



**CITY OF KIRKLAND**  
**Planning and Community Development Department**  
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**MEMORANDUM**

**To:** Houghton Community Council

**From:** Nancy Cox, AICP, Development Review Manager  
Tony Leavitt, Associate Planner

**Date:** January 13, 2011

**Subject:** INTERNATIONAL COMMUNITY SCHOOL/ COMMUNITY ELEMENTARY  
SCHOOL PERMIT UPDATE

At the last Houghton Community Council Meeting, a request was made for an update on the status of the International Community School/ Community Elementary School Project. As of today, the Planning Department has not received a Pre-Submittal Conference application. The Lake Washington School District has informed us that they intend to submit the Pre-Submittal Conference application within the next week or so. Once the application is received, the meeting will take place approximately two weeks later.