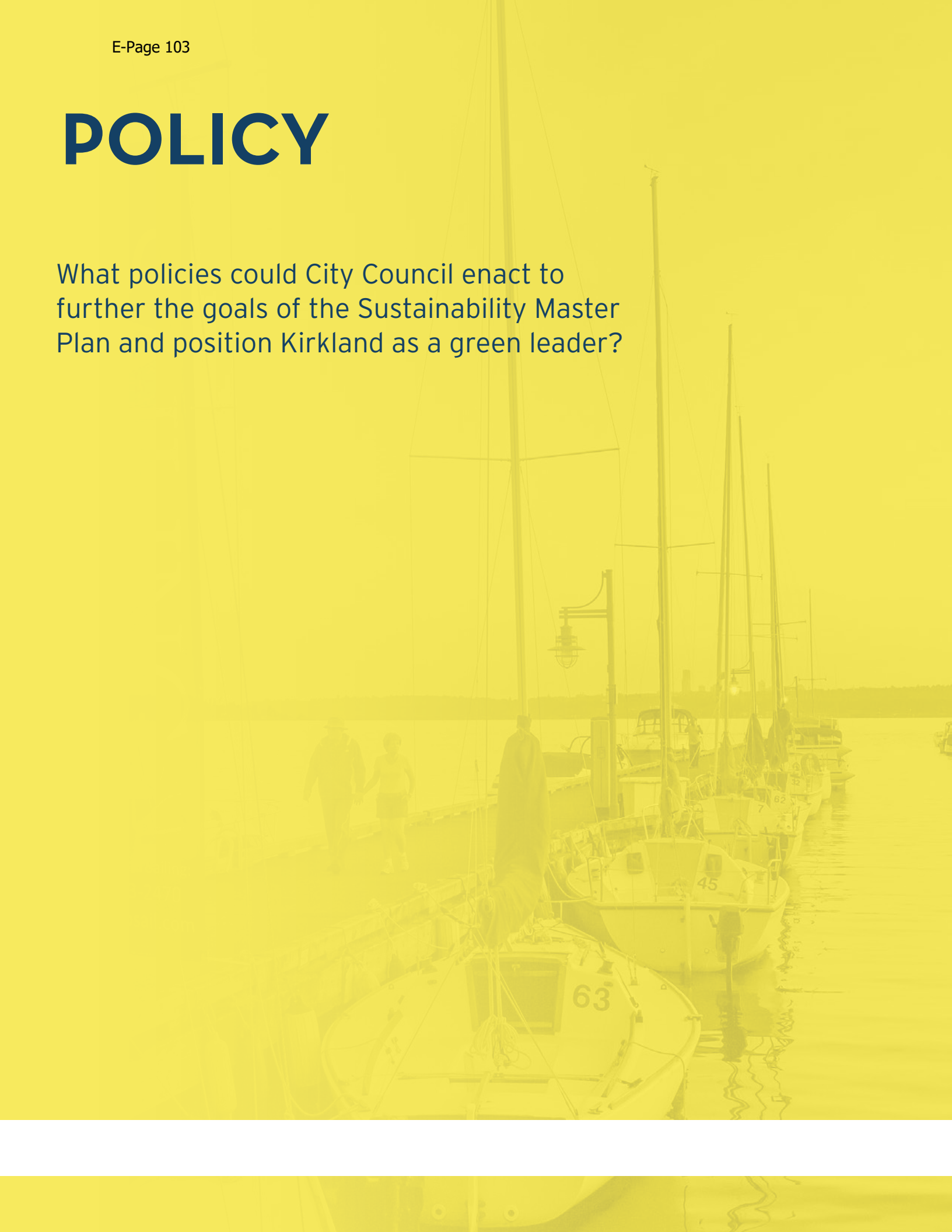
### Recreation and Sustainability



Regular physical activity leads to improved physical condition, cardiovascular health, mood and ability to sleep. Participation in recreation programming provides learning opportunity, community engagement and social interaction. Being in green spaces has shown to lower rates of depression and anxiety. These are components of the eight dimensions of wellness which is a foundational philosophy in the PROS Plan.

# POLICY

What policies could City Council enact to further the goals of the Sustainability Master Plan and position Kirkland as a green leader?



# Next Step Policies to Support Actions in Plan

Some policies that City Council could adopt to aid in achieving the actions outlined in this plan include:

## Energy Supply + Emissions

- Require electric vehicle charging station retrofits in existing buildings or on development sites
- Require EV charging stations with all new developments or redevelopment projects at a minimum ratio of one EV charger for 2% of all required parking stalls
- Require all new construction to be built with only electric systems

## Building + Infrastructure

- Adopt State-required energy performance benchmarking and disclosure ordinances for an annual reporting program for commercial buildings
- Revise the Kirkland Zoning Code or Municipal Code to require greater water efficiency outside of existing structures (such as required for landscaping, water features, and public infrastructure)

## Land Use + Transportation

- Reduce parking minimums in areas well served by transit
- Increase housing density along major transit corridors

## Sustainable Materials Management

- Adopt a food service packaging reduction policy
- Ban the use of disposable water bottles at City-sponsored events (except Emergency Management)
- Update building code requirements to ensure adequate and conveniently located space for garbage, recycling, and organics collection containers in multi-family, commercial, and mixed-use buildings
- Institute a construction and demolition program that requires structures to be deconstructed versus demolished to recover valuable building materials to be reused or recycled

## Healthy Community

- Amend the Kirkland Zoning Code to allow Farmer's Markets where excluded
- Amend Kirkland Zoning Code to require common open space to include food growing beds
- Amend the Kirkland Zoning Code to allow food growing in Stream and wetland building buffer setback areas



# Top 10 Policy Ideas for Environmental Leadership

This plan establishes a framework for environmental improvements over the next ten years, and into the future. Beyond the actions identified in the focus area chapters, City leadership could adopt more visionary goals that would make Kirkland a true environmental leader in the state, nation, and world, such as these.

1. Make Kirkland a **carbon-free city** by 2040.
2. Prohibit the use and sale of **hazardous yard and cleaning chemicals** by the City, businesses and entire community.
3. **Eliminate institutional racism** and any form of injustice in City government and the community.
4. **Eliminate use of all vehicles, machinery and processes that combust fossil fuels.**
5. **Divest all City assets in fossil fuels** and in any industry that is not socially just and equitable in their business operations.
6. Build all new City buildings to **Living Building Challenge standards** by 2040, and petal certified or core certified by 2030 and to net zero energy by 2025.
7. Create **green business districts.**
8. **Achieve Vision Zero** of no roadway deaths by redesigning, rebuilding and adapting roadways into a City-wide network of “complete streets” with priority given to bikes and pedestrians, greenways, trails, and car-free streets.
9. **Remove all human-made fish barriers** from streams with potential to support salmon.
10. Establish an interdisciplinary **Office of Sustainability**, potentially in conjunction with an existing department.



Current Councilmember Jon Pascal, senior planner David Barnes, current Deputy Mayor Jay Arnold, project engineer Anneke Davis, and Councilmember Toby Nixon at the LEED award ceremony for the Kirkland Justice Building.



# IMPLEMENTATION

To help decision-makers prioritize the actions identified in the focus areas, all actions have been evaluated according to six key criteria: reducing greenhouse gas emissions, improving environmental quality, supporting community health and resilience, producing more equitable outcomes, reducing reliance on fossil fuels, and weighing the cost to complete against savings realized.

# Action Rating Guide

## Criteria Rating Guide

Actions were rated according to the following criteria by the project manager and subject matter experts.

### Greenhouse Gas Reduction

How much could this action directly reduce greenhouse gas emissions in Kirkland?

- 0 - Not applicable
- 1 - Will not directly reduce Greenhouse Gas Emissions
- 2 - Will marginally reduce Greenhouse Gas Emissions
- 3 - Will moderately reduce Greenhouse Gas Emissions
- 4 - Will significantly reduce Greenhouse Gas Emissions
- 5 - Will extremely reduce Greenhouse Gas Emissions

Rating is weighted by 5.

### Environmental Quality

How well could this action protect habitats, open space and tree cover; reduce consumption of natural resources; and restore ecosystems?

- 0 - Not applicable
- 1 - Will not directly improve environmental quality
- 2 - Will marginally improve environmental quality
- 3 - Will moderately improve environmental quality
- 4 - Will significantly improve environmental quality
- 5 - Will extremely improve environmental quality

Rating is weighted by 3.

### Community Health - Quality of Life (QOL)

How much would this action benefit community health, quality of life, and increase Kirkland's resilience to natural and human-caused hazards?

- 0 - Not applicable
- 1 - Will not directly improve community health / QOL
- 2 - Will marginally improve community health / QOL
- 3 - Will moderately improve community health / QOL
- 4 - Will significantly improve community health / QOL
- 5 - Will extremely improve community health / QOL

Rating is weighted by 3.

### Environmental Social Justice

How much could this action improve equitable environmental outcomes for historically disenfranchised communities (low income, BIPOC)?

- 0 - Not applicable
- 1 - Will not directly improve social justice & equity
- 2 - Will marginally improve social justice & equity
- 3 - Will moderately improve social justice & equity
- 4 - Will significantly improve social justice & equity
- 5 - Will extremely improve social justice & equity

Rating is weighted by 3.

### Reduction of Energy Consumption

How much could this action directly reduce energy use, reduce energy costs and replace fossil fuel-based consumption with renewable energy sources?

- 0 - Not applicable
- 1 - Will not directly reduce energy consumption
- 2 - Will marginally reduce energy consumption
- 3 - Will moderately reduce energy consumption
- 4 - Will significantly reduce energy consumption
- 5 - Will extremely reduce energy consumption

Rating is weighted by 2.

### Net Cost

What is the net cost (cost - savings) for the City to complete this action?

- 0 - Cost is prohibitive
- 1 - Cost is extremely expensive
- 2 - Cost is highly expensive
- 3 - Cost is moderately expensive
- 4 - Cost is nominal
- 5 - No cost to implement

Rating is weighted by 2.

## Total Score



The maximum weighted score is 90 points. For ease of comparison, a scale is used to illustrate the total weighted score of each action. The sliding scale is tinted based on which ten-point block it falls within.

## Additional Action Information

Top actions identified by the community during the engagement process are indicated with a star icon. 

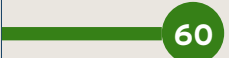










While many actions require coordination across departments, staff identified the lead department(s) or division(s). Some actions are not under the purview of current department or division responsibilities, indicated by "unassigned."

Relative costs and staff level of effort were evaluated within, not between, focus areas. Business impacts may be positive or negative.

# Energy Supply + Emissions Action Ratings

Action ID	Action	Total Score		Criteria Ratings						Execution			Impacts		
		Weighted Score	Weighted Score Out of Maximum 90-point Scale	Greenhouse Gas Reduction	Environmental Quality	Community Health-Quality of Life	Environmental Social Justice and Equity	Reduction of Energy Consumption	Net Cost	Time Frame	Lead Department or Division	Community Partners	Relative Cost	Staff Level of Effort	Impact to Business / Development Community
ES 1.1	Factor emissions reduction into all budget processes and decision making	60		4	2	3	3	4	4	0-2 years	• Finance		\$	Low	None
ES 1.2	Create public / private partnerships to reduce emissions	56		3	2	3	4	3	4	0-2 years	• Unassigned	• Private partners • K4C	\$	Moderate	None
ES 1.3	Lobby State Legislature to enact laws to further reduce GHG emissions	63		4	2	3	4	4	4	ongoing	• City Manager's Office	• K4C	\$	Low	Potential
ES 2.1	Establish a plan to have 100% renewable energy for the community	62		5	2	2	3	4	4	0-2 years	• Unassigned	• Energy utility • K4C • People for Climate Action - Kirkland	\$	Moderate	Potential
ES 2.2	Form an Eastside Public Utility District that secures 100% renewable electricity	48		2	2	3	3	3	4	0-2 years	• Unassigned	• Neighbor cities	\$\$	High	Potential
ES 3.1	Develop a marketing program to encourage installation of solar systems	50		3	2	3	2	3	4	0-2 years	• Unassigned	• Environmental groups • Solar installers	\$\$	Moderate	Potential
ES 3.2	Establish a region-wide program for successful implementation of community solar	56		3	2	3	4	3	4	3-6 years	• Unassigned	• King County • K4C members	\$\$	High	Potential
ES 4.1	Develop regional pilots to incentivize the transition to electric vehicle ownership	53		3	3	3	2	3	4	3-6 years	• Unassigned	• Energy utility • Organizations	\$\$	High	Potential
ES 4.2	Create incentives or require electric vehicle charging station retrofits in existing buildings or on development sites	60		4	3	3	2	4	4	0-2 years	• Planning & Building	• Developers	\$\$	Low	Direct
ES 4.3	Require EV charging stations with all new developments or redevelopment projects	47		3	2	2	2	3	4	0-2 years	• Planning & Building		\$	Low	Direct
ES 5.1	Educate pipeline gas users how to reduce usage	42		2	2	2	2	3	4	0-2 years	• Unassigned	• Private partners	\$	Low	None
ES 5.2	Establish incentive program to convert existing gas appliances to energy efficient electric	63		4	2	4	3	4	4	0-2 years	• Unassigned	• Private partners	\$\$	Low	Direct
ES 5.3	Require all new construction be built with only electric systems	63		4	2	4	3	4	4		• Planning & Building		\$	Low	Direct

# Building + Infrastructure Action Ratings

Action ID	Action	Total Score		Criteria Ratings						Execution			Impacts			
		Weighted Score	Weighted Score Out of Maximum 90-point Scale	Greenhouse Gas Reduction	Environmental Quality	Community Health-Quality of Life	Environmental Social Justice and Equity	Reduction of Energy Consumption	Net Cost	Time Frame	Lead Department or Division	Community Partners	Relative Cost	New Staff Need?	Staff Level of Effort	Impact to Business / Development / Community
BI 1.1	Incentivize net zero energy buildings through Priority Green Building program	60	 60	4	3	3	2	4	4	0-2 years	<ul style="list-style-type: none"> <li>Planning &amp; Building</li> <li>Public Works</li> </ul>	<ul style="list-style-type: none"> <li>Regional Code Collaborative</li> </ul>	\$		Moderate	Direct
BI 1.2	Encourage and educate developers to create energy efficient structures	50	 50	3	2	3	2	3	4	0-2 years	<ul style="list-style-type: none"> <li>Planning &amp; Building</li> </ul>	<ul style="list-style-type: none"> <li>Private partners</li> <li>Green building organizations</li> </ul>	\$		Moderate	Potential
BI 2.1	Build market demand for net-zero energy buildings through incentives, education, demonstration projects, partnerships and recognition	50	 50	3	2	3	2	3	4	0-2 years	<ul style="list-style-type: none"> <li>Planning &amp; Building</li> </ul>	<ul style="list-style-type: none"> <li>Private partners</li> <li>Green building organizations</li> </ul>	\$		Moderate	Potential
BI 3.1	Create an incentive program to share energy efficiency savings in multi-family housing	66	 66	4	3	3	4	4	4	3-6 years	<ul style="list-style-type: none"> <li>Planning &amp; Building</li> </ul>	<ul style="list-style-type: none"> <li>Building owners</li> <li>Property managers</li> </ul>	\$\$		Moderate	Potential
ES 3.2	Adopt energy performance benchmarking and disclosure ordinances for commercial buildings	60	 60	4	3	3	2	4	4	3- 6 years	<ul style="list-style-type: none"> <li>Planning and Building</li> </ul>	<ul style="list-style-type: none"> <li>K4C</li> </ul>	\$\$		Low	Potential
BI 3.3	Implement C- PACER legislation	63	 63	4	3	3	3	4	4	0-2 years	<ul style="list-style-type: none"> <li>Unassigned</li> </ul>	<ul style="list-style-type: none"> <li>K4C</li> </ul>	\$		Low	Direct
BI 3.4	Implement energy performance ratings for all homes at time of sale	60	 60	4	3	3	2	4	4	3-6 years	<ul style="list-style-type: none"> <li>Unassigned</li> </ul>	<ul style="list-style-type: none"> <li>K4C</li> <li>Realtors</li> </ul>	\$		Med	Potential
BI 3.5	Establish a program to assist homeowners in selecting appropriate and cost effective energy solutions	60	 60	4	3	3	2	4	4	0-2 years	<ul style="list-style-type: none"> <li>Planning &amp; Building</li> </ul>	<ul style="list-style-type: none"> <li>K4C</li> <li>Energy efficiency contractors</li> </ul>	\$		Low	Potential
BI 4.1	Create an incentive program for energy and water efficient appliances in new and existing structures	52	 52	3	3	2	2	4	4	0-2 years	<ul style="list-style-type: none"> <li>Public Works Utilities</li> </ul>	<ul style="list-style-type: none"> <li>Energy provider</li> <li>Water utilities</li> <li>Private partners</li> </ul>	\$		Low	Direct
BI 4.2	Require greater water efficiency than industry green building certifications	43	 43	2	3	2	2	2	4	3-6 years	<ul style="list-style-type: none"> <li>Planning &amp; Building</li> </ul>	<ul style="list-style-type: none"> <li>Regional Code Collaborative</li> </ul>	\$		Low	Direct
BI 4.3	Require greater water efficiency outside existing structures	43	 43	2	3	2	2	2	4	3-+6 years	<ul style="list-style-type: none"> <li>Planning &amp; Building</li> </ul>	<ul style="list-style-type: none"> <li>Regional Code Collaborative</li> </ul>	\$		Low	Direct



# Land Use + Transportation Action Ratings

Action ID	Action	Total Score		Criteria Ratings						Execution			Impacts		
		Weighted Score	Weighted Score Out of Maximum 90-point Scale	Greenhouse Gas Reduction	Environmental Quality	Community Health-Quality of Life	Environmental Social Justice and Equity	Reduction of Energy Consumption	Net Cost	Time Frame	Lead Department or Division	Community Partners	Relative Cost	Staff Level of Effort	Impact to Business / Development / Community
LT-1.1	Engage in a Smart Growth policy and Smart Growth zoning code scrub	60		4	2	3	3	4	4	ongoing	• Planning		\$	Moderate	Potential
LT-2.1	Align new pedestrian connections with the 10-Minute Neighborhood concept	54		4	2	3	3	2	3	ongoing	• Transportation		\$	Low	Direct
LT-2.2	Educate community on the benefits of 10-Minute Neighborhoods and smart growth	51		3	2	3	3	2	4	0-2 years	• Planning	• Private partners	\$	Moderate	Direct
LT-2.3	Increase housing density along major transit corridors	55		4	2	2	3	3	4	3-6 years	• Planning		\$	Low	Direct
LT 4.1	Align projects with Sustainability Master Plan	46		2	3	3	2	2	4	ongoing	• Transportation		\$	Low	Potential
LT-4.2	Strive for platinum status with Walk Friendly Communities	54		3	2	4	3	3	3	7-10 years	• Transportation		\$\$	Moderate	Direct
LT-4.3	Strive for platinum status with Bicycle Friendly Communities	54		3	2	4	3	3	3	3-6 years	• Transportation		\$\$	Moderate	Direct
LT-4.4	Educate more students about walking and biking	53		3	2	3	3	3	4	ongoing	• Transportation	• School districts	\$	Low	Direct
LT-4.5	Increase the number of students walking, biking, carpooling and taking the bus to school	66		4	3	4	3	4	4	0-2 years	• Transportation	• School districts	\$	Moderate	Direct
LT-4.6	Make it safe and easy for children to walk, bike and take the bus to school and other destinations	59		4	3	4	2	4	2	ongoing	• Transportation • City Manager's Office	• School districts	\$\$\$	High	Direct
LT-4.7	Prioritize walk and bike access to high frequency transit	75		5	3	5	4	5	2	ongoing	• Transportation		\$\$\$	Moderate	Direct
LT-5.1	Promote public transit use through incentives and a transportation demand management (TDM) program	63		4	2	3	4	4	4	ongoing	• Transportation		\$	Moderate	Direct
LT-5.2	Improve transit access through first-last mile strategies	75		5	3	5	4	5	2	3-6 years	• Transportation	• Ride share services	\$\$\$	Moderate	Direct
LT-5.3	Work with regional transit agencies to provide an equitable and inclusive access to fare payment options	59		3	2	3	5	3	4	3-6 years	• Transportation	• Regional Transit Agencies	\$	Low	Potential
LT-6.1	Encourage carpooling and using shared mobility by providing incentives and ride-matching tools	63		4	2	3	4	4	4	ongoing	• Transportation	• Regional Transit Agencies	\$	Moderate	Direct
LT-7.1	Create partnerships with regional transit agencies and explore new public/private-partnerships	50		3	1	3	3	3	4	ongoing	• Transportation	• Regional Transit Agencies	\$	Low	Potential
LT-7.2	Innovate transit solutions along Cross Kirkland Corridor and connection from I-405 to downtown Kirkland	52		3	2	4	3	3	2	3-6 years	• Transportation	• Regional Transit Agencies	\$\$\$	Moderate	Direct


# Natural Environment + Ecosystems Action Ratings

Action ID	Action	Total Score		Criteria Ratings						Execution			Impacts		
		Weighted Score	Weighted Score Out of Maximum 90-point Scale	Greenhouse Gas Reduction	Environmental Quality	Community Health-Quality of Life	Environmental Social Justice and Equity	Reduction of Energy Consumption	Net Cost	Time Frame	Lead Department or Division	Community Partners	Relative Cost	Staff Level of Effort	Impact to Business / Development / Community
EV-1.1	Continue NPDES permit compliance	41		0	4	4	3	0	4	ongoing	• Surface Water	• WA Ecology	\$	High	Direct
EV-1.2	Proactively identify and reduce pollutants of concern in Kirkland's impaired streams	40		0	5	4	3	0	2	ongoing	• Surface Water	• King County	\$\$\$	Moderate	Potential
EV-1.3	Assess and prioritize watersheds and actions that will improve water quality	39		0	4	3	4	0	3	0-2 years	• Surface Water		\$\$	Low	Potential
EV-2.1	Fund projects to make culverts fish passable	26		0	5	3	0	0	1	ongoing	• Surface Water	• Tribes • WA Fish & Wildlife • Army Corps	\$\$\$\$	Moderate	Potential
EV-2.2	Develop action plans for stormwater retrofit and water quality management strategies	42		0	5	3	4	0	3	0-2 years	• Surface Water		\$\$	Moderate	Potential
EV-2.3	Actively involve the community in the protection of Kirkland's aquatic resources	45		0	5	4	4	0	3	ongoing	• Surface Water	• Environmental groups • Community organizations	\$\$	Moderate	Potential
EV-3.1	Inspect and maintain public stormwater infrastructure	43		0	4	5	2	0	5	ongoing	• Surface Water		\$	Moderate	Potential
EV-3.2	Proactively replace aging stormwater infrastructure	37		0	3	5	3	0	2	0-2 years	• Surface Water		\$\$\$	Moderate	Potential
EV-4.1	Evaluate stormwater infrastructure capacity and address capacity problems	40		0	3	5	2	0	5	ongoing	• Surface Water		\$	Moderate	Potential
EV-4.2	Construct flood reduction projects for problems that occur more often than every 10 years	29		0	3	4	2	0	1	ongoing	• Capital Improvement Program		\$\$\$\$	Moderate	Potential
EV-4.3	Review development proposals for potential flood and downstream impacts and require mitigation	32		0	3	4	1	0	4	ongoing	• Surface Water	• Developers	\$	Moderate	Direct
EV-5.1	Recruit and train additional Stewards to lead volunteer habitat restoration events in parks and natural areas	53		1	5	5	2	2	4	0-2 years	• Parks & Comm. Service		\$	Moderate	Potential
EV-5.2	Grow the Green Kirkland Partnership volunteer force at a rate that meets or exceeds the City's population growth	53		1	5	5	2	2	4	0-2 years	• Parks & Comm. Service	• Forterra • EarthCorps	\$	Moderate	Direct
EV-5.3	Contract a year-round Washington Conservation Corps crew to work in critical areas in all City parks and natural areas	56		2	5	5	2	2	3	0-2 years	• Parks and Comm. Service	• Department of Ecology	\$\$	Moderate	Potential






















Action		Total Score		Criteria Ratings						Execution			Impacts		
Action ID	Action Summary (see plan for complete text)	Weighted Score	Weighted Score Out of Maximum 90-point Scale	Greenhouse Gas Reduction	Environmental Quality	Community Health-Quality of Life	Environmental Social Justice and Equity	Reduction of Energy Consumption	Net Cost	Time Frame	Lead Department or Division	Community Partners	Relative Cost	Staff Level of Effort	Impact to Business / Development / Community
EV-6.1	Update City IPM policies and practices, prioritize treatment locations, and ensure maintenance occurs as needed	46		1	4	4	2	1	4	0-2 years	• Parks & Comm. Service	• King County Noxious Weed Control	\$	Moderate	Potential
EV-6.2	Utilize the ArcCollector application to map and track the treatment of noxious weeds requiring treatment	50		2	4	4	2	1	4	0-2 years	• GIS		\$	Moderate	Potential
EV 7.1	Proactively seek and acquire parkland to secure new parks	54		2	4	4	5	2	2	ongoing	• Parks		\$\$\$\$	High	Potential
EV 8.1	Sign the national "10-minute walk" initiative	47		2	2	4	3	0	5	0-2 years	• Parks		\$	Low	None
EV 8.2	Create GIS dataset for privately owned public parks and public plazas in the city	8		0	0	0	0	0	4	3-6 years	• Parks		\$	Moderate	None
EV 9.1	Conduct an accessibility review of parks and recreation facilities to create an action plan for needed improvements	42		0	2	5	5	0	3	3-6 years	• Parks		\$\$	Moderate	None
EV 9.2	Add an accessibility and inclusivity capital project fund to the Parks and Community Services capital improvement program	36		0	0	5	5	0	3	3-6 years	• Parks		\$\$	Moderate	None
EV 9.3	Update the Park, Recreation and Open Space Plan	43		1	3	4	3	1	3	0-2 years	• Parks		\$\$\$	High	None
EV-10.1	Support internal cross department planning to develop and implement sustainable urban forestry strategies	47		0	4	3	4	2	5	3-6 years	• Unassigned		\$	Low	Direct
EV-10.2	Update the 2012-2019 Urban Forest Six Year Work Plan	49		1	4	4	4	0	4	0-2 years	• Planning & Building		\$	Low	Potential
EV-10.3	Pursue opportunities to improve the public tree maintenance program	56		1	3	5	5	3	3	3-6 years	• Parks • Public Works		\$\$\$	High	Direct
EV-10.4	Develop canopy enhancement strategies to mitigate public health impacts in areas that may be disproportionately affected by adverse environmental conditions	63		1	4	5	5	3	5	3-6 years	• Planning & Building	• WA Dept Natural Resources • WA Dept of Health • Private partners	\$	Moderate	Potential
EV-10.5	Develop and implement tree planting programs to increase tree canopy cover on private and public property	61		2	4	4	3	5	5	3-6 years	• Unassigned	• Schools • Regional agencies • Nonprofits	\$\$	Moderate	Direct
EV-10.6	Identify and prioritize climate-resilient tree species for public/private tree planting programs	56		0	4	4	3	5	4	0-2 years	• Planning & Building	• UW Climate Impacts Group • Allied professionals	\$	Low	Potential
EV-10.7	Dedicate resources for an ongoing, robust, inclusive public education and engagement framework around trees	56		0	5	5	4	2	5	0-2 years	• Planning & Building	• Community • Private partners	\$	Moderate	Direct

# Sustainable Materials Management Action Ratings

Action ID	Action	Total Score		Criteria Ratings						Execution			Impacts		
		Weighted Score	Weighted Score Out of Maximum 90-point Scale	Greenhouse Gas Reduction	Environmental Quality	Community Health-Quality of Life	Environmental Social Justice and Equity	Reduction of Energy Consumption	Net Cost	Time Frame	Lead Department or Division	Community Partners	Relative Cost	Staff Level of Effort	Impact to Business / Development / Community
SM 1.1	Evaluate waste generation targets annually	26		1	1	1	1	1	5	0-2 years	• Solid Waste		\$	Low	None
SM 1.2	Reduce consumer use of common single-use items	43		3	3	2	1	2	3	3-6 years	• Solid Waste		\$	Moderate	Potential
SM 1.3	Improve waste prevention and recycling in City operations, facilities, and at sponsored events	35		2	2	2	1	1	4	3-6 years	• Solid Waste		\$	Moderate	Potential
SM 2.1	 Support repair and reuse activities	38		3	1	2	2	1	3	0-2 years	• Solid Waste	• EcoConsumer	\$	Low	None
SM 2.2	Evaluate waste disposal progress annually	26		1	1	1	1	1	5	0-2 years	• Solid Waste		\$	Low	None
SM 3.1	Eliminate the use of expanded polystyrene foam food service ware in food service establishments	44		3	3	3	1	1	3	0-2 years	• Solid Waste		\$\$	High	Direct
SM 3.2	Enact policy to reduce single use food service ware	37		2	2	2	1	2	4	0-2 years	• Solid Waste		\$	High	Direct
SM 3.3	Provide technical assistance and incentives to promote durable products at food service businesses	43		3	2	2	2	2	3	0-2 years	• Solid Waste		\$\$	High	Direct
SM 4.1	Increase the efficiency and reduce the price of curbside and multifamily collection of bulky items	39		2	2	2	3	1	3	3-6 years	• Solid Waste	• Hauler	\$\$	Moderate	None
SM 4.2	Expand recycling events for difficult to recycle items without product stewardship take-back programs	44		3	2	3	2	1	3	3-6 years	• Solid Waste		\$	Moderate	None
SM 4.3	Increase single family food scrap recycling through a three-year educational cart tagging program	43		4	2	2	1	1	3	3-6 years	• Solid Waste	• Hauler	\$	Moderate	None
SM 4.4	Update building code requirements for waste collection in multifamily, commercial, and mixed use	33		1	2	2	2	1	4	7-10 years	• Solid Waste		\$	Moderate	Direct
SM 4.5	Institute a construction and demolition program that requires structures to be deconstructed	48		4	2	3	1	1	4	7-10 years	• Solid Waste • Building		\$	Moderate	Direct
SM 4.6	Implement a disposal ban for recycling or organics	43		4	2	2	1	1	3	7-10 years	• Solid Waste		\$\$	High	None
SM 5.1	Develop infrastructure and increase outreach and incentives to increase recycling of organics	46		3	2	3	2	1	4	7-10 years	• Solid Waste		\$	Moderate	Direct
SM 5.2	Increase food recovery through donation of surplus meals and staple food items to local food banks	50		3	1	4	4	1	3	7-10 years	• Solid Waste	• Food producers • Food banks • Schools	\$\$	High	Direct
SM 6.1	Support legislative efforts and remain active in groups	32		1	1	2	2	1	5	7-10 years	• Solid Waste	• Northwest Product Stewardship Council	\$	Low	Potential















# Sustainable Governance Action Ratings

Action ID	Action	Total Score		Criteria Ratings						Execution			Impacts		
		Weighted Score	Weighted Score Out of Maximum 90-point Scale	Greenhouse Gas Reduction	Environmental Quality	Community Health-Quality of Life	Environmental Social Justice and Equity	Reduction of Energy Consumption	Net Cost	Time Frame	Lead Department or Division	Community Partners	Relative Cost	Staff Level of Effort	Impact to Business / Development Community
SG-1.1	★ Customize and utilize Sustainable Decision Making Matrix by all department decision makers	58	 58	3	3	3	3	3	5	0-2 years	• City Manager's Office		\$	Moderate	Potential
SG-1.2	Memorialize in Staff Reports that all major decisions have considered sustainability	58	 58	3	3	3	3	3	5	0-2 years	• City Manager's Office		\$	Low	None
SG-1.3	Identify tools such as a Carbon Counting Calculator that can be used for all City building and development projects to ensure the use of low carbon methods and materials	44	 44	4	2	2	0	2	4	0-2 years	• Facilities • Capital Improvement Program		\$	Low	Potential
SG-1.4	Identify and apply the Epeat registry for decisions of electronic equipment purchases	27	 27	1	1	0	1	4	4	0-2 years	• IT		\$	Low	None
SG-1.5	Actively seek grants in order to move toward an all-electric City's fleet and supporting charging station infrastructure.	49	 49	4	1	3	1	4	3	0-2 years	• Fleet		\$	Moderate	None
SG-1.6	Establish a grant-writing team to find and apply for grants to fund actions from the Sustainability Master Plan	30	 30	1	2	2	1	2	3	0-2 years	• Unassigned	• Dept of Commerce • King County	\$	Moderate	Potential
SG-1.7	Apply for a Puget Sound Energy Resource Conservation Officer to optimize energy use and maximize efficiency	36	 36	2	1	2	1	4	3	0-2 years	• Facilities	• Puget Sound Energy	\$\$	Low	Potential
SG-2.1	★ Appoint a sustainability manager to coordinate implementation of the Sustainability Master Plan	49	 49	3	3	2	3	3	2	3-6 years	• City Manager's Office		\$\$	High	None
SG-2.2	Implement a system to more closely coordinate sustainability-related activities across City departments	31	 31	2	2	1	0	2	4	0-2 years	• City Manager's Office		\$\$	Moderate	None
SG-2.3	Establish protocol that allows all potential city staff to work from home a minimum of two days per week	50	 50	4	2	3	1	2	4	0-2 years	• Human Resources		\$	Low	Potential
SG-3.1	Implement new internal purchasing guidelines, including focus on reducing single use items	21	 21	2	1	0	0	0	4	0-2 years	• Purchasing • Solid Waste		\$	Low	None
SG-3.2	Explore specifying compost made from Kirkland's organic materials to be used in City operations and projects	25	 25	2	3	0	0	0	3	0-2 years	• Public Works		\$	Low	None
SG-3.3	Update purchasing policy to reflect best practices in environmental purchasing	31	 31	3	1	1	0	1	4	0-2 years	• Purchasing		\$	Low	None

Action		Total Score		Criteria Ratings						Execution			Impacts		
Action ID	Action Summary (see plan for complete text)	Weighted Score	Weighted Score Out of Maximum 90-point Scale	Greenhouse Gas Reduction	Environmental Quality	Community Health-Quality of Life	Environmental Social Justice and Equity	Reduction of Energy Consumption	Net Cost	Time Frame	Lead Department or Division	Community Partners	Relative Cost	Staff Level of Effort	Impact to Business / Development Community
SG-4.1	Implement a system of civic engagement that more closely coordinates activities across various City departments	26	 26	0	0	3	3	0	4	0-2 years	• City Manager's Office		\$-\$\$	Moderate	Potential
SG-4.2	Develop a process to identify and dismantle unintended barriers to public participation	27	 27	0	0	3	4	0	3	0-2 years	• City Manager's Office	<ul style="list-style-type: none"> <li>• Communities of color</li> <li>• Immigrant and refugee communities</li> <li>• Neighborhood Assoc.</li> <li>• Businesses</li> <li>• Faith community</li> <li>• Community-based organizations</li> </ul>	\$-\$\$	Moderate	Potential
SG-4.3	Identify and empower trusted messengers in the community to serve as liaisons between the City and communities that have historically been underrepresented	29	 29	0	0	3	4	0	4	0-2 years	• City Manager's Office	<ul style="list-style-type: none"> <li>• Communities of color</li> <li>• Immigrant and refugee communities</li> <li>• Faith community</li> <li>• Community-based organizations</li> </ul>	\$-\$\$	Moderate	Potential
SG-5.1	Explore opportunities for the City's involvement in efforts of collective impact to help achieve desired outcomes	23	 23	0	0	2	3	0	4	0-2 years	• City Manager's Office	<ul style="list-style-type: none"> <li>• Communities of color</li> <li>• Immigrant and refugee communities</li> <li>• Neighborhood Assoc.</li> <li>• Business community</li> <li>• Faith community</li> <li>• Community-based organizations</li> </ul>	\$-\$\$	Moderate	Potential
SG-5.2	Maintain support for Kirkland neighborhood associations, including efforts to expand active participation from underrepresented segments of the community	23	 23	0	0	2	3	0	4	0-2 years	• City Manager's Office	<ul style="list-style-type: none"> <li>• Neighborhood Assoc.</li> <li>• Communities of color</li> <li>• Immigrant and refugee communities</li> <li>• Faith community</li> <li>• Community-based organizations</li> </ul>	\$	Moderate	Potential
SG-5.3	Implement opportunities for civic education and leadership development for community leaders, with a specific emphasis on Black community members, people of color, and immigrants	30	 30	0	0	3	5	0	3	0-2 years	• City Manager's Office	<ul style="list-style-type: none"> <li>• Neighborhood Assoc.</li> <li>• Communities of Color</li> <li>• Immigrant and refugee communities</li> <li>• Faith community</li> <li>• Community-based organizations</li> </ul>	\$-\$\$	Moderate	Potential

Action		Total Score		Criteria Ratings						Execution			Impacts		
Action ID	Action Summary (see plan for complete text)	Weighted Score	Weighted Score Out of Maximum 90-point Scale	Greenhouse Gas Reduction	Environmental Quality	Community Health-Quality of Life	Environmental Social Justice and Equity	Reduction of Energy Consumption	Net Cost	Time Frame	Lead Department or Division	Community Partners	Relative Cost	Staff Level of Effort	Impact to Business / Development / Community
SG-6.1	Increase redundant / alternate power capability at critical City facilities	39		2	0	3	4	2	2	3-6 years	• Facilities		\$\$\$	Moderate	None
SG-6.2	Educate residents and businesses on actions they can take to increase personal and physical earthquake resilience	34		0	0	4	4	1	4	ongoing	• Emergency Management	• Neighborhood Assoc. • Other public agencies • Business community • Nonprofit partners	\$	Low	Direct
SG-6.3	Identify options and actions to increase water reservoir stability and shake resilient water mains	28		0	3	3	2	0	2	3-6 years	• Public Works	• Water utilities	\$\$\$	Moderate	Potential
SG-6.4	Continue mitigation projects intended to reduce the risk of erosion, landslide, and urban flooding	35		0	4	3	2	1	3	ongoing	• Capital Improvement Program	• Other public agencies • Environmental groups	\$\$\$	Moderate	Potential
SG-6.5	Focus on efforts to address and mitigate climate change impacts	62		4	4	3	3	2	4	ongoing	• Planning & Building	• K4C	\$\$	Moderate	Potential
SG-6.6	Implement hazard mitigation strategies through funding, resources, staff support and partner agencies	53		3	4	3	3	1	3	3-6 years	• Emergency Management	• Other public agencies • Environmental groups • Utilities • Business Community • Nonprofit partners	\$\$\$	Moderate	Potential
SG-7.1	Use the Sustainable Decision Making Matrix as a tool for evaluating future investments in projects, programs or actions	58		3	3	3	3	3	5	0-2 years	• Finance		\$	Moderate	None
SG-7.2	Evaluate establishing a sustainability opportunity fund for the City match portion of sustainability grants	44		3	2	2	3	2	2	3-6 years	• Finance		\$\$\$	Moderate	None

# Sustainable Business Action Ratings






Action ID	Action	Total Score		Criteria Ratings						Execution			Impacts		
		Weighted Score	Weighted Score Out of Maximum 90-point Scale	Greenhouse Gas Reduction	Environmental Quality	Community Health-Quality of Life	Environmental Social Justice and Equity	Reduction of Energy Consumption	Net Cost	Time Frame	Lead Department or Division	Community Partners	Relative Cost	Staff Level of Effort	Impact to Business / Development / Community
SB-1.1	Assist Kirkland businesses in accessing resources to follow environmental best practices	41		2	3	2	2	2	3	Ongoing	• Public Works • Solid Waste	• EnviroStars	\$\$	Low	Direct
SB-1.2	Conduct outreach to all non home-based businesses, ensuring all have sufficient recycling capacity	25		1	2	1	1	0	4	0-2 years	• Solid Waste	• Hauler	\$	Low	Direct
SB-1.3	Provide hands-on technical assistance to potential pollution generating businesses to reduce pollution entering the stormwater system	31		0	3	2	2	1	4	Ongoing	• Surface Water	• King County Hazardous Waste	\$\$	Low	Direct
SB-2.1	Track and monitor the makeup of business industries in Kirkland and set a diversification goal	20		0	1	2	1	0	4	3-6 years	• Economic Development	• Washington State	\$	Low	Potential
SB-2.2	Partner with Chamber and Kirkland Downtown Alliance on promoting "Buy Local"	32		2	1	2	1	1	4	0-2 years	• Economic Development	• Chamber of Commerce • Kirkland Downtown Association	\$	Low	Direct
SB-2.3	 Support policy that encourages mixed use development and economic diversity	42		2	1	3	2	2	5	0-2 years	• Economic Development • Planning & Building		\$	Moderate	Direct
SB-3.1	Develop an economic resilience plan	23		0	0	3	2	1	3	3-6 years	• Unassigned	• Kirkland businesses	\$\$	Moderate	Direct
SB-3.2	Formulate a green economic recovery plan that focuses on clean, green industries and living wage jobs	46		2	2	3	3	3	3	0-2 years	• City Manager's Office	• Kirkland businesses	\$\$	Moderate	Direct
SB-3.3	Support legislation that promotes a resilient business community in Kirkland and on the Eastside	27		1	1	2	1	1	4	0-2 years	• City Manager's Office		\$	Low	Potential
SB-3.4	Promote home occupation businesses	37		2	2	2	1	2	4	3-6 years	• Planning & Building		\$	Low	Potential
SB-4.1	Create a program to help restaurants, institutions, schools procure food from local sources and farms	31		2	1	3	1	0	3	3-6 years	• Unassigned	• King Conservation District • Local farmers • Restaurants • School districts	\$\$	Moderate	Direct
SB-4.2	Promote a training program to assist immigrant and minority-owned new small business owners	37		1	2	2	4	1	3	3-6 years	• Unassigned		\$\$	Moderate	Direct
SB-4.3	Create spaces and places for startups that focus on making and selling sustainable products	30		1	2	2	1	1	4	3-6 years	• Unassigned	• Private partners	\$	Moderate	Direct

# Healthy Community Action Ratings

Action ID	Action	Total Score		Criteria Ratings						Execution			Impacts		
		Weighted Score	Weighted Score Out of Maximum 90-point Scale	Greenhouse Gas Reduction	Environmental Quality	Community Health-Quality of Life	Environmental Social Justice and Equity	Reduction of Energy Consumption	Net Cost	Time Frame	Lead Department or Division	Community Partners	Relative Cost	Staff Level of Effort	Impact to Business / Development Community
HC 1.1	★ Develop a funding plan for development and operation of new P-Patches and community gardens	40		2	2	3	3	0	3	3-6 years	• Parks		\$\$	Moderate	None
HC 1.2	Develop Public/Private partnerships to locate new P-Patches on private land, including rooftops	46		2	2	3	3	2	4	3-6 years	• Parks • Planning	• Private partners	\$\$	Moderate	None
HC 1.3	Develop a strategy plan to prioritize the location of community garden opportunities in areas of the city with concentrations of multi-family developments	46		2	2	4	4	0	3	3-6 years	• Parks		\$\$	Moderate	None
HC 2.1	Develop Public/Private Partnerships to assist in new Farmers Market Operations	36		2	0	3	3	0	4	3-6 years	• Parks	• Private partners	\$\$	Moderate	None
HC 2.2	Amend Kirkland Zoning Code to allow Farmer's Markets where excluded	39		2	0	3	4	0	4	0-2 years	• Planning		\$	Low	Potential
HC 3.1	Amend Kirkland Zoning Code to require common open space to include food growing beds	42		2	2	3	3	0	4	0-2 years	• Planning		\$	Low	None
HC 3.2	Amend the Kirkland Zoning Code to allow food growing in stream and wetland buffer setback areas	39		2	2	2	3	0	4	0-2 years	• Planning		\$	Low	None
HC 3.3	Develop a Food Action Plan that assures fresh, local food is available and accessible by entire community	37		2	1	3	3	0	3	7-10 years	• Unassigned		\$\$\$	High	Potential
HC 4.1	Increase efficiency of water fixtures through incentive programs, education, legislation and partnerships	37		2	2	1	2	3	3	0-2 years	• Planning & Building	• Water utilities	\$\$	Moderate	Direct
HC 4.2	Develop water supplies for community use: reclaimed water, harvested water and grey and black water	36		2	2	3	1	2	2	3-6 years	• Public Works	• Wastewater utilities	\$\$\$	High	None
HC 4.3	Intensify water conservation effort through public/private partnerships and outreach and education	37		2	2	1	2	2	4	0-2 years	• Public Works	• Water utilities	\$	Low	None
HC 5.1	Hire or contract a Community Engagement and Data Analyst for 1 year	31		0	0	3	4	2	3	0-2 years	• Human Services		\$\$	Moderate	Potential
HC 6.1	Hire or contract a homelessness and housing outreach specialist to connect unhoused residents to services and housing	60		3	3	4	4	3	3	0-2 years	• Human Services		\$\$	Moderate	Direct
HC 6.2	Secure funding for more shelter and day center services for all groups experiencing homelessness on the Eastside	34		0	2	3	3	2	3	0-2 years	• Human Services	• Other cities • Private partners	\$\$\$	Low	Direct

Action		Total Score		Criteria Ratings						Execution			Impacts		
Action ID	Action Summary (see plan for complete text)	Weighted Score	Weighted Score Out of Maximum 90-point Scale	Greenhouse Gas Reduction	Environmental Quality	Community Health-Quality of Life	Environmental Social Justice and Equity	Reduction of Energy Consumption	Net Cost	Time Frame	Lead Department or Division	Community Partners	Relative Cost	Staff Level of Effort	Impact to Business / Development Community
HC 7.1	Sign on as an Eastside Pathways partner to attain better outcomes for children, cradle to career	31		0	0	3	4	0	5	0-2 years	• Human Services	• Eastside Pathways • Partner agencies	\$	Low	Potential
HC 8.1	Require on-going training on diversity, equity, and inclusion for City employees	27		0	0	3	4	0	3	0-2 years	• Human Resources		\$\$	Moderate	Potential
HC 8.2	Explore partnership programs to implement community learning and dialogue around diversity, equity and inclusion	29		0	0	3	4	0	4	0-2 years	• City Manager's Office	• Communities of color • Immigrant and refugee communities • Neighborhood Assoc. • Businesses • Faith community	\$	Moderate	Potential
HC 8.3	Encourage the strengthening of relationships between various groups and communities in Kirkland	45		2	2	3	4	0	4	0-2 years	• City Manager's Office	• Communities of color • Immigrant and refugee communities • Neighborhood Assoc. • Businesses • Faith community	\$	Moderate	Potential
HC 9.1	Continue network membership in Welcoming America and Cities for Citizenship	23		0	0	2	3	0	4	0-2 years	• City Manager's Office		\$	Moderate	Potential
HC 9.2	Seek Welcoming Certification from Welcoming America	27		0	0	3	4	0	3	0-2 years	• City Manager's Office	• Community-based organizations • Neighboring cities	\$	Moderate	Potential
HC 9.3	Explore partnership programs to strengthen relationships between the City and immigrant and refugee communities	29		0	0	3	4	0	4	0-2 years	• City Manager's Office	• Community-based organizations • Neighboring cities	\$	Moderate	Potential
HC-10.1	Establish program to preserve multi-family housing stock	51		3	3	2	3	2	4	3-6 years	• Planning & Building	• ARCH • King County	\$\$	Moderate	Potential
HC-10.2	Establish program or create additional incentives to preserve older single-family housing stock in exchange for higher density and lot size flexibility	48		3	2	2	3	2	4	0-2 years	• Planning & Building		\$\$	Moderate	Potential
HC-10.3	Establish a public/private community solar program with a focus on existing multi-family housing stock	56		3	3	3	3	3	4	3-6 years	• Unassigned	• Private partners, • K4C	\$\$	Moderate	Potential
HC-10.4	Revise the City's Expedited Green Building program to include incentives related to creating attainable housing	50		3	2	2	3	3	4	0-2 years	• Planning & Building	• ARCH • King County	\$	Low	Direct



Action ID	Action	Total Score		Criteria Ratings						Execution			Impacts		
		Weighted Score	Weighted Score Out of Maximum 90-point Scale	Greenhouse Gas Reduction	Environmental Quality	Community Health-Quality of Life	Environmental Social Justice and Equity	Reduction of Energy Consumption	Net Cost	Time Frame	Lead Department or Division	Community Partners	Relative Cost	Staff Level of Effort	Impact to Business / Development Community
HC- 10.5	Encourage developers who use the Evergreen Sustainability Standard to exceed minimums	40		2	2	2	2	2	4	0-2 years	• Planning & Building	• Housing developers	\$	Low	Potential
HC-10.6	Track and monitor job/housing balance	24		1	1	1	1	1	4	0-2 years	• Unassigned		\$	Medium	None
HC 10.7	Complete an athletic field study that can identify a plan for system wide field improvements or acquisitions	30		0	0	3	5	0	3	3-6 years	• Parks & Comm. Services		\$	Medium	Potential
HC 11.1	Build an additional skate park	27		0	0	3	4	0	3	7-10 years	• Parks & Comm. Services		\$\$	Medium	None
HC 11.2	Construct a recreation and aquatics center to achieve the recommended indoor pool and recreation space	32		0	0	5	5	0	1	7-10 years	• Parks & Comm. Services	• Redmond • Bellevue • King County	\$\$\$\$	High	Potential

# Targeted Timelines for Goals in Plan

## 2025



**Goal ES-5** Reduce emissions of fossil fuels from all buildings by 20% by 2025 and 50% by 2030



**Goal BI-2** Require 50% of new construction to be Certified Net Zero Energy by 2025 and 100% by 2030



**Goal BI-4** Reduce water use in buildings by 10% by 2025 and 20% by 2030



**Goal BI-1** Certify all new construction as High Performing Green Buildings



**Goal SM-5** Increase the number of businesses composting food scraps to 150 by 2023



**Goal EV-6** Eliminate the discretionary use of synthetic pesticides in parks by 2025



**Goal EV-10** Identify priorities for meeting the overall goal of citywide 40% tree canopy cover goal by 2026



**Goal HC-1** Increase P-Patches or other community gardens by 100% by 2025, and another 100% by 2030



**Goal HC-4** Reduce per capita use of potable water by 10% by 2025 and 20% by 2030

## 2030



**Goal ES-2** Purchased energy is 100% carbon free



**Goal ES-1** Reduce community emissions by 50%



**Goal ES-3** Add 10 Mega Watts (MW) of solar



**Goal ES-4** Reduce GHG emissions from vehicles 25%



**Goal BI-3** Reduce energy use in existing buildings by 25%



**Goal LT-3** Reduce driving per capita by 20%



**Goal SM-1** Achieve waste generation rate of 20.4 lbs/week per capita



**Goal SM-2** Achieve waste disposal target of 5.1 lbs/week per capita



**Goal SM-4** Achieve a recycling diversion rate of 70%

## 2035



**Goal EV-5** Restore 500 acres of City-owned natural areas and open space park lands

## 2050



**Goal ES-1** Reduce community emissions by 80%



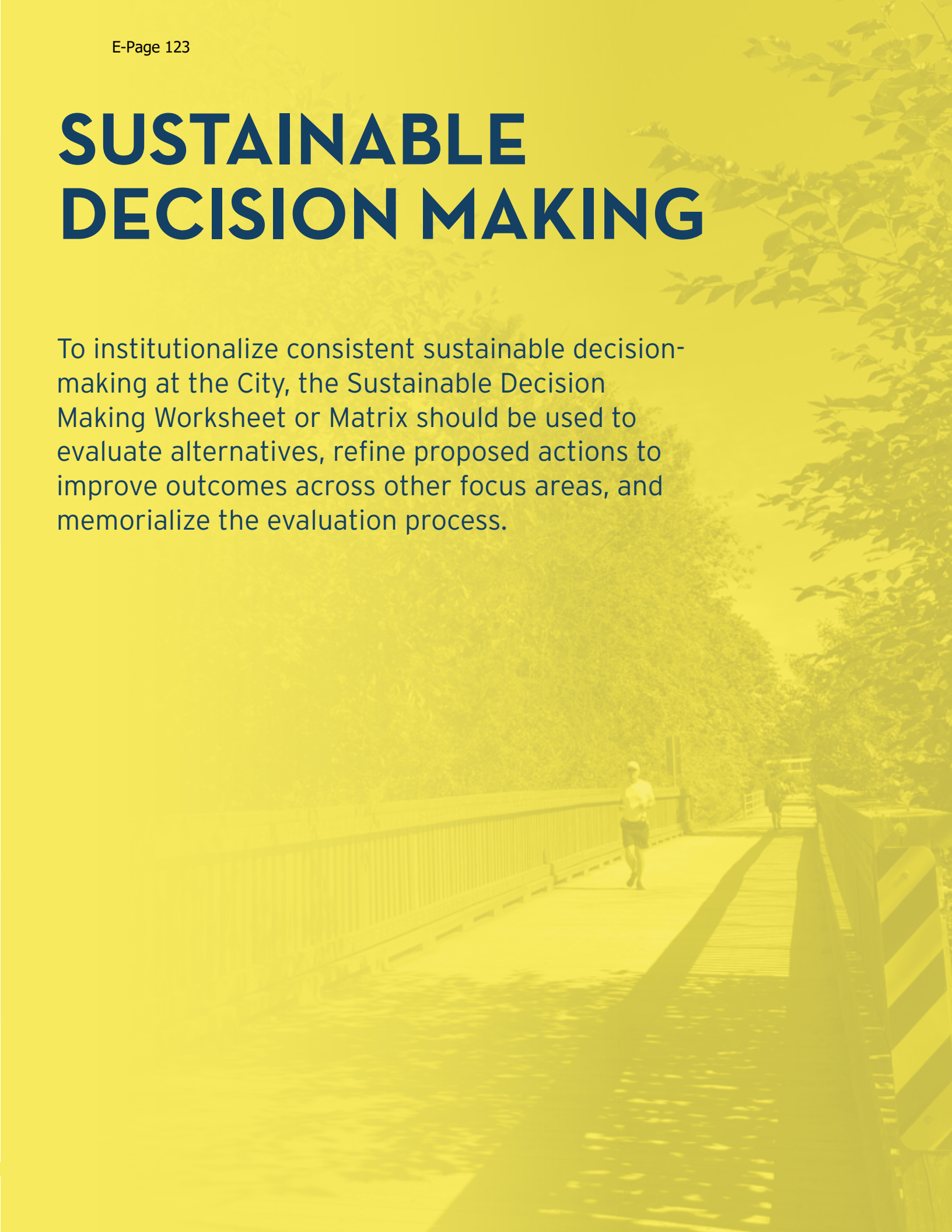
**Goal BI-3** Reduce energy use in existing buildings by 45%



**Goal LT-3** Reduce driving per capita by 50%

# SUSTAINABLE DECISION MAKING

To institutionalize consistent sustainable decision-making at the City, the Sustainable Decision Making Worksheet or Matrix should be used to evaluate alternatives, refine proposed actions to improve outcomes across other focus areas, and memorialize the evaluation process.



