CITY OF KIRKLAND
PLANNING & BUILDING DEPARTMENT
123 5th Avenue, Kirkland, WA 98033 425.587.3600
www.kirklandwa.gov

DESIGN REVIEW BOARD

A G E N D A

NOVEMBER 21, 2016
7:00 PM
Council Chamber

This meeting packet is also available online at the City of Kirkland Planning Department web page at http://www.kirklandwa.gov/depart/Planning/DRB_Meeting_Information.htm

Paper copies of meeting packet materials will no longer be provided at the meeting. Free wireless internet service is provided in the Council Chamber.

1. **CALL TO ORDER/ROLL CALL**

2. **READING AND/OR APPROVAL OF MINUTES**:

   A. October 17, 2016

3. **ANNOUNCEMENT OF AGENDA**

4. **REQUESTS FROM THE AUDIENCE** - Limited to 3 Minutes

5. **DESIGN RESPONSE CONFERENCES**

   A. Potala Village, File No. DRV15-01250

   ADDRESS: 1006 Lake Street South

   PURPOSE: The applicant is asking that the Design Response Conference for Potala Village be continued to a later date.

   ACTION: Continue the Design Response Conference for Potala Village one final time.

   STAFF CONTACT: Angela Ruggeri, Senior Planner, aruggeri@kirklandwa.gov or 425-587-3256

   STAFF PRESENTATION: 5 MINUTES

   TOTAL TIME: 5 MINUTES

B. Vareze Multi-Family Housing, File No. DRV16-01412

ADDRESS: 11801 NE 116th Street

PURPOSE: Continue review of the applicant's proposal to construct a new residential development.

ACTION: Provide feedback to the applicant on the proposal based on the Design Guidelines for the Totem Lake Neighborhood.

STAFF CONTACT: Tony Leavitt, Senior Planner, tleavitt@kirklandwa.gov or 425-587-3253.

STAFF PRESENTATION: 5 MINUTES

APPLICATION PRESENTATION: 10 MINUTES

TOTAL TIME: 1 HOUR

6. ADMINISTRATIVE REPORTS AND DRB DISCUSSION

A. Kirkland Urban Minor Modification Update, File No. DRV15-01462

B. January 2017 Meeting Schedule

7. ADJOURNMENT

Note: If you would like more information on an item on this agenda, please call the Planning Department at 425.587.3600. Please refer to the file number and the planner listed for that item.

Alternate Formats: People with disabilities may request materials in alternate formats.

Title VI: Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.
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The City of Kirkland strives to accommodate people with disabilities. Please contact the City Clerk's Office at 425.587.3190, or for TTY Services call 425.587.3111 (by noon the work day prior to the meeting) if we can be of assistance. If you should experience difficulty hearing the proceedings, please bring this to the attention of the Chairperson by raising your hand.

DESIGN REVIEW BOARD
RULES OF PROCEDURE

Introduction

The Design Review Board (DRB) is responsible for the review of certain development projects in designated pedestrian-oriented business districts. Members of the DRB are appointed by the City Council to four-year terms. The Department of Planning and Community Development provide staff support to the Board.

Public meetings before the DRB will be governed by these rules of procedure. Questions about the rules of procedure may be asked of the Department of Planning and Community Development, prior to the public meeting, or of the Design Review Board Chair at the beginning of a public meeting. The DRB may vary in special circumstances as deemed appropriate and necessary for expeditious processing of specific applications.

Public Participation

General Rules

The DRB strongly encourages public input. At Board meetings, public comments may be provided in the ways listed below. Those wishing to speak to the Board must follow the following rules:

- All comments must be provided from the podium.
- Speakers must state their full name and address.
- Comments should be brief.
- Repetition should be avoided. Unless new information is presented, a brief statement of support or disagreement with previous comments is preferred.
- All questions and comments should be directed to the DRB.

Requests from the Audience

A time is scheduled near the beginning of each Board meeting for the public to address the DRB *about any issue that is not on the agenda* at the same meeting.

Written Comments

The Design Review Board welcomes letters and other printed materials as a supplement to or in place of oral comments. The materials may be submitted to the Department of Planning and Community Development any time prior to a Board meeting, or directly to the Board at a meeting.

Public Meetings

The meetings provide formal opportunities for anyone to state their opinions or provide information to the Board. The Board's authority is limited to matters related to project design and does not include such issues as traffic. In order to ensure a fair and orderly opportunity for everyone to speak, the Board uses the following meeting procedures:

1. Staff gives presentation that describes the proposal, provides options and offers a recommendation (5 minutes).
2. Presentation by project proponent (limit to applicant, 10 minutes).
3. Clarifying questions from the DRB.
4. Any other person wanting to speak will be allowed to do so. The Chair may limit the length of presentations and will limit presentations that pertain to matters beyond the scope of the DRB's authority.
5. After presentations, comments, and questions, the DRB will close the public comment and presentation period and begin its deliberation. Further comment and presentation may occur if requested by the DRB if necessary to further their deliberation and reach a decision. Following deliberations, the DRB will typically provide time for the applicant to request clarification of DRB direction.