CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033 425.587-3225
www.ci.kirkland.wa.us

MEMORANDUM

To: Eric Shields, AICP, Planning Director

From: Jon Regala, Senior Planner

Date: June 7, 2010

Subject: **MODIFICATION TO HOLY FAMILY PARISH MASTER PLAN FILE ZON99-00034 (IIB-99-114)**

RECOMMENDATION

Staff is recommending approval of the proposed modification to relocate the existing preschool on the Holy Family Parish campus. The proposed modifications shall be subject to the following conditions:

1. Prior to opening the preschool in the old Parish center, the applicant must submit the required building permit(s) and receive approval of the building permit(s) unless otherwise exempted.

2. In addition to the standard building permit requirements, the applicant shall submit the following items:

   a) Revised Master Plan site plan showing the approved change in uses

   b) Details reflecting the following requirements:

      i) The approved on-site passenger loading/unloading areas shall be identified on the site plan. On-site parking behind the gymnasium shall be used for picking up children.

      ii) Existing on-street angle parking on 120th Avenue NE shall be reconfigured as parallel parking.

      iii) Existing street 'No-Parking' signs may be revised to allow 30 minute loading/unloading in parking area #6 as shown on the site plan attachment of the Transpo Group memo dated May 20, 2010 (see Attachment 1).

      iv) The parking space at the northeast corner of parking lot 6a shall be restriped to serve as turnaround space (see Attachment 2 - Figure 1).

      v) Preschool staff parking shall be limited to parking area #4 and/or #5 as shown on the site plan attachment of the Transpo Group memo dated May 20, 2010 (see Attachment 1).

vi) The preschool shall not provide services or activities after 3PM

vii) A six-foot-high fence shall be installed at the perimeter of the play area

viii) The fenced play area shall be setback from all property lines 20'

3. All recommendations in the original Master Plan are in effect, except where there is a conflict with this modification, in which case the modification will supersede.

PROPOSAL

The Holy Family Parish recently completed construction of a new Parish Center at the southern end of their campus. The new Parish Center contains meeting rooms and administrative offices which were previously located in a 7,381 square foot building at the northern portion of the church campus. Holy Family Parish is proposing to move their existing preschool (located at 7338 120th Avenue NE) into the vacated building. The building at 7338 120th Avenue NE will be demolished and the site is proposed to contain the future church rectory (see Attachment 3).

The Parish has decided that the recently constructed Parish Center will be adequate to meet their meeting room needs and is therefore proposing to renovate the old Parish meeting center to accommodate the existing preschool. Attachments 4 and 5 contain two letters from the Parish further explaining their reasons for the preschool relocation.

As part of the Parish's proposal, a parking study has been submitted for review by the City (see Attachment 1).

CRITERIA FOR MODIFICATION OF MASTER PLAN

Kirkland Zoning Code section 152.125(2) authorizes the Department of Planning and Community Development to approve a modification to the Holy Family Parish Master Plan file ZON99-00034 (IIB-99-114) as follows:

> *If a specific use or site plan is approved through this process, or any quasijudicial process under previous zoning codes, the applicant is not required to apply for and obtain approval through this process for a subsequent change in use or site plan unless:*
>
> *a. There is a change in use and this code establishes different or more rigorous standards for the new use than for the existing use; or*
>
> *b. The Planning Director determines that there will be substantial changes in the impacts on the neighborhood or the City as a result of the change.*

The existing campus currently contains a church, meeting center and new parish center, a school (kindergarten and grades 1-8), and a preschool. The Holy Family Parish Master Plan identified the types, sizes, and locations of future development of the Parish. The proposal is to relocate the allowed uses to different areas of the church campus. Attachment 6 contains the proposed floor plan for the preschool use. The Parish's proposal is consistent with the intent of the Master Plan and increased impacts are not anticipated. The preschool should conform to the RSX zoning requirements for a school use that can accommodate up to 49 children.

Staff has reviewed the applicant's proposal and has not identified any substantial changes in the impacts to the neighborhood or City as a result of the change. With these considerations and conditions outlined in the *Recommendation* section above, I recommend approval of this minor modification to the Holy Family Parish Master Plan.

ATTACHMENTS

1. Transpo Group memo dated May 20, 2010
2. Public Works memo dated May 25, 2010
3. Proposed revision to Master Plan site plan
4. Letter from Jackie Degel, Holy Family School Principal dated February 24, 2010
5. Letter from John Meyer, Parish Administrator dated February 24, 2010
6. Proposed Preschool Floor Plan

REVIEW BY RESPONSIBLE OFFICIAL:

✓ I concur _____ I do not concur

Comments:_____

E. R. S. 6/7/10

Eric R. Shields, Planning Director Date

transpoGROUP
WHAT TRANSPORTATION CAN BE.