# Sustainable Decision Making at the City

The City frequently makes complex decisions and there are many competing interests in arriving at a final decision. The Sustainable Decision Making Matrix (SDMM) is a weighted decision making tool that is aligned with the major focus areas of the Sustainability Master Plan. Therefore, when this tool is used, it can inform these decisions and help fulfill the goals of this plan.

Decision makers should use either [the Excel version of the Sustainable Decision Making Matrix](#) or the following Sustainable Decision Making Matrix worksheet (shown on the next page) to calculate the weighted score of a particular action (project, policy, program or code). The higher the weighted score, the more a particular action is aligned with this plan's goals.

After a score is completed by decision makers, it should be memorialized in a uniform way to communicate to City Council and the community that the SDMM has been used and considered to make the most sustainable decision possible. The Template Staff Report sample text below should be used and documented in all Council Staff reports and other applicable documents.

## Template Staff Report Text

Insert action here (project, policy, program, code) A, B and C were evaluated by staff using the City's Sustainable Decision Making Matrix (SDMM). The scores for each Project, Alternative, action or decision were as follows (A=#, B=#, C=#) out of a total of 90 possible points.

The following alternatives were changed (if applicable) to more closely align with the criteria identified in the City's Sustainability Master Plan and then scored again using the SDMM. The Alternatives were then scored as follows (A=#, B=#, C=#).

Alternative (A, B or C), was chosen because it was the highest weighted score, and if applicable, it was (insert reason here) was also was factor in the decision made. Therefore, this decision to select (insert alternative) complies with the SDMM that was adopted as an integral part of the City's Sustainability Master Plan.

# Sustainable Decision Making Worksheet

The sustainable decision making worksheet will be used to evaluate City actions by how they align with the goals of the Sustainability Master Plan.

**Describe the proposed action in one sentence:**

## Criteria 1: Greenhouse Gas Reduction

How much will taking this action reduce green house gas emissions in Kirkland?

- 0 Not applicable
- 1 Will not reduce greenhouse gas emissions
- 2 Will marginally reduce greenhouse gas emissions
- 3 Will moderately reduce greenhouse gas emissions
- 4 Will significantly reduce greenhouse gas emissions
- 5 Will extremely reduce greenhouse gas emissions

### Greenhouse Gas Weighted Score

Multiply the rating by 5:

$$\underline{\hspace{2cm}} \times 5 = \square$$

How could this action be adjusted to further reduce emissions?

## Criteria 2: Environmental Quality

How much will the City taking this action protect habitats, open space and tree cover; reduce consumption of natural resources; and restore ecosystems?

- 0 Not applicable
- 1 Will not improve environmental quality
- 2 Will marginally improve environmental quality
- 3 Will moderately improve environmental quality
- 4 Will significantly improve environmental quality
- 5 Will extremely improve environmental quality

### Enviro. Quality Weighted Score

Multiply the rating by 3:

$$\underline{\hspace{2cm}} \times 3 = \square$$

How could this action be adjusted to further improve environmental quality?

## Criteria 3: Community Health & Quality of Life

How much will this action improve health in the community, quality of life, and increase resilience to natural and human-caused hazards?

- 0 Not applicable
- 1 Will not reduce improve community health
- 2 Will marginally improve community health
- 3 Will moderately improve community health
- 4 Will significantly improve community health
- 5 Will extremely improve community health

### Comm. Health Weighted Score

Multiply the rating by 3:

$$\underline{\hspace{2cm}} \times 3 = \square$$

How could this action be adjusted to further improve community health, quality of life, and resilience?

### Criteria 4: Environmental Social Justice & Equity

How much will this action improve equitable environmental outcomes for historically disenfranchised communities (e.g. low income; Black, Indigenous, and People of Color (BIPOC))?

- 0 Not applicable
- 1 Will not improve environmental social justice
- 2 Will marginally improve environmental social justice
- 3 Will moderately improve environmental social justice
- 4 Will significantly improve environmental social justice
- 5 Will extremely improve environmental social justice

**Social Justice Weighted Score**

Multiply the rating by 3:

\_\_\_\_\_ x 3 =

How could this action be adjusted to further improve environmental social justice and equity?

### Criteria 5: Reduction of Energy Consumption

How much will this action directly reduce energy consumption and energy costs and replace fossil fuel-based consumption with clean, renewable energy sources?

- 0 Not applicable
- 1 Will not reduce energy consumption
- 2 Will marginally reduce energy consumption
- 3 Will moderately reduce energy consumption
- 4 Will significantly reduce energy consumption
- 5 Will extremely reduce energy consumption

**Energy Use Weighted Score**

Multiply the rating by 2:

\_\_\_\_\_ x 2 =

How could this action be adjusted to further reduce energy consumption?

### Criteria 6: Cost

What will the net cost (cost - savings) be to the City to complete this action?

- 0 Cost is prohibitive
- 1 Cost is extremely expensive
- 2 Cost is highly expensive
- 3 Cost is moderately expensive
- 4 Cost is nominal
- 5 No cost to implement

**Net Cost Weighted Score**

Multiply the rating by 2:

\_\_\_\_\_ x 2 =

**Total Weighted Score** Add all weighted scores together. Max score is 90.

<b>GHG Emissions</b>	<b>Enviro. Quality</b>	<b>Comm. Health</b>	<b>Social Justice</b>	<b>Energy Use</b>	<b>Net Cost</b>	<b>Total Score</b>
<span style="border: 1px solid black; display: inline-block; width: 40px; height: 40px;"></span>	+	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 40px;"></span>	+	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 40px;"></span>	+	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 40px;"></span>
=						<span style="border: 1px solid black; display: inline-block; width: 40px; height: 40px;"></span>

# Focus Areas in City Plans

This table identifies which Focus Areas are addressed in existing City of Kirkland Planning documents. In future revisions of these planning documents, efforts should be made to address additional Focus Areas..

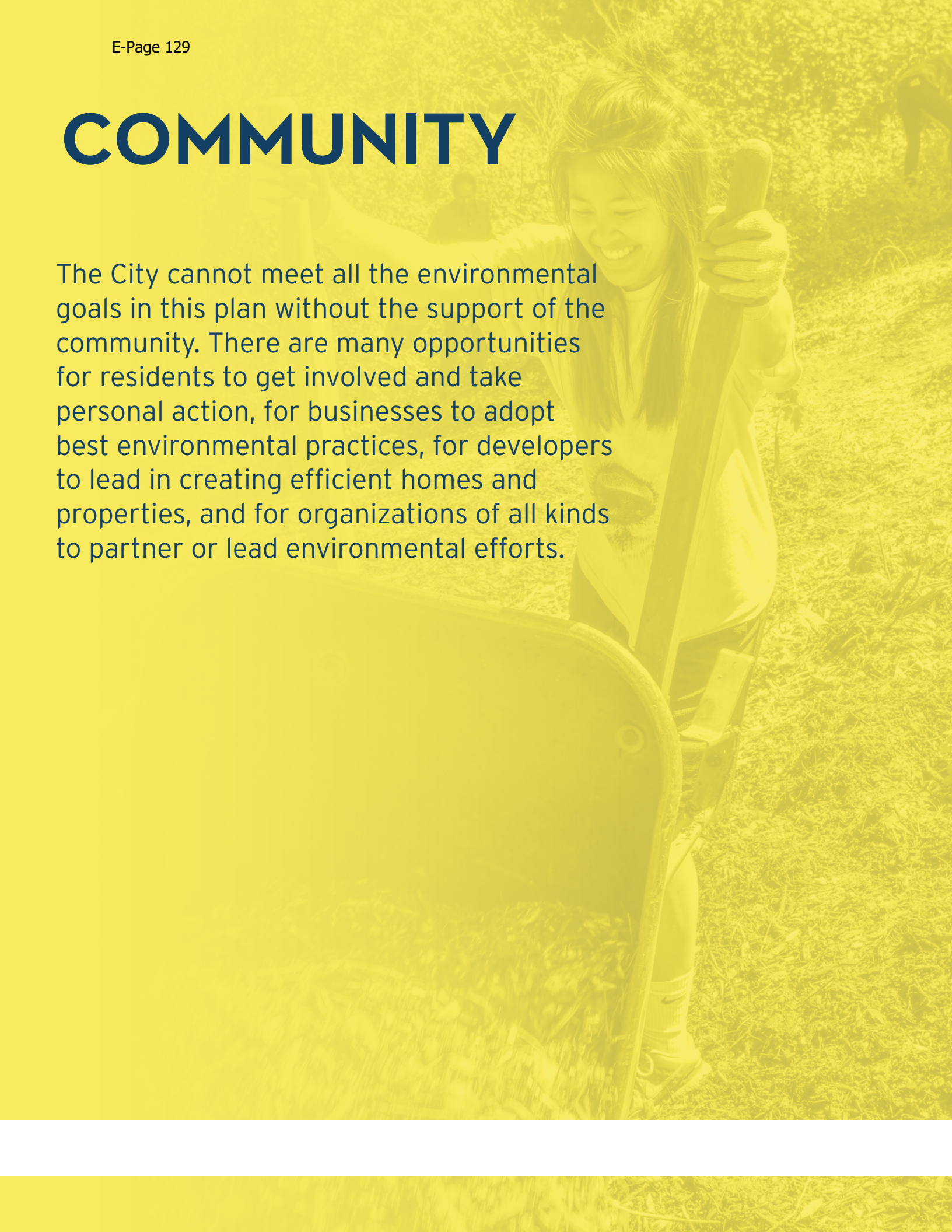
	 Energy Supply + Emissions	 Building + Land Use	 Land Use + Transportation	 Natural Environment + Ecosystems	 Sustainable Materials Management	 Sustainable Governance	 Sustainable Business	 Healthy Community
<u>Comprehensive Plan</u>	✓	✓	✓	✓	✓	✓	✓	✓
<u>Transportation Master Plan</u>			✓	✓		✓		✓
<u>Housing Strategic Plan</u>								✓
<u>Parks, Recreation and Open Space Plan</u>				✓				✓
<u>Urban Forestry Strategic Plan</u>				✓				
<u>Surface Water Master Plan</u>				✓		✓		✓
<u>Active Transportation Plan</u>			✓					
<u>Capital Facilities Plan</u>			✓	✓		✓		✓
<u>Transportation Implementation Plan</u>			✓			✓		





# COMMUNITY

The City cannot meet all the environmental goals in this plan without the support of the community. There are many opportunities for residents to get involved and take personal action, for businesses to adopt best environmental practices, for developers to lead in creating efficient homes and properties, and for organizations of all kinds to partner or lead environmental efforts.



# Community Action

There are many definitions of community and one is that it is “a group of people living in the same place or having a particular characteristic in common.” The common characteristic we share is that we care about the environment, social equity and justice, and having a strong resilient economy. Regarding the Sustainability Master Plan’s implementation, it relies not only on the City government, but all people that live in, work in and enjoy Kirkland to ensure its success.

Since there is limited funding and time to achieve the goals of the plan, it is essential that we all work together and determine what each of us can do to contribute to the overall sustainability of Kirkland and to the region. There are ways for all to help, regardless of income, age, or housing. These actions are merely a starting point to inspire the Kirkland community to join the City in reaching the goals of this plan.

## Residents

### Engage + Advocate

- Respond to City surveys to inform decision-making
- Attend City workshops to shape project design
- Speak during public comment period at a Council meeting
- Email Council members about environmental actions you’d like the City to prioritize
- Alert City staff to sidewalk and bike lane maintenance needs using the Our Kirkland app

### Volunteer + Participate

- Volunteer with the Green Kirkland Partnership to restore Kirkland’s natural areas
- Become a Green Steward to champion the restoration of a natural space near you
- Volunteer for local non-profit and faith-based organizations working on sustainability, environmental justice, and supporting a healthy community
- Join a community group or organization working on environmental goals
- Become a Soil and Water Steward and educate the community about protecting our ecosystem
- Participate in community reuse events
- Help plant raingardens in your neighborhood



Community advocacy led to installation of solar panels at Kirkland City Hall.



Volunteers of all ages are invited to join in - these youth volunteered to plant trees at an Arbor Day event, along with Councilmember Jon Pascal.

## Personal Action

### At Home

- Use a shower timer and/or low-flow showerhead to reduce water and energy use
- Sign up for green power from Puget Sound Energy
- Put aerators on all faucets to reduce water use
- Repair broken items instead of replacing them
- Compost all your food scraps in your gray cart

### In Your Yard

- Welcome wildlife by planting a native garden
- Use less water by growing drought tolerant plants
- Replace pesticides and plant killer with natural pest control methods to reduce chemical use
- Follow best watering practices to prevent waste
- Harvest rainwater to use less potable water in your garden
- Minimize fertilizer use to protect waterways from excessive nutrients

### In the Community

- Make trips by foot, bike, bus, and other ways without a car when possible
- Patronize local businesses
- Choose secondhand items and participate in community sharing and reuse groups
- Support green businesses that have gotten EnviroStars recognition

### Invest in Green Infrastructure

- Install a solar array to supply clean energy
- When replacing natural gas appliances, consider switching to electrical appliances
- When remodeling, utilize a salvage team to minimize construction waste
- Build a raingarden that soaks up stormwater to prevent flooding and protect water quality
- Adding an Accessory Dwelling Unit can help provide more housing options in our community

Get green living tips on the City's [@KirklandEnviro Facebook](#) and [Twitter](#) accounts or [sign up for monthly green emails](#).



A [demonstration raingarden](#) at a Kirkland home.



Bike commuters at a Bike Everywhere Day station.



Solar panels installed at a Kirkland home during a Solarize Kirkland campaign.

# Businesses

## Follow Green Practices

Learn about and get help implementing environmental best practices that can save money and protect your staff's health through the EnviroStars green business program.

## Support Staff in Reducing Trips

- Encourage your staff to use alternative modes of transportation besides driving alone
- Provide transit passes or subsidies for staff
- Provide bike storage and lockers / changing facilities to make it easier for staff to cycle
- Allow staff to telecommute or work flex schedules

## Implement Green Upgrades

Learn about rebates and programs available to help your business make green upgrades through the EnviroStars green business program.

# Developers

Developers serve an important role in Kirkland's sustainability, and can have a big impact on Kirkland's environmental impacts in the long term through both the type of developments built and the choices made at those properties, whether single-family dwellings, or multi-family, mixed-use or commercial properties. We welcome your support and leadership in building greener developments.

# Organizations

## Partner

There are many opportunities to partner with the City to help the community achieve the goals of the Sustainability Master Plan. See the Implementation Guide for specific actions where the City is actively seeking community partners. We also welcome ideas for other partnerships.

## Lead

We celebrate the environmental leadership of non-profit and faith-based organizations in Kirkland.

The **EnviroStars** green business program provides free technical support for Washington businesses in their preferred language. Visit [envirostars.org](http://envirostars.org) or contact [info@envirostars.org](mailto:info@envirostars.org).



Recognition is available for businesses that commit to following key environmental best practices.

**Kirkland Green Trip** helps businesses support their employees in reducing drive-alone commute trips. Visit [kirklandgreentrip.org](http://kirklandgreentrip.org).



Pervious paving at a development in Kirkland.

## Public Comment Summary Matrix

Comment#	Focus Area/ Element	Summarized Comment Text and Suggestions			
<b>Energy Supply &amp; Emissions</b>					
#3	GHG Emissions	Put an action in SMP to prevent needless idling of vehicles in the City, perhaps Action ES 1.3			
#9	GHG Emissions	Address Climate Change as a priority in relation to sustainability principles such as equity			
#10	GHG Emissions	Achieve climate goals as stated as first goal ES-1.			
	Purchased Electricity	By 2045, achieve State requirements to source and use only clean renewable electricity			
#1	Purchased Pipeline Gas	Pipeline gas is harmful to our health and it is greenwashing to call it natural gas. Support reducing Pipeline gas.			
#2, #13	Purchased Pipeline Gas	Keep provisions in SMP that support phasing out natural gas due to health concerns during drilling, transporting, leaking in lines outside and inside homes. Phase out natural gas			

### Public Comment Matrix

Comment#	Focus Area/ Element	Summarized Comment Text and Suggestions			
		usage for heating and cooking by 2030			
<b>Buildings and Infrastructure</b>					
#4	New Construction and Development	Support increasing energy efficiency in new construction to get to net-zero energy buildings by 2030			
#4	Existing Buildings	Support deep energy retrofits of all structures in Kirkland to save money and reduce climate change emissions.			
<b>Land Use and Transportation</b>					
#7	Smart Growth	Increase density in city to increase population and affordable types of housing to promote inclusion and eliminate racism			
#6	Smart Growth	Promote multi-family density closer to public infrastructure and services. Divert funds that would promote more automobile use and instead put toward public transit			

### Public Comment Matrix

Comment#	Focus Area/ Element	Summarized Comment Text and Suggestions			
#1	Active Transportation	Modify Goal LT-4 to include walking and other rolling uses such as strollers, wheelchairs and universal accessibility for people of all abilities. Also consider being explicit about using the complete streets principles			
#8	Active Transportation	Make LT 4.2 more specific and measurable  <del>Strive for</del> Achieve a platinum status from walk friendly communities or equivalent by 2030			
#8	Active Transportation	Make LT 4.3 more specific and measurable: <del>Strive for</del> Achieve a platinum status from bike friendly communities or equivalent by 2030			

### Public Comment Matrix

Comment#	Focus Area/ Element	Summarized Comment Text and Suggestions			
#8	Shared Mobility	This element is auto-centric with the specific omission of micro-mobility options that most cities have adopted			
<b>Natural Environment and Ecosystems</b>					
#15	Conservation and Stewardship	Ban Sale and use of toxic chemicals such as roundup			
#15	Conservation and Stewardship	Eliminate Pesticide use by City in 2021-2022 timeframe rather than 5 year (2025) timeframe			
<b>Sustainable Materials Management</b>					
#15	Waste Reduction	Support SM 3.1 (Eliminate Expanded Polystyrene Foam food service ware, and SM 3.2 (Establish policy to ban single use food ware) and suggest the timeframe for achievement should be 2021-2022.			
#15	Waste Reduction	Ban Single use plastics by 2021-2022 timeframe			



### Public Comment Matrix

Comment#	Focus Area/ Element	Summarized Comment Text and Suggestions			
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<b>Sustainable Governance</b>					
#8, #9, #15	City Operations	SG 2.1 Appoint a sustainability manager with the authority to coordinate the implementation of the sustainability master plan			
#10	City Operations	Implementation of the plan is a priority for community			
#12	City Operations	Support City use of the Sustainable Decision Making Matrix			
#8	Civic Engagement	Create Sustainability Advisory Commission that helps make policy on environmental goals and includes representatives from other commissions and boards.			
<b>Sustainable Business</b>					
<b>Healthy Community</b>					

### Public Comment Matrix

Comment#	Focus Area/ Element	Summarized Comment Text and Suggestions			
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General Comment					
#5		Make sure there is public input prior to beginning SMP implementation process			
#11		From Master Builders perspective this draft looks good and we are looking forward to an inclusive process as part of the implementation of the plan.			



**CITY OF KIRKLAND**  
**City Manager's Office**  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## **MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** James Lopez, Assistant City Manager  
David Wolbrecht, Neighborhood Services Outreach Coordinator

**Date:** September 8, 2020

**Subject:** EASTSIDE WELCOMING WEEK PROCLAMATION

### **RECOMMENDATION:**

That Mayor Sweet join the mayors of Bellevue, Issaquah, Redmond and Sammamish in proclaiming September 18 through September 27, 2020 as Eastside Welcoming Week.

### **BACKGROUND DISCUSSION:**

The Mayor has proclaimed Eastside Welcoming Week alongside other Eastside cities since 2016. Eastside Welcoming Week is part of national Welcoming Week, created by the organization Welcoming America. The cities of Kirkland, Bellevue, Issaquah, Redmond and Sammamish are joining communities across the country in exploring ways to capitalize on diversity as an asset and striving to create a culture and policies that ensure everyone can belong and thrive by addressing disparities, countering hate, understanding history, and helping neighbors come together.

In recognition of Welcoming Week, the City is joining other Eastside cities in co-sponsoring a virtual summit to explore historical legacies and learn about local anti-racism efforts. Titled "Bridging History and Story: Building the Next Chapter for Racial Equity", the virtual summit will run from 9:30 a.m. to 12:30 p.m. on Saturday, September 26th, 2020. This community event is hosted by Eastside For All and the Eastside Race and Leadership Coalition. Event registration information will be posted to the City's website, and community members are encouraged to attend and learn more about ways they can commit to helping make Kirkland a welcoming place where all people belong.

This is one of many efforts by the City to strive towards the values articulated in the Welcoming America Standard, a roadmap for communities to become more inclusive toward immigrants, other newcomers, and all residents. Launched in 2009, Welcoming America has spurred a growing movement across the United States, with one in eight Americans living in a Welcoming Community. The City of Kirkland has been a Welcoming America member since 2017.

PROCLAMATION

**WHEREAS,** the Eastside cities of Bellevue, Issaquah, Kirkland, Redmond, and Sammamish have jointly celebrated Eastside Welcoming Week for the past four years; and

**WHEREAS,** these cities recognize the importance of ensuring that all residents feel safe, secure, and welcome; and

**WHEREAS,** East King County is one of the most racially and ethnically diverse regions in Washington State; and

**WHEREAS,** realizing our vision for a welcoming community requires actively addressing the lived experiences of those in our community who do not feel welcome, safe, valued, or included; and

**WHEREAS,** recent events have highlighted the historic and current impacts of individual, institutional, and systemic racism that result in harmful disparities in education, employment, income, housing, criminal justice, and quality of life, as well as sense of belonging; and


**WHEREAS,** our community, like others across the nation, has structures, systems, and policies that contribute to injustice, racial inequality, and discriminatory treatment against residents who were born in another country, are Black, Indigenous, other People of Color, LGBTQ, and other identities; and


**WHEREAS,** to capitalize on diversity as an asset, our community must strive to create a culture and policies that ensure everyone can belong and thrive by addressing disparities, countering hate, understanding history, and helping neighbors come together;

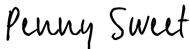
**NOW, THEREFORE, WE, THE MAYORS OF BELLEVUE, ISSAQUAH, KIRKLAND, REDMOND, AND SAMMAMISH, WASHINGTON,** jointly proclaim September 18-27, 2020, as


EASTSIDE WELCOMING WEEK


and invite the community to engage in opportunities during Eastside Welcoming Week and beyond to learn; connect across differences; take joint action to achieve a welcoming, equitable, and inclusive community; and reaffirm their commitment to continue to examine and adopt programs, policies, and practices that improve our efforts towards achieving equity for all now and in the future.

DocuSigned by:  
  
 Lynne Robinson, Mayor 9/8/2020  
 City of Bellevue

DocuSigned by:  
  
 Mary Lou Pauly, Mayor 9/1/2020  
 City of Issaquah

DocuSigned by:  
  
 Penny Sweet, Mayor 9/7/2020  
 City of Kirkland

DocuSigned by:  
  
 Angela Birney, Mayor 9/1/2020  
 City of Redmond

DocuSigned by:  
  
 Karen Moran, Mayor 9/8/2020  
 City of Sammamish





**CITY OF KIRKLAND**  
**Department of Finance & Administration**  
**123 Fifth Avenue, Kirkland, WA 98033 425.587.3100**  
**www.kirklandwa.gov**

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## **MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Michael Olson, Director of Finance and Administration  
Sri Krishnan, Deputy Director of Finance and Administration  
Chip Corder, Temporary 2021-2022 Budget Development Staff

**Date:** September 9, 2020

**Subject:** PUBLIC HEARING ON REVENUE SOURCES FOR THE 2021-2022 BUDGET

### **RECOMMENDATION:**

City Council holds a public hearing on revenue sources for the 2021-2022 Budget as required by RCW 84.55.120.

### **BACKGROUND:**

This is the first of three scheduled public hearings on the 2021-2022 budget (two of which are required by statute). This first public hearing addresses revenue sources. The second and third public hearings on the 2021-2022 Preliminary Budget are scheduled to be held on Wednesday, November 4<sup>th</sup> and Tuesday, November 17<sup>th</sup>.

### **General Fund Revenue Projections**

The City Council received its last full briefing on the City's financial outlook at its May 29, 2020 Retreat. The Council will receive an update to the financial outlook during the October 6 study session. Two General Fund forecast scenarios were presented on May 29, reflecting the estimated financial impact of COVID-19 on the City's revenues in 2020-2026: 1) V-Shaped Recovery, and 2) Big-V Recovery. The scenarios were based on guidance from the Government Finance Officers Association (GFOA).

It should be noted that in May 2020 the City had very little actual data on which to base its COVID-19 related forecasts. Fortunately, actual revenues over the past 3-4 months have been much better than projected back in May 2020, when the level of economic uncertainty was extremely high. The City's updated General Fund revenue forecast incorporates actual sales tax revenue through August 2020 and actual property tax, utility taxes, development fees, and other revenues through July 2020.

Forecasted revenues in 2021-2022 are compared to budgeted revenues in 2020 in the following table.

General Fund Revenue (000's)	2020 Budget	2021 Forecast	2022 Forecast	% Change	
				21 vs. 20	22 vs. 21
<b>Taxes:</b>					
General retail sales tax	23,130	23,933	23,933	3.5%	0.0%
Criminal justice retail sales tax	2,603	2,478	2,478	-4.8%	0.0%
Public safety retail sales tax	1,834	1,961	1,961	7.0%	0.0%
Property tax	19,996	20,596	21,111	3.0%	2.5%
Public utility taxes	5,760	5,921	6,080	2.8%	2.7%
Private utility taxes	8,451	7,598	7,423	-10.1%	-2.3%
Rev. generating regulatory lic. fee	3,088	2,733	3,014	-11.5%	10.2%
Other taxes	1,554	1,136	1,507	-26.9%	32.6%
<b>Total Taxes</b>	<b>66,415</b>	<b>66,356</b>	<b>67,506</b>	<b>-0.1%</b>	<b>1.7%</b>
<b>Licenses &amp; Permits:</b>					
Building, structural & equip. permits	5,003	4,347	4,347	-13.1%	0.0%
Business license/franchise fees	4,386	4,660	4,747	6.2%	1.9%
Other licenses & permits	988	886	891	-10.3%	0.6%
<b>Total Licenses &amp; Permits</b>	<b>10,377</b>	<b>9,893</b>	<b>9,984</b>	<b>-4.7%</b>	<b>0.9%</b>
<b>Intergovernmental:</b>					
Grants & federal entitlements	354	1,585	1,585	347.4%	0.0%
State shared revenues	1,441	1,500	1,506	4.1%	0.4%
EMS	1,352	1,581	1,626	17.0%	2.8%
<b>Total Intergovernmental</b>	<b>3,147</b>	<b>4,666</b>	<b>4,717</b>	<b>48.3%</b>	<b>1.1%</b>
<b>Charges for Services:</b>					
Internal charges	8,235	7,580	7,623	-8.0%	0.6%
Engineering services	2,135	1,779	1,779	-16.7%	0.0%
Plan check fees	1,405	1,750	1,750	24.6%	0.0%
Planning fees	2,008	1,480	1,471	-26.3%	-0.6%
Recreation fees	1,604	1,176	1,616	-26.7%	37.5%
Other charges for services	2,368	1,647	1,919	-30.5%	16.5%
<b>Total Charges for Services</b>	<b>17,754</b>	<b>15,411</b>	<b>16,157</b>	<b>-13.2%</b>	<b>4.8%</b>
<b>Fines &amp; Forfeits</b>	<b>1,995</b>	<b>1,649</b>	<b>3,021</b>	<b>-17.3%</b>	<b>83.2%</b>
<b>Miscellaneous</b>	<b>1,659</b>	<b>2,338</b>	<b>1,866</b>	<b>40.9%</b>	<b>-20.2%</b>
<b>Total Revenues</b>	<b>101,347</b>	<b>100,313</b>	<b>103,250</b>	<b>-1.0%</b>	<b>2.9%</b>
<b>Other Financing Sources:</b>					
Annexation sales tax credit	3,935	2,468	-	-37.3%	-100.0%
CARES Act grant	2,668	-	-	-100.0%	N/A
Interfund transfers	795	208	208	-73.9%	0.0%
Insurance recoveries	50	50	50	0.0%	0.0%
<b>Total Other Financing Sources</b>	<b>7,448</b>	<b>2,725</b>	<b>258</b>	<b>-63.4%</b>	<b>-90.5%</b>
<b>Total Resources</b>	<b>108,795</b>	<b>103,038</b>	<b>103,508</b>	<b>-5.3%</b>	<b>0.5%</b>

Key revenue forecast assumptions for 2021-2022 are summarized below.

<b>General Fund Revenue</b>	<b>2021</b>	<b>2022</b>
General retail sales tax	3.5% > 2020 budget (equals 2020 forecast)	3.5% > 2020 budget (equals 2020 forecast)
Annexation sales tax credit	Credit ends 6/30/2021: \$1.97M base + \$500K extra	\$0
Property tax	1% optional + 2% new construction	1% optional + 1.5% new construction
Public utility taxes (water, sewer, surface water & solid waste)	2.8% > 2020 budget	2.7% > 2021 forecast
Private utility taxes (gas, electric, cable & telephone)	10.1% < 2020 budget	2.3% < 2021 forecast
Revenue generating regulatory license fee	11.5% < 2020 budget	10.2% > 2021 forecast
Development fees	11.3% < 2020 budget	0.1% < 2021 forecast

For the coming biennium, total revenues per the updated General Fund revenue forecast are projected to decline 5.3 percent in 2021 and to grow only 0.5 percent in 2022 primarily due to the following:

- Consistent with the City's conservative sales tax budgeting policy, sales tax revenue is projected to be the same in 2021 and 2022 as what is estimated for 2020.
- The annexation sales tax credit ends on June 30, 2021, going from \$4.94 million in 2020 to \$2.47 million in 2021 and then to \$0 in 2022. Of the \$4.94 million, \$1.0 million is not budgeted in 2020, because it is being reserved to help balance the 2021-2022 Budget.
- Development activity is projected to slow down significantly in 2021, with development fees declining 11.3 percent relative to the 2020 budget. In 2022, development revenues are projected to be flat relative to 2021.
- The \$2.67 million CARES Act grant, which was awarded to the City in the first half of 2020, is a one-time revenue source. In addition, the City learned on September 2, 2020 that it will be receiving an additional \$1.33 million in one-time CARES Act grant funding. It is not reflected in the General Fund revenue forecast table above, because the 2020 budget has not been amended yet.

### **Revenue Assumptions for 2021**

Based on City Council direction there are no new taxes or rate increases assumed in 2021, except for property tax. The following two revenue sources are noteworthy:

- **Property Tax** – The 1.0 percent optional increase, which requires City Council approval in November 2020, is assumed in 2021. It should be noted that a super majority vote by the City Council (i.e., 5 to 2) will be required to approve the 1.0 percent optional

increase for the 2021 fiscal year, because the Implicit Price Deflator (IPD) for personal consumption expenditures, which is a measure of inflation, is currently less than 1.0 percent (0.60152 percent). The Washington Department of Revenue (DOR) calculates the IPD using the most recent quarterly numbers reported by the federal Bureau of Economic Analysis (BEA). Under state law, no local government may increase its property tax levy by more than 1.0 percent in a given year, and local governments with a population of 10,000 or more are limited to the lesser of 1.0 percent or the rate of inflation as measured by the IPD for personal consumption expenditures published on August 27 (this year) prior to the statutory deadline of September 25 ([RCW 84.55.005](#)). If inflation falls below 1.0 percent, a jurisdiction with a population of 10,000 or more must adopt a resolution of "substantial need" to increase the levy (or bank the excess capacity) by 1.0 percent. Staff are planning on bringing such a resolution for Council action at the November 17, 2020 meeting. The last time Kirkland adopted a "substantial need" resolution was in 2015 for setting the 2016 property tax levy.

- **Fire & Emergency Medical Services Ballot Measure** – The City Council adopted [Ordinance O-4731](#) at its July 21<sup>st</sup> meeting, placing a \$0.23513/\$1,000 levy lid lift on the November 3, 2020 ballot. Using Kirkland's assessed valuation (AV) in 2020, this levy would generate approximately \$7.3 million per year, with approximately \$3.7 million per year dedicated to funding the construction of a new fire station and modernizing and seismically renovating existing fire stations and approximately \$3.6 million per year dedicated to hiring additional firefighter/EMTs and staff. The 2021-2022 Preliminary Budget will not include this potential funding source or the related expenses, because it will be presented to the Council and the public prior to November 3, 2020.

## Revenue Assumptions for 2022

While there are no new taxes or rate increases assumed in 2021, except for property tax, which includes a 1.0 percent optional increase, staff anticipates that the City Council will want to review and potentially increase the following three revenue sources in 2022 to offset the loss of the annexation sales tax credit and sustain some of the investments in the current "one time" funding list that are approximately \$2.5 million per year:

- **Revenue Generating Regulatory License Fees (RGRL)** – The Council generally reviews business license fees during the biennial budget process. The RGRL fees were last increased in 2017 to fund Public Safety investments. As a result of the pandemic, the City Council directed staff to assume no adjustment to these fees for 2021. The City Council could review these fees for potential changes in 2022.
- **Parking Fees** – To potentially fund some of the temporary transportation-related positions in 2022, the City Council authorized staff to explore the expansion of locations where parking fees are charged.
- **School Zone Cameras** – The City has received requests from residents to evaluate expanding the school zone safety camera program. Speed and volume studies for other school locations are budgeted. If traffic analysis safety conditions warrant, the Council may consider the expansion of the current School Zone Camera program to other locations. As required by code, any revenue generated above operation costs would be dedicated to funding safer routes to school and other pedestrian safety projects.



## Budget Process

The 2021-2022 budget is especially challenging because the City is working to:

- Address the impact of COVID-19 on the City's 2020 revenues;
- Address the expiration of the annexation sales tax credit;
- Bridge any gap in 2021 with the use of one-time resources and reserves;
- Plan for economic recovery in 2022;
- Fund the initiatives authorized by Resolution R-5434;
- Provide Fire and Emergency services with and without approval of the ballot measure;
- Deal with economic uncertainties and social change; and
- Meet the service expectations of the community as Kirkland grows and thrives.

At the City Council's May 29, 2020 retreat, the City Manager proposed a three-year budget framework to guide the organization through 2020 and the next biennium. The overarching goal was to preserve ongoing service levels to the community to the extent possible. To that end, the following specific strategies were recommended:

- **2020 "COVID-19 Budget"**
  - Use one-time strategies (i.e., reduce planned expenditures and use available General Fund cash balance at the end of 2019) to bridge the revenue shortfall.
  - Don't use reserves.
- **2021 "Bridge Budget"**
  - Prepare a base budget (no service packages unless the costs are fully offset).
  - Use available General Fund cash balance at the end of 2019 and then reserves, if needed, to bridge programs and maintain current service levels.
- **2022 "Recovery Budget"**
  - Prepare base budget + targeted service packages.
  - Use available General Fund cash balance at the end of 2019, if any, and then reserves to sustain programs and maintain current service levels.
  - Implement new revenues as necessary to balance the budget.

## City Council's 2021-2022 Budget Calendar

Date	Purpose
September 15	Public hearing on revenue sources for 2021-2022 Preliminary Budget
October 20	Distribution of 2021-2022 Preliminary Budget to City Council and public
October 27	City Council budget work session (3:00-9:00 pm)
November 4	Additional budget study session and public hearing
November 10	Additional budget study session, if needed
November 17	Public hearing on 2021-2022 Budget and 2021 Preliminary Property Tax Levy
December 8	Adoption of 2021-2022 Final Budget, 2021-2026 CIP, and 2021 Final Property Tax Levy (if available)



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**MEMORANDUM**

**To:** KURT TRIPLETT, CITY MANAGER

**From:** KELLIE STICKNEY, COMMUNICATIONS PROGRAM MANAGER  
AMY BOLEN, EXECUTIVE ASSISTANT

**Date:** SEPTEMBER 10, 2020

**Subject:** EVERGREENHEALTH SPECIAL PRESENTATION

**RECOMMENDATION:**

City Council receive an update from EvergreenHealth Medical Center.

**BACKGROUND:**

EvergreenHealth's Chief Operating Officer, Chris Bredeson, and Chief Marketing and Engagement Officer, Kay Taylor, will give a brief presentation about how EvergreenHealth is safely providing care for our community and planning for the future. This will include an update on their new Urgent Care location in Totem Lake.



KIRKLAND CITY COUNCIL MEETING MINUTES  
September 1, 2020

1. CALL TO ORDER

Mayor Sweet called the study session to order at 5:30 p.m. and called the regular meeting to order at 7:30 p.m.

2. ROLL CALL

ROLL CALL:

Members Present: Deputy Mayor Jay Arnold, Councilmember Neal Black, Councilmember Kelli Curtis, Councilmember Amy Falcone, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

Members Absent: None.

3. STUDY SESSION

a. 2021-2022 Proposed Utility Rates Briefing

Deputy City Manager Tracey Dunlap presented an overview of the proposed 2021-2022 rates for the City's water, sewer, and surface water utilities and received Council direction.

b. 2021-2026 Capital Improvement Program

Deputy Director for Finance and Budget Sandi Hines provided an overview of the 2021 to 2026 Capital Improvement Program and received Council direction.

4. HONORS AND PROCLAMATIONS

a. National Hispanic Heritage Month Proclamation

Mayor Sweet asked Councilmember Curtis to read the proclamation, which was accepted by Kirkland resident Luis Navarro.

5. COMMUNICATIONS

a. Announcements

b. Items from the Audience

Ahmed Moustafa  
Scott Morris  
Yasmin Karimli  
David/Katya Allen

c. Petitions

6. PUBLIC HEARINGS

None.

7. SPECIAL PRESENTATIONS

a. COVID-19 Update

City Manager Kurt Triplett shared information on current events related to the pandemic including Park usage, Parks and Beach Ambassador programs and potential re-openings of docks or play areas; proposed continued closures of Park Lane; Small Business Relief Fund; and the Shop Local Kirkland initiative.

b. 2020 Kirkland Community Survey Results

Assistant Director James Lopez and EMC Research Director Brian Vines provided a summary of the biennial community survey.

8. CONSENT CALENDAR

a. Approval of Minutes

(1) July 31, 2020

(2) August 4, 2020

b. Audit of Accounts

Payroll: \$ 7,424,727.58  
Bills: \$10,805,412.98  
SS722C Wire #203  
BofA ACH  
SS804A Wire #207  
SS804B Wire #201, 204  
CA80520 Checks #713850 - 714014  
SS807A Wire #210  
SS810A Wire #211  
HS81220 Checks #714015 - 714163  
SS812B Wire #212  
SS812C Wire #206  
SS819A Checks #714164 - 714287  
SS819B Wire #214  
SS826A Checks #714288 - 714397  
SS826B Wire #218

c. General Correspondence

d. Claims

(1) Claims for Damages

Claims received from Rubi and Humberto Gomez and Akram Salssani were acknowledged via approval of the consent calendar.

e. Award of Bids

f. Acceptance of Public Improvements and Establishing Lien Period

(1) 6th Street and Related Intersection and Signal Projects

Additional budget authority for work to complete the 6th Street/Kirkland Way Traffic Signal and the 6th Street South/9th Avenue South Traffic Signal; the execution of a settlement agreement between the City and Johansen Construction Company; and the acceptance of work performed by Johansen Construction Company of Buckley, Washington was authorized via approval of the consent calendar.

This item was pulled for consideration under Business as item 9.g.

g. Approval of Agreements

h. Other Items of Business

(1) Ordinance O-4734, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO SCHOOL IMPACT FEES AND AMENDING SECTION 27.08.150 OF THE KIRKLAND MUNICIPAL CODE."

The ordinance was approved via approval of the consent calendar.

(2) Early Action Funding for Resolution R-5434

The fiscal note for one-time funding of \$380,000 from the Council Special Projects Reserves and 2019 Sales Tax Revenues was approved via approval of the consent calendar.

(3) Surplus of Rental Vehicles/Equipment

The surplus as identified in the staff report was approved via approval of the consent calendar.

(4) July 2020 Sales Tax Report

The report was acknowledged via approval of the consent calendar.

(5) Procurement Report

The report was acknowledged via approval of the consent calendar.

Motion to Approve the consent calendar, with the exception of item 8.f.(1)., which was pulled for consideration under Business as item 9.g.

Moved by Councilmember Toby Nixon, seconded by Councilmember Kelli Curtis

Vote: Motion carried 7-0

Yes: Deputy Mayor Jay Arnold, Councilmember Neal Black, Councilmember Kelli Curtis, Councilmember Amy Falcone, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

9. BUSINESS

a. Fire Station 24 Replacement – Award Contract

Senior Project Engineer Anneke Davis presented an overview of the plans for the Fire Station 24 Replacement Project and responded to Council questions.

Motion to Award a construction contract to Kirtley-Cole Associates, LLC, of Everett, Washington, in the amount of \$10,133,113 for construction and

\$1,023,444.41 for sales tax, for a total contract value of \$11,156,557.41

Moved by Councilmember Jon Pascal, seconded by Councilmember Amy Falcone

Vote: Motion carried 7-0

Yes: Deputy Mayor Jay Arnold, Councilmember Neal Black, Councilmember Kelli Curtis, Councilmember Amy Falcone, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

b. Safer Routes to School Action Plans

Senior Neighborhood Services Outreach Coordinator Kari Page presented an overview of the resolution and responded to questions from the Council.

(1) Resolution R-5445, Adopting the Safer Routes to School Action Plans

Motion to Approve Resolution R-5445, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ADOPTING THE SAFER ROUTES TO SCHOOL ACTION PLANS."

Moved by Councilmember Amy Falcone, seconded by Councilmember Jon Pascal

Vote: Motion carried 7-0

Yes: Deputy Mayor Jay Arnold, Councilmember Neal Black, Councilmember Kelli Curtis, Councilmember Amy Falcone, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

c. Code Amendments Related to Kingsgate Park and Ride and Totem Lake Business District

Senior Planner Janice Coogan presented an overview of the ordinances amending the Kirkland Zoning Code and Kirkland Municipal Code incorporating Planning Commission recommendations and direction received at the City Council briefing on August 4, 2020.

- (1) Ordinance O-4678 and its Summary, Relating to Design Guidelines for the Totem Lake Business District Amending Section 3.30.040 of the Kirkland Municipal Code, File No. CAM18-00196

Motion to Approve Ordinance O-4678 entitled, "AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO DESIGN GUIDELINES FOR THE TOTEM LAKE BUSINESS DISTRICT AMENDING SECTION 3.30.040 OF THE KIRKLAND MUNICIPAL CODE, FILE NO. CAM18-00196."

Moved by Councilmember Kelli Curtis, seconded by Councilmember Neal Black

Vote: Motion carried 7-0

Yes: Deputy Mayor Jay Arnold, Councilmember Neal Black, Councilmember Kelli Curtis, Councilmember Amy Falcone, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

- (2) Ordinance O-4733 and its Summary, Relating to Zoning, Planning, and Land Use and Amending the Kirkland Zoning Code (Ordinance 3719 as Amended) Including Chapters 5, 30, 112 and Approving a Summary Ordinance for Publication, File No. CAM19-00129

Motion to Approve Ordinance O-4733 entitled, "AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO ZONING, PLANNING, AND LAND USE AND AMENDING THE KIRKLAND ZONING CODE (ORDINANCE 3719 AS AMENDED) INCLUDING CHAPTERS 5, 30, 112 AND APPROVING A SUMMARY ORDINANCE FOR PUBLICATION, FILE NO. CAM19-00129."

Moved by Councilmember Amy Falcone, seconded by Councilmember Neal Black

Vote: Motion carried 7-0

Yes: Deputy Mayor Jay Arnold, Councilmember Neal Black, Councilmember Kelli Curtis, Councilmember Amy Falcone, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

Council recessed for a short break.

d. Establishing a Development Policy for the Green Loop Corridor

Park Planning and Development Manager Mary Gardocki provided an overview of the resolution outlining the goals and staff direction related to funding, acquisition and development of the Green Loop Corridor.

- (1) Resolution R-5446, Establishing a Development Policy for the Department of Parks and Community Services Utilizing King County Park Levy Funds

in Support of a Trail System that Meets Community Parks and Recreation Needs

Motion to Approve Resolution R-5446 entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ESTABLISHING A DEVELOPMENT POLICY FOR THE DEPARTMENT OF PARKS AND COMMUNITY SERVICES UTILIZING KING COUNTY PARK LEVY FUNDS IN SUPPORT OF A TRAIL SYSTEM THAT MEETS COMMUNITY PARKS AND RECREATION NEEDS."

Moved by Councilmember Amy Falcone, seconded by Councilmember Jon Pascal

Vote: Motion carried 7-0

Yes: Deputy Mayor Jay Arnold, Councilmember Neal Black, Councilmember Kelli Curtis, Councilmember Amy Falcone, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

e. I-405/NE 85th Street Water Line Crossing Negotiations

Utility Manager Josh Pantzke provided an overview of negotiations with the Washington State Department of Transportation.

Motion to Include earthquake resistant pipe for all of the I-405/NE 85th Street Water Line replacement.

Moved by Councilmember Neal Black, seconded by Deputy Mayor Jay Arnold

Vote: Motion carried 7-0

Yes: Deputy Mayor Jay Arnold, Councilmember Neal Black, Councilmember Kelli Curtis, Councilmember Amy Falcone, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.

f. Planning Commission Vacancy - Interview Selection Committee Recommendations

Committee members reviewed their proposed recommendations for Council consideration. Council agreed that the Committee should move forward with creating an overview of interview topics to be provided to the Planning Commission candidates to use in preparation for their interviews on September 17th. Council will consider further action on the Committee's recommendations at a future meeting.

Motion to Approve the Planning Commission Interview Selection Committee Recommendation of which of the applicants to interview.

Moved by Councilmember Kelli Curtis, seconded by Councilmember Toby Nixon

Vote: Motion carried 7-0

Yes: Deputy Mayor Jay Arnold, Councilmember Neal Black, Councilmember Kelli Curtis, Councilmember Amy Falcone, Councilmember Toby Nixon, Councilmember Jon Pascal, and Mayor Penny Sweet.



g. 6th Street and Related Intersection and Signal Projects

Councilmember Pascal recused himself from the matter for the appearance of fairness, due to his personal interest in the company responsible for the design of this project and left the meeting for the duration of this action.

Motion to Approve additional budget authority for work to complete the 6th Street/Kirkland Way Traffic Signal and the 6th Street South/9th Avenue South Traffic Signal; the execution of a settlement agreement between the City and Johansen Construction Company; and the acceptance of work performed by Johansen Construction Company of Buckley, Washington.

Moved by Councilmember Neal Black, seconded by Councilmember Kelli Curtis  
Vote: Motion carried 6-0

Yes: Deputy Mayor Jay Arnold, Councilmember Neal Black, Councilmember Kelli Curtis, Councilmember Amy Falcone, Councilmember Toby Nixon, and Mayor Penny Sweet.

Recused: Councilmember Jon Pascal

10. REPORTS

a. City Council Regional and Committee Reports

Councilmembers shared information regarding the virtual ribbon cutting for the Kirkland Place for Families and Women shelter; an Eastside Change Coalition panel; the Eastside Human Services Forum board meeting; a joint meeting of the Eastside Human Services Forum and the Alliance of Eastside Agencies; the Human Services Commission meeting; a tour of the Cedar Creek Fish Passage/Culvert Replacement Project; the first day of school for the Lake Washington School District; delegating to the subcommittee the preparation of the subjects for the upcoming Planning Commission interviews; a Black Lives Matter march on City Hall; and an upcoming meeting of the Legislative Workgroup with Washington State Senator Stanford and State Representatives Kloba and Slatter; a caucus meeting of the King County Regional Law Safety and Justice Committee meeting; a north end mayors' meeting with Representative Suzan DelBene and representatives from Senator Cantwell's office.

b. City Manager Reports

City Manager Kurt Triplett provided an update on the implementation of Resolution R-5434 activities.

(1) Calendar Update

11. ITEMS FROM THE AUDIENCE

None.

12. EXECUTIVE SESSION

a. To Discuss Potential Litigation

Mayor Sweet announced that Council would enter into executive session to discuss potential litigation and would return to the regular meeting at 11 p.m., and would reconvene only for the purpose of adjournment. The Council subsequently announced the need for additional time until 11:30 and again until 11:45 p.m., at which time the session was concluded. Also in attendance were City Manager Kurt Triplett, Deputy City Manager Tracey Dunlap, Assistant City Manager James Lopez, City Attorney Kevin Raymond and Police Chief Cherie Harris.

13. ADJOURNMENT

The Kirkland City Council regular meeting of September 1, 2020 was adjourned at 11:45 p.m.

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Kathi Anderson, City Clerk

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Penny Sweet, Mayor



**CITY OF KIRKLAND**  
Department of Parks & Community Services  
123 5<sup>th</sup> Avenue, Kirkland, WA 98033 425.587.3300  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## MEMORANDUM

**To:** Kurt Triplett, City Manager

**From:** Lynn Zwaagstra, Director  
Leslie R. Miller, Human Services Supervisor

**Date:** September 3, 2020

**Subject:** RESOLUTION AUTHORIZING DISTRIBUTION OF COMMUNITY DEVELOPMENT  
BLOCK GRANT FUNDS FOR 2021

### **RECOMMENDATION**

The Kirkland Human Services Commission recommends that the City Council approve the attached resolution distributing Kirkland's Community Development Block Grant (CDBG) funds for 2021. By taking action on the consent agenda, this resolution and funding distribution will be approved.

### **BACKGROUND DISCUSSION**

The primary objective of the federal Community Development Block Grant program is to support the development of viable urban communities by providing decent housing, a suitable living environment via community facilities and public infrastructure, and expanded economic opportunities, principally for persons of low and moderate income. Funds are distributed to communities nationwide on a formula basis.

The City currently receives its CDBG funds through an agreement with King County as part of a CDBG Consortium of 34 cities and towns. A Joint Recommendations Committee (JRC), comprised of officials representing the participating cities, the Sound Cities Association, and King County, advises the County on CDBG funding and program decisions.

Since 2015 the City of Kirkland has chosen the option of participating within the King County Consortium as a Joint Agreement City. With this option the King County Consortium "passes through" a portion of the CDBG funds to larger member cities known as Joint Agreement cities. These cities allocate their portion of the funds to meet locally identified needs through their own allocation process. Efforts are made by the Consortium to coordinate multi-jurisdictional projects with the Joint Agreement cities. In addition to Kirkland, the cities of Burien, Redmond, Renton, and Shoreline are currently Joint Agreement cities within the County Consortium.

As a participating "Joint Agreement City" Kirkland and King County each receive some of the CDBG funds attributable to the City, with each having different responsibilities for

program administration. The County retains half of available planning/administration funds to provide contract oversight and satisfy Federal administrative requirements. The City retains the other half of the planning and administration allocation, which helps to pay for City staff to provide the necessary program support. The City also receives a portion of the CDGB capital projects and public service program funds to allocate towards eligible projects that are selected by the City.

As part of the interlocal agreement with King County, Kirkland must develop a plan for allocating our portion of CDBG funds every year. Funds for public services and capital projects must be utilized to benefit those with low to moderate income and be consistent with the King County Consortium Consolidated Housing and Community Development Plan.

At the City of Kirkland, the recipient of the public services dollars is determined within the biannual human services grant process. To ensure the activities of the chosen provider qualify under federal guidelines, a provider of services to those experiencing homelessness has always been the recipient. The recommended recipient is not favored over other providers. The total amount of investment in programs to people experiencing homelessness is determined first and then it is decided which providers will receive city general funds and which one receive CDBG dollars. These recommended recipients are the same as the 2020 allocations, and follow the framework since Kirkland became a Joint Agreement City. Congregations for the Homeless has been the recipient of the CDBG funds since 2015 and A Regional Coalition for Housing (ARCH) has leveraged the City's capital dollars with other sources of funding since 2015 as well.

#### **FUNDING DISTRIBUTION RECOMMENDATION:**

The Human Services Commission held a public hearing to receive comment about these recommendations on August 25, 2020. In addition, written feedback was welcomed. No public comments were received. The Commission makes the following recommendation:

**Public (Human) Services Funding Recommendation:** Allocate the available funding (\$38,931 estimate) for homeless services provided by Congregations for the Homeless. CDBG funds will support the services and operation of its 24/7 enhanced shelter for men experiencing homelessness on the Eastside at 555 116th Avenue NE, Bellevue, WA.

