

Kirkland NE 85th Station Area Plan

Public Engagement Plan – APRIL 2020

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Introduction

The Public Engagement Plan provides a framework for understanding how engagement will be coordinated into the station area planning effort. It is a tool for the City and project team to use to organize and direct their efforts. The Engagement Plan provides information about the purpose and objectives of engagement, it identifies key stakeholders, and it outlines options for engagement. As planning progresses through each phase, the team will use this plan to select and design a specific set of outreach techniques and remote or in person engagement events with a schedule, list of responsibilities, and other details. This allows the flexibility for the engagement to evolve to ensure the development of the best plan for Kirkland.

Overall Engagement Objectives

- Communicate clearly about purpose and process so the community is well informed about the project.
- Actively solicit information from businesses, residents, and property owners about their questions, priorities, and concerns.
- Apply an equity lens to identify and seek the perspectives of affected parties who may be unlikely or unable to participate in the process.
- Engage stakeholders and the larger community in a defensible planning process that achieves broad consensus and public support.
- Integrate plan development with environmental review to ensure a seamless participant experience that aligns with EIS requirements.
- Focus engagement around issues that can be molded and influenced by public input.
- Build project support through outreach and engagement efforts that allow for transparency of feedback loops and decision-making.

Stakeholders

The NE 85th street station will be one of Kirkland’s front doors. The purpose of the Station Area Plan is to leverage the region’s multi-million dollar investment in the NE 85th Street station and interchange to help further the community’s vision and goals. This involves an examination of land use, community character, economic development, and transportation in the area around the station. While the effects of the station area development will be felt most directly by those who live and work closest to the station, the plan will affect people and businesses throughout the City.

In the development of the station area plan, Kirkland will use an inclusive and equitable approach, striving to reach all communities affected by the project. Kirkland is applying King County’s Equity Impact Review (EIR) process to this project. Equity in the engagement processes is essential to capturing ideas from the many stakeholders that may affect and/or be affected by station area development. As a first step in the EIR process, the work group identified demographic groups and stakeholders to engage in the plan development process, shown in the table below.

Groups. Some of the groups may overlap. For example, renters are a subgroup of residents within the station area, which in turn is a sub group of Kirkland residents. Subgroups are included in recognition that groups are not homogenous and to ensure that outreach and engagement includes perspectives from many different kinds of people.

Group Detail. This includes demographics or other notes about the groups, sometimes noting specific contacts for the group. Unless otherwise noted, the demographic information for groups in the subarea comes from the 2017 American Community Survey and is reported in more detail in the Equity Impact Report.

Potential Outreach and Communication Contacts. This lists organization contacts, virtual places, and outreach techniques that may be used to communicate with each group. These communication channels may be used to alert members of the group to opportunities to participate. In-person methods at physical locations would only be used if compliant with current public health guidance. More information about outreach techniques can be found in the next section.

Group	Group Details	Potential Outreach and Communication Contacts
Residents within the Station Area	Neighborhood groups and associations include: Kirkland Alliance of Neighborhoods, North Rose Hill Neighborhood Association (NA), South Rose Hill NA, Highlands NA, Everest NA, Moss Bay NA, Norkirk NA, Lakeview Height Condos, Overlook Village Condos	<ul style="list-style-type: none"> ▪ Association and neighborhood newsletters, meetings, events ▪ NextDoor or Be Neighborly 2.0 ▪ Pop-ups ▪ Postcards
Kirkland Residents		<ul style="list-style-type: none"> ▪ Social Media, NextDoor ▪ City newsletters or bills ▪ Community events ▪ Posters in essential service locations
Older Adults	<ul style="list-style-type: none"> ▪ 12% of the population is 65 and older 	<ul style="list-style-type: none"> ▪ Peter Kirk Community Center ▪ Assisted Living or Senior Communities (seniorhousing.net) ▪ Senior Council
Renters	<ul style="list-style-type: none"> ▪ 28% of the population rents their home 	<ul style="list-style-type: none"> ▪ Social media ▪ Multi-family building managers ▪ Property managers ▪ King County Housing Authority ▪ ARCH
People with Limited English Proficiency	<ul style="list-style-type: none"> ▪ 7% of the population 	<ul style="list-style-type: none"> ▪ Advocacy organizations such as: Chinese Information & Services Center, Sea Mar Community Health Center, India Association of Western Washington

