



**CITY OF KIRKLAND**  
**Planning and Building Department**  
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**MEMORANDUM**

**To:** Human Services Commission

**From:** Jen Boone, Human Services Manager  
Lindsay Levine, AICP, Planning and Building Senior Planner  
Scott Guter, AICP, Planning and Building Senior Planner

**Date:** May 15, 2023

**Subject:** K2044 Comprehensive Plan Update Briefing – Human Services and Housing Elements

**Recommendation**

Staff recommends that at their May 23, 2023 meeting, Human Services Commission receive a briefing and provide staff feedback on the 2044 Comprehensive Plan update process and topics to study as it relates to updates to the Human Services and Housing Elements (the term Element refers to the chapters in the Comprehensive Plan). Staff has grouped these two elements together because the policies therein are interconnected and complementary to each other. Discussion questions are provided in a section at the end of this memorandum.

**Background Discussion**

The Comprehensive Plan is a citywide guide for how we as a community will manage growth over the next 20 years. The Growth Management Act (GMA) mandates that cities in King County must plan for growth within the regional planning context, consistent with the GMA, the Puget Sound Regional Council Vision 2050 Regional Growth Strategy Multicounty Growth Policies, and the King Countywide Planning Policies. GMA requirements stated in [RCW 36.70A.020](#) establish 13 goals that must be the basis of all comprehensive plans and development regulations (see Attachment 2). In addition, plans must support the shoreline goals of the Shoreline Management Act stated in RCW 36.70A.480.

Cities and counties must revise comprehensive plans and development regulations every eight years ([RCW 36.70A.130](#)) to ensure consistency with GMA requirements and any amendments. City staff are currently engaged in this periodic update to the Kirkland Comprehensive Plan with a target completion date of September 2024. The update process will be an opportunity to revisit the policies in the Comprehensive Plan to see if they are still relevant, or need revising per State, Regional, and County requirements. Currently, the City is engaging the community on the Human Services and Housing Elements of the Comprehensive Plan. Engagement includes collecting public comments and feedback at community events and meetings, focus groups, and through surveys.

Public comments received during the process will be considered and incorporated into a revised Comprehensive Plan and related code amendments (see Attachment 2).

More general information about the update process can be found in the briefing memos from [Planning Commission's April 28, 2022](#) and [City Council's December 8, 2022](#) meetings. These meeting packets, presentations, other documents, and additional resources, are available on the City's K2044 Comprehensive Plan update webpage at [Kirklandwa.gov/K2044](http://Kirklandwa.gov/K2044).

Below is an overview of the Human Services and Housing Element update.

### **Human Services Element**

The Human Services Element goals and policies define the City's role in fostering diversity and equity, and supporting nonprofit organizations that serve the physical, economic, social, and quality of life needs of members of the community. The Human Services Element supports the provision of services that are utilized by those who have historically faced barriers in accessing human services because of identities that include race, gender, age, ability/disability, and/or economic status. The Element also supports measures to ensure that Human Services programs are available and accessible to all. The existing Human Services Element of the Comprehensive Plan contains 6 goals and 26 related policies. Attachment 3 contains a list of the existing goals and policies without the corresponding narrative text.

The Comprehensive Plan Update should incorporate or support recommendations and goals from City plans such as the [DEIB 5-Year Roadmap](#), [Housing Strategy Plan](#), and relevant updates about Human Services since the last Comprehensive Plan update in 2015.

### **Housing Element**

GMA amendments for Housing Elements require counties and cities to accommodate housing that is affordable to all economic segments of the population of the state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock. Cities must now conduct a housing needs assessment, set affordable housing targets, and monitor performance to meet those targets. Cities may not prohibit emergency shelters, transitional housing, or permanent supportive housing in any zones in which residential dwelling units or hotels are allowed and adopt regulations allowing accessory dwelling units. Kirkland has already fulfilled the bulk of these requirements and will coordinate with King County, A Regional Coalition for Housing (ARCH) and other Eastside cities on needed revisions to the Housing Element.

