



## **CITY OF KIRKLAND**

**Planning and Community Development Department**

123 Fifth Avenue, Kirkland, WA 98033 425.587.3225

[www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us)

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### **MEMORANDUM**

**Date:** December 3, 2010

**To:** Houghton Community Council & Planning Commission

**From:** Paul Stewart, Deputy Planning Director

**Subject:** December 13, 2010 Special Meetings

On December 13, 2010 we have scheduled three special meetings. Each meeting will have a separate agenda and packet. All meetings will be held in the Peter Kirk Room. Here is the sequence of the meetings

<b>6:30 – 7:00 pm</b>	<b>Planning Commission</b>	<b>Retreat Topics</b>
<b>7:00 – 8:30 pm</b>	<b>Joint Meeting of Houghton Community Council &amp; Planning Commission</b>	<b>South Kirkland P&amp;R</b>
<b>8:30 – 9:30 pm</b>	<b>Houghton Community Council</b>	<b>Lakeview Neighborhood Plan</b>

For the joint meeting we are suggesting that Rick Whitney, chair of the HCC be the chair for that meeting.