RESOLUTION R-5696

A RESOLUTION OF THE CITY OF KIRKLAND APPROVING THE ISSUANCE OF A PROCESS IIB PERMIT FOR AN AMENDED MASTER PLAN (DEVELOPMENT PLAN), AS APPLIED FOR IN THE PLANNING AND BUILDING DEPARTMENT FILE NO. ZON24-00896, NORTHWEST UNIVERSITY DAVIS BUILDING MASTER PLAN AMENDMENT, AND SETTING FORTH CONDITIONS TO WHICH SUCH PERMIT SHALL BE SUBJECT

WHEREAS, the Planning and Building Department has received an application for a Process IIB permit, filed by Ryan Porter of Northwest University, representing the owner of said property described in said application and located within a Planned Area (PLA) 1 zone; and

WHEREAS, pursuant to the City of Kirkland's Concurrency Management System, Title 25 of the Kirkland Municipal Code (KMC), a concurrency application has been submitted to the City of Kirkland, the application has been reviewed by the responsible Public Works official, the concurrency test has been passed, and a concurrency test notice issued; and

WHEREAS, pursuant to the State Environmental Policy Act (SEPA), chapter 43.21C RCW, and the administrative guidelines and local ordinances adopted to implement it, the City of Kirkland, as SEPA Lead Agency, performed a SEPA review for the application; and

WHEREAS, said environmental checklist and SEPA addendum have been available and accompanied the application through the entire review process; and

WHEREAS, the application has been submitted to the Hearing Examiner, who held a public hearing on July 17, 2025, to consider the application; and

WHEREAS, the Hearing Examiner, after the public hearing and consideration of the recommendations of the Planning and Building Department, did adopt certain findings, conclusions, and a recommendation and did recommend approval of the Process IIB permit subject to the specific conditions of approval set forth in said recommendation; and

WHEREAS, the City Council, in a regular meeting, did consider the environmental documents received from the responsible official, together with the findings, conclusions, and recommendation of the Hearing Examiner, and now concludes that the proposal is consistent with all applicable development regulations, the Comprehensive Plan, and the public health, safety, and welfare.

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. The findings, conclusions, and recommendation of the Hearing Examiner, as signed by the Hearing Examiner and filed in the Planning and Building Department File No. ZON24-00896, are hereby adopted by the Kirkland City Council and attached to this Resolution as Exhibit 1 and incorporated herein by reference.

Section 2. The Process IIB permit shall be issued to the applicant subject to the conditions set forth in the recommendation hereinabove adopted by the City Council.

Section 3. Nothing in this resolution shall be construed as excusing the applicant from compliance with any federal, state, or local statutes, ordinance, or regulations applicable to this project, other than expressly set forth herein.

Section 4. Failure on the part of the holder of the permit to initially meet or maintain strict compliance with the standards and conditions to which the Process IIB permit is subject shall be grounds for revocation in accordance with the Kirkland Zoning Ordinance, Ordinance O-3719, as amended.

Section 5. A complete copy of this resolution, including findings, conclusions, and recommendation adopted by reference, shall be certified by the City Clerk who shall then forward the certified copy to the King County Department of Assessments.

Section 6. A copy of this resolution, together with the findings, conclusions, and recommendation herein adopted, shall be attached to and become a part of the Process IIB permit or, if not attached to the permit, evidence of this resolution shall otherwise be delivered to the permittee.

Passed by majority vote in open meeting of the Kirkland City Council on the 7th day of October, 2025.

Signed in authentication thereof this 7th day of October, 2025.

Kelli Curtis, Mayor

Attest:

Anastasiya Warhol, City Clerk

Before Hearing Examiner
Gary N. McLean

BEFORE THE HEARING EXAMINER
FOR THE CITY OF KIRKLAND

Regarding the Application to Amend the Northwest University Master Plan to allow leasing of the Davis Building for administrative offices to serve a Community Facility, submitted by **NORTHWEST UNIVERSITY,** (BY RYAN PORTER, CFO), Applicant	**File No. ZON24-00896** **FINDINGS OF FACT, CONCLUSIONS AND RECOMMENDATION**

I. SUMMARY OF RECOMMENDATION.

The applicant can meet its burden of proof to demonstrate that its requested Master Plan Amendment merits approval, subject to conditions of approval.

II. RECORD.

Exhibits entered into evidence as part of the record, and an audio recording of the public hearing, are maintained by the City of Kirkland, and may be examined or reviewed by contacting the Examiner's designated staff clerk.

Public notices regarding the application and public hearing were provided as required by city codes prior to the public hearing, and the single written comment is addressed in the Staff Report. *(Staff Report, pages 3, 4; Exhibit 8, Notice of Hearing; Ex. 5, public comment letter).*

Hearing Testimony: The City's Project Planner, Tony Leavitt; Planning Supervisor, Jon Regala; the applicant's Planning Consultant with the CORE design firm; and the

applicant's Chief Financial Officer, Ryan Porter, were the only individuals who asked to present testimony under oath during the public hearing. The Examiner conducted the public hearing in the City Council chambers. No members of the public or other interested parties asked to speak or presented any written comments opposing the requested rezone.

Exhibits: The Planning and Building Department's Staff Report (aka 'Advisory Report') for the requested Master Plan Amendment, including a recommendation of approval subject to conditions, was provided to the Examiner before the hearing. During the hearing, the Staff Report and the following Exhibits, were all accepted into the Record in their entirety without modification. After the hearing, the Examiner added response materials submitted by the parties, as authorized and requested during the hearing, as listed below:

1. Vicinity map;
2. Proposal, application;
3. Development Standards;
4. 2029 Master Plan Approval;
5. Public Comment Letter;
6. SEPA Addendum;
7. Land use map;
8. Notice of Public Hearing;
9. Staff's hearing presentation slides;
10. Applicant's hearing presentation slides;

**items added by the Examiner listed below:*

11. Post-hearing written response to issues raised during public hearing from Applicant;
12. Post-hearing written response to issues raised during public hearing from Staff.

The Examiner visited the university campus, the parking area surrounding the Davis Building, and the road network in the vicinity of the project site on the day of the hearing, and again in the weeks after, to better understand current conditions, concerns expressed in the public comment, and adjacent uses on and off campus. The Examiner is fully advised on matters at issue herein, including without limitation adjacent developments and land uses, applicable law, application materials, and relevant comprehensive plan provisions.

While leasing a building for restricted uses may appear simple, public feedback and requests for changes to approval terms by the applicant gave rise to important questions and responses needing careful consideration. The resulting detailed Conditions of Approval provided in this Recommendation clearly define what is allowed, and what is not, and should serve to protect the public interest, provide clarity for the applicant, and promote transparency throughout the term of the Master Plan, which remains in effect through December 31, 2039.

III. FINDINGS OF FACT.

Based upon the record, the undersigned Examiner issues the following Findings of Fact.

1. Northwest University, formerly known as Northwest College, has operated on a large property since 1958, which is now within Kirkland City limits. In 2019, the City approved a new Master Plan for the 55-acre campus, which runs through 2039. *(Staff Report, page 3, History; Ex. 4, current Master Plan).*

2. The existing university campus operations are permitted as a "Private College and Related Facilities", which are listed among the types of uses allowed in the PLA 1 zone where the university is located. *(Staff Report, page 6; KZC 45.20, Table of Permitted Uses Table for Institutional Zones, including the PLA-1 zone, where the applicant's property is located).*

3. Given current enrollment, the applicant in this matter, Northwest University, has consolidated their administrative offices on campus, resulting in an underutilization of a 13,736 sq.ft. administrative building, known as the Davis Building, located at 5710 108th Avenue NE, in the northwest corner of the university campus. The University is seeking this Master Plan Amendment to allow them to lease the now vacant Davis Building as an administrative office for a non-profit organization under the allowed "Community Facility" use in the PLA 1 zone. *(Ex. 2, Applicant's Proposal, Project Narrative, on page 1; Staff Report, page 2).*

4. Staff credibly determined that this proposal does not meet the requirements to be processed as an administrative approval of the applicant's existing Master Plan, due to the proposed change of use and proposed leasing of the Davis Building to a long-term tenant, so the applicant's requested Master Plan Amendment is subject to the City's Process IIB review procedures. *(Staff Report, page 6).* In this matter, the Hearing Examiner has jurisdiction to conduct an open record public hearing on the Master Plan Amendment application at issue and is directed to issue a written recommendation for consideration and final action by the Kirkland City Council. *(Staff Report, page 6; KZC 45.60.2.c; and Zoning Code provisions addressing Process IIB reviews found in KZC Ch. 152).*

5. The applicant bears the burden of proof to convince the City that, under the provisions of KZC Ch. 152, the applicant is entitled to the requested decision. *(KZC 152.55, re: Burden of Proof).*

6. Before the public hearing, the Staff Report recommended approval of the pending application, subject to conditions that are based on a traffic report generated as part of the

SEPA review, the SEPA addendum issued for this application, and input received via public comments. The SEPA Addendum noted that, to accommodate the applicant's proposed Community Facility administrative office use, the maximum number of full-time enrollee students allowed under the Master Plan should be reduced from 2,000 to 1,965 students[1]. *(Staff Report, page 5; Ex. 6, SEPA Addendum).*

7. At the public hearing, the applicant requested changes to Staff's recommended conditions, generally seeking more flexibility for the University to make use of the Davis Building for the type of uses that might already be permitted under the Master Plan. *(Testimony of applicant witnesses).*

8. During the public hearing, the parties responded to questions based on issues raised in a written public comment and others posed by the Examiner, including whether the terms of the existing Master Plan could be interpreted to create an exception that overrides limitations on the sorts of uses, like those falling within the definition of a Community Facility, allowed on the campus, possibly without need for any Master Plan Amendment. After an opportunity to submit post-hearing responses and consensus on a Condition to clarify the situation going forward – which would be in the public's interest – the applicant and Staff jointly proposed the following Condition of Approval for this Master Plan Amendment:

> Under the proposed Master Plan amendment, the use of the Davis Building would be limited to an administrative office for a Community Facility only, with no direct service to the public. A Community Facility that would provide direct public services to people is not permitted on the subject property under this modification. Any use of the Davis Building by Northwest University outside of current university activities that are consistent with the approved Master Plan, or the leasing of the building to a use other than an administrative office for a Community Facility, would require further review and approval by the City subject to the requirements of KZC Section 45.60.2.

(See Exhibits 11 and 12, post-hearing written responses from the applicant and Staff, respectively, expressing general agreement on language for a proposed condition).

9. The Kirkland Zoning Code defines a "Community Facility" use as: "A noncommercial or commercial use which provides public services, such as mental health crisis or other social and human services, food banks, and clothing banks." *(KZC 5.10.153).*

[1] This reduction in the maximum enrollment should have no impact on current students or university staff, because the total number of full-time enrollees is currently just 890, well below applicable enrollment limits, a reality that started with the Covid pandemic, where many colleges and universities experienced decreases in enrollment that have not returned to pre-Covid numbers. *(Testimony of Mr. Porter).*

10. The Staff Report credibly explains that the existing Northwest University campus is permitted as a Private College and Related Facilities, and that leasing of a campus building to a Community Facility is not permitted as part of the approved Master Plan. *(Staff Report, page 7).*

11. Under the proposed Master Plan amendment, any use of the Davis Building by an outside organization would be limited to uses permitted in the PLA 1 zone. The applicant is proposing to lease the Davis Building to a Community Facility Use *for administrative offices only* – partly to ensure that the traffic impacts associated with the use are equal to or less than the traffic impacts considered when the 2019 Master Plan was approved. The trip generation analysis only looked at an administrative office use for the Davis Building. Use of the building as a food bank, clothing bank or mental health facility was not considered as part of this analysis and would likely have a greater traffic impact. *(Staff Report, page 7).*

12. Use of the Davis Building as a food bank, clothing bank or mental health facility (i.e. a "Community Facility" use) would require additional review by the City as required by KZC Section 45.60.2. The additional review would include review of traffic impacts and potential mitigations to address impacts to neighboring residential uses. *(Staff Report, SEPA discussion on pages 4 and 5, and general 'use' discussion on page 7).*

13. While the applicant's post-hearing memo explains that, at some unknown time in the past, the Davis Building housed "Counseling Services (student training hours with the general public, students, or university employees and their immediate families)", so the applicant wishes to maintain the option of utilizing the building for the same or similar uses in the future, the Examiner respectfully finds and concludes that the public interest and transparency would be best served if additional review by the City is required for any proposed use to be housed in the Davis Building that falls within the definition of a "Community Facility" use. Again, as explained in the Staff Report, the additional review would include review of traffic impacts and potential mitigations to address impacts on neighboring residential uses. *(See Ex. 11, Applicant's post-hearing memo; Staff Report, pages 4,5, and 7).*

14. The review process for this requested Master Plan Amendment was not an exhaustive review to determine the type and scale of counseling services that may have been provided in the Davis Building, or when such use was discontinued or abandoned, and no one directed attention to any part of the Master Plan approval record to establish that the City ever intended a "Community Facility" use to be part of uses that were studied, approved, and/or authorized to occur in the Davis Administrative Building. Again, the trip generation analysis relied upon by the city only looked at an administrative office use for the Davis Building. Use of the building as a food bank, clothing bank or mental health facility that provides services to the general public was not considered as part of this analysis, but would likely have a greater traffic impact. *(Staff Report, page 7).*

15. As explained in Staff's post-hearing memo, included in the record as *Exhibit 12*, the modified condition of approval suggested by both Staff and the applicant would allow the applicant to lease out the Davis Building as an administrative office for a Community Facility use. It would also allow Northwest University to occupy the building with a use/activity that is currently occurring on campus under the current Master Plan. Any other activity or use of the Davis Building would be subject to review and approval as provided in KZC 45.60.2. *(Ex. 12, on page 2).* There is no preponderance of evidence in this record to establish that any Community Facility use(s) are currently occurring on campus.