MEMORANDUM

Date:	May 20, 2010	**TG:**	10034.00
To:	Kevin Broderick, Broderick Architects		
From:	Jennifer Lowe		
cc:			
Subject:	Holy Family Kirkland Preschool Center: Trip Generation, Impact Fees and Parking Assessment		

This analysis provides an assessment of the proposed modification to the Holy Family Campus Master Plan in which the Preschool Center is relocated into the existing Parish Meeting Center building. The Preschool Center is currently located in a converted single family home on the southeast corner of 120th Avenue NE/NE 75th Street intersection. The new proposed location is located across 120th Ave NE from the existing location. It is our understanding that the vacated Preschool Center will be demolished.

The adopted Master Plan had identified the existing Parish Center to be utilized as miscellaneous meeting and storage space. These needs will be incorporated into new and existing space elsewhere on campus.

Facility Operations

The Parish provided information on current and future (after relocation) enrollment capacity. This information is provided in Attachment 1. In the morning, from 8:30 to 11:00 AM, preschool classes are offered five days a week, with one class offered on Monday, Wednesday and Fridays, and two classes offered on Tuesdays and Thursdays. The enrollment cap is 16 on Monday, Wednesday and Friday. On Tuesdays and Thursdays the combined enrollment cap for both classes is 20.

Afternoon pre-kindergarten class is offered from 12:30 to 3:00 Monday through Friday. An additional preschool session is offered during the same time period on Tuesdays and Thursdays. Similar to the morning patterns, the enrollment cap is 16 on Monday, Wednesday and Fridays. Enrollment is capped at 20 on Tuesday and Thursdays. There are two staff serving the Monday/Wednesday/Friday classes and four staff serving the Tuesday/Thursday classes.

Moving to the new facility, it is anticipated that enrollment caps would increase mostly in the afternoons by as much as eight students on Tuesdays and Thursdays for a maximum cumulative enrollment of 28. The morning session maximums at 20 students do not increase.

Transportation Impact Fee Assessment

The proposed modification to the Master Plan is subject to assessment of Transportation Impact Fees, as defined in Chapter 27.04 of Kirkland Municipal Code. The Public Works Department is authorized to determine what land use category found in the rate schedule applies to the application (27.04.030 (a). The chart of specific uses for which an impact fee rate is established is found in 27.040.150. Of the land uses listed, the closest options include "Day Care Center" and "Elementary School/Jr. High School."

Kirkland's Transportation Impact Fee is based on PM peak hour intersection and roadway capacities.[1] Unlike daycare center facilities, the preschool does not offer services beyond 3:00 PM. Therefore, they are not a major trip generator during the PM peak hour. Similar to Elementary School/Jr. High School category, the preschool operates over a shortened weekday, with little impacts during the PM peak hour. The preschool director has indicated that the preschool currently offers no afterschool (after 3:00 PM) activities, nor does it plan to in the future. It is also important to note that the preschool is part of the larger elementary school campus and is not a stand-alone facility. Some pre-school students have siblings that attend other classes on campus. Administrative and facility staff, as well as service vehicles serve the entire site, resulting in shared trips between the preschool and other on-site uses. It would be inappropriate to assess a daycare center rate on the facility. However, as indicated above, the project may result in the ability to add up to eight children in the afternoon sessions on the busiest days (Tuesdays/Thursdays). The current Transportation Impact Fee per student for Elementary Schools is $435. Based on the added capacity for the relocated facility, the calculated impact fee would be $3,480 (8 x $435).

Parking Needs and Supply

Site observations of existing preschool parking demand were made on two weekdays to help determine parking demand. Observations were conducted from noon to 12:45 PM and from 2:45 to 3:15 PM on March 16 and 18, 2010 (Tuesday and Thursday, respectively). On both days, the cumulative peak enrollment was 14 students for the afternoon sessions. For the student drop-off, parents began arriving ten minutes before scheduled start of the session. Parents arrived and left over about a 15 minute period, with the last ones coming within five minutes after actual start time. At the peak, there were seven student related vehicles on site to unload the children. (Note, this includes vehicles parked in the on-street parking across 120th Avenue NE as well as those parking in the gravel lot directly adjacent to the school). For the preschool dismissal (dismissal is at 3:00 PM), the first parent arrived about 2:45. Others arrived for a cumulative peak of eight cars, with others arriving slightly after 3:00 PM, after some of the earlier arrivals had collected their children and left. Table 1 provides the data obtained from the observations.

Table 1. Parking Observations Holy Family Preschool
Table Summary (optional)

Time Period	Date	Maximum Parked Vehicles	Rate Per Student Enrolled	Table Heading
Student Drop Off	Tuesday, March 16	7	0.50	Table Data
	Thursday, March 18	6	0.43	Table Data
Student Release	Tuesday, March 16	7	0.50	
	Thursday, March 18	8	0.57	Table Data

With a future cap of 28 students attending preschool at one time, and a maximum observed parking ratio of 0.57 per student, the preschool should provide 16 spaces plus the needed parking for staff. The preschool will have up to four staff on site for 28 students. Therefore, the site should provide 20 parking spaces for the relocated preschool facility.