Group	Group Details	Potential Outreach and Communication Contacts
People of Color	<ul style="list-style-type: none"> 18% of the population identifies as people of color 	<ul style="list-style-type: none"> Advocacy organizations (listed above) Ethnic grocery stores
Youth	<ul style="list-style-type: none"> 26% of the population is under 18 Youth are affected by the outcomes of this long-range planning project There are 1,599 students at Lake Washington High School There are 487 students at Rose Hill Elementary School 	<ul style="list-style-type: none"> Youth Council School events Service clubs PeachJar flyers (goes to parents)
Low Income Households	<ul style="list-style-type: none"> 6% of the population is below the poverty level. There is an adult women and family shelter in the station planning area 	<ul style="list-style-type: none"> Advocacy organizations such as: The Sophia Way, ARCH, King County Housing Authority, Catholic Community Services, Salthouse Church
Households with poor digital access ¹	<ul style="list-style-type: none"> 4-11% of City residents lack home internet access Households making under \$50,000 are 5.5X more likely to lack access Access by mobile phone is more widespread, so ensure digital engagement is viewable with a smart phone 	<ul style="list-style-type: none"> Mailers with postage paid response envelopes Publicly posted information in essential services Trusted liaisons and advocacy organizations
Large Property Owners in the Station Area	<ul style="list-style-type: none"> Large property owners include: Lake Washington School District, Costco, Lee Johnson Chevrolet, ML Investment (Avio Building), Reef Kirkland Way LLC (Sierra Building)... 	<ul style="list-style-type: none"> Phone calls and emails
Businesses in the Station Area	<ul style="list-style-type: none"> Local records show there are over 200 businesses within the station planning area 	<ul style="list-style-type: none"> Postcards Social Media Canvas

¹ Digital access data comes from: <https://www.kingcounty.gov/depts/it/initiatives/digital-equity.aspx>

Group	Group Details	Potential Outreach and Communication Contacts
Kirkland Businesses	<ul style="list-style-type: none"> ▪ Employers with Commute Trip Reduction Programs may have a particular interest in the station area plan, such as: Google, Wave Broadband, Tableau... 	<ul style="list-style-type: none"> ▪ Distribute information through business associations such as: Kirkland Tourism, the Business Roundtable, Innovation Triangle, Kirkland Downtown Association, Chamber of Commerce ▪ Social Media ▪ Community events ▪ Phone calls and emails
Transit Riders, Bicyclists, Pedestrians	<ul style="list-style-type: none"> ▪ Current transit riders ▪ Transit dependent households ▪ Bicycle commuters 	<ul style="list-style-type: none"> ▪ Pop-ups and flyers at stations or popular routes such as Cross Kirkland Corridor ▪ Advocacy organizations such as: Cascade Bicycle Club, Feet First, Kirkland Greenways ▪ Social media
Private Sector Employees	<ul style="list-style-type: none"> • Retail and hourly employees • Low wage employees • Tech employees 	<ul style="list-style-type: none"> ▪ Distribute materials through employers ▪ Posters in essential service locations ▪ Pop-ups
Teachers and Public Employees		<ul style="list-style-type: none"> ▪ Lake Washington Education Association ▪ AFSCME Local 1837
Development Community	<ul style="list-style-type: none"> ▪ Madison Rose Hill Mixed Use ▪ Main Street Partners (mixed use developer) 	<ul style="list-style-type: none"> ▪ Phone call or email
Public Agencies and Tribes	<ul style="list-style-type: none"> ▪ Lake Washington School District ▪ WSDOT ▪ Sound Transit ▪ King County Metro ▪ Muckleshoot Tribe 	<ul style="list-style-type: none"> ▪ Phone call or email ▪ Standing meetings ▪ Parallel projects coordination

