



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

**Date:** February 4, 2019

**To:** Planning Commission

**From:** Adam Weinstein, Planning and Building Director  
Jeremy McMahan, Deputy Planning and Building Director

**Subject:** 2019-2021 Planning Work Program

### **Recommendation**

Recommend adoption of the 2019-21 Planning Work Program to City Council.

### **Background**

The Planning Commission's retreat on January 24 focused on initiating preparation of the 2019-21 Planning Work Program (Work Program) and was preceded by a discussion of the future of cities led by Brenda Cooper, the City's Chief Information Officer. The Work Program governs the Planning and Building Department's work over the next 3 years on long-range planning projects that will help shape the future of Kirkland.

Eleven major projects from the 2018-20 Work Program were completed last year, including the update of three neighborhood plans and one subarea plan in a streamlined, one-year process. In addition, significant progress has been made on another 14 projects from the Work Program.

Prior to the retreat the Planning Commission reviewed summary descriptions of projects completed, in-progress, or not-yet-initiated from the 2018-20 Work Program; and potential new projects that could be included in the 2019-21 Work Program. The Planning Commission's discussion at the retreat focused on reflecting on projects completed in 2018; identifying new projects that should be added to the Work Program, and prioritizing new and carryover projects from the previous Work Program; and evaluating the potential new work program in the context of City-wide priorities.

Key takeaways from this discussion about the Work Program include:

- The 1-year update process for neighborhood plans should be continued, even if it is not feasible or desirable to update all plans in this more condensed timeframe. The Market, Market Corridor, Norkirk, and Highlands plans were identified as potential candidates for a 1-year update in 2019.

- The Neighborhood Plan Framework adopted in 2018 should be regularly updated to incorporate lessons learned from past neighborhood plan updates.
- Long-range planning projects over the next 3 years should be future-minded and address new technologies, evolving modes of transportation, and challenges and opportunities such as climate change, changing building methods, demographic changes, and population growth, and incorporate different metrics that can be used in measuring the success of built environments.
- Regarding the Bridle Trails Shopping Center, a framework should be developed for ensuring robust community involvement and that key community objectives are integrated into the plan. In addition, the property owner(s) should provide feedback regarding the desired timeline for developing a plan for the center.
- One new project was identified for inclusion on the Work Program: evaluation of the Citizen Amendment Request (CAR) process. It was determined that a second potential project, redevelopment of the Rose Hill Village at the intersection of NE 85th St. and 128th Ave. (which was damaged by fire in 2018) would be addressed by the recently updated Rose Hill Neighborhood Plan and existing zoning regulations for that site.
- The likely 2019-21 Work Program is ambitious and additional resources may be needed to successfully complete it.

### **2018-20 Planning Work Program**

Attachment 1 of this report comprises four tables, which were carried over from the memorandum prepared for the retreat on January 24, but amended to reflect comments made at the retreat:

- Table 1: Completed 2018-20 Work Plan Projects
- Table 2: In-progress 2018-20 Work Plan Projects
- Table 3: Not-yet-initiated 2018-20 Work Plan Projects
- Table 4: New 2019-21 Work Plan Projects

Tables 2-4 comprise the draft 2019-21 Work Program. Attachment 2 shows the proposed schedule and staffing for the projects on the 2019-21 Work Program.

### **Commission Discussion and Direction**

The Commission should discuss the draft Work Program, identify any further needed amendments, and recommend adoption to the City Council. A recommendation regarding adoption could also be made on March 5, at the joint study session with the City Council. Council adoption of the Work Program is tentatively scheduled for April 2.

#### **Attachments**

1. Completed, Underway, Not-yet-Initiated, and Potential New Work Program Projects
2. 2019-21 Work Program Schedule (Draft)

