



CITY OF KIRKLAND
PLANNING & COMMUNITY DEVELOPMENT
123 5th Avenue, Kirkland, WA 98033 425.587.3225
www.ci.kirkland.wa.us

HOW TO PARTICIPATE IN A PUBLIC MEETING

Follow these simple steps:

1. In the Public Notice (either posted on the large white sign erected on the subject property, posted on the bulletin board at City hall, or the publishing notice in the Seattle Times) make a note of date of the public meeting.
2. You may participate in the public meeting in either or both of the following ways:
 - Submitting written comments to the Design Review Board either by:
 - a. Delivering these comments to the Kirkland Planning Department, 123 5th Avenue, Kirkland 98033, by the date of the public meeting; or
 - b. Give your written comments directly to the Design Review Board at the public meeting.

The Planning Department encourages you to submit any written comments at least 8 days before the public meeting date so they will be able to receive and read the comments prior to the meeting.

 - Appear in person, or through a representative, at the public meeting and giving oral comments directly to the Design Review Board.
3. Please note that the Design Review Board's authority is limited to matters related to project design and does not include such issues as traffic or private views.

To find out more:

1. Contact the City staff planner whose name and telephone number appears on the public notice and/or;
2. Come to the Kirkland Planning Department between 8:00 a.m. and 5:00 p.m. and request to see the project file (the project file number is noted in the public notice). The file will contain proposed site plans and building elevations (if applicable) and other information.

Should you have additional questions, please contact the Planning Department: (425) 587-3225.