

## **VII. A MISSION STATEMENT**

**City of Kirkland  
Department of Planning and Community Development**

### **MISSION STATEMENT**

**Our Mission:**

TO ASSIST THE KIRKLAND COMMUNITY IN PLANNING FOR THE FUTURE AND TO HELP GUIDE GROWTH CONSISTENT WITH THE COMMUNITY VISION.

**We Are A Team Dedicated To:**

- Respecting and serving the broad variety of community interests
- Improving the quality of the built environment
- Protecting sensitive natural areas
- Promoting diverse options in housing
- Providing quick and accurate service
- Promoting outcomes that involve and respect the interests of all stakeholders
- Finding practical, common sense solutions
- Fostering a vibrant economy

### VII. C DEPARTMENT OVERVIEW

#### MISSION

The Planning and Community Development Department is responsible for the preparation, administration, and enforcement of the City's growth management policies, regulations, and programs. The department assists the public in understanding and participating in the City's growth management activities and provides coordination and consistency between the City's plans and programs and those of state, regional, and other local governments.

#### DEPARTMENT FUNCTIONS

The Administration Division coordinates the department budget, personnel, training, and general administrative activities.

The Land Use Management Division performs all regulatory functions required to implement the Comprehensive Plan, Zoning Code, Subdivision Ordinance, State Environmental Policy Act (SEPA), and Shoreline Master Program. The division processes land use development applications, reviews building permits for land use code compliance, provides information about development regulations, and enforces development codes. Staff support is provided to the Hearing Examiner, Design Review Board, Houghton Community Council, and City Council in their roles of reviewing and approving development applications.

The Policy and Planning Division prepares the City's Comprehensive Plan, Zoning Code, Subdivision Ordinance, Shoreline Master Program, local SEPA ordinance, and other growth management plans and regulations. Amendments to these documents are prepared annually in accordance with a work program adopted by the City Council. Staff support is provided to the City Council, Planning Commission, Houghton Community Council, and a variety of citizen committees. The division coordinates with other agencies on regional and state-wide planning issues, monitors legislative activity, maintains development monitoring systems, and undertakes special projects as directed by the City Council or City Manager.

#### 2007-2008 ACCOMPLISHMENTS

- Completed the review of approximately 250 zoning, subdivision and other discretionary land use permit applications, 200 pre-submittal conferences and approximately 1770 building permit applications for compliance with adopted land use regulations and the Comprehensive Plan.
- Provided staff assistance to the Hearing Examiner, Design Review Board and Houghton Community Council and City Council in their role of reviewing land use permits.
- Provided approximately 9500 hours of assistance to the public by responding to requests for information about development policies and regulations.
- Continued on-going efforts to coordinate and improve the processing of development applications among City departments.
- Responded to approximately 630 code enforcement cases.
- Provided staff support to the City Council, Planning Commission, and Houghton Community Council in planning for future growth and development and undertaking the following projects:
  - o Completed revisions to urban design guidelines and regulations.
  - o Completed new zoning regulations governing cottage and other innovative housing projects. Received a 2008 Governor's Smart Communities award for Incentives for Housing Choice.
  - o Prepared Zoning Code amendments providing market incentives for affordable housing.
  - o Completed new zoning and design regulations to implement the Market and Norkirk Neighborhood Plans, including new regulations allowing smaller lots for small and historic houses.

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- o Prepared annual amendments to the Comprehensive Plan, including updates to the Capital Facilities Element and new policies addressing climate change and environmental stewardship.
- o Prepared Comprehensive Plan and Zoning Code amendments for the TL-9 zone.
- o Prepared an environmental impact statement, planned action ordinance and amendments to the Comprehensive Plan, Zoning Code and design guidelines for redevelopment of the Park Place Center site and two nearby properties.
- o Completed processing of Comprehensive Plan private amendment requests for three properties: Gordon Hart, Nakhjiri/ Kirkland Congregational Church and Costco.
- o Prepared two groups of miscellaneous Zoning Code amendments.
- o Completed amendments to the Comprehensive Plan to allow a transit oriented development at the South Kirkland park and ride facility.
- Assisted in efforts to prepare for the potential annexation of Kingsgate, North Juanita and Finn Hill. Prepared new zoning regulations for the annexation area.
- Undertook activities to implement the Natural Resources Management Plan:
  - o Continued to work with the interdepartmental “Green Team” to coordinate natural resource management across departments.
  - o Completed the first draft of a new Shoreline Management Program.
  - o Provided public education to encourage stewardship of trees, streams, and wetlands.
  - o Initiated a green building program to provide expedited review of new single family houses that meet high environmental standards.
- Coordinated production of a technical report on downtown retail opportunities and challenges. Provided staff support to the Downtown Action Team in reviewing and commenting upon the report.
- Continued working with A Regional Coalition for Housing (ARCH) to fund special needs housing projects throughout the Eastside and to promote housing affordability within Kirkland.
- Provided staff support to the City Council Economic Development Committee and City Economic Development Manager.

#### 2009-2010 OBJECTIVES

##### Unique Community Character

- Provide staff support to the City Council, Planning Commission, and Houghton Community Council in planning for future growth and development.
- Provide staff support to the Design Review Board and Hearing Examiner in reviewing development applications.
- Prepare Zoning Code regulations for a Transit Oriented Development at the South Kirkland park and ride facility.
- Revise Zoning Code regulations to further encourage or require the provision of affordable housing within private housing developments.
- Prepare two groups of miscellaneous Zoning Code amendments.
- Initiate two new neighborhood plans. Prepare new procedures and standards to simplify neighborhood plans and improve public participation in the neighborhood planning process.

### VII. 6 DEPARTMENT OVERVIEW

- Process development permits for two major redevelopment projects: Totem Lake Mall and Park Place Center.
- Process the BridleView annexation and provide staff support to other potential annexation proposals.
- Coordinate the processing of Comprehensive Plan private amendment requests and prepare amendments for those proposals selected for consideration.
- Participate in the process of preparing new growth targets for King County jurisdictions.
- Initiate the “10-year” update of the Comprehensive Plan, including land use and other changes to accommodate new growth targets.
- Revise downtown zoning regulations to clarify permitted building heights and setbacks and to refine permitted ground floor uses.

#### Environmental Stewardship

- Complete the preparation of a new Shoreline Master Program.
- Continue to work with the interdepartmental Green Team to coordinate natural resource management across departments.
- Review, evaluate, and revise as appropriate tree management regulations adopted in 2005.
- Evaluate the City Urban Forestry program and implement measures to improve the program.
- Prepare revisions to Zoning Code regulations governing critical areas (streams and wetlands) to meet state requirements and make locally desired improvements.
- Expand the green building program to expedite the processing of more than just single family houses that meet high environmental standards.

#### Community Involvement

- Incorporate a public involvement component into all planning projects.

#### Human Services

- Continue working with ARCH (A Regional Coalition for Housing) to fund special needs housing projects throughout the Eastside and to promote housing affordability within Kirkland.
- Provide staff support to the City Council Affordable Housing Committee.

#### Financial Stability

- Provide staff assistance to the City Council Economic Development Committee and the City Economic Development Manager.

#### Organizational Values

- Meet or exceed permit review processing goals.
- Provide prompt and courteous customer service to permit applicants and other interested parties.
- Promptly respond to complaints about potential code violations. Resolve violations promptly and fairly.
- Improve the efficiency of city-wide development review functions by working with other departments to identify and implement improvements to the review process.