**Table 1: Completed 2018-20 Work Plan Projects**

<b>Name/Description</b>	<b>Date Completed</b>	<b>Approximate Duration</b>	<b>Notes</b>
<u>Neighborhood Plan Framework</u> . This task involves creation of a framework for future Neighborhood Plan updates that will integrate best practices from previous plan updates to streamline the future plan development process while still providing for meaningful public involvement, and review/input from decisionmakers. The framework will also address desired interrelationships between the Neighborhood Plans and achievement of the 10-minute neighborhood objective in the Comprehensive Plan.	March 2018	3 months	The Neighborhood Plan Framework was used to update the North and South Rose Hill, Bridle Trails, and NE 85 <sup>th</sup> Street Subarea plans in 1 year.
<u>Update Neighborhood Plans for North and South Rose Hill, Bridle Trails, and NE 85<sup>th</sup> Street Subarea</u> . This task would involve the completion of neighborhood planning for three neighborhoods and one subarea which are next on the list for an update.	December 2018	1 year	Note that follow-up zoning code amendments are in-progress as of January 2019.
<u>Totem Lake Amendments</u> . As another project in the Totem Lake area, this task will evaluate amendments that are warranted to encourage development consistent with the Totem Lake Business District Plan. One discrete subtask will be evaluation of whether residential suites (multiple bedrooms rented as single occupancy units on a monthly or longer basis, with shared bathroom and/or kitchen facilities) should be permitted in zoning districts in Totem Lake where residential uses are not consistent with policy direction in the Comprehensive Plan.	December 2018	6 months	
<u>Totem Lake Enhancement Plan</u> . The City contracted with a consultant team including members from Alta Planning and Design (multimodal transportation) and PLACE (architecture/urban design) to develop an enhancement and transportation network study for Totem Lake. The purpose of the plan was to identify improvements to create walking and bicycling friendly environments, and to identify strategies such as placemaking enhancements and wayfinding measures to improve the overall identity and appeal of Totem Lake.	May 2018	1 year	
<u>Clarify Planned Unit Development (PUD) Public Benefits</u> . This task will provide a framework for more effectively evaluating whether public benefits are sufficient for PUDs, and will include consideration of an approach that	October 2018	6 months	Note that the PUD valuation tool, which was an outgrowth of the code amendment process, is

Name/Description	Date Completed	Approximate Duration	Notes
looks at the potential value of a PUD's benefits to an applicant against the value of the proposed public benefits.			listed under Potential New Projects.
<u>Historic Structure Delisting Process.</u> The Municipal Code does not currently contain procedures or guidance for de-listing historic structures. Staff will evaluate the merits of this request in collaboration with King County historic resource specialists, and in the context of Comprehensive Plan policies and Municipal Code regulations that protect historic resources. Municipal Code amendments may be crafted if a delisting process is deemed warranted in certain circumstances. Prior to drafting such amendments, staff will confirm a recommended approach with the Planning Commission and City Council.	June 2018	4 months	
<u>School Sites.</u> This task will evaluate options for increased building heights on school sites, along with school staff housing, in order to more efficiently use school property. This work will be conducted in close collaboration with the Lake Washington School District.	November 2018	10 months	This project may be followed-up with code amendments to allow additional building height on public school sites.
<u>Carbon Emissions Report Pursuant to K4C (King County-Cities Climate Collaboration).</u> As part of the K4C Program and in recognition of the City's own adopted greenhouse gas policies, the City would complete a report of carbon emissions associated with municipal and community (Kirkland-wide) operations to ascertain achievement of the City's carbon reduction goals. Expectations for future reductions in carbon emissions will also be discussed.	January 2019	3 months	
<u>Tree Canopy Assessment.</u> The 2018 tree canopy assessment would identify changes in the canopy since 2010 and would also evaluate and provide recommendations for current tree canopy issues, such as amendments to the City's tree codes and policy goals.	November 2018	5 months	This project is an outcome of the KCD Stormwater Modeling Project, described below under In-progress Projects.
<u>Critical Areas: Geologically Hazard Areas Regulations.</u> In collaboration with the University of Washington, updated geologic and risk mapping data funded by grants have been provided to the City. This task involves updating Chapter 85 of the Zoning Code (Geologic Hazard Areas Regulations) based on these new data and best practices related to landslide and erosion hazards.	June 2018	1.5 years	
<u>Capital Facilities Plan Annual Update.</u> Mandated by the Growth Management Act, the City's multi-year Capital Facilities Plan must be reconciled annually with the 6-year Capital Improvement Program and	December 2018	4 months	

Name/Description	Date Completed	Approximate Duration	Notes
Biennial Budget. This task will update the Capital Facilities Project tables in the Comprehensive Plan to reflect changes to funding, timing and facilities between 2017 and 2018.			

