



**CITY OF KIRKLAND  
PLANNING & BUILDING DEPARTMENT  
123 5<sup>th</sup> Avenue, Kirkland, WA 98033  
425.587.3600 ~ [www.kirklandwa.gov](http://www.kirklandwa.gov)**

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**KIRKLAND HEARING EXAMINER  
JOINT HEARING WITH HOUGHTON COMMUNITY COUNCIL**

**AGENDA  
COUNCIL CHAMBER  
JUNE 11, 2019  
7:00 PM**

This meeting packet is also available online at the City of Kirkland Planning Department web page at [http://www.kirklandwa.gov/depart/Planning/Hearing\\_Examiner\\_Meeting\\_Information.htm](http://www.kirklandwa.gov/depart/Planning/Hearing_Examiner_Meeting_Information.htm)

1. **CALL TO ORDER AND ROLL CALL**
2. **ANNOUNCEMENT OF AGENDA**
3. **PUBLIC HEARING**

A. Northwest University Master Plan

ADDRESS: 5520 108<sup>th</sup> Avenue NE

PURPOSE: Master Plan Zoning Permit

FILE NO.: ZON16-02063

STAFF CONTACT: Tony Leavitt, Senior Planner, 425-587-3253 or

[tleavitt@kirklandwa.gov](mailto:tleavitt@kirklandwa.gov)

4. **ADJOURNMENT**

Note: If you would like more information on an item on this agenda, please call the Planning & Building Department at 425.587.3600. Please refer to the file number and the planner listed for that item.

**Alternate Formats:** People with disabilities may request materials in alternate formats.

**Title VI:** Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425.587.3011 (TTY Relay: 711) or [titlevicoordinator@kirklandwa.gov](mailto:titlevicoordinator@kirklandwa.gov).

The City of Kirkland strives to accommodate people with disabilities. Please contact the City Clerk's Office at 425.587.3190, or for TTY Services call 425.587.3111 (by noon the work day prior to the meeting) if we can be of assistance. If you should experience difficulty hearing the proceedings, please bring this to the attention of the Chairperson by raising your hand.



## CITY OF KIRKLAND

123 FIFTH AVENUE · KIRKLAND, WASHINGTON 98033-6189 · (425) 587 – 3600

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### **Rules of Procedure for Applications Before the City of Kirkland Hearing Examiner**

1. Authority  
Kirkland Municipal Code (Code) Section 3.34.050 requires that the Hearing Examiner adopt rules of procedure to govern hearings conducted by the Hearing Examiner pursuant to the Code.
2. Applicability  
Unless otherwise provided by Code, these Rules apply to all matters for which the Code requires the Hearing Examiner to hold a public hearing on an application. (Appeals to the Hearing Examiner from City decisions are covered by a different set of rules.) These Rules do not include all ordinance or Code requirements. Parties are responsible for familiarizing themselves with those requirements.
3. Nature of the Hearing  
Applications are considered by the Hearing Examiner at a public hearing held for the purpose of gathering evidence from which the Hearing Examiner will prepare a decision, or a recommendation to the City Council, on an application.
4. Presiding Official  
The Hearing Examiner conducting the hearing has the duty to ensure a fair and impartial hearing, to take all necessary action to avoid delay in the proceedings, to gather facts necessary for making the decision or recommendation, and to regulate the course of the hearing and the conduct of the parties and others so as to maintain order.
5. Public Participation  
Unless otherwise provided by Code, any person may participate in the hearing by submitting written testimony to the Department processing the application, or by appearing at the hearing, in person or through a representative, and providing oral testimony.
6. Burden of Proof  
Under the Kirkland Zoning Code, the applicant has the burden of demonstrating that the applicant is entitled to the requested decision.
7. Expected Conduct
  - A. Persons appearing before the Hearing Examiner shall conduct themselves with civility and courtesy to everyone involved in the hearing.
  - B. No one shall communicate with the Hearing Examiner outside the hearing in an attempt to discuss the merits of, or influence the decision or recommendation on, an application.
8. Site Inspection  
The Hearing Examiner will inspect the property that is the subject of an application prior to the close of the record. Failure to conduct a site inspection shall not affect the validity of the Hearing Examiner's decision.