The existing Housing Element centers the importance of preserving neighborhood character, promoting an adequate supply of housing in a variety of housing densities and types, and providing housing affordable to people at every income level. The existing Housing Element of the Comprehensive Plan contains 3 goals and 17 related policies. Attachment 4 contains a list of the existing goals and policies without the corresponding narrative text.

Housing Need

For the year 2044, Kirkland’s allocation of King County’s growth targets is summarized below. Keep in mind that, as shown in the table below, we have capacity in our existing Comprehensive Plan for 19,595 additional housing units and 36,082 additional jobs, which provides significant flexibility to shape our own land use future without worrying about meeting targets, particularly when paired with the additional growth that could occur as part of the NE 85<sup>th</sup> Street Station Area Plan.

**Table 1: Growth Targets**

HOUSING UNITS			JOBS		
Existing (2018)	K2044 Target (2019-2044)	Existing Capacity (2023)*	Existing (2018)	K2044 Target (2019 – 2044)	Existing Capacity (2023)*
38,656	<b>13,200 (above 2018 existing)</b>	19,595	49,280	<b>26,490 (above 2018 existing)</b>	36,082

*\* Estimate pending completion of the City’s 2044 capacity analysis. Number reflects approximate remaining capacity from K2035 Plan (units/jobs planned for but not achieved) + additional capacity adopted in NE 85<sup>th</sup> St Station Area Plan*

Kirkland’s Affordable Housing Targets

Consistent with the GMA, the King County Planning Policies establish that cities must plan for affordable housing based on a range of income levels.

On October 5, 2021, City Council adopted R-5493, establishing interim affordable housing targets for the K2044 update (table below), with the goal of providing a unit of housing that is affordable for every cost-burdened household. The intended outcome of achieving this target would be to eliminate the cost-burden of all households expected to be cost-burdened in 2044. Information on the methodology used for the affordable housing targets is available in the [September 7, 2021](#) and [October 5, 2021](#) City Council meeting materials. Kirkland will need to show how we are planning to achieve these affordable housing targets for these income levels with the K2044 update.

**Table 2: Interim Affordable Housing Targets**

Household Income	Cost Burdened Households (spending 30-49% of gross income), 2017	Severely Cost Burdened Households (spending 50%+ gross income), 2017	Estimated Cost Burdened Households, 2017	Percent of Income Group	Estimated Cost Burdened Households Affordable Unit Deficit, 2044
<=30% AMI	274	2,735	<b>3,009</b>	91%	<b>4,374</b>
31% - 50% AMI	935	1,285	<b>2,220</b>	74%	<b>3,227</b>
51% - 80% AMI	1,584	615	<b>2,199</b>	64%	<b>3,196</b>

Household Income	Cost Burdened Households (spending 30-49% of gross income), 2017	Severely Cost Burdened Households (spending 50%+ gross income), 2017	Estimated Cost Burdened Households, 2017	Percent of Income Group	Estimated Cost Burdened Households Affordable Unit Deficit, 2044
81% - 100% AMI	929	225	1,154	45%	1,677
<b>Total</b>	<b>3,722</b>	<b>4,860</b>	<b>8,582</b>		<b>12,474</b>
<b>Total Units Needed (less than 100% AMI) Per Year, 2017-44</b>					<b>462</b>

*AMI = Area Median Income; Source: 2013-2017 Comprehensive Housing Affordability Strategy (CHAS) 5-year Estimates; King County Proposed Housing Growth Targets; Office of Financial Management.*

More housing data can be viewed on the [Kirkland Housing Dashboard](#).

