



Human Services Commission Meeting

Date: May 23, 2023

Time: 6:30 p.m.

Place: Virtual Zoom Meeting -

Webinar ID: <https://kirklandwa->

[gov.zoom.us/j/95665567758?pwd=eEhGaEYraThBbnlhUTdzUWVCa3c5dz09](https://kirklandwa.gov.zoom.us/j/95665567758?pwd=eEhGaEYraThBbnlhUTdzUWVCa3c5dz09)

Passcode: 822788

The commission is directed by the City Council to advise the Parks and Community Services Department, City Manager, and City Council in leading the City's efforts to support a socially sustainable community through health and human services and programs that fulfill the basic needs of all people and enhance the quality of life in our city now and into the future.

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. LAND ACKNOWLEDGEMENT**
- 4. APPROVAL OF MINUTES**
 - a. April 25, 2023
- 5. ITEMS FROM THE AUDIENCE**
- 6. SPECIAL PRESENTATIONS**
 - a. Immigrant Women's Community Center
- 7. BUSINESS ITEMS**
 - a. 2044 Comprehensive Plan Update – Human Services and Housing Elements
 - b. City's Response to Homelessness Update
- 8. COMMUNICATIONS**
 - a. Commissioner Reports
 - b. Staff Reports and Announcements
- 9. ADJOURNMENT**

Upcoming Commission Activities:

June 27, 2023 – Regular Meeting (Council Chambers)

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CITY OF KIRKLAND

HUMAN SERVICES COMMISSION

Minutes Commission Regular Meeting

April 25, 2023

1. CALL TO ORDER

Chair Gildas Cheung called meeting to order at 6:42 pm

2. ROLL CALL

Members Present: Commissioners Melantha Jenkins, Gabriella Lopez Vazquez, Jonathan Stutz, Sriram Rajagopala, Vice Chair Jory Hamilton and Chair Gildas Cheung

Commissioners Chloe Sow and Cristian Liu excused.

Staff Present: Jen Boone, Human Services Manager, Amanda Judd, Human Services Coordinator, Antoinette Smith, Human Services Coordinator, Meli Paulo, Homeless Outreach Coordinator

Meeting Recorder: Regi Schubiger, Youth Services Coordinator

3. LAND ACKNOWLEDGEMENT

Commissioner Gabriella Lopez Vazquez read land acknowledgement. Commissioner Melantha Jenkins will read the acknowledgment at the May meeting.

4. APPROVAL OF MINUTES

Chair Gildas Cheung requested a motion to approve the March 28, 2023 minutes. Commissioner Johnathan Stutz requested that an amendment be made in the denotation of missing Commissioners from absence to excused absence. Commissioner Jonathan Stutz made a motion for approval with the formentioned amendment. Vice Chair Jory Hamilton seconded. Motion carried (Yes: 6 No: 0).

5. ITEMS FROM THE AUDIENCE

None

6. BUSINESS

- a. Commissioner Introductions

Commissioners introduced themselves answering a set of prompts.

- b. City's Response to Homelessness Update – Postponed to May meeting

7. SPECIAL PRESENTATIONS

a. 4 Tomorrow

Monik Martinez and Laura Delmendo from 4 Tomorrow presented information about the services and programs the agency provides to Eastside communities.

8. COMMUNICATIONS

a. Commissioner Reports

Commissioner Gaby Lopez will be attending the upcoming Kirkland Initiative program in May.

Chair Gildas Cheung thanked staff for the info email sent out about the Eastside heat pump initiative.

Vice Chair Jory Hamilton provided an update on the upcoming PFEC meeting in May.

b. Staff Reports

Hiring of Meli Paulo, City's first Homeless Outreach Coordinator

Poll for joint City Council meeting – currently scheduled for October 3 study session beginning at 5:30pm.

9. ADJOURNMENT

Chair Gildas Cheung requested a motion to adjourn. Moved by Commissioner Jonathan Stutz and seconded by Commissioner Melantha Jenkins. The meeting was adjourned at 8:24 pm.

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.

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 85th 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	13,200 (above 2018 existing)	19,595	49,280	26,490 (above 2018 existing)	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 85th 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	3,009	91%	4,374
31% - 50% AMI	935	1,285	2,220	74%	3,227
51% - 80% AMI	1,584	615	2,199	64%	3,196