**Table 2: In-progress 2018-20 Work Plan Projects**

Name/Description	Date Initiated	Estimated Duration	Notes
<u>Update Tree Regulations.</u> This task entails a comprehensive update of Chapter 95 of the Kirkland Zoning Code.	May 2018	1 year	
<u>Update Kirkland Municipal Code Related to Enforcement of Tree Regulations.</u> Update tree-related code enforcement fine provisions of the Kirkland Municipal Code 1.12.100. This task will re-commence upon adoption of Kirkland Zoning Code Chapter 95 amendments.	July 2019	3 months	Follows adoption of KZC 95 tree code amendments. PC/HCC review not needed.
<u>Consider Revising Floor Area Ratio (FAR) and Lot Coverage Regulations.</u> This task will involve a review of best practices across the region in establishing FAR and lot coverage standards and calculating achievement of these standards. Other regulatory tools for achieving high-quality urban design may also be evaluated as part of this task.	February 2018	1 year	
<u>Miscellaneous Code Amendments.</u> This category includes amendments to the Zoning Code to reflect current practice, clarify sections of the Code, and promote good planning principles.	March 2018	Ongoing	Note that some zoning code amendments listed independently in these tables, such as the FAR/Lot Coverage project, derived from the initial list of misc. amendments.
<u>Sign Code Update.</u> The Sign Code would be updated to clarify rules, enhance aesthetics, reduce visual clutter, and integrate recently-completed work on A-frame signs.	July 2018	1.5 years	
<u>Housing Strategy Tasks: Missing Middle Housing.</u> This project involves amending the City's duplex, triplex, and cottage regulations to encourage an expansion of the supply of these housing types.	July 2018	1 year	This project is also a follow-up to the updated neighborhood plans, which contain policies promoting more compact housing.

Name/Description	Date Initiated	Estimated Duration	Notes
<u>Housing Strategy Tasks: ADUs.</u> This project involves amending the City's ADU regulations, and would be paired with "ADU Project," below.	July 2018	1 year	This project is a follow-up to Planning and Building's Innovation Intern research this summer into best ADU practices. It's also a follow-up to the updated neighborhood plans, which call for more ADUs.
<u>Shoreline Master Program Periodic Update.</u> The Shoreline Master Program, which manages shoreline resources and development in Kirkland, will be updated to comply with State rules and be consistent with best practices for shoreline protection. The update would incorporate the recently-adopted Zoning Code Chapter 90 (Critical Areas Regulations) to ensure consistency between the Shoreline Master Program and Zoning Code.	August 2018	1 year	
<u>King Conservation District Stormwater Modeling Project.</u> Kirkland was selected as a pilot city for a regional study assessing how trees mitigate stormwater runoff, involving coordination with Planning and Public Works staff.	May 2018	10 months	The completed Tree Canopy Assessment was completed with data from this project.
<u>Sustainability Master Plan.</u> Environmental and sustainability concepts are found in numerous City policy documents, including the Comprehensive Plan, Natural Resource Management Plan, and Climate Action Plan. This task would involve preparation of a Sustainability Master Plan to better coordinate the various plans with sustainability elements and ensure that sustainability and environmental protection are consistently integrated into all City activities.	December 2018	1+ year	
<u>Totem Lake Design Guidelines.</u> This task involves updating the design guidelines to ensure a high urban design standard within the Totem Lake area.	December 2018	4 months	Respond to City Council comments from February. Additional revisions may be needed. Per Council request take to Design Review Board for review and comment.
<u>Rose Hill Business District, North Rose Hill, Residential Design Guidelines.</u> Minor amendments to implement new Rose Hill Neighborhood Plan.	December 2018	4 months	Respond to City Council comments from February.

