



CITY OF KIRKLAND  
PLANNING & BUILDING DEPARTMENT  
123 5<sup>th</sup> Avenue, Kirkland, WA 98033  
425.587.3600 ~ [www.kirklandwa.gov](http://www.kirklandwa.gov)

## HOUGHTON COMMUNITY COUNCIL

### AGENDA

February 26, 2018

7:00 p.m.

### COUNCIL CHAMBER

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

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

1. Call to Order and Roll Call
2. Announcement of Agenda
3. Reading and/or Approval of Minutes:
4. Council Member Reports and Comments
5. Work Program Review
6. Requests from the Audience – Limited to 5 minutes
7. Special Presentations
8. Unfinished Business/Final Action
  - A. Amendments to Temporary Signs and Permanent Off-Site Sign Regulations

ADDRESS: City Wide

PURPOSE: Review additional information and provide a final recommendation for City Council consideration

FILE NO.: CAM17-00419

STAFF CONTACT: Jon Regala, Planning Supervisor, 425-587-3255 or [jregala@kirklandwa.gov](mailto:jregala@kirklandwa.gov).

9. New Business

A. Neighborhood Plan Framework

ADDRESS: City Wide

PURPOSE: Review and comment on the draft Neighborhood Plan Framework

FILE NO.: PLN18-00024

STAFF CONTACT: Adam Weinstein, Deputy Planning Director, 425-587-3227 or [aweinstein@kirklandwa.gov](mailto:aweinstein@kirklandwa.gov).

10. Administrative Reports and Council Discussion

11. Adjournment

Note: If you would like more information on an item on this agenda, please call the Planning & Building 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.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425.587.3011 (TTY Relay: 711) or [titleviordinator@kirklandwa.gov](mailto:titleviordinator@kirklandwa.gov).

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.

## **HOUGHTON COMMUNITY COUNCIL PUBLIC PARTICIPATION IN MEETINGS**

The Houghton Community Council is a body of seven elected officials who have authority over land use matters within the boundaries of the former Town of Houghton. The Community Council reviews proposals to revise the Comprehensive Plan and Zoning Code and certain quasi-judicial development permits. The Planning and Building Department and other City departments provide staff support to the Community Council.

### **General**

The Community Council strongly encourages public input. At Community Council meetings, public comments may be provided as described below. Those wishing to speak to the Council are asked to observe the following rules:

- All comments must be provided from the podium.
- Speakers must state their full name and address.
- Comments should be brief and repetition should be avoided.

### **Requests from the Audience**

A time is scheduled near the beginning of each Community Council meeting for the public to address the Community Council about any issue that is not the subject of a hearing at the same meeting. Comments should generally be limited to 5 minutes in length.

### **Study Sessions**

The Community Council usually holds study sessions on Comprehensive Plan or Zoning Code amendments. These meetings provide an opportunity for the Commission to informally discuss the proposals and provide direction to staff. Time permitting, the Community Council may allow comments from the audience on the study topic.

### **Public Hearings on Plan or Code Amendments**

The Community Council may choose to hold a public hearing on Plan or Code amendments. The hearing provides a formal opportunity for anyone to state their opinions or provide information to the Community Council. In order to ensure a fair and orderly opportunity for everyone to speak the Council uses the following procedures:

- After the hearing is opened, the City staff will give a presentation that describes the proposal.
- If a private applicant initiated the proposal, he or she will be allowed to speak first.
- Any other person wanting to speak will be allowed to do so. Speakers will be asked to fill in a speaker sign in sheet, and state their name and address for the tape recording.
- After everyone has had a chance to speak, those wanting to offer a brief rebuttal of others' comments will be allowed to do so.
- Council members may ask questions of speakers during or after their comments.
- When the Council determines they have enough information, the hearing will be closed and the Council will prepare their recommendation to the Planning Commission.

### **Public Hearings on Quasi-Judicial Development Permits**

For quasi-judicial development permits, the Hearing Examiner conducts a Joint Public Hearing with the Community Council. The hearing procedures are the same as above except that anyone presenting oral testimony is required to take the oath of affirmation to present the truth. After the all testimony is taken and the hearing is closed, the Community Council opens a Special Meeting and prepares its recommendation to the Hearing Examiner.

### **Written and/or Oral Testimony**

The Community Council welcomes letters and other written testimony as a supplement to or in place of oral comments. The materials may be submitted to the Planning and Building Department prior to a Council meeting, or directly to the Council at a meeting. It is necessary to either submit written or oral testimony to receive a copy of the Hearing Examiner's decision or to challenge his/her recommendation to the City Council. Petitions are not considered testimony.