9. Testimony and Written Materials at Hearing  
A. All witnesses testifying at hearing must take an oath or affirmation to be truthful in their testimony.  
B. Testimony and written materials offered at the hearing should be relevant, reliable and non-repetitious.  
C. The Hearing Examiner may impose reasonable limits on the number of witnesses testifying at the hearing, and the nature and length of the testimony. However, written testimony and other written materials may also be submitted.
10. Continuing the Hearing  
If the Hearing Examiner determines at hearing that there is good cause to continue the hearing, and then and there specifies the date, time and place of the continued hearing, no further notice of the hearing is required.
11. Hearing Format  
The order of presentation at hearings on applications is generally as follows:  
A. Examiner's introductory remarks;  
B. Report and recommendation by the Department  
C. Testimony from the Applicant;  
D. Testimony and/or questions from members of the public;  
E. Opportunity for presentation of additional information from the Department and Applicant;  
The opportunity for cross-examination of witnesses may be provided at the discretion of the Hearing Examiner. The Hearing Examiner may also modify the order of hearing to promote the clear and fair presentation of evidence.
12. Leaving the Record Open  
  
At the conclusion of the hearing, the Hearing Examiner may close the hearing, but leave the record open to receive additional written materials or for other good purpose.
13. Hearing Examiner Decision  
A. Issuance. The Hearing Examiner shall issue a written decision or recommendation on the application within the time required by the applicable Code provision.  
B. Contents. A decision of the Hearing Examiner on an application shall include, but not be limited to, a statement regarding the following:  
1. Background. The nature and background of the proceedings.  
2. Findings. The individual facts that the Hearing Examiner finds relevant, credible, and requisite to the decision, based on the evidence presented at hearing and matters officially noticed.  
3. Conclusions. Legal and factual conclusions based upon specific legal criteria and the findings of fact.  
4. Recommendation or Decision. The Hearing Examiner's recommendation or decision, as applicable, on whether the application should be granted, modified, or denied, and any conditions or restrictions that are recommended or imposed.  
5. Information regarding any subsequent procedural steps for appealing the Hearing Examiner's decision or challenging the Hearing Examiner's recommendation.
14. Notice of Decision  
The Hearing Examiner's decision shall be provided to the parties in accordance with the requirements of the Code.

*(Adopted June 6, 2007 pursuant to KMC 3.34.050)*

## **HOUGHTON COMMUNITY COUNCIL PUBLIC PARTICIPATION IN MEETINGS**

The Houghton Community Council is a body of seven elected officials who have authority over land use matters within the boundaries of the former Town of Houghton. The Community Council reviews proposals to revise the Comprehensive Plan and Zoning Code and certain quasi-judicial development permits. The Planning and Building Department and other City departments provide staff support to the Community Council.

### **General**

The Community Council strongly encourages public input. At Community Council meetings, public comments may be provided as described below. Those wishing to speak to the Council are asked to observe the following rules:

- All comments must be provided from the podium.
- Speakers must state their full name and address.
- Comments should be brief and repetition should be avoided.

### **Requests from the Audience**

A time is scheduled near the beginning of each Community Council meeting for the public to address the Community Council about any issue that is not the subject of a hearing at the same meeting. Comments should generally be limited to 5 minutes in length.

### **Study Sessions**

The Community Council usually holds study sessions on Comprehensive Plan or Zoning Code amendments. These meetings provide an opportunity for the Commission to informally discuss the proposals and provide direction to staff. Time permitting, the Community Council may allow comments from the audience on the study topic.

### **Public Hearings on Plan or Code Amendments**

The Community Council may choose to hold a public hearing on Plan or Code amendments. The hearing provides a formal opportunity for anyone to state their opinions or provide information to the Community Council. In order to ensure a fair and orderly opportunity for everyone to speak the Council uses the following procedures:

- After the hearing is opened, the City staff will give a presentation that describes the proposal.
- If a private applicant initiated the proposal, he or she will be allowed to speak first.
- Any other person wanting to speak will be allowed to do so. Speakers will be asked to fill in a speaker sign in sheet, and state their name and address for the tape recording.
- After everyone has had a chance to speak, those wanting to offer a brief rebuttal of others' comments will be allowed to do so.
- Council members may ask questions of speakers during or after their comments.
- When the Council determines they have enough information, the hearing will be closed and the Council will prepare their recommendation to the Planning Commission.

### **Public Hearings on Quasi-Judicial Development Permits**

For quasi-judicial development permits, the Hearing Examiner conducts a Joint Public Hearing with the Community Council. The hearing procedures are the same as above except that anyone presenting oral testimony is required to take the oath of affirmation to present the truth. After the all testimony is taken and the hearing is closed, the Community Council opens a Special Meeting and prepares its recommendation to the Hearing Examiner.

### **Written and/or Oral Testimony**

The Community Council welcomes letters and other written testimony as a supplement to or in place of oral comments. The materials may be submitted to the Planning and Building Department prior to a Council meeting, or directly to the Council at a meeting. It is necessary to either submit written or oral testimony to receive a copy of the Hearing Examiner's decision or to challenge his/her recommendation to the City Council. Petitions are not considered testimony.