**Capital Funding Recommendation:** Allocate the available funding (\$147,936 estimate) for ARCH, which will select specific housing development projects through a separate request for proposal process. The recommendations on developments to be funded will be acted on by the Kirkland City Council at a regular Council meeting in the first quarter of 2021.

**Planning and Administration Recommendation:** Allocate the available funding (\$38,931 estimate) for City of Kirkland human services division. CDBG funds will be used to administer the City of Kirkland's CDBG program activities.

RESOLUTION R- 5447

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ALLOCATING THE CITY'S PORTION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR 2021.

1 WHEREAS, on May 20, 2014, the City Council authorized  
2 the City of Kirkland's ("City") participation in the King County  
3 Community Development Block Grant and HOME Investment  
4 Partnerships Program (CDBG/HOME) Consortium as a Joint  
5 Agreement City and the City entered into an Interlocal Agreement  
6 with King County for that purpose; and  
7

8 WHEREAS, on July 21, 2020, the City Council extended its  
9 Interlocal Agreement with King County as a Joint Agreement City  
10 through 2023; and  
11

12 WHEREAS, as a Joint Agreement City, the City receives  
13 funds in support of programs and projects that directly benefit our  
14 community, including but not limited to home repair, affordable  
15 housing, community facilities, public infrastructure, and human  
16 services; and  
17

18 WHEREAS, as part of the Interlocal Agreement with King  
19 County, the City must develop a plan for allocating its portion of  
20 the CDBG funds each year; and  
21

22 WHEREAS, toward developing such a plan, the City's  
23 Human Services Commission held a public hearing on August 25,  
24 2020, at which time the Commission provided an opportunity for  
25 the public to comment on recommendations for the plan, which  
26 recommendations are now being forwarded to the Council.  
27

28 NOW, THEREFORE, be it resolved by the City Council of the  
29 City of Kirkland as follows:  
30

31 Section 1. The recommendations of the Human Services  
32 Commission are accepted and approved by the City Council.  
33

34 Section 2. Based on estimates provided by the United  
35 States Department of Housing and Urban Development (HUD),  
36 the City intends to allocate 2021 funds as follows:  
37

- 38 (a) \$147,936 of Capital Projects funds to A Regional
- 39 Coalition for Housing Trust Fund for affordable housing
- 40 projects;
- 41 (b) \$38,931 of Public Services funds to Congregations for
- 42 the Homeless to support its 24/7/365 emergency shelter
- 43 with day center for men experiencing homelessness; and

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(c) \$38,931 of Planning & Administration funds to support the City's administration of the CDBG program.

Section 3. In the event the funding level actually provided by HUD is more or less than estimated, the above projects, services and administration should receive proportionate increases or decreases based upon the final distribution amount.

Passed by majority vote of the Kirkland City Council in open meeting this \_\_\_\_ day of \_\_\_\_\_, 2020.

Signed in authentication thereof this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Penny Sweet, Mayor

Attest:

\_\_\_\_\_  
Kathi Anderson, City Clerk



**CITY OF KIRKLAND**  
**Department of Finance & Administration**  
123 Fifth Ave, Kirkland, WA 98033 · 425.587.3100  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## MEMORANDUM

**To:** Kurt Triplett, City Manager

**From:** Michael Olson, Director of Finance and Administration  
Chip Corder, Temp. Deputy Director of Finance and Administration-Budget  
Kyle Butler, Financial Planning Supervisor  
Kevin Lowe Pelstring, Budget Analyst

**Date:** August 31, 2020

**Subject:** Monthly Financial Dashboard Report through July 31, 2020

### **RECOMMENDATION:**

That the City Council receive the monthly Financial Dashboard Report for July 2020.

### **BACKGROUND DISCUSSION**

The Financial Dashboard is a high-level summary of some of the City's key revenue and expenditure indicators. It provides a budget to actual comparison for year-to-date revenues and expenditures for the general fund, as well as some other key revenues and expenditures. The report also compares this year's actual revenue and expenditure performance to the prior year. It is even more important during the current COVID-19 pandemic and associated economic impacts to closely track the City's revenues and expenditures.

We see the full effects of COVID-19 and the Governor's stay-at-home order reflected in this report. Total General Fund revenues are 58.0% of budget, which is right at the 58.3% budget threshold, but lower than the typical range of 60.0-63.0% of budget, and down 1.2% relative to the same period in 2019 mostly due to modest decline in Sales Tax revenue and significant decline in Development Fees described below. Total Expenditures are 58.0% of budget and right at the 58.3% budget threshold primarily due to position vacancy savings balanced by COVID-19 related expenses—some of which will be reimbursable.

Notably, the July results include Sales Tax revenues through May, when consumer activity began to restart in Kirkland and in our region. Relative to July 2019, Sales Tax is down 3.7% mostly due to the following business sectors, which comprise about 31% of total revenues: Auto/Gas Retail (-13.8%), Miscellaneous (-31.2%), Communications (-43.8%), and Retail Eating/Drinking (-18.5%). Helping offset these losses are the following business sectors, which comprise about 65% of total revenues: Contracting (+7.6%), Other Retail (+8.5%), Services (+7.8%), and General Merchandise/ Miscellaneous Retail (+5.4%). Development Fees are 56.2% of budget and down 9.7% relative to the same six-month period in 2019, primarily due to the COVID-19 shutdown and the unusually high level of development activity in 2019 at the Totem Lake and Kirkland Urban sites. However, comparing July 2020 to July 2019, Development Fees are up 33.2%, reflecting an upswing in development activity following the temporary shutdown.

Property Taxes have reached 54.0% of budget, reflecting a return to normalcy after the King County property tax due date was pushed from April 30 to June 1, and shows no evidence of increased delinquencies at this time. Financial Planning will continue to monitor and project these and all City revenues being affected by COVID-19, providing that information where needed to inform policy decisions.

**July 2020 Financial Dashboard**  
August 31, 2020

**Revenues (through 7/31/20):**

- General Fund Revenues** are 58.0% of budget, which is right at the 58.3% budget threshold and is lower than normal, primarily due to the negative economic impact of COVID-19 on Sales Tax and Development Fees. Typically, General Fund Revenues are 60.0-63.0% of budget due to the City's conservative Sales Tax budgeting policy. Relative to the same period in 2019, General Fund Revenues are down 1.2% mostly due to significant declines in Sales Tax (-3.7%) and Development Fees (-9.7%).
- Sales Tax** is 61.7% of budget, which is modestly above the 58.3% budget threshold, primarily due to the net effect of the City's modified two-year sales tax lag policy and the negative economic impact of COVID-19. Relative to July 2019, Sales Tax is down 3.7% mostly due to the following business sectors, which comprise about 31% of total revenues: Auto/Gas Retail (-13.8%), Miscellaneous (-31.2%), Communications (-43.8%), and Retail Eating/Drinking (-18.5%). Helping offset these losses are the following business sectors, which comprise about 65% of total revenues: Contracting (+7.6%), Other Retail (+8.5%), Services (+7.8%), and General Merchandise/ Miscellaneous Retail (+5.4%). Note that 2019 includes two large back tax payments totaling \$453,733 from the Communications and Miscellaneous business sectors. Factoring out these one-time receipts, Sales Tax is down only 0.7 percent versus 2019. As a reminder, there is a two-month lag between when Sales Tax is generated and when it is distributed to the City (i.e., July receipts are for May retail activity).
- Property Taxes** are 54.0% of budget, which is modestly below the 58.3% budget threshold. This is typical through July.
- Utility Taxes** are 57.5% of budget, which is slightly below the 58.3% budget threshold. Relative to the same period in 2019, Utility Taxes are flat primarily due to the net effect of a 15.8% increase in Gas Utility Taxes (driven by a 14.0 percent increase in residential gas rates that took effect on November 1, 2019) and a 15.2% decrease in Telephone Utility Taxes (reflecting an ongoing, double digit downward trend).
- Development Fees** are 56.2% of budget, which is modestly below the 58.3% budget threshold, and are down 9.7% relative to the same period in 2019 primarily due to the COVID-19 shutdown and the unusually high level of development activity in 2019 at the Totem Lake and Kirkland Urban sites. However, comparing July 2020 to July 2019, Development Fees are up 33.2%, reflecting an upswing in development activity following the temporary shutdown.
- Business Fees** are 60.4% of budget, which is modestly above the 58.3% budget threshold, and are up 3.9% relative to the same period in 2019 due to a temporary anomaly as the City's business license renewal timing is re-aligned by the Washington State Department of Revenue.

**Expenditures (through 7/31/20):**

- General Fund Expenditures** are 58.0% of budget, which is right at the 58.3% budget threshold, with position vacancy savings offsetting unbudgeted expenditures related to COVID-19.
- General Fund Salaries/Benefits** are 56.8% of budget, which is modestly below the 58.3% budget threshold, due to position vacancy savings. In particular, seasonal hires are down significantly in Parks & Community Services due to COVID-19 restrictions.
- Fire Suppression Overtime** is 79.2% of budget, which is significantly above the 58.3% budget threshold, due to overtime incurred from COVID-19 quarantine procedures for firefighters. However, relative to the same period in 2019, Fire Suppression Overtime is down 7.9%.

City of Kirkland Financial Dashboard									
Annual Budget Status as of 7/31/2020				Budget Threshold (% Complete) : 58.3%					
	2020 Budget	Year-to-Date Actual 2020	% Received/ % Expended	July YTD	June YTD	Year-to-Date Actual 2019	YTD Change: 19 to 20		
							\$	%	
<b>General Fund</b>									
Total Revenues	103,763,483	60,215,911	58.0%			60,977,983	(762,071)	-1.2%	
Total Expenditures	103,758,111	60,149,527	58.0%			54,586,669	5,562,858	10.2%	
<b>Key Indicators (All Funds)</b>									
<i>Revenues</i>									
Sales Tax	23,130,166	14,271,918	61.7%			14,826,412	(554,493)	-3.7%	
Property Taxes	19,995,776	10,806,578	54.0%			10,422,754	383,824	3.7%	
Utility Taxes	14,211,368	8,174,160	57.5%			8,172,358	1,802	0.0%	
Development Fees	11,282,715	6,335,730	56.2%			7,016,264	(680,534)	-9.7%	
Business Fees	3,682,887	2,224,250	60.4%			2,141,421	82,830	3.9%	
Gas Tax	1,935,654	895,900	46.3%			1,016,228	(120,328)	-11.8%	
<i>Expenditures</i>									
General Fund Salaries/Benefits	74,026,707	42,061,929	56.8%			39,999,942	2,061,987	5.2% (1)	
Fire Suppression Overtime	861,545	682,565	79.2%			741,395	(58,830)	-7.9%	
Contract Jail Costs	539,630	164,763	30.5%			160,054	4,709	2.9%	
Fuel Costs	604,912	174,255	28.8%			269,632	(95,376)	-35.4%	
<b>Status Key</b>									
Revenues are higher than expected or expenditures are lower than expected						<b>NOTES:</b>			
Revenues or expenditures are within expected range						(1) Excludes Fire Suppression Overtime			
WATCH - Revenues lower/expenditures higher than expected range or outlook is cautious									





**CITY OF KIRKLAND**  
**Department of Finance & Administration**  
**123 Fifth Ave, Kirkland, WA 98033 · 425.587.3100**  
**[www.kirklandwa.gov](http://www.kirklandwa.gov)**

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## **MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Michael Olson, Director of Finance and Administration

**Date:** May 7, 2020

**Subject:** QUARTERLY INVESTMENT REPORT, 2<sup>ND</sup> QUARTER 2020

### **RECOMMENDATION:**

It is recommended that the City Council receive the Quarterly Investment Report

### **BACKGROUND DISCUSSION**

This report was previously provided to the Council Finance and Administration Committee and will now be presented to the City Council each quarter on the consent agenda.

The Quarterly Investment report is prepared by the City's Investment Advisor. The City began contracting with an Investment Advisor in late 2014 to supplement limited internal resources, provide for dedicated resources in managing the portfolio and provide for more active trading in the portfolio to ensure the most advantageous yield. The Investment Advisor assists City staff with the management of the City's investment portfolio by providing non-discretionary advisory services for the City's investment portfolio and investment policy. Non-discretionary service means that the City retains control of the portfolio and authorizes all transactions.

Kirkland's Investment Policy, adopted by resolution from the City Council, establishes standards and guidelines for the direction, management and oversight for all the City's investable funds. Government revenues are collected and spent for public purposes and their use must be legal, transparent and accountable to the public. Public funds that are invested must be strongly protected against loss and must be available to be spent if the need arises. Therefore, the primary objectives for the City of Kirkland's investment activities are: legality, safety, liquidity and finally, yield. Additionally, the City diversifies its investments according to established maximum allowable exposure limits so that reliance on any one issuer will not place an undue financial burden on the City.

Investments are limited those securities and deposits authorized by statute (RCW 39.58, 39.59, 43.250, and 43.84.080). The current investment portfolio consists primarily of U.S. Treasury obligations, Government Sponsored Enterprises (GSE's) such as the Federal Home Loan Banks (FHLB), the Washington State Local Government Investment Pool and deposits in banks approved by the Public Deposit Protection Commission (PDPC) where those funds are 100% collateralized and protected by other assets.

The attached Quarterly Investment Report includes a brief market commentary and market outlook at the beginning of the report on page 2. Following that, the status of compliance to Kirkland's Investment Policy and a strategic outlook is presented. A summary of Portfolio characteristics, structure, activity and returns can be found on pages 6-10. The report also includes a full listing of the security holdings in Kirkland's Portfolio is listed on pages 14-16.

The City also recently issued a request for proposals for the Investment Advisor as the original contract and extensions for Government Portfolio Advisors were completed. Although the City did receive multiple qualified submittals for the contract, Government Portfolio Advisors provided the best combination of services and expertise and were selected for a new three-year contract.



# Executive Investment Report City of Kirkland

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June 30, 2020

Total Aggregate Portfolio

## City of Kirkland | Total Aggregate Portfolio

## Market Commentary

**Market Yields:** Front-end and intermediate yields continued to grind lower in the second quarter as market participants came to terms with a Federal Reserve on hold for the foreseeable future. Yields on the 3-year and 5-year hit all-time lows in late June at 0.174% and 0.289% respectively. The curve steepened modestly as the 10-year yield remained stable while the long-bond sold off approximately 10 basis points. We continue to monitor issuance out of the Treasury, and purchases by the Federal Reserve, to gauge how supply will be digested given the massive borrowing needs to fund continued the various stimulus efforts.

**FOMC:** The Fed continued their accommodative stance in the second quarter as they added \$1.3 trillion to their balance sheet mostly through continued purchases of US Treasury and Agency mortgage-backed securities. At the conclusion of their June meeting, markets got an updated assessment of the economy and interest rate projections from the Fed. The Fed forecasts an economy shrinking by 6.5% in 2020 with a yearend unemployment rate of 9.3% and does not see the economy returning to 2019 levels until sometime in 2022. Consistent with their economic outlook, the Fed forecast that rates would remain at current levels until sometime after 2022.

**Employment and Inflation:** The employment market continues to confuse with elevated continuing unemployment claims yet an improving pace of re-hiring in the wake of the massive job losses experienced earlier in the year. As we enter the summer months, the expiration of extra unemployment benefits and Paycheck Protection Program stipulations are likely to add additional noise to the employment picture. Inflation remains muted given the economic backdrop as we have now seen 3 months of negative CPI prints. Like the employment picture, the outlook for inflation remains cloudy with many variables in play surrounding supply, demand, damaged supply chains and the on/off trade war with China. Focus will be on actions from the Fed who has consistently undershot their 2% inflation target over the past 10 years. If Europe or Japan are to be guide, re-establishing trend inflation may prove challenging.

## Market Outlook

**GDP:** It is official, the longest post-war economic recovery ended during the first quarter as GDP came in at a negative 5.0%. Growth estimates for the more severely impacted second quarter remain deeply negative with the Atlanta Fed's GDP Now pointing toward a quarterly decline of 39.5% as of their last reading on June 26th. At this time, the second quarter looks to be the low point of this cycle as economic data has sprung back to life thanks to the reopening of the economy combined with massive fiscal stimulus that put cash in the pockets of consumers and businesses. The pace of the recovery will be dependent on the reopening process, containment of the pandemic and potential changes in consumption and business investment patterns in what is likely to be a fundamentally altered economy going forward.

**Fed Funds:** Federal Reserve Chair Jerome Powell summed it up best in June when he stated, "We're not thinking about raising rates, we're not even thinking about thinking about raising rates." Consistent with this sentiment, market pricing in the federal funds futures market indicate no rate hikes from the Fed over the next five years.

**Two-year Yield Expectations:** The two-year Treasury yield traded in a very narrow range in the second quarter. Given a Fed firmly on hold, we expect this trend to continue much like we experienced in the recovery years after the 2008-2009 global financial crisis.

**Portfolio Positioning:** With a Fed firmly on hold, GPA is continuing to recommend portfolio durations stay close to their respective benchmark durations. While we are recommending a neutral position in duration, we are growing increasingly cautious beyond the 3-year area of the interest rate curve as yields here remain vulnerable to the ongoing economic recovery and progress toward a vaccine. Spreads have continued to recover yet we still find good value in agency and taxable municipal securities. We still find value in owning corporate securities; however we don't find them a screaming bargain we saw at the end of last quarter.

## Quarterly Yield Change

	09/30/19	12/31/19	03/31/20	06/30/20
3 month bill	1.81	1.54	0.06	0.13
2 year note	1.62	1.57	0.25	0.15
5 year note	1.54	1.69	0.38	0.29
10 year note	1.67	1.92	0.67	0.66

## Economists' Survey Projections

	Q3-20	Q4-20	Q1-21	Q2-21
Real GDP	20.0	7.8	5.2	4.0
Core PCE (YOY%)	0.8	0.8	0.8	1.3
Unemployment	10.6	9.5	8.7	7.9

## Economists' Survey Projections for Rates

	Q3-20	Q4-20	Q1-21	Q2-21
Fed Funds	0.25	0.25	0.25	0.3
2 Year	0.27	0.33	0.39	0.48
10 year	0.84	0.94	1.05	1.14

# Compliance Report

City of Kirkland | Total Aggregate Portfolio



June 30, 2020

## Category

	Policy Limit	Actual Value*	Status
<b>Policy Diversification Constraint</b>			
US Treasury Obligations Maximum % of Holdings	100	11.147	Compliant
US Agency Callable Securities Maximum % of Total Portfolio	25	2.066	Compliant
US Agency FFCB Issuer Concentration	30	15.175	Compliant
US Agency FHLB Issuer Concentration	30	27.312	Compliant
US Agency FHLMC Issuer Concentration	30	4.221	Compliant
US Agency FNMA Issuer Concentration	30	16.946	Compliant
US Agency Obligations - Primary FHLB, FNMA, FHLMC, FFCB Maximum % of Holdings	100	63.654	Compliant
US Agency Obligations - Secondary FICO, FARMER MAC etc. Maximum % of Holdings	20	0.000	Compliant
US Agency Obligations Issuer Concentration - Secondary FICO, FARMER MAC etc.	10	0.000	Compliant
Municipal Bonds Issuer Concentration	5	0.000	Compliant
Municipal Bonds Maximum % of Holdings	20	0.000	Compliant
Commercial Paper Issuer Concentration	3	0.000	Compliant
Commercial Paper Maximum % of Holdings	25	0.000	Compliant
Certificates of Deposit Issuer Concentration	5	2.185	Compliant
Certificates of Deposit Maximum % of Holdings	10	2.185	Compliant
Banker's Acceptance Issuer Concentration	5	0.000	Compliant
Banker's Acceptance Maximum % of Holdings	5	0.000	Compliant
LGIP Maximum % of Holdings	100	13.381	Compliant
PDPC Bank Deposits Issuer Concentration	100	9.633	Compliant
PDPC Bank Deposits Maximum % of Holdings	50	9.633	Compliant
<b>Policy Maturity Structure Constraint</b>			
	Policy Limit	Actual %	Status
Maturity Constraints Under 30 days Minimum % of Total Portfolio	10	24.983	Compliant
Maturity Constraints Under 1 year Minimum % of Total Portfolio	25	43.025	Compliant
Maturity Constraints Under 5 years Minimum % of Total Portfolio	100	100.000	Compliant
<b>Policy Maturity Constraint</b>			
	Policy Limit	Actual Term	Status
US Treasury Maximum Maturity of (years)	5	4.923	Compliant
US Agency Maximum Maturity (years)	5	0.000	Compliant
US Agency Obligations - Secondary Must be rated by Atleast one	0	0.000	Compliant
Municipals Maximum Maturity (years)	5	0.000	Compliant
Commercial Paper Days to Final Maturity (days)	270	0.000	Compliant
Weighted Average Maturity (years)	3	1.704	Compliant

\*Market Value

# Compliance Report

City of Kirkland | Total Aggregate Portfolio



## Category

Policy Credit Constraint	Status
US Agency Obligations - Secondary Minimum Ratings AA-/Aa3/AA- if rated	Compliant
Municipal Bonds Ratings Minimum AA-/Aa3/AA- by All if rated	Compliant
Commercial Paper Ratings Minimum Ratings A1/P1 by both and F1 (if rated)	Compliant

\*Market Value

GPA Investment Report

# Strategic Quarterly Update

City of Kirkland | Total Aggregate Portfolio



June 30, 2020

## Strategic Outlook

- At the conclusion of their June meeting, the Federal Reserve provided an updated outlook that calls for ultra-low rates for the foreseeable future as they see the economy mending slowly over the next several years. To gauge the direction of longer-term rates, markets are currently focused on the supply and demand balance in the bond market where massive issuance needs from the Treasury are met by continued purchases out of the Federal Reserve.
- Corporate, agency, and municipal spreads rebounded strongly in the second quarter but remain above pre-pandemic levels. While risk to the outlook remains, we continue to find value in selectively adding corporate and municipal securities to portfolios to bolster income.
- Economic data improved markedly in May and June as economic reopening led to a surge of activity. Despite the strong performance, the economy remains a long way from a full recovery and continued gains will hinge on progress toward halting the rise in the viral outbreak.

## Portfolio Positioning

- Account remains very well-positioned with duration at the strategic target and a well-diversified maturity profile. Effort going forward is to maintain strategic positioning.
- Account is well-positioned amongst agency and treasury securities and has ability to extend in agencies to take advantage of attractive spread levels and increased issuance.
- The total portfolio book yield decreased from 1.929 to 1.588.
- The total portfolio unrealized gain/loss ended the quarter at \$6,190,728.
- The core portfolio duration increased over the quarter from 2.017 last quarter to 2.118 this quarter. The benchmark duration ended the quarter at 2.182.
- Net total return for the core portfolio, which includes change in market value and interest income, was 0.49%. The benchmark total return for the period was 0.23%.

Strategy	03/31/2020	06/30/2020
<b>Effective Duration</b>		
Investment Core	2.017	2.118
Benchmark Duration	2.147	2.182
<b>Total Effective Duration</b>	<b>1.493</b>	<b>1.610</b>

<b>Total Return (Net of Fees)*</b>		
Investment Core	2.77%	0.49%
ICE BofA 0-5 Year US Treasury Index	3.20%	0.23%
<b>Total Portfolio Performance</b>	<b>2.12%</b>	<b>0.41%</b>

\*Changes in Market Value include net unrealized and realized gains/losses.

<b>Maturity Total Portfolio</b>		
<b>Average Maturity Total Holdings</b>	<b>1.669</b>	<b>1.709</b>

Book Yield	03/31/2020	06/30/2020
<b>Ending Book Yield</b>		
Investment Core	2.116	1.992
Liquidity	1.322	0.363
Certificates of Deposit	2.375	0.599
<b>Total Book Yield</b>	<b>1.929</b>	<b>1.588</b>

Values	03/31/2020	06/30/2020
<b>Market Value + Accrued</b>		
Investment Core	182,755,083	183,070,814
Liquidity	60,041,682	56,012,809
Certificates of Deposit	5,289,774	5,317,823
<b>Total MV + Accrued</b>	<b>248,086,539</b>	<b>244,401,446</b>

<b>Net Unrealized Gain/Loss</b>		
<b>Total Net Unrealized Gain/Loss</b>	<b>6,183,153</b>	<b>6,190,728</b>

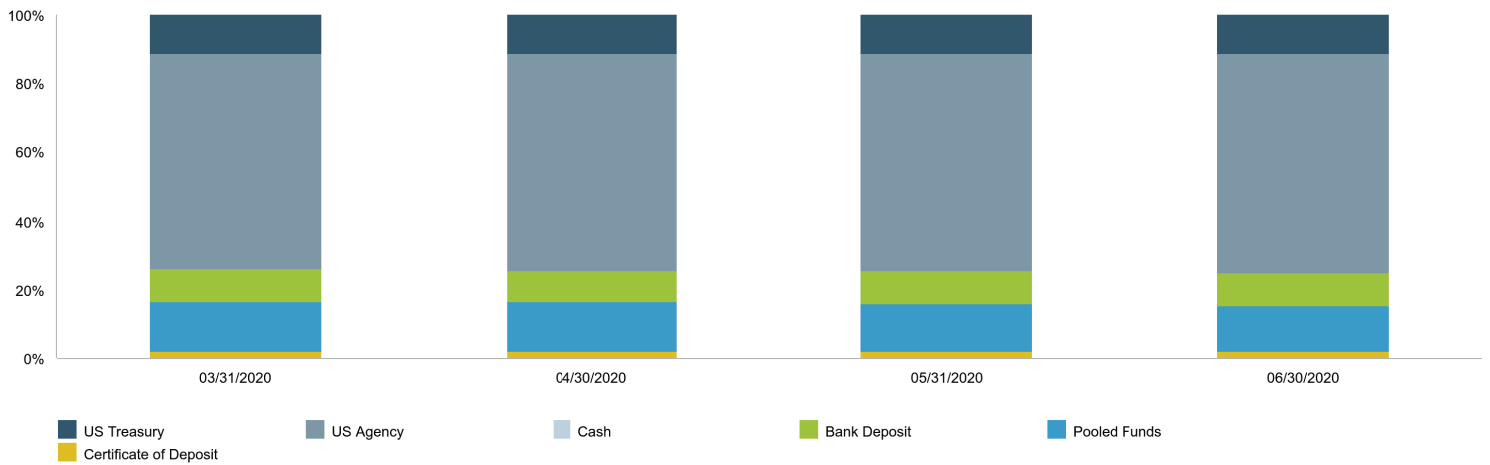
# Asset Allocation Change over Quarter

City of Kirkland | Total Aggregate Portfolio



## Asset Allocation Changes

Security Type	03/31/2020		06/30/2020		Change	
	Market Value + Accrued	% of Portfolio	Market Value + Accrued	% of Portfolio	Market Value + Accrued	% of Portfolio
US Treasury	27,357,175.62	11.03%	27,231,632.87	11.14%	(125,542.75)	0.11%
US Agency	155,397,907.06	62.64%	155,839,181.22	63.76%	441,274.17	1.13%
Bank Deposit	23,405,200.72	9.43%	23,444,785.90	9.59%	39,585.18	0.16%
Pooled Funds	36,636,481.69	14.77%	32,568,022.88	13.33%	(4,068,458.81)	(1.44%)
Certificate of Deposit	5,289,774.21	2.13%	5,317,823.38	2.18%	28,049.17	0.04%
<b>Total</b>	<b>248,086,539.29</b>	<b>100.00%</b>	<b>244,401,446.25</b>	<b>100.00%</b>	<b>(3,685,093.04)</b>	



*If negative cash balance is showing, it is due to a pending trade payable at the end of period.*

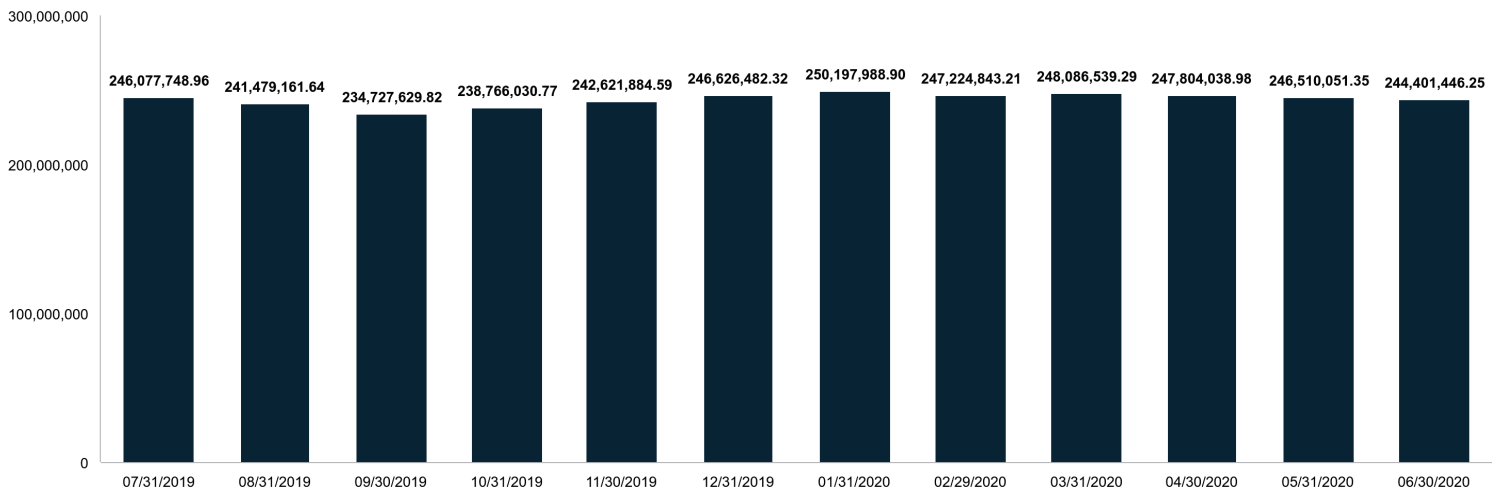


## Historical Balances

City of Kirkland | Total Aggregate Portfolio



### Market Value Growth



### Market Value and Return

Period Begin	Period End	Market Value + Accrued	Interest Income	Book Yield	Effective Duration	Maturity in Years
07/01/2019	07/31/2019	246,077,749	439,779	2.179	1.573	1.747
08/01/2019	08/31/2019	241,479,162	490,010	2.231	1.539	1.737
09/01/2019	09/30/2019	234,727,630	419,334	2.193	1.584	1.783
10/01/2019	10/31/2019	238,766,031	419,917	2.139	1.563	1.762
11/01/2019	11/30/2019	242,621,885	418,803	2.082	1.482	1.675
12/01/2019	12/31/2019	246,626,482	426,836	1.946	1.496	1.687
01/01/2020	01/31/2020	250,197,989	430,398	1.950	1.507	1.685
02/01/2020	02/29/2020	247,224,843	419,994	1.965	1.543	1.713
03/01/2020	03/31/2020	248,086,539	414,390	1.929	1.493	1.669
04/01/2020	04/30/2020	247,804,039	378,337	1.768	1.535	1.712
05/01/2020	05/31/2020	246,510,051	363,675	1.711	1.479	1.659
06/01/2020	06/30/2020	244,401,446	342,926	1.588	1.610	1.709

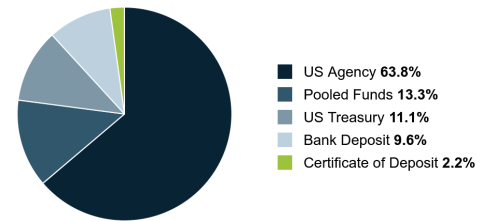
## Summary Overview

City of Kirkland | Total Aggregate Portfolio

### Portfolio Characteristics

Metric	Value
Cash and Cash Equivalents	56,012,808.78
Investments	188,388,637.47
Book Yield	1.588
Effective Duration	1.610
Years to Maturity	1.709
Avg Credit Rating	AA+

### Allocation by Asset Class



### Strategic Structure

Account	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain (Loss)	Accrued	Yield at Cost	Effective Duration	Benchmark Duration	Benchmark
KIRK-Investment Core	175,000,000.00	175,869,172.51	176,059,116.88	182,059,901.00	6,190,728.49	1,010,913.09	1.992	2.118	2.182	ICE BofA 0-5 Year US Treasury Index
KIRK-Liquidity	56,012,808.78	56,012,808.78	56,012,808.78	56,012,808.78	0.00	0.00	0.363	0.010	0.093	ICE BofA US 1-Month Treasury Bill Index
KIRK-Certificates of Deposit	5,317,736.11	5,317,736.11	5,317,736.11	5,317,736.11	0.00	87.27	0.599	0.962	0.163	ICE BofA 0-3 Month US Treasury Bill Index
<b>Total</b>	<b>236,330,544.89</b>	<b>237,199,717.40</b>	<b>237,389,661.77</b>	<b>243,390,445.89</b>	<b>6,190,728.49</b>	<b>1,011,000.36</b>	<b>1.588</b>	<b>1.610</b>		

## Portfolio Activity

City of Kirkland | Total Aggregate Portfolio



June 30, 2020

### Accrual Activity Summary

	Quarter to Date	Fiscal Year to Date (01/01/2020)
Beginning Book Value	241,028,061.42	243,476,806.22
Maturities/Calls	(20,310,465.76)	(35,310,465.76)
Purchases	20,574,616.84	35,810,124.48
Sales	0.00	0.00
Change in Cash, Payables, Receivables	(4,028,873.63)	(6,669,126.17)
Amortization/Accretion	(65,620.65)	(109,620.55)
Realized Gain (Loss)	1,999.18	1,999.18
Ending Book Value	237,199,717.40	237,199,717.40

Maturities/Calls	Market Value
Quarter to Date	(20,310,465.76)
Fiscal Year to Date	(35,310,465.76)

Purchases	Market Value
Quarter to Date	20,574,616.84
Fiscal Year to Date	35,810,124.48

### Fair Market Activity Summary

	Quarter to Date	Fiscal Year to Date (01/01/2020)
Beginning Market Value	247,211,214.44	245,623,973.59
Maturities/Calls	(20,310,465.76)	(35,310,465.76)
Purchases	20,574,616.84	35,810,124.48
Sales	0.00	0.00
Change in Cash, Payables, Receivables	(4,028,873.63)	(6,669,126.17)
Amortization/Accretion	(65,620.65)	(109,620.55)
Change in Net Unrealized Gain (Loss)	7,575.47	4,043,561.12
Net Realized Gain (Loss)	1,999.18	1,999.18
Ending Market Value	243,390,445.89	243,390,445.89

Sales	Market Value
Quarter to Date	0.00
Fiscal Year to Date	0.00

## Return Management-Income Detail

City of Kirkland | Total Aggregate Portfolio

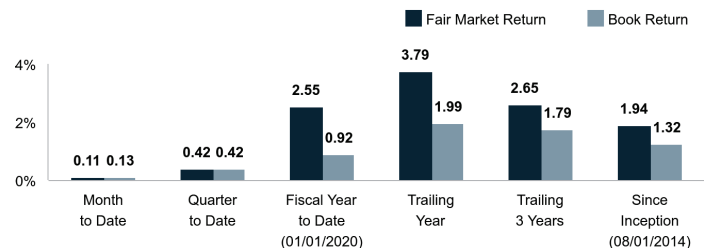


### Accrued Book Return

	Quarter to Date	Fiscal Year to Date (01/01/2020)
Amortization/Accretion	(65,620.65)	(109,620.55)
Interest Earned	1,084,938.22	2,349,719.55
Realized Gain (Loss)	1,999.18	1,999.18
Book Income	1,021,316.75	2,242,098.18
Average Portfolio Balance	246,786,509.92	246,929,229.68
Book Return for Period	0.424	0.923

### Return Comparisons

Periodic for performance less than one year. Annualized for performance greater than one year.



### Fair Market Return

	Quarter to Date	Fiscal Year to Date (01/01/2020)
Market Value Change	7,575.47	4,043,561.12
Amortization/Accretion	(65,620.65)	(109,620.55)
Interest Earned	1,084,938.22	2,349,719.55
Fair Market Earned Income	1,026,893.04	6,283,660.12
Average Portfolio Balance	246,786,509.92	246,929,229.68
Fair Market Return for Period	0.42%	2.55%

### Interest Income

	Quarter to Date	Fiscal Year to Date (01/01/2020)
Beginning Accrued Interest	875,324.85	1,002,508.73
Coupons Paid	968,047.44	2,455,563.22
Purchased Accrued Interest	18,784.73	114,335.30
Sold Accrued Interest	0.00	0.00
Ending Accrued Interest	1,011,000.36	1,011,000.36
Interest Earned	1,084,938.22	2,349,719.55

# Security Type Distribution

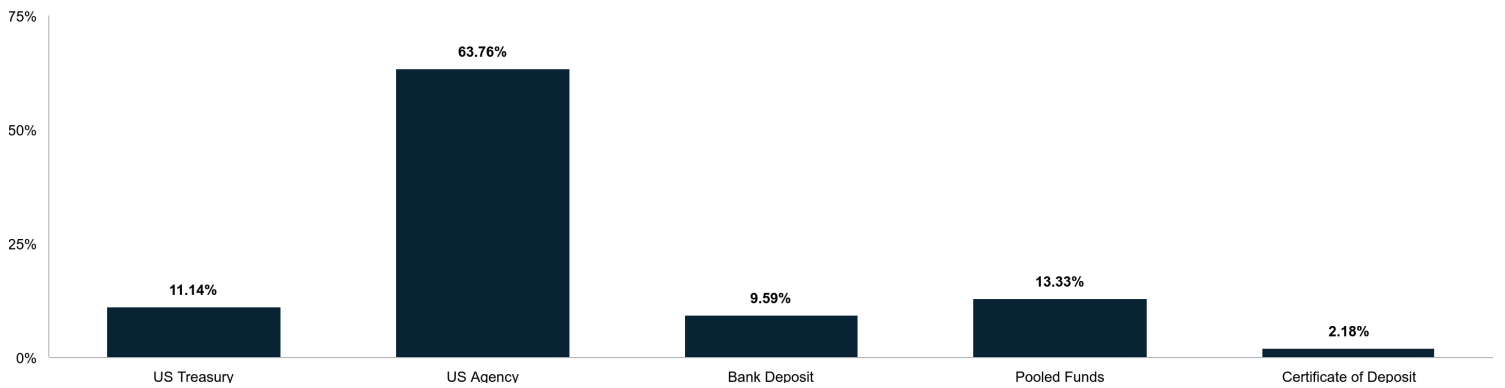
City of Kirkland | Total Aggregate Portfolio



## Security Type Distribution

Security Type	Par Amount	Book Yield	Market Value + Accrued	% of Market Value + Accrued
US Treasury	26,000,000.00	1.578	27,231,632.87	11.14%
US Agency	149,000,000.00	2.064	155,839,181.22	63.76%
Bank Deposit	23,444,785.90	0.400	23,444,785.90	9.59%
Pooled Funds	32,568,022.88	0.336	32,568,022.88	13.33%
Certificate of Deposit	5,317,736.11	0.599	5,317,823.38	2.18%
<b>Total</b>	<b>236,330,544.89</b>	<b>1.588</b>	<b>244,401,446.25</b>	<b>100.00%</b>

## Security Type Distribution



# Risk Management-Credit/Issuer

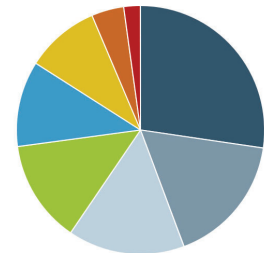
City of Kirkland | Total Aggregate Portfolio



## Credit Rating S&P/Moody's/Fitch

	Market Value + Accrued	%
<b>S&amp;P</b>		
AA+	183,070,814.09	74.91
NA	61,330,632.16	25.09
<b>Moody's</b>		
Aaa	183,070,814.09	74.91
NA	61,330,632.16	25.09
<b>Fitch</b>		
AAA	183,070,814.09	74.91
NA	61,330,632.16	25.09
<b>Total</b>	<b>244,401,446.25</b>	<b>100.00</b>

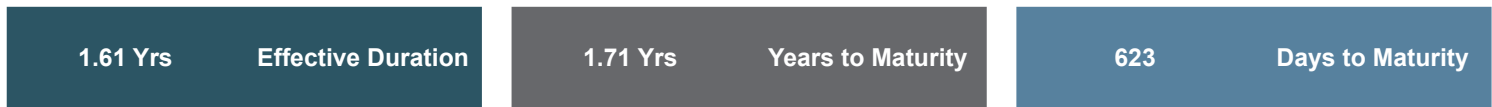
## Issuer Concentration



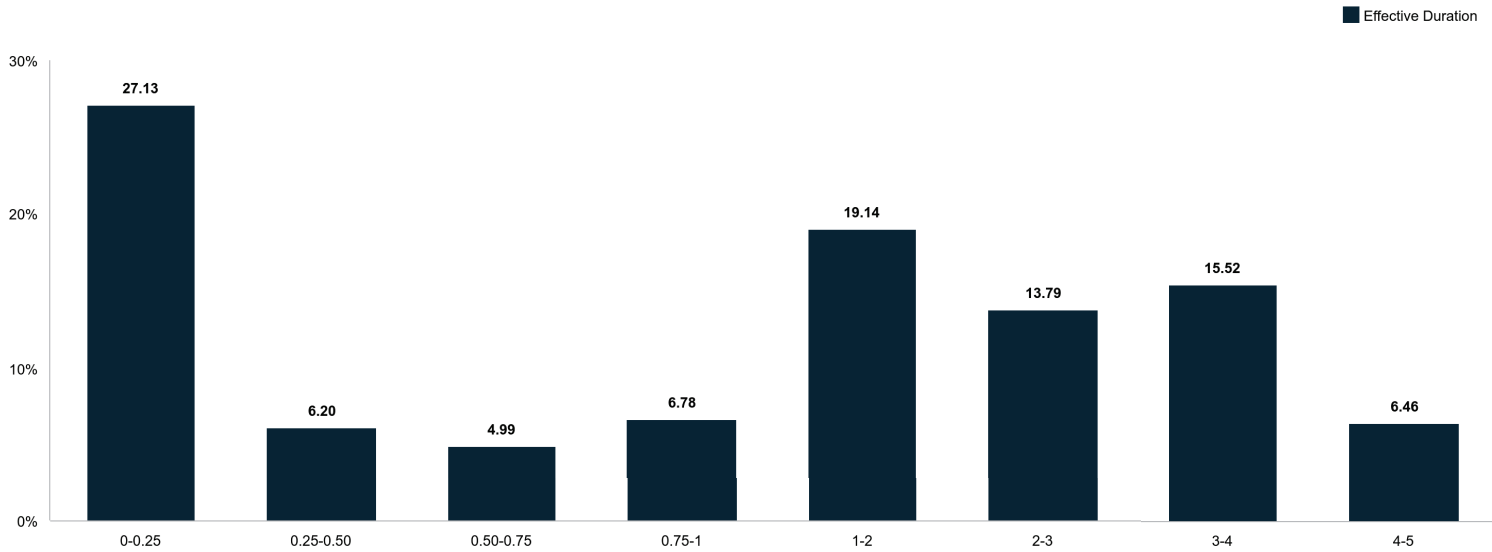
- Federal Home Loan Banks 27.3%
- Federal National Mortgage Association 17.0%
- Farm Credit System 15.2%
- WASHINGTON LGIP 13.3%
- United States 11.1%
- OPUS BANK DEPOSIT 9.6%
- Freddie Mac 4.2%
- East West Bank 2.2%

# Risk Management-Maturity/Duration

City of Kirkland | Total Aggregate Portfolio



Distribution by Effective Duration



## Holdings by Maturity &amp; Ratings

City of Kirkland | Total Aggregate Portfolio



June 30, 2020

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
KIRK_OPUS_DEP	23,444,785.90	OPUS BANK DEPOSIT	0.400	06/30/2020		23,444,785.90	0.00	23,444,785.90	0.400		9.59	0.010	0.010	NA NA NA
WA_LGIP	32,568,022.88	WASHINGTON LGIP	0.336	06/30/2020		32,568,022.88	0.00	32,568,022.88	0.336		13.33	0.010	0.010	NA NA NA
3130A5Z77	5,000,000.00	FEDERAL HOME LOAN BANKS	1.830	07/29/2020		5,006,575.00	38,633.33	5,045,208.33	1.676	0.196	2.06	0.079	0.081	AA+ Aaa AAA
3130ACE26	5,000,000.00	FEDERAL HOME LOAN BANKS	1.375	09/28/2020		5,014,935.00	17,760.42	5,032,695.42	1.968	0.152	2.06	0.246	0.244	AA+ Aaa AAA
912828L99	5,000,000.00	UNITED STATES TREASURY	1.375	10/31/2020		5,019,625.00	11,582.88	5,031,207.88	1.313	0.199	2.06	0.337	0.334	AA+ Aaa AAA
3137EAEK1	5,000,000.00	FEDERAL HOME LOAN MORTGAGE CORP	1.875	11/17/2020		5,032,215.00	11,458.33	5,043,673.33	1.984	0.180	2.06	0.383	0.380	AA+ Aaa AAA
3130A7CV5	2,000,000.00	FEDERAL HOME LOAN BANKS	1.375	02/18/2021		2,014,914.00	10,159.72	2,025,073.72	1.628	0.196	0.83	0.638	0.629	AA+ Aaa AAA
3135G0J20	5,000,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	1.375	02/26/2021		5,039,155.00	23,871.53	5,063,026.53	1.448	0.179	2.07	0.660	0.652	AA+ Aaa AAA
3130AFV61	5,000,000.00	FEDERAL HOME LOAN BANKS	2.500	03/12/2021		5,081,620.00	37,847.22	5,119,467.22	2.524	0.166	2.09	0.698	0.693	AA+ Aaa AAA
912828WN6	6,000,000.00	UNITED STATES TREASURY	2.000	05/31/2021		6,099,372.00	10,163.93	6,109,535.93	1.663	0.193	2.50	0.917	0.912	AA+ Aaa AAA
313379RB7	5,000,000.00	FEDERAL HOME LOAN BANKS	1.875	06/11/2021		5,079,240.00	5,208.33	5,084,448.33	1.843	0.199	2.08	0.947	0.942	AA+ Aaa AAA
KIRK-17340 25-2021	5,317,736.11	East West Bank	0.599	06/19/2021		5,317,736.11	87.27	5,317,823.38	0.599	0.599	2.18	0.969	0.962	NA NA NA
313378JP7	5,000,000.00	FEDERAL HOME LOAN BANKS	2.375	09/10/2021		5,127,580.00	36,614.58	5,164,194.58	1.642	0.234	2.11	1.197	1.176	AA+ Aaa AAA
3130AF5B9	5,000,000.00	FEDERAL HOME LOAN BANKS	3.000	10/12/2021		5,182,190.00	32,916.67	5,215,106.67	2.502	0.157	2.13	1.285	1.261	AA+ Aaa AAA



# Holdings by Maturity & Ratings

City of Kirkland | Total Aggregate Portfolio



June 30, 2020

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
3130A0EN6	5,000,000.00	FEDERAL HOME LOAN BANKS	2.875	12/10/2021		5,192,625.00	8,385.42	5,201,010.42	2.615	0.203	2.13	1.446	1.422	AA+ Aaa AAA
3135G0S38	5,000,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	2.000	01/05/2022		5,135,660.00	48,888.89	5,184,548.89	2.048	0.204	2.12	1.517	1.483	AA+ Aaa AAA
3135G0U92	5,000,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	2.625	01/11/2022		5,184,605.00	61,979.17	5,246,584.17	2.590	0.208	2.15	1.534	1.492	AA+ Aaa AAA
3133EKBV7	5,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	2.550	03/01/2022		5,193,590.00	42,500.00	5,236,090.00	2.518	0.225	2.14	1.668	1.631	AA+ Aaa AAA
313378WG2	5,000,000.00	FEDERAL HOME LOAN BANKS	2.500	03/11/2022		5,188,665.00	38,194.44	5,226,859.44	2.361	0.270	2.14	1.695	1.659	AA+ Aaa AAA
3135G0T45	5,000,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	1.875	04/05/2022		5,147,105.00	22,395.83	5,169,500.83	1.111	0.203	2.12	1.764	1.735	AA+ Aaa AAA
3130AEBM1	5,000,000.00	FEDERAL HOME LOAN BANKS	2.750	06/10/2022		5,240,550.00	8,020.83	5,248,570.83	2.840	0.268	2.15	1.945	1.903	AA+ Aaa AAA
9128283C2	5,000,000.00	UNITED STATES TREASURY	2.000	10/31/2022		5,212,500.00	16,847.83	5,229,347.83	1.593	0.175	2.14	2.337	2.285	AA+ Aaa AAA
3130A3KM5	7,000,000.00	FEDERAL HOME LOAN BANKS	2.500	12/09/2022		7,369,565.00	10,694.44	7,380,259.44	2.937	0.327	3.02	2.444	2.379	AA+ Aaa AAA
3135G0T94	5,000,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	2.375	01/19/2023		5,282,945.00	53,437.50	5,336,382.50	3.041	0.153	2.18	2.556	2.468	AA+ Aaa AAA
3133ELMD3	5,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	1.600	02/10/2023	02/10/2021	5,029,200.00	31,333.33	5,060,533.33	1.600	1.371	2.07	2.616	0.373	AA+ Aaa AAA
3133EJFK0	5,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	2.650	03/08/2023		5,315,480.00	41,590.28	5,357,070.28	1.602	0.292	2.19	2.687	2.593	AA+ Aaa AAA
3135G04Q3	5,000,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	0.250	05/22/2023		4,995,035.00	1,354.17	4,996,389.17	0.324	0.284	2.04	2.893	2.881	AA+ Aaa AAA

## Holdings by Maturity & Ratings

City of Kirkland | Total Aggregate Portfolio



June 30, 2020

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
3133EJUS6	5,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	2.875	07/17/2023		5,388,490.00	65,486.11	5,453,976.11	3.069	0.311	2.23	3.047	2.905	AA+ Aaa AAA
313383YJ4	5,000,000.00	FEDERAL HOME LOAN BANKS	3.375	09/08/2023		5,489,520.00	52,968.75	5,542,488.75	3.036	0.288	2.27	3.192	3.025	AA+ Aaa AAA
3135G0U43	5,000,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	2.875	09/12/2023		5,419,570.00	43,524.31	5,463,094.31	2.541	0.241	2.24	3.203	3.059	AA+ Aaa AAA
912828V80	5,000,000.00	UNITED STATES TREASURY	2.250	01/31/2024		5,365,625.00	46,978.02	5,412,603.02	1.602	0.202	2.21	3.589	3.437	AA+ Aaa AAA
3133EKBW5	5,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	2.610	02/27/2024		5,413,520.00	44,950.00	5,458,470.00	2.572	0.334	2.23	3.663	3.486	AA+ Aaa AAA
3130A1XJ2	5,000,000.00	FEDERAL HOME LOAN BANKS	2.875	06/14/2024		5,487,335.00	6,788.19	5,494,123.19	2.025	0.389	2.25	3.958	3.766	AA+ Aaa AAA
3133EKWV4	10,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	1.850	07/26/2024		10,593,180.00	79,652.78	10,672,832.78	1.917	0.381	4.37	4.071	3.910	AA+ Aaa AAA
912828G38	5,000,000.00	UNITED STATES TREASURY	2.250	11/15/2024		5,434,570.00	14,368.21	5,448,938.21	1.688	0.251	2.23	4.378	4.185	AA+ Aaa AAA
3137EAEP0	5,000,000.00	FEDERAL HOME LOAN MORTGAGE CORP	1.500	02/12/2025		5,241,140.00	28,541.67	5,269,681.67	0.553	0.443	2.16	4.621	4.448	AA+ Aaa AAA
3135G03U5	5,000,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	0.625	04/22/2025		5,042,005.00	5,815.97	5,047,820.97	0.532	0.448	2.07	4.810	4.732	AA+ Aaa AAA
<b>Total</b>	<b>236,330,544.89</b>		<b>1.712</b>			<b>243,390,445.89</b>	<b>1,011,000.36</b>	<b>244,401,446.25</b>	<b>1.588</b>	<b>0.293</b>	<b>100.00</b>	<b>1.709</b>	<b>1.610</b>	

This report is for general informational purposes only and is not intended to provide specific advice or recommendations. Government Portfolio Advisors (GPA) is an investment advisor registered with the Securities and Exchange Commission and is required to maintain a written disclosure statement of our background and business experience.

**Questions About an Account:** GPA's monthly & quarterly reports are intended to detail the investment advisory activity managed by GPA. The custodial bank maintains the control of assets and settles all investment transactions. The custodial statement is the official record of security and cash holdings and transactions. GPA recognizes that clients may use these reports to facilitate record keeping and that the custodial bank statement and the GPA report should be reconciled, and differences documented.

**Trade Date versus Settlement Date:** Many custodial banks use settlement date basis and post coupons or maturities on the following business days when they occur on weekend. These items may result in the need to reconcile due to a timing difference. GPA reports are on a trade date basis in accordance with GIPS performance standards. GPA can provide all account settings to support the reason for any variance.

**Bank Deposits and Pooled Investment Funds Held in Liquidity Accounts Away from the Custodial Bank are Referred to as Line Item Securities:** GPA relies on the information provided by clients when reporting pool balances, bank balances and other assets that are not held at the client's custodial bank. GPA does not guarantee the accuracy of information received from third parties. Balances cannot be adjusted once submitted however corrective transactions can be entered as adjustments in the following months activity. Assets held outside the custodial bank that are reported to GPA are included in GPA's oversight compliance reporting and strategic plan.