Group	Group Details	Potential Outreach and Communication Contacts
Kirkland Boards and Commissions	<ul style="list-style-type: none"> ▪ Transportation Commission ▪ Planning Commission ▪ Park Board ▪ Design Review Board ▪ Youth Council 	<ul style="list-style-type: none"> ▪ Standing meetings ▪ Email
City of Kirkland Departments	<ul style="list-style-type: none"> ▪ Core Team comprised of staff representing Planning, Transportation, Public Works Departments 	<ul style="list-style-type: none"> ▪ Email

Methods and Tools

OUTREACH AND COMMUNICATION TOOLS

Awareness is the first step in an engagement plan since people must be aware of the station project and the station area plan in order to participate. The following tools will be used to support awareness and encourage participation in the plan:

- **Project webpage.** This will be a repository for plan information including status updates, draft documents, schedules, official notices, links to partner agencies, and other project information. It may host features that allow for electronic input such as comment boxes, surveys, or an online open house. Online features will be designed to be accessible by mobile devices to the greatest extent possible, recognizing that mobile devices are both popular and necessary communication tools.
- **Print and social media.** Information about the plan will be advertised through the City’s social media and other online accounts as well as in print mailings and newsletters. Videos may be used as a communication tool. Press releases may be released for some public meetings and at key project milestones.
- **Official notices.** The State Environmental Policy Act (SEPA) and the Kirkland Municipal Code require notification in association with official comment periods and public hearings. Kirkland staff will comply with the legal notice requirements of the Kirkland Municipal Code.
- **Interested parties list.** Staff will maintain a list of interested parties that will be used for electronic notification of public meetings and project milestones. Participants who provide contact information to the City will be added to the list.
- **Neighborhood, advocacy, and business organizations.** Staff will ask local neighborhood, advocacy, and business organizations to

distribute information to their memberships to increase reach.

- **Postcard mailings.** The City of Kirkland will mail postcards to businesses and homes within approximately 1/2 mile of the study area prior to the release of the draft plan.
- **Visualizations and Renderings.** The project team will produce visualizations and renderings for use in public materials and to support outreach and engagement efforts.
- **Place Based Outreach.** This is sometimes combined with engagement and can include techniques such as posting notices, popups, canvassing, participation in community events, or other efforts that provide brief interactions out in the community. All place based outreach will follow current public health guidelines.
- **Translation and Interpretation.** Translation of print materials and interpretation at meetings will be available as needed on this project.

ENGAGEMENT TYPES

The table below shows engagement techniques that may be used in this process, including options for in-person and remote applications with a short discussion of trade-offs. Remote applications may be used to expand arenas for engagement or to comply with public health orders. Trade-offs include considerations related to barriers to participation and equity for each type. There are also general equity and accessibility considerations spanning most engagement types that the team should consider when choosing engagement methods at each phase. Some questions to consider in assessing engagement methods include:

- Is this the right time in the process to engage these stakeholders? How will this input to make a difference in the process?
- Have all stakeholders been given a meaningful opportunity to participate in the process? Does this approach engage with those who are underrepresented in the process?
- Are the materials relevant to the participants? Do materials or approaches need to be customized to meet the needs of this group?
- What are potential barriers to participation? How can these be solved through outreach, engagement design, provision of supports, working with trusted advisors, or other methods?
- Are there additional barriers created by current public health orders? Will online or remote options work for those without access to a computer? Without access to a smart phone? For participants with limited data plans?
- Is there a meaningful opportunity for participants to address issues that are off-script or not anticipated? How will off-topic concerns be handled during and after the engagement?
- How will the project team follow up on the input received? How will input be reported to decision-makers? How will results be reported back to stakeholders?

