



CITY OF KIRKLAND
Planning and Building Department
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MEMORANDUM

To: Planning Commission

From: Adam Weinstein, AICP, Planning & Building Director
Allison Zike, AICP, Deputy Planning & Building Director

Date: January 30, 2022

Subject: 2022-2024 Planning Work Plan Update / 2023-2025 Planning Work Plan Introduction, File No. PLN23-00002

Recommendation

Review the adopted 2022-2024 Planning Work Program (PWP) and the PWP Status Update table (see Attachment 1), along with the staff comments in this memo, and make suggestions (substantive, procedural, etc.) for crafting the 2023-2025 PWP.

Background Discussion

The Planning Commission's retreat on February 9, 2023 will be focused on establishing a framework for the 2023-2025 PWP. The PWP governs the Planning and Building Department's work on long-range planning projects that will help shape the future of Kirkland, and also drives the topics heard and considered by the Planning Commission during the PWP period.

2022-2024 PWP Status Update

The PWP Status Update table in Attachment 1 provides a status for each item on the adopted 2022-2024 PWP (complete, ongoing, not started) and staff notes to provide context for projects, where necessary. Key takeaways from a review of completed, ongoing, and pending projects on the currently adopted PWP include the following:

2022 Work Focused on Large-Scale Projects

While several code amendments were adopted in 2022, much of the department's long-range planning staff were focused on a smaller number of very large-scale projects such as the Station Area Plan, Sustainability Master Plan (SMP) implementation, Tree Code amendments and follow-up work, and kicking off the K2044 Periodic Comprehensive Plan Update. As a result, several of the 2022 work items in the currently adopted PWP are ongoing, rather than complete. This trend will likely continue in the 2023-2025 PWP as many staff members will continue working primarily, or partially, on the K2044 Comprehensive Plan Update.

Some Projects Take Longer Than Expected

Some of the projects in the currently-adopted PWP are taking longer to complete than originally anticipated, due to the need for additional public input (particularly as we work to incorporate action items from the City's [5-year DEIB roadmap](#) into our processes), and more analysis and/or decisionmaker input. Additionally, the long-range planning team experienced staffing shortages in 2022, with two Senior Planner positions being vacant for significant portions of the year due to a promotion and a temporary assignment of a staff member into another position; as a result, some projects were simply not able to be assigned and started. The most notable project taking longer to complete is the Station Area Plan, which has required substantial ongoing work from multiple staff members.

Right-sizing the PWP

Related to the points above, it may likely be infeasible to complete all the projects listed in the 2022-2024 PWP in that time period. While also considering there may be new projects important to the Commission for inclusion in the 2023-2025 PWP, a major focus should be on identifying priority projects, and de-prioritizing or removing projects as appropriate.

Possible New Projects for the 2023-2025 PWP

The below list is potential new PWP projects derived from Planning Commission and/or City Council feedback over the last year, needed follow-up items based on federal or state regulatory changes, and critical projects identified by staff:

- Missing Middle Housing (MMH) and Accessory Dwelling Unit (ADU) Optimization. This project would examine amendments to ease the permitting and development of MMH and ADUs in lower-density residential neighborhoods. The project would be timed to allow staff to learn from several years of permitting/construction under the 2020 MMH and ADU code amendments.
- Federal/State Legislative Consistency. The current State legislative session includes many ambitious proposals to make broad, statewide amendments on topics including housing, parking, sustainability, and more. Many of the current proposals would necessitate Kirkland Zoning Code (KZC) and Municipal Code (KMC) amendments to ensure consistency. While the scope of any necessary changes is not yet known, the item is suggested here due to its potential to require a significant amount of staff/Commission time.
- K2044 Comprehensive Plan Policy Amendment Implementation. In consideration of state Legislative proposals and identified staff or Council priorities, we anticipate the 2044 Comprehensive Plan Update may make amendments to policies (likely in the Housing, Transportation, and Environment elements although other changes are possible) that require follow-up work to implement through amendments to the KZC and KMC.
- Code Enforcement Policies/Procedures. Code Enforcement staff have already begun work on a number of procedural improvements that will necessitate code amendments.

- SEPA Categorical Thresholds Update. This project would explore amendments to the City's SEPA categorical thresholds based on new state-allowed expansions to thresholds. Categorical thresholds are the minimum size/scope of a project at which SEPA review is triggered, and expanding the thresholds per state allowances could help to streamline development review.