Parking Needs

Parking to address the preschool needs will be accommodated as follows:

- The three to four staff will park in common parking at the south and southwest sides of campus. A parking utilization count conducted three different times during the school day indicates that there is ample parking available elsewhere on campus for the staff. Table 2

[1] City of Kirkland Transportation Impact Fee Update, Mirai, 2007.

summarizes the observed utilization and available spaces in each of the lots and on-street areas identified in Attachment B.

Table 2. Parking Availability

Parking Area	Supply	Available (Empty) Spaces		
		Tues, 5/18, 8:50 AM	Mon, 5/17/ 10:30 AM	Tues, 5/18, 2:30 PM
Site Lots				
4	33	4	21	19
5	42	29	27	29
6a	8	5	2	6
7[1]	110	76	110	110
On Street Parking				
4a	6	1	1	2
5a	6	4	5	6
6	20	6	4	8
7a	16	5	3	4

1. Lot 7 is closed to through traffic and parking during the school day, after Mass, as the area is used for outdoor play area.

- The small lot just north of the building where the preschool will be relocated has eight marked spaces, seven of which can be utilized by the preschool (the stall at the northeast corner may be eliminated as it may negatively impact maneuvering from other stalls).
- An additional ten parking spaces will be located on the west side of the school lunch room. These spaces are accessed off of 119th Avenue NE. Note that parents using these stalls will want to pick up their preschoolers and promptly exit the site or they may have difficulty getting out of those stalls once the campus pick-up procedure starts. The preschool dismissal time is 15 minutes prior to school dismissal so conflict can be avoided.
- Eleven or more parallel parking spaces are adjacent to the facility on the west side of 120th Avenue NE. Preschool staff will park in the site parking lots south and southwest of the main campus facilities.

The parking spaces described above, will be adequate to meet the future needs for the relocated preschool with maximum cap of 28 students in either the morning or afternoon sessions. Preschool start and stop times are off-set from the main campus programs by at least 15 minutes with the exception of the start of morning preschool which begins at 8:30, as do the other grades on campus. During this time, access to the parking spaces near the lunchroom will be difficult for parents taking their children to preschool. The older preschool students can be included in the all-school drop-off/pick-up circulation and the school has committed to do so as needed, with additional staff posted in this area to receive the preschool students. The younger students will not be included in this process but use the other spaces identified ahead.