Engagement Types	Remote Application	Tradeoffs and Considerations
<p>Committee/Commission/Council Meetings</p> <p>Regularly scheduled meetings that publish agendas in advance. Typically these are in-person meetings where interested members of the public may attend and listen to discussion and make brief comments. Minutes and agendas typically posted online. This includes public hearings where the elected or appointed body holds a meeting on the record to gather public input on a topic. Often participants may submit written comment after the conclusion of the hearing up to a certain deadline.</p>	<p>Post minutes, agendas, materials, videos, etc. online for information. Online versions typically only provide an opportunity for after-the-fact written comment.</p> <p>In response to public health orders, City government is still operating through remote applications. Policies, procedures, and best practices should be in place to support this type of meeting.</p>	<ul style="list-style-type: none"> ▪ Meetings are formal, which can discourage some from participating. ▪ Key topic is only a portion of the agenda. ▪ Provides direct access to decision makers. ▪ Requires trust in government. ▪ These meetings are subject to the Open Public Meetings Act, which has specific requirements under Washington State Law. Typically these requirements are integrated into existing City processes and procedures. However, compliance for remote meetings during public health orders restricting public gathering may limit the types of business that the City can conduct while operating remotely.
<p>Community Events</p> <p>Staffing a table or booth at an existing community event such as a fair, neighborhood picnic, farmer’s market, etc. Interactions tend to be brief – a few minutes or less. This is often a combined outreach and engagement type.</p>	<p>None for engagement, but outreach may be accomplished through postering, social media, or other methods.</p>	<ul style="list-style-type: none"> ▪ Exposure and participation from a larger number of people. ▪ Interactions tend to be short. ▪ Possibility of reaching communities that may not typically participate. Consider partnering with a trusted advisor or community liaison.
<p>Intercept Strategies</p> <p>Intercept strategies go to people where they are to talk with them about a subject or ask a few survey questions. Interactions tend to be brief. This could include staffing a table or booth at a busy community location or third place such as a park, mall, transit center, etc. It also includes canvassing a particular area, neighborhood, or district by going door to door.</p>	<p>Surveys, conducted online or in hardcopy can be a way to conduct intercepts remotely. Requires good outreach to get people to participate.</p>	<ul style="list-style-type: none"> ▪ Exposure and participation from a larger number of people. ▪ Interactions tend to be short. ▪ Possibility of reaching communities that may not typically participate. Consider partnering with a trusted advisor or community liaison.

Engagement Types	Remote Application	Tradeoffs and Considerations
<p>Public Meeting</p> <p>This is a meeting held specifically for a project or topic. It can be held at a variety of locations such as city hall, local schools, community buildings, etc. Public meetings can also be held online. Public meetings have a strong informing component, but format of the meeting often determines the potential for gathering or exchange. Common formats include: open houses, workshops, town halls, or charettes, which can be conducted in both in-person and online formats.</p>	<p>Online open houses are formats that allow the City to post information about a topic and participants to supply comments. They may also include other components such as interactive mapping or surveys. Some platforms allow the exchange of comments between participants. Typically these do not provide real-time engagement between participants or participants and the project team.</p> <p>Webinars can be used to share information with the opportunity for participants to comment, interact, and ask questions during the meeting in real time. Some technologies allow for real-time sessions with small group discussions.</p>	<ul style="list-style-type: none"> ▪ In person meetings or webinar-style remote meetings are time consuming to attend but allows about an hour of access. ▪ Online applications typically are available at the participants convenience and require shorter times to participate. ▪ Tends to attract people who are most passionate about the issue which may skew results. ▪ Meeting design should anticipate and try to mitigate potential issues specific to the project such as maintaining interest, managing conflict or conversation dominance, or providing interactive experiences. ▪ Requires trust in government and/or trust in online activity. ▪ Familiar format, for some. ▪ Consider providing supports such as childcare, transportation assistance, or a meal to help people attend in person meetings. ▪ Can boost engagement with thoughtful outreach, but unlikely to attract hard to reach populations. ▪ Consider the ability to participate in online options based on access to internet, device type, and access to wifi or a data plan.
<p>Interviews</p> <p>Interviews are one-on-one discussions with project stakeholders around a set of established questions. Typically, interviewees are chosen and appointments for interviews are set up in advance.</p>	<p>Most commonly conducted by phone.</p>	<ul style="list-style-type: none"> ▪ Provides the opportunity to learn about a subject in depth. ▪ Fewer people make comments. ▪ May be able to reach communities unlikely to engage through trusted advocates or community liaisons. ▪ Requires time to set up.

