



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

**KIRKLAND PLANNING COMMISSION and
HOUGHTON COMMUNITY COUNCIL**

Joint Meeting

AGENDA

October 24, 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/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**

Planning Commission:

- A. July 28, 2016
- B. August 11, 2016
- C. August 25, 2016

- 4. Comments from the Audience - limited to 5 minutes**

5. Public Hearings

- A. Chapter 90 KZC Deliberation

45 Minutes

ADDRESS: City-wide

PURPOSE: Complete deliberation of joint hearing and make recommendation

ACTION: Houghton makes recommendation to the Planning Commission and to the City Council. Then the Planning Commission makes a recommendation to the City Council.

FILE NO.: CAM15-01832

STAFF CONTACT: Teresa Swan, Senior Planner, 425-587-3258 or tswan@kirklandwa.gov

Or Joan Liebermann-Brill, Senior Planner, 425-587-3254 or JLiebermanBrill@kirklandwa.gov

- B. 2016 Comprehensive Plan Amendment to Capital Facilities Element Capital Facility Project Tables and Text **10 Minutes**

ADDRESS: City-wide

PURPOSE: Hold Public Hearing

ACTION: Make recommendation to City Council

FILE NO.: CAM16-02078

STAFF CONTACT: Joan Lieberman-Brill, Senior Planner, 425-587-3254 or jbrill@kirklandwa.gov

- C. Zoning Code Amendments - Low Impact Development (LID) **30 Minutes**

ADDRESS: City-wide

PURPOSE: Hold Public Hearing

ACTION: Make recommendation to City Council

FILE NO.: CAM16-02154

STAFF CONTACT: Dorian Collins, Senior Planner, 425-587-3249 or dcollins@kirklandwa.gov or Stacey Rush, Senior Surface Water Engineer, 425-587-3854 or srush@kirklandwa.gov

6. Administrative Reports **10 Minutes**

A. Public Meeting Calendar

- October 27th Planning Commission Meeting is cancelled
- November 2 – Workshop on Houghton/Everest -6th Street Corridor Plan (**Note: Need PC members to attend**).
- November 28th – Joint Meeting of Planning Commission and HCC
- December 8 – Possible Planning Commission Meeting
- December Calendar (Possible joint PC/HCC meeting for either December 12th or December 15th)
- December 22 Planning Commission meeting cancelled
- December 26th HCC meeting cancelled.
- January 26th – Possible PC/HCC joint public hearing on Houghton/Everest Neighborhood Center Plan

B. City Council Actions

- Sign Regulations
- Marijuana Regulations

7. Comments from the Audience (Limited to 3 minutes)

8. 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 titlevicoordinator@kirklandwa.gov.

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KIRKLAND PLANNING COMMISSION

RULES OF PROCEDURE

The Planning Commission is a standing committee responsible for advising the City Council on city planning issues. The Commission reviews all proposals to revise the City's Comprehensive Plan and Zoning Code and makes a recommendation on the proposals to the City Council. There are seven Commission members, each appointed by the City Council to four-year terms. The Commission appoints a Chair and Vice Chair. The Department of Planning and Community Development and other City departments provide staff support to the Commission.

Public Participation

General Rules

The Planning Commission strongly encourages public input. At Commission meetings, public comments may be provided in the ways listed below. Those wishing to speak to the Commission 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. Each speaker will be limited to a three-minute presentation.
- Repetition should be avoided. Unless new information is presented, a brief statement of support or disagreement with previous comments is preferred.
- Questions should be directed to the Chair.
- Please respect each speaker and refrain from applause or verbal comments from the audience.

Requests from the Audience

A time is scheduled near the beginning of each Commission meeting for the public to address the Planning Commission about any issue that is not the subject of a hearing. The Chair may limit the comments to no more than three speakers on any one subject.

Study Meetings

Prior to holding a public hearing on a proposal, the Planning Commission usually holds several study meetings. These meetings provide an opportunity for the Commission to informally discuss the proposal and provide direction to the staff. Time permitting, the Commission allows brief comments from the audience on the study topic at both the beginning and end of each study session.

Public Hearings

Prior to preparing a recommendation to the City Council on any proposal, the Planning Commission holds a public hearing. The hearing provides a formal opportunity for anyone to state their opinions or provide information to the Commission. In order to ensure a fair and orderly opportunity for everyone to speak, the Commission uses the following hearing procedures:

1. After the hearing is opened, the City staff will give a presentation that describes the proposal, provides options and offers a recommendation.
2. If a private applicant initiated the proposal, he or she will be allowed to speak first.
3. Any other person wanting to speak will be allowed to do so. A speaker sign up list is usually available prior to the hearing. People will be called to speak in the order they signed the list. Comments are limited to three minutes unless otherwise authorized by the Chair.
4. After everyone has had a chance to speak, the Chair may allow follow-up comments, time permitting.
5. Commissioners may ask questions of speakers during or immediately after their comments, or later in the hearing during the deliberation.
6. After all speakers have been heard, the Planning Commission will close the public comment portion of the public hearing and begin its deliberation. After discussion and deliberation, the Commission shall make a recommendation to the City Council by motion and approval of a majority of those present. Once a motion for recommendation has been passed, the Chair shall declare the public hearing closed. Prior to closing the public hearing, the Commission may also continue the hearing to a date certain.

Printed Materials

The Planning Commission 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 Commission meeting, or directly to the Commission at a meeting. Written comments can be mailed to the Planning Department at 123 5th Avenue, Kirkland, WA 98033 or by e-mail to the project manager listed on the agenda. Information on the agenda topics can usually be found on the Planning Department's web page:

http://www.kirklandwa.gov/depart/planning/Planning_Commission.htm or by contacting the Department at 425-587-3600.