16. Again, the Examiner finds and concludes that a specific condition of approval should be included to ensure that any proposed use to be housed in the Davis Building that might fall within the definition of a "Community Facility" use will require additional review by the City, to analyze traffic impacts and potential mitigation measures to address other impacts on surrounding uses. Other Northwest University uses that are squarely within the types of uses currently occurring on campus as authorized by the Master Plan can be housed in the Davis Building, without need for a Master Plan amendment.

17. Subject to conditions of approval included as part of this Recommendation, the Examiner finds and concludes that the applicant's requested Master Plan Amendment, to allow for the lease and occupancy of the Davis Administrative Building as administrative offices for a Community Facility use, satisfies approval criteria that apply to all Process IIB applications, found in KZC 152.70.3, and merits approval. As conditioned, the application is consistent with all applicable development regulations, particularly the Master Plan, and, to the extent there are no applicable development regulation, the Comprehensive Plan; and it is consistent with the public health, safety, and welfare. *(Staff Report, page 5).*

18. To provide clarity for the applicant and neighbors, and to promote transparency throughout the term of the Master Plan, which remains in effect through December 31, 2039, the Examiner has modified conditions proposed in the Staff Report and post-hearing memos from the applicant and staff.

19. Any factual matters set forth in the foregoing or following sections of this Recommendation are hereby adopted by the Hearing Examiner as findings of fact and incorporated into this section as such.

IV. CONCLUSIONS.

Based upon the record, and the Findings set forth above, the Examiner issues the following Conclusions:

1. The applicant met its burden to demonstrate that, subject to conditions, the requested Master Plan Amendment application merits approval, meeting its burden of proof imposed by City codes.

2. Approval of this Master Plan Amendment will not and does not constitute, nor does it imply any expectation of, approval of any permit or subsequent reviews that may be required for any change of use, development, or other regulated activities on the applicant's campus.

3. Any finding or other statement contained in this Recommendation that is deemed to be a Conclusion is hereby adopted as such and incorporated by reference.

V. RECOMMENDATION.

Based upon the preceding Findings and Conclusions, the Hearing Examiner respectfully recommends that the Kirkland City Council should approve the Northwest University Master Plan Amendment application (File No. ZON24-00896), subject to the following Conditions of Approval:

CONDITIONS OF APPROVAL

1. This Master Plan amendment, assigned File No. ZON24-00896, authorizes the use and leasing of the Davis Building on the Northwest University Campus limited to an administrative office for a Community Facility only, with no direct service to the public.

2. It is expressly understood that a Community Facility that would provide direct public services to people is not permitted on the subject property under this amendment; and that, to enhance the public interest and transparency, additional review by the City is required for any proposed use by Northwest University or any other party to be housed in the Davis Building that falls within the definition of a "Community Facility" use.

3. Any use of the Davis Building by Northwest University other than for current university activities that are consistent with the approved Master Plan, or the leasing of the building to a use other than an administrative office for a Community Facility, would require further review and approval by the City subject to then applicable development regulations and zoning codes, including without limitation KZC 45.60.2. Northwest University uses that are squarely within the "Private College and Related Facilities" type of uses currently occurring on campus as authorized by the Master Plan can be housed in the Davis Building, without need for a Master Plan amendment.

4. Consistent with the SEPA Addendum issued for this proposal *(Ex. 6)*, and the Traffic Study generated for this application *(Ex. 6, Enclosure 3),* to accommodate the applicant's proposed Community Facility administrative office use of the Davis Building, the total number of full-time equivalent students allowed under the Master Plan is reduced from 2,000 to 1,965. *(See Staff Report, discussion and analysis on pages 4 and 5, as well as parking discussion on pages 7 and 8).*

5. All activities, uses, and development addressed in this Master Plan Amendment is/are subject to all applicable requirements contained in the Kirkland Municipal Code, Zoning Code, and Building and Fire Code. It is the responsibility of the applicant to ensure ongoing compliance with applicable city codes. Exhibit 3, Development Standards, is attached to the Staff Report to familiarize the applicant with some of the additional development regulations. This Exhibit does not include all of the additional regulations. When a condition of approval conflicts with a development regulation, the condition of approval shall be followed. *(See Staff Report, page 2).*

6. Prior to occupancy of the Davis Building by any administrative office for a Community Facility use, the applicant shall submit an updated Master Plan document to reflect the Master Plan Amendment(s) authorized by the City Council's approval of File No. ZON24-00896, including all conditions of approval. *(See Staff Report, page 2).*

ISSUED this 19th Day of August, 2025

Gary N. McLean
Hearing Examiner

NOTICE OF OPPORTUNITY TO CHALLENGE THE HEARING EXAMINER'S RECOMMENDATION

KZC 152.85 explains who may challenge the Hearing Examiner's Recommendation to the City Council; the Contents for any challenge; and how and when a challenge must be filed, and reads as follows:

1. Who May Challenge – The recommendation of the Hearing Examiner may be challenged by:
   a. The applicant; and
   b. Any person who submitted written or oral testimony to the Hearing Examiner on the application. A party who signed a petition may not challenge unless such party also submitted independent written comments or information.

2. Contents of a Challenge – The challenge must be in writing and contain a statement of the factual findings and conclusions made by the Hearing Examiner that are contested. The challenge will be considered only on the record developed in the hearing before the Hearing Examiner.

3. How and When To File a Challenge –
   a. The challenge may be filed by delivering it to the Planning and Building Department, together with the fee established by ordinance, within seven (7) calendar days of the date of distribution of the Hearing Examiner's recommendation on the application; provided, that if the seventh day falls on a Saturday, Sunday, or legal holiday, the seventh day of the challenge period shall be extended through the next day on which the City is open for business.
   b. Prior to delivery under subsection (3)(a) of this section, the person filing the challenge shall mail, via postal service or electronically, or personally deliver a copy of the challenge and a notice of the deadline for responding to the challenge as established in subsection (3)(c) of this section to those persons described in subsection (1) of this section. Proof of delivery shall be by affidavit attached to the copy of the challenge letter filed with the Planning and Building Department pursuant to subsection (3)(a) of this section.
   c. Any person receiving a copy of the challenge letter, pursuant to subsection (3)(b) of this section, may file a written response to the challenge. Such response shall be submitted to the Planning and Building Department within seven (7) calendar days after the day the challenge letter was filed with the Planning and Building Department.
   d. Any person filing a response pursuant to this section shall mail, via postal service or electronically, or personally deliver a copy of the response to those persons described in subsection (1) of this section. Proof of delivery shall be by affidavit attached to the copy of the response to the challenge letter filed with the Planning and Building Department pursuant to subsection (3)(a) of this section.

CITY OF KIRKLAND
Planning and Building Department
123 Fifth Avenue, Kirkland, WA 98033
425-587-3600 www.kirklandwa.gov

ADVISORY REPORT
FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

To: Kirkland Hearing Examiner

From: _____ Tony Leavitt, Project Planner

_____ Adam Weinstein, AICP, Planning and Building Director

Date: July 10, 2025

File: ZON24-00896, Northwest University Davis Building Master Plan [1](Development Plan) Amendment

Hearing Date and Place: July 17, 2025, 1:00pm
City Hall Council Chamber
123 Fifth Avenue, Kirkland

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[1] The City has changed some of its nomenclature for planning documents. One change is that the terminology "Development Plan" is used in lieu of "Master Plan." However, because the City's Zoning Code has not yet been updated to reflect this change in terminology, and to avoid confusion, this staff report refers to "Master Plan."

I. INTRODUCTION

A. APPLICATION

1. Applicant: Ryan Porter of Northwest University
2. Site Location: 5710 108th Avenue NE on Northwest University Campus (see Attachment 1).
3. Request: The applicant has submitted a request for approval of a Master Plan Amendment (see Attachment 2). The Master Plan Amendment proposes a change of use for the existing Davis Administrative Building (located at 5710 108th Avenue NE) to allow an administrative office for a Community Facility use to lease and occupy the building. No new structures or building expansions are proposed. Additionally, the proposal includes a reduction in the campus enrollment from 2,000 full time equivalent (FTE) students to 1,965 FTE students.
4. Review Process: Process IIB, Hearing Examiner conducts public hearing and makes recommendation; City Council makes final decision.
5. Summary of Key Issues:
   a. Compliance with Zoning Permit Approval Criteria (see Section II.F)
   b. Compliance with Applicable Development Regulations (see Section II.G).

B. RECOMMENDATIONS

Based on Statements of Fact and Conclusions (Section II), and Attachments in this report, we recommend approval of this application subject to the following conditions:

1. This application is subject to the applicable requirements contained in the Kirkland Municipal Code, Zoning Code, and Building and Fire Code. It is the responsibility of the applicant to ensure compliance with the various provisions contained in these ordinances. Attachment 3, Development Standards, is provided in this report to familiarize the applicant with some of the additional development regulations. This attachment does not include all of the additional regulations. When a condition of approval conflicts with a development regulation in Attachment 3, the condition of approval shall be followed.
2. Under the proposed Master Plan amendment, the use of the Davis Building would be limited to an administrative office for a Community Facility only with no direct service to the public. A Community Facility that would provide direct public services to people is not permitted on the subject property under this modification. Any use of the building other than an administrative office for a Community Facility would require further review and approval by the City subject to the requirements of KZC Section 45.60.2. (see Conclusion II.G.2).
3. Prior to occupancy of the Davis Building by the proposed administrative office for a Community Facility use, the applicant shall submit an updated Master Plan document to reflect the amendments made as part of this application (see Conclusion II.G.2).
4. The 2019 Master Plan is amended to limit the maximum enrollment to 1,965 full time enrollee students (see Conclusion II.G.4).

II. FINDINGS OF FACT AND CONCLUSIONS

A. SITE DESCRIPTION

1. Site Development and Zoning:
   a. Facts:

(1) Size: 54.42 Acres

(2) Land Use: The subject property contains the existing Northwest University campus. The site contains 31 buildings totaling 498,436 square feet and 1,168 parking stalls.

(3) Zoning: Planned Area (PLA) 1. A Private College and Related Facilities are permitted subject to Master Plan approval.

(4) Vegetation: The campus contains numerous significant trees. The proposal will not impact any trees on the site.

b. Conclusions:

(1) The size of the campus and existing vegetation are not relevant factors in the review of this application.

(2) Zoning and Land Use are relevant factors in the review of this application since the proposal must comply with the Master Plan requirements and the underlying zoning (see Sections II.G).

2. Neighboring Development and Zoning:

a. Facts:

(1) The neighboring properties are zoned RS 8.5 and RS 7.2.

(2) Many of the neighboring properties contain single-family residences. To the southwest of the campus is the Puget Sound Adventist Academy and to the south, across NE 53rd Street, is Emerson High School.

b. Conclusion: The neighboring residential development and zoning are factors in the review of the Master Plan Amendment application to ensure impacts of the proposal are minimized.

B. HISTORY

1. Facts:

a. Northwest University (previously Northwest College) has occupied the subject property since 1958.

b. In 1979, the first Master Plan was developed and approved for the campus.

c. The City approved multiple Master Plan amendments and a new Master Plan between 1979 and 2008.

d. In 2019, the City approved a new Master Plan to guide development on the campus until 2039 (see Attachment 4). The key elements of the approved Master Plan include proposed campus improvements totaling 364,910 gross square feet of net new construction; shared use of the athletic fields, and an increase in overall enrollment to 2,000 full time enrollee students.

2. Conclusion: The approved 2019 Master Plan is a relevant factor in the review of this Master Plan Amendment.

C. PUBLIC COMMENT

The published/noticed public comment period ran from March 24, 2025 until April 18, 2025. The Planning & Building Department received one public comment during the comment period (see Attachment 5).

The issue raised in the comment letter focuses on the use of the property. The neighbor is not opposed to the Davis Building being used as a community facility office operating within the usual working hours. If the building is used to provide direct services (such as a food bank, clothing bank or mental health services) the neighbor requests mitigation to address potential impacts to the surrounding neighborhood.

Additionally, the letter raised an issue about the boundaries shown on the Notice of Application. The neighbor wanted to ensure that some properties shown on the map were not part of the Planned Area 1 zone.

Staff Response: The application is for the Davis Building to only be used as an administrative office for a Community Facility Use. A food bank, clothing bank or mental health services office providing direct services is not permitted under this modification. As a result, the mitigations that the neighbor requested are not warranted.

In regard to the map issue, the map contained within the Notice of Application identified the properties owned by Northwest University and not the Planned Area 1 zoning boundaries.

D. STATE ENVIRONMENTAL POLICY ACT (SEPA)

1. Facts:

   a. The proposed project action was reviewed by the City in the form of a SEPA Addendum. According to the SEPA Rules, a SEPA addendum provides additional analysis and/or information about a proposal or alternatives where their significant environmental impacts have been disclosed and identified in a previous environmental document. An addendum is appropriate when the impacts of the new proposal are the same general types as those identified in the prior document, and when the new analysis does not substantially change the analysis of significant impacts and alternatives in the prior environmental document.

   b. In March 2019, the City issued a SEPA Mitigated Determination of Nonsignificance (MDNS) for the 20 Year Campus Master Plan (SEP16-02066). The SEPA MDNS required mitigations to address traffic impacts associated with the Master Plan. The Master Plan traffic impact analysis included traffic impacts associated with a tennis center that was eliminated as part of the approval process. The traffic impacts associated with the tennis center have been removed in the updated traffic study.

   c. The applicant submitted a traffic study to address the proposed change of use for the Davis Administration Building and the reduction of campus enrollment (see Attachment 6, Enclosure 3). The study included an updated trip generation analysis for the proposed administrative office. Use of the building as a food bank, clothing bank or mental health facility was not considered as part of this proposal. The study determined that the proposed use of the Davis Building as an administrative office would generate 206 weekday daily vehicle trips, 30 weekday AM peak hour vehicle trips, and 32 weekday PM peak hour vehicle trips.

   d. To accommodate the vehicle trips that will be generated by an outside entity using the Davis Administration Building (without exceeding the trips expected under buildout of the Master Plan), the applicant is proposing a reduction in the total number of full time enrollee students from 2,000 to 1,965. Taking into account the use of the Davis Administration Building by an administrative office use, the elimination of the tennis center during the Master Plan review process, and the proposed reduction in enrollment, the total weekday daily trips would be reduced by 192 trips.