Commission Discussion and Direction

The Commission should discuss the information in Attachment 1 and above and provide direction on any adjustments that should be made to the PWP. Key questions that could be considered include:

- Do you have questions about any projects noted as completed, ongoing, or not started in Attachment 1?
- Are there any obvious projects missing from the list of potential new projects for the 2023-2025 PWP?
- Does this list reflect Planning Commission/City priorities?
- Should certain projects be de-prioritized or removed?

Next Steps

Based on the Commission's discussion and direction, staff will complete a draft 2023-2025 PWP for review at the February 23 Planning Commission meeting, followed by discussion at a to-be-scheduled joint study session with City Council. That joint study session will be the appropriate time for the Commission to present its recommendation on the 2023-2025 PWP to the City Council. Following that study session, staff will make final revisions to the PWP and then return to City Council for final adoption.

Attachments:

1. Adopted 2022-2024 Planning Work Program and Status Update Table

2022-2024 PLANNING WORK PROGRAM

 Significant Staff Implementation

START	TASK	TOPIC	DESCRIPTION	PM	2022				2023				2024				
					1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
2019-2021	1	Tree Code Amendments	Comprehensive update of Chapter 95 of the Kirkland Zoning Code	Hogan													
	2	Station Area Plan	Comprehensive planning effort for area surrounding the bus rapid transit station at I-405/NE 85 th Street	Zike													
	3	Bridle Trails Shopping Center Zoning	Property owner initiated plan to develop design guidelines and master plan encompassing all properties within the neighborhood center	Guter													
	4	ADU Implementation Initiatives	Implement a series of non-regulatory initiatives encourage development of ADUs following adoption of new rules	Guter													
	5	Greater Downtown Regional Center	PSRC designation of a Greater Downtown Center	Weinstein/Levine													
2022	6	2044 Comprehensive Plan Update	Major update cycle for Comprehensive Plan with 2044 planning horizon	Swenson													
	7	SMP Implementation	Implement priority SMP goals and actions	Barnes													
	8	Miscellaneous Code Amendments	Update KZC & KMC on various priority topics to reflect current practice, clarify sections of the Code, and promote good planning principles	Cilluffo													
	9	Autonomous Personal Delivery Devices	Adopt permanent KZC and KMC regulations for operation of APDDs in the r.o.w. and associated use of private property	Guter													
	10	High Performance Building Regulations and Permitting Incentives (SMP)	Codify standards for high performance buildings associated with redevelopment. Update administrative permit prioritization program	Barnes													
	11	Increase School Capacity	Review zoning for LWSO facilities (current sites and potential future) for opportunities to increase capacity for students and District housing	Guter													
	12	Urban Forest 6 Year Workplan Implementation	Implement urban forest actions identified in the adopted workplan and SMP	Hogan													
	13	Neighborhood Plan Framework	Review neighborhood plan update process relative to K2044 process	McMahan													
	14	Wireless Service Regulations Updates	Update KZC and KMC regulations in response to federal mandates	Levine													
	15	Holmes Point Overlay Updates	Reinitiate consideration of HPO amendments following adoption of geo hazard and tree regulations	Cilluffo													
	16	Resilience & Technology - Housing Dashboard	Develop dashboard tool to track housing production by affordability, type, and geography	Jiang/Nelson													
	17	Resilience & Technology - Long Term Recovery Plan	Document long range plan for a resilient and sustainable post-pandemic Kirkland	Jiang													
	18	Resilience & Technology - Smart City Strategic Plan	Develop framework for selecting and implementing smart city tools	Jiang													
	19	Resilience & Technology - EastRail/CKC fiber development strategy	Regional collaboration to consider development opportunities for fiber infrastructure	Jiang													
	20	Geo Hazard Regulations Updates	Revise geo hazard regulations in response to experience in implementation of the regulations	Cilluffo													
	XX	Community Council Amendments	Review KMC and KZC to reflect State elimination of Houghton Municipal Corporation	Cilluffo													
	21	Annual Comprehensive Plan Amendments	Adopt mandatory updates to Capital Facility Plan and miscellaneous updates and rezones for park acquisitions	Guter/Zike													
	2023	22*	Affordable Housing Incentives/Increased Inclusionary Standards (w/ K2044)	Explore Citywide opportunities to expand inclusionary zoning requirements based on additional development incentives	tbd												
		23*	Parking Policy (w/ K2044)	Review parking standards for consistency with City policies related to sustainability, affordable housing, and neighborhood retail	tbd												
		24*	2022 Community Initiated Amendment Request - Threshold	Review CAR applications submitted by 2022 deadline and identify which applications should proceed to further study as part of K2044	Swenson												
		25	Miscellaneous Code Amendments	Update KZC on various priority topics to reflect current practice, clarify sections of the Code, and promote good planning principles	tbd												
26		Curb Management Policy	Review r.o.w. management policies and regulations for streeteries, sidewalk cafes, TNCs, short term parking and other curbside uses	tbd													
27		Sign Code Update	Update KZC to clarify rules, enhance aesthetics, reduce visual clutter, and integrate recently-completed work on A-frame signs	Cilluffo													
28*		Kingsgate & Juanita Neighborhood Plan Update (w/ K2044)	Update Juanita and Kingsgate neighborhood plans	tbd													
29		Annual Comprehensive Plan Amendments	Adopt mandatory updates to Capital Facility Plan and miscellaneous updates and rezones for park acquisitions	tbd													
2024	30	Norkirk/Highland LIT District Study	Review LIT district based on guidance from the neighborhood plans and Station Area Plan	tbd													
	31	Miscellaneous Code Amendments	Update KZC on various priority topics to reflect current practice, clarify sections of the Code, and promote good planning principles	tbd													
	32	2022 Citizen Amendment Request - Study	Review Comprehensive Plan, Zoning Map, and KZC amendments related to any CAR requests approved for study (in conjunction with K2044)	tbd													
	33	CKC Design Guidelines & Regulations	Update guidelines and regulations for properties adjoining the CKC to reflect update to PROs Plan, CKC Masterplan, & Station Area Plan	tbd													
	34	Annual Comprehensive Plan Amendments	Adopt mandatory updates to Capital Facility Plan and miscellaneous updates and rezones for park acquisitions	tbd													

