

*Central Houghton Neighborhood Association (CHNA)  
Special Meeting – Meeting Notes  
Tuesday April 9, 2019, 7:00 PM  
Fire Station 22 - 6602 108th Avenue NE*

**1. Introductions/ Comments from the Audience**

Lisa McConnell opened the meeting and noted that, in the interest of keeping on schedule, we would go right to the presentation and discussion on the Northwest University Master Plan. She introduced John Jordan, CFO of Northwest University and Eric Drivdahl, Architect and Project Lead Consultant for the Master Plan, who made the presentation on Master Plan.

**2. Northwest University Master Plan**

**a. City Review Process and Schedule**

Before the Northwest University Team started their presentation, we reviewed the schedule for the upcoming Master Plan Hearing and appeal of the City's State Environmental Policy Act (SEPA) Mitigated Determination of Non-Significance (MDNS). The hearing schedule was included on the **back** page of the April 8 meeting agenda. The upcoming hearing dates are as follows:

- City Staff Report including staff recommendations – Should be available **April 30**
- **Tuesday May 14 @ 9:00 AM** SEPA Appeal Hearing (City Council Chambers)
- **Tuesday May 14 @ 7:00 PM** Master Plan Review Joint Hearing Examiner/Houghton Community Council (HE/HCC) public hearing (City Council Chambers)
- **Tuesday June 11 @ 9:00 AM** SEPA Appeal Hearing continued, if needed. (City Council Chambers)
- **Tuesday June 11 @ 7:00 PM** Master Plan Review Joint HE/HCC public hearing continued, if needed. (City Council Chambers) **(Note: this date is for a potential continuation of the Master Plan Hearing still being confirmed with the Houghton Community Council)**

The hearing on the SEPA Appeal will not involve the Houghton Community Council (HCC). The SEPA Hearing is open to the public; however, the public cannot testify unless they are an identified witness.

**b. Presentation by Northwest University**

John Jordan, CFO of Northwest University, thanked CHNA for allowing the University to present again to the group. Their last presentation to CHNA was in November 2017. He noted that not much has changed in the Master Plan since November 2017 and that the University has been waiting for the City to complete their review and then set the hearing dates for the Master Plan.

**The slide deck for the University's presentation is attached. It also is included on the CHNA website (<http://www.houghtonlives.com/>) as part of the meeting notes.**

John went over why the University was developing this update of the University's Master Plan. This includes a need to update facilities, making sure that the University is something that the Kirkland and Houghton communities can be proud of, and also their desire to share the assets of the University with the neighbors.

John also reviewed the history of the Master Plan process, which started in Fall 2014 and is now scheduled for hearings next month. This is on page three of the presentation package.

Eric Drivdahl, project lead consultant, then briefly went over key elements of the Master Plan. A more comprehensive description of the Master Plan Elements can be found in the Revised Project Narrative on the City's Northwest University Master Plan web page. It can be accessed via the following link: <https://www.kirklandwa.gov/Assets/Planning/Planning+PDFs/Revised+Project+Narrative.pdf>

**A summary of the project elements can be found starting on page 20 of the Project narrative.** These include:

- A new Welcome Center, including a banquet room
- A new 6-story residence hall for its students
- The replacement and expansion of the Pavilion /Gymnasium
- A new proposed shared use tennis center with Northwest High Performance Tennis (NWHPT)
- A three-phase replacement of the Ness Academic Center with classrooms, faculty offices, and other related facilities

- Additions to the chapel
- Updating the existing athletic fields to include artificial turf (2 fields), a field house including storage for field items, restrooms, and viewing seating. A net also is proposed to be installed on the north edge of the fields to help reduce the impact of errant balls on the neighbors to the north of the fields.
- Daylighting a portion of College Creek that is on campus
- Providing enhanced buffers near the tennis center, including rain gardens and a 50 foot buffer (compared to 30 feet)

Eric also went over the traffic mitigation identified by the City as part of the SEPA review for the project. These are listed on page 5 of the slide deck which is attached. The SEPA mitigation also can be found on the City's project web site. The following link includes a summary of the mitigation.

<https://www.kirklandwa.gov/Assets/Planning/Planning+PDFs/Planning+Work+Program/Northwest+University+Master+Plan+MDNS+-+SEP16-02066.pdf>

This link provides more background on the City's analyses and background documents for defining the proposed mitigation.