The weekday AM peak hour trips would be the same and the weekday PM trips would be reduced by 1 trip.

e. The City issued a SEPA Addendum for the project on June 30, 2025 (see Attachment 6).

2. Conclusions: The City has satisfied all the requirements for SEPA. To accommodate the proposed Community Facility administrative office use, the total number of full time enrollee students is reduced to 1,965.

E. CONCURRENCY

1. Facts: The Public Works Department determined that the project is exempt from traffic concurrency as the proposal would not increase the daily, AP peak, or PM peak trip generation associated with the campus above the level approved with the original Master Plan.

2. Conclusion: The applicant and City have satisfied Concurrency requirements.

F. APPROVAL CRITERIA

1. General Zone Code Criteria

a. Facts: Zoning Code section 152.70.3 states that a Process IIB application may be approved if:

(1) It is consistent with all applicable development regulations and, to the extent there is no applicable development regulation, the Comprehensive Plan; and

(2) It is consistent with the public health, safety, and welfare.

b. Conclusions: The proposal complies with the criteria in section 152.70.3. It is consistent with all applicable development regulations (see Section II.G) and the Comprehensive Plan (see Section II.H). In addition, it is consistent with the public health, safety, and welfare because the project, as conditioned, will allow the applicant to lease the Davis Building to an outside Community Facility organization for use an administrative office while minimizing impacts on the surrounding neighborhood. This leasing flexibility will allow Northwest University to continue to sustainably operate in Kirkland.

G. DEVELOPMENT REGULATIONS

1. Required Review Process

a. Facts:

(1) Kirkland Zoning Code (KZC) Section 45.60 contains the zoning regulations that apply to the Northwest University Campus as a “Private College and Related Facilities Use” in the PLA 1 zone.

(2) KZC Section 45.60.1 states the Master Plan, approved by Resolution R-5400, includes a site plan, standards, and conditions, which are on file with the City. That site plan, standards, and conditions are, by reference, incorporated as a part of this code as it pertains to the location, configuration and nature of improvements in the PLA 1 zone.

(3) KZC Section 45.60.2 states that deviations from the approved Master Plan may be administratively approved by the Planning and Building Director, unless:

(a) There is a change in the use and the Zoning Code

establishes different or more rigorous standards for the new use than for the existing use.

(b) The Planning and Building Director determines that there will be substantial changes in the impacts on the neighborhood or the City as a result of the change; and

(c) The proposed modification or deviation satisfies all of the following:

1. No vehicular ingress or egress from surrounding streets may be changed.
2. No roadways, parking lots or structures within 100 feet of the site perimeter may be shifted toward the perimeters. Any other shifting or improvements shall be consistent with the design concept of the College.
3. No buffers shown in the approved site plan may be reduced, unless specifically authorized by some other special regulation.
4. Reconfigurations of the footprint of the structures shown in the approved plan may be permitted; provided that such changes are not apparent off-site and do not increase building height.
5. Minor new structures not shown on the approved site plan may be permitted; provided, that they are at least 200 feet from the site perimeter, are not apparent from off-site and do not require the significant shifting of roadways, parking areas or other improvements.

(4) KZC Section 45.60.2.c states that a Process IIB zoning permit review process is required: (1) for any change to the Master Plan that does not meet the above criteria; (2) for leasing of any campus facilities to long-term tenants; or (3) for any increase in student population above 2,000.

(5) The Master Plan Amendment proposes a change of use for the existing Davis Administrative Building to allow an administrative office for a “Community Facility Use” to lease and occupy the building.

b. Conclusions: Staff determined that the proposal does not meet the requirements for an administrative approval from the existing Master Plan due to the change of use and leasing of the Davis Building to a long term tenant. As a result, the proposed change to the Master Plan requires approval of a Process IIB Master Plan Amendment.

2. Proposed Use

a. Facts:

(1) The PLA 1 zoning district permits the following uses: Church, Community Facility, Detached Dwelling Unit, Government Facility, Mini-School or Mini-Daycare Center, Private College and Related Facilities, Professional Sports Play Facility, Public College or University, Public Park, Public Utility, and School or Daycare Center.

(2) The existing campus is permitted as a Private College and

Related Facilities. Leasing of a campus building to a Community Facility is not permitted as part of the approved Master Plan.

(3) Under the proposed Master Plan amendment, the use of the Davis Building by an outside organization is limited to uses permitted in the PLA 1 zone. The applicant is proposing to lease the Davis Building to a Community Facility Use for administrative offices only.

(4) The Kirkland Zoning Code (KZC) defines a Community Facility as a noncommercial or commercial use which provides public services, such as mental health crisis or other social and human services, food banks, and clothing banks.

(5) As noted in Section II.D, the applicant is only proposing an administrative office for a Community Facility to ensure that the traffic impacts associated with the use are equal to or less than the traffic impacts of the 2019 Master Plan. The trip generation analysis only looked at an administrative office use. Use of the building as a food bank, clothing bank or mental health facility was not considered as part of this analysis, but would likely have a greater traffic impact.

(6) Use of the Davis building as a food bank, clothing bank or mental health facility would require additional review by the City as required by KZC Section 45.60.2. The additional review would include review of traffic impacts and potential mitigations to address impacts to neighboring residential uses.

(7) KZC Section 45.60 states that the Master Plan includes a site plan, standards, and conditions that are, by reference, incorporated as a part of the code as it pertains to the location, configuration and nature of improvements in the PLA 1 zone.

b. Conclusions:

(1) The proposed administrative office for a Community Facility use is a permitted use within the PLA 1 zoning district.

(2) Under the proposed Master Plan amendment, the use of the Davis Building would be limited to an administrative office for a Community Facility only with no direct service to the public. A Community Facility that would provide direct public services to people is not permitted on the subject property under this modification. Any use of the building other than an administrative office for a Community Facility would require further review and approval by the City subject to the requirements of KZC Section 45.60.2.

(3) Prior to occupancy of the Davis Building by the proposed administrative office for a Community Facility use, the applicant should submit an updated Master Plan document to reflect the amendments made as part of this application

3. Parking

a. Facts:

(1) The applicant submitted a parking analysis as part of the Traffic Study for the proposal (see Attachment 6, Enclosure 3). The campus currently contains 1,166 parking stalls. The full buildout

of the Master Plan and the Community Facility use of the Davis building would generate a maximum parking demand of 1,072 parking stalls. The analysis concluded that the existing campus parking supply can accommodate the proposed change of use.

(2) The City's Traffic Engineer reviewed the parking study and agreed with the findings (see Attachment 6, Enclosure 4).

b. Conclusion: The existing campus parking supply can accommodate the proposed administrative office for a Community Facility use of the Davis Building.

4. Campus Enrollment

a. Facts:

(1) The 2019 Master Plan approved a maximum enrollment of 2,000 full time enrollee students.

(2) To accommodate the vehicle trips that will be generated by an administrative office for a Community Facility use of the Davis Administration Building (without exceeding the trips expected under buildout of the Master Plan), the applicant is proposing a reduction in the total number of full time enrollee students from 2,000 to 1,965.

b. Conclusions: The 2019 Master Plan is amended to limit the maximum enrollment to 1,965 full time enrollee students.

H. COMPREHENSIVE PLAN

1. Fact:

a. The subject property is located within the Central Houghton neighborhood. The Central Houghton Neighborhood Land Use Map designates the property for Institutional land use (see Attachment 7).

b. In the Kirkland 2044 Comprehensive Plan for the Central Houghton Neighborhood, there is a section that discusses Northwest University. The section states that "Northwest University is designated as a Planned Area because of its unique conditions including large parcel ownership, interface with the surrounding community, traffic patterns, and topographic conditions. The complex issues related to this planned area can best be dealt with through the development plan (formerly referenced as a master plan) for the university. The planned area (Planned Area 1) designation permits the application of special development procedures and standards to minimize adverse impacts resulting from the natural growth and operation of the facility". Below are several Comprehensive Plan goals and policies that apply to the subject property.

c. Goal CH-8 states "Ensure that the growth and development planned for Northwest University is reviewed and approved by the City". Applicable policies for the proposal are CH-8.2 and CH 8.4.

d. Policy CH-8.2: Require all development in PLA 1 to conform to an approved development plan. The development plan approved in 1999 and later revised is the guiding document for Northwest University in PLA 1. Any variations from this development plan must be reviewed and approved by the City.

e. The existing campus contains an approved development plan. The proposal would amend this Master Plan to allow the proposed

administrative office for a Community Facility use.

f. Policy CH-8.4: Traffic should be routed away from local residential streets to the extent possible. Traffic routing can have a great impact on the surrounding neighborhood. Primary access to the University should continue to be off of 108th Avenue NE.

g. The primary access to the proposed administrative office for a Community Facility use will be from 108th Avenue.

2. Conclusion: The proposal, as conditioned, is consistent with the institutional use designation and policies within the Comprehensive Plan. The proposed change in use would be accommodated by an amended Master Plan with no change in traffic volumes compared to buildout of the existing Master Plan.

I. DEVELOPMENT STANDARDS

1. Fact: Additional comments and requirements placed on the project are found in Attachment 3, Development Standards.

2. Conclusion: The applicant should follow the requirements set forth in Attachment 3.

III. SUBSEQUENT MODIFICATIONS

Modifications to the approval may be requested and reviewed pursuant to the applicable modification procedures and criteria in effect at the time of the requested modification.

IV. CHALLENGES AND JUDICIAL REVIEW

The following is a summary of the deadlines and procedures for challenges. Any person wishing to file or respond to a challenge should contact the Planning & Building Department for further procedural information.

A. CHALLENGE

Section 152.85 of the Zoning Code allows the Hearing Examiner's recommendation to be challenged by the applicant or any person who submitted written or oral comments or testimony to the Hearing Examiner. A party who signs such a petition may not challenge the Hearing Examiner's recommendation unless the party also submitted independent written comments or information. The challenge must be in writing and must be delivered, along with any fees set by ordinance, to the Planning & Building Department by 5:00 p.m., _____, seven (7) calendar days following distribution of the Hearing Examiner's written recommendation on the application. Within this same time period, the person making the challenge must also mail or personally deliver to the applicant and all other people who submitted comments or testimony to the Hearing Examiner, a copy of the challenge together with the notice of the deadline and procedures for responding to the challenge.

Any response to the challenge must be delivered to the Planning & Building Department within seven (7) calendar days after the challenge letter was filed with the Planning Department. Within the same time period, the person making the response must deliver a copy of the response to the applicant and all other people who submitted comments or testimony to the Hearing Examiner.

Proof of such mail or personal delivery must be made by affidavit, available from the Planning & Building Department. The affidavit must be attached to the challenge and response letters, and delivered to the Planning & Building Department. The challenge will be considered by the City Council at the time it acts upon the recommendation of the Hearing Examiner.

B. JUDICIAL REVIEW

Section 152.110 of the Zoning Code allows the action of the City in granting or denying this zoning permit to be reviewed in King County Superior Court. The petition for review must be filed within twenty-one (21) calendar days of the issuance of the final land use decision by the City.