Engagement Types	Remote Application	Tradeoffs and Considerations
<p>Focus Groups</p> <p>Focus groups are facilitated, small group discussions around a set of established questions. Participants are chosen ahead of time. Focus groups can be set up to either get a sample of a general community, or to hear from specific communities or stakeholder groups.</p>	<p>Focus groups are commonly held in person, but remote meeting technology provides the opportunities to hold them remotely.</p>	<ul style="list-style-type: none"> ■ Provides the opportunity to learn about a subject in depth. ■ Fewer people make comments. ■ May be able to reach communities unlikely to engage through trusted advocates or community liaisons. ■ Requires time to set up.
<p>Community Conversations</p> <p>Community conversations are group discussions on a topic. Questions or prompts for the community conversation are more open ended to encourage discussion. The entity that convenes the conversation may be a government, project proponent, local group, etc. Participants are typically self-organized or belong to a group that wishes to engage on the topic (for example a church group or neighborhood group). Some formats that might support community conversations include: community meetings, meeting in a box kits, online forums, social media campaigns.</p>	<p>There are a number of online options for community conversations including blog posts with commenting turned on, community engagement platforms, social media accounts, etc. The degree to which the client needs to guide or administrate the conversation should be assessed.</p> <p>Meeting in a box kits provide materials and instructions for leading a conversation and collecting comments that are submitted back to the City are an option for motivated groups like neighborhood organizations. To meet public health requirements, the meeting in a box approach could be modified to collect information from individuals or household units. This could take the form of lesson plans for youth or household “walkshops.”</p>	<ul style="list-style-type: none"> ■ Requires time to set up. ■ The ability to guide the conversation may be limited, especially in some formats. ■ Collecting and documenting responses may be difficult, especially in some formats. ■ Work with targeted groups to host community conversations. These can be facilitated or attended by agency staff, but for some groups its best to have a community leader, trusted advocate, or community liaison facilitate. Meeting in a box kits can help groups facilitate their own session. ■ Meeting in a box approaches tailored to individuals or households require active and interested participants. Consider providing an incentive for participation.

Phase Engagement Framework

Development of the NE 85th Station Area Plan will take place through a series of phases lasting approximately 18 months from winter 2020 to summer 2021. Engagement opportunities are designed to gather input from stakeholders when it is most useful and has the greatest impact on the outcome of the project. Prior to the start of each phase, staff will use the information in this table, the equity impact review, and information on outreach methods and engagement types to develop a phase specific and tactical plan for engagement. The idea is to apply the framework to create a public engagement plan that is adaptable to project needs, responsive to public health orders, and meets the public engagement objectives established for this project.

Phase	Goals	Key Stakeholders	Engagement Questions	Engagement Options
<p>Opportunities and Challenges <i>Winter 2020</i></p> <p>Collect information about existing conditions, community development opportunities, and concerns to better understand project boundaries. Comments in this phase are integrated into the next phase by the project team.</p> <p><i>Task 3 – Opportunities and Challenges Analysis</i></p>	<ul style="list-style-type: none"> Ensure that those most affected by the plan are aware and engaged. Identify areas of opportunity and concern. 	<ul style="list-style-type: none"> Residents in the Station Area: neighborhood groups - North Rose Hill, South Rose Hill, Highlands, Everest, Moss Bay, Norkirk Large Property Owners in the Station Area Businesses in the Station Area Public Agencies and Tribes: WSDOT, Sound Transit Kirkland Boards and Commissions 	<ul style="list-style-type: none"> How does the station area plan fit in with Kirkland’s future? How can we make the most of the state/regional investment in this station? What are the impacts on the surrounding community? What are the advantages and disadvantages of the BRT station? Who else needs to be involved in this project? How do we best get the word out about this project? 	<ul style="list-style-type: none"> Public meetings Attend/arrange neighborhood meetings/events Walkshops Business canvas Focus groups Interviews