Attachment A: Existing and Future Enrollment Projections

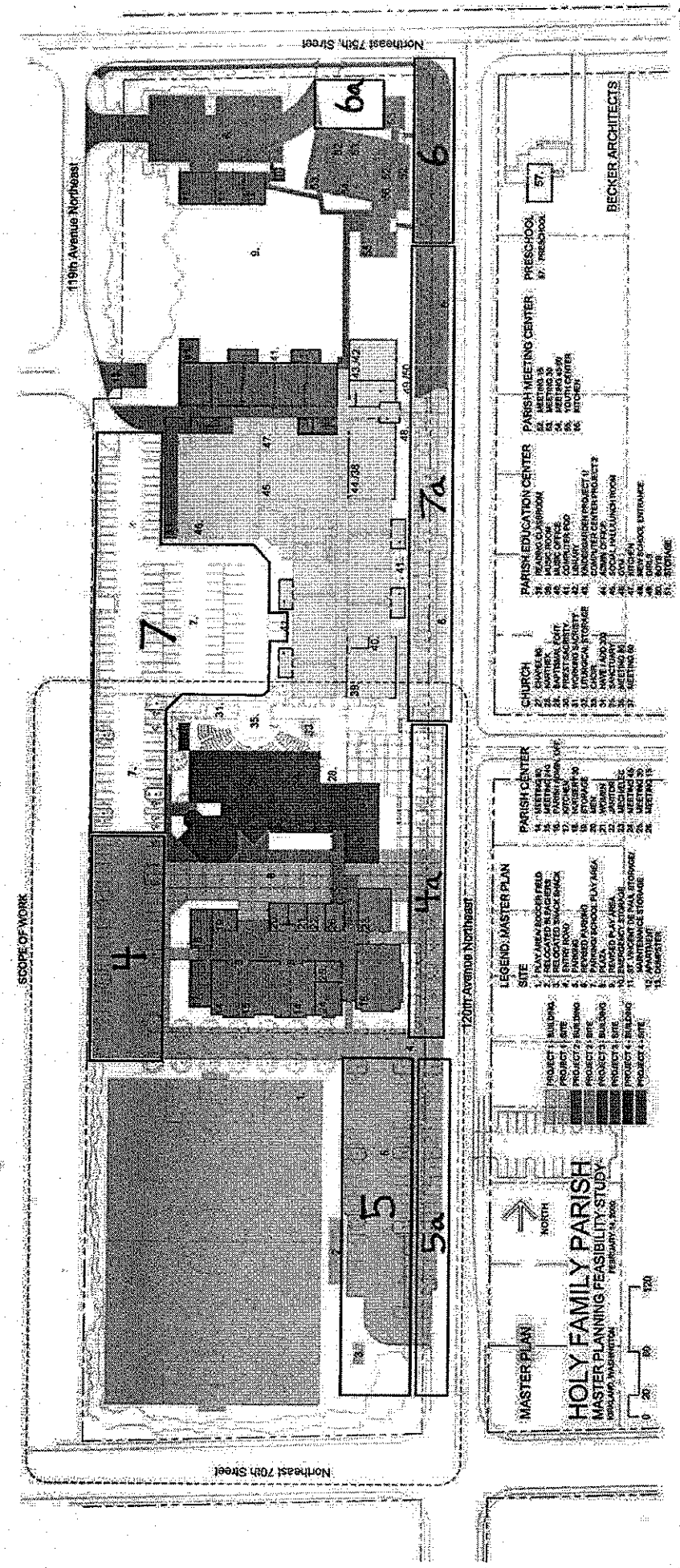
2009-2010 HOLY FAMILY PRESCHOOL

TIME	MON ACT	MON MAX	MON STAFF	TUE ACT	TUE MAX	TUE STAFF	WED ACT	WED MAX	WED STAFF	THU ACT	THU MAX	THU STAFF	FRI ACT	FRI MAX	FRI STAFF
AM	Preschool II 8:30-10:30 Classroom A	13	16	2	Preschool I AM 8:30-11:00 Classroom A	10	12	2	Preschool II 8:30-11:00 Classroom A	13	16	2	Preschool I AM 8:30-11:00 Classroom A	10	12	2	Preschool II 8:30-11:00 Classroom A	13	16	2
AM					Pre II Enrichment 8:30-11:00 Classroom B	5	8	2					Pre II Enrichment 8:30-11:00 Classroom B	-	-	-			
TOTALS	13	16	2	15	20	4	13	16	2	10	12	2	13	16	2
PM	Pre-K 12:00-2:00 Classroom A	12	16	2	Pre-K 12:30-3:00 Classroom B	6	8	2	Pre-K 12:30-3:00 Classroom A	12	16	2	Pre-K 12:30-3:00 Classroom B	6	8	2	Pre-K 12:30-3:00 Classroom A	12	16	2
PM					Preschool I PM 12:30-3:00 Classroom A	8	12	2					Preschool I PM 12:30-3:00 Classroom A	8	12	2			
TOTALS	12	16	2	14	20	4	12	16	2	14	20	4	12	16	2

2010-2011 HOLY FAMILY PRESCHOOL

TIME	MON ACT	MON MAX	MON STAFF	TUE ACT	TUE MAX	TUE STAFF	WED ACT	WED MAX	WED STAFF	THU ACT	THU MAX	THU STAFF	FRI ACT	FRI MAX	FRI STAFF
AM	Preschool II 8:30-10:30 Classroom A		16	2	Preschool I AM 8:30-11:00 Classroom A		12	2	Preschool II 8:30-11:00 Classroom A		16	2	Preschool I AM 8:30-11:00 Classroom A		12	2	Preschool II 8:30-11:00 Classroom A		16	2
AM					Pre II Enrichment 8:30-11:00 Classroom B		8	1					Pre II Enrichment 8:30-11:00 Classroom B		8	1				
TOTALS	-	16	2	-	20	3	-	16	2	-	20	3	-	16	2
PM	Pre-K 12:00-2:00 Classroom A		16	2	Pre-K 12:30-3:00 Classroom A		16	2	Pre-K 12:30-3:00 Classroom A		8	2	Pre-K 12:30-3:00 Classroom A		16	2	Pre-K 12:30-3:00 Classroom A		8	2
PM					Preschool I PM 12:30-3:00 Classroom B		12	1	Pre-K Plus 12:30-3:00 Classroom B		8	1	Preschool I PM 12:30-3:00 Classroom B		12	1	Pre-K Plus 12:30-3:00 Classroom B		8	1
TOTALS	-	16	2	-	20	3	-	16	3	-	20	3	-	16	3

ATTACHMENT 1
HOLY FAMILY MINOR MODIFICATION



Parking Area #

CITY OF KIRKLAND
123 FIFTH AVENUE ● KIRKLAND, WASHINGTON 98033-6189 ● (425) 587-3000

DEPARTMENT OF PUBLIC WORKS
MEMORANDUM

To: Jon Regala, Planning Department

From: Thang Nguyen, Transportation Engineer

Date: May 25 2010

Subject: Holy Family Kirkland Preschool Center Review, ZON99-00034

This memo summarizes staff review parking utilization study and road impact fee the proposed relocation of the Holy Family Kirkland Preschool Center.