V. LAPSE OF APPROVAL

A. Facts: The Notice of Approval for the 2019 Master Plan is valid until December 31, 2039.

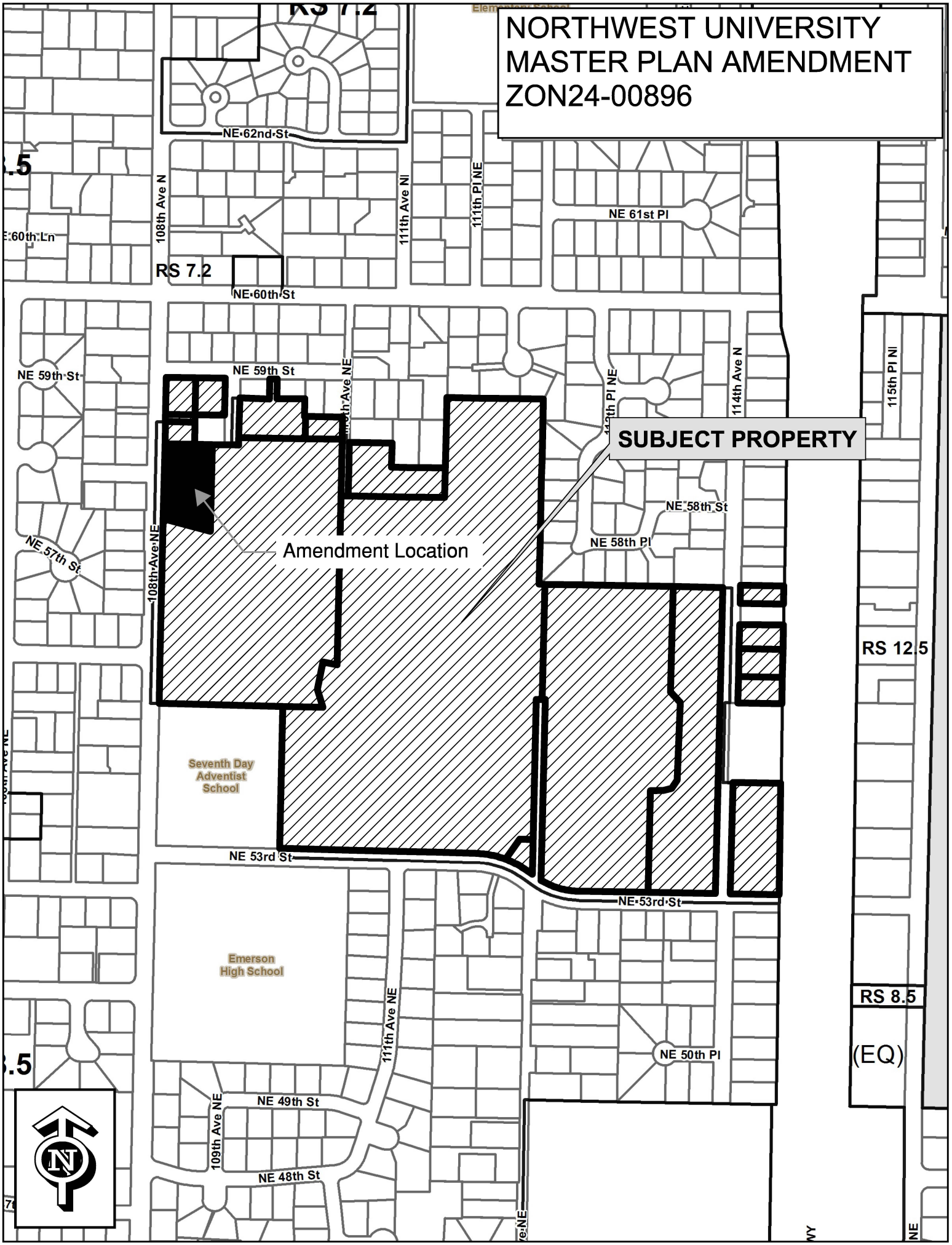
B. Conclusions: Staff recommends that the Notice of Approval for the proposed modification be valid until December 31, 2039.

VI. APPENDICES

Attachments 1 through 7 are attached.
1. Vicinity Map
2. Proposal
3. Development Standards
4. 2019 Master Plan Approval
5. Public Comment Letter
6. SEPA Addendum
7. Land Use Map

VII. PARTIES OF RECORD

Applicant
Party of Record
Planning and Building Department
Department of Public Works


NORTHWEST UNIVERSITY
MASTER PLAN AMENDMENT
ZON24-00896
NE 62nd St
108th Ave N
111th Ave NE
111th Pl NE
NE 61st Pl
60th Ln
RS 7.2
NE 60th St
NE 59th St
108th Ave NE
111th Pl NE
114th Ave N
115th Pl NE
SUBJECT PROPERTY
NE 58th St
NE 58th Pl
Amendment Location
NE 57th St
108th Ave NE
RS 12.5
Seventh Day Adventist School
NE 53rd St
NE 53rd St
Emerson High School
111th Ave NE
RS 8.5
NE 50th Pl
(EQ)
NE 49th St
109th Ave NE
NE 48th St

December 5, 2024

Applicant
Ryan Porter
Northwest University
5520 108th Ave NE
Kirkland, WA 98033
425-889-6310
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Contact
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Northwest University: Community Facility Lease

Project Narrative

Given current enrollment Northwest University has consolidated their administrative offices on campus, resulting in an underutilization of the 13,736 SF administrative building located on parcel 1725059268, in the northwest corner of the university campus. The University is proposing to lease this valuable vacant space as an administrative office to a non-profit organization under the allowed "Community Facility" use in the PLA 1 zone. In order to permit this use change, the request must be submitted as a Process IIB application per Chapter 152 KZC.

Project Information:

Parcel Number:	1725059268
Address:	5710 108th Ave NE, Kirkland, WA 98033
Parcel Area:	0.99 AC / 43,242 SF
Zoning Designation:	PLA 1
Current Use:	University Administration
Proposed Use:	Leased Office Space to Non-Profit (administrative office space)
Existing Improvements:	Office building, parking lot, landscaping, utilities
Existing Building Size:	13,736 SF
Existing Parking Count:	35
Proposed Surface Changes:	None

Surrounding Zoning and Uses:

North:	PLA 1 – Parking Lot
	RS 8.5 – Single Family Homes
East:	PLA 1 – University Building
South:	PLA 1 – University Entrance
West:	RS 8.5 – 108th Ave NE with Single Family Homes

Code Analysis:
This change to the existing use within the Private Collage Master Plan must adhere to the code requirements provided in KZC 45.60 and be permitted through Process IIB under KZC 152. The proposed change of building use and occupation will meet these requirements as described below:

45.60 Private College and Related Facilities
2. Deviations from the approved Master Plan may be administratively approved by the Planning and Building Director:

a. Unless:

(1) There is a change in the use and the Zoning Code establishes different or more rigorous standards for the new use than for the existing use.
Response: A change in the use for the Davis Building on parcel 1725059268 is proposed from "Private College and Related Facilities" to "Community Facility", resulting in a Process IIB review with approval by City Council upon the recommendation of a Hearing Examiner and City Staff Report.

(2) The Planning and Building Director determines that there will be substantial changes in the impacts on the neighborhood or the City as a result of the change; and
Response: Impacts to the surrounding neighborhood would be minimal under this proposed change of use on the property. No surface changes are proposed to the parcel or existing structures and infrastructure, and the use of the building for a community facility administrative office would visually appear no different than its current use as university administration. Traffic impacts would be minimal and likely at or below levels previously seen on the property when the structure was fully utilized in the past.

b. The proposed modification or deviation satisfies all of the following:

(1) No vehicular ingress or egress from surrounding streets may be changed.
Response: The existing dedicated parking lot access point will remain unchanged under this proposal. No site work will take place.

(2) No roadways, parking lots or structures within 100 feet of the site perimeter may be shifted toward the perimeters. Any other shifting or improvements shall be consistent with the design concept of the College.
Response: No shifting of improvements is proposed, all existing buildings and infrastructure will remain in their original locations. No building expansion is proposed.

(3) No buffers shown in the approved site plan may be reduced, unless specifically authorized by some other special regulation.
Response: No changes to existing buffers or vegetation are proposed. The site will remain in its original configuration and the university will retain ownership and maintenance responsibilities.

(4) Reconfigurations of the footprint of the structures shown in the approved plan may be permitted; provided, that such changes are not apparent off-site and do not increase building height.
Response: No external changes to the existing structure are proposed, the existing building and infrastructure will remain in their original locations on the parcel. No building expansion is proposed.

(5) Minor new structures not shown on the approved site plan may be permitted; provided, that they are at least 200 feet from the site perimeter, are not apparent from off-site and do not require the significant shifting of roadways, parking areas or other improvements.
Response: No new structures or building expansions are proposed on site.

c. A Process IIB zoning permit review process is required:
(1) For any change to the Master Plan that does not meet the above criteria;
Response: This project proposes a change of use within the existing building from "Private College and Related Facilities" to "Community Facility", defined in KZC 5.10.153, as follows:

Community Facility use: A noncommercial or commercial use which provides public services, such as mental health crisis or other social and human services, food banks, and clothing banks.

This change of use is allowed in the PLA 1 zone through a Process IIB permit per the Permitted Uses Table in KZC 45.20.020 and would allow the University to rent out the building to non-profit organizations for their administrative office space.

(2) For leasing of any campus facilities to long-term tenants; or
Response: A long term lease of the existing administrative building (Davis Building) addressed as 5710 108th Ave NE in the northwest corner of the campus is proposed. A Process IIB permit is being submitted for review.

(3) For any increase in student population above 2,000.
Response: No increase in student population is proposed.

Based on the proposed tenant uses, lack of changes to the visual appearance of the property, and limited impacts to traffic and day to day use of the existing building the property owner feels the granting of this use change is warranted. Impacts to neighbors will be limited and this change will allow better usage of university facilities and provide an additional source of income to help support continued education at Northwest University.

Sincerely,
CORE DESIGN, INC.

Ian Faulds
Senior Project Planner

City of Kirkland
Planning and Building Department 123 5th Avenue,
Kirkland, WA 98033
425-587-3600 ~ www.kirklandwa.gov

DEVELOPMENT STANDARDS LIST
NORTHWEST UNIVERSITY DAVIS BUILDING MASTER PLAN AMENDMENT, ZON24-00896

ZONING CODE STANDARDS

95.51.2.a Required Landscaping. All required landscaping shall be maintained throughout the life of the development. The applicant shall submit an agreement to the city to be recorded with King County which will perpetually maintain required landscaping. Prior to issuance of a certificate of occupancy, the proponent shall provide a final as-built landscape plan and an agreement to maintain and replace all landscaping that is required by the City.
95.52 Prohibited Vegetation. Plants listed as prohibited in the Kirkland Plant List shall not be planted in the City. These plants include Himalayan and Evergreen Blackberry, English Holly, Fragrant water lily; Bindweed or Morning Glory, Bird Cherry, English and Atlantic Ivy; Herb Robert; Bohemian, Giant, Himalayan, and Japanese Knotweed; Old man's beard, Poison hemlock, Reed canary grass, Scotch broom, Spurge laurel, Yellow archangel, and Yellow flag iris. Other plants, while not prohibited, are discouraged, including Butterfly bush, Black Locust, European Mountain Ash, Tree-of-Heaven, Common Hawthorn, and English laurel.
105.18 Pedestrian Walkways. All uses, except single family dwelling units and duplex structures, must provide pedestrian walkways designed to minimize walking distances from the building entrance to the right of way and adjacent transit facilities, pedestrian connections to adjacent properties, between primary entrances of all uses on the subject property, through parking lots and parking garages to building entrances. Easements may be required. In design districts through block pathways or other pedestrian improvements may be required. See also Plates 34 in Chapter 180.
105.32 Bicycle Parking. All uses, except single family dwelling units and duplex structures with 6 or more vehicle parking spaces must provide covered bicycle parking within 50 feet of an entrance to the building at a ratio of one bicycle space for each twelve motor vehicle parking spaces. Check with Planner to determine the number of bike racks required and location.
105.18 Entrance Walkways. All uses, except single family dwellings and duplex structures, must provide pedestrian walkways between the principal entrances to all businesses, uses, and/or buildings on the subject property.
105.18 Overhead Weather Protection. All uses, except single family dwellings, multifamily, and industrial uses, must provide overhead weather protection along any portion of the building, which is adjacent to a pedestrian walkway.
105.18.2 Walkway Standards. Pedestrian walkways must be at least 5' wide; must be distinguishable from traffic lanes by pavement texture or elevation; must have adequate lighting for security and safety. Lights must be non-glare and mounted no more than 20' above the ground.
105.18.2 Overhead Weather Protection Standards. Overhead weather protection must be provided along any portion of the building adjacent to a pedestrian walkway or sidewalk; over

the primary exterior entrance to all buildings. May be composed of awnings, marquees, canopies or building overhangs; must cover at least 5' of the width of the adjacent walkway; and must be at least 8 feet above the ground immediately below it. In design districts, translucent awnings may not be backlit; see section for the percent of property frontage or building facade.

110.60.5 Street Trees. All trees planted in the right-of-way must be approved as to species by the City. All trees must be two inches in diameter at the time of planting as measured using the standards of the American Association of Nurserymen with a canopy that starts at least six feet above finished grade and does not obstruct any adjoining sidewalks or driving lanes.

115.25 Work Hours. It is a violation of this Code to engage in any development activity or to operate any heavy equipment before 7:00 am. or after 8:00 pm Monday through Friday, or before 9:00 am or after 6:00 pm Saturday. No development activity or use of heavy equipment may occur on Sundays or on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. The applicant will be required to comply with these regulations and any violation of this section will result in enforcement action, unless written permission is obtained from the Planning official.

115.75.2 Fill Material. All materials used as fill must be non-dissolving and non-decomposing. Fill material must not contain organic or inorganic material that would be detrimental to the water quality, or existing habitat, or create any other significant adverse impacts to the environment.

115.90 Calculating Lot Coverage. The total area of all structures and pavement and any other impervious surface on the subject property is limited to a maximum percentage of total lot area. See the Use Zone charts for maximum lot coverage percentages allowed. Section 115.90 lists exceptions to total lot coverage calculations See Section 115.90 for a more detailed explanation of these exceptions.

115.95 Noise Standards. The City of Kirkland adopts by reference the Maximum Environmental Noise Levels established pursuant to the Noise Control Act of 1974, RCW 70.107. See Chapter 173-60 WAC. Any noise, which injures, endangers the comfort, repose, health or safety of persons, or in any way renders persons insecure in life, or in the use of property is a violation of this Code.

115.115 Required Setback Yards. This section establishes what structures, improvements and activities may be within required setback yards as established for each use in each zone.

115.115.3.g Rockeries and Retaining Walls. Rockeries and retaining walls are limited to a maximum height of four feet in a required yard unless certain modification criteria in this section are met. The combined height of fences and retaining walls within five feet of each other in a required yard is limited to a maximum height of 6 feet, unless certain modification criteria in this section are met.

DEVELOPMENT STANDARDS

ZON24-00896

BUILDING DEPARTMENT

BLDG. DEPT. CONDITIONS Contact Building Division at PH# 425-587-3600

1. A Building Permit is required for any construction or change in use. Applications must be submitted through MyBuildingPermit.com.
2. Construction code requirements have not been verified under this application. Review of construction codes will be performed under the Building Permit application.