* Indicates project is potentially paired to K2044 project

2022-2024 PLANNING WORK PROGRAM STATUS

Significant Staff Implementation

START	TASK	TOPIC	DESCRIPTION	PM	STATUS	STAFF COMMENTS	
2019 - 2021	1	Tree Code Amendments	Comprehensive update of Chapter 95 of the Kirkland Zoning Code	Hogan	Complete	Project concluded with extensive amendments to the tree code in 2022. Implementation of the revised code required significant staff time to update checklists, review procedures, and address an ongoing appeal of the revised code to the state Growth Management Hearings Board.	
	2	Station Area Plan	Comprehensive planning effort for area surrounding the planned bus rapid transit station at I-405/NE 85 th Street	Zike	Ongoing	Phase 1 adopted in June 2022. Phase 2 tentatively scheduled for Planning Commission public hearing and Council adoption in Q1 2023.	
	3	Bridle Trails Shopping Center Zoning	Property owner-initiated plan to develop design guidelines and master plan encompassing all properties within the neighborhood center	Guter	Complete	Bridle Trails KZC and Design Guideline amendments adopted in Q1 2022.	
	4	Accessory Dwelling Unit (ADU) Implementation Initiatives	Implement a series of non-regulatory initiatives to encourage development of ADUs following adoption of new regulations	Guter	Complete	Staff has completed work to implement a Pre-approved Detached Accessory Dwelling Unit (DADU) program expected to launch in Q1 2023.	
	5	Greater Downtown Regional Center	Puget Sound Regional Council (PSRC) designation of a Greater Downtown Center	Weinstein/Levine	Ongoing	This project was on hold pending the adoption of the Station Area Plan. With adoption of that sub-area plan in June 2022, staff will submit a revised Urban Center designation application to PSRC in Q1 2023.	
2022	6	2044 Comprehensive Plan Update	Major update cycle for Comprehensive Plan with 2044 planning horizon	Swenson	Ongoing	This is a large-scale project, with every member of the PBD long-range team contributing. Consultant work to complete a Community Engagement Plan (CEP) and Equity Review were completed in Q4 2022. Community engagement work began in Q4 2022 and will continue through 2023. Staff will provide periodic briefings to Planning Commission through 2023, and begin drafting policy revisions in late 2023 through early 2024. The update must be adopted by City Council by Q4 2024.	
	7	Sustainability Master Plan (SMP) Implementation	Implement priority SMP goals and actions	Barnes	Ongoing	Work on implementing the SMP extends across multiple departments and will continue for the duration of the work program.	
	8	Miscellaneous Code Amendments	Update various sections of the Kirkland Zoning Code (KZC) & Municipal Code (KMC) to reflect current practice, clarify sections of the Code, and promote good planning principles	Cilluffo	Complete	The 2022 package of code amendments were adopted by Council in Q1 2022.	
	9	Autonomous Personal Delivery Devices (APDDs)	Adopt permanent KZC and KMC regulations for operation of APDDs in the right of way and associated use of private property	Guter	Complete	Planning staff involvement on this project is complete. Adoption of standards are pending, and is being led by Public Works Staff.	
	10	High Performance Building Regulations and Permitting Incentives (SMP)	Codify standards for high performance buildings associated with redevelopment; update administrative permit prioritization program	Barnes	Complete	KZC amendments to adopt High Performing Building standards were adopted by Council in Q2 2022. Staff completed work in 2022 and early 2023 to structure permitting incentives that are anticipated to be available to applicants in Q1 2023.	
	11	Increase School Capacity	Review zoning for lake Washington School District (LWSD) facilities (current sites and potential future sites) for opportunities to increase capacity for students and staff housing	Guter <i>tbd</i>	Not Started	This project has not been started as staff resources were diverted to assist in completing the Station Area Plan KZC amendments and begin work on the K2044 Comprehensive Plan update.	
	12	Urban Forest 6 Year Workplan Implementation	Implement urban forest actions identified in the adopted workplan and SMP	Hogan	Ongoing	Implementation is ongoing, with recent work including a tree giveaway in partnership with King County. Staff has initiated work to issue Requests for Proposals to secure consultant services to complete a public tree inventory in early 2023. Staff is also working to secure a consultant to implement a framework for a tree bank program.	