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

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

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

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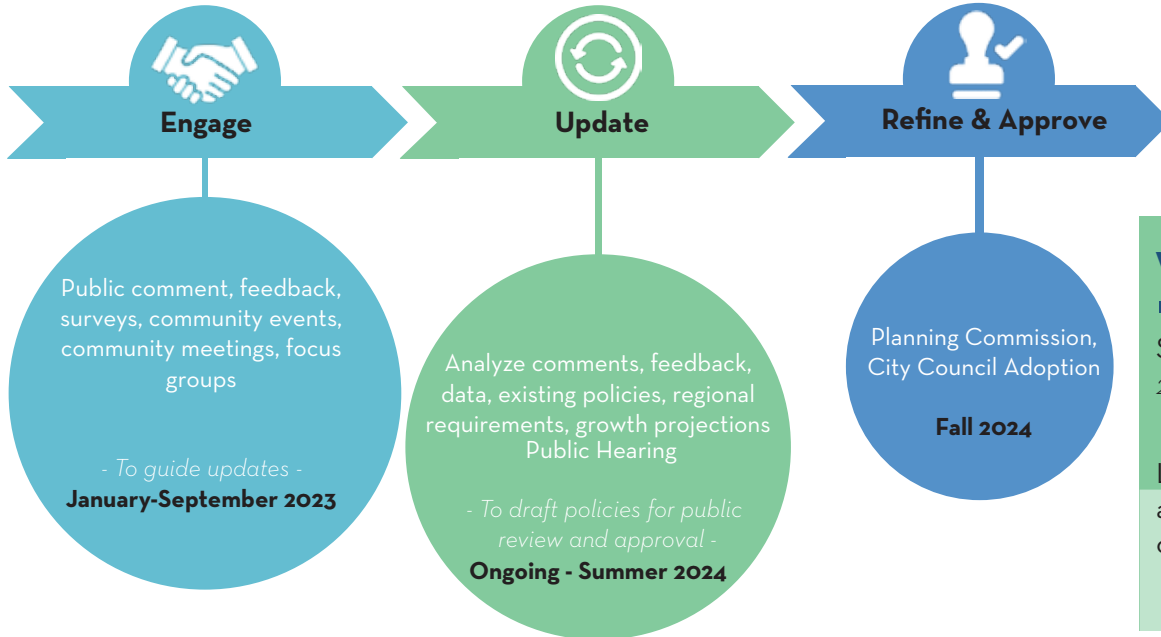
WHAT DO YOU WANT KIRKLAND TO LOOK LIKE?

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

Learn more about K2044
at 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 Policies

*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.

2. Street and Vehicle Outreach

Street outreach workers focus on meeting unhoused residents in the community. Through repeated interactions and occurrences with individuals experiencing homelessness, outreach staff build relationships to foster trust, provide basic need items, including food and water and connect residents with available services, including shelter, housing, healthcare, and other barriers impacting the ability to secure housing. The City received funding during the 2023-24 budget process to hire a full-time Homeless Outreach Coordinator to support unhoused residents in Kirkland. Meli Paulo was hired and started on April 5, 2023.

3. Emergency Shelter, Transitional Housing & Day Center Services

Shelter and day centers are short-term accommodations that provide a bridge between living unhoused and moving into permanent housing. The programs offer low barrier entry that offers temporary shelter while working with a case manager to secure permanent housing. The City funds five shelters that serve distinct populations on the Eastside: Catholic Community Services to serve families with children; The Sophia Way and Muslim Community Resource Center (MCRC) to serve adult women; Congregations for the Homeless to serve adult men; Friends of Youth to serve youth and young adults; and LifeWire for households fleeing domestic violence.

While they do not receive City funding, the City works in partnership with safe parking programs at Lake Washington United Methodist Church and Overlake Christian Church to support residents living in their vehicles.

During severe winter weather incidents, Human Services works with Police and Fire to distribute emergency hotel vouchers to provide temporary relief for those unhoused. The City partners with Baymont Inn using human services grant funding to provide this resource.

4. Permanent Housing

Permanent, affordable housing offers long-term stability for residents, allowing low to moderate income households to call Kirkland home. These goals can include seeking employment, furthering education, treatment for addiction, or aging in place. Permanent housing is categorized into three distinct areas:

Permanent Affordable Housing

The City of Kirkland has committed millions of dollars to [A Regional Coalition for Housing](#) (ARCH) who fund agencies to preserve and increase the supply of housing for low and moderate income (0-60% area median income) on the Eastside. Both Imagine Housing and King County Housing Authority have benefitted from ARCH funding and offer hundreds of affordable housing units in Kirkland for seniors, families, and individuals. Depending on the program, some units have access to case management support and additional wraparound services. Select providers, like Congregations for the Homeless, Attain Housing, and Hopelink offer scattered site housing throughout the region as well.

Permanent Affordable Housing with Services

Permanent housing with services offers permanently affordable housing with optional onsite case management and supportive services to assist residents in working towards goals and meeting their basic living needs. In Kirkland, Imagine Housing has 4 properties that fall within this category serving low-income residents that include seniors, veterans, young adults, and survivors of domestic violence that fall within the 30%-60% AMI depending on target population of each property.

Permanent Supportive Housing

Permanent supportive housing offers permanent, subsidized housing with 24/7 wraparound services (basic needs, medical care, case management) for those identified as chronically homeless. Chronic homelessness is defined as either an unaccompanied homeless individual with a disabling condition who has been continuously homeless for a year or more, or an unaccompanied individual with a disabling condition who has had at least four episodes of homelessness in the past three years. Income is between 0-30% AMI to qualify. The first permanent supportive housing project in Kirkland is in partnership through the King County Health through Housing Initiative. The community is slated to open in 2024.

