CITY OF KIRKLAND
PLANNING & COMMUNITY DEVELOPMENT
123 5th Avenue, Kirkland, WA 98033
425.587.3225 - www.kirklandwa.gov

KIRKLAND PLANNING COMMISSION

AGENDA
Council Chamber
October 8, 2015
7:00 PM

This meeting packet is also available online at the City of Kirkland Planning Department web page at http://www.kirklandwa.gov/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. **COMMENTS FROM THE AUDIENCE** (Limited to 3 Minutes)
4. **STUDY SESSION**

   A. Finn Hill Neighborhood Plan Briefing, File No. **1 Hour**

   ADDRESS: N/A

   PURPOSE: Briefing on neighborhood plan process

   ACTION: Discuss and provide direction to staff on process

   STAFF CONTACT: Janice Coogan, Senior Planner, 425-587-3257 or jcoogan@kirklandwa.gov

5. **READING AND/OR APPROVAL OF MINUTES**: None
6. **ADMINISTRATIVE REPORTS AND PLANNING COMMISSION DISCUSSION**

   A. City Council Actions

   B. Hearing Examiner Actions

   C. Public Meeting Calendar Update

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 Department at 425.587.3225. **Please refer to the file number and planner listed for that item.**

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

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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 <u>about any issue that is not the subject of a hearing</u>. 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 425-587-3225.