	13	Neighborhood Plan Framework	Review neighborhood plan update process relative to K2044 process	McMahan	Not Started	The Juanita and Kingsgate Neighborhood Plans will be updated within the K2044 Comprehensive Plan Update. These will complete an extended process to make neighborhood plans consistent in style and content. Consideration of how neighborhood plans will be updated in the future, and what they will look like, will be undertaken as part of the K2044 Update.	
	14	Wireless Service Regulations Updates	Update KZC and KMC regulations in response to federal mandates	Levine	Ongoing	This project will be a significant overhaul of the existing KZC 117, necessary to implement several changes made at the federal level that set new local requirements. Staff anticipates adoption in Q2 2023.	
	15	Holmes Point Overlay (HPO) Updates	Reinitiate consideration of HPO amendments following adoption of geo-hazard and tree regulations	Cilluffo <i>tbd</i>	Not Started	Assigned staff member received interim job assignment outside of long-range planning team, and staff resources have not been available to begin work. Additionally, project should be paused until the outcome of the appeal of the adopted Tree Code amendments is resolved.	
	16	Resilience & Technology - Housing Dashboard	Develop dashboard tool to track housing production by affordability, type, and geography	Jiang/Nelson	Complete	Housing Dashboard launched in Q3 2022.	
	17	Resilience & Technology - Long Term Recovery Plan	Document long range plan for a resilient and sustainable post-pandemic Kirkland	Jiang	Complete	Plan is complete and is being implemented City-wide.	
	18	Resilience & Technology - Smart City Strategic Plan	Develop framework for selecting and implementing smart city tools	Jiang	Ongoing	Vision and Governance Framework are complete, along with an assessment of existing and planned Smart City projects.	
	19	Resilience & Technology - EastRail/CKC fiber development strategy	Regional collaboration to consider development opportunities for fiber infrastructure	Jiang	Ongoing	City has been consulting with other cities which have implemented similar projects.	
	20	Geo-hazard Regulations Updates	Revise geo-hazard regulations in response to experience in implementation of the regulations	Cilluffo <i>TBD</i>	Not Started	Assigned staff member received interim job assignment outside of long-range planning team, and staff resources have not been available to begin work yet.	
	XX	Community Council Amendments	Review KMC and KZC to reflect State elimination of Houghton Municipal Corporation	Cilluffo	Complete	Amendments adopted by Council in Q3 2022.	
	21	Annual Comprehensive Plan Amendments	Adopt mandatory updates to Capital Facility Plan and miscellaneous updates and rezones for park acquisitions	Guter/Zike	Complete	Amendments adopted by Council in Q4 2022.	
	2023	22*	Affordable Housing Incentives/Increased Inclusionary Standards (w/ K2044)	Explore Citywide opportunities to expand inclusionary zoning requirements based on additional development incentives	<i>tbd</i>	Not Started	The policy basis for this project will be incorporated into the K2044 Comprehensive Plan Update.
		23*	Parking Policy (w/ K2044)	Review parking standards for consistency with City policies related to sustainability, affordable housing, and neighborhood retail	<i>tbd</i>	Not Started	The policy basis for this project will be incorporated into the K2044 Comprehensive Plan Update.
		24*	2022 Community Initiated Amendment Request - Threshold	Review CAR applications submitted by 2022 deadline and identify which applications should proceed to further study as part of K2044	Swenson-Guter/Levine	Ongoing	Application window closed December 2022. The City has received 4 requests that are currently in Phase 1 (threshold) review.
25		Miscellaneous Code Amendments	Update KZC on various priority topics to reflect current practice, clarify sections of the Code, and promote good planning principles	<i>tbd</i>	Not Started		
26		Curb Management Policy	Review r.o.w. management policies and regulations for street cafes, sidewalk cafes, TNCs, short term parking and other curbside uses	<i>tbd</i>	Not Started	Joint project with Public Works - Transportation.	
27		Sign Code Update	Update KZC to clarify rules, enhance aesthetics, reduce visual clutter, and integrate recently-completed work on A-frame signs	Cilluffo- <i>tbd</i>	Not Started	This project will need to adopt at least minor amendments to reflect changes in case law, but the scope could be expanded to include a broader examination of the City's sign code.	
28*		Kingsgate & Juanita Neighborhood Plan Update (w/ K2044)	Update Juanita and Kingsgate neighborhood plans	<i>tbd</i>	Not Started	This project will be completed alongside the K2044 Comprehensive Plan Update	