Project Description
The applicant is proposing to relocate the existing preschool at an existing single building into a larger multi-use building across the street. In the church master plan, the existing parking lot that serves the multi-use building where the preschool is to be located will be revised to provide 18 parking spaces and be accessible via 119th Avenue NE rather than NE 75th Street. However, the new parking lot will not be completed as part of the permit for the preschool. There are no current plans to occupy the existing preschool building after the relocation. Based on information from the applicant, the maximum enrollment would increase to 28 students (an additional 8 students from current enrollment).

Parking
Parents generally park their car and walk their children into the school. Thus, a parking demand survey was completed to determine the parking needs as parents drop off and pickup their children. Based on the survey the parking demand rate is 0.57 per student enrolled. For a maximum of 28 students, the parking need is 16 plus parking for four staffs for a total of 20 stalls.

According to the site plan (sheet A1.1 dated 4/1/10) of the church master plan, there are 23 parking spaces proposed on site with the future expansion of the elementary school. No new parking is proposed with the relocation of the preschool. The current on-street parking adjacent to the proposed preschool along 120th Avenue NE is restricted between 7AM to 9AM. Those parking will be converted from 90 degree parking to provide eight parallel parking spaces.

The applicant plans to use the existing parking lot adjacent to the proposed preschool building for preschool staff and visitor parking. While this parking lot has eight parking spaces, the parking stall located in the northeast corner should be removed in order to provide safe vehicle circulation. In addition, the applicant indicated children drop-off in the morning will be done from the interior campus parking lot behind the gym where there are more than 30 spaces available; and the afternoon children pickup is

planned to be done along 120th Avenue NE where twenty on-street parallel parking spaces will be provided. Staff agrees there will be adequate parking for parents in the back of the gym when they drop off their children. However, on-street parking is public parking and cannot be reserved for any single private use. Therefore, parents should be instructed to use the same parking behind the gym to pick up their children.

Currently, the on-street parking in Area 6 and 7a is not allowed between 7 AM and 9 AM along 120th Avenue NE adjacent to the proposed pre-school building. To help with load and unloading, those on-street parking spaces may be re-signed to allow 30 minute load/unload parking.

Road Impact Fee

The expansion would also require assessment of road impact fee. The applicant indicates that the preschool does not and will not provide preschool service or activities of any kind after 3PM and based on the parking study, parents pickup their children and leave before 4PM. Since there would be no impact in the PM peak period, the applicant will not be required to pay road impact fee unless the preschool provide services after 3PM.

Staff Recommendation

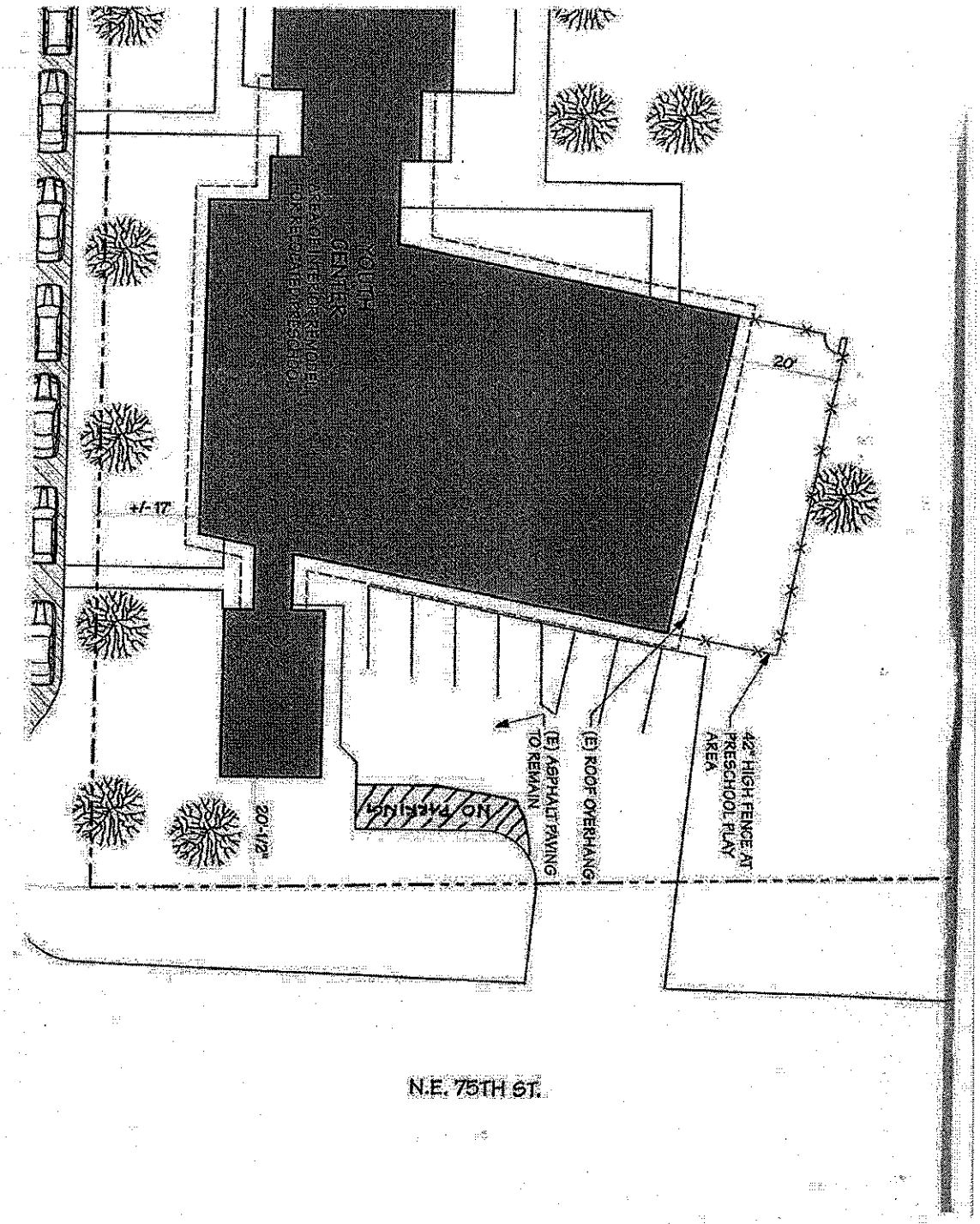
Staff recommends approval of the preschool relocation with the following conditions:

- Onsite parking behind the gymnasium shall be used for picking up children
- Existing on-street angle parking on 120th Avenue NE shall be reconfigured as parallel parking
- The single parking space on the northeast corner of the existing parking lot shall be removed and that area shall be striped as shown in Figure 1 to keep it clear at all times.
- Re-sign the on-street parking stalls along 120th Avenue NE in parking area 6 and 7a to allow for 30 minute load/unload between 7AM and 9AM.
- Preschool staff shall park in parking area #4 and/or #5 as shown on the site plan attachment of the Transpo Group memo dated May 20, 2010
- The preschool shall not provide services or activities after 3PM

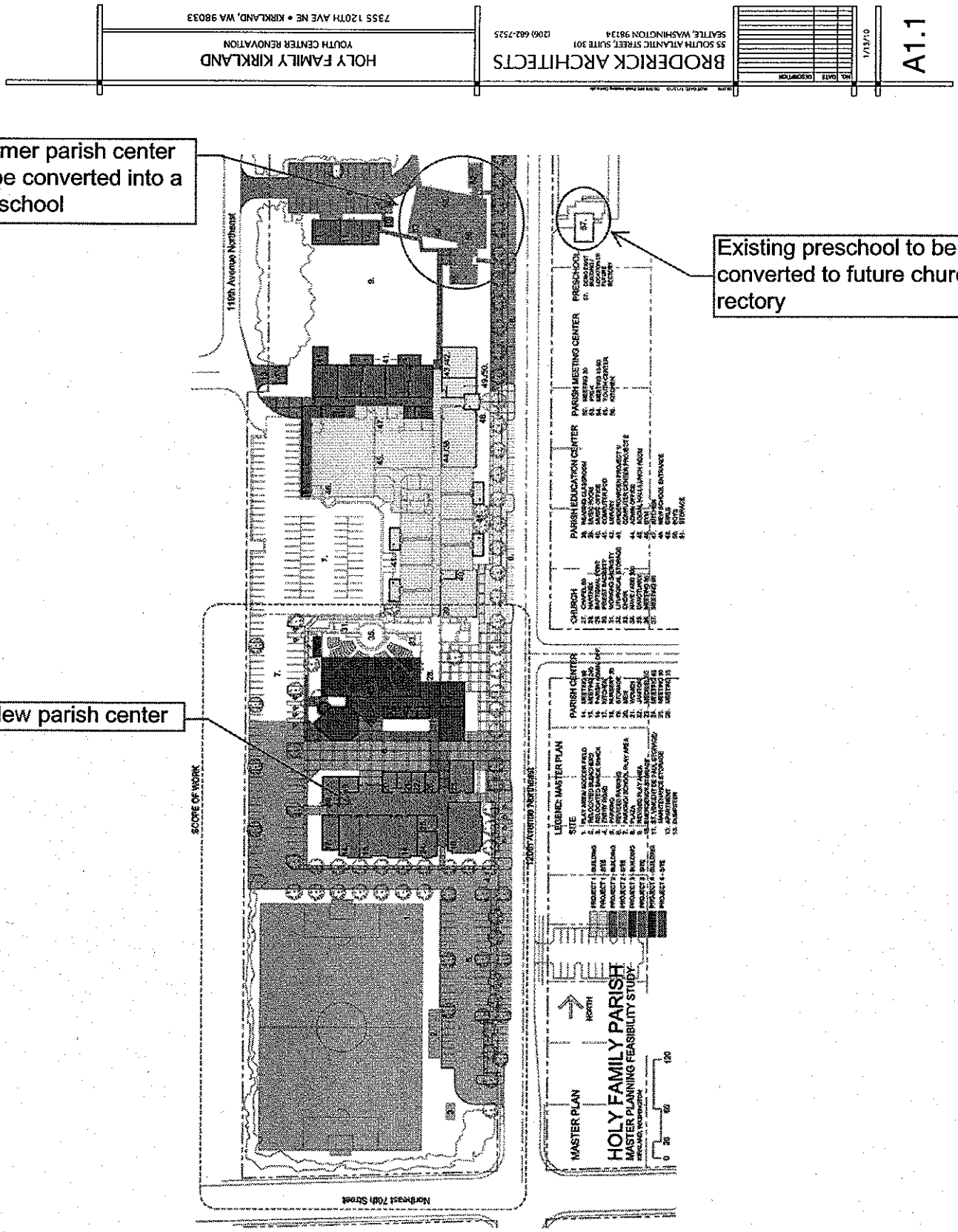
If you have any questions or need clarification, call me at x3869.