<https://www.kirklandwa.gov/Assets/Planning/Planning+PDFs/Planning+Work+Program/Northwest+University+Master+Plan+Memo+with+Attachments.pdf>

John Jordan wrapped up the presentation by summarizing next steps, including the May 14 hearing date and follow on review by the City Council and a decision by the Houghton Community Council. He noted that following the final approval, staff would need time to develop the final regulations. That would result in final adoption and potential start of implementation around the end of 2019 or early 2020.

John again noted that materials on the project are available on the City's and Northwest University web site and encouraged people to review them. He also provided contact information for These are:

**Northwest University's Project Web Page:**

<https://www.northwestu.edu/master-plan/>

**City of Kirkland Project Web Page:**

[https://www.kirklandwa.gov/depart/planning/Development\\_Info/projects/Northwest\\_University\\_Master\\_Plan\\_Zoning\\_Permit.htm](https://www.kirklandwa.gov/depart/planning/Development_Info/projects/Northwest_University_Master_Plan_Zoning_Permit.htm)

**John also provided the address and information for people to send comments on the project:**

Tony Leavitt, Senior Planner  
City of Kirkland  
123 5<sup>th</sup> Avenue  
Kirkland, WA 98033  
[tleavitt@kirklandwa.gov](mailto:tleavitt@kirklandwa.gov)  
Permit number: ZON16-02063

**c. Questions and Answers**

John and Eric took a range of questions from the audience. The questions focused on the tennis center, height of the new residence hall, use of and lighting of the athletic fields, impacts and mitigation of cut-through traffic, traffic access to the sports fields, student parking in the neighborhood, and a few other topics.

John and Eric noted that a lot of these questions are addressed in the project narrative. The primary page numbers for some of those sections are included in the below summaries of responses. Questions are in italics, comments/responses from NU are in regular text.

<https://www.kirklandwa.gov/Assets/Planning/Planning+PDFs/Revised+Project+Narrative.pdf>

**Tennis Center (Narrative pages 26-32, 45, 91, 104-106, 119, 121)**

- *Why is a Tennis Center proposed? The University has been a good neighbor, why is this so important?* The University's President believes that sports, including tennis, are a valuable part of an education and help build people.

**See pages 104-106 of the Narrative.**

- *Does the University have a tennis team? Do other colleges in your conference have tennis teams?* Some of the schools in the league have tennis, but not many teams in the northwest have them.

- The tennis center would be funded by NWHPT; NU would not be fund raising for the tennis center. University would own the building.

- NU and NWHPT have developed a Draft Memorandum of Understanding on allocating use of the center – **page 121 of Narrative.**

- Hours of operation 6:00am to midnight

- Public access would be part of the agreement between NU/NWHPT but is not specifically defined
- An indoor walking/running track would be included in the facility and would be open to the community
- *Who in the community could use the facility?* Specific definition of who in the community (e.g. Houghton residents or all of Kirkland, etc.) would be allowed to use the track and tennis center during public hours is not yet defined
- *What about tennis competitions and tournaments and spectators?* That will need to be worked out as part of the final use agreement
- *Where is parking for tennis center?* Parking for the tennis center will be available in the building's garage and other garages and lots near the facility. A parking management plan is also required.
- *What is building height? How many stories?* A 40 foot height is proposed for the tennis center building. The original proposal was for a 50-foot height. It would be a one story facility with peaked roof and other treatments, which would reduce the perceived height. The 40-foot height is approximately the height of a three story office building.
- *NWHPT is a for profit operation, correct? And they currently operate in a commercial area.* Yes

#### **New Residence Dorm Building (see pages 35 and 43 of Narrative)**

- You noted that the dorm is proposed as 6 stories, correct? That would be the tallest building in the area.* – Yes, 6-story residence hall

#### **Sports Fields and Lighting of the Athletic Fields (pages 36, 40-42, 64, 74, 93, 107-108, 115, 119)**

- *The proposed 80-foot high lights for the field, how far can they be seen? You can see the lights at Magnuson park fields across the lake.* The lights that are proposed are LED that the light beam can be better controlled for off-site glare. Lights go off at 9:30 pm.
- *Where is parking for the sports fields?* Barton building lot, chapel lot and other on-campus parking areas. A Parking Management Plan is required by the City.
- Until the fields can be replaced, NU would not install the field lights.
- *What are the hours for the field use? What is allowed for use for non-University athletics?* 8:00 am to 9:30pm (lights go off at 9:30 pm). Post Meeting Clarification: outside community use will be limited to no more than 8 hours per day. Draft field use policy is on **pages 40-42 of the Narrative.** .