RESOLUTION R-5400

A RESOLUTION OF THE CITY OF KIRKLAND APPROVING A PROCESS IIB PERMIT AS APPLIED FOR IN DEPARTMENT OF PLANNING AND BUILDING FILE NO. ZON16-02063 BY NORTHWEST UNIVERSITY, LOCATED WITHIN A PLANNED AREA 1 ZONE, AND SETTING FORTH CONDITIONS TO WHICH SUCH PROCESS IIB PERMIT SHALL BE SUBJECT.

WHEREAS, the Department of Planning and Building has received an application for a Process IIB permit, filed by Northwest University, the owner of said property described in said application and located within a Planned Area 1 zone; and

WHEREAS, pursuant to the City of Kirkland's Concurrency Management System, KMC Title 25, a concurrency application was submitted to the City of Kirkland, reviewed by the responsible Public Works official, the concurrency test was passed, and a concurrency test notice issued; and

WHEREAS, pursuant to the State Environmental Policy Act (SEPA), RCW 43.21C, and the Administrative Guidelines and local ordinances adopted to implement it, the City of Kirkland performed a SEPA review for the application; and

WHEREAS, the SEPA environmental checklist and determination have been available and accompanied the application through the entire review process; and

WHEREAS, the Process IIB application was submitted to the Hearing Examiner who held hearing thereon at her meetings of May 14, 2019; June 11, 2019 and August 15, 2019; and

WHEREAS, the Hearing Examiner after her public hearing and consideration of the recommendations of the Department of Planning and Building did adopt certain Findings, Conclusions, and Recommendations and did recommend approval of the Process IIB permit subject to the specific conditions set forth in said recommendation; and

WHEREAS, one condition of the recommendation is that the University may enter into an agreement with the City regarding managing the sports fields for use by entities other than the University, however, the City has no obligation to enter into such an agreement but may do so at its sole discretion; and

WHEREAS, the City Council, in an open meeting, did consider the environmental documents received from the responsible official, together with the recommendation of the Hearing Examiner.

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. The findings, conclusions, and recommendation of the Hearing Examiner as signed by the Hearing Examiner and filed in the Department of Planning and Building File No. ZON16-02063 are adopted by the Kirkland City Council as though fully set forth herein.

Section 2. The Process IIB permit shall be issued to the applicant subject to the conditions set forth in the recommendations hereinabove adopted by the City Council.

Section 3. Nothing in this resolution shall be construed as excusing the applicant from compliance with any federal, state, or local statutes, ordinances, or regulations applicable to this project, other than as expressly set forth herein.

Section 4. Failure on the part of the holder of the permit to initially meet or maintain strict compliance with the standards and conditions to which the Process IIB permit is subject shall be grounds for revocation in accordance with Ordinance 3719, as amended, the Kirkland Zoning Ordinance.

Section 5. Notwithstanding any prior recommendation given by the Houghton Community Council, the subject matter of this Resolution and the Process IIB permit herein granted are, pursuant to Ordinance 2001, subject to the disapproval jurisdiction of the Houghton Community Council or the failure of said Community Council to disapprove this resolution within sixty days of the date of the passage of this resolution.

Section 6. A complete copy of this resolution, including findings, conclusions and recommendations adopted by reference, shall be certified by the City Clerk who shall then forward the certified copy to the King County Department of Assessments.

Section 7. A copy of this resolution, together with the findings, conclusions, and recommendations herein adopted shall be attached to and become a part of the Process IIB permit.

Passed by majority vote of the Kirkland City Council in open meeting this 06 day of November, 2019.

Signed in authentication thereof this 06 day of November, 2019.

Penny Sweet, Mayor

Attest:

Kathi Anderson, City Clerk

CITY OF KIRKLAND HEARING EXAMINER
FINDINGS OF FACT, CONCLUSIONS OF LAW AND RECOMMENDATION

Northwest University Master Plan
Process IIB Review, ZON16-02063

FINDINGS OF FACT, CONCLUSIONS OF LAW, AND RECOMMENDATION

September 19, 2019

1. FINDINGS OF FACT

1.1 Proposal. Master Plan approval request for Northwest University campus improvements.

Applicant:	Northwest College Assembly of God Represented by Mr. Drivdahl, Gelotte Hommas Architects
Site Location:	Northwest University Campus 5520 108th Avenue NE, Kirkland, WA
Property Owner:	Northwest College Assembly of God

1.2 Zoning. Northwest University operates college and graduate degree programs on a 55 acre campus within the City of Kirkland.[1] The site is zoned Planned Area 1, or PLA-1, with an Institutional Comprehensive Plan designation, authorizing the use subject to Master Plan approval. As directed by code, the University requested an updated Master Plan.

1.3 Project. The Master Plan covers growth over the next 20 years. It plans for 364,910 square feet of building improvements and parking,[2] to serve 2,000 students by 2037.[3] These projects are planned over 13.2 acres:

- Replacement of Gymnasium Pavilion, with added Parking Garage;
- Replacement of Welcome Center, with added Parking Garage;
- Replacement of Ness Academic Center;
- Residence Hall (300 beds), with 60' height limits;
- Chapel Additions;
- Fitness Center/Parking Garage;
- Athletic Field Improvements (AstroTurf to Replace Grass; Lighting, South Field Only; Field House and Bleachers); and,
- Six Court Indoor Tennis Center (with 50' foot height limits) and Parking Garage.

[1] Exhibit A (Staff Report, May 9), pg. 5 (54.42)
[2] Exhibit A (Staff Report, May 9), TIA, pg. 5 (260,530 square feet of building improvements only).
[3] Approximately current enrollment includes, 1,230 students (900 undergraduates and 300 graduate/adult evening class students), with 680 students living on campus. Exhibit A (Staff Report, May 9), TIA, Introduction.

The Applicant has since accepted Houghton Community Council recommended conditions on athletic field use and replaced the tennis center with an academic building.

1.4 SEPA Review. The City Planning and Building Department completed SEPA review, issuing a Mitigated Determination of Non-Significance.[4] The MDNS was appealed to the Hearing Examiner and has been upheld.

1.5 Surrounding Area. Residential neighborhoods with single family homes surround much of the site, with RS 8.5 and RS 7.2 zoning. To the southwest is Puget Sound Adventist Academy, and to the south, Emerson High School. The property slopes downward east to west, with I-405 to the east.

1.6 Hearing. The public hearing opened on May 14, with continuances to June 11, and August 15. On the first day, after various procedural issues were addressed, City Staff summarized the project and the Applicant provided a power point presentation, with testimony from several experts, including its civil engineer, traffic engineer, landscape architect, lighting engineer, architect, and the University President.

Public testimony took up the remainder of the evening, and much of hearing day two, with students, neighbors, and other local residents testifying. Comment on the first day largely supported the proposal, with a mixture of support and concerns raised on day two. Local residents expressed both support and concerns, including on traffic, noise (particularly from sports field use), and aesthetics (particularly on the tennis facility).

Students who testified spoke primarily to their personal University experiences and included perspectives from both local and international students. Student support was widespread. Some hailed from countries where severe economic conditions and restrictions on educating women hampered their opportunities; University support has been critical in obtaining an education. Numerous local students also spoke to how important the University has been for them in achieving their goals.

In response to the identified concerns, voiced in both written comment and in testimony, the Houghton Community Council identified several questions for the Applicant to address before its final deliberations.

These questions were addressed through a Staff Memo, with attachments, including additional mitigation the Applicant had agreed to accept. The mitigation is significant. The tennis center was removed from the proposal and replaced with an academic building and sports field use restrictions were added.

The Council completed deliberations on day three, voting to recommend approval, with conditions from the August 7 and May 9 Staff Reports, and its own added conditions.

[4] Exhibit A (Staff Report, May 9, 2019), pgs. 8-9 and Appendix 9, which includes the MDNS, Staff Memo on SEPA review, SEPA Checklist, traffic analysis, and Applicant's acceptance of conditions.

1.7 Administrative Record. The Administrative Record consists of several lengthy packets of materials, including Staff Reports, Applicant submittals, written public comments, documentation of tribunal member impartiality, and SEPA review materials. The documents are on file with the Planning Department; copies were e-mailed or provided in paper form to the Examiner and Council.

The written record remained open through August 15, 2019, with public comment submittals made throughout the hearing process. All materials submitted were admitted. The record is voluminous, but to help with organization was grouped into several categories:

A. Planning Department Packet[5] (May 9, 2019)
B. Public Comments
C. Applicant's Power Point
D. Applicant Mitigation (cut-through traffic)
E. Applicant Mitigation (field use coordinators)
F. Transportation Analysis
G. Additional Public Comments
H. Conflict Materials
I. Planning Department Packet (August 7, 2019)

1.8 Initial Public Comment. The initial public comment period ran for a month in 2016. 80 comments supported the application; 28 raised concerns. The Staff Report summarizes the most commonly identified concerns (traffic; tennis center, use of campus facilities by outside groups, and street parking) and responded.[6] The Houghton Community Council has since recommended conditions addressing athletic field use and replacement of the tennis facility with an academic building. The Applicant has accepted these conditions.

1.9 Site History. Northwest University has occupied the site since 1958, with the first Master Plan approved in 1979. In 1985 the Master Plan was amended to allow for the Seattle Seahawks training facility, which occupied 12 acres on the east. Master Plan updates were approved in 1995, 2001, and in 2008. With the 2008 amendment, the University was approved to occupy the former football training facility, with the practice fields used for Northwest University athletic field events and intramural activities.

1.10 Landscaping and Tree Retention. The campus environment is landscaped, with trees and grass throughout. Given the clustered approach to development, nearby residents regularly walk the campus. With the Master Plan, this environment will be maintained. The improvements adhere to the clustered approach to development, and a Tree Retention Plan[7] was prepared consistent with City requirements to protect significant trees, with subsequent development reviewed for consistency with retention requirements.[8] To further enhance the

[5] Mr. Leavitt made a correction to the Staff Report at § 2, pg. 3, noting the increased height limit would be 40 feet from average building elevation for the tennis center, a ten foot increase for structures within 100' of boundary. With the Community Council Recommendation, the tennis center was removed.
[6] Exhibit A (Staff Report, May 9, 2019), pgs. 7-8. *See also* Applicant Response at Attachment 8.
[7] Exhibit A (Staff Report, May 9, 2019), pg. 22 and Attachment 18.
[8] Ch. 95 KZC.

campus environment, the University has proposed day-lighting a piped stream traversing a portion of the site and completing buffer restoration.[9]

1.11 Transportation. Transportation impacts were reviewed through a Traffic Impact Analysis, or TIA, and mitigation imposed through SEPA, as detailed in Appendix 1. The project is contributing funds to several transportation improvement projects, dedicating frontage to improve traffic circulation, constructing a stop-light, and taking other measures to address its impacts and improve the operations of affected intersections. The Community Council Recommendation builds on these measures, with additional mitigation to address cut-through traffic, including further analysis and monetary mitigation. This is although the Traffic Impact Analysis did not find there would be significant cut-through traffic from the Master Plan.[10]

1.12 Parking. Parking will be increased to support the growing student population. The Department reviewed the parking analysis, which demonstrated adequate parking is present. 2037 peak parking demand was estimated 1,040 vehicles, with 1,344 stalls available.[11] The TIA assessed demand from students, faculty, public use of the sports fields, and tennis center. With the removal of the tennis center and field use restrictions, the analysis is conservative. Even so, a SEPA condition requires that the Applicant submit a parking management plan for staff review and approval either with the first building or public athletic field use.

1.13 Lighting. Light poles up to 80 feet tall will be installed on the south soccer field. The lights are about 350 feet from the north property line and 260 feet from the nearest residences to the east. As part of the building permit for the lights, the applicant will submit a lighting plan and photometric site plan for Planning Official approval.[12] The Applicant must select, place, and direct light sources, so glare, to the maximum extent possible, does not extend to adjacent properties or right-of-way.[13] The Applicant's lighting engineer described lighting design and operation, addressing questions on same at the hearing, and providing written analysis.[14]

1.14 Noise. The project will comply with City noise code requirements, with the athletic field subject to extensive restrictions, beyond what is now required for the use. These restrictions are summarized below, under Neighborhood Impacts. Analysis was prepared in response to Community Council questions.

> The Noise Study concludes that public use of the fields for soccer practices/games and similar sports activities will comply with City of Kirkland and WAC noise standards. It also demonstrates, in the professional opinion of SSA Acoustics, that there will be no significant adverse noise impacts associated with the Master Plan proposal.[15]

The Applicant offered to install an acoustical barrier between the north field edge and the vegetated buffer along the north property line, which would reduce noise by an added 10-12

[9] Exhibit A (Staff Report, May 9, 2019), pgs. 20-21.
[10] Exhibit I (Staff Report, August 7), Attachment 1, pg. 11 (TIA found 11 cut-through vehicles during AM and PM peak hours; rate was doubled for purposes of determining future impacts and mitigation).
[11] Exhibit A (Staff Report, May 9), TIA, Table 21.
[12] KZC 115.85; Exhibit A (Staff Report, May 9), pgs. 19-20.
[13] KZC 115.85.
[14] Exhibit I (Staff Report, August 7), Attachment 1, pgs. 8-9.
[15] Exhibit I (Staff Report, August 7), Attachment 1, pg. 11.

decibels.[16] However, as neighbors to the north did not desire it, this offer was not incorporated into the Community Council Recommendation.

1.15 Code Revisions. Approval of the proposal would amend Ch. 45.60 RZC, which contains regulations specific to this site. Revisions to address the Master Plan are detailed in the Staff Reports.[17] Besides these requirements, the Master Plan is subject to the City's other development standards, which further address project impacts, and includes requirements on landscaping, tree protection, parking, pedestrian walkways, signage, construction equipment operation times, and noise levels.[18]

1.16 Comprehensive Plan. The City's development regulations address Master Plan impacts, so the Comprehensive Plan need not be used to address any regulatory gaps. However, the Master Plan is consistent with the Comprehensive Plan designation. It also follows policies providing for early community involvement in developing an expansion plan. With a project website, open houses, stakeholder meetings and neighborhood meetings, coupled with three evenings before the Houghton Community Council and Examiner, the project has been vetted.

