Application Instructions

Application Type: Land Use
Project Type: Any Project Type
Activity Type: Project or Site Plan Approval
Scope of Work: Conceptual Design Conference

Based on your selections, the following information and requirements apply to your application.

Submittal Info

In addition to uploading any required documents, please provide all items that are applicable to the scope of your project, as outlined on the application checklist found here.

ADDITIONAL INFORMATION REGARDING THE DESIGN BOARD REVIEW PROCESS
The City of Kirkland's Design Review Board (DRB) wants to help applicants to be successful in finding the best possible design solutions for the project and the community. To assist in achieving that goal, Kirkland's process establishes three steps. These steps are intended to follow the applicant's design development process by providing appropriate feedback at the proper time.

Step 1: Pre-Design Conference. This is a required coordination meeting with staff and can be scheduled by using the City's pre-submittal conference application.

Step 2: Conceptual Design Conference (CDC). This is a preliminary meeting with the DRB to review the site context and project objectives prior to detailed project design work. The meeting will be scheduled by the project planner following receipt of an application with required materials and fees.

Step 3: Design Response Conference (DRC). This is the formal design review meeting(s) with the DRB and includes public notice and public comment. The meeting will be scheduled following receipt of an application with required materials and fees. The complete application must be submitted within six months following the CDC or a new CDC will be required.

Below is more detailed information on each of the steps listed above.

Step 1: Pre-Design Conference
Applicants should approach the Department of Planning and Community Development as early as possible in their process of property acquisition or project planning. At the Pre-Design Conference, a planner will be assigned to your project and will assist you with scheduling and preparing for a Conceptual Design Conference with the DRB at the earliest possible date. Where appropriate, the project planner will coordinate the Pre-Design Conference with other Development Services staff to provide insight on other key development issues.

Step 2: Conceptual Design Conference
At the Conceptual Design Conference (CDC), the applicant should discuss the opportunities and constraints of the project site and vicinity, together with the conceptual development program (including one or more conceptual site plan(s) and massing diagrams). the DRB will identify high priority guidelines and regulations for the proposed project and what materials will be required for the design review application. Following the CDC, staff will send out a written summary of DRB direction. Applicants are encouraged to discuss their design development in response to the CDC with the project planner before making the formal Design Response Conference application.

Some tips to help you at the Conceptual Design stage:

- Applicants should not submit a specific design for the CDC. The DRB will not conduct design review at this meeting and applicants will likely be frustrated if conceptual direction differs from their investment in a specific project design. More importantly, because public notice of the application has not been given, the DRB will not be prepared to provide specific design direction prior to hearing from the community.
- Illustrate your thought process to the DRB through alternative (minimum of three) massing and siting concepts - what options have been considered, why do those options work or not work. If a preferred scheme is presented, explain why it is preferred.
- The project planner can provide successful examples of previous submittals.
- Please limit your presentation to approximately 10 minutes.
- Following the project presentations, the DRB will ask clarifying questions of staff and the applicant then deliberate amongst themselves to arrive at recommendations.
- If direction from the DRB is unclear to you, ask questions of the DRB to ensure that there is a mutual understanding of expectations.
- Prepare your DRB presentation either in a PowerPoint show or on presentation boards. Your project planner can assist you in presenting on the City's computer and projector or you can bring your own equipment. For presentation boards, graphics should be large and clear from a distance.
- Include a presentation of the vicinity and site, starting with your observations on the bigger-scale streetscape, architectural and urban design context, as well as the opportunities and constraints of the site itself. Continue with your development objectives, and follow with a description of your siting and design concept(s). You may also want to share alternative concepts.

Step 3: Design Response Conference
The presentation and materials for the Design Response Conference (DRC) should indicate how project design responds to each design guideline priories the DRB established at the first meeting.

Some tips to help you at the Design Response stage:

- Be sure that your application is submitted within six months following the CDC or a new CDC will be required.
- Review the application checklist with the project planner to ensure that all required materials are submitted. These materials will be sent to the DRB members in advance.
- Illustrate the design process to the DRB and explain how it has evolved from the basic organizational schemes and siting/massing concepts since the CDC.
- Make sure to include a concise description of any proposed design departures or minor variations. it is imperative that the DRB understand the exact nature and extent of the development standards you are requesting. You have the burden of proof to indicate how your request meets applicable criteria.
- Please limit your presentation to approximately 10 minutes.
- Following the project presentations, the DRB will ask clarifying questions of staff and the applicant then deliberate amongst themselves to arrive at recommendations.
- Anticipate at least two meetings to achieve project approval and use that span to refine the project in accordance with DRB direction. Expect the first meeting to focus primarily on building massing and general site planning issues. Discuss with your planner limiting the submittal materials to those appropriate to assist with that initial review. Expecting approval at the first meeting will likely

limiting the submittal materials to those appropriate to assist with that initial review. Expecting approval at the first meeting will likely be frustrating given the range of materials and public comment that must be discussed and decided at this stage.
- If direction from the DRB is unclear to you, please ask questions of the DRB to ensure that there is mutual understanding of expectations.
- Prepare your presentation either in a PowerPoint show or on presentation boards.
- During your presentation, remember that neighbors or other members of the public will be in attendance and commenting on the design. Your presentation and materials should help educate lay people about the design solutions and how the project fits into its context.

Required Documents

- Plan Set

Please review the Requirements for Electronic Plans prior to uploading documents.

Required Supplementals

- Additional Contact Information
- Right to Enter Property/Hold Harmless Agreement

View Supplementals

General Process Info

Disclaimers
Design Review (DR) was authorized by the City Council to promote overall coherence of the community's visual and historic character. The DR process is structured to allow the City and the applicant to work closely and cooperatively to balance this goal with the desired diversity of project architecture.

This permit application packet is designed to obtain all the information necessary to allow the City to make a well informed decision on your application. The attached application checklist identifies the materials you must submit to complete your application. All application materials are public information.

You must schedule a pre-design conference with a planner from the Department of Planning and Community Development well in advance of submitting your application for Design Review to discuss your proposal and obtain guidance on the information you must submit. Call (425) 587-3225 to schedule an appointment.

Your application will be evaluated on the basis of the information you provide, the City's Design Guidelines, Design Regulations, the criteria listed in the pertinent sections of the Zoning Code, other City regulatory ordinances, and inspection of the property. City documents such as the Zoning Code and design guidelines can be found on-line at http://www.kirklandwa.gov/.under the Government tab.

NOTE: Information provided by the Department of Planning and Community Development represents a preliminary, qualified assessment that is based on the information provided by the applicant/contact person. More detailed technical review of a specific development permit application may disclose additional substantive or procedural requirements.

City of Kirkland Planning Department Contact Information:
Address: 123 5th Ave, Kirkland, WA 98033 (City Hall)
Phone: 425.587.3225
Fax: 425.587.3232
Website: http://www.kirklandwa.gov/depart/planning.htm
General Inquiries Email: planninginfo@kirklandwa.gov
Hours: Monday-Friday 8:00am-5:00pm*
**Planning and Building Department counters are closed on Wednesday from 8:00am-10:30am*