### Housing Element and Human Services

The Human Services Element intersects with the Housing Element through the following policies:

***Policy HS-4.5: Encourage affordable and appropriately designed older adult housing.***

*Affordable and appropriately designed accessible housing are key issues for older adults in terms of what it will take for them to remain in Kirkland as they age. The City should support public and private efforts to create and preserve affordable housing, including accessory apartments, shared housing, small lots, cottages and one-story homes, as outlined in the [Housing Element](#). In exploring options for affordable housing for older adults, the City should utilize the expertise available through ARCH (A Regional Coalition for Housing), the King County Housing Authority, local faith-based organizations with housing programs, nonprofit and for-profit housing developers, and other resources interested in affordable housing for older adults. In addition, the City should identify the necessary changes in land use regulations and building codes that will make alternative housing easier to implement. Additional goals, policies and background information that support affordable and senior housing are found in the [Housing Element](#).*

***Policy HS-5.5: Commit Community Development Block Grant Funds (CDBG) to affordable housing and house repairs for low- and moderate-income residents.***

*The City engages in partnerships between jurisdictions and other government agencies, nonprofit and for-profit organizations to enable those organizations to provide and maintain decent and affordable housing for all residents, particularly those at or below the 80 percent of median income. The City commits CDBG and General Funds to provide affordable housing in East King County through nonprofit agencies, such as ARCH. The City should continue to support these agencies and their effort to provide affordable housing to Eastside residents, particularly low-income.*

*The City also uses its CDBG capital funds to support King County's program that responds to housing repair needs for low- to moderate-income individuals and families who cannot afford to repair their homes. The City should continue to support this program.*

## Discussion Questions

The following questions were developed by the [City of Kirkland Comprehensive Plan Equity Review and Engagement Program](#) report by the consulting firm EcoNorthwest. The Human Services Commission should consider these questions when providing staff feedback on what major issues or topics should be considered as staff works to revise the policies in the Housing and Human Services Elements.

1. Which services are in greatest need by BIPOC communities and other underserved communities? How can targeted community engagement with such communities better inform the creation and sustainment of these policies and services? How is the City authentically building relationships with underserved communities to create ongoing partnerships that are not transactional, but reciprocal?
2. What are the historic funding patterns of these various city services, and how can such policies ensure that future funding is more equitably re-distributed?
3. What is the distribution of short-term (reactionary) and longer-term (preventative) social services within the City of Kirkland? How can these policies ensure a more balanced availability of both reactionary and preventative services?
4. To what extent is human services funding able to respond to emerging and/or changing needs in the short-term, while continuing to invest in upstream solutions long-term.

## Next Steps

For the remainder of 2023, staff will continue to conduct community engagement activities to gather public input on each Element, attend Board and Commission meetings for their input, and begin to draft edits to each Element (see Attachment 1). The goal is to have draft elements of the Comprehensive Plan completed in early 2024 for review by the various Boards and Commissions, with a tentative public hearing set for spring 2024 and final adoption by fall 2024.

Other tasks in the K2044 Update scope include conducting a land use capacity analysis to show compliance with Kirkland's assigned job and housing growth targets, updating the Community Profile, updating the Transportation Master Plan (basis for the Transportation Element), and conducting an environmental review of proposed changes.

## Attachments

1. Comprehensive Plan Update Phasing Graphic
2. GMA Goals
3. Existing Human Services Element Goals and Policies
4. Existing Housing Element Goals and Policies

cc: File Number CAM22-00023

**Washington State Growth Management Planning Goals- RCW 36.70A.020**

The following goals are adopted to guide the development and adoption of comprehensive plans and development regulations of those counties and cities that are required or choose to plan under RCW 36.70A.040. The following goals are not listed in order of priority and shall be used exclusively for the purpose of guiding the development of comprehensive plans and development regulations:

1. Urban growth. Encourage development in urban areas where adequate public facilities and services exist or can be provided in an efficient manner.
2. Reduce sprawl. Reduce the inappropriate conversion of undeveloped land into sprawling, low-density development.
3. Transportation. Encourage efficient multimodal transportation systems that are based on regional priorities and coordinated with county and city comprehensive plans.
4. Housing. Plan for and accommodate housing affordable to all economic segments of the population of this state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock.
5. Economic development. Encourage economic development throughout the state that is consistent with adopted comprehensive plans, promote economic opportunity for all citizens of this state, especially for unemployed and for disadvantaged persons, promote the retention and expansion of existing businesses and recruitment of new businesses, recognize regional differences impacting economic development opportunities, and encourage growth in areas experiencing insufficient economic growth, all within the capacities of the state's natural resources, public services, and public facilities.
6. Property rights. Private property shall not be taken for public use without just compensation having been made. The property rights of landowners shall be protected from arbitrary and discriminatory actions.
7. Permits. Applications for both state and local government permits should be processed in a timely and fair manner to ensure predictability.
8. Natural resource industries. Maintain and enhance natural resource-based industries, including productive timber, agricultural, and fisheries industries. Encourage the conservation of productive forestlands and productive agricultural lands, and discourage incompatible uses.
9. Open space and recreation. Retain open space, enhance recreational opportunities, conserve fish and wildlife habitat, increase access to natural resource lands and water, and develop parks and recreation facilities.
10. Environment. Protect the environment and enhance the state's high quality of life, including air and water quality, and the availability of water
11. Citizen participation and coordination. Encourage the involvement of citizens in the planning process and ensure coordination between communities and jurisdictions to reconcile conflicts.
12. Public facilities and services. Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards.
13. Historic preservation. Identify and encourage the preservation of lands, sites, and structures, that have historical or archaeological significance.
14. Shoreline Management Act- see RCW 36.70A.480

# Updates to Comprehensive Plan Chapters

ATTACHMENT 2

## Examples of issues we will be studying include:

- Where should the City plan for growth?
- How can we reduce reliance on single-occupancy vehicles?
- How can we increase housing affordability?
- How can we reduce waste and reliance on finite resources?



Environment | Parks | Transportation | Land Use | Housing | Human Services | City Services | Economic Development | Community Character

## In the future, how do you imagine getting around Kirkland?

We are updating the City's Transportation Master Plan to set policy and prioritize future transportation projects in Kirkland! Tell us what you think!

**For more information visit [kirklandwa.gov/TMP](http://kirklandwa.gov/TMP)**

如需此文件中信息的简体中文 版本, 请发送电子邮件至 [titlevicoordinator@kirklandwa.gov](mailto:titlevicoordinator@kirklandwa.gov) 或拨打 425-587-3831 联络 Title VI 协调员。

Чтобы запросить перевод этого документа на по-русски, свяжитесь с координатором по вопросам Раздела VI по электронной почте [titlevicoordinator@kirklandwa.gov](mailto:titlevicoordinator@kirklandwa.gov) или по номеру 425-587 3831

Para pedir información sobre este documento en español, comuníquese con el coordinador del Título VI escribiendo a [titlevicoordinator@kirklandwa.gov](mailto:titlevicoordinator@kirklandwa.gov) o llamando al 425-587-3831.

Para solicitar informações deste documento em português, entre em contato com o Coordenador do Título VI em [titlevicoordinator@kirklandwa.gov](mailto:titlevicoordinator@kirklandwa.gov) ou 425-587-3831.