Phase	Goals	Key Stakeholders	Engagement Questions	Engagement Options
<p>Preliminary Concepts and Alternatives Review <i>Spring 2020 – Fall 2020</i></p> <p>City staff and boards and commissions will develop preliminary concepts and alternatives. Broader community participation will assess and refine draft alternatives. This phase will include scoping for environmental review under SEPA and publication of the Draft SEIS. Comments received during this phase will shape the preferred alternative.</p> <p>Comments in this phase are considered by the project team and integrated into the development of the alternatives and the draft materials. SEPA scoping comments are reviewed by the Planning and Building Director and included in the environmental determination and scope of the SEIS. Draft SEIS comments are reviewed by the project team and SEPA official. They will respond to comments through publication of an FSEIS.</p> <p><i>Task 4 – Station Area Elements</i> <i>Task 5 – Environmental Review</i></p>	<ul style="list-style-type: none"> ▪ Incorporate input from the Opportunities and Challenges phase. ▪ Ensure that those affected by the plan are aware and have opportunities to engage and understand decision making roles and responsibilities. ▪ Citywide awareness of the project. ▪ Seek input on preliminary concepts to inform draft alternative development ▪ Scope the SEIS topics and develop a range of alternatives. ▪ Build project support. 	<p>Concepts and preliminary alternatives:</p> <ul style="list-style-type: none"> ▪ Kirkland Boards and Commissions ▪ City of Kirkland Departments <p>Alternatives review and refinement:</p> <ul style="list-style-type: none"> ▪ All stakeholders ▪ Public agencies from the City’s standard SEPA distribution list 	<p>Concepts and preliminary alternatives:</p> <ul style="list-style-type: none"> ▪ Do the Alternatives proposed align with the City’s Goals for this project? ▪ Which alternatives should be considered? <p>Alternatives review and refinement:</p> <ul style="list-style-type: none"> ▪ What are the strengths and weaknesses of the alternatives? ▪ What are the potential impacts of the alternatives? ▪ Have we looked at all the potential impacts? ▪ Who benefits from this plan and who does not? ▪ Which alternative produces the best results for Kirkland? What is the preferred alternative? ▪ How would you like to be engaged and involved with this project as it continues to develop? 	<ul style="list-style-type: none"> ▪ Public meetings ▪ Attend neighborhood meetings/events ▪ Pop-up events ▪ Charette ▪ Workshops ▪ Online open house ▪ Official SEPA notices ▪ Social Media Postings

Phase	Goals	Key Stakeholders	Engagement Questions	Engagement Options
<p>Draft Plan Review <i>Fall 2020 - Winter 2021</i></p> <p>Collect comments on the draft plan, draft Planned Action, form based code.</p> <p>Comments summaries will be provided to boards and commissions for review.</p> <p><i>Task 5 – Environmental Review</i> <i>Task 6 – Form Based Code and Design Visualizations</i> <i>Task 7 – Final Station Plan Preparation</i></p>	<ul style="list-style-type: none"> ▪ Incorporate input from the Alternatives Review Phase. ▪ Ensure that those most affected by the plan are aware and engaged. ▪ Citywide awareness of the project. ▪ Defensible vetting of Draft SEIS and Planned Action to develop a preferred alternative for the FSEIS. ▪ Input on the proposed Planned Action. ▪ Input on the proposed form based code. ▪ Solidify broad project support. 	<ul style="list-style-type: none"> ▪ All stakeholders ▪ Additional outreach efforts for stakeholders that have not participated in the process so far ▪ Public agencies from the City’s standard SEPA distribution list 	<ul style="list-style-type: none"> ▪ Is the form based code consistent with the vision for this area? ▪ Are there ways we can avoid or minimize impacts through the Planned Action? ▪ What do you support in this plan? What are your concerns? 	<ul style="list-style-type: none"> ▪ Public meetings ▪ Online open house