Other policies are also met, including those on master plan boundaries and minimizing impacts on surrounding single-family neighborhoods. Consistent with the Comprehensive Plan, this has been accomplished through buffering, measures to address cut-through traffic, minimizing noise and lighting impacts, regulating height and building mass/placement, and addressing landscaping, vehicular access, and transportation impacts through environmental review, development regulations, and the extensive review processes.[19]

1.17 Neighborhood Impacts. With the Staff Report and Houghton Community Council's recommended conditions, coupled with the City's regulatory structure, the new campus improvements introduce improvements consistent with the site's historic uses. Development is mitigated with setbacks, landscaping, height limits, project design, and parking requirements, along with measures governing athletic field use, which prescribe:

- Operation times;
- The entities which may utilize the field, establishing an order of preference with University use at the top of the hierarchy and putting the City in charge of scheduling public field use;
- Locating lighting only on the south field, away from single family homes on the north;
- Air horns, which are prohibited;
- Speaker requirements, limiting them to the south field and prohibiting their use by non-University groups;
- Field Use Coordinator requirements, who must be retained to ensure restrictions are enforced, including morning and evening operational requirements;
- Twice yearly reporting; and,
- Quarterly maintenance inspections.[20]

[16] Exhibit I (Staff Report, August 7), Attachment 1, pg. 11.
[17] Exhibit A (Staff Report, May 9), pgs. 13-15, Appendix 13.
[18] Exhibit A (Staff Report, May 9), Appendix 3 (Development Standards).
[19] Exhibit A (Staff Report, May 9), pgs. 22-23; Recommendation Appendixes 1-4 (identifying added mitigation).
[20] Appendix 4 (Houghton Community Council Recommendation); Exhibit I (Staff Report, August 7), Attachment 1, pg. 10.

With these measures, and as the Master Plan is designed, the overall campus character will be retained and the use will fit in with the surrounding neighborhood, protecting the public health, safety, and welfare. Overarching positive attributes related to public health, safety, and welfare include:

- Clustering development to protect open space;
- Providing ample parking and stronger pedestrian connections on campus;
- Updating and improving many of the aging facilities on campus;
- Providing ample buffering to neighboring properties;
- Opening campus facilities to public use and enjoyment;
- Improving streetscapes;
- Improving stormwater treatment;
- Improving ecological function of College Creek;
- Improving Emergency Shelter Facilities on Campus.[21]

As mitigated, the proposal will not introduce new facilities or activities which would be detrimental to neighborhood character. The mitigation imposed is extensive and in certain instances more than is typical. However, project design has thoughtfully evolved throughout the review process to address neighborhood compatibility, with mitigation tailored to ensure public concerns were addressed.

1.18 Staff Reports and Houghton Community Council Recommendation, Incorporation. Except as modified, the Houghton Community Council and the May 9 and August 7, 2019 Staff Reports are incorporated by reference.

2. CONCLUSIONS OF LAW

2.1 The Hearing Examiner conducts a public hearing and issues a recommendation in a Process IIB review. As the proposal is within Houghton Community Council jurisdiction, the Community Council also makes a recommendation, which the Examiner has received and considered. The City Council then makes a final decision on the Master Plan.[22]

2.2 The proposal is only approved if the Applicant demonstrates consistency with these criteria:[23]

a. It is consistent with all applicable development regulations and, to the extent there is no applicable development regulation, the Comprehensive Plan; and

b. It is consistent with the public health, safety and welfare.[24]

The project follows City development regulations.[25] No regulation was identified during the extensive review process which could not be met. No area was identified lacking regulatory coverage, but the project also follows the Comprehensive Plan, which supports appropriately

[21] Exhibit C (Applicant Power Point).
[22] Ch. 152 KZC.
[23] KZC 152.55 (applicant has the burden of proof).
[24] KZC 152.70(3).
[25] Exhibit A (Staff Report, May 9), *see also* Appendix 3, identifying various development standards.

sited University facilities. The Master Plan has been heavily mitigated to ensure compatibility with the surrounding residential neighborhood. The proposed Master Plan revisions support the existing school use consistent with the public health, safety, and welfare, and should be approved.

2.3 These conclusions are based on the findings above.

RECOMMENDATION

The Hearing Examiner, pursuant to the above Findings of Fact and Conclusions of Law, recommends approval of the requested Master Plan to the City Council, subject to the conditions outlined in the Houghton Community Council Recommendation, which incorporates conditions from the May 9 and August 7, 2019 Staff Reports, except as modified by its Recommendation.

If a party wishes to challenge this Recommendation, the challenge must be timely filed and served, with required fees paid, in accordance with Ch. 152.85 KZC procedures. These procedures require that the challenge be made within seven calendar days of Recommendation distribution.

Entered September 19, 2019.

City of Kirkland Hearing Examiner Pro Tem
Susan Elizabeth Drummond

Appendix 1

MDNS Mitigation Measures

1. The University shall contribute $15,000 to the City of Kirkland Neighborhood Traffic Control Program to be used to mitigate neighborhood traffic impacts in the Houghton Neighborhood in the vicinity of Northwest University.

2. The University shall improve the intersection of 108th Avenue NE/NE 53rd Street to include a new traffic signal and associated intersection improvements (curb ramp, crosswalk, etc.) to the City of Kirkland's standards.

3. In lieu of constructing half-street improvements along the 108th Avenue NE frontage to include a dedicated bus lane as described in the Phase II Transit Queue Jump improvement of the 108th corridor project (PT 0006), the City will require a width of up to 12-feet of right-of-way (ROW) dedication (approximately 880-feet) along the 108th Avenue NE University properties.

4. The University shall sell a width of up to 12-feet of frontage at 6710 108th Avenue NE for the construction of the Phase I Transit Queue Jump improvement of the 108th corridor project (PT 0005).

5. The University shall contribute a proportional share to the intersection improvement of Phase I Transit Queue Jump improvement of the 108th corridor project (PT 0005) not-to-exceed $266,306 or 14 percent of the total project cost (whichever is lower).

6. The University shall contribute a proportional share to the intersection improvement of Phase II Transit Queue Jump improvement of the 108th corridor project (PT 0006) not –to exceed $175,606 or 8 percent of the total project cost (whichever is lower).

7. The University shall contribute a proportional share to the intersection improvement of the NE 68th Street Intersection Improvements/Access Management (TR 0117 004) not-to-exceed $241,214 or 14 percent of the total project cost (whichever is lower).

8. The University shall submit a parking management plan for staff review and approval prior to final building permit for the first building greater than 5,000 square feet or which public use of the athletic fields.

9. The University will create a parking management plan and monitor events that are anticipated to result in 90 percent of the campus parking supply being occupied.

Appendix 2

Applicant's Added Mitigation/Clarification

Cut-Through Traffic Evaluation and Mitigation. In recognition of the fact that it is difficult to predict future levels of cut-through traffic associated with development of the Master Plan projects, any building permit application proposing a building that exceeds 5,000 sq. ft. or provisions of public use sports field 3-years after the approved Master Plan will include an analysis of existing and project cut-through traffic impact on non-arterial streets related to Northwest University vehicles. If cut-through traffic impacts are identified that are projected to worsen as a result of the proposed project, Northwest University shall be required to pay a mitigation fee to the City's Neighborhood Traffic Control Program that is proportionate to its impacts, not to exceed $15,000 per Master Plan project over 5,000 sq. ft. or public use of the sports field for the life of the Master Plan.[26]

Field Use Coordinators. Northwest University will hire "Field Use Coordinators" whose responsibilities will include ensuring that the requirements of the Field Use agreement are enforced (including the morning and evening timing restrictions) and logging and responding to complaints of any kind. The University's Athletic department will be required to submit twice yearly reports to the City summarizing all complaints received and how the complaint was handled. Additional mitigation measures could be considered by the City if substantiated by the reports.[27]

[26] Exhibit D.
[27] Exhibit E.

Appendix 3

Staff Report (May 9, 2019)
Recommended Conditions

(Conditions Taken Directly from Staff Report; References to Conclusions are to Staff Report Conclusions)

1. This application is subject to the applicable requirements contained in the Kirkland Municipal Code, Zoning Code, and Building and Fire Code. It is the responsibility of the applicant to ensure compliance with the various provisions contained in these ordinances. Attachment 3, Development Standards, is provided in this report to familiarize the applicant with some of the additional development regulations currently in effect. This attachment does not include all of the additional regulations. When a condition of approval conflicts with a development regulation in Attachment 3, the condition of approval shall be followed.

2. Staff recommends approval of the proposed changes to the special regulations. Attachment 13 outlines the changes that would need to be made to the applicable special regulations (see Conclusion II.E.1).

3. As part of the building permit submittal for the tennis center, the applicant shall submit a final use agreement that ensures that the facility will be used by the University a majority of the time. Additionally, the agreement shall ensure that the running and walking track will be free and open to all members of the Houghton community as well as students, faculty, staff and guests of Northwest University (see Conclusion II.E.2).

4. Prior to or as part of the building permit submittal for the tennis center, the applicant shall submit plans that show compliance with the KZC Sections 92.30(2), 92.30.(3), 92.30(4), 92.30(5). With regard to the minimum requirements of KZC 92.30(3), the minimum required modulation depth of 20' be reduced to 6' (see Conclusion II.E.2).

5. Prior to use of the athletic fields by outside groups or organizations, the applicant shall:

   a. Submit a final use agreement that incorporates the polices outlined in the applicant's submittal (see Conclusion II.E.3). Additionally, the use agreement shall incorporate the following requirements:

      1. The use of air horns (and similar noise making devices) are not allowed.

      2. The use of speakers will be limited to the southern field and must be directed to the south.

      3. If there appears to be unauthorized usage of the fields, neighbors shall contact the NU Security office at 425.889.5500 to report the potential unauthorized use so it can be investigated promptly.

4. Institute a quarterly maintenance inspection led by a member of the senior leadership team of NU (currently the CFO) with reporting requirements to remove and replace dead or dying plantings, mulch and otherwise care for the existing plantings in the buffer and insure existing plantings are properly irrigated and cared for.

b. Install new fencing to fully enclose the northern landscape buffer (with the only access being through locked maintenance gates) and install 30-foot netting along the northern edge of the fields to control errant (see Conclusion II.E.3).

6. As part of the building permit for the field lights, the applicant shall submit a lighting plan and photometric site plan for approval by the Planning Official (see Conclusion II.E.4).

7. Student enrollment shall be limited to 1,200 FTE's for on-campus undergraduate resident students and an overall enrollment on campus (including undergraduates, graduate, evening and weekend degree and commuter students) of 2,000 FTE's (see Conclusion II.E.5).

8. As part of the building permit submittal for the Welcome Center (Phase 3), the applicant shall submit a critical area report and plan that complies with the requirements of KZC Section 90.75.3. The applicant shall fund a peer review of the critical area report by the City's consultant (see Conclusion II.E.6).

9. As part of the grading permit for the athletic field improvements (Phase 5), the applicant shall submit a stream buffer restoration plan that complies with the vegetative buffer standards contained in Kirkland Zoning Code section 90.130. The applicant shall fund a peer review of the vegetative buffer plan by the City's consultant (see Conclusion II.E.6).

10. Prior to issuance of the first building permit application, the applicant shall submit a final Transportation Management Plan for review, approval, and recording by the City. The TMP shall distribute free bus passes to all on campus employees and students (see Conclusion II.E.7).

11. As part of any development permit for the campus, the applicant shall submit a tree retention plan for review by Staff (see Conclusion II.E.8).

12. The Notice of Approval shall be valid until the December 31, 2039 to allow the construction of all phases currently being proposed (see Conclusion V.B).

Appendix 4

Houghton Community Council Master Plan Recommendation

and

Staff Report (August 7, 2019), w/out attachments

Houghton Community Council
CITY OF KIRKLAND
123 Fifth Avenue, Kirkland, WA 98033 425.587-3225
www.ci.kirkland.wa.us

MEMORANDUM

To: Susan Drummond, Hearing Examiner Pro Tem

From: _____
Rick Whitney, Chair, Houghton Community Council

Date: September 9, 2019

Subject: NORTHWEST UNIVERSITY MASTER PLAN, ZON16-02063
RECOMMENDATION OF HOUGHTON COMMUNITY COUNCIL

Recommendation to the Hearing Examiner:

After consideration of the testimony and record presented at the public hearings for file number ZON16-02063 held on May 14th, June 11th and August 15th, the Houghton Community Council (HCC) concurs with the findings, conclusions, and recommendations contained in the Staff Advisory Report dated May 9, 2019 and subsequent memo dated August 7, 2019, except as modified below. In addition, based on review of the record and testimony at the public hearing, the Houghton Community Council recommends approval based on the following additional and modified conditions of approval:

Recommendation 1

Support the conversion of the Tennis Center to an Academic Building, subject to following conditions:

- The academic building shall be limited to 30' above Finished Grade or Existing Grade (whichever is lower) as measured from the center point of the West Facade for a distance of at least 75' East of the Puget Sound Adventist Academy (PSAA) property line. East of this line, the standard and existing building height limits would be applied - specifically 30' ABE within 100' of the campus boundary and 40' ABE for portions exceeding 100' from the campus boundary.

- The proposed 50-foot buffer along NE 53rd Street and rain garden proposed for the Tennis Center shall be retained with the Academic Building.

As a result of this recommendation, Staff Recommendation Condition 3 would be eliminated and Condition 4 would be revised to the following:

- Prior to or as part of the building permit submittal for the academic building, the applicant shall submit plans that show compliance with the KZC Sections 92.30(2), 92.30.(3),

92.30(4), 92.30(5). With regard to the minimum requirements of KZC 92.30(3), the minimum required modulation depth of 20 feet may be reduced to 6 feet.

