

## DESIGN REVIEW PROCESS

### DESIGN REVIEW BOARD REVIEW

The Design Board Review process is a three step process:

- Pre-design Conference. A pre-design conference with staff and the applicant is held (typically combined with the inter-department pre-submittal meeting) to discuss the relevant design guidelines that apply to the development proposal in a particular district.
- Conceptual Design Conference. After a D.B.R. application is submitted to the Planning and Community Development Department, the project planner schedules (within 30 days upon submittal of a complete application) a Conceptual Design Conference with the D.R.B. to discuss the site context and project objectives prior to more detailed project design work.
- Design Response Conference. Once the applicant has designed the project in more detail in response to the D.R.B. comments, a Design Response Conference application with required materials and fees is submitted. A Design Response Conference is scheduled by the project planner (within 60 days upon submittal of a complete application). Often this step requires more than one meeting with the Design Review Board before final approval is granted. See Design Board Review application form or Chapter 142.35, KZC for more information.

### ADMINISTRATIVE DESIGN REVIEW

For Administrative Design Review, the Planning Official will review the applicant's proposal to determine the level of compliance that will be necessary and make a final decision concurrently with review of a building permit or other zoning

permit application. A pre-design conference is encouraged prior to submitting an application and may be combined with an interdepartmental pre-submittal meeting when appropriate.

As part of any application for a development permit requiring A.D.R., the applicant must show compliance with the design regulations in Chapter 92, KZC or design guidelines when applicable by submitting an A.D.R. supplemental worksheet. For additions or remodels to existing buildings the applicant must show compliance to the design regulations to the extent feasible depending on the scope of the project. For information regarding the ADR review process see Chapter 142.25, KZC.

For more information regarding Kirkland's Design Guidelines for each design review district, Zoning Code and the Comprehensive Plan go to <http://www.kirklandwa.gov/depart/planning.htm>. Land use application forms are available at [www.kirklandwa.gov/depart/planning/Applications\\_and\\_Forms.htm](http://www.kirklandwa.gov/depart/planning/Applications_and_Forms.htm).



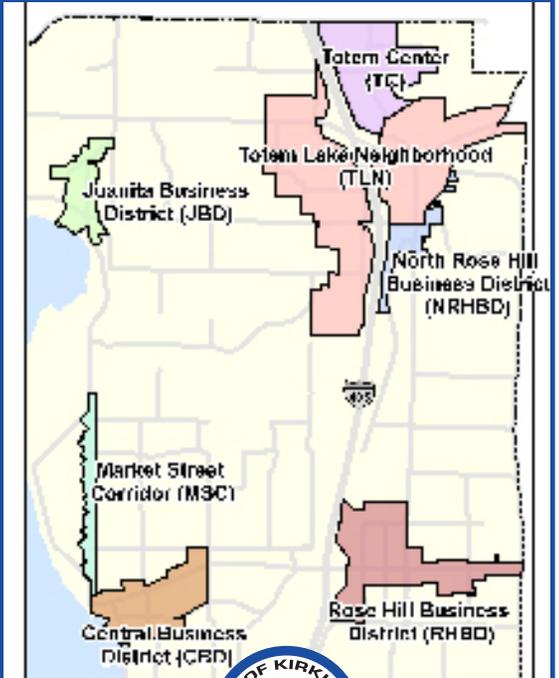
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## CITY OF KIRKLAND DEVELOPMENT SERVICES

# DESIGN REVIEW PROCESS IN KIRKLAND

This brochure describes the architectural design review process for evaluating development projects in Kirkland.

### DESIGN REVIEW DISTRICTS



## DESIGN REVIEW IN KIRKLAND

Eight zoning districts are subject to design review:

- Central Business District (CBD)
- Juanita Business District (JBD)
- North Rose Hill Business District (NRHBD)
- Rose Hill Business District (RHBD)
- Totem Lake Neighborhood (TLN) and Totem Center (TC)
- Market Street Corridor (MSC)
- Neighborhood Business zones (BN/BNA)
- Yarrow Bay Business District (YBD)

If a development proposal is located within one of the above districts, architectural design review may be required. To determine if the proposal will be reviewed by the Design Review Board or by the Planning Official see the design review threshold criteria below, and the Use Zone Charts in the zoning district. Even if the proposal is exempt from design review, compliance with the design regulations related to prohibited materials is required (see prohibited materials section below).

Design regulations are contained in Chapter 92 of the Kirkland Zoning Code. Other chapters contain additional development standards applicable to a development proposal. For example, refer to Chapter 105 for parking and pedestrian access requirements, Chapter 95 for landscaping or Chapter 110 for sidewalk standards unique to a particular design district. Refer to the Design Guidelines for each design district to review the overall urban design policies for each area (adopted by reference in the Kirkland Municipal Code).

## DETERMINING WHICH REVIEW PROCESS IS REQUIRED

Design Review is either reviewed by staff through the Administrative Design Review (A.D.R.) process or by the Design Review Board through the D.B.R. process. Zoning Code Chapter 142 describes the two review processes:

### I DESIGN BOARD REVIEW

The following development activities will be reviewed by the Design Review Board (D.R.B.) pursuant to Chapter 142.35, unless otherwise noted in Chapter 142 or Use Zone Charts:

1. New buildings greater than one story in height or greater than 10,000 square feet of gross floor area.
2. Additions to existing buildings where:
  - a. The new gross floor area is greater than 10% of the existing building's gross floor area; and
  - b. The addition is greater than 2,000 square feet of gross floor area; and
  - c. Either:
    - 1) The existing building and addition total more than 10,000 square feet of gross floor area; or
    - 2) The addition adds another story.
3. Renovations to existing facades, where the building is identified by the City as an historic structure.

### II ADMINISTRATIVE DESIGN REVIEW

All other development activities will be reviewed by staff through the Administrative Design Review

process pursuant to Chapter 142.25. A.D.R. is conducted concurrently with a building permit application or with another zoning permit application. For larger projects, early A.D.R. prior to building permit application may be requested.

### EXEMPTIONS FROM DESIGN REVIEW

The following development activities are exempt from design review and compliance with the design regulations of Chapter 92, KZC:

- Any activity which does not require a building permit; or
- Interior work that does not alter the exterior of the structure; or
- Normal building maintenance including the repair or maintenance of structural members; or
- Any development listed as exempt in the applicable Use Zone Chart.

### PROHIBITED BUILDING MATERIALS IN DESIGN DISTRICTS

The following building materials or signs are prohibited in Design Districts including use on projects that are exempt from Design Review:

- Mirrored glass
- Corrugated fiberglass
- Chain link fences
- Translucent awnings
- Cabinet signs (CBD, JBD, MSC only; see Chapter 100, KZC)