The City's Continuum of Care approach is summarized [here](#), including additional information around defining the different approaches, criteria, and how the City partners to provide comprehensive care to residents. The Human Services Dashboard provides a summary of funding awards and program descriptions since 2020 [here](#).

Staff often receive requests from community members asking how the City is addressing homelessness. In response, an interdepartmental team was tasked with creating a flyer summarizing City investments and FAQs to assist with fielding inquiries and sharing the City's current approach with community members. Historically, the City received information through three channels:

- Kirkland Police received calls through the non-emergency line reporting an encampment or unhoused individual
- Parks staff connected with unhoused residents in parks and other green spaces
- Human Services staff received a message through the Our Kirkland [portal](#) on the City's landing page

Since then, the City has committed significant resources to expand the City's first response model, impacting how the City responds to reports of residents experiencing homelessness, including the [Community Responder Program](#) and new Homeless Outreach Coordinator position. The City is also working regionally with Eastside cities and [King County Regional Homelessness Authority](#) (KCRHA) to develop a coordinated and holistic approach in addressing homelessness as the Eastside subregion as part of regional planning efforts led by KCRHA.

Staff will provide an update on how the City is responding to homelessness at the meeting.

ATTACHMENT A – City's Response to Homelessness Flyer



The City of Kirkland's Response to Addressing Homelessness

When we come together to support those who are unhoused with comprehensive services, our community builds stability, resiliency, and support, ensuring our City is safe, inclusive, and welcoming to all.

Through a comprehensive approach in partnership with local non-profit organizations and regional partners we are supporting unhoused residents in the following areas:

- **Prevention**

- Prevention supports keeping people housed
- The City funds a number of prevention efforts including (1) emergency financial assistance programs at Attain Housing, Hopelink and Indian American Community Services; (2) a housing stability attorney at Eastside Legal Assistance Program; (3) employment, education and case management programs at Hopelink; (4) supportive residential services at Imagine Housing properties in Kirkland which include behavioral health services, basic needs, community activities and case management

- **Street Outreach**

- Street outreach workers focus on meeting unhoused residents in the community. They build relationships to foster trust; provide basic need items, including food and water; connect residents with available services, including shelter, housing, or healthcare
- The City funds Catholic Community Services to offer a full-time street outreach clinician to support unhoused residents in Kirkland.

- **Emergency Shelter & Interim Housing Alternatives**

- Short-term accommodations that provide a bridge between living unhoused and moving into permanent housing. They offer low barrier entry that offers temporary shelter while working with a case manager to secure permanent housing
- The City funds (1) Catholic Community Services of Western Washington and Hopelink to serve families with children; (2) The Sophia Way and the Muslim Community Resource Center (MCRC) to serve adult women; (3) Congregations for the Homeless to serve adult men; (4) Friends of Youth to serve youth and young adults



Kirkland Place for Families and Women (2020)

- **Permanent Housing**

- Permanent, affordable housing offers long-term stability for residents, giving them the opportunity to work towards their goals. These goals can include seeking employment, furthering education, treatment for addiction, or aging in place
- The City of Kirkland has committed millions of dollars to A Regional Coalition for Housing (ARCH) who fund agencies to preserve and increase the supply of housing for low and moderate income on the eastside. Both Imagine Housing and King County Housing Authority have benefitted from ARCH funding and offer a number of affordable housing communities in Kirkland for seniors, families, and individuals

Frequently Asked Questions

What is the City of Kirkland's approach to individuals experiencing homelessness?

The City is committed to helping ensure our city is safe, inclusive, and welcoming to all, including those members of our community experiencing homelessness. Our goal is to help connect individuals experiencing homelessness with the resources they need, including housing.

How does the City learn about unhoused folks in need of services?

Kirkland Police receive calls through the non-emergency line, parks staff connect with residents in parks and other green spaces, and Human Services receives messages through the Our Kirkland portal at <https://www.kirklandwa.gov/Government/Departments/Finance-and-Administration/Our-Kirkland>. All community members are encouraged to message city staff about community members in need.

How does the City respond when it receives information about an unhoused resident?

City staff relay information about unhoused residents to the Street Outreach clinician and/or Kirkland PD, depending on circumstances. The Street Outreach clinician connects with unhoused residents to build a relationship, provide basic needs, and get the resident connected with services.

Does the City allow overnight camping in its public parks?

No. By code, City parks are closed to the public overnight through posted hours of operation. Currently, the City does not strictly enforce this for unhoused individuals unless there are shelter beds available. Our intent is to either *directly connect* homeless individuals to nearby shelter beds or to offer an alternative City property for overnight camping by homeless individuals. This intent reflects the City's commitment to avoid criminalizing homelessness and in alignment with the Martin v. Boise decision.