2024	29	Annual Comprehensive Plan Amendments	Adopt mandatory updates to Capital Facility Plan and miscellaneous updates and rezones for park acquisitions	<i>tbd</i>	Not Started	
	30	Norkirk/Highland Light Industrial (LIT) District Study	Review LIT district based on guidance from the neighborhood plans and Station Area Plan	<i>tbd</i>	Not Started	This area has been studied, and new policies adopted as part of the Station Area Plan. Staff suggests this project is no longer necessary.
	31	Miscellaneous Code Amendments	Update KZC on various priority topics to reflect current practice, clarify sections of the Code, and promote good planning principles	<i>tbd</i>	Not Started	
	32	2022 Citizen Amendment Request - Study	Review Comprehensive Plan, Zoning Map, and KZC amendments related to any CAR requests approved for study (in conjunction with K2044)	Guter/Levine	Not Started	This project will be a continuation of Item #24 if any submitted Community-Initiated Amendment Requests are selected by Council for Phase 2 Review.
	33	CKC Design Guidelines & Regulations	Update guidelines and regulations for properties adjoining the CKC to reflect update to PROs Plan, CKC Masterpland, & Station Area Plan	<i>tbd</i>	Not Started	
	34	Annual Comprehensive Plan Amendments	Adopt mandatory updates to Capital Facility Plan and miscellaneous updates and rezones for park acquisitions	<i>tbd</i>	Not Started	
Potential New Projects	35	MMH and ADU Optimization	Adopt amendments to continue improvement of enabling regulations for infill in low-density neighborhoods.	<i>tbd</i>	New	Shown here as a possible new project, but staff suggests the priority for this project could be slated for earlier than 2025.
	36	Federal/State Legislative Consistency	Adopt KZC/KMC amendments necessary to achieve regulatory consistency.	<i>tbd</i>	New	
	37	K2044 Comp Plan Update Implementation	Adopt KZC/KMC amendments necessary to implement K2044 policy updates.	<i>tbd</i>	New	
	38	Code Enforcement Policies/Procedures	Adopt KMC/KZC provisions related to code enforcement policies and procedures	Lunde	Ongoing	
	39	SEPA Categorical Thresholds	Adopt KZC/KMC amendments to SEPA categorical thresholds based on new state-allowed expansions to thresholds.	<i>tbd</i>	New	

* Indicates project is paired to K2044 project