Name/Description	Date Initiated	Estimated Duration	Notes
			Additional revisions may be needed. Per Council request take to Design Review Board for review and comment.
<u>Rose Hill Business District Zoning Code amendments</u> . Amendments to implement new Rose Hill Neighborhood Plan.	December 2018	5 months	City Council adoption in April.
<u>Critical Areas: Geologically Hazard Areas Regulations -- Adjustments</u> . Revisions to the regulations in response to “real world” implementation of the regulations.	June 2019	4 months	

**Table 3: Not-yet-initiated 2018-20 Work Plan Projects**

Name/Description	Estimated Start Date	Estimated Duration	Notes
<u>Kingsgate Park and Ride</u> . This task involves the development of Zoning Code regulations to implement Comprehensive Plan policy direction in support of transit-oriented development at the Kingsgate Park and Ride. Regulations will be designed to incorporate the conclusions of the Sound Transit-funded feasibility study, in-progress as of January 2019.	February 2019	6 months	Estimated completion date: July 2019.
<u>Corrections to Regulations for Critical Areas: Wetlands, Streams, Minor Lakes, Fish and Wildlife Habitat Conservation Areas and Frequently Flooded Areas</u> . This task involves making corrections to the Critical Areas Regulations based on observations made and public input received during implementation of the latest revised Critical Areas Regulations.	January 2020	6 months	
<u>Downtown Urban Growth Center Designation</u> . This Work Program task would entail exploration of Downtown as an Urban Growth Center, requiring analysis of geographical features, infrastructure, amenities, jobs/housing mix, and walkability. If an Urban Growth Center designation is pursued, text in the Comprehensive Plan would require revision.	July 2019	6 months	

**Table 4: New 2019-21 Work Plan Projects**

<b>Name/Description</b>	<b>Estimated Start Date</b>	<b>Estimated Duration</b>	<b>Notes</b>
<u>ADU Project</u> . This project, which is intended to encourage the development of ADUs, would involve three discrete tasks: 1) hiring architects through an RFP process to create three pre-approved design and construction ADU plans, which could then be given out or sold inexpensively to the public; 2) establishing a program to waive up to \$5,000 of permit fees for the first 10 applicants to use the pre-approved plan prototypes; and 3) developing new educational resources that would help people navigate the ADU design, permitting, development, and rental processes. \$100,000 was allocated for this project in the adopted 2019-20 City budget.	February 2019	1 year	
<u>Update Neighborhood Plans for Market, Market Street Corridor, Norkirk, and Highlands</u> . This project entails updating three plans for neighborhoods generally north of Downtown and potential code amendments/rezones (if necessary).	January 2019	1+ year	Staff's initial thoughts are that the four plans would be updated using one unified process, but the outcome would be four independent neighborhood plans (i.e., they would not be combined).
<u>Update Neighborhood Plan for Moss Bay</u> . This project would involve an update of the Moss Bay Neighborhood Plan, and would be paired with designation of Downtown as an Urban Growth Center (see above).	October 2019	1-2 years	
<u>Streamline Regulations for Public Projects</u> . With the City's recent adoption of the largest Capital Improvement Program in history, it will be essential to make planning and permitting processes for public projects as streamlined as possible. This project would focus on revising permitting processes and identifying possible candidate project types for permitting supervision by Public Works, while ensuring that environmental/neighborhood factors are considered.	April 2019	1 year	
<u>Bridle Trails Shopping Center Plan</u> . This project would involve the preparation of a developer-initiated plan to allow mixed use development up to five stories on the shopping center site and would include	July 2019	1-2 years	The plan would address grocery store and signage requirements, open space, and additional performance criteria.



Name/Description	Estimated Start Date	Estimated Duration	Notes
development standards, design guidelines, and a design program encompassing all properties within the neighborhood center.			
<u>Station Area Plan.</u> An offshoot of the updated Rose Hill Neighborhood Plan, this project would involve a comprehensive planning effort for the area surrounding the proposed bus rapid transit station at I-405/NE 85 <sup>th</sup> Street.	October 2019	2 years	The plan could encompass architectural/design, transportation, economic, and land use considerations. It may be placed on the City Council's Work Plan.
<u>Amend Cross Kirkland Corridor Design Guidelines.</u> KZC 115.24 (CKC/Eastside Rail Corridor – Supplemental Development Standards for Adjoining Properties) would be amended to ensure optimal design outcomes for development along the CKC. Lessons learned since adoption of the standards would be considered.	January 2021	8 months	
<u>Holmes Point Overlay.</u> The Holmes Point Overlay code amendments would be reinitiated after completion of the city-wide tree code (KZC 95) and related code enforcement (KMC 1.12.100) updates.	October 2019	6 months	Duration does not include previous work on HPO amendments. This project would start after the tree code amendments/related code enforcement regulations are adopted.
<u>Urban Forest 6-Year Work Plan Update.</u> As an adaptive management plan, efforts towards Plan implementation should be reviewed every 6 years to monitor/report progress and establish new priorities to remain effective and relevant through 2037.	April 2020	1-2 years	A 2019 update was identified in the Urban Forestry Strategic Management Plan (p. 56-58). Involves multiple departments.
<u>PUD Valuation Tool.</u> This project is a follow-up to the PUD code amendments that staff and the Planning Commission worked on earlier in 2018. It would involve partnering with an economic consulting firm or academic organization to develop a tool to ascertain the value of a PUD's proposed public benefits against the value of deviations from code requirements to a developer. \$40,000 was allocated for this project in the adopted 2019-20 City budget.	January 2020	9 months	