Phase	Goals	Key Stakeholders	Engagement Questions	Engagement Options
<p>Final Adoption <i>Spring 2021</i></p> <p>Confirm and adopt the final plan.</p> <p>The SEPA Official will publish the FSEIS based on public input from the draft phase. It will include a preferred alternative. The Planning Commission will review draft final materials and accept a final round of public comments before forwarding recommendations to City Council for final review and approval. City Council will adopt the final Station Area Plan, Planned Action, and form based code.</p> <p><i>Task 6 – Form Based Code and Design Visualizations</i> <i>Task 7 – Final Station Plan Preparation</i></p>	<ul style="list-style-type: none"> ▪ Incorporate input from the Draft Plan and Environmental Review Phase into the Final SEIS and preferred alternative. ▪ Citywide awareness of the project. 	<ul style="list-style-type: none"> ▪ All stakeholders, with emphasis on interested parties that have already participated ▪ Public agencies from the City’s standard SEPA distribution list 	<ul style="list-style-type: none"> ▪ What questions need to be answered about the recommendations in this plan? ▪ What are the next steps for implementation? 	<ul style="list-style-type: none"> ▪ Public meetings ▪ Public hearings

Decision Making and Public Engagement

Final decision making authority for this plan rests with the Kirkland City Council, which will consider adoption of the Station Area Plan, a Planned Action, and amendments to the Kirkland Municipal Code to support a form based code in this area. The City Council makes its final recommendation using information from three sources, each of which are informed by several phases of public input. The following bullets illustrate how public input is used to shape, direct, and advance the project.

- **Environmental Review.** Conducted under the State Environmental Policy Act (SEPA)², environmental review is formally led by the City’s SEPA Official, the Planning and Building Department Director. While there are public engagement requirements for SEPA review set by state law, it will be integrated into the planning effort to provide a clear, easy to follow process for stakeholders.
 - *Concept and Alternative Development.* During this phase the SEPA Official will publish notices and open a formal scoping period where stakeholders may comment on the issues and alternatives that should be considered in a draft Supplemental Environmental Impact Statement (SEIS).³
 - *Draft Review.* The SEPA Official will also issue a formal comment period for all stakeholders on the draft SEIS and accept comments on the proposed alternatives for the station area plan, the Planned Action, and the code amendments. As part of the planned action, the SEPA official will conduct a community meeting to accept comments, which may be an informal meeting held in person or through remote methods.
 - *Final Adoption.* All comments will receive responses in final SEIS, which the SEPA Official issues prior to Council deliberations to help with final decision making. The final SEIS also will indicate a preferred alternative based on comments received during the draft SEIS comment period. Council will review a summary of draft SEIS comments and provide direction to the SEPA official on the selection of the preferred alternative.
- **Planning Commission Recommendation.** The Planning Commission makes a formal recommendation to Council in the *Final Adoption* phase based upon comments it receives from a public hearing. Prior to the public hearing the Planning Commission will also have access to the draft SEIS and public comment summaries from earlier stages of public engagement. Early in the process, during the *Opportunities and Challenges* and *Concepts and Alternative Development* phases, the Planning Commission, along with the City’s other boards and commissions, act as stakeholder and provide input into the process that is used by the project team.
- **Staff Recommendation.** The project team will summarize public engagement each time it touches base with Council throughout the project.

² SEPA is subject to state statutes is RCW 43.21 and WAC 197-11

³ The environmental review documents for this document will supplement the work already done for Kirkland’s Comprehensive Plan, thus the EIS is formally a supplemental EIS or SEIS.

However, in the *Final Adoption* phase they will issue a more formal staff report that provides a guide for the Planning Commission’s recommendation and then for the City Council’s deliberations. During the *Opportunities and Challenges* and *Concepts and Alternatives Development* phases, the project team collects public comment to advance the project and inform the development of concepts, alternatives, and the draft plan.