**Account Control:** GPA does not have the authority to withdraw or deposit funds from or to any client's custodial account. Clients retain responsibility for the deposit and withdrawal of funds to the custodial account. Our clients retain responsibility for their internal accounting policies, implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

**Custodial Bank Interface:** Our contract provides for the ability for GPA to interface into our client's custodial bank to reconcile transactions, maturities and coupon payments. The GPA client portal will be available to all clients to access this information directly at any time.

**Market Price:** Generally, GPA has set all securities market pricing to match custodial bank pricing. There may be certain securities that will require pricing override due to inaccurate custodial bank pricing that will otherwise distort portfolio performance returns. GPA may utilize Refinitiv pricing source for commercial paper, discount notes and supranational bonds when custodial bank pricing does not reflect current market levels. The pricing variances are obvious when market yields are distorted from the current market levels.

**Amortized Cost:** The original cost on the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discounts or premiums are amortized on a straight-line basis on all securities. This can be changed at the client's request.

**Callable Securities:** Securities subject to redemption in whole or in part prior to the stated final maturity at the discretion of the security's issuer are referred to as "callable". Certain call dates may not show up on the report if the call date has passed or if the security is continuously callable until maturity date. Bonds purchased at a premium will be amortized to the next call date while all other callable securities will be amortized to maturity. If the bond is amortized to the call date, amortization will be reflected to that date and once the call date passes, the bond will be fully amortized.

**Duration:** The duration is the effective duration. Duration on callable securities is based on the probability of the security being called given market rates and security characteristics.

**Benchmark Duration:** The benchmark duration is based on the duration of the stated benchmark that is assigned to each account.

**Rating:** Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

**Coupon Payments and Maturities on Weekends:** On occasion, coupon payments and maturities occur on a weekend or holiday. GPA's report settings are on the accrual basis so the coupon postings and maturities will be accounted for in the period earned. The bank may be set at a cash basis, which may result in a reconciliation variance.

**Cash and Cash Equivalents:** GPA has defined cash and cash equivalents to be cash, bank deposits, LGIP pools and repurchase agreements. This may vary from your custodial bank which typically defines cash and equivalents as all securities that mature under 90 days. Check with your custodial bank to understand their methodology.

**Account Settings:** GPA has the portfolio settings at the lot level, if a security is sold our setting will remove the lowest cost security first. First-in-first-out (FIFO) settings are available at the client's request.

**Historical Numbers:** Data was transferred from GPA's legacy system, however, variances may exist from the data received due to a change of settings on Clearwater. GPA is utilizing this information for historical return data with the understanding the accrual settings and pricing sources may differ slightly.

**Financial Situation:** In order to better serve you, GPA should be promptly notified of any material change in your investment objective or financial situation.

**No Guarantee:** The securities in the portfolio are not guaranteed or otherwise protected by GPA, the FDIC (except for non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested.





## CITY OF KIRKLAND

Department of Finance & Administration  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100  
www.kirklandwa.gov

### MEMORANDUM

**To:** Kurt Triplett, City Manager

**From:** Greg Piland, Financial Operations Manager

**Date:** September 3, 2020

**Subject:** REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF September 15, 2020.

This report is provided to apprise the Council of recent and upcoming procurement activities where the cost is estimated or known to be in excess of \$50,000. The "Process" column on the table indicates the process being used to determine the award of the contract.

The City's major procurement activities initiated since the last report dated August 20, 2020 are as follows:

	Project/Purchase	Process	Estimate/Price	Status
1.	Investment advisory services	Request for Proposals	\$220,500.00	Contract awarded to Government Portfolio Advisors of Portland, OR for three year contract.
2.	Fire Station 24	Invitation for Bids	\$11,156,557.41	Contract awarded to Kirtley-Cole Associates of Everett, WA.
3.	Centrifugal screw portable pumping unit	Invitation for Bids	\$101,292.00	Purchase order awarded to APSCO Inc., of Kirkland, WA.
4.	Computer replacements	Cooperative Purchase	\$222,414.01	Purchase order awarded to Dell Marketing LP of Chicago, IL.



**CITY OF KIRKLAND**  
**Information Technology Department**  
 123 Fifth Ave, Kirkland, WA 98033 · 425.587.3050  
 www.kirklandwa.gov

## MEMORANDUM

**To:** Kurt Triplett, City Manager

**From:** Smitha Krishnan, IT Director  
 Xiaoning Jiang, IT Deputy Director

**Date:** 9/03/2020

**Subject:** IT Stabilization Implementation Update #3

## RECOMMENDATION

It is recommended that the City Council receive a third quarterly update in 2020 on the Information Technology (IT) Stabilization Project, which has been in implementation since September 2019.

## BACKGROUND DISCUSSION

In the June 2020 update to City Council, the IT Department provided an overview of the key areas of focus for IT Stabilization:

1. IT Service Management (ITSM) Solution
2. Risk Mitigation Activities
3. IT Security Strategy and Roadmap

An update on the status of IT's capital and operating budget was also provided, with a plan to manage the increased cost of operating in the Microsoft Azure Government Cloud. This memo provides an update on activities completed in the above areas since the last Council update. Additionally, this memo provides recommendations for City Council's consideration regarding alternatives to the Texas Backup strategy for our environment in the Microsoft Azure Cloud.

## IT Activities to support the COVID-19 Pandemic

The increased focus on IT Stability is best reflected by a Key Performance Indicator (KPI) for IT Operations. This measure is the number of **Major** and **Priority 1** incidents per month. The table below records the number of Major and Priority 1 incidents for the past six months.

2020 Month	Major Incidents <sup>1</sup>	Priority 1 Incidents <sup>2</sup>	Total <sup>3</sup>
March	0	3	3
April	0	2	2
May	0	2	2
June	0	2	2
July	0	0	0
August	1	0	1

1. A **Major Incident** impacts multiple systems and has a large organizational impact. E.g. Network Down.
2. A **Priority 1** Incident impacts a mission-critical system with multiple users and no workaround available.
3. As reference, the City of Bellevue's monthly target for this metric is  $\leq 5$  per month.

We experienced an outage of services hosted in Microsoft Azure (available to public) on August 18<sup>th</sup>. Although there was no impact to technology services internally to City staff, we categorized this as a Major Incident due to the external visibility. Careful investigation was completed with Microsoft and the issue was determined to be outside the City's network. The issue was with the commercial internet provider between Washington and Arizona. In other words, we confirmed that this outage was not related to services provided by either Microsoft or the City.

Below are highlights of IT accomplishments since the last Council Update:

1. Implemented Microsoft Azure's "reserved instance" feature for virtual machines in May. This is a 3-year commitment with Microsoft providing a discount of \$12,000 per month.
2. Enabled audio/video capability for the public to engage in Council meetings. Also supported City Leadership and Council in their hosting of a successful virtual 4th of July parade.
3. Supporting the Kirkland Municipal Court (KMC) in implementing OCourt, a SaaS solution to assist the KMC with conducting virtual hearings successfully. This web-based solution will greatly reduce the manual effort for KMC staff to populate, route, and manage the daily case load. This solution is planned to go-live in October.
4. As part of the Desktop Replacement Project this year, IT is working with departments to replace desktops with laptops to continue supporting remote staff during the pandemic.
5. Supported the EOC to fast track the purchase of a tool (JobSiteCheck) to allow City staff and visitors to conduct daily COVID self-assessments before entering City facilities in a highly efficient, protected, time conscious manner.
6. Completed a successful pilot implementation of Microsoft Teams for phone queues for Utility Billing.
7. Implementing a new method (GlobalProtect) for secure remote connections from laptops in September. This solution will further improve security for users connected remotely to the City's network. IT is also using this opportunity to engrain industry best practices to enhance security such as minimizing the use of personal devices for City work.
8. Upgrading the City's phone system in September, which will add increased mobility enabling staff to access their desk phone from anywhere on any device.
9. Launched a new solution for Fleet and Storm Water management replacing two legacy systems that were past their useful life cycle.

### **Update on Stabilization Implementation Phase 1 Scope of Work**

#### **1. IT Service Management (ITSM) Solution**

After conducting a thorough review of the previously selected vendor, ManageEngine, IT decided not to pursue this product. There were multiple reasons for this decision, but the primary factor was a disagreement between the legal entities on contract language pertaining to financial liability for the City. Due to the increased risk for the City, this product was not pursued further.

The team, led by IT Deputy Director Xiaoning Jiang, swiftly shifted gears to publish a new Request for Proposals (RFP) for a comprehensive tool for IT Service Management (ITSM) and IT Asset Management (ITAM). The process was successfully completed, and a new vendor, SummitAI, was selected. The contract is in the final stages of execution with a kick-off planned in September.

As previously presented to Council, the scope for this implementation includes deploying the modules for:

- a. Incident Management
- b. Service Request Management

- c. User Knowledge Base and User-Friendly Customer Portal
- d. Change Management
- e. Asset Management
- f. Configuration Management

The implementation also includes the development of service level agreements tied to these modules, templates, automated workflows, Standard Operating Procedures (SOPs) and training of IT Staff. Attachment A includes a high-level project implementation approach and timeline. This phase is planned to be completed by the end of February 2021, with the customer facing components being launched by the end of this year.

Phase 2 of IT Stabilization project will focus on implementing a solution for IT Operations Management (ITOM). This encompasses purchasing and deploying a consolidated solution to manage the provisioning, capacity, and performance of the City's network as well as applications and systems. Currently, the IT Department has multiple tools that perform monitoring. However, these tools are not being used effectively by staff to be proactive versus reactive in monitoring day-to-day operations. Additionally, managing multiple, disparate tools is an increased burden on staff. The City Manager is evaluating a Service Package to replace the existing tools with a single, consolidated, monitoring solution to shift towards proactive monitoring of the City's infrastructure, applications, systems and data, with performance indicators as part of the 2021-2022 budget process.

## 2. Risk Mitigation Activities

The following projects on the IT Work Plan for 2020, led by Chuck Saunders, IT Supervisor for Network Operations, further advance the department's goals for stability:

1. On-Premise Storage Replacement: This project was completed ahead of schedule and included updating and configuring the remaining storage components on-premise. Completing this project as planned yielded the following benefits for the City:
  - No longer renting space at the City of Bellevue data center (a cost saving)
  - Increased redundancy between City Hall and KJC. This allows us to recover swiftly if one of the locations experiences a large-scale hardware failure
  - Improved performance of storage components
2. Network Infrastructure Replacement: This project includes the replacement of all switches, routers, firewalls and wireless access points. The scope of this project was expanded to include the Kirkland Justice Center in 2020 versus 2021. This project is delayed due to vacancies in the Network team that are currently being filled and is now scheduled for completion in January 2021. From a stability standpoint, this project will yield the following benefits:
  - New equipment appropriately sized to meet the growing needs of the City including supporting a remote workforce
  - Updated network design that adds segregation within the network to reduce the risk of network issues in one building propagating to another
  - New Firewalls that add critical security enhancements for our largely remote workforce during the pandemic, such as:
    - a. Integrated URL Filtering, Intrusion Prevention and Reporting
    - b. Secure, Unified, Remote Access
      - i. Will provide a single client for all devices (personal or City owned)
      - ii. Ease of use and support
      - iii. Replaces our current model of two different technologies
  - Improves wireless connectivity by eliminating several bottlenecks
  - Reduces the ongoing cost with payment of a 5-year subscription upfront

### 3. Security Strategy

IT engaged CI Security to develop an Information Security Management Strategy and Roadmap for the City. This effort was led by Donna Gaw, IT Manager for Security and Service Management. Donna's role was recently modified to ensure an increased focus on the City's Security Program. The scope of this engagement includes:

1. Review and analyze the security policies and practices of the IT Department.
2. Measure the City's cybersecurity maturity level based on the industry standard for security (National Institute of Standards and Technology Cybersecurity Framework – NIST CSF)
3. Provide a framework for information security governance as well as a tactical roadmap to resolve deficiencies in 6 months, 2021 and ongoing
4. An incident management plan and policy
5. Five playbooks to respond to most likely cyber incident scenarios
6. Set of tabletop exercises to improve incident response readiness among staff and practice using the playbooks.

CI Security concluded that the City of Kirkland's overall security practices are adequate and effective. Tactical security issues are handled well, and the City's compliance posture is not in danger of regulatory action. The biggest deficiency, as expected, is in the documentation of these procedures and knowledge as written policy and playbooks. The current engagement will help identify actions items for the next 18 months to close this gap. Additionally, the roadmap recommends a series of activities that should be performed at the recommended cadence (weekly, monthly, quarterly and annually) to be included in the department's annual work plan. Collectively, these activities will establish automated and repeatable processes (that are no longer dependent on the "tribal knowledge" of individuals) and advance the City's security standing to the desired maturity level.

Key recommendations made by CI Security include:

1. Implement tactical quick wins identified by CI Security in the next 6 months.
2. Prioritize a roadmap of corrective actions identified from this engagement as part of IT's 2021 and ongoing work plans. The following key actions/deliverables will advance the City's security standing to the desired maturity level within 18 months:
  - a. Develop a Business Continuity and Disaster Recovery plan with a key focus on security.
  - b. Formalize security monitoring of the network and alerting to improve situational awareness and reduce cyber risk
  - c. Update IT Policies to account for the "new normal" that has risen in the wake of the pandemic
  - d. Assign internal resources for the ongoing oversight and management of the City's Security Program (0.5 FTE) as well as the execution of the security tasks included in the IT Work Plan annually (0.5 FTE). This is being achieved by re-prioritization of existing IT staff priorities to focus on this track.
  - e. Create a cross-departmental security governance committee to keep the City's Leadership informed of security risks. This may be the existing IT Steering Team.

#### **Update on Azure Back Up Strategy**

In the budget update provided to Council in June, factors contributing to the increased Cloud expenditures were described in detail. One of these factors was the secondary back of Microsoft's Azure Environment to Texas, which was not part of the original scope. Attachment B presents a visual of the City's current backup approach with a secondary backup of the Microsoft Azure environment to Texas at an annual cost of \$102,000. This cost will increase annually with the growth of our infrastructure, systems and data and is currently projected to be \$564,000 for 5 years. With this backup, the data



stored in Texas is not readily usable in an emergency. It will require standing up significant resources (staff time plus professional services) and anywhere from 2-4 weeks to be usable. One of the biggest constraints with this strategy is the lack of access to the Texas environment outside of an emergency for planning and training. Council concurred with staff concerns regarding this approach and authorized IT staff to evaluate alternatives to the Texas backup.

IT explored a range of options from having no secondary backup to Microsoft’s Azure environment in Arizona (least expensive) to a complete hot site in the Government Cloud (most expensive and in the range of \$8-11 million). Attachment C presents a visual of the recommended option, which is a secondary backup at the Kirkland Justice Center (KJC) at a 5-year total cost of \$246,000. Pros of this option are:

- Significantly less expensive over a 5-year period
- Leverages the City’s existing infrastructure
- Readily available to IT staff for testing and training
- Greatly speeds up the time to recover from the secondary backup with more control of what is restored and when.
- No professional services required to configure, test and implement

Cons are:

- This option is less geographically diverse. The assumption here is that the likelihood of simultaneous outages in Arizona and Kirkland from a disaster recovery standpoint (natural disaster and extreme weather) are remote.

If the City Council approves the recommended option for a secondary back at the KJC, IT’s recommendation is to drop the Texas backup option immediately and set aside these funds towards the recommended KJC option. Given the high priority for IT on the ITSM and Security tracks, the implementation of the KJC strategy will take place over a 3 to 5-year time frame.

**Conclusion/Next Steps:**

Successes planned to be reported at the December Council Study Session include:

<b>Ref.</b>	<b>Focal Area</b>	<b>Activity</b>	<b>By December Council Meeting</b>
<b>1</b>	<b>IT Service Management</b>	Progress on implementation of new ITSM solution	✓
<b>2</b>	<b>Risk Management</b>	Progress on Network Infrastructure Replacement Project and other quick wins	✓
<b>3</b>	<b>Information Security Strategy and Roadmap</b>	Progress on work plan items recommended in the tactical roadmap	✓
		Final Information Security Strategy and Roadmap. Security related work plan items for 2021	✓
<b>4</b>	<b>Disaster Recovery and Business Continuity Planning</b>	Finalize alternative to Texas backup with potential funding strategy and timeline	✓

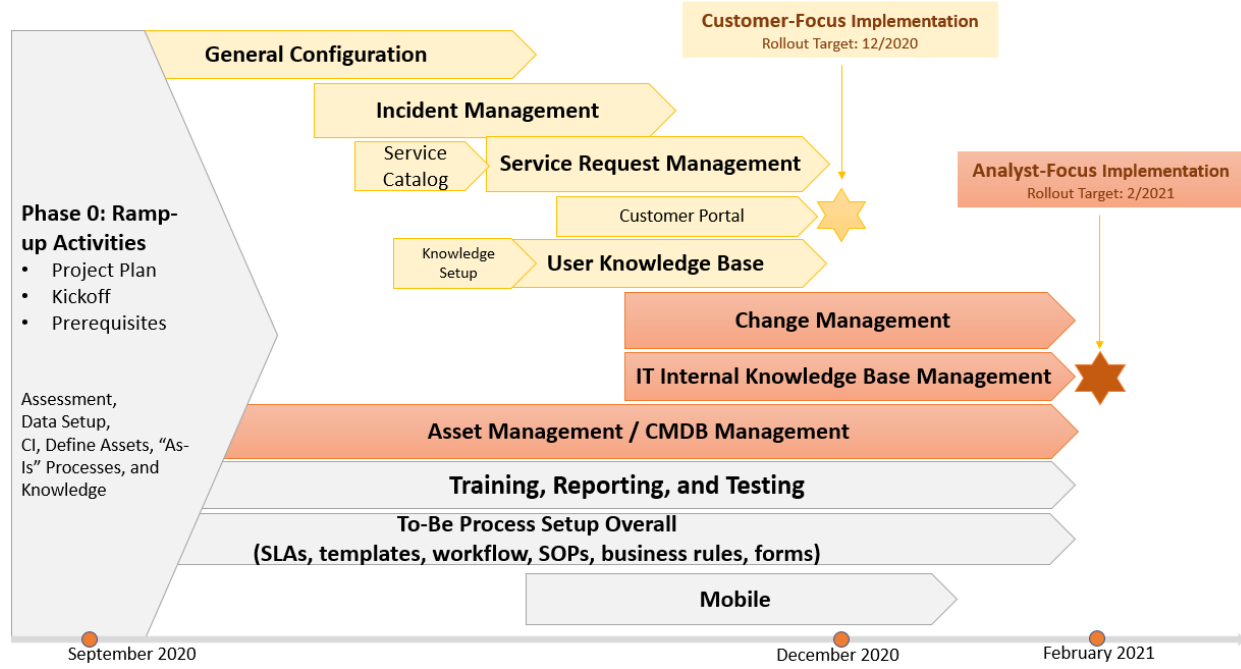
Attachments:

Attachment A – ITSM High Level Implementation Approach and Schedule

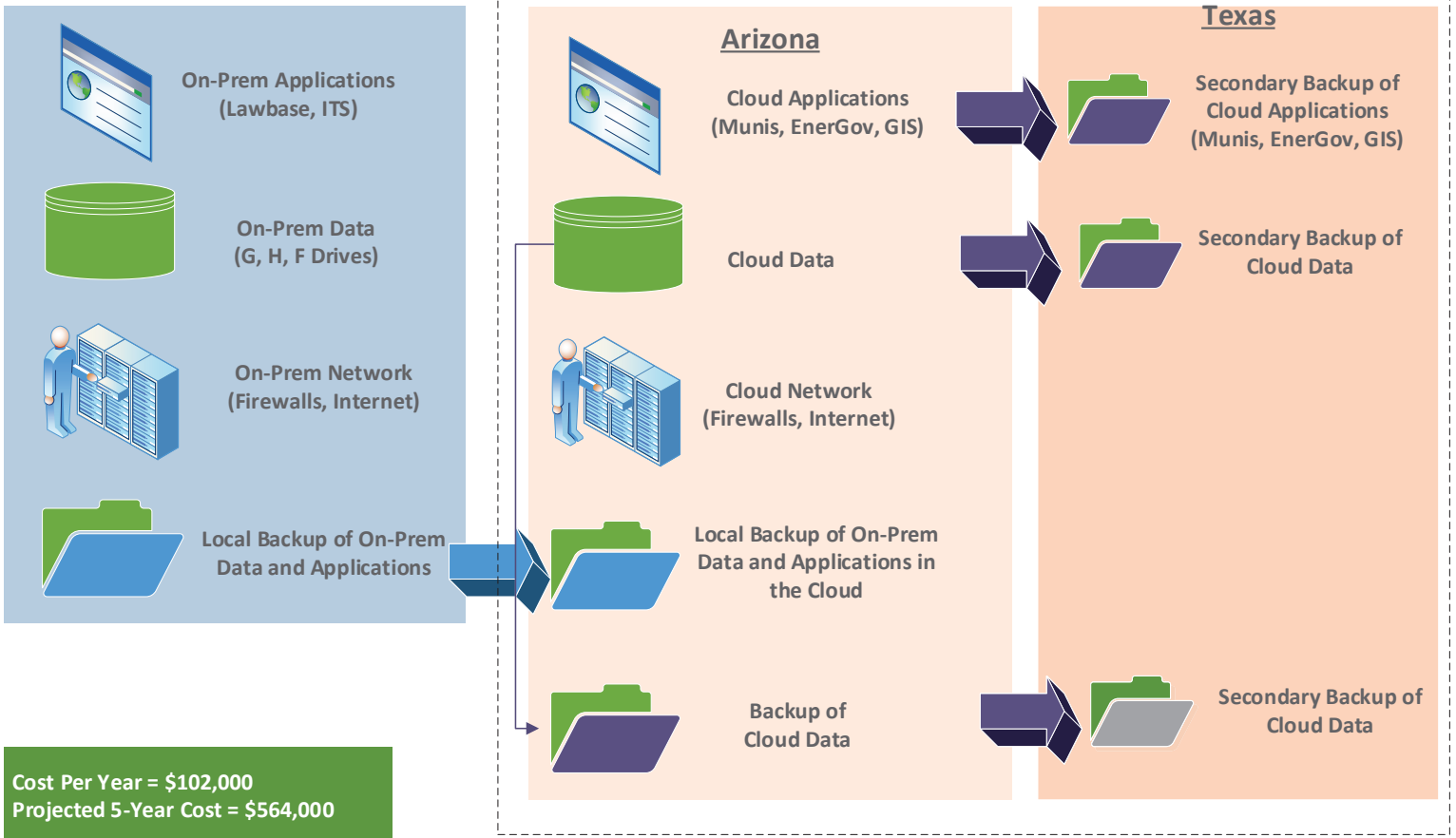
Attachment B - Current backup approach with a secondary backup in Texas

Attachment C – Recommended backup approach a secondary backup at the Kirkland Justice Center

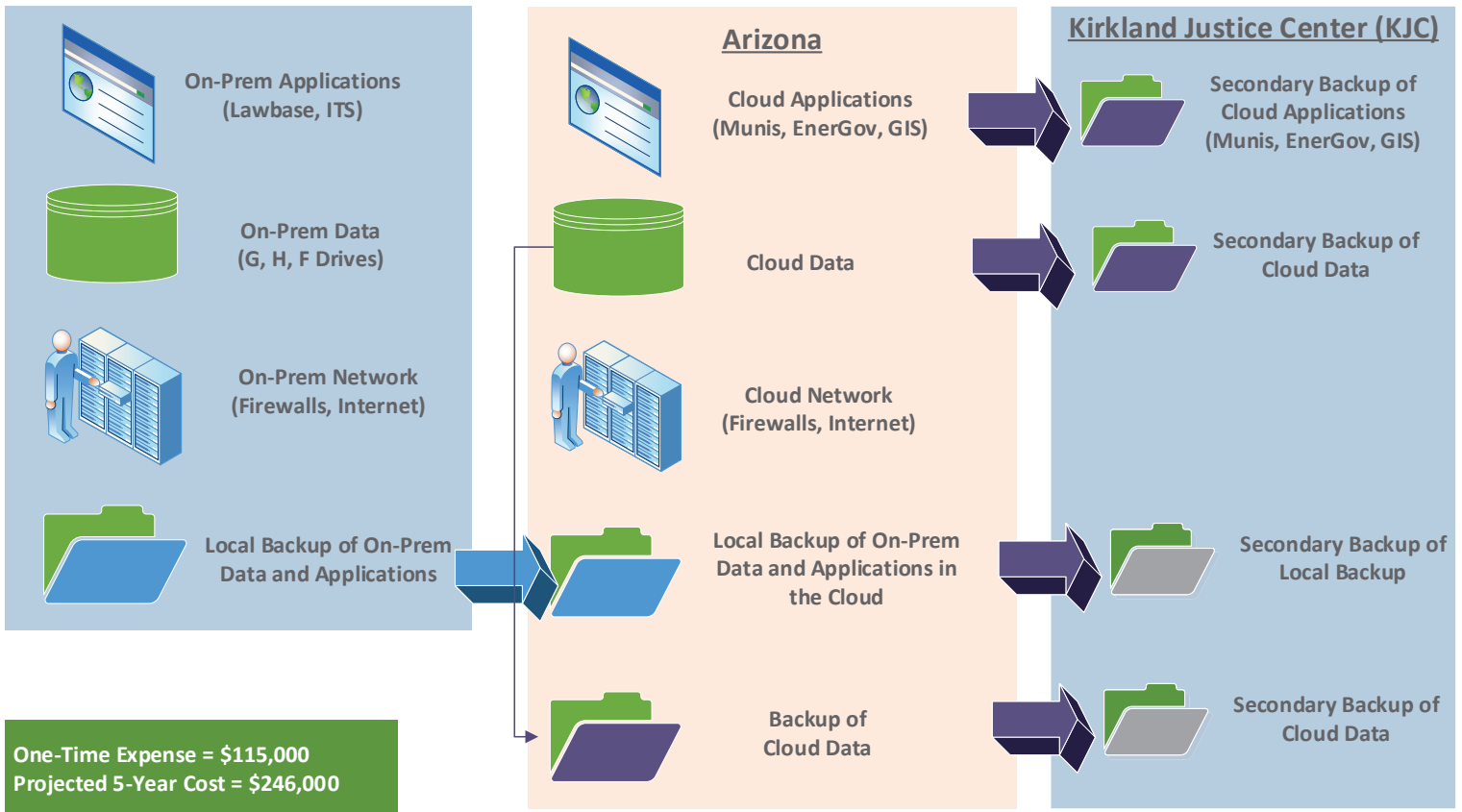
### Attachment A: ITSM (Summit AI) High Level Implementation Approach and Schedule



Attachment B: Current Backup Strategy with Texas



Attachment C: Recommended Backup Strategy





**CITY OF KIRKLAND**  
**City Manager's Office**  
**123 Fifth Avenue, Kirkland, WA 98033 425.587.3001**  
**[www.kirklandwa.gov](http://www.kirklandwa.gov)**

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## **MEMORANDUM**

**To:** Kurt Triplett, City Manager  
**From:** Tracey Dunlap, Deputy City Manager  
**Date:** September 3, 2020  
**Subject:** IMPACT FEE RATE UPDATE PRELIMINARY DISCUSSION

### **RECOMMENDATION:**

City Council receives a briefing from FCS Group, the City's impact fee consultant, on the preliminary results of the Park and Transportation impact fee updates. The initial calculation of a potential Fire Impact Fee will be brought forward separately for consideration. Staff is seeking to identify additional information needed and direction on policy issues; no action is requested on September 15. Council may also wish to postpone impact fee discussions until 2021 as described later in the memo.

### **BACKGROUND DISCUSSION:**

In 2015 as part of the Kirkland 2035 efforts, staff completed a major update to the Park and Transportation impact fees charged to new development, which incorporated the updated Comprehensive plan and related master plans. That study resulted in significant changes in the approach used in setting those fees:

- The methodology for Park impact fees was changed to assess new development a fee based on the replacement value of the existing overall park system, divided by population to determine the park value per person (investment per capita). These fees are collected from residential development only. While the Council at the time considered adding an impact fee for commercial (i.e. non-residential) development, that decision was deferred to a future update.
- Because of the multimodal nature of the Transportation Master Plan (TMP), a wider variety of transportation improvements were included in the calculation of Transportation impact fees and the fees were based on "person trips" rather than vehicle trips.

For reference, the detailed rate studies from 2015 are available at the link below:

[https://www.kirklandwa.gov/Assets/City+Council/Council+Packets/091515/10c\\_UnfinishedBusiness.pdf](https://www.kirklandwa.gov/Assets/City+Council/Council+Packets/091515/10c_UnfinishedBusiness.pdf)

At Council's direction, a new rate study was commissioned in 2020 and staff selected FCS Group through a competitive procurement to perform the evaluation with the following broad scope:

- Use the existing parks impact fee methodology to develop a parks impact fee study and provide an option to assess fees on non-residential uses;
- Use the existing transportation impact fee methodology to develop a transportation impact fee study; and
- Develop an impact fee methodology to develop a fire impact fee study and assess the feasibility of implementing the resulting fire impact fee.

The consultants will present an overview of impact fees and the draft results for Parks and Transportation at the September 15, 2020 Council meeting. The slides supporting that presentation are included as Attachment 1. The draft results for the potential Fire impact fee calculation will be brought forward at a future meeting.

The study is a collaborative effort between the consultant and City team, which includes representatives from Finance, Fire, Parks, Planning, and Public Works. The initial conclusions are that the Park Impact Fees can be raised substantially, and that updated Transportation Impact Fees may actually decrease for most categories. There is no requirement to update the fees in 2021 or 2022 and the current impact fee structure may be retained if the Council prefers. Staff and the consultant team will be available to answer questions and are seeking policy guidance from the Council on the following issues to inform the next steps:

- Should the Park Impact Fee be updated and increased and, if so, to what level?  
*Staff Recommendation:* Any increase should be phased in over time, with an initial increase of no more than 10%.
- Should a non-residential Park Impact Fee be implemented?  
*Staff Recommendation:* Staff is neutral as this is a policy decision. This does not increase revenues but shifts revenue collection among categories. If the Council chooses to implement, staff recommend adding the non-residential component proportionate to phased-in fee increase on the selected implementation date.
- Should the Transportation Impact Fees be changed based on the study results?  
*Staff Recommendation:* Defer consideration of changes until the Transportation Master Plan and projects are also updated to reflect the new King County growth projections.

#### *Updated Impact Fee Timing*

The initial Council decision to evaluate impact fees occurred prior to the COVID-19 pandemic and economic impacts. Since then, the Council has provided direction to not increase taxes, fees or utility rates in 2021 to help Kirkland residents and businesses recover. New taxes, fees and rates are not being considered until 2022. The Council may wish to consider impact fees in the same context. If the Council does not want to increase impact fees in 2021, staff would recommend postponing the policy and financial discussions around each of the impact fees until the first six months of 2021, with implementation occurring in January of 2022.

Based on Council feedback on September 15, staff will determine next steps including what public process is needed.



# Kirkland Comprehensive Impact Fee Update

**John Ghilarducci, Managing Principal**  
**Doug Gabbard, Technical Task Manager**  
**Luke Slaughterbeck, Senior Analyst**

**September 15, 2020**





# Agenda

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**What is an Impact Fee?**

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**Statutory Basis**

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**Calculation Framework**

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**Results      Parks - Update**

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**Transportation - Update**

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## What is an Impact Fee?

### An Impact Fee:

- Is a payment of money **imposed upon development** as a condition of development approval
- Pays for public facilities needed to serve new growth and development, and that are **reasonably related to the new development** that creates additional demand and need for public facilities
- Is a **proportionate share** of the cost of the public facilities, and that is used for facilities that reasonably benefit the new development
- Does not include a reasonable permit or application fee
- Only applies to incremental development

## Statutory Basis

### Authorized by the Growth Management Act

- RCW 82.02

### RCW 82.02.050(2)

- “The financing for system improvements to serve new development must provide for a **balance between impact fees and other sources of public funds** and cannot rely solely on impact fees”

## Statutory Basis

### RCW 82.02.050(3)

- System improvements must be **reasonably related** to the new development
- Impact fees cannot exceed a **proportionate share** of system improvement costs
- System improvements must **reasonably benefit** the new development

## Statutory Basis

### RCW 82.02.060(3)

- Credit for the value of system improvements that developers are required to make

### RCW 82.02.070

- “Earmarked . . . and retained in special interest-bearing accounts”
- “Expended only in conformance with the capital facilities plan element of the comprehensive plan”
- Ten-year limit on spending



## Affordability Considerations / Exemptions

### **RCW 82.02.060(3)**


- A local government “may provide an exemption from impact fees for low-income housing.”
- Partial exemption of not more than eighty percent of impact fees, no “backfilling” required
- City already does this (KMC 27.04.050 (7)).

**ADUs are exempt (KMC 27.04.050 (3)).**

**Community-based human services agencies...such as providing employment assistance, food, shelter, clothing, etc. are exempt.**

- Reimbursed from non-impact fee sources

## Calculation Framework

$$\text{Impact Fee} = \frac{\text{allocable capital cost}}{\text{applicable customer base}}$$


Numerator should represent total capital cost of serving the customer base growth in the denominator.

Denominator should represent total customer base growth that will be served by the projects in the numerator.

## Specific Methodologies Differ

<b>Parks</b>	<b>Transportation</b>
<ul style="list-style-type: none"><li>● <b>Historical investment approach</b></li><li>● <b>Evaluated against growth-related portion of 6-year capital plan</b></li><li>● <b>Applied to dwelling unit type by occupancy and non-residential by employment</b></li></ul>	<ul style="list-style-type: none"><li>● <b>Planned projects allocated to growth using BKR (Bellevue-Kirkland-Redmond) Model</b></li><li>● <b>Trip growth forecast using BKR model and Institute of Transportation Engineers (ITE) Trip Generation Manual</b></li><li>● <b>Applied to multiple land uses by trip generation</b></li></ul>

\* Multi-family includes all housing types except detached single-family units



# Parks Calculation

## Parks Capital Value per Person / RE

	Previous Study	Current Study
Value of Parks Inventory	\$ 338,118,273	\$ 631,394,537
Population / Residential Equivalents	82,590	96,121
<b>Capital Value Per Person / RE</b>	<b>\$ 4,094</b>	<b>\$ 6,569</b>



## Value of Parks Needed for Growth

	Previous Study	Current Study
Capital Value per Person / RE	\$ 4,094	\$ 6,569
Growth of Population / REs	4,320	1,289
<b>Investment Needed for Growth</b>	<b>\$ 17,685,809</b>	<b>\$ 8,466,310</b>



## Adjustment for Consistency with CIP

	Previous Study	Current Study
Cost of CIP Projects that Add Capacity	\$ 6,857,400	\$ 16,935,710
Investment Needed for Growth	17,685,809	8,466,310
<b>Adjustment Percentage</b>	<b>39%</b>	<b>100%</b>







## Parks Calculation

### Growth Cost per Person / RE

	Previous Study		Current Study	
Capital Value per Person / RE	\$	4,094	\$	6,569
Adjustment Percentage		39%		100%
<b>Growth Cost per Person / RE</b>	<b>\$</b>	<b>1,587</b>	<b>\$</b>	<b>6,569</b>



	Previous Study		Current Study (w/o nonresidential)		Current Study (w/ nonresidential)	
Single-Family	\$	3,968	\$	17,496	\$	16,501
Multi-family		3,016		11,845		11,172
Residential Suite		N/A		6,268		5,912
Per Employee		N/A		-		720

## Parks Key Points

**Increase in property values leads to higher impact fee cost basis**

**Parks plan size allows large number of impact fee eligible projects**

**Fees represent maximum allowable charge**

- Council can adopt “up to” calculated fees



## Parks Regional Comparison

Parks Impact Fee Comparison	Single Family Residence		Multi-Family
<b>Kirkland (calculated maximum)</b>	\$	16,501	\$ 11,172
Issaquah		9,107	5,591
Sammamish		6,739	4,362
Redmond		4,738	3,289
Kirkland (existing)		4,391	3,338
Shoreline		4,090	2,683
Renton		3,946	2,801
Vancouver		2,379	1,739
Bellevue		N/A	N/A



## Transportation Calculation

Project Category	Project Cost	Allocable to Growth	Allocable to Kirkland
Roadway	\$ 110,612,180	\$ 82,466,756	\$ 47,276,737
Non-Motorized	112,858,817	30,471,881	30,471,881
Transit	12,050,300	3,253,581	3,253,581
Transit/Roadway	13,880,100	13,386,100	8,310,055
<b>Total</b>	<b>\$ 249,401,397</b>	<b>\$ 129,578,317</b>	<b>\$ 89,312,254</b>

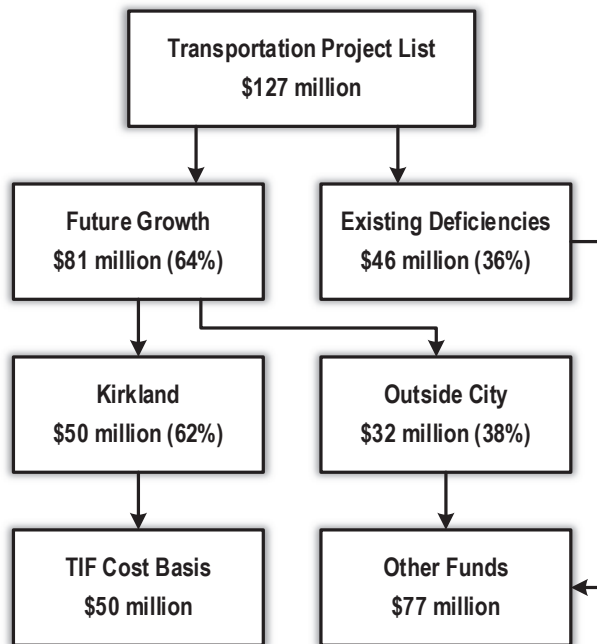
<i>less: Existing TIF fund balance</i>	\$ (1,660,800)
<b>Net Allocable Growth Cost</b>	<b>\$ 87,651,454</b>

<b>New PM Peak-Hour Person Trip Ends</b>	<b>24,173</b>
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<b>Cost per New Person Trip End</b>	<b>\$ 3,626</b>
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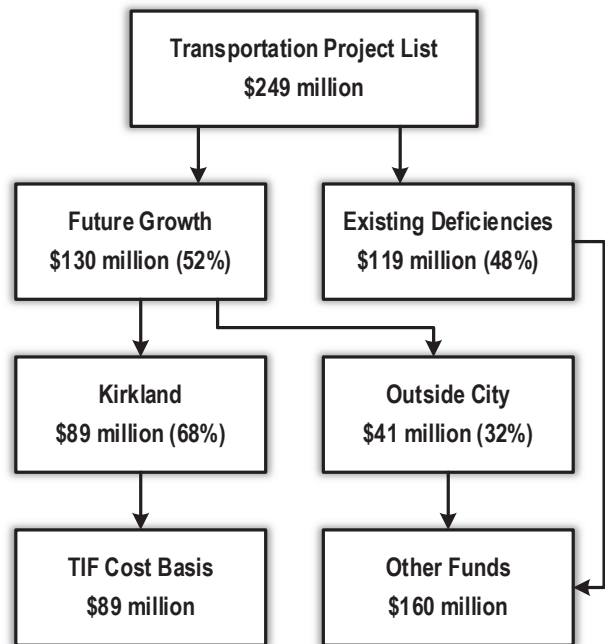
# Comparison to Previous

## 2015 Study



$\$50,127,787$  Cost Basis  
 $\div 15,000$  Person Trip Growth  
 $\$3,341.85$  TIF / P-HPTE

## 2020 Study



$\$89,312,254$  Cost Basis  
 $87,651,454$  Adjusted for F.B.  
 $\div 24,173$  Person Trip Growth  
 $\$3,626.08$  TIF / P-HPTE



## What Changed?

- Washington Office of Financial Management released new population projections in 2017
- King County 5-year growth exceeded expectations by more than 100,000
- Jurisdictions are required to use OFM projections in planning

### Trip Forecast Comparison

Previous Study		Current Study	
Person Trip Ends	15,000	Person Trip Ends	24,173

### Population Forecast Comparison

Previous Study		Current Study	
KC Pop. Proj. (2035)	2,350,576	KC Pop. Proj. (2035)	2,589,545
Est. Kirkland Share	102,080	Est. Kirkland Share	107,332
Growth from 2020	11,420	Growth from 2020	16,672



## Sample Fees for Specific Land Uses

Land Use	Unit	Current	Calculated	Difference
Single-family Residential	D.U.	\$5,830	\$5,446	(\$384)
Multi-family Housing	D.U.	\$3,324	\$2,802	(\$522)
Hotel	Room	\$3,997	\$8,202	\$4,205
General Office Building	S.F.	\$9.27	\$6.76	(\$2.51)
Fast Food Restaurant (w/drive through)	S.F.	\$45.74	\$96.71	\$50.97
Shopping Center	S.F.	\$5.75	\$17.62	\$11.87

## **Transportation Key Points**

**Increased Cost Basis over Previous Study, but...**

**Growth in Trip Ends of 65%**

- This results in slightly higher cost per person trip
- Consistent with how fee is applied
- Includes update for residential suites





## Transportation Regional Comparison

City	Cost per Single-Family Residence
Sammamish	\$ 15,203
Issaquah	10,230
Renton	7,820
Redmond	7,357
Bellevue	6,854
Shoreline	6,567
Kirkland (existing)	5,830
<b>Kirkland (calculated)</b>	<b>5,446</b>

## **John Ghilarducci**

Managing Principal  
johng@fcsgroup.com

## **Doug Gabbard**

Technical Task Manager  
doug@fcsgroup.com

## **Luke Slaughterbeck**

Senior Analyst  
luke@fcsgroup.com

[www.fcsgroup.com](http://www.fcsgroup.com)





**CITY OF KIRKLAND**  
**Planning and Building Department**  
**123 5th Avenue, Kirkland, WA 98033**  
**425.587.3600- [www.kirklandwa.gov](http://www.kirklandwa.gov)**

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## MEMORANDUM

**To:** Kurt Triplett, City Manager

**From:** Janice Coogan, Senior Planner  
Adam Weinstein, AICP, Director of Planning and Building Department  
Jeremy McMahan, Deputy Director of Planning and Building Department

**Date:** September 4, 2020

**Subject:** Draft Comprehensive Plan amendments to Market, Norkirk, and Highlands Neighborhood Plans and Market Street Corridor Plan, File No: CAM19-00112 #12

### Staff Recommendation

1. That City Council consider the Planning Commission's recommendation to approve the enclosed draft Market, Norkirk, and Highlands Neighborhood Plans and the Market Street Corridor Plan chapters of the Comprehensive Plan. The draft plans will be combined with other proposed citywide amendments to the Comprehensive Plan (to be discussed at a future City Council meeting) for final adoption under one ordinance at the end of the year.
2. Provide direction to staff on suggested implementation ideas from neighborhood plan update process discussed in the Implementation Section within this memo, and whether to add these tasks for consideration on the next Planning Work Program.

### Background

#### Planning Process

In 2019, Planning staff were tasked with updating the three neighborhood plans. Neighborhood Plan chapters in the Comprehensive Plan are updated on a cyclical basis within an 8-year timeframe. The process is an opportunity for neighborhoods to revisit the vision statement and policies to determine if they still reflect the values for the future growth of the neighborhood and describe what is unique about the neighborhood in relation to other areas of the City. Neighborhood plan policies help guide land use and zoning as well as identify capital improvement infrastructure that may be unique to the neighborhood.

The legislative review process (Process IV) for amending the Comprehensive Plan is contained in the Zoning Code. The Planning Commission conducts study sessions, a public hearing to receive public comments on the draft plans, then makes a recommendation to City Council for a final decision. Follow-up code amendments or rezones are often proposed to implement the revised plans.

### *Neighborhood Plan Update Framework Guide*

To help guide the planning and public outreach process (and to allow for a more streamlined plan update process), City staff and the neighborhoods followed the [Neighborhood Planning Framework document](#). The Framework describes the expectations for the process for all involved, contains suggested policies for the neighborhood to consider, a typical schedule, tasks, public outreach options, and format for the plans.

### *Public Outreach*

The public outreach and planning process for all three neighborhood plans and the Market Street corridor plan are being conducted concurrently to allow for more holistic consideration of shared planning issues and to allow neighborhood plans to be updated more frequently. The vast majority of the public outreach process for the plan occurred before the onset of the current COVID-19 pandemic.

#### Public outreach highlights:

- Mailed a postcard to property owners and residents
- Established a working group of representatives from each neighborhood association
- Conducted two focus groups that delved deeper into concerns people have about the design of newer single-family homes and the Market Street Corridor
- Held a public workshop on a Saturday so people who work during the week could attend.
- Conducted an online survey for those who could not attend the workshop. Results from the workshop and survey are available on the [project webpage](#).
- Attended neighborhood association meetings to solicit input from members
- Each neighborhood association has been very active in the update process and in working with staff to edit and refine the draft plans.

[The February 27, 2020 Planning Commission meeting packet](#) provides more detail about the public outreach and participation process conducted since January 2019.

### Public Comment Themes Common to All Three Neighborhoods

To reduce redundancy in this memo, more detail of the key issues expressed by each neighborhood is included in the [February 27, 2019 Planning Commission meeting packet](#). Below is a summary of the key public comment themes:

- Support for ADU's and Other Missing Middle Housing (recently adopted) as long as these options are compatible with the look and feel of single-family neighborhoods.
- Put regulations in place to mitigate the design of newer, modern single-family houses. Some people dislike the design of new modern style homes because of their perceived bulk, mass, size, and boxy look. The Single-Family Design Focus Group discussed these issues and suggested a few code amendments that could be explored (see conclusions from this focus group on the project webpage). As an outcome of the focus group, a new policy was added to each neighborhood plan to study potential future code amendments to address these concerns (see Implementation Section below).

- Sidewalks should be completed where missing. Comments described locations where people desire to have roadway segments without sidewalks completed. These comments were forwarded to staff working on the in-progress Safer Routes to School Action Plan and Active Transportation Plan.
- Transportation Concerns:
  - Reduce vehicle traffic or speed of traffic through neighborhoods (Market Street, Waverly Way, 1<sup>st</sup> Street).
  - Improve transit service especially during evening hours (Routes 236,255).
  - Provide safer walking routes to schools. Comments were forwarded to staff working on the in-progress Safer Routes to School Action Plan and Active Transportation Plan.
  - Provide pedestrian connections to the new Sound Transit Station at I-405 at NE 85th Street freeway interchange. New connections to the BRT station will be evaluated as part of the in-progress Station Area Plan.
  - Improve pedestrian and bike connections network (especially to schools). Pedestrian and bicycle related public comments have been forwarded to Public Works Department Neighborhood Services and Transportation Division staff to incorporate into the separate citywide processes to update the Active Transportation Plan, Safer Routes to School Action Plan
  - The City, rather than adjoining property owners, should pay for the cost of paving all gravel alleys.

On August 27, 2020, the Planning Commission held a virtual public hearing to receive comments on the draft plans. Here is a [hyperlink](#) to the August 27, 2020 meeting materials including: staff memo describes the planning process, key changes to the plans, public outreach activities, criteria for amending the Comprehensive Plan, compliance with State Environmental Policy Act and Department of Commerce review, and equity impact assessment of the neighborhood plan policies. Here is a [link](#) to the audio from the public hearing. Public comment emails and letters received after distribution of the August 27, 2020 meeting packet are included in Attachment 5.

Many of the concerns expressed pertain to specific infrastructure improvements or concerns with location-specific traffic operations and do not warrant new or revised policies in the neighborhood plans. Many of the issues can be addressed through ongoing City programs, maintenance requests, code enforcement programs or existing regulations.

### **Proposed Changes Common to all Four Plans**

Overall, staff found that neighborhood residents and workers are generally satisfied with their existing neighborhood plans, resulting in few new policy changes. No citizen amendment requests for land use changes or rezones were received. Attachments 1-4 are clean copies of the draft plans with major edits or new policy ideas in each plan shown in **yellow** highlighted text. Some additional edits are shown in strikethrough and underlines in response to comments at the public hearing.

Changes common to all the plans:

- *New Streamlined Format* - Plans reduce redundant text, combine or eliminate goals and policies that duplicate material found in citywide Comprehensive Plan policies.
- *Maps, figures and photos will be updated with the final format* - For adoption new photos added with the new reader-friendly format (see example of [Rose Hill Neighborhood Plan](#)).
- *History Sections were updated with help from the Kirkland Heritage Society.*
- *Vision Statements were updated to reflect current neighborhood priorities.*
- *A new policy suggested by the Single-Family Design Focus Group* is included in all three neighborhood plans to request the City study Zoning Code amendments to encourage new housing to be more compatible in scale and mass with existing development and allow sufficient light, air, and privacy between structures (to respond to the concerns about modern, tall, bulky, boxy houses). The policy supports a future work program item to study techniques such as adding daylight plane regulations, upper story setbacks, and additional revisions to the floor area ratio (FAR) regulations.
- *References to the Citywide Active Transportation Plan or Safer Routes to School Plans* currently being updated. All bicycle systems maps were updated to include the bicycle greenways planned for each of the neighborhoods consistent with the Transportation Element.

**Differences Between Existing and Proposed Draft Plans**

This section provides a summary of the changes between the existing and proposed draft plans.

**A. Market Neighborhood Draft Plan Changes (Attachment 1)**

In the Market Plan, new text and/or policies were added to:

- Describe the predominately single-family character of the neighborhood and ensure the protection of this character as smaller infill housing types are integrated into the neighborhood (see Vision Statement and Policy M-10) including characteristics such as use of varied architectural styles and roof angles, houses that are proportionate in size to their lot, with generous setbacks from the street, well maintained landscaping and off-street parking. Avoiding potential adverse impacts of infill development such as reductions in light/privacy, increased traffic, reduced parking and surface water issues. Prior to the public hearing, the neighborhood association had additional edits to this policy (included in Attachment 1).
- Transportation related issues including minimize cut-through traffic and speeding on neighborhood streets, using traffic control devices (Policy M-18).
- Intersection and pedestrian safety (especially on and off Market Street). Concern for areas where new sidewalks and curbs are being installed intermittently, resulting in narrower driving lanes, making it challenging for vehicles to pass each other on the street (Policy M-19).

- Unique to this neighborhood plan is a new Priorities Section 9 that describes key issues that the neighborhood wants to emphasize as priorities, including: public safety on streets, sidewalks, bike lanes, the planned Greenway on Waverly Way, preserving the existing single family character of the neighborhood, and continuing to involve and consult with the Market Neighborhood Association and neighborhood residents in the planning and development review process.

***B. Norkirk Neighborhood Draft Plan Changes (Attachment 2)***

In the Norkirk Plan, new text and/or policies were added to:

- Update the historic building inventory on a regular basis (in an upcoming Comprehensive Plan update, a policy should be added to the general Community Character Element Historic Section) (Policy N-4).
- Protect notable trees and groves of trees, which is a revision to an existing policy encouraging retaining tree canopy (and is a citywide goal, reflected in regulations contained in the KZC Chapter 95) (Policy N-9).
- Prohibit new retail storage businesses in the LIT zone because the centrally-located area is better suited to active uses housing small businesses, services, and jobs (Policy N-19). As part of the Station Area Plan, staff will evaluate the type of land use, zoning or other changes in the LIT area to support the BRT Station and to allow more pedestrian development for “eyes on the street” safety and pedestrian orientation.
- Promote land uses, mobility improvements and new infrastructure (pedestrian connections, sidewalks, bike access, vehicle drop-off, etc.) to support neighborhood connections to the I-405/NE 85th Street Bus Rapid Transit Station (Policy N-23).
- Promote shared parking arrangements between city and other public or non-profit facilities, and businesses to encourage efficient utilization of surface parking lots in the neighborhood including City Hall, Maintenance Center, schools, and churches (Policy N-24).
- Describe pedestrian connections to the Cross Kirkland Corridor (CKC) from the Highlands neighborhood consistent the Parks PROS Plan, CKC Master Plan, and shown on the adopted Citywide Connections Map (Policy N-34).

***C. Market Street Corridor Draft Plan Changes (Attachment 3)***

The Corridor Plan is an overlay district that generally encompasses a depth of one parcel on the east and west sides of Market Street. Parcels on the east side of Market Street are in the Norkirk neighborhood and parcels on the west side of the street are in the Market neighborhood.

The Land Use Element Chapter of the Comprehensive Plan defines the Market Corridor District as a neighborhood-oriented mixed-use residential and commercial area. Zoning Code regulations for the [MSC 1-4 zones](#) allow for a mix of office, detached or attached residential, small scale retail (limited in size), restaurants and other uses. Depending on the zone and development proposal, Design Review is either administrative using the [Design](#)

[Regulations in KZC Chapter 92](#) or through the Design Review Board review process using the [Design Guidelines](#) for the [Market Street Corridor](#).

In the Market Street Corridor Plan, new text and/or policies were added to:

- Refine the overview section and vision statement.
- Encourage development to be compatible with the neighborhood using multi-family and commercial development standards (Policy MS-7).
- Describe the maximum number of stories that is appropriate along the Corridor that existing MSC 1-4 zoning regulates (ranges from 2-3 three stories) (Policy MS-8).
- Evaluate the existing parking requirements in the MSC zones to encourage more commercial uses. (Policy MS-9). This was an outcome of the MSC Focus Group. The Planning Commission expressed concern about the loss of restaurants (such as the Market Street restaurant) and commercial properties along the Market Street Corridor converting to residential uses reducing the amount of food services and community gathering places within walking distance of residential neighborhoods. Reasons for these conversions may include property owners receiving higher property values for residential development, the higher Zoning Code parking requirements for restaurants, the economic viability of the business because of the location, or small parcels sizes. While staff has not heard concerns from the development community, the existing parking requirements may pose an obstacle to redevelopment along the Market Street Corridor which is characterized by relatively small lot sizes with room for meeting parking requirements. *See Implementation Section below.*
- Retain and improve maintenance of trees in the Market Street center median (Policy MS-16).
- Improve vehicle access to Market Street (Policy MS-19).

