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

DESIGN REVIEW BOARD

A G E N D A

MAY 18, 2015

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. March 2, 2015

   B. March 16, 2015

   C. April 6, 2015

3. **ANNOUNCEMENT OF AGENDA**

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

5. **CONCEPTUAL DESIGN CONFERENCES**

   A. Parkplace Mixed Use Development Conceptual Design Conference, File No. DRV15-00787

   ADDRESS: 457 Central Way

   PURPOSE: Review concept design for Kirkland Parkplace Mixed Use Development.

   ACTION: Give applicant direction guidelines which apply to proposed development and what other application materials are needed for Design Response Conference.

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

   STAFF PRESENTATION: 15 MINUTES

   APPLICATION PRESENTATION: 45 MINUTES

   TOTAL TIME: 3 HOURS

6. **ADMINISTRATIVE REPORTS AND DRB DISCUSSION**

7. **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.

Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

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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.