Recommendation 2

As part of the building permit submittal for any building permit application that exceeds 5,000 square feet or prior to any public use of sports fields, the applicant shall conduct a cut-through traffic analysis for Public Works to review. Prior to study, the University's transportation consultant shall provide the scope of analysis and methodology to the City Transportation Engineer to review and approve. The cut-through study shall provide data to identify the Northwest University cut-through traffic as well as non-university cut-through traffic and speed data for cut-through routes. If cut-through traffic impacts are identified and traffic calming is determined to be necessary by the City, Northwest University shall be required to pay a mitigation fee to the City's Neighborhood Traffic Control Program that is proportionate to its impact, not to exceed $15,000 per Master Plan project over 5,000 square feet for the life of the Master Plan and $30,000 for public use of the sports field. The mitigation fee amounts shall be adjusted for yearly inflation using the Consumer Price Index (CPI) for the Seattle-Tacoma-Bellevue area starting in October of 2020, adjusted annually and run through the expiration of the Master Plan (December 31, 2039).

Recommendation 3

Staff Recommendation Condition 5 shall be revised to the following:

- Use of the University's athletic fields shall be limited to the following and use shall be prioritized in this order:
    - Tier 1A –Northwest University games, practices, and intramural uses.
    - Tier 1B – Northwest University and Northwest University Affiliated Groups sports camps and recruiting efforts; ancillary use by guests who have engaged NU for conference services; and ancillary use by affiliated groups, to include local, non-profit schools with academic or athletic relationships with NU.
    - Tier 2 – City-sponsored youth leagues
    - Tier 3 – Local, non-profit youth organizations ("local" is defined as a group comprised of 65% or greater Kirkland residents)
    - Tier 4 – School (local elementary, middle, and high) and other non-profit youth organizations
    - Tier 5 – For-profit youth organizations
    - Adult league sports shall not be permitted
    - Other than Tier 1A use, the fields shall be limited to practice, with no games allowed for outside organizations (Tier 1B thru Tier 5)

- Prior to use of the athletic fields by Tier 2 thru 5 groups or organizations, the applicant shall:
    a. Submit a final agreement with the City of Kirkland Department of Parks and Community Services that includes the following:
        1. The City will schedule all public field use, subject to the priority list. The City has discretion to limit or adjust public field use as necessary to address adverse impacts.
        2. The use of air horns (and similar noise making devices) are not allowed.
        3. The use of speakers shall be limited to the southern field and must be directed to the south. No outside organizations (Tier 2 thru Tier 5) are allowed to use speakers.

4. Northwest University shall hire "Field Use Coordinators" whose responsibilities will include ensuring that the requirements of the Field Use agreement are enforced (including the morning and evening timing restrictions) and logging and responding to complaints of any kind. The University's Athletic department will be required to submit twice yearly reports to the City summarizing all complaints received and how the complaint was handled. Additional mitigation measures may be required by the City if substantiated by the reports.
5. Institute a quarterly maintenance inspection led by a member of the senior leadership team of NU (currently the CFO) with reporting requirements to remove and replace dead or dying plantings, mulch and otherwise care for the existing plantings in the north athletic field buffer and insure approved plantings are properly irrigated and cared for. The applicant shall submit a yearly report to the City to ensure that the buffer is maintained pursuant to KZC Section 95.51.

Recommendation 4:

The proposed sound wall along the north edge of the athletic field shall not be installed.

Recommendation 5:
Athletic Field use shall not begin until after 8am and must end prior to 9pm. Northwest University individual coaching and use of the fields for fitness training of athletes can occur before 8:00am, as long as conversations and noise are kept to a minimum. Outside community use will be limited to no more than 8 hours per day.

Recommendation 6:
Lights are allowed on the southern field only. Lights will be for evening use only and will be programmed to turn off at 9:30pm. Lights will be LED lights (the Musco Light-Structure Green LED System proposed by the applicant) and focused inward, toward the field, to minimize light and glare impacts on adjacent properties. Field lighting will only be in operation when fields are in use. Field lighting controls will be in a central location, only for operation by the NU Facility Manager and NU staff.

Recommendation 7:
Prior to issuance of each building permit submittal for all buildings, the applicant shall submit to the City the name and contact information for the project's Construction Coordinator. The Construction Coordinator shall be responsible for communicating with the community about construction plans and activities and responding to inquiries or complaints. Additionally, the applicant shall post the contact information for the Construction Coordinator onsite in location visible to the general public.

CITY OF KIRKLAND
Planning and Building Department
123 5th Avenue, Kirkland, WA 98033
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MEMORANDUM

To: Houghton Community Council
Kirkland Hearing Examiner

From: Tony Leavitt, Senior Planner
Jeremy McMahan, Planning and Building Deputy Director
Thang Nguyen, Transportation Engineer

Date: August 7, 2019

Subject: ZON16-02063, Northwest University Master Plan, Response to Questions from June 11th Hearing

During the June 11, 2019 Public Hearing for the Northwest University Master Plan, the Houghton Community Council requested additional information from staff and the applicant to address issues that were raised during the public hearings on May 14th and June 11th.

The issues raised during the hearing and the responses from staff are summarized below. The applicant's responses are included in Attachment 2.

Public Athletic Field Use

As part of the Master Plan, the applicant is proposing to open the athletic fields up for public use. During the public hearings, the Houghton Community Council had concerns about noise impacts associated with the field, including the use of speakers; traffic and parking impacts associated with the public field use; and ensuring community use of the fields.

Staff Response:

Noise: The applicant has submitted a Noise Study (see Attachment 1, Exhibit C) to address the concerns regarding noise impacts. The Noise Study concludes that public use of the fields for soccer practices/games and similar sports activities will comply with City of Kirkland and WAC noise standards. It also concludes, in the professional opinion of SSA Acoustics, that there will be no significant adverse noise impacts associated with the Master Plan proposal.

Additionally, the applicant is proposing to construct an acoustical barrier (see Attachment 1, Exhibit D) along the northern edge of the fields to further mitigate any potential noise impacts on the neighboring property owners. The applicant is willing to accept a condition requiring construction of the acoustical barrier along the northern property line.

Traffic and Parking: The applicant's transportation engineer has provided additional information about the assumptions that were made in the transportation impact analysis related to public use of the field (see Attachment 1, Exhibit E). The memo concludes the following:

- *The worst-case transportation impacts of public use of the field would occur during the weekday PM peak hour when the University is in full session. As a practical matter, Northwest University (not third parties) would be expected to use the fields at those times, but the traffic analysis evaluated the worst-case scenario to understand the full range of anticipated impacts. Any public use of the fields on weekends would occur when traffic on the campus and surrounding transportation system traffic is low, so transportation impacts on weekends would be less than studied in the environmental review.*
- *In regard to parking, the parking analysis shows 355 available parking spaces at 5 p.m. with public use of the field. The available parking continues to increase after 5 p.m.; therefore, even if there were an overlap with additional use of the field, there would still be parking available. The University will use parking management strategies to ensure that there is available parking proximate to the fields when public use will occur. These strategies may include assigning students and employees to other parking lots to minimize parking in fields near the lots.*

Community Use of Fields: In order to address the HCC concerns regarding the community use of the fields, the applicant had a meeting John Lloyd, City of Kirkland Parks and Community Services Deputy Director (see Attachment 1, Exhibit B). In their July 31st memo to the HCC, the Parks and Community Services Department confirmed the City's interest in the use of the fields by the City and community organizations and outlined the City's Interlocal Agreement with the Lake Washington School District (LWSD). That agreement employs a priority system to ensure that local non-profit uses are prioritized above other uses when scheduling fields. The University has proposed an additional permit condition to utilize a similar tiered system for field use and willingness to enter into an ILA with the City for the City to schedule all non-University field use similar to the arrangement with the LWSD.

Traffic and Parking Impacts

A number of questions related to transportation and parking analysis and impacts were raised at the public hearing. Issues included trip generation of the proposed uses, parking accommodations and management, effectiveness of the existing Transportation Management Program and how will the new one be improved, addressing cut through traffic, traffic signal location along 108th Avenue NE, and the Master Plan relationship to the 6th Street Corridor Study.

Staff Response:

Trip Generation: The applicant's transportation engineer has provided the following table showing a summary of the anticipated total Master Plan trip generation in 2022 and 2037 by the proposed land uses (see Attachment 1, Exhibit E). The land use category "Northwest University Campus" represents the vehicle growth anticipated with the proposed Master Plan buildings and the anticipated increase in campus population associated with the Master Plan development. This Northwest University Campus vehicle growth is equated to a student count; however, it is inclusive of all traffic for all proposed campus uses.

Table 1. Master Plan Estimated New Vehicular Trip Generation by Horizon Year

Land Use	Size	Trip Rate[1,2]	2022 Total	2022 In	2022 Out	2037 Total	2037 In	2037 Out
Weekday Daily								
Northwest University Campus[3]	+370 students (2022) +770 students (2037)	4.22 per student	1,560	780	780	3,250	1,625	1,625
Tennis Center[3]	6 courts	38.70 per court	250	125	125	250	125	125
Public Sports Field Use	-	-	384	192	192	384	192	192
Total			*2,194*	*1,097*	*1,097*	*3,884*	*1,942*	*1,942*
Weekday AM Peak Hour								
Northwest University Campus	+370 students (2022) +770 students (2037)	0.23 per student	85	51	34	177	106	71
Tennis Center	6 courts	3.58 per court	22	11	11	22	11	11
Public Sports Field Use	-	-	0	0	0	0	0	0
Total			*107*	*62*	*45*	*199*	*117*	*82*
Weekday PM Peak Hour								
Northwest University Campus	+370 students (2022) +770 students (2037)	0.32 per student	118	59	59	246	123	123
Tennis Center	6 courts	3.58 per court	22	12	10	22	12	10
Public Sports Field Use	-	-	192	160	32	192	160	32
Total			*332*	*231*	*101*	*460*	*295*	*165*

1. Site specific trip rates calculated based on field observations for the campus daily and peak hour conditions and Eastside Tennis Center peak hour conditions. Daily trip rate for tennis center based on Institute of Transportation Engineers *Trip Generation*, 9th Edition tennis/racket club land use (#491).
2. Trip generation for the sports fields is based on use of the fields for youth soccer.
3. Trip generation rounded up to the nearest 5 vehicles.

Parking Accommodations and Management: In regard to parking accommodation and management, the applicant's analysis shows a minimum of approximately 300 available (surplus) spaces on-campus with complete build out of the proposed Master Plan, including the tennis center and public use of the fields. The available number of parking stalls continues to increase after 5:00 p.m. as the number of classes decreases and commuter students and employees are no longer on-campus. Given the available parking, additional activities/special events can be accommodated in the evening hours on weekdays.

Northwest University will develop a parking and event management plan that will be approved by the City prior to any building permit issuance or public use of the fields under the proposed Master plan. The general framework and key elements of the Parking Management Plan will include items such as:

- *Assign the campus population, such as residents and commuters, to specific parking lots on campus to manage available parking and ensure parking is open near the fields or other areas where public use may occur.*
- *Manage event schedules to minimize concurrent high activity events on-campus.*
- *Designate specific event parking lots.*
- *Provide way-finding signage to direct visitors to specific parking facilities and pick-up/drop-off area.*
- *Active enforcement of parking restrictions.*
- *Post no parking sign along NE 53rd Street during events and visually monitor neighborhood parking during the event.*
- *Designate a representative from Northwest University to coordinate public use of facilities including parking management associated with the activities.*
- *Provide parking monitors and flagger to direct visitors to on-campus parking lots.*

Transportation Management Program: Thang Nguyen, Transportation Engineer, has outlined in his memo the current and future TMP requirements, the Draft Transportation Management Plan and the Commute Trip Reduction Survey from April of 2017 (see Attachment 2). The current drive-alone rate for employees is 76 percent based on the 2017 Commute Trip Reduction survey.

According to the applicant's transportation engineer, overall driving trips to the campus are less when the total population is considered (students and employees). The campus vehicle counts conducted for the Transportation Impact Analysis (TIA) showed a driving rate of 0.32 vehicles per student headcount during the weekday PM peak hour.

The new TMP that will be required with the Master Plan is anticipated to decrease drive alone rates further by implementing more strategies that have proven to work both locally and nationally. The goal of this TMP shall be that no more than 65 percent of the Northwest University Kirkland Campus commute trips occur by single-occupant vehicles. The goal will apply to both student and employee commuter trips. New strategies being considered for the TMP are:

- *Transit pass subsidy for benefited employees and commuter students*
- *Incentives for benefited employees using alternative modes*

The Master Plan also includes increased on-campus housing, which will assist in decreasing drive alone trips.

Cut Through Traffic: In order to address cut through traffic, the applicant is proposing a condition that with any building permit application proposing a building that exceeds 5,000 sq. ft. or provisions of public use of sports field 3-years after the approval of the Master Plan will include an analysis of existing and projected cut-through traffic impact on non-arterial streets related to Northwest University. If cut through traffic impacts are identified that are projected to worsen as a result of the proposed project, Northwest University shall be required to pay a mitigation fee to the City's Neighborhood Traffic Control Program that is proportionate to its impact, not to exceed $15,000 per Master Plan project over 5,000 sq. ft. or public use of the sports field for the life of the Master Plan.

The Northwest University Master Plan includes 6 buildings over 5,000 square-feet and public use of the sports field, which would require payment of the cut-through traffic mitigation of $15,000 each if impacts are identified. The potential cut-through traffic mitigation fee is up to $105,000. The applicant has provided table showing the costs of various traffic calming devices and the pros and cons of each type. Any traffic devices in the neighborhood would involve a public process involving neighbors impacts by the traffic calming.