*D. Highlands Neighborhood Draft Plan Changes (Attachment 4)*

A key concern raised by the Neighborhood Association is opposition to future transit on the Cross Kirkland Corridor (CKC). However, this position is contrary to the citywide policies stated in the CKC Master Plan, Transportation Element of the Comprehensive Plan and City Council, which support a multi-modal CKC that could include future transit and connect to the regional transit system. In addition, Sound Transit owns an easement over the CKC to reserve the potential for future transit use.

New text and/or policies were added to:

- Add a sentence to Vision Statement explaining that the vision is for the future not describing the current conditions and revised the Vision Statement to include connections to the BRT station at I-405/NE 85<sup>th</sup> Street.
- Promote protection of notable trees and groves of trees in addition to the citywide goal of retaining tree canopy (Policy H-7).
- Promote land uses, mobility infrastructure (pedestrian connections, bike access, etc.) to support the BRT station at I-405/NE 85<sup>th</sup> (Policy H-14).



- Support development of the CKC for pedestrian and bicycles and describe locations for pedestrian connections from the Highlands neighborhood to the CKC (consistent with the Parks PROS Plan, CKC Master Plan and shown on the adopted Citywide Connections map) (Policy H-24).

### **Implementation Ideas or Potential Code Amendments Associated with Plans**

A preliminary list of potential code amendments or other implementation ideas has emerged to study with a future Planning Work Program. Work program priorities and direction from Planning Commission and City Council will need to occur before undertaking these tasks:

1. Citywide: Add Daylight Plane requirements or other development regulations to address bulk/mass/daylight concerns related to new single-family development.  
*Staff comment: This issue will be needed to be studied carefully to avoid potential conflicts with housing production.*
2. Norkirk LIT zone: Prohibit retail storage uses (originally suggested by Karen Engerston with support from others; see public comments from August 27<sup>th</sup> public hearing and Attachment 5). There are two existing storage facilities in the Norkirk LIT zone. The neighborhood plan working group expressed concern that these uses absorb land in close proximity to Downtown that could be more effectively utilized for small businesses, needed services, and jobs close to where people live and transit access (BRT, Downtown transit center, Cross Kirkland Corridor (CKC)). This task would also evaluate other uses that may be inconsistent with the neighborhood vision.  
*Staff comment: The Station Area Plan will be evaluating this issue, and follow-up code amendments may be warranted. The uses are already prohibited Citywide on properties within 150' of the CKC.*
3. Market Street Corridor and Neighborhood Business Districts: Conduct a Citywide study of all neighborhood business districts including the Market Street Corridor to preserve and encourage smaller-scale, neighborhood-serving retail or restaurant uses in these areas and reduce conversion into residential uses.

*Staff comment: This task is an outcome of the Market Street Corridor Focus Group and Planning Commission recommendation (see Market Street Corridor Plan section above). One of the goals of the study would be to determine the right balance of commercial and residential uses for the Market Street Corridor. The study could evaluate potential Zoning Code incentives and/or requirements for neighborhood commercial districts. That could include reduced parking requirements (would need to assess potential impacts of spill over parking in neighborhoods), street level of building requirements to include a percent of retail, food services or other desired uses (would need an economic feasibility analysis to determine the market demand and economic viability or such uses). Depending on the scope of the study, financial resources may be necessary to hire professional services to assist staff. This task, if pursued, would need adjacent neighborhood support before pursuing to be prioritized among other work program tasks.*

**Questions for City Council**

1. *Do you have additional edits staff should incorporate into each plan?*
2. *Do you have an opinion about the implementation and code amendment ideas?*

**Next Steps**

Staff will bring the plans back for final adoption, including any changes directed by Council, with the other annual citywide Comprehensive Plan amendments tentatively scheduled for final adoption December 8, 2020.

**Attachments:**

1. Market Neighborhood Plan Draft
2. Norkirk Neighborhood Plan Draft
3. Market Street Corridor Plan Draft
4. Highlands Neighborhood Plan Draft
5. Public comments received post PC public hearing packet distribution

cc:

File Number CAM19-00112 #12  
Neighborhood Update Working Group

# XV.K. Market Neighborhood Plan

*Draft #2 August 24, 2020-Revised for public hearing*

*Note: This document incorporates suggested revisions to the Market Neighborhood Plan from the Market Neighborhood Association and staff received prior to the public hearing. This draft replaces the version that is included in the Planning Commission materials for the August 27, 2020 public hearing.*

*Deleted text is shown as ~~strikeout text~~. New text is shown as underlined text. New policies or paragraphs with major text edits are indicated by **yellow highlights**.*

*Map figures will be consistently numbered and new photos added with captions with the final format at time of adoption.*

This draft of the revised Market Neighborhood Plan incorporates input from the public outreach activities conducted since January 2019, city staff, and representatives from the Market Neighborhood Association. In addition to edits to the existing neighborhood plan, other changes include combining goals and policies to reduce redundancy and renumbering the policies. Photos will be updated in the final format at time of adoption.

## 1. Overview

**New:** The Market Neighborhood is bounded by Market Street and the Market Street Corridor on the east, Lake Washington on the south and west, and Juanita Bay on the north. The development pattern is well established with single-family homes throughout the neighborhood, while commercial and multifamily uses are located along the Market Street Corridor south of 18th Avenue West.



## 2. Vision Statement

The Market Neighborhood is much beloved by its residents. Their vision for the future is to preserve the many unique elements that make this neighborhood highly livable, while contributing to progress on community priorities in a manner that is both consistent with, and enhancing of, the existing neighborhood character.

There are many notable assets of the Market Neighborhood. The Market Neighborhood adjoins downtown Kirkland, and sits adjacent the commercial corridor of Market Street, which provides access to public transportation. Bordering Lake Washington, the neighborhood provides public water access, and beautiful lake, city and mountain views that are enjoyed by both residents and the greater community. Importantly, the neighborhood has five parks, Heritage, Lake Avenue West, Waverly, Kiwanis, and Juanita Bay, where the public can enjoy extensive open spaces, walking paths, tennis courts, beaches, and wildlife viewing in natural habitat. The neighborhood is rich in historic buildings and residences, and the housing stock is consistently

Page 20  
characterized by single-family residences. Many mature trees have been preserved, and still public and private westerly views abound along the neighborhood's topography that slopes down to the lake. Routes for bicycles and pedestrians are present, although partially developed, with valuable potential for future north-south connections. Most of all, residents of the Market Neighborhood feel a strong sense of connection and community with their neighbors, who span multiple generations of civic-minded residents.

Matters of shared concern among residents of the Market Neighborhood include preserving the single-family character of residences as Kirkland seeks to accommodate growth and appropriate density increases. Street safety for school children and other pedestrians is another issue of concern, in part because of increased traffic, increased on-street parking, and the lack of contiguous sidewalks throughout the neighborhood. And finally, residents are keenly interested in the proposed Greenway along Waverly Way and up Sixth Street West, which could be both a neighborhood and community asset if appropriately implemented.



July 2006 Annual Independence Day Parade Crossing Central Way onto Market

### 3. Historic Context

*This section was revised with input from the Kirkland Heritage Society:*

The Market Neighborhood is one of the most historic in the City of Kirkland and has had a significant role in the development of the city starting in the late 1880s when a majority of land was purchased to be part of Peter Kirk's new town. The area west of Market Street was to be a neighborhood based on social principles emerging in England to combine worker and executive housing into one neighborhood. The new Kirkland town center was at the intersection of Market Street and Piccadilly (7th Avenue). This intersection continues to be one of the most historically significant in Kirkland.

The Hotel Jackson was the brick building on the corner of Market and 7th Avenue where the Leland building sits today. This hotel was state of the art when built in 1890, featuring a large theatre on the top floor, stately hotel rooms on the second floor, and retail space on the street level. The hotel was built by Capt. Daniel B. Jackson, great grandfather of Washington State's past governor Daniel Jackson Evans. The Jackson Theatre later ran silent movies and was the first movie theatre on the eastside. The theatre and hotel eventually became the Gateway Theatre and Hotel. The 1891 Sears Bank building at 701 Market Street was built by Joshua Montgomery Sears of Boston.

#### **Homesteads in the 1870s**

The land homesteaded in the 1870s by Andrew and Susannah Nelson and their son Christian Nelson as well as the Cedarmere tract included all of the land from Lake Washington to First Street. The Nelsons built a small white frame house on the property at the northeast corner of Market and Central (about where the communications building is now located at 212 Market Street).

#### **Kirkland Land and Improvement Company**

Between 1888 and 1890, Peter Kirk's Kirkland Land and Improvement Company purchased many of the homesteads to begin the proposed new city which would support the construction of the steel mill on Rose Hill near Forbes Lake. In 1889, a number of homes for both steel mill workers and administrators were built in the Market Neighborhood although few of the roads were built until years later. In 1890 the original plat prepared by John Kellett, Kirk's engineer, established the street layout

that is evident today. Peter Kirk's original Victorian home was built on the southern corner of 2nd Street West and 5th Avenue West before being sold to Burke & Farrar who dismantled the home and built two large family homes on Waverly Way. The Kirk home is the logo for the Kirkland Heritage Society. The Loomis home located at 304 8th Avenue West is one of the the last remaining Queen Anne Victorian Homes in Kirkland.

In 1892, the Seattle Woolen Mill opened on the lake shoreline in the Market Neighborhood. C.C. Filson opened a store with Albert Timmerman next to the Sears Building. When the 1897 Gold Rush came, Filson moved to Seattle and opened the historic C.C. Filson which is still in business today. Filson sold goods from the Kirkland woolen mill.

In 1893 the nationwide depression wiped out Peter Kirk's dream of Kirkland becoming the "Pittsburgh of the West" as the financial backing stopped and the steel mill closed without ever having produced steel. Very little development occurred in Kirkland until after 1910, but even though times were tough, the citizens voted to incorporate in 1905.



Peter Kirk Mansion Boom Development 1910 – 1930 – Burke and Farrar

One of the most significant eras of development in Kirkland was from 1910 through the 1930s, after Burke and Farrar, Seattle developers, purchased Peter Kirk's remaining holdings. Although this era coincided with the national popularity of the Arts and Crafts movement and the construction of bungalow and craftsman-style homes, the Market Neighborhood was not as impacted by their development as the adjacent Norkirk Neighborhood.

**Change of Street Names**

In the late 1920s, the street names defined in the original Kirk Plat were changed to the present naming system to facilitate public safety. The street signs installed in 1999 and 2000 reflect the original historic names. Examples of these include: Market Street – a traditional name assigned to the agricultural roads that led from the farms to the market place – in this case, the ferry to Seattle. Waverly Way also retained its original name. Streets reflecting the English roots of Kirk and Kellett included: 5th Avenue West – Bond Street; 8th Avenue West – Regent Street; and 4th Street – Fleet Street. Other streets were named after states: 17th Avenue West – Oregon Street; and some after presidents: 7th Street West – Monroe Street.



### Schools on the Waverly Site (now Heritage Park)

The Union A High School or Kirkland High School was built in 1922 with the first graduating class in 1923. It served as the high school until 1950 when the new Lake Washington High School was built. The building served as a junior high after the high school moved. In the early 1970s the older portion of the building was destroyed by fire and demolished. However, the historic terraced land remains today in Heritage Park. In 1998 the Christ Science Church was moved from 1st Street to the southern corner of Heritage Park. This iconic building, known as Heritage Hall is now a historic fixture in Kirkland and the lower level houses the Kirkland Heritage Society Resource Center and Museum. The main entry arch from the old Union A High school building was saved and in 2005 was moved to the corner of Market Street and Waverly Way as the symbolic entry to Heritage Park.

### Historic Properties

The Kirkland Heritage Society utilized a grant from the Kirkland City Council to conduct an inventory of properties meeting established historic criteria in 1999. Over one-third of the structures on this Citywide inventory are in the Market Neighborhood, with many of them having high priority status. Three buildings in the neighborhood, the Loomis House, Kellett/Harris House and Sears Building, are on the National Register of Historic Places.



Left to right: Sears Building at northeast corner of 7th Avenue and Market Street (2006), Sears Building (historic photo), and Loomis House at 304 8th Avenue West, [example of Queen Anne Victorian style](#)

### ***Policy M-1: Encourage preservation of structures and locations that reflect the neighborhood's heritage.***

~~The following policies encourage preservation of structures and locations that reflect the neighborhood's heritage.~~

As described above, parts of the Market neighborhood were the center of the original Kirkland. In addition to Norkirk, Highlands, and downtown, the Market neighborhood contains a significant concentration of historic resources. The historic structures and locations should be preserved to maintain the historic heritage of the city and the neighborhood. The Community Character Element of the Comprehensive Plan provides additional policies to encourage preserving and maintaining historic structures, sites and objects. Table CC-1 of the Community Character Element contains a list of designated historic buildings, structures, sites and objects located in the Market Neighborhood. List A, includes historic structures, sites and objects in the Market Neighborhood listed on the National and State Registers of Historic Places and designated by the City of Kirkland. List B includes historic structures, sites and objects in the Market Neighborhood designated by the City of Kirkland.

### ***Policy M-2: Provide markers and interpretive information at historic sites.***

Providing markers and interpretive boards will identify these important sites and enable current and future residents to have a link with the history of the area.

### ***Policy M-3: Continue to evaluate incentives to encourage retention of identified buildings of***

Existing zoning and subdivision code incentives allow lots containing historic buildings to be subdivided into smaller lots than would otherwise be permitted if the historic buildings meet designated criteria and are preserved on site. In the future, additional incentives may need to be explored to protect historic buildings.

## 4. Natural Environment

### ***Policy M-4: Protect and enhance the natural environment.***

The environmental policies for the Market neighborhood strive to protect and enhance the quality of the natural environment as a natural amenity, to avoid potential environmental hazards, and to utilize sustainable management practices. Maps further down in this section show the critical areas within the Market neighborhood. Areas with steep slopes with potential for erosion hazards are located along the Lake Washington shoreline. These areas are prone to landslides, which may be triggered by grading operations, land clearing, irrigation, or the load characteristics of buildings on hillsides. Seismic hazard areas are also found along Lake Washington and in Juanita Bay Park. These areas have the susceptibility for soil liquefaction and differential ground settlement during a seismic event.

See the Environment Element ~~Chapter~~ of the Comprehensive Plan for more information about policies supporting protection of wetlands, streams and associated buffers, geologically hazard areas, trees and wildlife. The Kirkland Zoning Code regulates tree retention, removal and development in critical areas including on geologically hazardous areas.

### ***Policy M-5: Protect and improve water quality and promote fish passage by undertaking measures to protect Lake Washington, wetlands, streams and wildlife corridors.***

The Market Neighborhood is located within the Kirkland Slope, Forbes Creek, Moss Bay, and South Juanita Slope drainage basins (Figure M-1). Various Forbes Creek tributaries and wetlands constitute a valuable natural drainage system that flows into Lake Washington through Juanita Bay Park, a high quality ecological area. This drainage system serves the drainage, water quality, wildlife and fish habitat, and open space needs of the northern portion of the neighborhood.

Biological resources in the neighborhood include one mapped wetland on the west side of Market Street, south of 7th Street West. In addition, there is extensive cutthroat trout habitat in the main stem of Forbes Creek downstream of Forbes Lake and known salmonid locations in Juanita Bay Park.

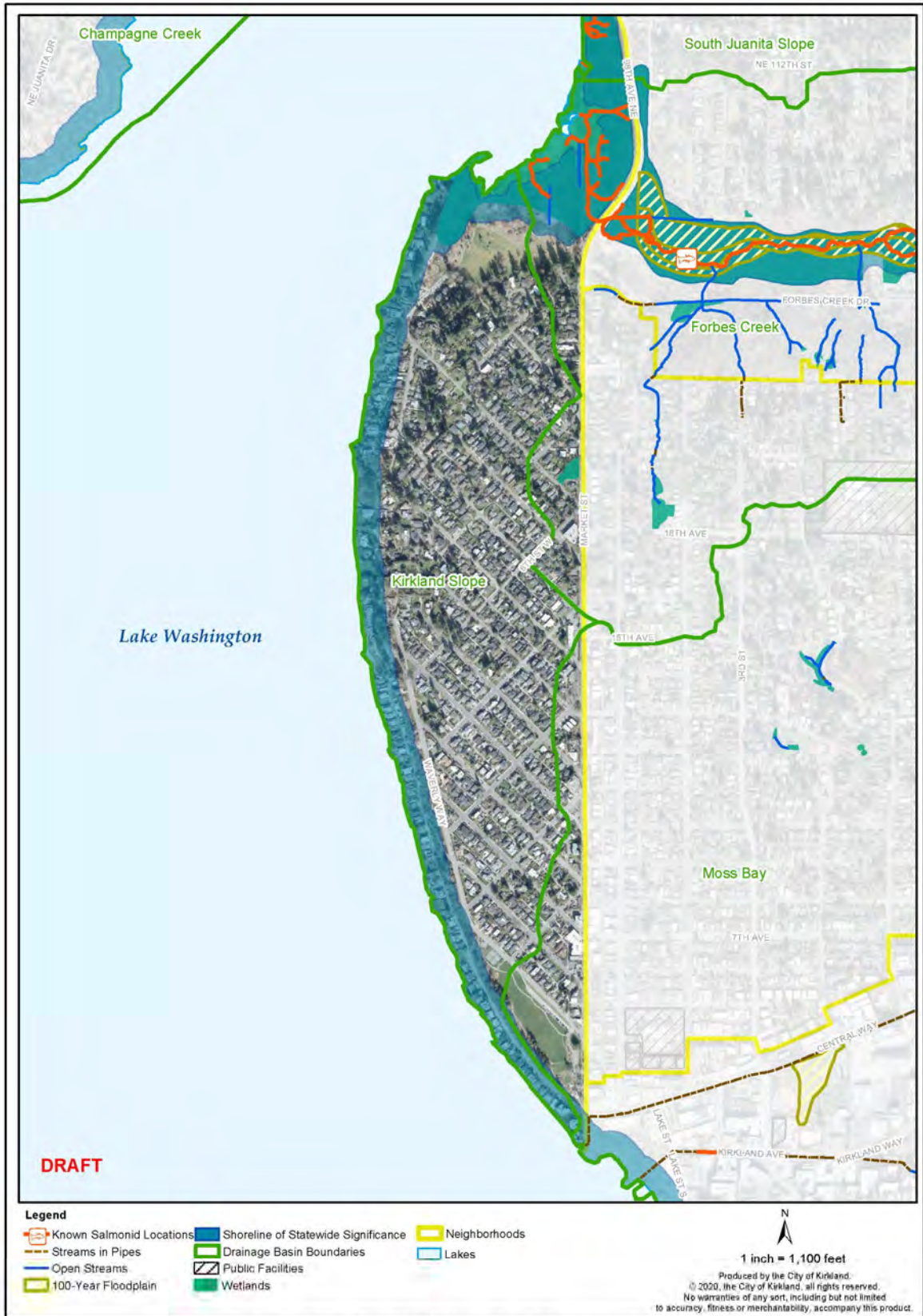
Water quality is an important issue for all of Kirkland, but especially in the Market Neighborhood with its extensive shoreline, and groundwater that drains directly into Lake Washington. Protection of these valuable assets is the subject of various state, county, and local regulations, of which this Plan is a part. The Shoreline Area Chapter of this Comprehensive Plan discusses best management practices to protect the lake.

### ***New: Policy M-6: Ensure effective surface water management and pursue solutions for converting problematic excess runoff to a beneficial asset.***

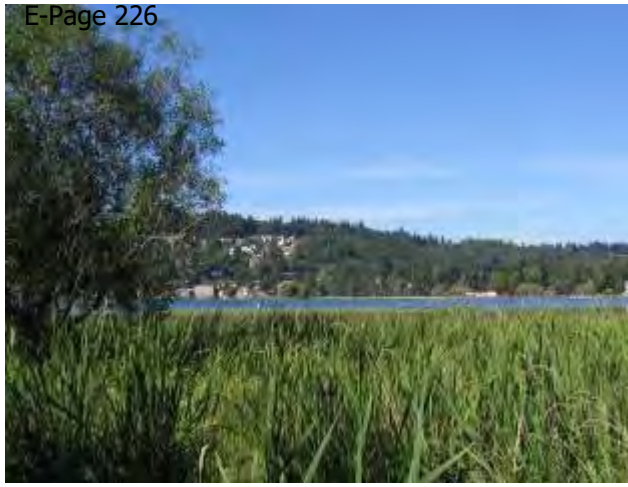
Surface water management is a particularly important issue in the Market Neighborhood given the drainage to the lake and areas of landslide susceptibility and liquefaction potential. The drainage basins and underground creeks move a significant volume of water through the neighborhood. Increased development has significantly decreased the amount of permeable surface and strained the existing water management ecosystem. The decreased number of large trees and accompanying decrease in deep root systems also impacts water flow and soil stability. City policies should ensure effective surface water management when adding more homes, replacing smaller homes with large homes, adding new paved surfaces, and allowing other activities that decrease permeable surface.

To protect and enhance the natural environment, encourage programs that put excess water runoff to good use. Programs can be on a broad basis, such as using water runoff to irrigate public spaces including parks and common areas, or on a granular level by helping homeowners to capture rainwater off of roofs and use it to irrigate during the increasingly drier middle six months of the year.





**Figure M-1: Market Wetlands, Streams, and Lakes**



***Policy M-7: Develop viewpoints and interpretive information around streams and wetlands if protection of the natural features can be reasonably ensured.***

Juanita Bay Park provides educational opportunities to help citizens learn about the locations, functions, and needs of critical areas and the wildlife that is dependent on these areas. This information helps to protect the park by raising awareness of the potentially negative impacts of nearby development and can increase public appreciation and stewardship. When appropriate, additional interpretive information and viewpoints should be added to Juanita Bay Park and other natural features in the neighborhood.

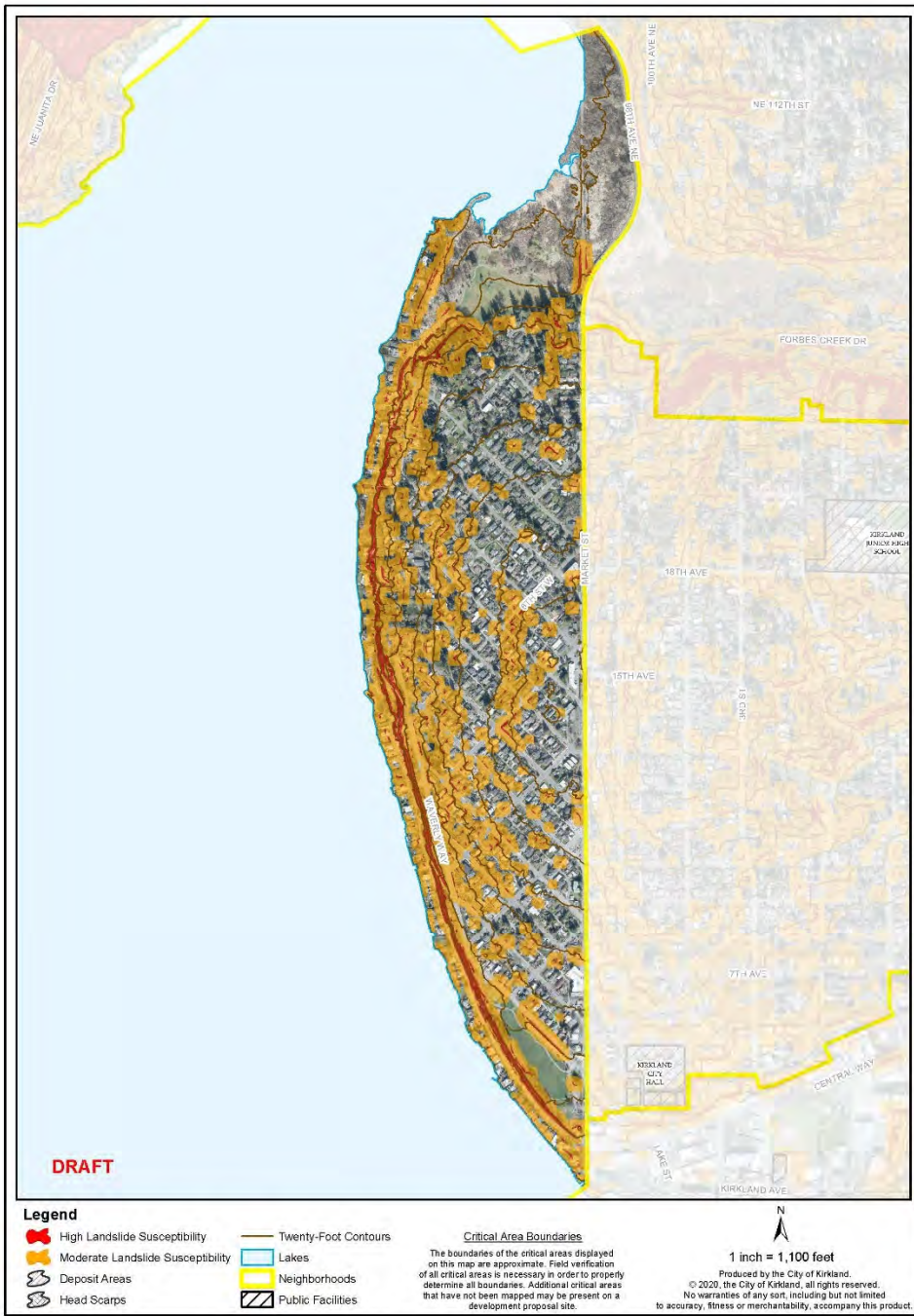
***Policy M-8: Protect notable trees and groves of trees.***

In the Market Neighborhood, protecting, enhancing, and retaining healthy trees and vegetation are key values that contribute to the quality of life. The City promotes retention of the citywide tree canopy, significant trees, and groves of trees on private property through tree zoning regulations and planting of trees along streets in parks, and open space areas.



Scenic natural areas at Juanita Bay Park

Figure 2a and 2b



**Figure M-2a: Market Landslide Susceptibility**



**Figure M-2b: Market Liquefaction Potential**

**Policy M-9: Protect wildlife throughout the neighborhood by encouraging creation of backyard sanctuaries for wildlife habitat.**

The Market Neighborhood and Juanita Bay Park are home to many wildlife species, including bald eagles, beavers, herons, turtles, salmon and many other fish and birds. The neighborhood is fortunate to include the Juanita Bay Park urban wildlife habitat, which is a unique environment within the City. There are also two bald eagle's nests in the south and northwest portion of the neighborhood. Protection of these special habitat areas is important so that they will be preserved for future generations.

People living in the neighborhood also have opportunities to attract wildlife and improve wildlife habitats on their private property. The City, the Washington Department of Fish and Wildlife, and other organizations and agencies experienced in wildlife habitat restoration can provide assistance and help organize volunteer projects.



*Red-winged black bird*

## 5. Land Use

The Market Neighborhood is a well established neighborhood that contains predominately consistently low-density single-family detached homes. There is a diversity of housing styles which contributes to the character of the neighborhood. The homes vary in size, although growth and price increases are causing smaller homes to be replaced by larger homes. A small percentage of homes have accessory dwelling units (ADUs) that provide a small living option. A significant majority of the homes are occupied by their owners. Retail, commercial, office, multifamily and mixed uses are located in the Market Street Corridor. For more information about land use in the Market Street Corridor see the Market Street Corridor Plan Chapter of the Comprehensive Plan.

**Policy M-10: Retain the detached single-family character of the Market Neighborhood while accommodating more compact new housing so that residents can age in place and the neighborhood can accommodate generational shifts in housing needs.**

~~New: Underlined Text Reflects Planning Comment from February 27, 2020 meeting: Much of the development in the neighborhood has high quality homes that are compatible with the detached single family character of the neighborhood. These characteristics include homes that are of varied architectural styles and roof angles, proportionate in size to the lot size, have generous setbacks from the street, well maintained landscaping, provide off street parking, and generally enhance the neighborhood. Future development should continue this pattern.~~

~~The majority of new homes are of varied styles, have northwest type landscaping, are set back from the street appropriately, provide off-street parking, and generally enhance the neighborhood. Future development should continue this pattern.~~

Much of the development in the neighborhood has added high-quality homes that are compatible with the detached single-family character of the neighborhood. Characteristics that enable the homes to complement and enhance the neighborhood include (but are not limited to) varied architectural styles and roof angles, proportional size to their lot, generous setbacks from the street, well maintained landscaping, and off-street parking. Future development should continue this pattern.

Extensive growth presents challenges to providing a range of housing sizes in the neighborhood. Aging residents, young families, and single professionals would like to see smaller homes available for moderate prices, but growth and increasing market values have caused many of the smaller older homes to be replaced by large homes.

To counteract these market forces and provide additional small homes requires thoughtful planning. New, smaller home options could work in the neighborhood, provided they complement the single-family characteristics of the neighborhood ~~described above~~, and minimize impacts to avoid unreasonably impacting existing homes ~~such as, with~~ decreased light, decreased privacy, increased traffic, increased on-street parking, decreased road safety, tree loss, and surface water management issues. Smaller home options could include accessory dwelling units (ADU's), and compact smaller single-family homes, ~~common wall homes (attached), cottage housing, zero lot line, and clustered dwellings.~~

For more information about ADUs and smaller home options, see the regulations for both single family and multifamily development in the Kirkland Zoning Code and the Design Guidelines for Residential Development (adopted by reference in the Kirkland Municipal Code Section 3.30.040) and available on the City of Kirkland Planning and Building Services webpage. (note to staff: insert hyperlink)



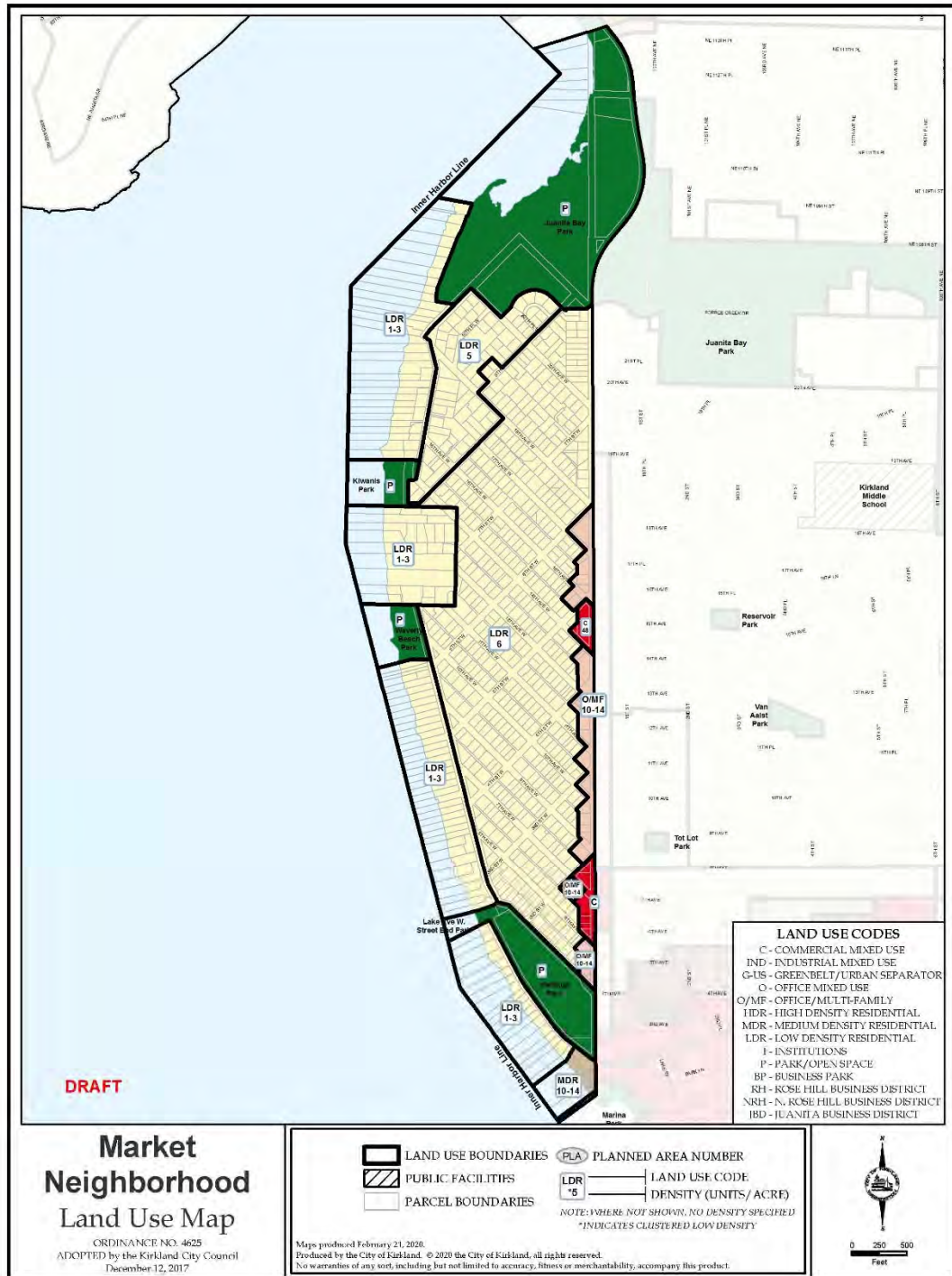


Figure M- 3 Market Neighborhood Land Use



Housing diversity could also be achieved by allowing properties to subdivide into lots that are smaller than the minimum lot size allowed in the zone if at least one of the lots contains a small home. This could add diversity of housing types to provide more housing choice, provided that the existing neighborhood character is preserved, and zoning regulations ensure that houses are built proportionate to their lot size.

## 6. Urban Design

### ***Policy M-11: Encourage residential design that contributes to a vibrant neighborhood.***

Building and site design should respond to both the conditions of the site and those of the surrounding neighborhood. A variety of building forms and materials result in homes with their own individual character. Appropriate building setbacks, garage treatments, sidewalks, alley access, and architectural elements such as entry porches help foster a pedestrian orientation and encourage greater interaction between neighbors.

***New: Policy M-12: Explore new regulations that encourage infill housing to be compatible in scale and size with the existing development and that allows for sufficient light, air, and privacy between residential structures.***

***New:*** Appropriate scale results in new houses that are in proportion to their lots and provide adequate light, air and privacy between structures. Setbacks, building size, lot coverage, landscaping building height, and roof pitch all contribute to houses that successfully fit into the neighborhood. The issue of infill development is of particular significance to the Market Neighborhood because of the detached-single-family nature of its housing stock. Therefore, it is important that both the application of existing regulations and consideration of new/amended regulations as to density and infill respect the existing neighborhood and be implemented in a manner that is consistent with and enhancing of its character in all material respects.

### ***Policy M-13: Preserve the public view corridors to Lake Washington, Seattle, and the Olympic Mountains from public rights-of-way and parks.***

The street system and parks provide the Market Neighborhood with a large number of medium- and long-range views. These view corridors that lie within the public domain are valuable for the beauty, sense of orientation, and identity that they provide to the Market Neighborhood.

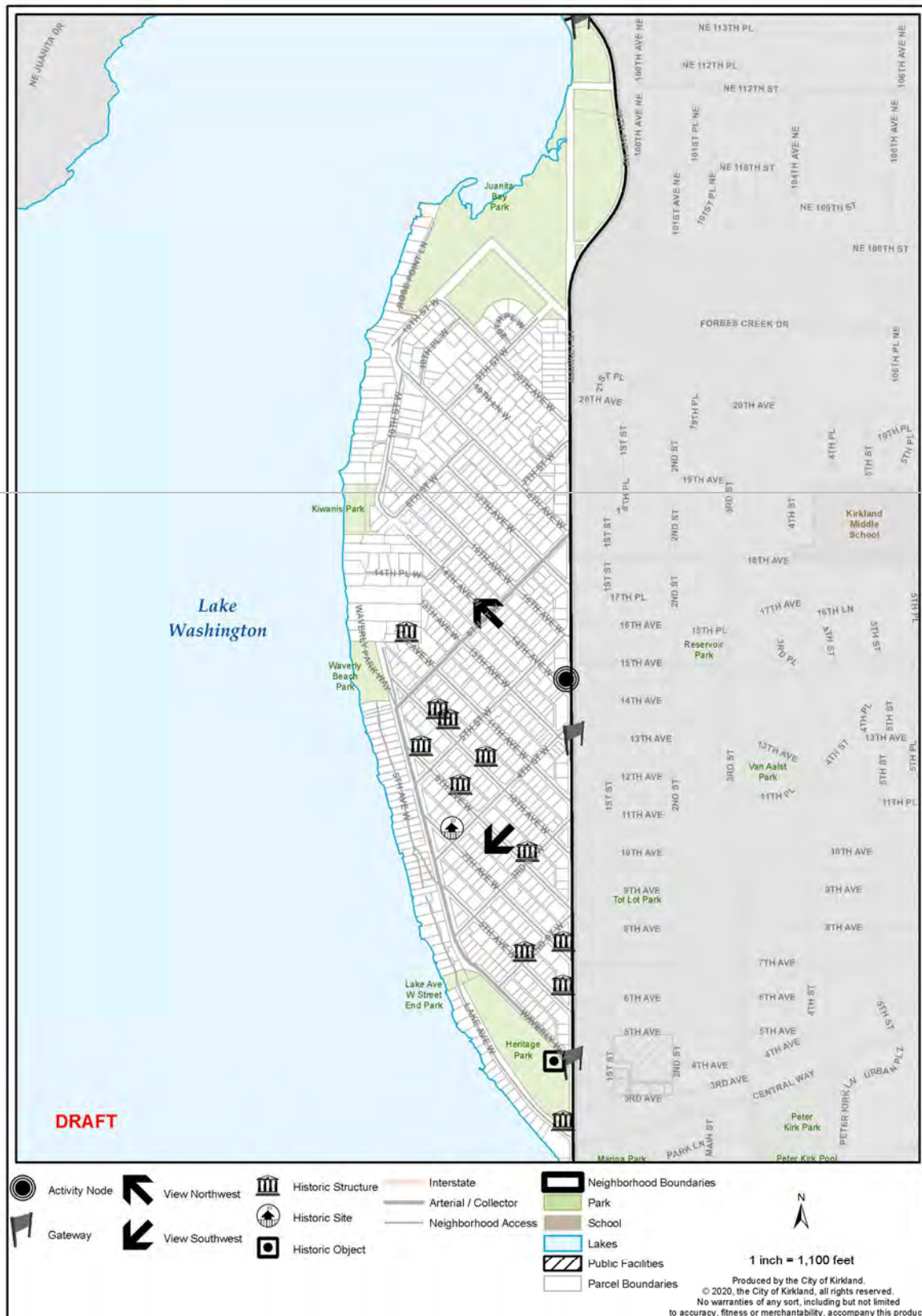
### ***Policy M-14: Enhance public views through the use of view stations along Waverly Way.***

Similar to the benches installed at the 5<sup>th</sup> Street West street end along Waverly Way, the 4th Street West street end could be improved with benches and other amenities as a viewing station for the public. These stations will complement the proposed pedestrian sidewalk along the west side of Waverly Way and the existing bicycle route.





*Public view corridor from 7th Avenue West and 3rd Street West*



**Figure M-7: Market Urban Design Features**

## 7. Transportation

### STREETS

The street network in the Market Neighborhood is in a grid pattern. Maintenance of this grid promotes neighborhood mobility and more equitable distribution of traffic on neighborhood streets. The streets that compose this grid network consist of collector and local streets and alleys, with one principal arterial (Market Street) located at the eastern boundary. Streets are described below and shown on Figure M-4. Traffic is well distributed throughout the neighborhood by the existing street system.

Market Street is a principal arterial that is the most traveled route into and along the eastern border of the neighborhood. Most of Market Street is fully improved with one lane in each direction, and a series of left-turn pockets, curbs, gutters, sidewalks, a landscape strip, bike lanes and a priority bus lane at certain locations. A landscape median provides additional green space while controlling left-turn movements.

**Collectors:** Two streets within the grid network of the Market Neighborhood serve as neighborhood collectors. These streets connect the neighborhood to the arterial system and provide primary access to adjacent uses. Design standards for these streets call for two traffic lanes, a parking lane, curbs, gutters, sidewalks, and landscape strips. These collector streets are listed below and are also shown on Figure M-4.

6th Street West is a collector street from Waverly Way on the west side of the Market Neighborhood to Market Street on the east side. It provides access through the center of the neighborhood and provides access to Waverly Beach Park.



*View down Waverly Way from 6th Street West*

Waverly Way connects from 6th Street West to Market Street at the south end of the neighborhood. It provides north/south access along the western side of the Market Neighborhood. Waverly Way also provides access to Heritage Park and Waverly Beach Park.

**Neighborhood Access Streets:** All of the streets not discussed above are classified as neighborhood access streets. These streets provide access to adjacent residences and connect to collectors or arterials. Full improvements on these streets typically include a travel way, on-street parking, curbs, gutters, sidewalks, and landscape strips. Full improvements do not exist on many of the neighborhood access streets in the Market Neighborhood, especially in the northern part of the neighborhood.

**Alleys:** Portions of the Market Neighborhood platted in the early part of the 20th century are served by mid-block alleys. Some alleys are paved and some are gravel.

***Policy M-15: Improve mobility for the Market Neighborhood.***

Providing a safe circulation system within the neighborhood using all modes of travel (pedestrians, vehicles, bicycles) is an important objective for the neighborhood. The following policies aim to improve mobility for the Market Neighborhood.

***Policy M-16: Incorporate measures that will allow for improved access to Market Street during heavy traffic periods without disrupting the general flow of traffic.***

Initial research indicates that such issues as pedestrian safety, sight distance problems, short acceleration lanes, speeding, lack of gaps for entry traffic, and transition to a 25 mph zone near the downtown all contribute to general traffic flow problems during peak commute hours. Possible solutions to these problems include: simplifying intersections; creating gaps in the traffic; and calming or slowing traffic on Market Street. Ongoing observation and study will be necessary to ensure that Market Street will continue to function as a principal arterial while providing efficient access to the Market Neighborhood.

***Policy M-17: Maintain the street and alley grid in the Market Neighborhood while paving gravel alleys.***

Alleys provide access and service routes for the lots they abut, while the streets provide circulation through the neighborhood. Utilizing alleys minimizes the number of curb cuts needed to serve abutting uses, thus minimizing conflicts with pedestrian and vehicular traffic on the streets. Gravel alleys should be paved per City standards as new infill development occurs to accommodate increased vehicle access and reduce dust.

***New: Policy M-18: Minimize cut-through traffic and speeding on neighborhood streets using neighborhood traffic control devices where appropriate.***

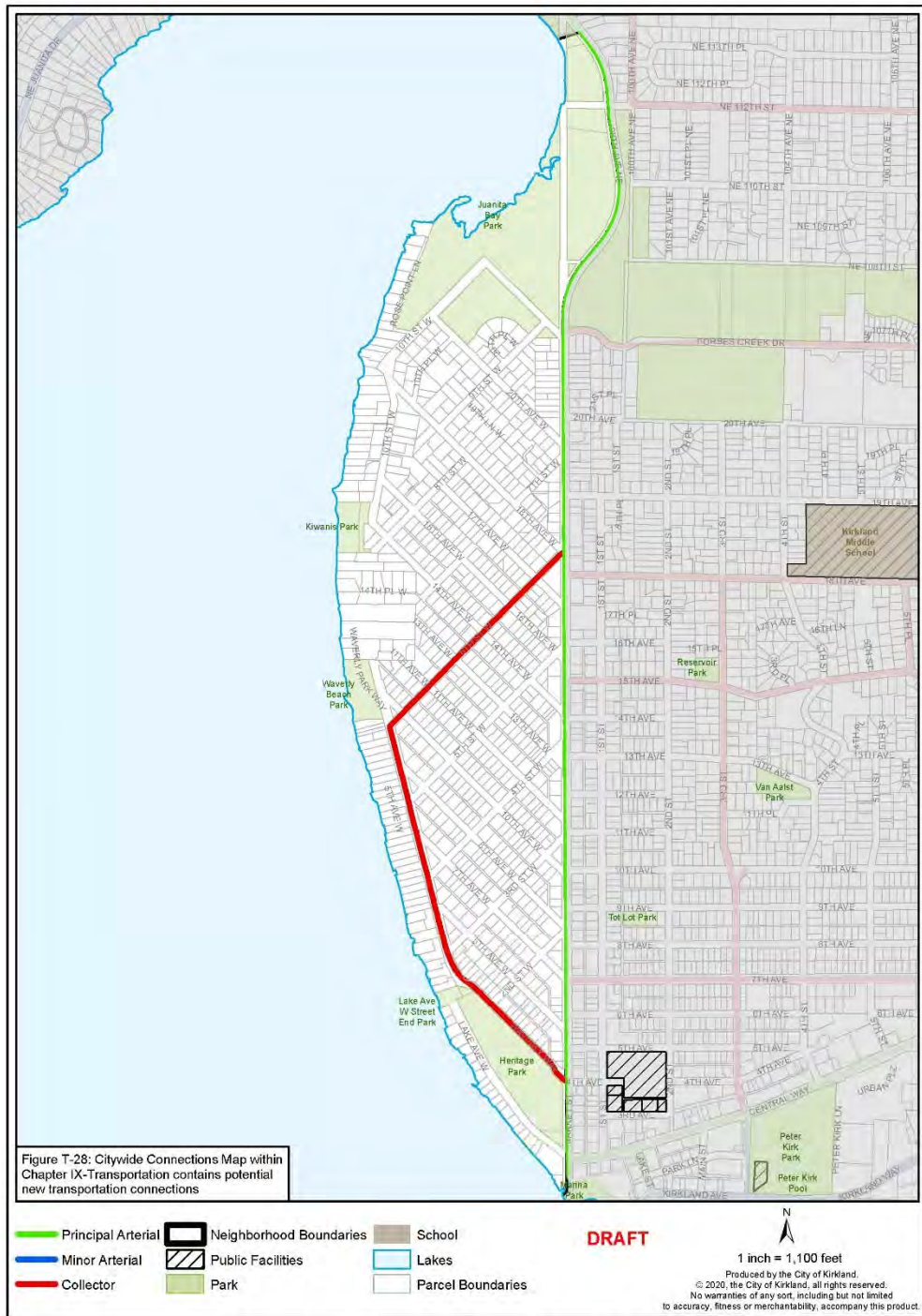
Monitor and evaluate traffic patterns and volumes in the Market Neighborhood to minimize cut-through traffic and speeding, especially from Market Street. The evaluation should determine if additional strategies such as traffic calming, in cooperation with the Fire Department to accommodate emergency response needs and times, are needed. The neighborhood should be involved in this process as part of the City's Neighborhood Traffic Control and Neighborhood Safety Program.

***New: Policy M-19: Ensure street safety as the neighborhood continues to grow.***

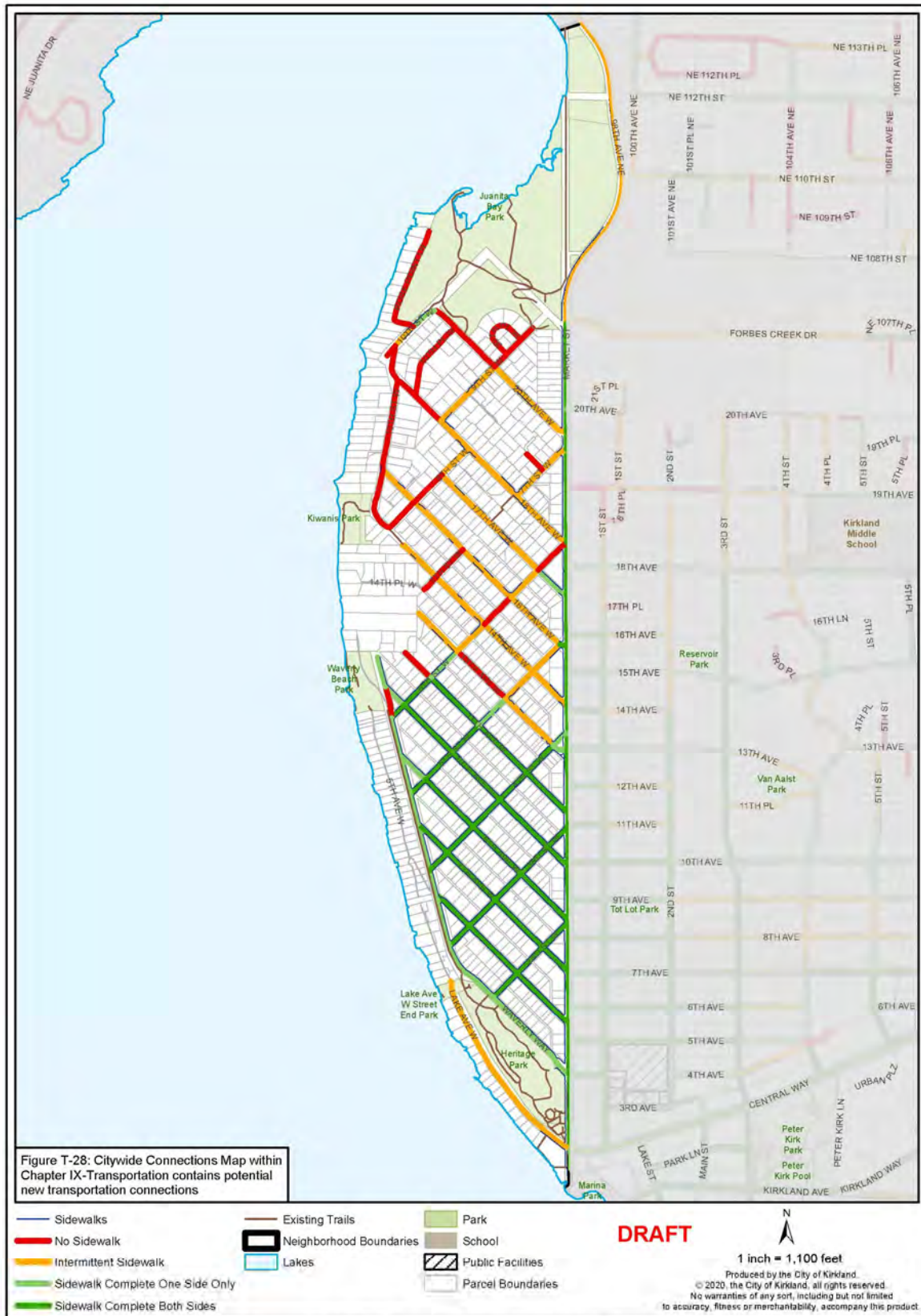
As Kirkland and the Market neighborhood have grown, vehicle, bicycle, and pedestrian traffic has increased and put pressure on the street network making it more difficult to comfortably accommodate all transportation modes. As the city grows, and streets become more crowded with multiple uses it will be important to ensure intersections function sufficiently, sight lines are free from obstruction and traffic management is controlled to allow safe turns in multiple directions. Proactive attention to street safety is warranted.

#### **PEDESTRIAN/BICYCLE CIRCULATION**

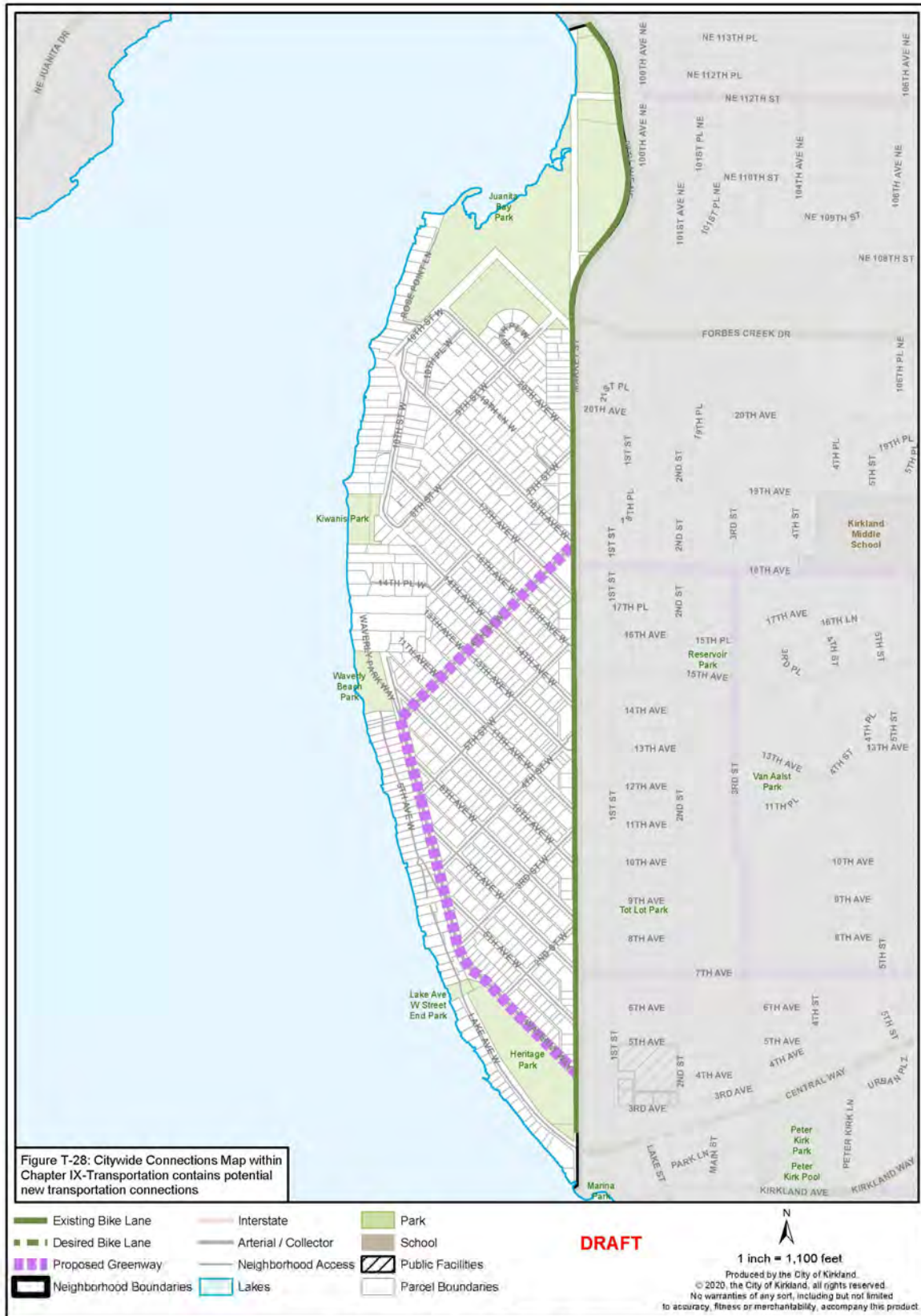
The existing City of Kirkland Active Transportation Plan (ATP) identifies a network of existing bicycle facilities and planned improvements for a 10-year horizon and provides a process and criteria for identifying sidewalk and pedestrian infrastructure and how those might be prioritized. This plan is currently being updated and will provide guidelines for best practices, identify priorities, and a timeline for implementation. Those projects mapped in the Market Neighborhood Plan not shown in the ATP have been included in the data analysis that the city will be using to prioritize investments. Figures M-5 and M-6 show the planned bike and pedestrian system for the Market Neighborhood.