cc: file, Advantage

Figure 1. Required Parking Modification



ATTACHMENT 3
HOLY FAMILY MINOR MODIFICATION



ATTACHMENT 4
HOLY FAMILY MINOR MODIFICATION

Holy Family Parish School

"Inspire, Educate & Prepare"

February 24, 2010

To: City of Kirkland
From: Jackie Degel, Holy Family School Principal
Re: REVISED Preschool carpool plan related to the Youth Center Remodel Project

At Holy Family Preschool, parents do not drop off their children. Rather, they park in designated spaces and walk their children to and from the classroom door. The parking spaces that run parallel to 120th Avenue NE from 75th Street to the flagpole in front of the main school building will be restricted for preschool use only. This delivery and pickup plan is safe for our students because it requires the drivers to park and assist their children in getting into and out of the car, and it eliminates the need for drivers to back out of parking spaces as they would if they were parking perpendicular to the street.

Thank you for your consideration.

Jackie Degel

7300 120th Avenue NE Kirkland, WA 98033 Voice: 425-827-0444 Fax: 425-827-0150 Web Address: www.hfkschool.org
Accredited by Northwest Association of Accredited Schools and Western Catholic Education Association

ATTACHMENT 5
HOLY FAMILY MINOR MODIFICATION

Holy Family Parish

"Building for the Future"

February 24, 2010

TO: City of Kirkland
FR: John Meyer, Parish Administrator
RE: Modification to Holy Family Church's Master Plan

Holy Family's current Master Plan has four phases:

Phase One: Addition and Renovation to the School (Education Center)
Phase Two: New Parish Center and Site Work
Phase Three: Add classrooms to the school and renovate the vacated parish center
Phase Four: Enlarge the Church

Phase One of the Master Plan was completed in 2001. Phase Two is in progress. At this time, we would like to expedite the renovation of the former Parish Center from Phase Three and complete it as an add-on to Phase Two. There are three compelling reasons to do this renovation at this time:

1. The current parish center (at the SW corner of 120th and 75th) will be largely vacated when the functions in that building move to the new Parish Center which is currently being constructed. The building was previously a convent and is a warren of disjointed rooms that are not very functional. There are many uses that would be suitable for the building once it is remodeled.

2. It is more economically feasible to do this renovation at this time because we expect to use the contractor who is currently doing the Phase Two project to complete this renovation, thus reducing our costs. With a change order, we can expand the current project and complete the desired remodeling.

3. Our plan is to move our pre-school program (currently in the building at the SE corner of 120th and 75th) across the street into the vacated building. This plan arises from a concern for children's safety. Since the original approval of the master plan, it has become even more important for schools to be able to secure students should a lock-down procedure be required. At this time we must ask parents to come pick up their children at the pre-school when a lock-down goes into effect. If we move the children across the street, they can be locked down more effectively as the building is joined to the Education Center by a cyclone fence.

