**CITY OF KIRKLAND**
**PLANNING & COMMUNITY DEVELOPMENT**
**123 5th Avenue, Kirkland, WA 98033 425.587.3225**
**www.ci.kirkland.wa.us**

# KIRKLAND PLANNING COMMISSION

A G E N D A

Council Chamber

7:00 PM

May 12, 2011

**This meeting packet is also available online at the City of Kirkland Planning Department web page at http://www.ci.kirkland.wa.us/depart/Planning/Planning_Commission.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/ROLL CALL**

2. **ANNOUNCEMENT OF AGENDA**

3. **REQUESTS FROM THE AUDIENCE** (Limited to 3 Minutes)

4. **PUBLIC HEARINGS**

   A. CENTRAL BUSINESS DISTRICT ZONING CODE AMENDMENTS, ALLOWED GROUND FLOOR USES, File No. ZON10-00027 **1 Hour**

   LOCATION: Areas with the CBD 1B, 2, 3, and 8 zones

   PURPOSE: Continue public hearing to take testimony on draft amendments.

   ACTION: Make Planning Commission recommendation to City Council.

   STAFF CONTACT: Jeremy McMahan, Planning Supervisor, 425-587-3229, or **jmcmahan@ci.kirkland.wa.us**

5. **NEW BUSINESS**

   A. Email for Boards and Commissions and Public Records

   B. Juanita Presentation

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

A. March 24, 2011 Planning Commission Regular Meeting at 7:00 pm

B. March 24, 2011 Planning Commission Joint Meeting with Houghton Community Council at 10:00 pm

7. **ADMINISTRATIVE REPORTS**

A. City Council Actions

B. Hearing Examiner Actions

C. Public Meeting Calendar Update

- City Council review and discussion on the South Kirkland Park and Ride – June 7, 2011
- Annexation Happenings
  - Open House at City Hall – June 1, 2011 (4:00 – 7:00 pm)
  - Juanita Beach Event – June 3, 2011 (6:00 pm)

8. **COMMENTS FROM THE AUDIENCE** (Limited to 3 Minutes)

9. **ELECTION OF CHAIR AND VICE CHAIR**

10. **ADJOURNMENT**

Note: If you would like more information on an item on this agenda, please call the Planning Department at 425.587.3225. **Please refer to the file number and the planner listed for that item.**

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.

# 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 <u>about any issue that is not the subject of a hearing</u> at the same meeting. 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.ci.kirkland.wa.us/depart/Planning.htm or by contacting the Department at 425-587-3225.