Name/Description	Estimated Start Date	Estimated Duration	Notes
<u>Citizen Amendment Request.</u> Citizen Amendment Requests (CARs) may be submitted to amend any aspect of the Comprehensive Plan such as the land use map, the general elements, or a neighborhood plan. A citizen-initiated proposal may also request an amendment to the Zoning Map and the Zoning Code that is associated with the Comprehensive Plan amendment. CARs involve a two-phase process: 1) a threshold determination made by Planning Commission (and Houghton Community Council, if applicable) to determine if the amendment should move forward for further evaluation; and 2) the second phase, during which the proposal is evaluated further and considered for adoption.	January 2019	1 year	Three CARs were submitted in 2018.
<u>Evaluation of CAR Process.</u> This project would involve evaluating the existing CAR process to improve the interface of CARs with the neighborhood planning process, while allowing desirable CARs to be more nimbly processed.	January 2020	6 months	
<u>Capital Facilities Plan Annual Update.</u> Mandated by the Growth Management Act, the City's multi-year Capital Facilities Plan must be reconciled annually with the 6-year Capital Improvement Program and Biennial Budget.	August 2019	4 months	

### 2019 – 2021 Planning Work Program Schedule (updated February 6, 2019)\_

			2019				2020				2021			
TASK		PROJECT MANAGER	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th
<b>IN-PROGRESS PROJECTS</b>														
1	Update Tree Regulations	Powers												
2	Update Tree Enforcement Regulations	Powers												
3	FAR/Lot Coverage	Ruggeri/Zike												
4	Misc. Code Amendments	Ruggeri/TBD												
5	Sign Code Update	TBD/Weinstein												
6	Housing Strategy: Missing Middle Housing	LeRoy/Weinstein												
7	Housing Strategy: ADUs	Collins/Zike												
8	Shoreline Master Program Update	Lieberman-Brill/TBD												
9	KCD Stormwater Modeling	Powers												
10	Sustainability Master Plan	Barnes												
11	Totem Lake Design Guidelines	Collins												
12	RHBD, NRH, RH Plan Design Guidelines	Coogan												
13	RHBD Zoning Code Amendments	Coogan/Ruggeri												
14	Geo Hazards Regulations - Adjustments	Barnes/McMahan												
<b>NOT-YET INITIATED PROJECTS</b>														
1	Kingsgate P&R	Collins												
2	Corrections to Critical Areas Regulations	Zike												
3	Downtown Urban Growth Center	TBD												
<b>NEW PROJECTS</b>														
1	ADU Project	Collins/Zike												
2	Market, Market Corridor, Norkirk, Highlands Neighborhood Plans	Coogan/TBD												
3	Update Moss Bay Neighborhood Plan	Barnes												
4	Streamline Regulations for Public Projects	Weinstein?												
5	Bridle Trails Shopping Center	Coogan/Consultant												
6	Station Area Plan	Barnes/Coogan/Consultant												
7	Amend CKC Design Guidelines													
8	Holmes Point Overlay	Powers												
9	Urban Forest Work Plan Update	Powers												
10	PUD Valuation Tool	Barnes												
11	Citizen Amendment Requests (CARs)	Ruggeri/TBD												
12	Evaluation of CAR Process	TBD												
13	Capital Facilities Plan Annual Update	TBD												
<b>Legend:</b>														
<i>In-progress Projects</i>														
<i>Not-yet-initiated Projects</i>														
<i>New Projects</i>														