**Figure M-4: Market Street Classifications**



**Figure M-5: Market Pedestrian System**



**Figure M-6: Market Bicycle System**

City street standards require that all through streets have pedestrian improvements including curbs, gutters, landscape strips, street trees and sidewalks. Pedestrian improvements are usually installed by the house builder as new development occurs. Sidewalks can also be installed through the capital improvement budget process in areas that have already been developed.

**New:** Sidewalks are a benefit when they are implemented in an effective way and on streets that are wide enough to accommodate them. In areas of Market where sidewalks were not historically installed, the current intermittent sidewalks ~~provide~~ make it a challenge for pedestrians. The requirement to install sidewalks during new house construction or renovation is not creating sidewalks quickly enough to eliminate the issues with intermittent sidewalks. In particular, for collector streets and school walk routes, the City should facilitate creating contiguous sidewalks on at least one side of the street.

**New:** It may well be that streets of insufficient width should not have sidewalks installed on both sides. Some streets, especially in the north section of the neighborhood, are not as wide as other neighborhood streets, as a result on-street parking on the narrower streets creates a single narrow lane of travel makes it challenging for cars and cyclists to maneuver around the parked cars. However, narrower streets have proven to result in slower vehicle speeds which is also desired on neighborhood streets.

**New:** For narrower, unimproved neighborhood streets, a unified City plan for scaled-back improvements with sidewalks or parking, on one side only could avoid having to negotiate these solutions one at a time as the issue arises during construction, and could create a safer, consistent look for the neighborhood.

Bicycles are permitted on all City streets. Bike facilities include a designated bike lane with a painted line and a shared use path for bicycle and pedestrian use. The existing and desired bicycle routes identified for proposed bicycle improvements are shown in Figure M-6.

***Policy M-20: Enhance and maintain pedestrian and bicycle infrastructure within the Market Neighborhood, especially on designated school walk routes to adjacent neighborhoods.***

The following routes have been identified by the neighborhood as priorities for implementation. The Capital Improvement budget process prioritizes when routes identified in the Active Transportation Plan (ATP) will receive funding for improvements.

- 18th Avenue West – complete a pedestrian sidewalk along one side of 18th Avenue West to Market Street. This is a school walk route and should be prioritized.
- 9th Street West – between Market Street and 20th Street across Juanita Bay Park should be improved for both pedestrians and bicycles. The update of the Active Transportation Plan should evaluate adding this route to the planned bicycle network.
- Waverly Way – should be improved with a sidewalk on the west side of the street and a view station at the unopened street end at 4th Street West.
- 6th Street West – complete a pedestrian sidewalk between 11th Avenue West and Market Street and complete the proposed Neighborhood Greenway between Waverly and Market St.
- Lake Avenue West Street End Park – complete a pedestrian pathway across Heritage Park from Waverly Way to the Lake Avenue West Street End Park.

**New:** Considering that the Capital Improvement budget process can only address a small fraction of the improvements that appear in the various neighborhood and citywide plans, the Market Neighborhood residents share a common interest in helping to prioritize the items listed above for consideration. Of these, the one that might be most productive and supportable is the proposed Greenway that would route through the neighborhood through 6th Street West and along Waverly Way. As documented elsewhere, the Greenway concept is not a finished design prescription, and care would need to be taken to respect and augment the existing neighborhood character.



Nevertheless, this particular Greenway could address a number of existing safety and alternative transportation concerns of the Neighborhood, while at the same time contributing to publicly available assets of the City. As such, it is the sense of the Neighborhood that this particular Greenway could be championed and supported as a priority above the others, if implemented through an inclusive process.

## 8. Open Space/Parks

There are five publicly owned parks in the Market Neighborhood that provide park and open space amenities (Juanita Bay Park, Kiwanis Park, Waverly Beach Park, Heritage Park, and Lake Avenue Street End Park). Some parks also protect sensitive and natural areas. Residents and members of the broader community often comment that the parks and open spaces in the neighborhood are key features that make this neighborhood and Kirkland enjoyable and vibrant.

See the 2015 Parks and Open Space Element **Chapter** of the Comprehensive Plan and Kirkland Parks, Recreation and Open Space Plan (PROS) for more information about each of the parks.



Waverly Beach Park

### **Policy M-21: Enhance parks within the Market Neighborhood consistent with the PROS Plan.**

Desirable additions to the Market Neighborhood park system include:

- Second phase of renovation of Waverly Beach Park
- Ongoing restoration of wetlands and forested areas of Juanita Bay Park and Kiwanis Park
- Shoreline renovation at Lake Avenue West Street End Park.

## 9. Priorities

**New:** This Market Neighborhood Plan references more issues than can be addressed by the City, even over a multi-year time period. Further, neighborhood matters that require the expenditure of resources are subject to City-wide prioritization with all other matters under consideration. This Plan does not rank order every issue, but several important themes emerge for neighborhood residents when it comes to priorities:

- First, matters that directly impact public safety on streets, sidewalks, bike lanes, and pedestrian right of ways are a clear priority for residents. The Greenway proposal mentioned in the Transportation section herein is a prime example.
- Second, preserving the existing character of the neighborhood when considering changes to regulations and/or procedures that impact that character is another important priority.
- And finally, continuing with a consultative approach to planning and development that involves the Market Neighborhood Association, as well as the neighborhood residents more generally, is an important consideration for all such matters.

# XV.M. Norkirk Neighborhood

*Draft #3 August 31, 2020*

To reader: This draft of the updated Norkirk Neighborhood Plan incorporates input from the public outreach activities conducted since January 2019, city staff, and representatives from the Norkirk Neighborhood Association. In addition to edits to the existing neighborhood plan, other changes include combining goals and policies to reduce redundancy and renumbering the policies. New policies or major text edits are indicated by **yellow highlights**. Maps and photos will be updated in subsequent drafts.

## 1. Overview

The Norkirk Neighborhood is located between the Cross Kirkland Corridor on the east, Market Street on the west, the Moss Bay Neighborhood, including downtown on the south, and the crest of the Juanita Slope at approximately 20th Avenue, on the north (see Figure N-3).

While the pattern of land use and street grid in the neighborhood are well-established, in recent years the neighborhood has seen an increase in demolition of older homes to make way for more infill development and modern style homes. The neighborhood is predominately residential in character and contains some of Kirkland's oldest homes. The neighborhood is also home to many civic and public uses including City Hall, the City Maintenance Center, the Kirkland Middle School, and the Peter Kirk Elementary School. The core of the neighborhood consists of primarily single-family residential development, while medium and high- density residential uses are concentrated on the south end, transitioning to the commercial uses of the Central Business District. Commercial and multifamily residential development adjoins Market Street on Norkirk's western boundary. Light industrial uses are in the southeastern portion of the neighborhood.

## 2. Vision Statement



*Annual Norkirk Neighborhood Picnic*

The Norkirk Neighborhood is a stable and tranquil community of neighbors who represent a range of ages, households, incomes, and backgrounds. Norkirk residents highly value the distinct identity of their own neighborhood as well as its proximity to downtown Kirkland.

Norkirk residents are good neighbors because they know one another. That's because the Norkirk Neighborhood is a pleasant and safe place for walking. From the sidewalks, people greet neighbors who are working in their gardens or enjoying the quiet from their front porches. Children play in their yards and in the parks or ride their bikes along streets where they recognize their neighbors. Norkirk is linked to other Kirkland neighborhoods and commercial areas by safe bike and pedestrian routes and local transit.

Norkirk residents prize their beautiful surroundings, including open spaces and abundant trees. From numerous spots throughout the neighborhood one can view Lake Washington and its shoreline, the Olympics, or Mount Rainier. The parks, woodlands, and wetlands are considered the neighborhood's backyard, and residents care for those places.

The neighborhood has a unique civic presence and identity. Many City services and facilities are located here, attracting community members from outside the neighborhood. The Norkirk Neighborhood is home to both City Hall and the City Maintenance Center where the work of local government takes place. Kirkland Middle School, situated next door to Crestwoods Park, serves the entire City neighborhood children.

The Norkirk Neighborhood comprises mainly of single-family homes. Houses come in a variety of styles and sizes and, between houses, there is light and vegetation. The neighborhood feels uncrowded. Residents cherish many homes dating from early in the 20th century. Low density residential areas successfully integrate alternative housing styles throughout the neighborhood, which provides choices for a diverse community.

Higher density multifamily development at the southern boundary of the neighborhood provides additional housing choice and a stable transition between the single-family core and the more intensive commercial and residential development in downtown Kirkland. Additional multifamily development and commercial activities are located along the Market Street Corridor. Here, the alley and topographic break separate the single-family area from the Market Street Corridor, minimizing conflicts between adjacent land uses and ensuring neighborhood integrity. These commercial areas provide important shopping and services for both neighborhood residents and the region. Design of new development within the Market Street Corridor is complementary to the adjacent residential portions of the Market and Norkirk Neighborhoods, helping to create seamless transitions to protect and enhance the residential core.

Industrial and office uses in the southeast portion of the neighborhood are compatible with the residential uses that surround them. Located near the Cross Kirkland Corridor, this area provides a central City location for technology, services, office uses, wholesale businesses and the City Maintenance Center. Landscape buffers, building modulation and traffic management help integrate this area into the neighborhood.

Norkirk is an outstanding neighborhood in which to live.



*Kirkland Middle School*

### 3. Historic Context

*This section was revised with input from the Kirkland Heritage Society.*

#### **Introduction**

The Norkirk Neighborhood is one of the most historic in the City of Kirkland. Norkirk has had a significant role in the development of the City starting in the late 1880s when most of the land was

to be part of Peter Kirk's new town. The area around the present City Hall was the civic center of Kirkland in the 1900s. The churches were the community meeting places and the Kirkland Woman's Club, the American Legion Hall and schools provided numerous community services. Central School was purchased by the City of Kirkland in 1977; it was vacated in 1978 and damaged by fire in 1980. The City of Kirkland reinforced Norkirk's importance as the civic center of the City by building the new City Hall on the Central School site in 1982.



*Photo of Congregational and Baptist Churches and Central School 1905.  
Arline Andre collection, Kirkland Heritage Society*

**Homesteads in the 1880s**

The land homesteaded in the 1880s by John DeMott and George Davey included most of the Norkirk Neighborhood and portions of downtown. These two homesteads extended from First Street to Sixth Street and from Kirkland Avenue up to 18th Avenue. The Carl Nelson and Martin Clarke Homesteads extended east of 6th Street up to 116th in the Highlands Neighborhood.

The Norkirk Neighborhood was originally named Capitol Hill in 1888 and later, likely changed to reflect references to “North Kirkland”. Norkirk was to have a significant role in Kirkland's history, when 7th Avenue, then called Piccadilly, was the main road from Market to Peter Kirk's Steel Mill on Rose Hill. The Kirkland Land & Improvement Co. (KL&I) owned the land south of 9th Avenue, (called Michigan until 1929). Joshua Montgomery Sears, one of the nation's wealthiest men, owned the land from 9th Avenue up to 18th Avenue, between 1st Street and 6th Street. Sears privately owned one half of Kirkland, with the KL&I owning the other half. By 1892, 7th avenue was lined with a medical facility operated out of a house (Buchanan House and now known as the Trueblood House, which was moved to 6th Avenue in 2017), several hotels, a livery, cleaners, grocery stores. Churches and the first school were south of 7<sup>th</sup> Avenue.

**Kirkland Land and Improvement Company**

Between 1888 and 1890, Peter Kirk's Kirkland Land and Improvement (KL&I) Company purchased many of the homesteads to begin the proposed new city, which would support the construction of the steel mill on Rose Hill near Forbes Lake. In 1890, the original plat was complete with the street layout much as we see it today – particularly from Market to 3rd Street and south of 10th Avenue. The town center was to be at the intersection of Market Street and Piccadilly (7th Avenue). Piccadilly, with its wide right-of-way, was the connecting road to the mill on Rose Hill.

In 1893 the nationwide depression wiped out Kirk's dream of Kirkland becoming the “Pittsburgh of the West” as the financial backing stopped, and the mill closed without ever having produced steel. Very little development occurred in Kirkland until after 1910. Even though times were tough, the citizens voted to incorporate in 1905.

**Boom Development 1910 – 1930: Burke and Farrar**

The most significant era of development in Norkirk was from 1910 through the 1930s after Burke and Farrar, Seattle developers, purchased the Kirkland Land & Improvement Company's remaining holdings. The area north of 10th Avenue and east of 3rd Street was replatted in 1914 to

reflect the topography. This era coincided with the national popularity of the Arts and Crafts movement and the construction of bungalow and craftsman styles of homes. The Norkirk Neighborhood has the greatest number of bungalows in the City – it is very appropriate for the neighborhood association logo to reflect that time period and architectural style.

Van Aalst Park is on land once owned by John Van Aalst who had a bulb farm. Van Aalst bulbs were shipped all over the world from his 2.5 acre bulb farm. In 1915, Washington Film Works built a film plant between 4th and 5th Streets between 10th Avenue and 13th Avenue.

**Railroad**

The Northern Pacific Railroad line that formed much of the eastern boundary of the Norkirk Neighborhood was begun in 1903 and was completed in the summer of 1904. Acquired by the City in 2012, the railroad line was replaced with the multi-use Cross Kirkland Corridor.

**Change of Street Names**

In the late 1920s the street names defined in the original Kirk Plat were changed to the present numbering system to facilitate public safety. The street signs installed in 1999 and 2000 reflect the original historic names. For example: 3rd Street was Jersey Street; 6th Street was Orchard Street; 7th Avenue was Piccadilly Avenue; and 18th Avenue was Portland Avenue.



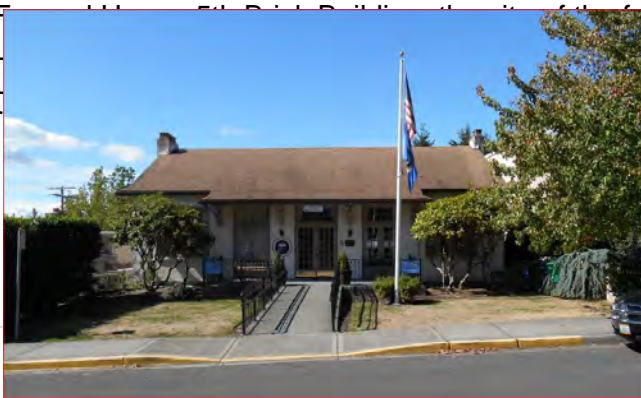
*Representative photographs of Bungalows – Inventory Reports from Kirkland Heritage Society*

**Naming of the Neighborhood**

The name likely came from geographic references to “North Kirkland” relative to downtown. This was formalized with the naming of the Norkirk Elementary School in 1955.

**Historic Properties**

The Kirkland Heritage Society utilized a grant from the Kirkland City Council to conduct an inventory of properties meeting established historic criteria in 1999. The Norkirk Neighborhood had one-third of the buildings on the Citywide inventory. Twenty percent of the highest priority structures are in Norkirk. The Kirkland Woman’s Club, Trueblood House, Campbell building and Peter Kirk building are on the National and State Registers of Historic Places. The cluster of historic properties at the intersection of Market Street and 7th Avenue form an important historical link and entrance to the Norkirk Neighborhood. The Newberry House, Kirkland Cannery, Sessions



**Policy N-1: Encourage preservation of structures and locations that reflect the neighborhood's heritage**

The following policies encourage preservation of structures and locations that reflect the neighborhood's heritage.

**Policy N-2: Provide markers and interpretive information at historic sites.**

Information identifying these important sites enables future residents to have a link with the history of the area.

**Policy N-3: Continue to evaluate incentives to encourage retention of identified buildings of historic significance.**

Flexibility in lot size requirements for lots that contain historic buildings is an incentive to preserve and protect historic resources. The Historic Preservation subdivision incentive allows lots containing historic buildings to be subdivided into smaller lots than would otherwise be permitted if the historic buildings meet designated criteria and are preserved on-site. In the future, additional incentives may need to be explored to protect historic buildings. A particularly significant historic building in the neighborhood is the Kirkland Cannery. Located in the industrial area of Norkirk, some zoning flexibility to allow nonindustrial uses such as live/work lofts may be appropriate in order to preserve this building.

**New: Policy N-4: Conduct regular updates of the City's historic building inventory to identify and designate new historic buildings that meet the established criteria.**

The last inventory of historic properties was conducted in 1999. There may be buildings not included in the inventory that now meet the definition of historic resources. **New:** The City should periodically survey buildings in the neighborhood to identify those of historic significance. Historic places and features should be commemorated with signs or markers to help celebrate the history of the neighborhood. The inventory should be updated to include newly eligible properties according to the established criteria in the Community Character Element.

## 4. Natural Environment

**Policy N-5: Protect and enhance the natural environment in the Norkirk Neighborhood.**

The environmental policies for the Norkirk neighborhood strive to protect and enhance the quality of the natural environment as a natural amenity, to avoid potential environmental hazards, and to utilize sustainable management practices. The following map figures show the critical areas within the Norkirk neighborhood. See the Natural Environment Element for more information about protection of wetlands, streams and associated buffers as well as landslide and seismic hazard areas, trees and wildlife. The Kirkland Zoning Code regulates tree retention, removal and development in critical areas.

**Policy N-6: Protect and improve the water quality and promote fish passage in the Forbes Creek and Moss Bay basins by undertaking measures to protect stream buffers and the ecological functions of streams, Lake Washington, wetlands and wildlife corridors.**

The Norkirk Neighborhood is located within the Forbes Creek and Moss Bay drainage basins (Figure N-1). In the Forbes Creek basin, there is extensive cutthroat trout habitat in the main stem of Forbes Creek downstream of Forbes Lake. Coho salmon are found west of the freeway in Forbes Creek. The various Norkirk Neighborhood tributaries leading into the Creek contribute to the water quality downstream prior to entering Lake Washington. The Surface Water Master Plan guides the City's efforts on water quality measures and projects. The small wetland and drainage area at Van Aalst Park provides an opportunity for enhancement on public property that could be

accomplished as a neighborhood or school community service project.

***Policy N-7: Evaluate and consider opportunities to improve the function and quality of wetland and stream segments adjacent to the Cross Kirkland Corridor during implementation of the Cross Kirkland Corridor Master Plan.***

In the Moss Bay drainage basin, the open stream portion of the Peter Kirk Elementary Tributary near the elementary school appears to have good water quality although analysis has not been conducted. It is suspected that water quality rapidly degrades through the piped network downstream prior to entering Lake Washington. In this tributary, removal of invasive species and revegetation of the area with native vegetation, including trees and shrubs, is worth investigating. Additionally, the feasibility of re-introduction of resident cutthroat trout into the stream and daylighting the piped portion of this tributary upon redevelopment of the industrial area are opportunities worth investigating. With the redevelopment of the Peter Kirk Elementary School, wetland restoration occurred in the northeast portion of the school property.

***Policy N-8: Develop viewpoints and interpretive information around streams and wetlands if protection of the natural features can be reasonably ensured.***

Providing education about the locations, functions, and needs of critical areas will help protect these features from potentially negative impacts of nearby development and could increase public appreciation and stewardship of these areas. When appropriate, the placement of interpretive information and viewpoints will be determined at the time of development on private property or through public efforts on City-owned land.

***New: Policy N-9: Protect notable trees and groves of trees.***

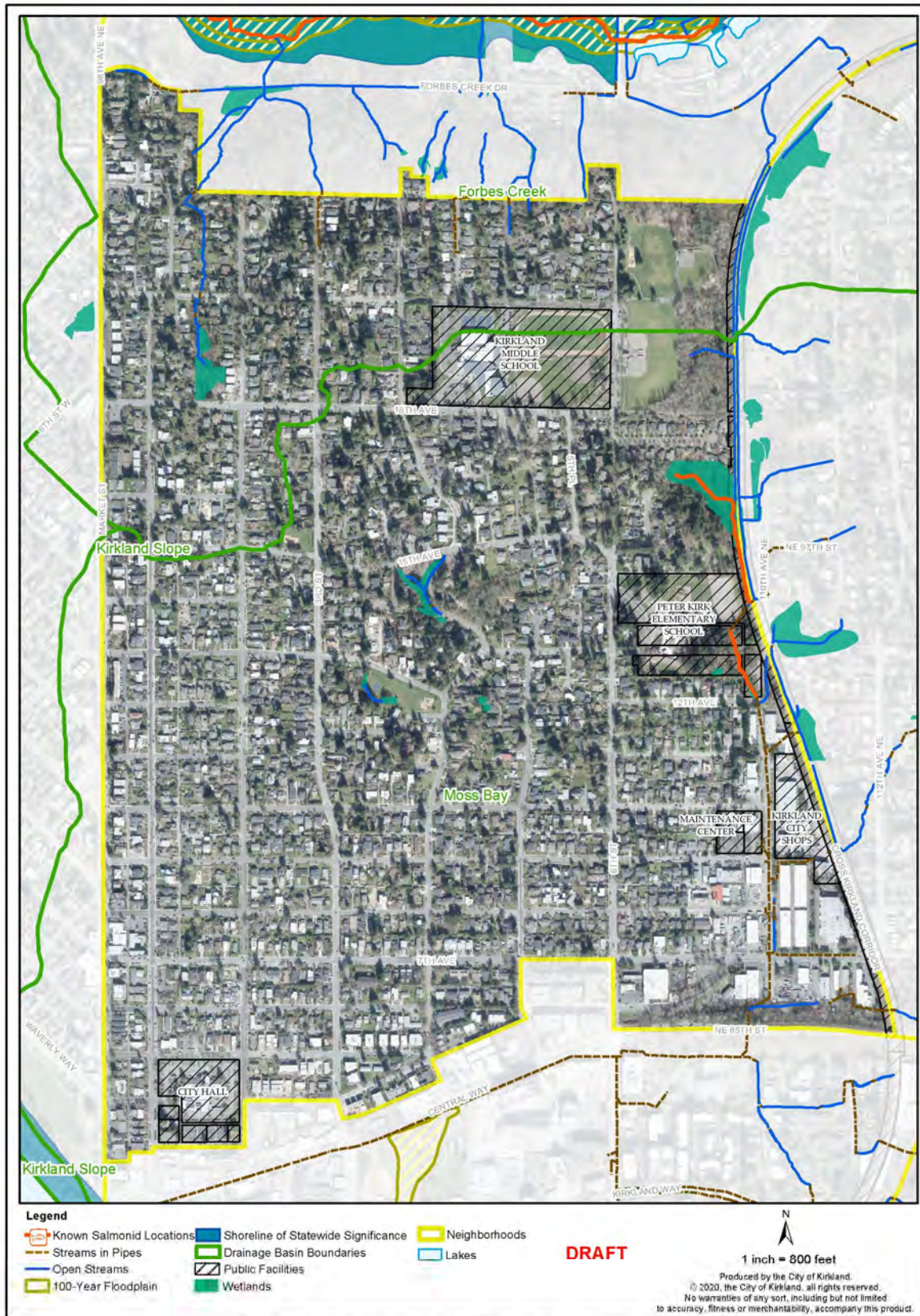
In the Norkirk Neighborhood, protecting, enhancing, and retaining healthy trees and vegetation are key values and contribute to the quality of life. The City promotes retention of the citywide tree canopy, significant trees, and groves of trees on private property consistent with zoning regulations. While a municipal heritage or notable tree program is not currently in place, the neighborhood supports voluntary efforts to encourage preservation of heritage trees. Heritage trees are set apart from other trees by specific criteria such as outstanding age, size, and unique species, being one of a kind or very rare, an association with or contribution to a historical structure or district, or association with a noted person or historical event.



**Trees at Crestwood Park**

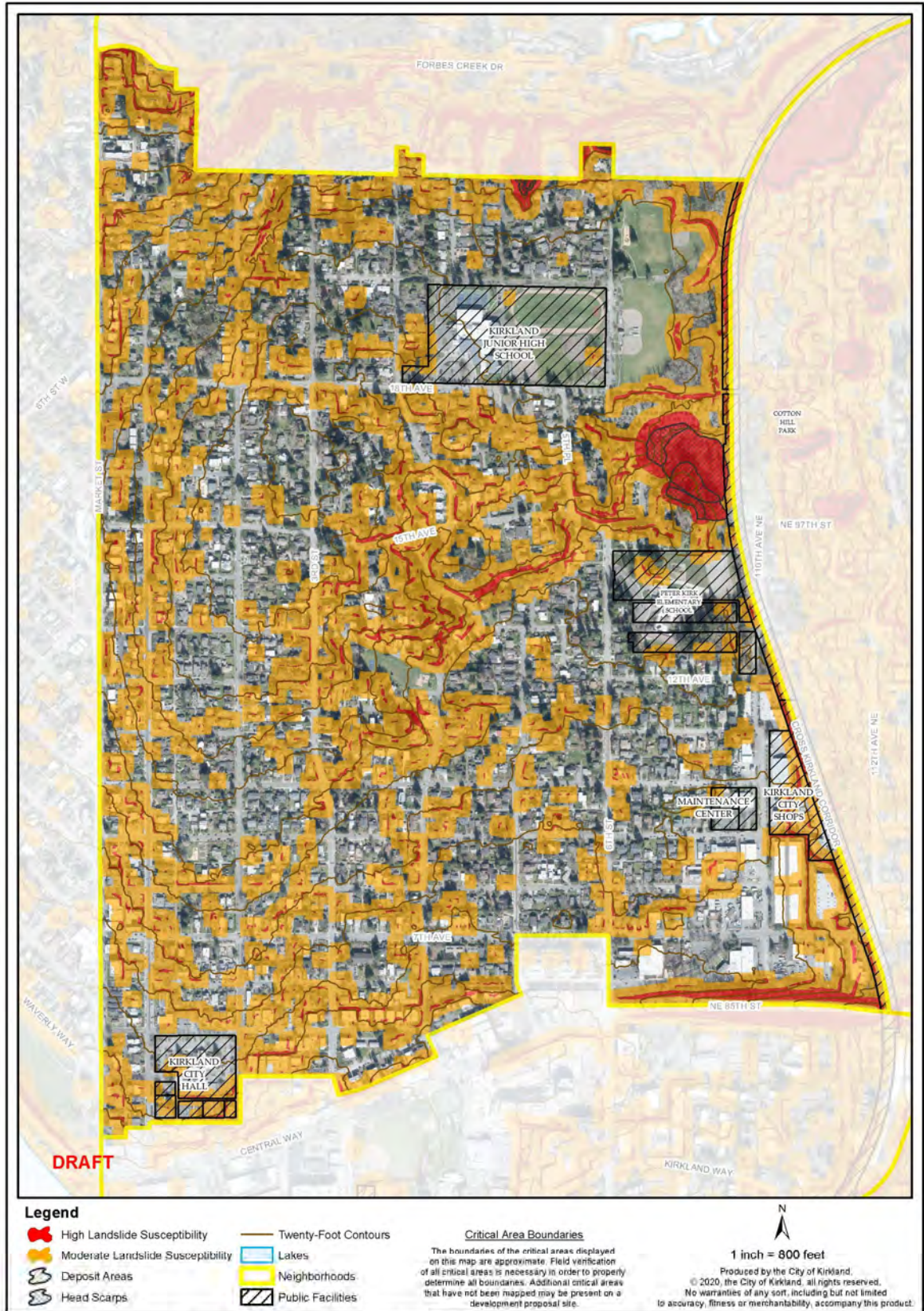
**Geologically Hazardous Areas**

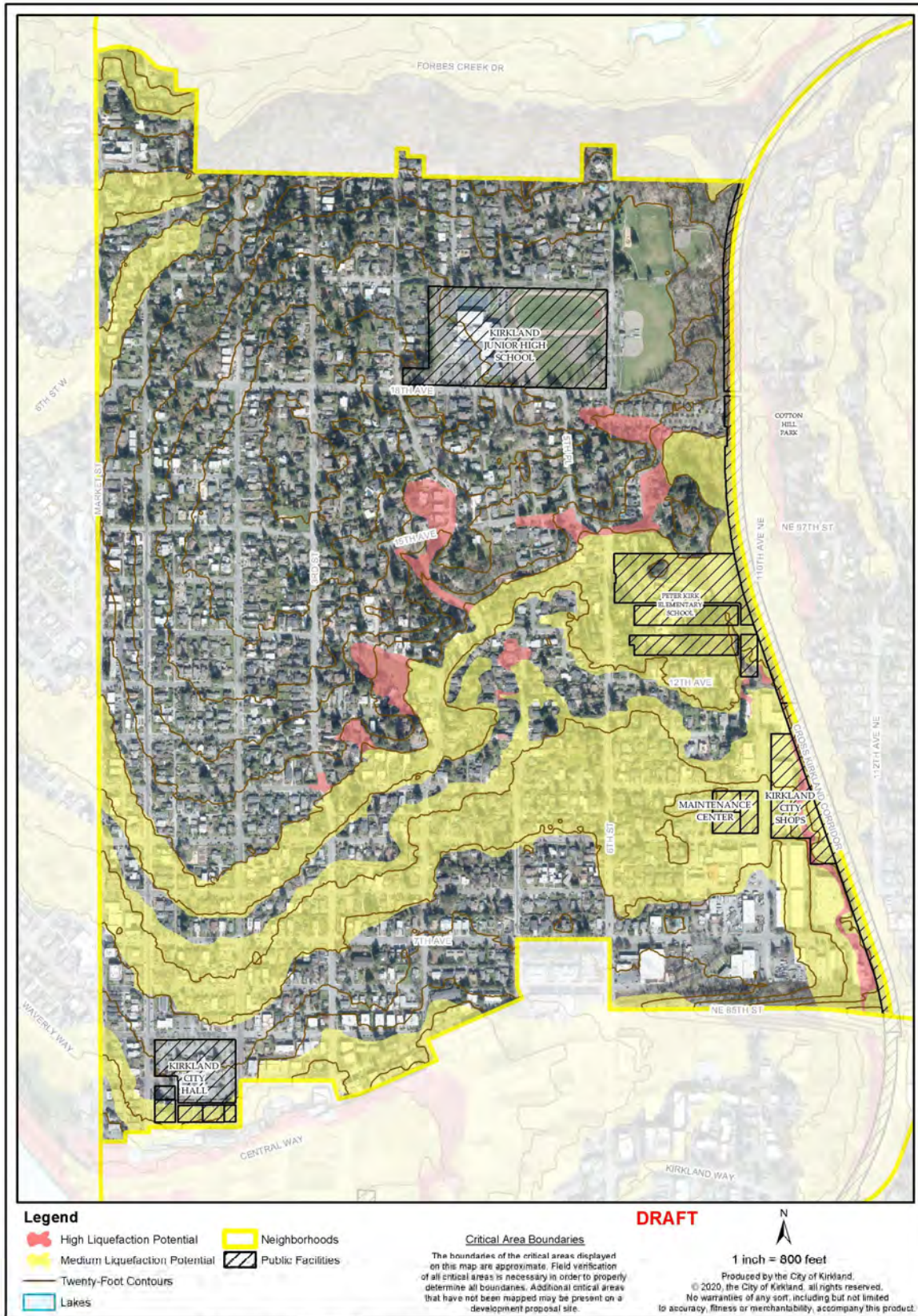
As shown in Figures N-2a and 2b, the Norkirk Neighborhood contains areas with steep slopes including potential for erosion, landslide hazards and soils with liquefaction potential during seismic events. Landslide hazard designated areas with development potential are primarily found north of Peter Kirk Elementary School near the Cross Kirkland Corridor (see Figure N-2). These areas are prone to landslides, which may be triggered by grading operations, land clearing, irrigation, or the load characteristics of buildings on hillsides. Development on geologically hazardous areas is governed by Zoning Code regulations.



**Figure N-1: Norkirk Wetlands, Streams, and Lakes**







**Figure N-2b: Norkirk Liquefaction Potential**

***Policy N-10: Avoid development of unimproved rights-of-way impacted by critical areas.***

Those portions of 16th Avenue (east of 7th Street), that are found to have critical areas (geologically hazardous, wetlands, stream areas), should not be improved. A portion of unopened right-of-way is within a wetland area and should remain in its natural condition. Additionally, those portions of 20th Avenue that are found to be in medium and high landslide hazard areas should be analyzed to determine if street improvements can be safely made without significant impacts on the adjacent geologically hazardous areas or adjacent critical areas.

***Policy N-11: Protect wildlife throughout the neighborhood by encouraging creation of backyard sanctuaries for wildlife habitat in upland areas.***

People living in the neighborhood have opportunities to attract wildlife and improve wildlife habitat on their private property. These areas provide food, water, shelter, and space for wildlife. The City, the State of Washington Department of Fish and Wildlife, and other organizations and agencies experienced in wildlife habitat restoration can provide assistance and help organize volunteer projects.

## 5. Land Use

The Norkirk Neighborhood contains diverse land uses that are successfully integrated into the dominant single-family residential land use pattern. Churches and schools are dispersed throughout the low-density residential core, while other public institutional uses such as Kirkland City Hall is in Planned Area 7 and the City Maintenance Center is in the industrial area of the neighborhood. Multifamily apartments and condominiums are in the southern portion of the neighborhood adjacent to the Central Business District. Retail, commercial, office, multifamily and mixed uses are focused in the Market Street Corridor and office, light industrial, and service commercial are concentrated in the light industrial zone at the southeast corner of Norkirk. For more information about the Market Street Corridor see the Market Street Corridor Plan Chapter of the Comprehensive Plan.

### RESIDENTIAL

***Policy N-12: Retain the predominantly detached single-family housing style in the core of the Norkirk Neighborhood while accommodating more compact new housing so that residents can age in place and the neighborhood can accommodate generational shifts in housing needs.***

Norkirk is a well-established neighborhood that has predominantly low density (six dwelling units per acre) traditional single-family residential development located generally north of 7th Avenue. The land use transitions from the single-family core to medium and high-density multifamily development at its south end. Preservation of the eclectic mix of housing styles and sizes is important to the neighborhood's distinct character.

Providing housing options for a wide spectrum of households is an important value to support and encourage. Innovative housing provides more housing choice to meet changing housing demographics such as smaller households. Rising housing prices throughout the City and region require strategies to promote lower cost housing. Allowing design innovations can help lower land and development costs and improve affordability.



Innovative development styles or techniques also enable increased protection of hazardous or critical areas. They can allow for more environmentally sensitive site planning by concentrating development on the most buildable portion of the site while preserving natural drainage, vegetation, and other natural features.

Compatibility with the predominant traditional detached single-family housing style in the neighborhood will determine the acceptance of housing alternatives. Architectural and site design standards to ensure compatibility with adjacent single-family homes are important to the successful integration of alternative housing into the neighborhood. Innovative housing techniques and styles such as small lot single-family, historic preservation and low impact development subdivisions, cottage and common wall (attached) homes, accessory dwelling units, clustered dwellings, and co-housing are appropriate options to serve a diverse population and changing household size and composition. They also help maintain the diversity of housing that characterizes Norkirk. Standards governing the siting and construction of alternative housing types in Norkirk should be consistent with Citywide zoning, development and subdivision regulations. New housing should protect and enhance the single-family character of the neighborhood.

***Policy N-13: Allow lot sizes that match the existing lot size and development pattern.***

A limited area, bounded on the east by 2nd Street, on the west by the alley between Market and 1st Streets, on the south by 8th Avenue, and on the north by the alley between 12th and 13th Avenues, has a particularly large number of lots that are less than 7,200 square feet (See Figure N-3 Land Use map). Seven dwelling units per acre, which is comparable to the Single-Family Residential 6.3 zoning classification (6,300 square feet minimum lot size), are in context with the predominant platting pattern here. Similarly, small sized lots should be allowed in proximity to these smaller lots to be consistent with the lot pattern and to provide more housing capacity and home ownership opportunities.

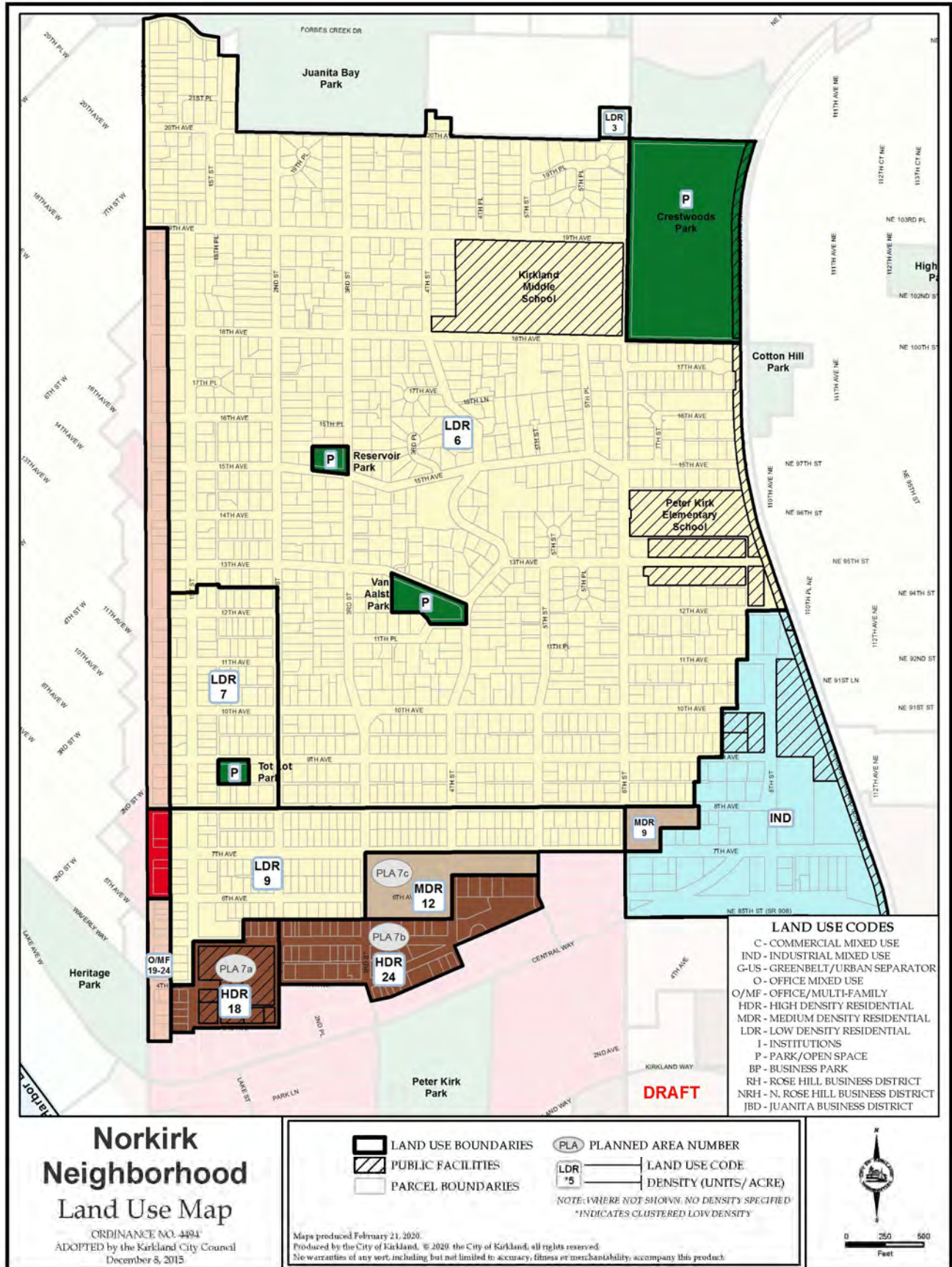


Figure N-3: Norkirk Land Use Map



*Photo of a historic short plat where a historic home was preserved and new home was constructed on the newly created lot.*

### PLANNED AREA 7

***Policy N-14: Maintain effective transitional uses between the downtown and the low-density residential core of the neighborhood.***

Planned Area 7 (PLA 7) is a transition zone between the low-density residential core of the neighborhood and the downtown.

***Policy N-15: Allow a range of residential densities in Planned Area 7.***

A slope separates this area from commercial development in the downtown. Multifamily and single-family dwellings, as well as institutional uses such as Kirkland City Hall, are appropriate here. Three subareas within PLA 7 allow a hierarchy of increasing densities approaching the Central Business District (CBD). Future development throughout PLA 7 should be compatible with the scale of structures in adjacent single-family zones while accommodating a range of compact housing types suitable for families and individuals.



*Condominiums on 4th Avenue and 2nd Street and Kirkland City Hall at 123 5th Avenue*

## COMMERCIAL

***Policy N-16: Focus commercial development in established commercial areas in the Market Street Corridor at the west boundary of the Norkirk Neighborhood.***

Commercial development should remain in established commercial areas within the Market Street Corridor and not extend into the residential core of the neighborhood or north of 19th Avenue. A slope and alley parallel to Market Street provide a topographic and manmade transition between the Market Street Corridor and the residential core of the neighborhood. Similarly, a slope running parallel to Central Way provides a topographic transition between commercial development in the downtown and residential development in Planned Area 7. Commercial development is prohibited in low, medium, or high-density residential areas.

***Policy N-17: Coordinate planning for the Norkirk Neighborhood with the goals and policies found in the Market Street Corridor section of the Comprehensive Plan.***

The western boundary of the Norkirk Neighborhood is in the middle of Market Street. The Market Street Corridor is shared with the Market Neighborhood. It is important for both neighborhood plans to be coordinated with the subarea plan for the corridor.

## INDUSTRIAL

***Policy N-18: Maintain the light industrial area to serve the needs of the community.***

The Norkirk Light Industrial Technology (LIT) area contains many small businesses and services for nearby residents.

***Policy N-19: Encourage limited light industrial uses, auto repair and similar service commercial uses, and offices to serve the neighborhood and surrounding community.***

- South of 7th Avenue, between 6th and 8th Streets, office uses up to three stories are encouraged to serve as a transition between the downtown and the industrial area. Gateway features and landscaping at the intersection of 6th Street and 7th Avenue and 6th Street and Central Way soften the transition into this area.
- **New:** In the remainder of the area, limited light industrial, warehousing, City services, service commercial uses such as auto or furniture repair, and small offices are appropriate. Two large retail storage uses exist in the LIT area and provide useful storage space to nearby residents and businesses but absorb valuable space in a well-situated industrial and commercial zone in close proximity to Downtown. Additional, new retail storage uses, along with other uses that do not promote the smaller-scale commercial and industrial character of the district should be discouraged. These types of uses take up a significant amount of land but provide limited economic activity and absorb land that could otherwise be utilized for industrial and commercial activities.



*Retail storage establishment*

***Policy N-20: Encourage businesses that promote environmentally sustainable technologies.***

Sustainable green technology provides benefits to Kirkland's economy and the neighborhood. The rapidly expanding new energy/clean technology industry sector promotes environmental stewardship and a vibrant economy.

***Policy N-21: Regulate industrial uses to ensure that impacts which may disrupt the residential character of the surrounding area are controlled.***

Techniques to minimize noise, glare, light, dust, fumes, parking and other adverse conditions, found in the policies in the Community Character Element of the Comprehensive Plan, and limiting hours of operation, should be used so that industrial activities do not create conflicts with surrounding residential development.

***Policy N-22: Industrial traffic should be controlled in order to protect the character, safety, and peace of the residential neighborhood.***

Industrial truck traffic should avoid passing through residential areas. Industrial traffic should be directed to 8th Street south of 12th Avenue, 7th Avenue between 6th Street and the Cross Kirkland Corridor, 6th Street between 7th Avenue and Central Way, and the NE 87th Street/114th Avenue NE connection between the Cross Kirkland Corridor and NE 85th Street in the Highlands Neighborhood. There should be no access from 12th Avenue into the industrial area. Additionally, 11th Avenue should remain closed to industrial access.

***New: Policy N-23: Promote land uses, mobility improvements, and new infrastructure that support transit-oriented development around the I-405/NE 85<sup>th</sup> Street Bus Rapid Transit (BRT) Station and the associated Station Area Plan.***

The south portion of the Norkirk Neighborhood is located within the boundaries of the Greater Downtown Kirkland Urban Center and future Station Area Plan surrounding the Bus Rapid Transit (BRT) Station. To maximize use of transit at the BRT Station, land use changes and infrastructure improvements in the southern portion of the neighborhood may be necessary to maximize access to the BRT Station and achieve the mixed use, transit-oriented development goals of the future Station Area Plan.

## 6. Urban Design

***New: Policy N-24: Promote shared parking arrangements to encourage efficient utilization of surface parking lots in the neighborhood.***

Throughout the neighborhood are surface parking lots owned by the City, other public entities, or non-profit organizations that may be underutilized during the week. Shared parking agreements between properties, businesses, and community organizations could be arranged to make better use of these facilities.

***Policy N-25: Address transition impacts and protect nearby low-density residential character with site and building development regulations for the industrial area, Planned Area 7, and the Market Street Corridor.***

The building mass and/or height of higher density structures should complement rather than dominate or overwhelm adjoining low-density uses. Landscape buffers are used to soften and separate uses by creating a transition zone. In addition, the building mass and height of higher density structures should be restricted to prevent overwhelming adjoining low density uses.



***Policy N-26: Provide streetscape, gateway and public art improvements that contribute to a sense of neighborhood identity and enhanced visual quality***

An existing gateway sign is located on 6th Street north of 7th Avenue. Other desired locations are shown in Figure N-7. The City should pursue opportunities to work with private property owners to install gateway features as part of future development. In other instances, public investment will be necessary. Depending on the location, improvements such as landscaping, signs, public art, structures, or other features that identify the neighborhood could be included.

***Policy N-27: Preserve the public view corridors of Lake Washington, Seattle, and the Olympic Mountains from 1st, 2nd and 3rd Streets (Figure N-7).***

The street system provides Kirkland neighborhoods with several local and regional views. View corridors located within the public domain are valuable for the beauty, sense of orientation, and identity that they impart to neighborhoods. The Norkirk public view corridors should be preserved and enhanced for the enjoyment of current and future residents. One means of doing this may be the undergrounding of utilities.



*View from intersection at 9th Avenue and 1st Street*

***Policy N-28: Encourage design that contributes to a vibrant neighborhood.***

Building and site design should respond to both the conditions of the site and the surrounding neighborhood. A variety of forms and materials result in homes with their own individual character, thus reducing monotony. Appropriate building setbacks, garage treatments, sidewalks, alley access, and architectural elements, such as entry porches, help foster a pedestrian orientation and encourage greater interaction between neighbors.

***New: policy recommended by the Single-Family Design Focus Group-***

***Policy N-29: Explore new regulations that encourage infill housing to be compatible in scale and mass with the existing development and that allow for sufficient light, air, and privacy between residential structures.***

Appropriate scale results in the perception that new houses are in proportion with their lots and provide adequate light, air and privacy between structures. Setbacks, building mass, lot coverage, landscaping and building height, roof pitch all contribute to houses that successfully fit into the neighborhood.

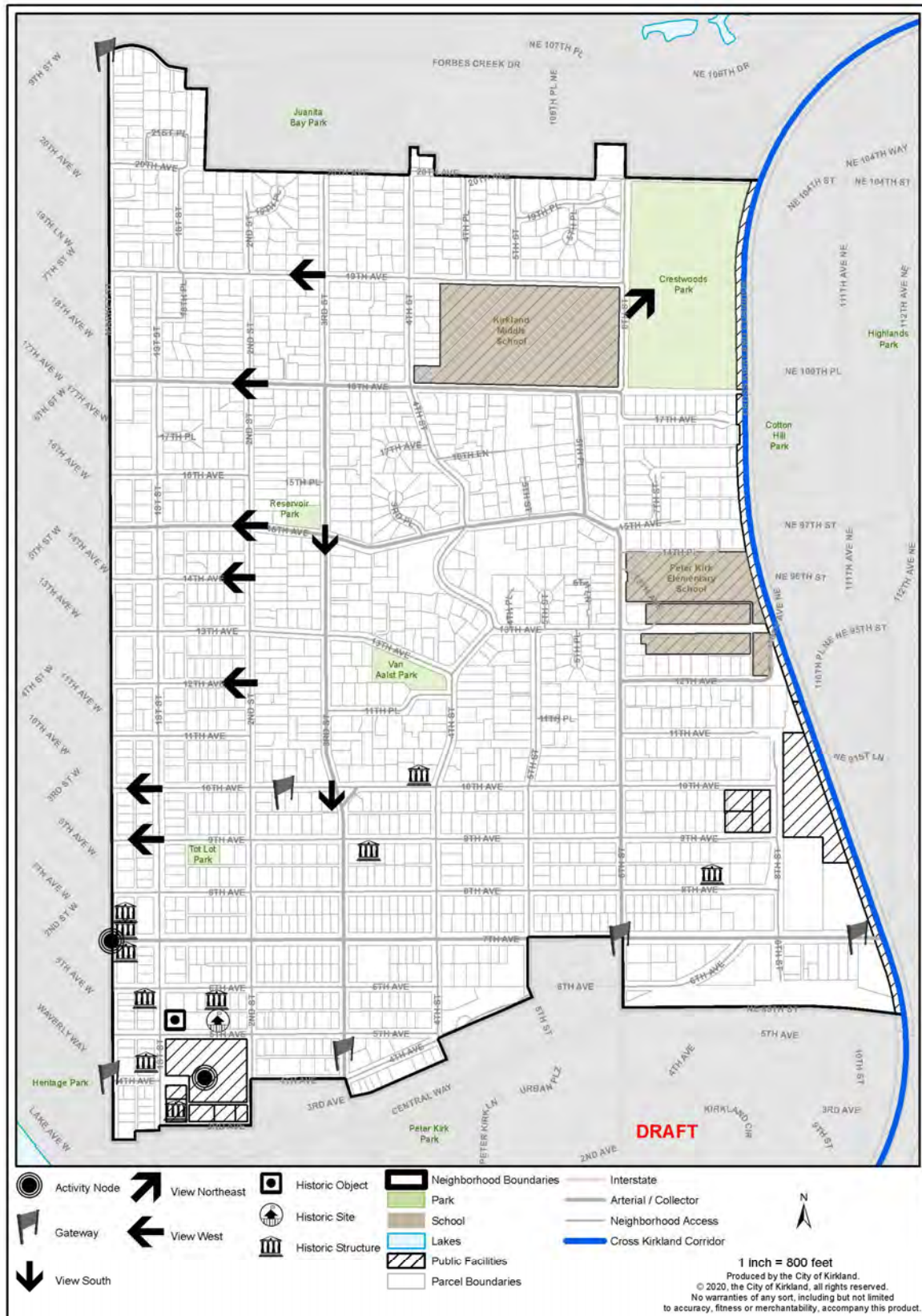


Figure N-7: Norkirk Urban Design Features

## 7. Transportation

### STREETS

***Policy N-30: Maintain the street and alley grid in the Norkirk Neighborhood.***

Portions of Norkirk platted in the early part of the 20th century have a distinct alley grid that contributes to the unique character of the neighborhood. Maintenance of Norkirk's grid pattern promotes neighborhood mobility, a more equitable distribution of traffic on neighborhood streets, and the development of ADU's with independent access points. The streets that compose this grid network consist of collector and local streets and alleys, with one principal arterial: Market Street, located at the western boundary of the neighborhood. Street classifications are described in the Transportation Element and shown on Figure N-4.

Alleys provide access and a service route for the lots they abut, while the streets provide circulation through the neighborhood. Utilizing alleys minimizes the number of curb cuts needed to serve abutting uses, thus minimizing conflicts with pedestrian and vehicular traffic on the street.