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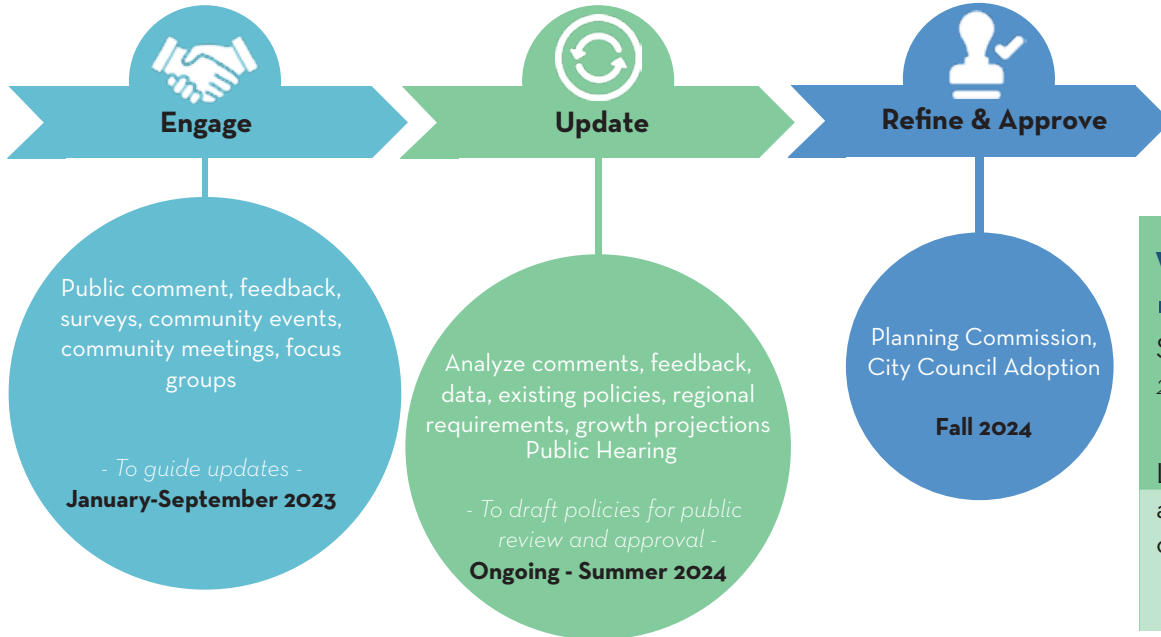
# WHAT DO YOU WANT KIRKLAND TO LOOK LIKE?

ATTACHMENT 2



Every eight years, our community comes together to create a vision and roadmap for Kirkland's future.

We know growth is coming - more neighbors, more jobs, more transportation options - and Kirkland 2044 will help us successfully guide that growth over the next 20 years.



## WE WANT TO HEAR FROM YOU

Send us your thoughts by emailing  
[2044ComprehensivePlan@Kirklandwa.gov](mailto:2044ComprehensivePlan@Kirklandwa.gov)

Learn more about K2044  
at [kirklandwa.gov/K2044](http://kirklandwa.gov/K2044)  
or scan this QR code.





# Human Services Element – Existing Goals and Policies

*Existing adopted Goals and Policies without corresponding descriptive text.  
Here is a [link](#) to the full text of the adopted Human Services Element in the Comprehensive Plan.*

**Goal HS-1: Support diversity in City government and in the community by encouraging awareness, acknowledgment and sensitivity, and by being inclusive of Kirkland’s entire populace.**

Policy HS-1.1:

Engage the diverse populations within Kirkland to create an inclusive community.

**Goal HS-2: Foster a City government and a community free of discrimination and committed to justice and social equity.**

Policy HS-2.1:

Work to achieve a community where everyone is treated with respect and given equitable access to resources.

**Goal HS-3: 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.**

Policy HS-3.1:

Maintain and support the Kirkland Youth Council.

Policy HS-3.2:

Coordinate with the Kirkland Teen Union Building to provide a safe place for youth and provide recreational/educational activities and social programming.

Policy HS-3.3:

Provide connections between Kirkland youth and their community by partnering with the City, school district, and local youth-serving organizations.

Policy HS-3.4:

Provide access to information and services for Kirkland youth.

Policy HS-3.5:

Promote healthy lifestyles.

Policy HS-3.6:

Establish positive relationships between youth and Kirkland Police.

Policy HS-3.7:

Support programs working to lower youth violence, substance abuse, depression and suicide in the community.

**Goal HS-4: Maintain and improve the quality of life for Kirkland residents 50 years and older.**

Policy HS-4.1:

Maintain and support the Senior Council.

Policy HS-4.2:

Provide opportunities for residents 50 years and older to be active, connected, and engaged in the community.

Policy HS-4.3:

Provide access to information, resources, services, and programs for older adults.

Policy HS-4.4:

Maintain a safe environment for older adults in the community.

Policy HS-4.5:

Encourage affordable and appropriately designed older adult housing.

**Goal HS-5: Create a community in which all members have the ability to meet their basic physical, economic and social needs, and the opportunity to enhance their quality of life.**

Policy HS-5.1:

Regularly assess local human service needs, and provide leadership in the development of services to address newly identified needs.