This remodeled building would be much more suitable for the pre-school program. Since the development of the master plan, it has been determined that it would not be economically

~OVER~

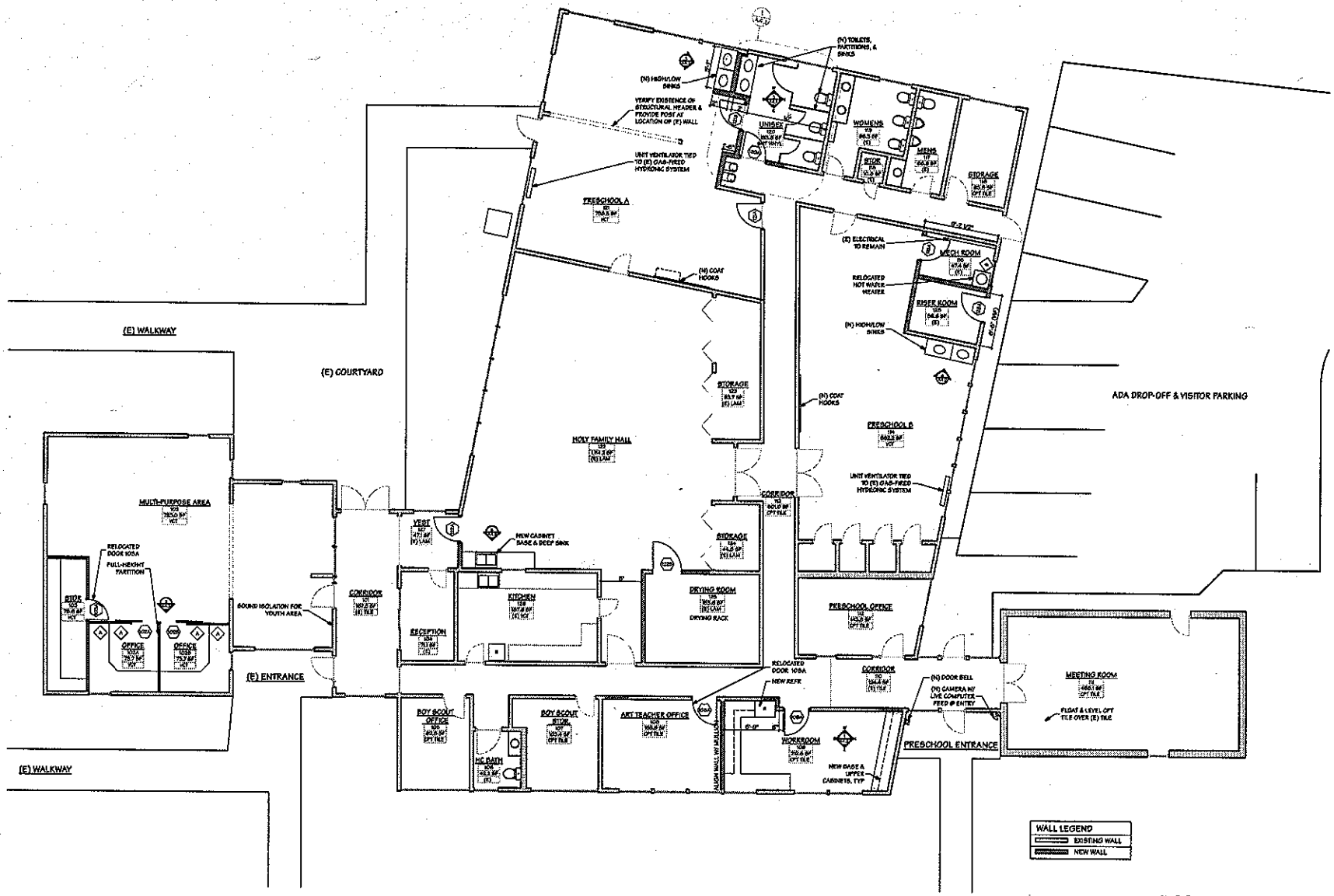
7355 120th Avenue NE Kirkland, WA 98033 Voice: 425-822-0295 Fax: 425-827-0648 Web Address: www.hfk2.org

feasible to renovate the building that currently houses the pre-school program (as was indicated in the master plan). For this reason, this project would include demolition of that building. We are required by the Archdiocese of Seattle to retain this property so it would remain in our inventory, but be undeveloped for the immediate future.

This change to the Master Plan for Holy Family is a matter of timing. As indicated in the original Fmaily Master Plan and Variance, the campus has been an established church and school facility for many years. The proposed revision does not include any new additional uses or activities, but merely a restructuring of those uses within the context of the existing buildings.

We do not anticipate any changes in impact on the neighborhood as we will have the same number of students in the pre-school as we have now and the location is simply moving across the street. The site is located on a minor arterial (NE 70th Street) and a neighborhood collector (NE 75th Street).

We appreciate your consideration of this change and hope that we will be able to proceed with this smaller project as soon as the original Phase Two has been completed so that we can move our pre-school by Fall of 2010.



FLOOR PLAN
3/16" = 1'-0"

HOLY FAMILY KIRKLAND
YOUTH CENTER RENOVATION
7355 120TH AVE NE • KIRKLAND, WA 98033

BRODERICK ARCHITECTS
55 SOUTH ATLANTIC STREET, SUITE 301
SEATTLE, WASHINGTON 98134
(206) 682-7525

NO.	DATE	DESCRIPTION

4/1/10

A2.1

ATTACHMENT 6
HOLY FAMILY MINOR MODIFICATION