***Policy N-31: Minimize and reduce cut-through traffic and speeding.***

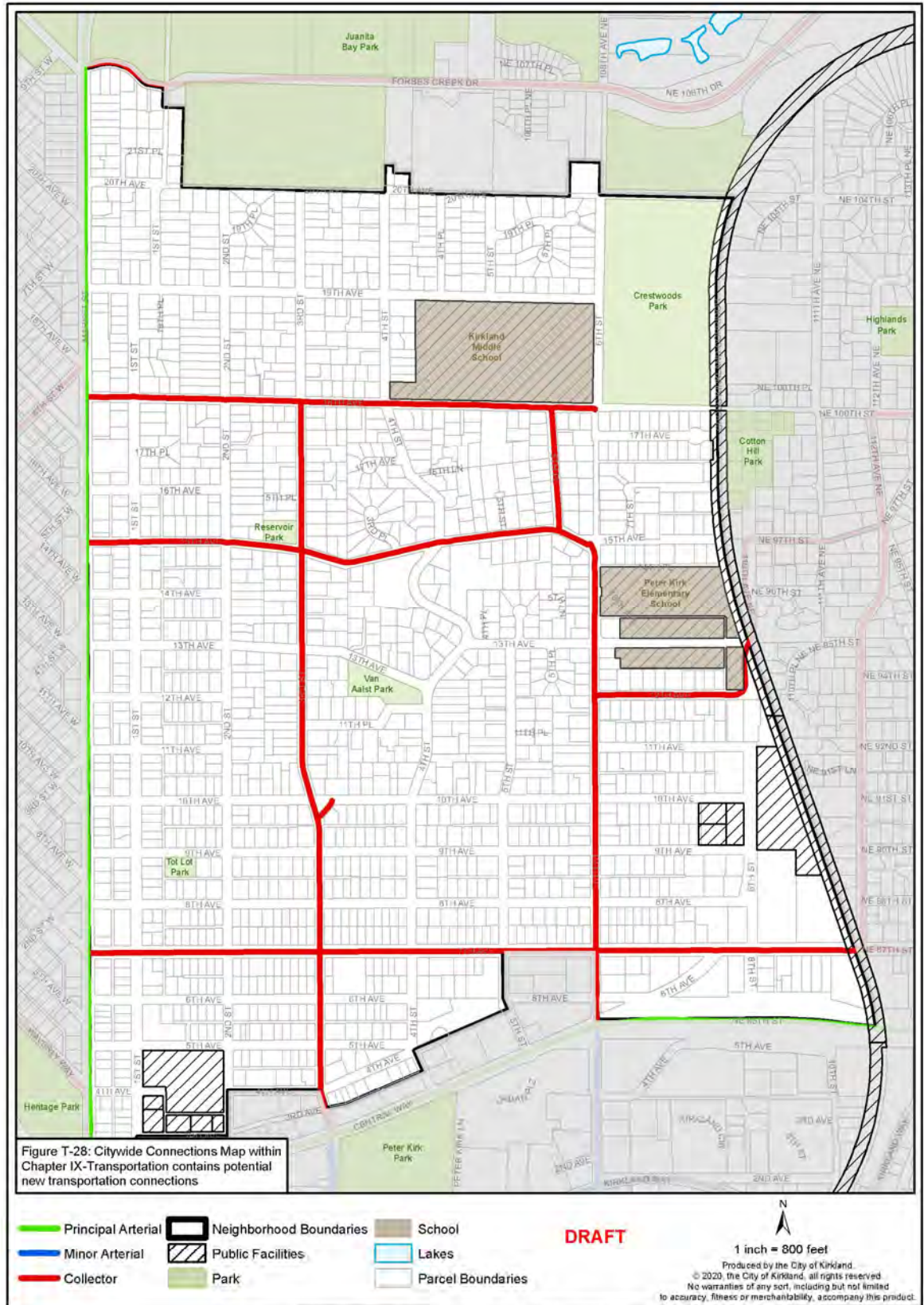
Monitor and evaluate traffic patterns and volumes in the Norkirk Neighborhood to minimize cut-through traffic and speeding, especially between Market Street and Central Way. The evaluation should determine if additional strategies such as traffic calming, in cooperation with the Fire Department to accommodate emergency response needs and times, are needed. The neighborhood should be involved in this process.

***Policy N-32: Identify preferred routes through the neighborhood to and from City facilities.***

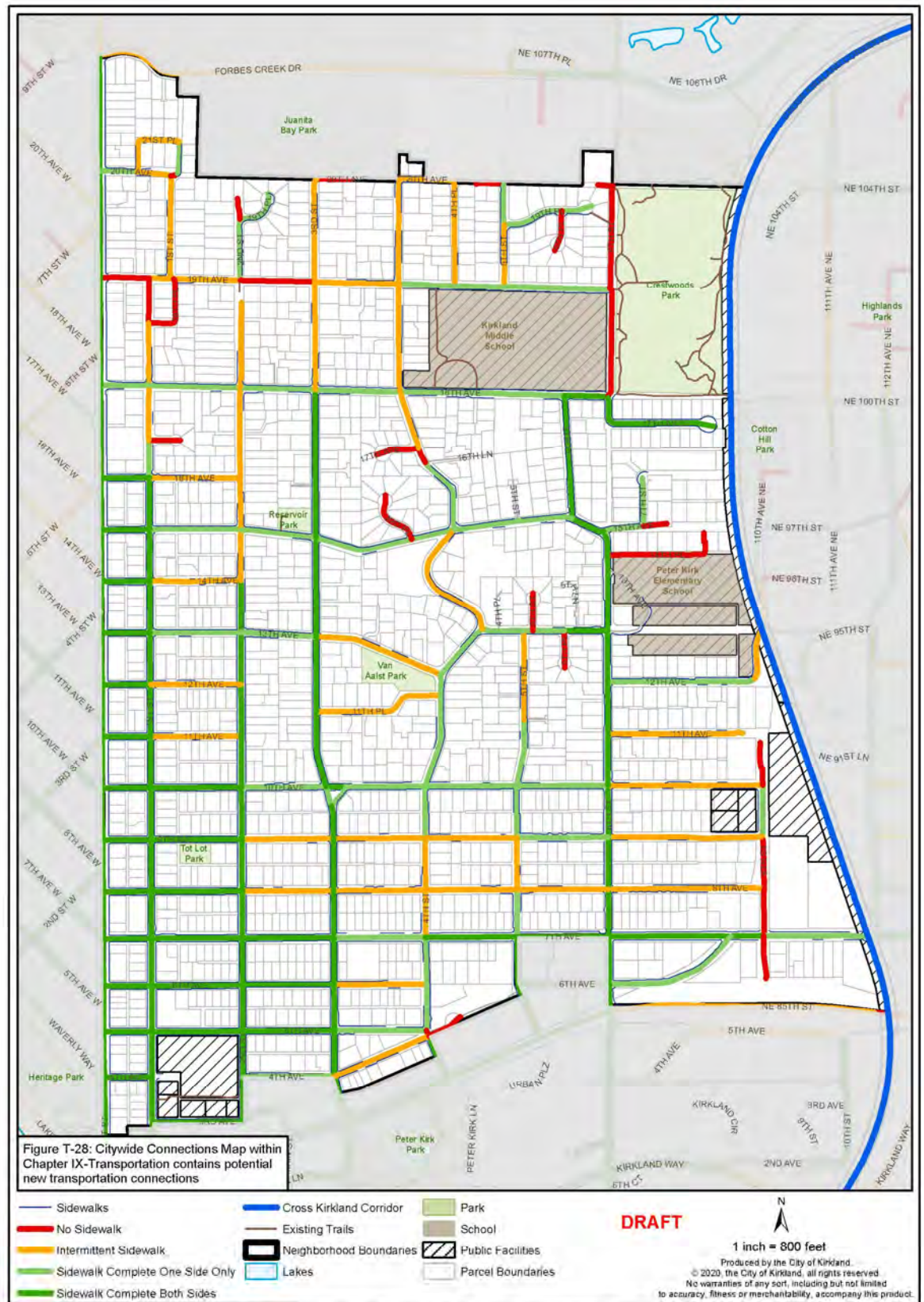
The various City administration and maintenance facilities located in the Norkirk Neighborhood generate both service and visitor trips. When practical, vehicles should be routed onto collector streets where improvements are in place to protect the pedestrian, rather than onto local access streets that serve the internal needs of residents.



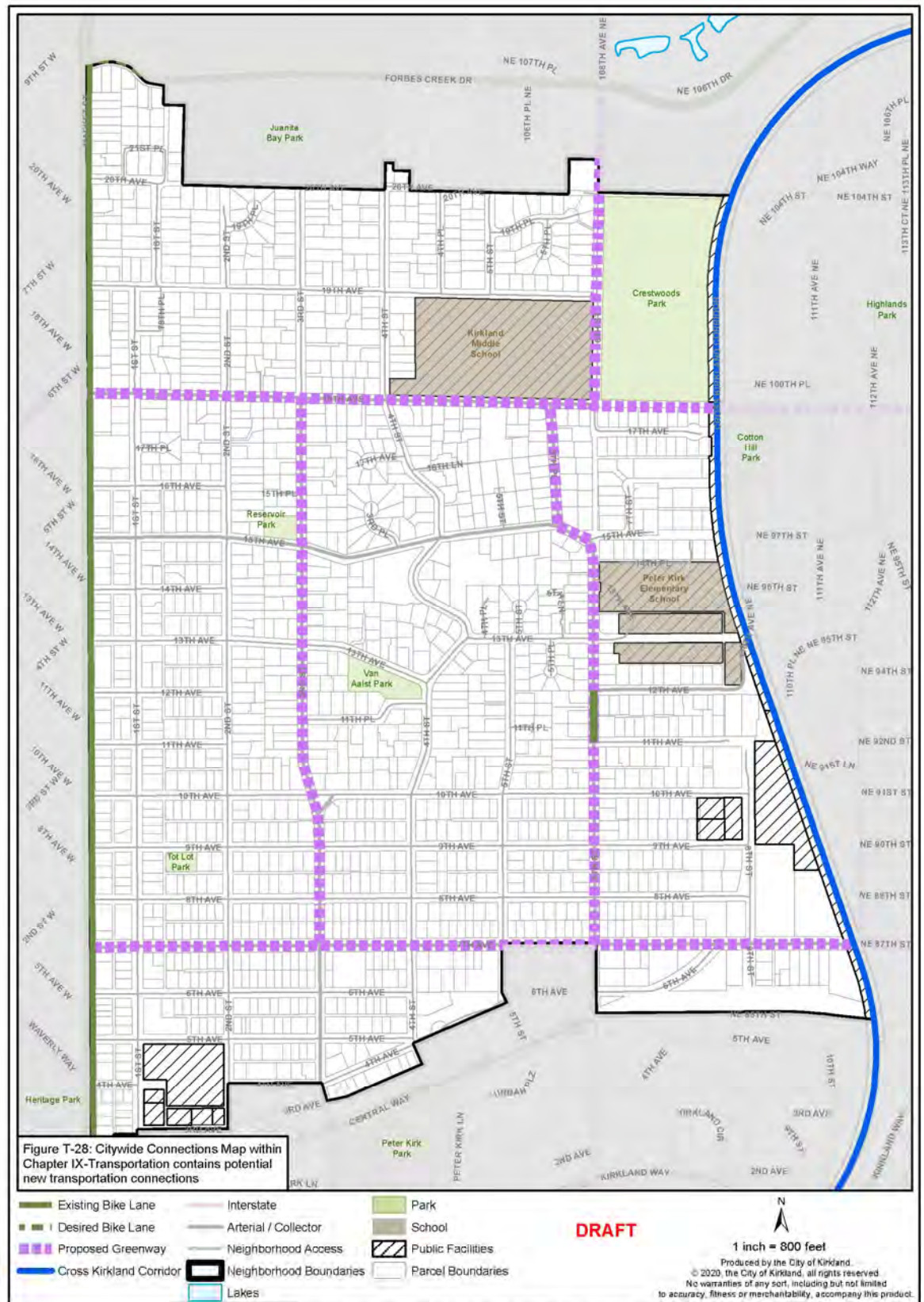
*Example of traffic circle installed for slowing down vehicle speed*



**Figure N-4: Norkirk Street Classifications**



**Figure N-5: Norkirk Pedestrian System**



**Figure N-6: Norkirk Bicycle System**

The preferred routes for visitors coming from outside the neighborhood to City Hall and for other City vehicles leaving City Hall are along 7th Avenue via 1st Street and 5th Avenue, along 3rd Street via 4th and 5th Avenues, and along 1st Street via 3rd Avenue. The preferred routes for service vehicles and visitors to the Maintenance Center are along 7th Avenue and 8th Street, internal to the industrial area in which it is located.

*Staff note: Revise Figure N-6 to include recommended Greenways Network (below is the existing map):*



### TRANSIT

King County Metro transit serves the Norkirk Neighborhood along Market Street and to a lesser extent through the neighborhood, connecting to Kirkland's Transit Center, other neighborhoods, jurisdictions, and will allow transit connections to the Bus Rapid Transit Station at I-405/NE 85<sup>th</sup> Street interchange.

The Cross Kirkland Corridor, located at the eastern boundary of the neighborhood, will be used in the near term as a multi-use trail and utilities corridor connecting to other neighborhoods and cities. The Cross Kirkland Corridor Master Plan indicates that the corridor that may one day include high capacity transit.

### PEDESTRIAN/BICYCLE CIRCULATION

*Staff note: This section will be updated once the recommendations of the new ATP and Safer Routes to School Plans are known.*

The existing City of Kirkland Active Transportation Plan (ATP) maps the planned bicycle and pedestrian facilities planned for a 10-year horizon. Those projects mapped in the Norkirk Neighborhood Plan that are not shown in the ATP should be added. Figure N-5 shows the desired pedestrian system in the Norkirk Neighborhood. The Capital Improvement budget process prioritizes when routes will receive funding for improvements.

City street standards require that all through streets have pedestrian improvements including curbs, gutters, landscape strips, street trees and sidewalks. As new development occurs, pedestrian improvements are usually installed by the developer. In developed areas without sidewalks, the City should identify areas of need and install sidewalks through the capital improvement budget process.

Bicycles are permitted on all City streets. Bike facilities may include a designated bike lane with a painted line; or a shared use path for bicycle and pedestrian use. Existing and desired routes are shown in Figure N-6.

***Policy N-33: Enhance and maintain pedestrian and bicycle infrastructure within the Norkirk Neighborhood, especially on designated school walk routes, at activity nodes and connecting to adjacent neighborhoods.***

The following routes should be evaluated in the Capital Improvement budget process which prioritizes when routes will receive funding for improvements. If funded, these routes should be improved with sidewalks, curbs, gutters, and landscape strips and lighting as needed:

- 19th Avenue between Market and 6th Street leads to Kirkland Middle School and Crestwoods Park.
- 7th Avenue between Market and the Highlands Neighborhood provides a centrally located east/west pedestrian and bike route.
- 4th Street between Central Way and 19th Avenue provides a centrally located north/south pedestrian route.
- 6th Street between 20th Avenue and Forbes Creek Drive connects the Norkirk and South Juanita Neighborhoods and include a bike route.
- 20th Avenue between 3rd Street and 5th Street provides an east/west pedestrian route at the northern boundary of the Norkirk Neighborhood.

**New:** Recommended improvements for a connected bike network in the Transportation Master Plan include a neighborhood greenway on 18th Ave, 7th Ave, 3rd St, and 6th St. to connect with the routes in adjacent neighborhoods, Cross Kirkland Corridor and the Juanita Bay to Sammamish Valley Trail system. These improvements could include shared-lane pavement markings with wayfinding, speed reduction treatments, improved crossings, etc. The recommended network may get updated during the 2019 update of the Active Transportation Plan.

***Policy N-34: Support development of the Cross Kirkland Corridor as a multi-use corridor.***

Develop the Cross Kirkland Corridor for transportation and recreation as described in the Cross Kirkland Corridor Master Plan (CKC) and pursue opportunities for new or improved connections into the neighborhood consistent with the CKC Master Plan and the Park, Recreation and Open Space (PROS) Plan .

**New:** *Staff note the following was also added to the Highlands Neighborhood Plan (from the CKC Master Plan):*

With development, redevelopment or platting, public pedestrian and bicycle access easements should be provided for properties adjacent to the CKC consistent with the CKC Master Plan and the Parks, Recreation and Open Space (PROS) Plan near the following locations:

- Cotton Hill Park
- End of NE 14<sup>th</sup> Pl
- 110<sup>th</sup> Pl NE
- NE 91<sup>st</sup> Street
- North of NE 85<sup>th</sup> Street



## 8. Open Space/Parks

### PARKS

There are four publicly owned parks in the Norkirk Neighborhood that currently provide park and open space amenities-Crestwoods Park, Van Aalst Park, Tot Lot Park and Reservoir Park. Some also protect critical and natural areas. Crestwood Park trails connect to the CKC in several locations. In addition, the City has a partnership with Lake Washington School District for joint use of recreational facilities at Kirkland Middle School and Peter Kirk Elementary School, which help meet the community's needs for recreation. Parks are mapped in Figure N-1 and the Parks, Recreation and Open Space (PROS) Plan describes the improvement plans for Norkirk parks.



*Crestwoods Park*

*Van Aalst Park*

### PUBLIC SCHOOLS

Kirkland Middle School is over 15 acres and is located adjacent and to the west of Crestwoods Park. It complements the park in size and supplies valuable open space for the neighborhood. The school grounds are improved with one baseball/softball field, one small nonregulation practice softball field, a quarter-mile running track, one football field, and four outdoor unlighted tennis courts. The school's fieldhouse provides indoor recreation space for the City's community-wide recreation program.

Peter Kirk Elementary School is an 11-acre site located on 6th Street at approximately 13th Avenue. The site provides playfields for youth sports, as well as space for informal recreation activities for nearby residents. Additionally, the school provides children's playground equipment and indoor recreation space on a limited basis.

### ***Policy 35: Enhance existing parks, open space, and shared school facilities in the neighborhood***

City financial contributions helped renovate the Peter Kirk Elementary School ballfield, which helps provide shared recreational facilities for neighborhood residents and the Lake Washington School District.

## 9. Public Services/Facilities



*City of Kirkland Public Works Maintenance Center Extension*

The Norkirk Neighborhood is home to City Hall and the Maintenance Center. These public facilities are where Citywide governmental services are administered. City Hall attracts citizens from outside of the neighborhood to participate in the many functions and services of the municipality.

***Policy N-36: Provide adequate parking for civic buildings, either on-site, on adjacent local streets, or in nearby parking lots.***

Civic activities such as voting, public meetings and other community events, as well as day-to-day use, create a high parking demand, particularly at Kirkland City Hall. During periods of elevated public use, parking may spill over onto nearby residential streets, beyond those adjoining City Hall. To mitigate the impacts of on-street parking on local residents during these periods of peak use, the City should arrange for alternate employee parking locations, for example, by securing shared parking agreements with local private institutions such as churches to use their parking lots.

**New:** Parking impacts should also be mitigated by providing alternatives to single-occupancy vehicle use (e.g., encouraging carpooling, and promoting enhanced bike, pedestrian, and transit access).

# XV.L. Market Street Corridor Plan

*Draft Plan #2 May 29, 2020*

To reader: This draft of the updated Market Street Corridor Plan incorporates input from the public outreach activities conducted since January 2019, city staff, and representatives from the Market and Norkirk Neighborhood Associations and results of the Market Street Corridor Focus Group. In addition to edits to the existing neighborhood plan, other changes include combining goals and policies to reduce redundancy and renumbering the policies. New policies or major text edits are indicated by **yellow highlights**. Maps and photos will be updated in subsequent drafts.

## 1. Overview

The Market Street Corridor is centered around Market Street and includes properties along the eastern border of the Market Neighborhood and the western border of the Norkirk Neighborhood.

**New:** The Market Street Corridor is an eclectic, attractive, and economically healthy area that includes a mix of small-scale office and retail uses, single family housing, and multifamily housing. A few commercial buildings provide convenient retail shopping and services for nearby residents and visitors from other areas in the region. The Corridor is generally one lot wide bordering Market Street and is bounded by established and highly valued single-family residential neighborhoods to the north, east and west and the Central Business District to the south.

Market Street provides access to both the Market and Norkirk Neighborhoods and is heavily used as a principal north/south arterial for city-wide and regional bicycle, bus, truck, and automobile traffic. Local residents depend on the Market Street Corridor as a connection between the Market and Norkirk Neighborhoods, and to the Central Business District. During commute periods residents experience challenges accessing Market Street to and from the surrounding neighborhoods. The mix of historic 1890s buildings at the intersection of Market Street and 7th Avenue represent the original town center that is a focal point for Kirkland's history.

## 2. Vision Statement

**New Vision Statement:** The Market Street Corridor is a leafy and comfortable neighborhood-compatible mix of residential, office, and retail land uses that support and complement the surrounding low density residential Norkirk and Market neighborhoods. Well-lit crosswalks, signs, flags, designated bike lanes and other infrastructure improvements along Market Street help pedestrians and bicyclists to feel comfortable and safe.

The Corridor is envisioned to continue to be an area where:

- Trees line both sides of Market Street and within the center median.
- Development regulations ensure buildings are smaller in scale compared to other commercial districts in the city.
- There is an eclectic, livable, and attractive mix of small-scale single-family and multi-family residential uses, neighborhood oriented commercial, and retail uses.
- Retail establishments are small and, to be viable as businesses, likely serve residents of Kirkland as well as local neighborhood customers.
- Architectural and site design standards ensure buildings are spaced, set backed, scaled, and designed to attractively blend with the surrounding primarily single-family residential

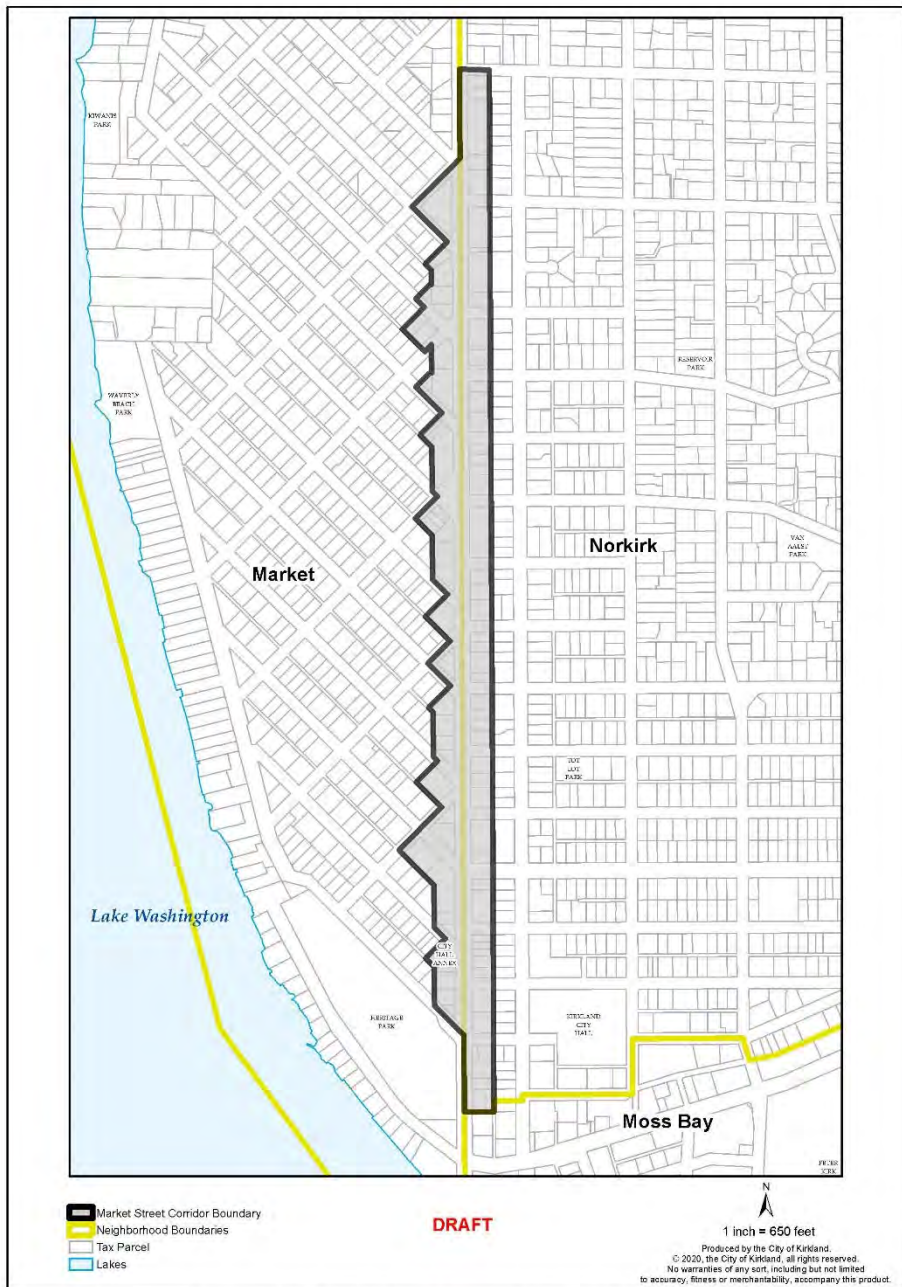
- neighborhoods as well as the historic district at the intersection of 7th Ave and Market St.
- Commercial uses are limited to those that minimize noise, light, odor and traffic impacts adjacent to residential uses.



*Market Street Corridor*



*Sears Building at 701 Market Street*



**Figure MS-1: Market Street Corridor Boundary**

### 3. Historic Context

The historic buildings dating from the 1890s at the intersection of Market Street and 7th Avenue represent the original town center and are still a focal point for Kirkland's history. This historic district reflects the City's past and its continued evolution through its old and new buildings and its streetscape, including street trees, public seating and street lights.

Between 1888 and 1890, Peter Kirk's Kirkland Land and Improvement Company purchased much of the land that had been homesteaded in the 1870s to begin the proposed new city. This new city was to support the construction of the steel mill on Rose Hill near Forbes Lake. The new town center was at the intersection of Market Street and Piccadilly, which is now 7th Avenue. This intersection, with four remaining 1891 brick buildings, three of which are on the National Register of Historic Places, is one of the most historically significant in Kirkland. An alternative street plan was also developed which included a large square at this intersection and a hotel on what is now Heritage Park at the corner of Market and Waverly Way. The cluster of historic properties at the intersection of Market Street and 7th Avenue form an important historical link and entrance to both the Market and Norkirk Neighborhoods. See the Market and Norkirk Neighborhood Plans for more historical information about the area.

***Policy MS-1: Encourage preservation of structures and locations that reflect Kirkland's heritage.***

The Community Character Element Chapter of the Comprehensive Plan Table CC-1 identifies Designated Historic Buildings, Structures, Sites and Objects in Kirkland designated by the Kirkland Landmark Commission and King County Landmark Commission. Figure CC-1 identifies the location. Refer to those tables for more information about the historic features along the corridor and in the Market and Norkirk Neighborhoods. Figure Map MS-3 shows the location of the historic features along the Corridor.

***Policy MS-2: Provide incentives to encourage retention of identified buildings of historic significance.***

The City should include incentives in the Zoning and Building Codes for maintenance of the historic buildings at the 7th Avenue and Market Street Historic District. These incentives can help to make the maintenance of the historic structures more economically viable.



*The Peter Kirk Building 620 Market Street*

***Policy MS-3: Provide and maintain markers and interpretive information for the historic sites located in the historic district at 7th Avenue and Market Street.***

Providing this information will identify these important sites and enable future residents to have a link with the history of this significant area of Kirkland.

## 4. Land Use

***Policy MS-4: Encourage a mix of uses within the Market Street Corridor that includes multifamily residential, office uses, as well as neighborhood-oriented shops and services to promote neighborhood walkability and provide services to the greater community.***

Most of the Corridor is developed with a mixture of small-scale multifamily residences at a density of 12 units/acre and office development. It is also appropriate to have other neighborhood businesses interspersed throughout. This scale and pattern of development for the corridor fits well with the adjoining neighborhoods.



Neighborhood Shopping Area

There are two nodes along Market Street that function as neighborhood shopping and services areas: one on the south and one on the north shown in Land Use Map Figure MS-2. The area south of 6th Avenue and 5th Avenue West functions as a connection between the City's historic district and the Central Business District (CBD). Small-scale multifamily uses and office development are also allowed here, but some of the area is at a higher density than the 12 units/acre allowed north of the historic district. On the east side of Market Street, multifamily density can go up to 24 units/acre. This helps the area to make a better transition into the CBD.



Office Development on Market Street

The neighborhood-oriented businesses located on the west side of Market Street, north of 14th Avenue West provides convenient shopping and services for residents in the area. If redevelopment of this site occurs, the buildings and site should be designed so that their appearance is complementary to the character of the adjoining neighborhood. Landscaping and other design elements can be used to soften and separate the commercial uses on-site from the adjoining residential uses.

***Policy MS-5: Retain the historic district roughly between 8th Avenue/2nd Street West and 6th Avenue/5th Avenue West as a special planning area of the Corridor.***

This area should remain a business commercial zone (shown on the Land Use Map Figure MS-2) allowing residential, office and retail uses, and should include special regulations that reinforce the historic nature of the intersection at 7th Avenue and Market Street.

***Policy MS-6: Restrict the development of new commercial and multifamily structures to locations within the limited boundaries and land use districts designated for the Market Street Corridor.***

Multifamily and commercial development should remain in designated areas within the Market Street Corridor and not extend into the single-family residential core of the Market and Norkirk Neighborhoods or beyond 19th Avenue to the north. The slope and alley parallel to the east side of Market Street provide a break between the Corridor and the residential core of the Norkirk Neighborhood. The break is not as well defined on the west side of the street between the Corridor and the Market Neighborhood residential core; however, it is generally located adjacent to properties that directly abut Market Street and is a useful neighborhood feature. (See Land Use Map Figure MS-2).



*Multi-family Development on Market Street*

***New policy similar to Norkirk Plan:***

***Policy MS-7: Enhance neighborhood compatibility through site design standards for multi-family and commercial buildings in the Market Street Corridor.***

Building and site design standards should address issues such as building placement on the site, site access and on-site circulation by vehicles and pedestrians, building scale, site lighting, signs, landscaping (including for parking lots), preservation of existing vegetation, and buffers between multifamily and commercial developments and single-family housing.

***New: Policy MS-8: Appropriate building height for the Corridor is up to two to three stories – two stories in general, and three stories in the neighborhood shopping and service nodes described in MS-2.1. Additional height may be allowed as established in the Zoning Code to encourage a variety of roof forms, and as part of the design review process.***

A range of building heights along the Corridor are appropriate as transition to adjacent lower density residential uses, to reflect topographical change in the neighborhood, and to encourage below grade parking areas.



**New:** *Policy MS-9: Study the parking requirements in the Market Street Corridor to encourage more small neighborhood commercial uses such as retail, office, or restaurant uses while minimizing impacts to adjacent low-density residential neighborhoods.*

There is neighborhood support for encouraging more small neighborhood commercial retail, office and restaurant uses along the Corridor. Existing zoning regulations allow flexibility in the amount of parking stalls if a parking demand study is submitted that analyzes the unique parking needs of a business and a reduction in the number of parking stalls is justified. A general study should be completed for the Corridor to evaluate if reducing the Zoning Code parking requirements would encourage these types of uses (retail, restaurants, and offices) to locate along the Corridor, and if mitigation for potential spillover parking into adjacent residential neighborhoods would be warranted. Reduced parking requirements could also enhance the aesthetics and walkability of the neighborhood.





*Intersection at 7th Avenue and Market Street*

***Policy MS-10: Maintain and enhance the character of the historic intersection at 7th Avenue and Market Street.***

Existing historic resources should be considered when adjacent structures are being rebuilt or remodeled. The scale and design features of the historic buildings at the intersection of Market Street and 7th Avenue should be considered when development in that area occurs.

***Policy MS-11: Utilize design review to administer building and site design standards for commercial and multifamily development along the Market Street Corridor.***

Design review is important for the historic area surrounding the Market Street and 7th Avenue intersection (see Figure MS-3) and appropriate for all multifamily and commercial development along the corridor. The design review process using the Design Guidelines for the Market Street Corridor or Design Standards in the Zoning Code should be used to review site and building design issues such as building placement, landscaping, and building details, as well as public improvements including sidewalk width and street furniture.



*Office buildings on Market Street*

***Policy MS-12: Provide streetscape, gateway and public art improvements that contribute to a sense of identity, enhance visual quality, and unify the Market Street Corridor.***

Decorative street lights, a consistent street tree plan, and pedestrian seating can all be used to reinforce the character and reflect the feeling of the corridor. The landscape strip on the east side of Market Street adds interest and provides a more secure pedestrian environment. Additional street trees should be considered on the west side of Market Street. The City should also consider funding street lights designed to reflect the area's history within the historic district and possibly

***Policy MS-13: Construct and improve gateway features at the locations identified in the Market and Norkirk Neighborhood Plans.***

Desired gateway feature locations are indicated on Figure MS-3. Improvements such as landscaping, signs, public art, and other features that identify the neighborhood can be included if they are appropriate for a location. Public investment will be necessary in most instances, but the City can also pursue opportunities to work with private property owners to install gateway features as part of future development.

***Policy MS-14: Administer development standards and design guidelines that address transitions between low-density residential areas and the commercial and multifamily residential uses along Market Street.***

The building mass and/or height of higher density structures should complement rather than dominate or overwhelm adjoining low-density uses. Landscape buffers, vertical or horizontal building modulation such as upper story step backs or architectural treatments should be used to soften and separate uses by creating a transition zone. Some of the existing buildings may also need enhanced landscaping in order to prevent commercial structures from having a negative impact on adjoining residential uses.

***Policy MS-15: Orient buildings toward Market Street.***

Commercial and multi-family development which is oriented toward Market Street will have less impact on the adjacent low-density residential areas in the surrounding neighborhoods.

***New: Policy MS-16: Retain and improve the existing tree canopy in the center median on Market Street.***

The mature trees and landscaping in the center median and along both sides of Market Street are important natural features to the neighborhood to retain and maintain. In addition to the environmental and functional benefits they provide to reduce stormwater runoff, maintain tree canopy, buffer between travel lanes, and shade, the trees provide an aesthetic parkway boulevard that is unique to the neighborhood and provides a pleasant walking experience for pedestrians.



*A house with flexible commercial use on Market Street*



**Figure MS-3: Market Street Corridor Urban Design Features**

## 5. Transportation

Market Street is a principal arterial that is the most traveled route into and along the borders of both the Market and Norkirk Neighborhoods. It also plays an important Citywide role since it is the only principal arterial west of Interstate 405 between NE 85th Street and NE 116th Street. Most of Market Street is fully improved with one lane in each direction, a series of left turn pockets. The street is fully developed with curbs, gutters, sidewalks, a landscape strip and bike lanes. A landscape median provides additional green space while controlling left-turn movements. A center turn lane north of the 7th Street West intersection extends to Forbes Creek Drive.

***Policy MS-17: Maintain Market Street as a transportation corridor with a balance among transportation modes.***

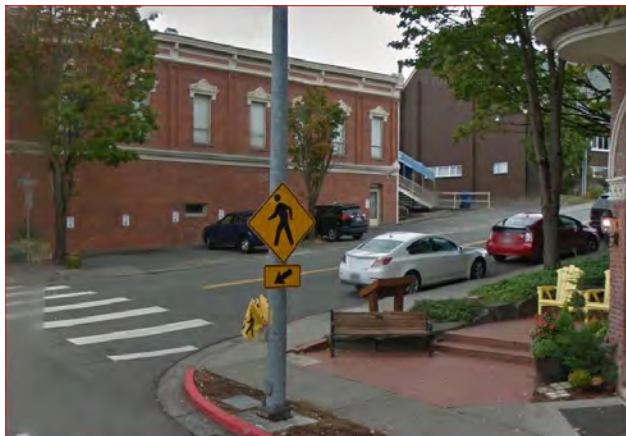
As a principal arterial, it is important on Market Street to maintain safe and convenient facilities for all modes of transportation, transit, pedestrians, and bicycles while maintaining vehicular traffic capacity.

***Policy MS-18: Promote transportation improvements that adequately support the existing and planned land uses in the Market Street Corridor and the adjoining neighborhoods.***

Transportation improvements should maintain vehicular capacity on Market Street; minimize traffic delays; enhance connectivity between the Market and Norkirk Neighborhoods; and discourage motor vehicle shortcuts through the neighborhoods.

***New: Policy MS-19: Incorporate measures that will allow for improved access to Market Street during heavy traffic periods without disrupting the general flow of traffic and the multimodal function of the corridor.***

Initial research indicates that issues such as pedestrian safety, sight distance problems, short acceleration lanes, speeding, lack of gaps for entry traffic, and transition to a 25-mph zone near the downtown all contribute to general traffic flow problems, particularly during peak hours. Possible solutions include simplifying intersections; creating gaps in the traffic flow; and calming or slowing traffic on Market Street and adding a northbound transit only lane between 18th Avenue and Forbes Creek Drive. Ongoing observation and study will be necessary to ensure that Market Street will continue to function as a principal arterial while providing efficient access to adjacent neighborhoods.



*Pedestrian amenities*

***Policy MS-20: Encourage the use of nonmotorized transportation modes by providing facilities for pedestrians and bicyclists throughout the Corridor.***

Pedestrian improvements, including pedestrian crossings between the Market and Norkirk Neighborhoods, should be installed at appropriate locations to improve pedestrian safety and enhance the pedestrian environment. The installation of these improvements should be funded by the City and, when appropriate, also required as new development occurs.

***Policy MS-21: Work with transit agencies to enhance transit service connecting the Market Street Corridor and the Market and Norkirk Neighborhoods to other areas of the City and region.***

Transit service is an important element of the City's transportation system. Metro Transit serves the Market and Norkirk Neighborhoods with routes along Market Street that provide service to the Kirkland Transit Center, Downtown Seattle, Totem Lake, Bellevue and other surrounding areas. This corridor is expected to see more frequent transit service when King County Metro implements service changes in 2020, which will provide opportunities to transition automobile traffic to other modes and reduce traffic in the corridor. The Market Street Corridor is one of the main north/south connections through the City and is also a main transit route. The City should work with Metro Transit on facilitating bus access along the corridor in order to encourage transit use and reduce commute time.



*Bus shelter on Market Street*

# XV.N. Highlands Neighborhood Plan

*Draft #3 August 31, 2020*

To reader: This draft of the updated Highlands Neighborhood Plan incorporates input from the public outreach activities conducted since January 2019, city staff, and representatives from the Highlands Neighborhood Association. In addition to edits to the existing neighborhood plan, other changes include combining goals and policies to reduce redundancy and renumbering the policies. New policies or major text edits are indicated by **yellow highlights**. Maps and photos will be updated in subsequent drafts. Underlined text shows new text added in response to Planning Commission and after public hearing.

## 1. Overview

The Highlands Neighborhood is located north of NE 85th Street and is bounded by Interstate 405 to the east and the Cross Kirkland Corridor to the north and west (see Figure H-3).

Most of the area is developed with low-density residential uses, with the southern portion of the neighborhood designated for medium-density residential uses. There are no commercial zones located within the neighborhood, although there are several nearby, including the Norkirk Industrial area to the southwest, Rose Hill Business District to the east, Totem Lake to the north, and downtown. The southern portion of the neighborhood is located within a ½ mile radius of from the I-405/NE 85<sup>th</sup> Street Bus Rapid Transit (BRT) Station.

## 2. Vision Statement

**Revised:** The following vision statement reflects how residents envision the Highlands Neighborhood in the future and will work to achieve this vision using this document as a guide.

The Highlands Neighborhood is an ideal residential neighborhood close to the downtown that values its quality of life and limited vehicular access. As infill of the neighborhood occurs, a variety of housing types and styles will provide for a changing and diverse population, responding to the needs of young families and allowing people to continue living here long after children leave home. Medium-density multifamily housing in the southern portion of the neighborhood, adjoining the I-405/NE 85<sup>th</sup> Street freeway interchange, along with Accessory Dwelling Units (ADU's), and other types of compact middle-income housing, reinforce the image of the neighborhood as a place that welcomes diversity. The neighborhood is well-connected to the Cross Kirkland Corridor (CKC) and Bus Rapid Transit (BRT) Station at the I-405/NE 85<sup>th</sup> Street interchange, allowing residents to bypass congestion and easily travel around the City and region. The land uses and neighborhood patterns in the neighborhood reinforce the utility of the BRT Station.

The natural setting of the neighborhood with its valued tree canopy is protected and enhanced. Neighborhood parks are within walking distance and offer active and passive recreation opportunities. An extensive system of pedestrian and bike routes connect to the Cross Kirkland Corridor and the parks.

Since there are no schools or commercial developments in the Highlands Neighborhood, residents rely on nearby shopping areas and institutions outside the neighborhood. The street network provides safe circulation for people and cars. Ample sidewalks promote pedestrian mobility between schools and activity centers. The pedestrian and bike connections within the neighborhood offer additional options for energy-efficient travel. These community connections strengthen the social fabric of the neighborhood.





*From the crest of the western and northern sloping hillsides, territorial views of the Norkirk and South Juanita Neighborhoods, Lake Washington, and the Olympic Mountains beyond are enjoyed.*

### 3. Historic Context

*This section was revised with input from the Kirkland Heritage Society:*

In order to envision the early history of the Highlands Neighborhood you must consider life without Interstate 405, which was built in the late 1950s and 1960s and created a new eastern boundary for the neighborhood. Prior to I- 405, Highlands was connected to and functioned as part of what was then known as Rose Hill.

#### **Homesteads**

In the 1870s the area that has become the Highlands Neighborhood was homesteaded by Reuben Spinney (the namesake of Spinney Park). Other residents were gentlemen farmers who worked in Seattle in lumber camps and returned home on the weekends to attend to their land and families.

#### **Boom Development Period – 1910 to 1930**

A portion of the Highlands Neighborhood was included in the original 5,000-acre site of Peter Kirk's development company: Kirkland Land and Improvement Company. The original plat extended north to about NE 95th Street. The current Highlands street layout reflects the original platting from 1890. The original street names were: 112th – Fir Street; 114th – Cedar Street; 116th – Sheffield Street; and NE 100th Street – Victoria Street. The present NE 87th Street was originally called Piccadilly (7<sup>th</sup> Avenue to the west) and was the road to the mill near Forbes Lake. These original street names are now included on the bottom of the current street signs. Installing these signs was a joint project of the City and the Kirkland Heritage Society.

When Burke and Farrar, two Seattle developers, bought the remaining parcels of Kirk's holdings in 1910, they replatted this area and extended the street system to the north. They also aggressively marketed lots in Kirkland. This was a "boom" time for Kirkland and the surrounding areas with the City's population increasing from 532 in 1910 to 1,714 in 1930.

#### **Recollections of Life in the 1920s, 1930s and Beyond**

An interview with Annabel Jensen in the July 2003 Kirkland Courier article provides a view of life in the neighborhood during the 1920s and 1930s. The article notes: "116th and 112th (Sheffield and Fir) were gravel roads then. There was no 405 – Slater Avenue and NE 90th went through to upper Rose Hill. NE 85th was called the Kirkland-Redmond Highway. All the houses were on big lots, with gardens and orchards, dirt driveways, wells and outhouses." She noted that all the kids worked during the summer picking raspberries and that it was a rare treat to go swimming in the lake. Marina Beach did not exist and "you had to push through the bushes to the water if you wanted to swim. Instead, everyone went to one of the resorts on Juanita Bay where there was 'a nice sandy beach, a two-story clubhouse with a dance floor upstairs and an amusement park in the summer with Dodge 'Ems' (bumper cars)."

She noted that there were three grocery stores within a stone's throw of the south part of Highlands. Leatha's Store, also called the Rose Hill Grocery, was on the southeast corner of NE

96th Street and 116th Avenue NE. “It had a gas pump and one of the only telephones around – so everyone came to use it.” You picked up the receiver and asked the operator to place your call. Across the street was Acker’s store that later became the Grange Hall, and was used for meetings, dances and voting. The building still stands in 2020.



*Grange Hall, formerly Acker’s store, was a neighborhood gathering place*

**Schools**

Prior to the construction of I-405, students went to Rose Hill Grade School, which was located on 122nd Avenue NE near Costco. After grade school, students attended Kirkland Junior High and Kirkland High School, which were located at Heritage Park. Highland’s students later went to Peter Kirk Elementary, Kirkland Middle School, and Lake Washington High School.

**Annexation to Kirkland**

The Highlands was annexed to Kirkland in stages, beginning with the period after World War II. A section of the neighborhood from NE 100th Street to NE 104th Street and from the railroad right-of-way (now known as the Cross Kirkland Corridor) to 116th Avenue NE was annexed on December 15, 1947. Additional small areas were annexed in 1963; however, the majority of the neighborhood was annexed in 1967 (on May 15, 1967, and August 21, 1967) when I-405 was nearing completion. This consolidated all of the property west of I-405 into the City of Kirkland.

**Construction of I-405**

The idea for a bypass road to serve the growing population on the Eastside of Lake Washington started with the construction of Interstate 90 in 1940 when the engineers put in a two-lane overpass at I-90, where this future I-405 would be built. The overpass sat unused for 14 years until construction began in the 1950s. In the initial plans, the only access points to Kirkland from I-405 were those at Houghton (NE 68th Street) and to Juanita at Totem Lake (NE 124th Street). Due to complaints from the community regarding the limited connections, the Central Way (NE 85th Street) interchange was added to the project. An overpass across I-405 at NE 100th Street to provide emergency access as well as pedestrian and bicycle access between the North Rose Hill and Highlands neighborhoods was completed in 2002. It has been reported that several homes that had been in the I-405 right-of-way were moved onto vacant lots in the Highlands Neighborhood. As far as is known, no comprehensive survey of those properties has been made.

Founded in 1933, what would later come to be known as the Lee Johnson Chevrolet car dealership was originally located at the corner of Kirkland Avenue and Lake Street South. For a brief time, from 1964 to 1968, the dealership was located in the Highlands Neighborhood north of NE 85th Street to position itself near the existing two-lane highway that was replaced by I-405 (also the site of the original Steel Mill Hotel). That building was later moved, and the current dealership was constructed in 1968 at the southeast corner of the Central Way/NE 85th Street I-405 interchange after the completion of the freeway.

The following policies encourage preservation of structures and locations that reflect the neighborhood’s heritage.

***Policy H-1: Preserve features and locations that reflect the neighborhood's history and heritage.***

According to the Community Character Element Chapter of the Comprehensive Plan, at this time, there are no buildings, structures, sites or objects in the Highlands neighborhood listed on the National and State Registers of Historic Places or designated by the City of Kirkland. The City should periodically survey buildings in the neighborhood to identify those of historic significance.

***Policy H-2: Provide markers and interpretive information at historic sites.***

If there are historic places and features identified in the future, they should be commemorated with signs or markers to help celebrate the history of the neighborhood.

## 4. Natural Environment

***Policy H-3: Protect and improve the natural environment in the Highlands Neighborhood***

The environmental policies for the Highlands neighborhood strive to protect and enhance the quality of the natural environment as a natural amenity, to avoid potential environmental hazards, and to utilize sustainable management practices. The map figures H-1-2b below show the critical areas within the Highlands neighborhood. See the Natural Environment Element Chapter of the Comprehensive Plan for more information and policies about protection of wetlands, streams and associated buffers as well as landslide and seismic hazard areas, trees and wildlife. The Kirkland Zoning Code regulates tree retention, tree removal and development in critical areas.

***Policy H-4: Undertake measures identified in the Surface Water Master Plan to protect stream buffers and the ecological functions of streams, lakes, wetlands, and wildlife corridors and promote fish passage.***

The neighborhood is located within both the Moss Bay and Forbes Creek drainage basins (Figure H-1). Various small wetland areas and Moss Bay tributaries are located within the western portion of the neighborhood, and the main stem of Forbes Creek passes through the north end of Highlands. Together, these critical areas constitute a valuable natural drainage system that serves the drainage, water quality, wildlife and fish habitat, and open space needs of the neighborhood.

Cutthroat trout use all of the Forbes Creek stream sections downstream of Interstate 405. The main tributary of Forbes Creek crosses beneath the freeway in a culvert from the North Rose Hill neighborhood to Highlands. Within Highlands, downstream from the freeway in the wooded ravine, Forbes Creek is described as a hidden gem. Though the streambed is impacted by occasional high volume stormwater flows that it is forced to carry, the ravine section is vegetated with a fairly mature mixed forest and represents an unexpected, secluded, and little-known quality native habitat surrounded by the intensive human land uses of freeway, industry (to the north) and residential housing.

It should be a priority of the City and neighborhood volunteers to initiate and support efforts to enhance the biological integrity of these basins, such as promoting maintenance and restorative planting of native vegetation within buffers and providing continuous fish passage from Lake Washington to Forbes Lake and vicinity.

***Policy H-5: Opportunities to improve the function and quality of wetland and stream segments adjacent to the Cross Kirkland Corridor within the Highlands section should be evaluated and considered during implementation of the Cross Kirkland Master Plan.***

The water quality and quantity characteristics in the Peter Kirk Elementary stream tributary of the Moss Bay Basin near the school appear to be decent although analysis has not been conducted. The quality of water in this stream contributes to the quality of water in Lake Washington. The

feasibility of relocating the stream out of the Cross Kirkland Corridor ditches upstream of the school and moving it farther away from the railroad into a more natural channel with native vegetation and reintroduction of cutthroat trout into the stream are opportunities worth investigating.

***Policy H-6: Develop viewpoints and interpretive information where appropriate on property around streams and wetlands if protection of the natural features can be reasonably ensured.***

Providing education about the locations, functions, and needs of critical areas will help protect these features from the negative impacts of development and could increase public appreciation and stewardship of these areas. When appropriate, the placement of interpretive information and viewpoints will be determined at time of development on private property or through public efforts on City-owned land.

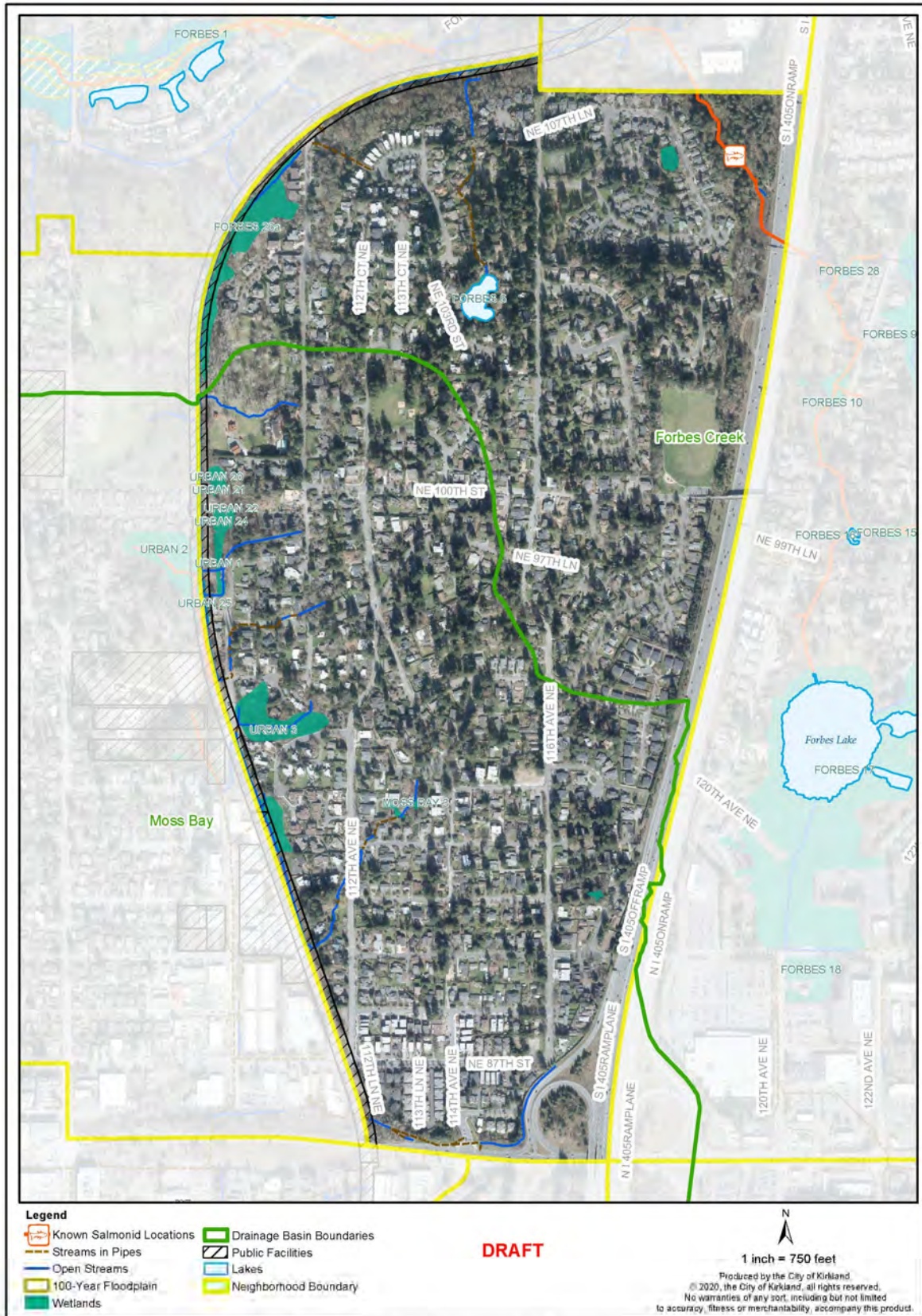
***New (revised policy changed protect canopy to notable trees):***

***Policy H-7: Protect notable trees and groves of trees.***

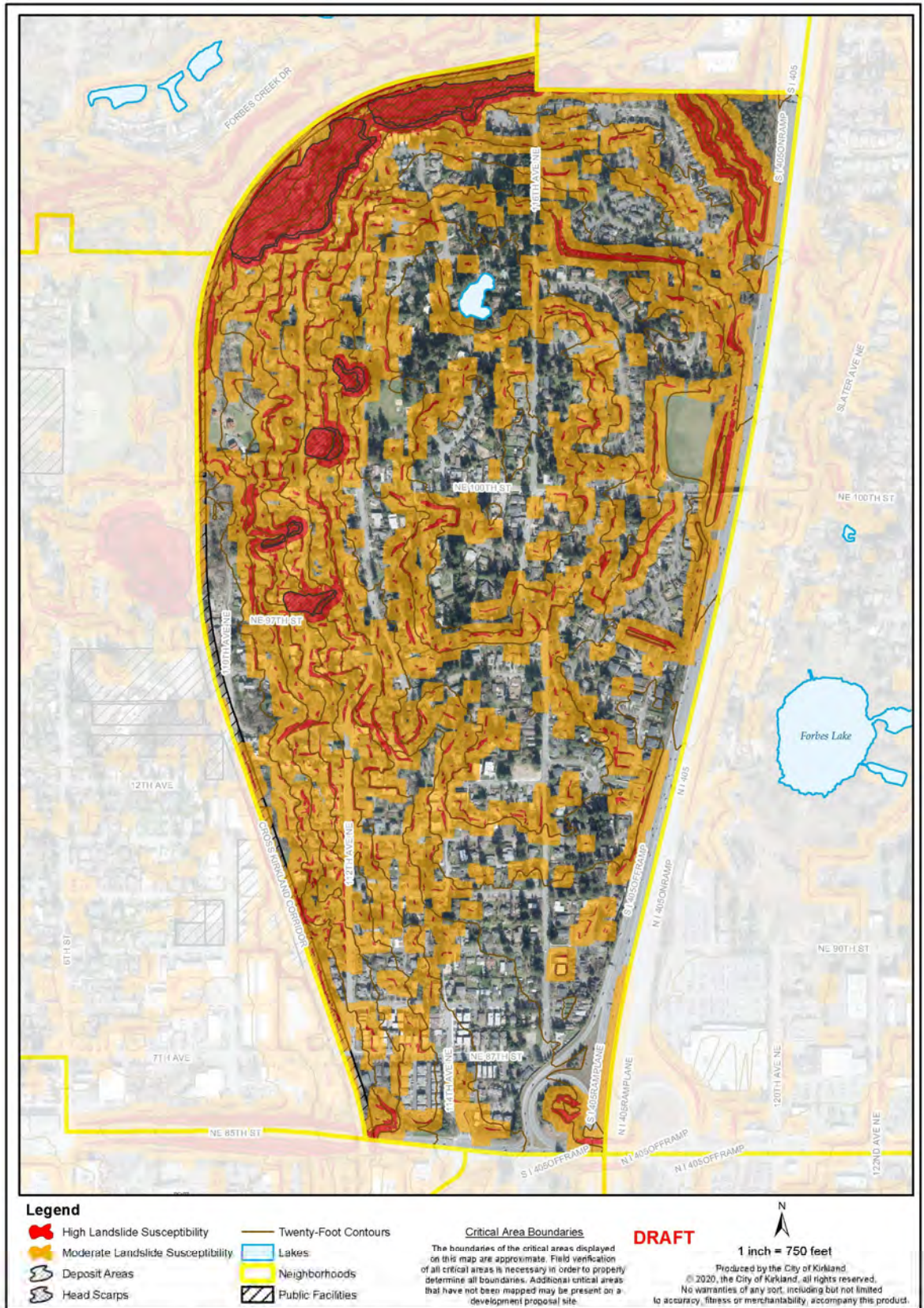
In the Highlands Neighborhood, protecting, enhancing, and retaining healthy trees and vegetation are key values and contribute to the quality of life. The City promotes retention of the city-wide tree canopy, significant trees, and groves of trees on private property consistent with zoning regulations. While a municipal heritage or notable tree program is not currently in place, the neighborhood supports voluntary efforts to encourage preservation of heritage trees. Heritage trees are set apart from other trees by specific criteria such as outstanding age, size, and unique species, being one of a kind or very rare, an association with or contribution to a historical structure or district, or association with a noted person or historical event.