Policy HS-5.2

Promote community awareness of human service needs, the resources available to meet those needs, and the gaps in services.

Policy HS-5.3:

Provide funding for local nonprofit organizations serving the needs of Kirkland residents.

Policy HS-5.4:

Maintain and support a Human Services Advisory Committee.

Policy HS-5.5:

Commit Community Development Block Grant Funds (CDBG) to affordable housing and house repairs for low- and moderate-income residents.

Policy HS-5.6:

Participate and provide leadership in local and regional human service efforts.

Policy HS-5.7:

Encourage the development of partnerships among the City, schools, human services providers and others, to address the needs of children and families within the school setting.

Policy HS-5.8:

Ensure human service programs are available and financially accessible.

Policy HS-5.9:

Prior to adoption, consider impacts to human services of any proposed legislation, including City codes and regulations.

Policy HS-5.10:

Administer community donation programs.

**Goal HS-6: Encourage human service organizations to make their services physically accessible to all.**

Policy HS-6.1:

Encourage services to become accessible to all in the community by removing any barriers, including but not limited to architectural, cultural, language, communication, and location.

Policy HS-6.2:

Coordinate with human services organizations to locate facilities near commercial centers where transit and non-motorized facilities exist.

# Housing Element – Existing Goals and Polices

*Existing adopted Goals and Policies without corresponding descriptive text.  
Here is a [link](#) to the full text of the adopted Housing Element in the Comprehensive Plan.*

## **Goal H-1: Maintain and enhance the unique residential character of each City neighborhood.**

Policy H-1.1: Incorporate neighborhood character and design principles into standards for new development.

## **Goal H-2: Ensure that Kirkland has a sufficient quantity and variety of housing to meet projected growth and needs of the community.**

Policy H-2.1: Maintain an adequate supply of land zoned appropriately for a variety of housing types and densities.

Policy H-2.2: Promote the development of accessory dwelling units on single-family lots.

Policy H-2.3: Create flexible site and development standards, and maintain efficient development and review systems, that balance the goals of reduced housing development costs with other community goals.

Policy H-2.4: Allow a broad range of housing and site planning approaches in single-family areas to increase housing supply and choice, to reduce cost, and to ensure design quality and neighborhood compatibility.

Policy H-2.5: Allow for the maintenance and redevelopment of existing developments that do not conform to current density standards in planned multifamily areas.

## **Goal H-3: Promote affordable and special needs housing throughout the City for all economic segments of the population.**

Policy H-3.1: Strive to meet the City's proportionate share of the Countywide housing needs of very low-, low-, and moderate-income households.

Policy H-3.2: Require affordable housing when increases to development capacity are considered.

Policy H-3.3: Ensure that affordable housing opportunities are not concentrated, but are available throughout the City and especially in areas with good access to transit, employment, and shopping.

- Policy H-3.4: Preserve, maintain, and improve existing affordable housing through assistance to residents and housing providers.
- Policy H-3.5: Support housing acquisition and creation by private or nonprofit organizations, housing authorities, or other social and health service agencies for very low-, low- and moderate- income residents.
- Policy H-3.6: Ensure that regulations do not unduly restrict group homes or other housing options for persons with special needs.
- Policy H-3.7: Support a range of housing options and services to move homeless persons and families to long-term financial independence. Support regional efforts to prevent homelessness.
- Policy H-3.8: Cooperate at a regional level to increase the base of both public and private support necessary to address local housing needs.
- Policy H-3.9: Support housing options, programs, and services that allow seniors to stay in their homes or neighborhood. Encourage universal design improvements that increase housing accessibility.
- Policy H-3.10: Support efforts to achieve a geographic balance in siting special-needs housing throughout the City and region, including support of housing in jurisdictions that serve residents from elsewhere on the Eastside.
- Policy H-3.11: Protect fair and equal access to housing for all persons and prohibit any activity that results in discrimination in housing.