*-All of the traffic to/from the sports fields will use NE 53<sup>rd</sup> Street. Not all of that traffic, you can also access the fields via the main entrance to the campus off of 108<sup>th</sup> Avenue NE.*

*- Would traffic controls be required at NE 53<sup>rd</sup>/108<sup>th</sup> Avenue NE, like they do for church services? That would be part of the event management plan.*

*- The fields could be used all weekend and we'll have traffic on NE 53<sup>rd</sup> all weekend long. Traffic light at NE 53<sup>rd</sup>/108<sup>th</sup> Avenue NE will address that traffic. Post Meeting Clarification: outside community use will be limited to no more than 8 hours per day, including weekends.*

### **Traffic Impacts/Cut-through Traffic in the Neighborhood**

**(see page 46 of Narrative and Traffic Study-**

**<https://www.kirklandwa.gov/Assets/Planning/Planning+PDFs/NWU+MASTER+PLAN+TRAFFIC+STUDY.pdf> )**

*-The NU team heard comments on cut-through traffic throughout the project process. The new traffic signal at NE 53<sup>rd</sup> Street/108<sup>th</sup> Avenue NE will help traffic leaving campus to access 108<sup>th</sup> Avenue NE without cutting through the neighborhood.*

*- The signal will just back traffic up more on 108<sup>th</sup> Avenue NE, have you been on 108<sup>th</sup> Avenue during peak periods? Yes, it's my way to/from campus*

*-Can 111<sup>th</sup> be closed off, like 110<sup>th</sup> on the north side of campus? But then how will people living on 111<sup>th</sup> get out?*

*-What about putting all of the traffic through the main campus entry? Post Meeting Clarification: the proposed master plan is for continued campus use of NE 53<sup>rd</sup> Street which is categorized by the City of Kirkland as a collector street and currently serves the needs of both the University and the neighborhood.*

### **Parking (see page 46 of Narrative and Traffic Study-**

**<https://www.kirklandwa.gov/Assets/Planning/Planning+PDFs/NWU+MASTER+PLAN+TRAFFIC+STUDY.pdf> )**

*- Students are still parking off campus, even though you note that the study says there is plenty of parking on campus. I talked to a nice NU student that was parking on 111<sup>th</sup> Avenue NE south of campus. We have a parking management plan for that purpose. We encourage you to call NU Security to report it and hopefully we can track down that student and remind them of our policies. We remind them many times that they are not supposed to park on the neighborhood streets.*

*-Are freshman required to live on campus? Are they allowed to have cars? Freshman and sophomores all are required to live on campus, but we do not*

restrict their ability to bring a car.

### **Other Topics**

- *Where is the Red Cross emergency shelter currently located on campus and how will that change with the Master Plan? The University has a generator provided by the City. Will it be an emergency shelter just for NU students and staff, or will it also serve some of the community needs?* The generator and shelter is located within the existing Pavilion and will be located in the replacement Pavilion, which will be larger. The Red Cross will determine who the facility will serve.

- *Is, or has, the University explored other locations to support its expansion goals?* Not really, it would not be cost effective to buy another site and build all new buildings.

### **3. Next Meeting – THURSDAY May 23, 2019**

Larry noted that the next CHNA meeting will be on Thursday May 23, 7 pm at the Fire Station. The meeting date was rescheduled from May 14 due to the hearing on the Northwest University Master Plan.

He noted that the CHNA Board elections will occur at that meeting and also noted that there are openings on the CHNA Board and encouraged people to contact him or Lisa to discuss. You can contact us at [centralhoughton@gmail.com](mailto:centralhoughton@gmail.com). Generally the CHNA Board activities take only a few hours per month.

Other potential topics (still to be confirmed) include:

- New City Councilmember Kelli Curtis
- Safety Program and Neighborhood Matching Grant Status
- City Staff Updates on Upcoming Programs

**If you have any questions,  
comments or suggestions,  
please contact us at:**

**[centralhoughton@gmail.com](mailto:centralhoughton@gmail.com)**

**Our web site is:**

**<http://www.houghtonlives.com/>**

### **4. Adjourned at 8:05 pm**

***Potential future agenda items include – Communication Strategies, Welcoming week, Transportation, transit, Pedestrian and Bicycle Programs/Projects, Planning Staff – plan development and/or development review, Fire Marshall/ Emergency Services  
Other Ideas?***