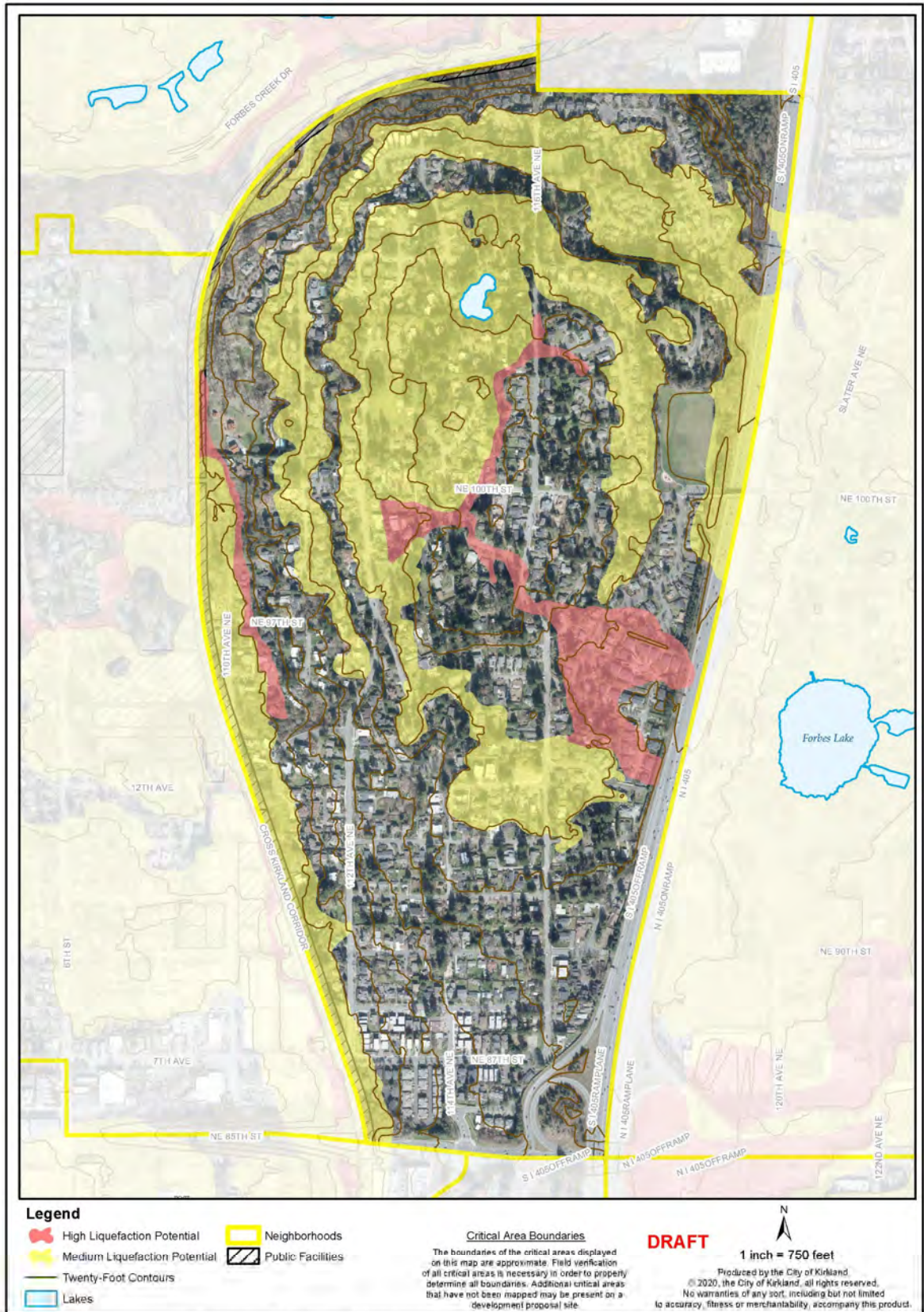
*Trees provide visual relief and promote the natural setting integral to neighborhood identity.*



**Figure H-1: Highlands Wetlands, Streams, and Lakes**



**Figure H-2a: Highlands Landslide Susceptibility**



**Figure H-2b: Highlands Liquefaction Potential**

***Policy H-8: Encourage the preservation and proper management of trees adjoining I-405 and the Cross Kirkland Corridor (CKC).***

These trees provide a buffer for neighboring development from the freeway and CKC impacts.

**Geologically Hazardous Areas**

As shown in Figures H-2a and 2b, the Highlands Neighborhood contains areas with steep slopes including potential erosion and landslide hazards, and soils with liquefaction potential during seismic events. These steep slope areas are prone to landslides, which may be triggered by grading operations, land clearing, irrigation, or the load characteristics of buildings on hillsides. Development on geologically hazardous areas is governed by Zoning Code regulations.

***Policy H-9: Encourage clustered development on slopes susceptible to landslide or erosion hazards.***

Clustering development is encouraged on properties constrained by landslide or erosion hazard areas identified in Figure H-2a in order to retain the natural topography and existing vegetation and to avoid damage to life and property. One way to accomplish clustering is through a Planned Unit Development, where retaining open space and the existing vegetation is a public benefit. On properties similarly constrained at the north end of Highlands, development was clustered to preserve the natural vegetation and minimize land surface modification.

***Policy H-10: Protect wildlife throughout the neighborhood by encouraging creation of backyard sanctuaries for wildlife habitat in upland areas.***

People in Highlands have opportunities to attract wildlife and improve habitat on their private property by providing food, water, shelter, and space for wildlife. The City, the State Department of Fish and Wildlife, and other organizations and agencies experienced in wildlife habitat restoration can provide assistance and help organize volunteer projects.

## 5. Land Use

Highlands is a well-established neighborhood that has predominantly low-density residential (LDR) (five to six dwelling units per acre) single-family residential development throughout the northern and central areas of the neighborhood, with medium-density residential (MDR) ten to 14 dwelling units per acre (multifamily zone at the south end). The land use comprises only residential, parks and open space uses, and there are no commercial areas or schools located within Highlands (See Figure H-3).



*Houses in Highlands*



***Policy H-11: Retain the predominantly detached single-family housing style in the Highlands Neighborhood while accommodating more compact new housing so that residents can age in place and the neighborhood can accommodate generational shifts in housing needs.***

The predominant housing style in the neighborhood is the traditional detached single-family home. It is important to provide housing options for a wide spectrum of income levels and lifestyles. Rising housing prices and changing demographics throughout the City and region require strategies to promote alternative housing. Low impact development, cottage, compact single-family, attached, accessory dwelling units, and clustered dwellings are appropriate throughout the neighborhood consistent with Citywide subdivision and zoning regulations. These techniques can also allow for more environmentally sensitive site planning by concentrating development on the most buildable portion of a site while preserving natural drainage, vegetation, and other natural features. Building and site design should be compatible with the existing single-family character of the neighborhood.

***New policy recommended by the Single-Family Design Focus Group:***

***Policy H-12: Explore new regulations that encourage infill housing to be compatible in scale and mass with the existing development and that allow for sufficient light, air, and privacy between residential structures.***

Appropriate scale results in the perception that new houses are in proportion with their lots and provide adequate light, air and privacy between structures. Setbacks, building size, lot coverage, landscaping and building height, and roof pitch all contribute to houses that successfully fit into the neighborhood.



*An example of a detached accessory dwelling unit*

**Figure H-3: Highlands Land Use Map**





*Multifamily housing can provide the public benefits of housing choice and affordability to Highlands residents*

***Policy H-13: Encourage medium-density multifamily development as a transition between low-density residential areas in Highlands and more intensive land use development to the south of the neighborhood and surrounding the Bus Rapid Transit (BRT) Station to the east.***

The southern area of Highlands is currently zoned for multifamily at a density of 12 dwelling units per acre. The area has not been developed to its full capacity under this zoning and has the potential to provide more multifamily units within this portion of the neighborhood.

***New: Policy H-14: Promote land uses, mobility improvements, and new infrastructure that support transit-oriented development around the I-405/NE 85<sup>th</sup> Street Bus Rapid Transit (BRT) Station and the associated Station Area Plan.***

The south portion of the Highlands Neighborhood is located within the boundaries of the Station Area Plan surrounding the BRT Station. To maximize use of transit at the BRT Station, land use changes and infrastructure improvements in the southern portion of the neighborhood may be necessary to maximize access to the BRT Station and achieve the mixed use, transit-oriented development goals of the Station Area Plan. Any changes will be undertaken as a part of a robust public engagement effort.

## 6. Urban Design

***Policy H-15: Preserve the views of Lake Washington and the Olympic mountains from NE 104th Street, 112th Avenue NE, and from 116th Avenue NE looking west on NE 87th and 90th Streets (Figure H-8).***

View corridors that lie within the public domain are valuable for the beauty, sense of orientation, and identity that they impart to neighborhoods. The Highlands public view corridors are to be preserved and enhanced for the enjoyment of current and future residents. One means of this may be the undergrounding of utilities.

***Policy H-16: Provide streetscape, gateway and public art improvements in the neighborhood that contribute to enhanced visual quality and a sense of neighborhood identity.***

Improvements, such as landscaping, signs, public art, structures, or other features, could be included at neighborhood gateways to provide a sense of neighborhood identity at locations identified in Figure H-8. Two neighborhood association kiosks, located near the entrance points to the neighborhood at 112th Avenue NE and 110th Avenue NE, may also benefit from additional landscaping.

**Policy 417: Provide streetscape enhancement of pedestrian lighting and landscaping along NE 87th Street between the Cross Kirkland Corridor and 116th Avenue NE.**

An important entrance to Highlands is along NE 87th Street. It can offer greater neighborhood identity and an improved pedestrian environment through streetscape and intersection improvements.



*The street system provides Kirkland neighborhoods with several local and territorial views*

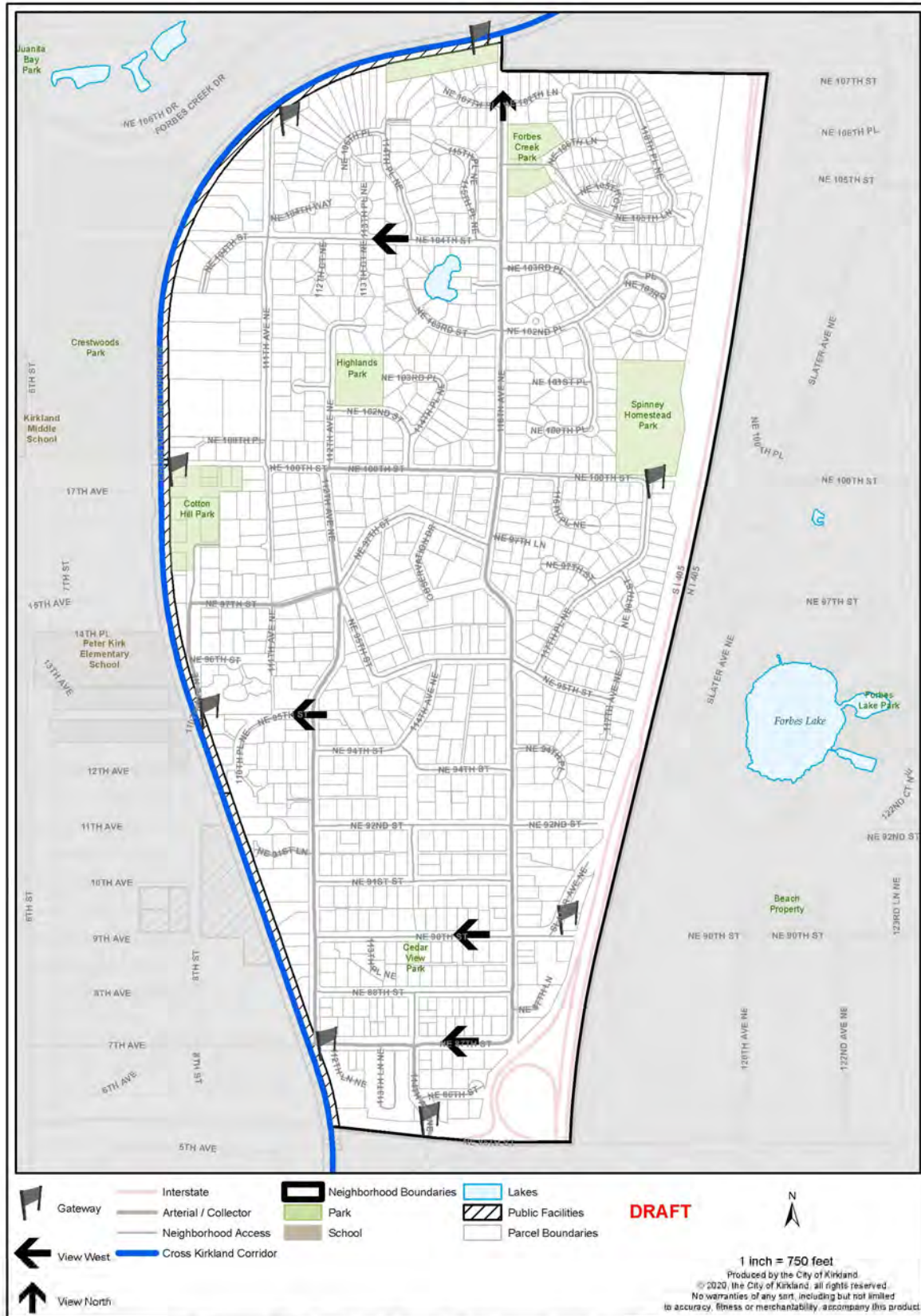


Figure H-7: Highlands Urban Design Features

## 7. Transportation

### TRANSIT

**New text:** Students living in close proximity to schools are encouraged to walk to schools. Lake Washington School District guidelines are that elementary, middle school and high school students living outside a one-mile radius from each school may receive bus service. King County Metro Transit provides transit service to Kirkland. In coordination with Sound Transit, King County Metro Transit and the Washington State Department of Transportation, the I-405/NE 85<sup>th</sup> Street Bus Rapid Transit (BRT) Station will provide new opportunities for accessing regional destinations via transit.

The Cross Kirkland Corridor provides a north/south multi-use corridor through Kirkland and to surrounding cities. In the near term it is used as a multi-use pedestrian and bicycle trail and utilities corridor connecting to other neighborhoods and cities. A key tenet of the Cross Kirkland Corridor Master Plan is that the corridor may one day include high capacity transit. Sound Transit has an easement over the CKC to reserve the potential for future transit use. The neighborhood has concerns about transit use on the Corridor. Should transit be proposed on the Corridor the neighborhood would like to be involved in a public discussion about the function and design of a transit proposal.

### STREETS

Within Highlands, the circulation system is in the form of a grid. Maintenance and enhancement of this system will promote neighborhood mobility and will provide for equitable distribution of traffic on neighborhood streets. The streets that compose this grid network consist of collectors and local streets which are shown in Figure H-4. Street classifications are described in the Transportation Element Chapter of the Comprehensive Plan and Kirkland Zoning Code.

Highlands has limited vehicular access. There are three vehicular access points to the neighborhood that are all located within the southern portion of the neighborhood: 114th Avenue NE from NE 85th Street (access from south); NE 87th Street (access from west); and 12th Avenue/110th Avenue NE (access from west). The latter two cross the Cross Kirkland Corridor.

A fourth access point is an overpass bridge over Interstate 405 at NE 100th Street for emergency vehicles, bicycles, and pedestrians. This overpass links the Highlands neighborhood with the North Rose Hill neighborhood.

***Policy H-18: Maintain limited vehicular access to and from the neighborhood and provide road improvements as needed.***

***Policy H-19: Manage traffic impacts within the neighborhood to enhance neighborhood mobility and provide for more equitable distribution of traffic on neighborhood streets.***

The southern region of Highlands receives more traffic volumes due to the southern location of the three neighborhood access points. Traffic calming measures should be developed as needed in cooperation with the Fire Department to accommodate emergency response needs and times. Pedestrian and bicycle connections to and from the neighborhood should also be promoted to increase mobility.

***Policy H-20: Maintain 110th Avenue NE, north of the existing street at NE 98th Street as an unimproved right-of-way.***

This unimproved right-of-way is impacted by critical areas and runs through Cotton Hill Park and should remain in its natural condition.

### PEDESTRIAN/BICYCLE CIRCULATION

***Staff note:*** this section will be updated when the ATP and Safer Routes to School Plans are updated in mid 2020

The existing Active Transportation Plan (ATP) identifies a network of existing bicycle facilities and planned improvements for a 10-year horizon, provides a process and criteria for identifying

sidewalk and pedestrian infrastructure, and how those might be prioritized. This plan is currently being updated and will provide guidelines for best practices, identify priorities, and a timeline for implementation. Those projects mapped in the Highlands neighborhood plan not shown in the ATP have been included in the data analysis that the city will be using to prioritize investments to the ATP. Figures H-6 and H-7 show the existing and desired pedestrian infrastructure in the Highlands neighborhood. Planned bike routes on NE 100<sup>th</sup> Street, 116<sup>th</sup> Avenue, NE 87<sup>th</sup> Street will connect with the bike system in adjacent neighborhoods.

*Staff note: Figures when revised Active Transportation Plan and Safer Routes to School Plan are updated and BRT pedestrian connection routes are confirmed in 2020.*



**100th Street Emergency/Nonmotorized Overpass**

City policy requires that all through streets have pedestrian improvements including sidewalks, curbs, street trees, and landscape strips. As new development occurs, pedestrian improvements are usually installed by the developer. In developed areas, the City should identify areas of need and install sidewalks through the capital improvement budget process. Pedestrian and bicycle infrastructure and access are important within this neighborhood, particularly to youth, due to limited transit and school bus routes. The proposed pedestrian improvements (Figure H-6) include those streets identified as school walk routes.

Bicycles are permitted on all City streets. Existing bicycle routes are shown on Figure H-7. Improvements may include a shared roadway, a designated bike lane with a painted line, or a shared use path for bicycle and pedestrian use.

***Policy H-21: Enhance and maintain pedestrian and bicycle infrastructure within the Highlands neighborhood, especially on routes to schools, activity nodes, adjacent neighborhoods, Cross Kirkland Corridor and Sound Transit Bus Rapid Transit Station at I-405/NE 85<sup>th</sup> Street.***

The following streets have been identified by the neighborhood as priorities for implementation including sidewalks, curbs, gutters, street trees, landscape strips, and bicycle improvements along their entire length:

116th Avenue NE serves as an important north-south spine through the length of the neighborhood with direct access to Forbes Creek Park and access only two blocks off this route to three neighborhood parks: Highlands Park, Spinney Homestead Park, and Cedar View Park. It also connects with two access routes from the west and south into the neighborhood. A sidewalk is completed along most of the east side of the street. An asphalt walkway provides a temporary sidewalk on two southern portions.



**116th Avenue NE**

NE 100th Street serves as an east/west link between Redmond and the waterfront in Kirkland. At Interstate 405, there is the NE 100th Street overpass, which provides emergency vehicle access and a pedestrian and bicycle route to link the Highlands and North Rose Hill neighborhoods. It serves as an important connection between the two north-south collectors of 116th Avenue NE and 112th Avenue NE and is used by students as a route to Kirkland Middle School and Peter Kirk Elementary School. A sidewalk is completed on the south side of the street.

NE 95<sup>th</sup> and NE 97<sup>th</sup> Streets are designated school walk routes to Peter Kirk Elementary. Sidewalks exist on the north side of NE 95<sup>th</sup> between 112<sup>th</sup> Avenue NE and 116<sup>th</sup> Avenue NE and on the south side of NE 97<sup>th</sup> Street between 110<sup>th</sup> Avenue NE and 112<sup>th</sup> Avenue NE. Sidewalk is needed on NE 97<sup>th</sup> Street.

NE 87th Street provides access into Highlands at the Cross Kirkland Corridor, and connects with a second neighborhood access point at 114th Avenue NE. It also serves as an important connection between the two north-south collectors of 116th Avenue NE and 112th Avenue NE. As a route with high volume of vehicular traffic, it is important that the intersections, bicycle and pedestrian infrastructure be improved to meet the need for vehicle and nonmotorized access into the neighborhood, connections to the CKC and BRT Station. Between 112th and 116th Avenue NE sidewalks are located along both sides of NE 87th Street, except a portion east of 114th Avenue NE, where it is only along the north side of the street. The sidewalks on the south side of NE 87<sup>th</sup> Street east of 114<sup>th</sup> Avenue NE should be completed to improve pedestrian connection to the BRT Station.

***Policy H-22: Promote greater pedestrian and bicycle connection between the Highlands and North Rose Hill and South Juanita neighborhoods.***



*The existing Emergency and Nonmotorized Overpass at NE 100th Street provides a connection between Highlands and the North Rose Hill neighborhood.*



Provide a nonmotorized connection across Interstate 405 at NE 90th Street as outlined in the Active Transportation Plan and Citywide Connections Map in the Transportation Element of the Comprehensive Plan. Given the limited access points into Highlands, it is important to increase the neighborhood's connectivity with adjacent neighborhoods. A second overpass NE 90th Street across Interstate 405 would help achieve greater pedestrian and bicycle connectivity to the North Rose Hill neighborhood and the BRT Station at I-405/NE 85th Street interchange.

***Policy H-23: Develop off-street trails for recreational use to promote greater connectivity within Highlands and to adjacent neighborhoods and areas.***

Expand the existing off-street trail network as opportunities arise with infill development because nonmotorized connections within Highlands and to adjacent areas are important to residents.

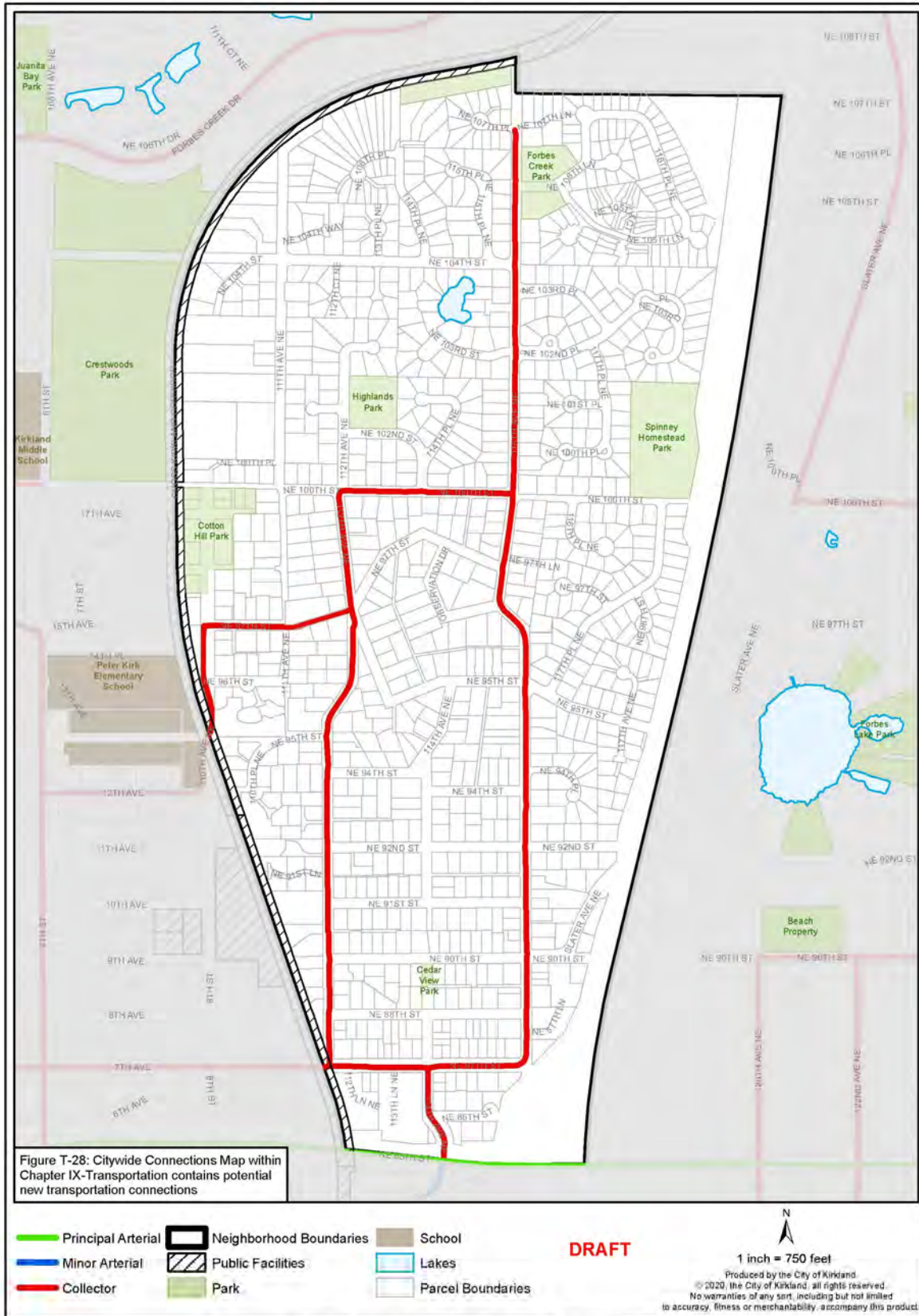
***New policy (was in text): Policy H-24: Support development of the Cross Kirkland Corridor as a pedestrian and bicycle corridor.***

*Revised Text to reflect Planning Commission Comments on February 27, 2020.* The Cross Kirkland Corridor Master Plan and Transportation Element of the Comprehensive Plan describes how the Corridor should be developed as a multi-use multimodal transportation corridor for pedestrians, bicycles, utilities and potential transit. The Corridor is part of a larger regional bicycle and pedestrian trail network to link neighborhoods within Kirkland and to other cities. ~~However, many neighborhood residents do not support development of the Corridor for transit.~~ Because the Cross Kirkland Corridor Master Plan and Transportation Element support future transit along the Corridor and Sound Transit has an easement along the Cross Kirkland Corridor, any future plans to develop transit service should be designed in a way that is sensitive to meeting the concerns of the adjacent community.

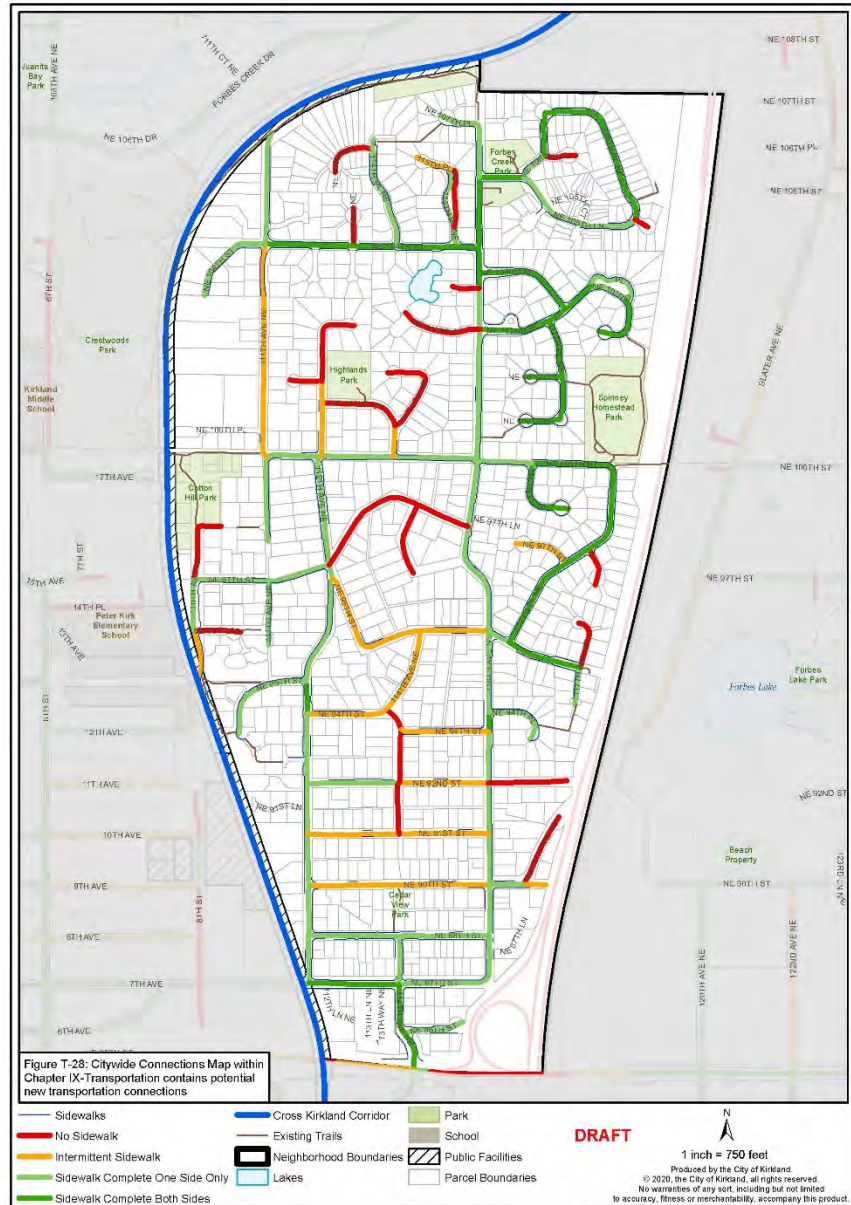
***Updated text describing pedestrian/bike connection locations consistent with CKC Master Plan:***

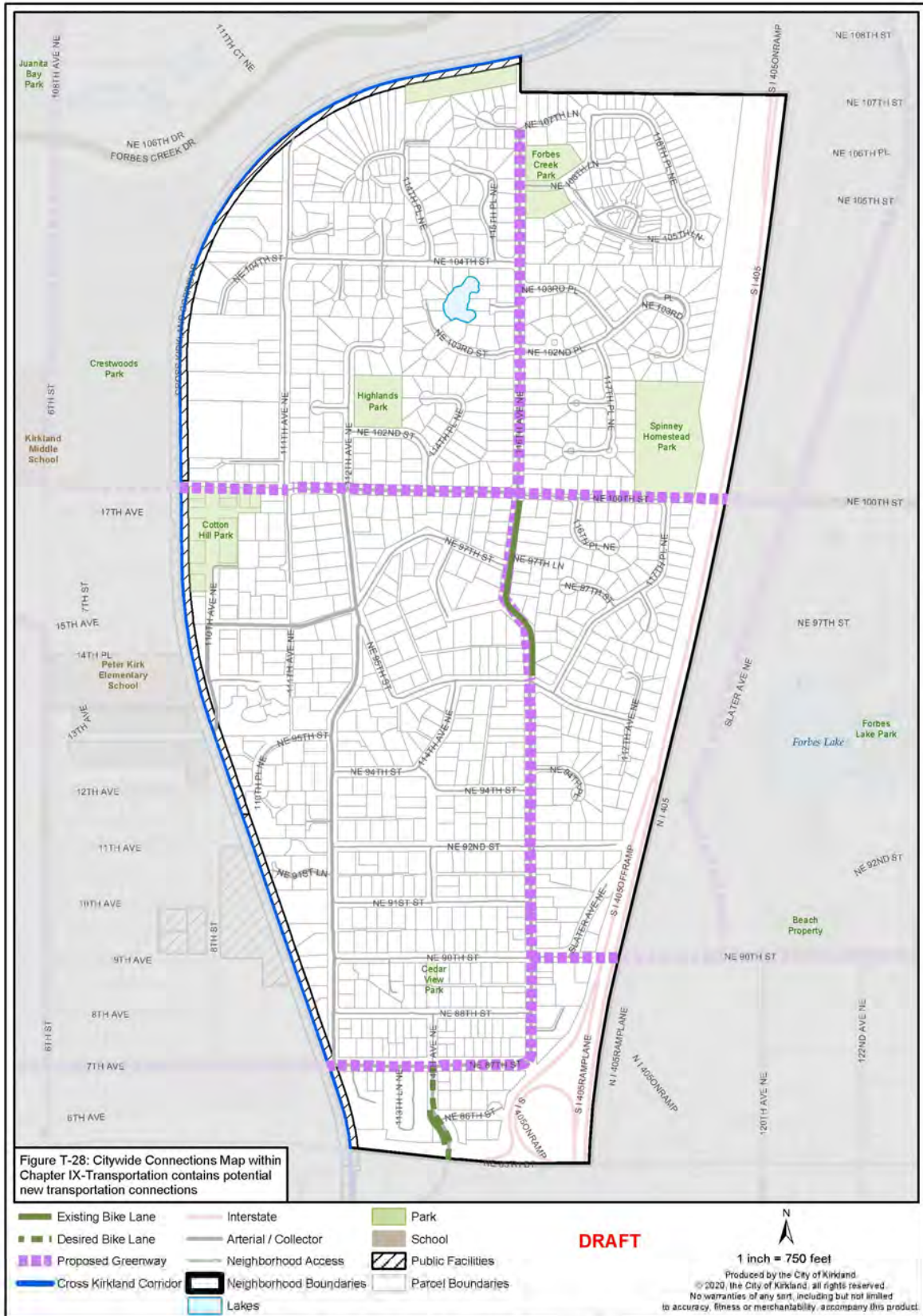
With development, redevelopment or platting, public pedestrian and bicycle access easements should be provided for properties adjacent to the CKC consistent with the CKC Master Plan and the Parks, Recreation and Open Space (PROS) Plan near the following locations:

- Cotton Hill Park
- End of NE 14<sup>th</sup> Pl
- 110<sup>th</sup> Pl NE
- NE 91<sup>st</sup> Street
- North of NE 85<sup>th</sup> Street



**Figure H-4: Highlands Street Classifications**





**Figure H-6: Highlands Bicycle System**

## 8. Open Space/Parks

Within Highlands, there are six parks and open space opportunities dispersed throughout the neighborhood: Forbes Creek Park, Cotton Hill Park, Spinney Homestead Park, Highlands Park, Cedar View Park, and open space located north of the Highland Creste development along the CKC. These parks and open spaces offer the benefits of passive and active recreation and serve a vital role in protecting critical areas and non-motorized opportunities for connections to the CKC. They are mapped in Figure H-3. The Parks, Recreation and Open Space Element Chapter of the Comprehensive Plan and the Parks, Recreation and Open Space (PROS) Plan describes the facilities and planned improvements at each park.

*Highlands Park photo*

*Spinney Homestead Park photo*

### ***Policy H-25: Explore the possibility of a neighborhood-gathering place.***

At present, there are no community buildings or schools within Highlands and, therefore, no community meeting places. Instead, Peter Kirk Elementary school serves this purpose. Open spaces and parks within Highlands should be explored as a possible and suitable location for a neighborhood-gathering place (e.g., picnic shelter).

### ***Policy H-26: Enhance parks facilities and open space within the Highlands neighborhood.***

Explore improving drainage at Spinney Homestead Park, adding more play structures at Cedar View Park, and improving the facility at Highlands Park to benefit neighborhood residents. See the Park, Recreation and Open Space (PROS) Plan for further details.



## 9. Public Services/Facilities

***Policy H-27: Provide enhanced emergency service (fire and police) to the northern portion of the neighborhood through possible emergency only access across the Cross Kirkland Corridor at 111th Avenue NE to improve response time.***

Fire Station 21, located at the corner of Forbes Creek Drive and 98th Avenue NE, serves the northern region of Highlands.



Responders must travel south to 7th Avenue or NE 87th Street to enter the neighborhood and then travel back north. An emergency only access to Forbes Drive (similar to the emergency-only activated access at NE 100th Street and at 98th Avenue NE) would reduce response times from Station 21 to the northern area of Highlands. An emergency access route to the north would also allow another way for emergency crews to exit the neighborhood to respond to other calls. Emergency response vehicles currently utilize NE 100th Street in this manner. The reduced response times would also affect those calls in the neighborhood for emergency medical response. See the Transportation Element Chapter of the Comprehensive Plan for more information.

Pedestrians and bikes could utilize an emergency route (see Policy H-10.2). While emergency access is supported by the neighborhood, general vehicular access is not.

Addition or alteration of access to Highlands through this area would cross Forbes Creek. Any work should be coordinated with planned habitat restoration projects detailed in the City's Surface Water Master Plan.

Re: Draft of the Market, Norkirk, Highlands Neighborhood Plans for the August 27 Public Hearing  
To the Planning Commission Members and Janice Coogan

First of all, thank you for all your work on these plans! It has been a difficult time to keep people engaged.

I am a longtime member of the Norkirk Neighborhood Association and participated on the Norkirk Working Group and the Single Family Design Focus Group in 2019. I am speaking primarily for myself, but with a strong background of neighborhood involvement in Norkirk.

#### Market Corridor Plan –

- **(P. 66) “Policy MS-8: Appropriate building height for the Corridor is up to two to three stories – two stories in general, and three stories in the neighborhood shopping and service nodes described in MS-2.1. Additional height may be allowed as established in the Zoning Code to encourage a variety of roof forms, and as part of the design review process.”**
- Good to see consideration of the heights, especially on the eastside of Market that is adjacent to SF homes, many with cherished views. **I am concerned, however, about the additional height that may still be allowed.** That can easily be taken advantage of by developers and they likely will want to do that. Can this be tightened up?  
**Will the neighborhood have any say in this process?**

#### Light Industrial Area and 7<sup>th</sup> Avenue pedestrian/bike improvements –

- Many comments demonstrate the interest in disallowing any further storage facilities in that area. **Please approve, not just discourage, that change in allowed uses.**
- There was also much interest in keeping the LIT primarily for the types of smaller businesses it now mainly serves.
- Also in the LIT area, safer pedestrian/bike access to the CKC was discussed at length, especially relating to 7<sup>th</sup> Avenue. It seemed left in limbo, maybe to be followed up on as part of the Safe Routes to School program.
- **(P.46) New Policy N-23 appears to offer an opportunity to address the ped/bike access to the CKC and the need for safety improvements there.** If this is studied as part of the BRT Station Area Plan, it would be appropriate to improve bike/ped safety on 7<sup>th</sup> Ave., and it may come with funding opportunities.
- One of our Board members would like to know how the BRT will impact the LIT zone? In reading thru the document it does not give details. She continued, “I am assuming that traffic will increase so what is the city planning to offset this impact?”
- The Norkirk Neighborhood Association would like to be included in any study and potential changes included with Policy N-23.

#### Urban Design –

- **(P.47) New Policy N-29:** How do we give this teeth?

**Pedestrian/bicycle Circulation –**

- The Market Neighborhood Plan has a section under Transportation on P. 31 about sidewalks that I would like to suggest be added to the Norkirk plan as well. This was discussed and supported during our neighborhood process. I am referencing the **3 NEW items on P. 31** that describe and suggest that some streets may not be of sufficient width to have sidewalks installed on both sides and might be appropriate for a sidewalk on only one side.

**One final thought –**

- **(P. 54) Policy #N-33:** One of the streets suggested for prioritization is 4<sup>th</sup> St. The Neighborhood chose 5<sup>th</sup> Street for prioritization for completing sidewalks on the east side as part of the NSP program making it the Safe Walk to School route. Maybe this should be looked at instead of 4<sup>th</sup>. Sorry to throw this at you so late!

**Thanks again for the good work!**

Janet Pruitt,

1623 2<sup>nd</sup> St.



**From:** [Gregory Roeben](#)  
**To:** [Planning Commissioners](#); [Janice Coogan](#)  
**Cc:** [susanraunig@hotmail.com](mailto:susanraunig@hotmail.com)  
**Subject:** PLEASE CONFIRM RECEIPT: CAM19-00112 Comments and Concerns  
**Date:** Wednesday, August 26, 2020 3:17:43 PM

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RE: CAM19-00112

Dear Ms. Coogan:

It is our understanding that the City of Kirkland (CoK) Planning Commission will meet on Thursday, 27 August 2020, to discuss the draft plans for the Market, Norkirk, and Highlands neighborhoods. Per the e-mail notice dated 7 August 2020, we will also submit this correspondence directly to the CoK Planning Commission via e-mail.

As 20-year Norkirk residents and owners of two properties (1628 and 1634 2nd Street), we understand and appreciate the issues regarding new construction as outlined in the Norkirk Neighborhood Plan Draft #2 as well as in the Report of the Single Family Focus Group (November 2019), or SFFG Report.

However, we have profound concerns regarding the proposed mitigations contained within the SFFG Report. Moreover, many of the statements and photographs utilized to support these proposals call for scrutiny.

The SFFG was formed “to discuss ways to ensure new construction in predominantly single-family neighborhoods is consistent with the character of the existing housing stock.” Our house at 1634 2<sup>nd</sup> Street is a two-story, 1280 sq. ft. structure built in 1936. The neighboring property is an almost 3500 sq. ft. (including attached garage), three-story cube built in 1987. The next house (with attached garage) is a 3700+ sq. ft., three-story structure built in 2017. The final house in the sequence is a two-story (not counting rooftop deck) 4400+ sq. ft. structure also built in 2017. The latter two structures were built on a short-platted lot. Reading the SFFG Report, it seems as if the proposed mitigations (such as Daylight Plane and/or roof pitch/maximum FAR regulations, requiring additional setbacks on upper stories, mandating increased side-yard setbacks, etc.) are meant to discourage the types of structures neighboring our 1280 sq. ft. 1936 house. But, their existence in 2020 shows that these types of structures already significantly contribute to “the character of the existing housing stock.”

To put it differently, that horse has left the barn. Our “older, smaller housing stock” has been dwarfed by a three-story cube since 1987. In 2006, we purchased 1634 2<sup>nd</sup> Street so that we could maintain our view at our primary residence (1628 2<sup>nd</sup> St) situated behind 1634. We also wanted some yard space for gardening and outdoor recreation. In 2006 or 2020, if we chose to build a new structure at 1634, it could be higher in elevation than the cube located slightly downslope from 1634—even if we used an identical floor plan. And ... it would be consistent with “the character of the existing housing stock”.

At least once a month, we receive unsolicited offers from developers who want to purchase our property at 1634 (we have even received unsolicited offers for our 1628 property built in 1986). Sometime in the next few years, the existing structure will be demolished, either because we have sold to a developer or because we will build a new residence on our property. The proposed mitigation strategies contained in the SFFG Report do not account for

features such as a green roof—ecologically responsible but difficult to establish and maintain on a mandated pitched roof. Nor does the SFFG Report make accommodations for cantilevered structures or other strategies for building a “top-heavy” house intended to maximize the preservation of outdoor space. And on a lot with a view, a reverse floor plan is a desirable feature and should not be excluded from consideration due to upper floor setback requirements.

To reference the bottom of the “Staff Comments” column on Page 2 and to summarize our concerns—any CoK Planning Code changes to existing code that significantly and materially impact our ability to sell for maximum financial gain or to modify our property in a manner long-established within the Norkirk neighborhood will be considered a regulatory taking. We reserve the possibility of pursuing legal remedies. Simply put—If we want to build a three-story cube next to a 33-year-old three-story cube, we should have the option of building a three-story cube.

The CoK Planning Commission plans to meet on 27 August 2020 to discuss proposed changes. Any proposals will be informed by the SFFG Report and the Norkirk Neighborhood Plan Draft #2. Regarding the latter report, please reference the photo on Page 10. Three residential structures are in the photo—from left to right a single-story older house (presumably an example of the “older housing stock” that some wish to preserve) and two newer two-story houses. The yard of the older house is shaded by elements of the second house. “Elements” is used with intention, because it is evident that the photo was taken early in the day and much of the shadow is caused by the landscaping and fencing in front of the middle structure. If one were to visit the site at midday, such as 12:13 PM on 18 August 2020, one would observe that there is minimal shadowing of the older structure by the middle structure. A large shadow falls on the driveway of the older structure from a large tree situated in the front yard of the middle house, and minimal shading results from a privacy fence built between the two residences. In fact, any shading of the older house (regardless of time or season) would primarily be a result of the carport attached to the south wall of the older house—a carport which extends to within one foot of the property line between the two residences.

From the accompanying text, it is unclear why the photo of these three residences was included in the Norkirk Neighborhood Draft Report #2. However, the SFFG Report provides multiple photos (of residences) intended to support the adoption of Daylight Plane regulations. Let us examine those photos.

The pages of Attachment 1 of the SFFG Report are not numbered. The first two pages are photos, each photo captures three residential structures. From left-to-right, the first photo shows two flat-roofed structures built in 2017 & 2016 and a pitched roof structure built in 1988. The computer-generated graphics are meant to draw attention to how the different types of roofs impact the daylight windows. First, the photo has been cropped so that the structures and street appear to be on level ground when in fact there is a noticeable uphill slope from left-to-right. Second, the photo was taken late in the day as evidenced by the shadows of the garbage cans and the solar flare from the camera lens. These two factors serve to distort the perception of the concepts conveyed by the computer-generated graphics. Moreover, these structures are oriented in an east-to-west fashion; the daylight windows are most impacted by southern exposure except early or late in the day. If anything, one could argue that the middle structure’s daylight exposure is adversely impacted by the large tree in the backyard of the older structure. In fact, prior to the demolition of the house which provided the land for the

two newer structures, the house on the right was engulfed by foliage from the adjacent lot (per Google Street View Sept. 2014 and earlier). The house on the right receives considerably more sunlight following the construction of the flat-roofed middle structure because of the removal of the overgrown trees.

If one were solely interested in improving daylight windows, one would advocate for restricting the height of trees and other vegetation within property line setbacks.

The next block down and across the street brings us to the photo on page 2 (unnumbered) of Attachment 1. From left-to-right, a two-story pitched roof structure and two newer flat-roofed structures. Again, the photo was taken late in the day as evidenced by the garbage cans' shadows. And as in the photo described above, the promoted concept with added graphics is shot face-on while the disliked flat-roof daylight window is shown at an angle—as a result, the first leads to a perception of openness while the latter is perceived as restricted.

In reality, the space between the structure on the left and the middle structure vs. that structure and the one on the right IS more open—because the structure on the left is setback from the side property line much more than the two newer structures. Thus, the space between the first two structures is approximately 50% greater than the space between the flat-roofed structures. But that space is in no way influenced by the shape of the respective roofs.

In addition to the issues already discussed, the SFFG is also concerned about fences. Page 9 includes a photo of two residences and their respective fences. There are a lot of issues at play here, especially with respect to the corner lot. We are intimately familiar with the issues relating to fences, because in 2010 we received a notice from the CoK Planning Department that our newly constructed fence at 1634 did not comply with established codes. In response, we noted that the fence was constructed in a fashion similar to multiple properties in our neighborhood. We further noted that in the area bounded by City Hall on 5<sup>th</sup> Ave, 1<sup>st</sup> St to the west, 3<sup>rd</sup> St to the east, and 18<sup>th</sup> Ave to the north, there were over 20 properties with fences that similarly violated fence regulations—and that any zoning enforcement official could not have left the notice of violation in our door without passing several of these properties with similar violations. When the Planning Department responded that they enforced fence restrictions only when complaints were filed by the public, we found (via a records search) four cases of such complaints—and the Planning Department took no action in all four cases. Then, as related to us by our attorney following his face-to-face meeting with (then) Planning Director Eric Shields: “I told him that “my clients are prepared to take this to King County Superior Court. And I rarely say this—they will prevail.”” Our attorney informed us that Mr. Shields directed the Planning Department official in charge of this complaint to approach the person who filed the complaint and ask them to withdraw the complaint. We do not know if such a discussion transpired or if the complaint was withdrawn. But, our fence still stands as originally built. We have had no further communication with the Planning Department regarding this issue. And based on precedent established prior to 2010, it is difficult to conceive how the CoK Planning Department can enforce fence restrictions such as fence height in required front yards or setbacks from sidewalks (or public rights-of-way) within privately-owned property.

And, the person who filed the complaint sold shortly thereafter. Where an older house stood, as of 2013 two multistory structures (with mildly pitched roofs) have dwarfed the adjacent “older housing stock”—until the day those older homes are torn down and replaced by new construction “consistent with the character of the existing housing stock,” including structures

with sunken attached garages, flat roofs, and no structural setbacks of upper floors.

Susan F. Raunig  
Gregory V. Roeben, M.D.  
1628 2<sup>nd</sup> Street  
1634 2<sup>nd</sup> Street  
Kirkland, WA 98033

## Janice Coogan

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**From:** Jeremy McMahan  
**Sent:** Wednesday, August 19, 2020 4:39 PM  
**To:** Janice Coogan  
**Subject:** FW: Market Neighborhood Plan Comment

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**From:** Suzanne Ingrao <suzanne.ingrao@yahoo.com>  
**Sent:** Wednesday, August 19, 2020 3:49 PM  
**To:** Planning Commissioners <planningcommissioners@kirklandwa.gov>  
**Subject:** Market Neighborhood Plan Comment

Hello,

I am a resident and business owner in the Market neighborhood and would like to submit my comments on the proposed Market neighborhood plan that is under consideration. I participated in the outreach groups for the Market neighborhood and attended the city planning commission hearing on this topic.

I am concerned that the plan for the Market neighborhood is contradictory and does not represent the views that were expressed at these hearings or in the focus group by the neighbors. For instance on one hand, the plan states:

*The Market Neighborhood is much beloved by its residents. Their vision for the future is to preserve the many unique elements that make this neighborhood highly livable, while contributing to progress on community priorities in a manner that is both consistent with, and enhancing of, the existing neighborhood character. Matters of shared concern among residents of the Market Neighborhood include preserving the single-family character of residences as Kirkland seeks to accommodate growth and appropriate density increases.*

The statements above reflect what I heard from neighbors and participants of the focus groups. I did also hear some people in favor of allowing ADUs with certain stipulations, however I did not hear any residents express the desire for, "compact single-family homes, common wall homes (attached), cottage housing, zero lot line, and clustered dwellings", as written on page 11. I do not know who added this section and I do not think it reflects the views and goals of the Market neighborhood residents. This seems contradictory to the statements made earlier in the same draft, stating the neighbors were intent on preserving the single-family character of the neighborhood.

I want to be sure that the true views of the neighbors are expressed in this document and that they are not skewed by the goals of the city planners.

Suzanne Ingrao  
335 10th Ave West,  
Kirkland

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