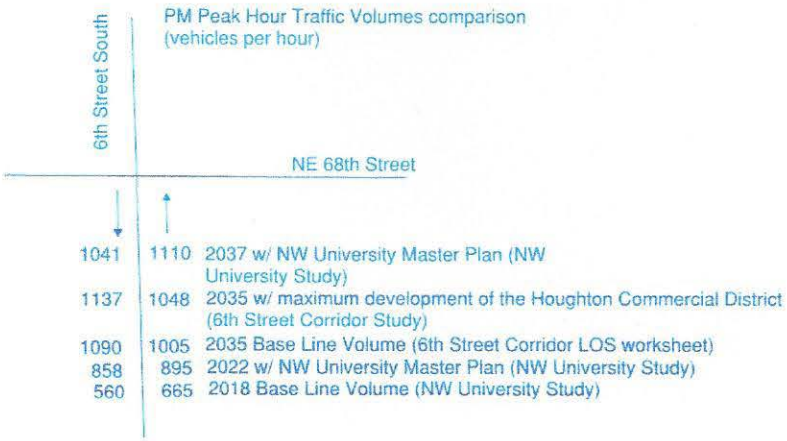
The Staff Recommendation for the project includes a condition to install a traffic signal at the intersection of 108th Avenue NE and NE 53rd Street. Some Houghton Community Council Members asked if a signal located at the main entrance to the campus and 108th Avenue NE would be a better location.

Thang Nguyen states in his memo that the Public Works Department does not support signalizing the University's main entrance on 108th Avenue NE instead of the intersection of 108th Avenue NE/NE 53rd Street because it will not alleviate the poor level of service at the intersection of 108th Avenue NE/NE 53rd Street. Furthermore, signalizing the campus main entrance will not allow the opportunity to incorporate the crosswalk south of NE 53rd Street into the intersection of 108th Avenue NE/NE 53rd Street to improve crossing safety. The signalization of 108th Avenue NE/NE 53rd Street is a requirement of the current Master Plan and was based on the neighborhood's desire to improve the operation at the intersection. Furthermore, signalizing the

University's main entrance will conflict with the City's 6th Street Corridor plan improvement to add a bus lane in that area.

6th Street Corridor Study: Finally, the HCC requested that Staff provide the projected traffic from the 6th Street Corridor Study and the phases of the Master Plan. Thang Nguyen provides the following response:

> *The figure below provides the PM Peak hour forecasted traffic on 108th Avenue NE for the various scenarios. The 2035 forecasted traffic volumes are from the 6th Street Corridor Study. The Baseline Volume represents the traffic adopted 2035 land use within the City Comprehensive Plan and 2035 with maximum development of the Houghton Community District represents the maximum redevelopment potential of the Houghton Community District added on top of the adopted 2035 land use. More detailed information on traffic growth are provided on page 25, 47, 48, 108 and 114 of the 6th Street Corridor Study.*
>
> *The 2022 and 2037 traffic volumes are from the Northwest University traffic impact analysis report; these volumes include a 2% per year growth added on top of the existing traffic volumes plus pipeline traffic volumes from other approved development projects.*



Tennis Center

During the Public Hearing, both the HCC and Community members expressed concerns about bulk and height of the tennis center, the private use of the tennis center, and community access to the facility.

The applicant explored several options for reducing the bulk of the building, but they were unable to identify an option that would retain the building's functionality.

As a result, the applicant has decided they would be willing to convert the proposed Tennis Center to an academic building, if recommended and so conditioned by the HCC and/or Examiner.

If so conditioned, the applicant has indicated the following reduced impacts:

- Based on initial, conceptual renderings, the overall building footprint would decrease from 52,000 sq. ft. to approximately 35,600 sq. ft. if the Tennis Center were converted to an academic building.

- The academic building would be limited to 30' above Finished Grade or Existing Grade (whichever is lower) as measured from the center point of the West Facade for a distance of at least 75' East of the PSAA property line. East of this line, the standard and existing building height limits would be applied (specifically 30' ABE within 100' of the campus boundary and 40' ABE for portions exceeding 100' from the campus boundary). Attachment 1, Exhibit F provides an illustration of proposed height, bulk and scale of the academic building, as compared to the Tennis Center.
- The applicant would propose to retain the existing, 50' buffer and rain garden (which was originally proposed to mitigate impacts associated with the increased height requested for the Tennis Center).

After reviewing the potential conversion from Tennis Center to academic building, staff supports conditioning the project accordingly, subject to compliance with existing height limits and retention of the 50' buffer and rain garden. Specific design of the building would be reviewed and evaluated by staff through an administrative process, similar to the other buildings proposed in the Master Plan. The conversion would have lesser impacts in terms of building mass and would not increase the proposed enrollment.

The Houghton Community Council did have a question regarding any examples of commercial uses located within an institutional use. Staff was unable to find any examples of commercial uses located on public or private colleges or schools within the City. However, it should be noted that some Lake Washington School District schools within the City do host non-profit organizations likes churches and sporting events. LWSD policies state that for-profit or commercial groups are not permitted without the prior approval of the Board of Directors.

Attachments

1. Applicant's Response to HCC Comments and Questions
2. Memo from Thang Nguyen, Transportation Engineer

Dear Mr. Leavitt,

REGARDING:
Northwest University
ZON24–00896

The applicant is requesting a Process IIB zoning permit to amend the Northwest University Master Plan. The amendment proposes a change of the use for the Davis Administrative Building, located at 5710 108th Ave NE, to allow a Community Facility Use to lease and occupy the building.

I have an interest in this amendment because the PLA1 zone subject property directly borders my RS 8.5 property on both the south and west sides. I will be out of town several weeks in April and May, so I wanted to get this letter to the City before the April 18 deadline. Depending on the public hearing date, I may be out of state, so I'm hoping these concerns and suggestions will be conveyed to the Hearing Examiner

A Few Facts:

- (Housekeeping) The map printed on the Notice of Application erroneously depicts several properties as being inclusive in PLA1 zone when, in reality, they are owned by the university but are not within the planned area (see attached map).
- The subject property and parking lot have porous boundaries to properties outside PLA1.
- The homes and duplexes abutting the subject property have small children (who spend most of their free time outdoors).
- The subject property has direct access to the cafeteria and dormitories of the university.
- A bus stop is located at the subject property.
- As early as July of 2025, a low-barrier Permanent Supportive Housing facility will open near the transit center on Northup Way. The 121-room building will provide housing for men (only) who are chronically homeless, which the county identifies as someone who has been homeless for a year or more and has a disability, or someone who has had at least four homelessness episodes in the past three years and has a disability.
- The 121 supportive housing units have kitchenettes, but meals are not provided. If a food bank were to be sited on the subject property, it makes sense that residents would take the bus or walk to the nearest food bank.
- Plymouth Housing, the company managing the permanent supportive housing facility, allows tenants to use drugs and alcohol in the building and does not require addicts to get treatment.
- The *2023 Crime in Washington* report states that in 58.2% of violent crimes, the offender was a stranger to the victim and that 43.3% of Crimes Against Society incidents indicated the suspect(s) used alcohol and/or drugs during commission of crime.

Neighborhood concerns:
The community has concerns that chronically unhoused men who are not being treated for active drug or alcohol addiction will be our new neighbors.

Safety is not just for the tenants—it must also include the residents, businesses, and children in the surrounding area. If the Davis Building is used for direct services (mental health crisis, food or clothing bank), we have safety concerns for the children, students, and properties directly connected to the site. We are concerned that some residents of La Quinta will congregate in the large, secluded parking lot and perhaps perpetuate crimes of opportunity in the neighborhood: theft, property crime, car prowls, intimidation, drug use, drug deals, exposure of children to illegal activity, etc.

Requests:

- We have no objection to the use of the Davis Building as Community Facility offices operating within usual working hours.
- If the building is used to provide direct services, such as a food bank, clothing bank, or mental health services, we would expect mitigation to alleviate potential impacts on the surrounding neighborhood.
- Although we have a list of suggested mitigations, I think the best suggestion is for the university to meet with neighbors on the northwest property line once the tenant has been chosen.

Suggested mitigation measures include:

- Fencing surrounding the subject site's immediate parking lot as well as the parking lot behind the Pringle residence to prevent walk-offs into neighboring yards and onto campus. I've attached an annotated map that crudely shows where we would like to see fencing (see pink lines). If the tenant requires the 9 spaces behind the Pringle residence, I would request a different fencing configuration, to be determined by the impacted parties.
- Installation of security cameras
- Continuance of NWU security on the site
- Install locks on gates that lead from site onto campus (see pink text on map)
- If Hearing Examiner has other recommendations, we would love to enter that discussion or hear those suggestions.

Thank you for your time and consideration of these matters. I can be reached at betsyp@hotmail.com or 425-444-8936

Sincerely yours,

Betsy Pringle
5821 109th Ave NE
Kirkland, WA 98033

NE 58TH PL
110TH AVE NE
110TH WAY NE
110TH LN NE
NE 59TH ST
NE 58TH WAY
C3
Duplex families/
3 small children
109TH AVE NE
109TH LN NE
Gate from campus to neighborhood
Gate from Davis Building to campus cafeteria and dorms
Gate from Davis Building to campus cafeteria and dorms
Single family/
3 small children
RS 8.5
Pringle property
RS 8.5
Parking lot/
no barrier
9 spaces
PLA1
PLA1
Davis Building
Parking lot/
no barrier
Parking lot/
no barrier
NORTHWEST COLLEGE
Northwest University
108TH AVE NE
NE 58TH ST
NE 57TH ST

Fact Sheet

Action Sponsor and Lead Agency
City of Kirkland
Planning and Building Department

Proposed Action
Northwest University Davis Administrative Building - Change of Use to a Community Facility

Responsible Official
Adam Weinstein, AICP
Planning and Building Director

Contact Person
Tony Leavitt, Senior Planner, City of Kirkland
425-587-3253, tleavitt@kirklandwa.gov

Required Approvals
Process IIB Zoning Permit for Master Plan Amendment

Location of Background Data
File Nos. SEP16-02066, ZON16-02063
City of Kirkland
Planning and Building Department
123 Fifth Avenue
Kirkland, WA 98033

Date of Issuance June 30, 2025

City of Kirkland

SEPA Addendum dated June 25, 2025

Davis Administrative Building - Change of Use to a Community Facility

File Nos. SEP16-02066, ZON24-00896

I. Background

On November 6, 2019, the City Council approved, with conditions, the Northwest University Master Plan (File No. ZON16-02063). The updated Master Plan included buildings totaling 364,910 gross square feet of net new construction, use of the athletic fields by outside organizations, onsite road and traffic flow alterations, an increase in heights for specific buildings, additional parking and an increase in enrollment to 2,000 full time equivalent (FTE) students.

This State Environmental Policy Act (SEPA) Addendum (File no. SEP16-02066) is intended to fulfill the environmental requirements pursuant to SEPA for the proposed changes.

II. SEPA Addendum

According to the SEPA Rules, a SEPA addendum provides additional analysis and/or information about a proposal or alternatives where their significant environmental impacts have been disclosed and identified in a previous environmental document (WAC 197-11-600(2). An addendum is appropriate when the impacts of the new proposal are the same general types as those identified in the prior document, and when the new analysis does not substantially change the analysis of significant impacts and alternatives in the prior environmental document (WAC 197-11-600(4)(c), -625 and –706).

In March 2019, the City issued a SEPA Mitigated Determination of Nonsignificance (MDNS) for the 20 Year Campus Master Plan (see Attachment 2). The SEPA MDNS required mitigations to address traffic impacts associated with the project. These included payment into the neighborhood traffic control program, intersection improvements including a new traffic light, right-of-way dedication, proportional share of transit improvements, and a campus parking management plan.

III. Project Action

Decisions on a specific project, such as construction activity, are referred in the SEPA rules as "project actions" (WAC 197-11-704(2)(a)). The project that is the subject of this memo is currently in the zoning permit review stage with the City of Kirkland, and is considered a project action. The purpose of a SEPA addendum in analyzing a project action is to help the decision-maker identify and evaluate the environmental effects of, in this case, the proposed modifications when compared with the original approval.

IV. Description of Proposal

The applicant has submitted a Process IIB zoning permit to request approval of a Master Plan Amendment (File No. ZON24-00896). The amendment proposes a change of use for the existing Davis Administrative Building (located at 5710 108th Avenue NE) to allow an administrative office for a "Community Facility Use" to lease and occupy the building. The Kirkland Zoning Code (KZC) defines a Community Facility use a noncommercial or commercial use which provides public services, such as mental health crisis or other social and human services, food banks, and clothing banks. No new structures or building expansions are proposed.

Additionally, the proposal includes a reduction in the campus enrollment from 2,000 full time equivalent (FTE) students to 1,965 FTE students. The amendment is required as the Master Plan states that a change of use from a private college to a community facility requires approval of a Process IIB zoning permit. The applicant has submitted a SEPA checklist to address the proposal (see Attachment 1).

V. Environmental Analysis

The applicant submitted a traffic study to address the proposed change of use for the Davis Administration Building and the reduction of campus enrollment (see Attachment 3). The study included an updated trip generation and parking analysis for the proposal. The trip generation for the original SEPA determination included a tennis center, which was replaced by an academic building during the Master Plan process. The tennis center has been removed in the updated trip generation calculations. To accommodate the vehicle trips that will be generated by an outside entity using the Davis Administration Building, the applicant is proposing a reduction in the total number of FTE students from 2,000 to 1,965. This will result in an overall campus trip generation that would be below the trip generation approved with the Master Plan.

The Public Works Department has reviewed the traffic study and agrees with the analysis and the proposed reduction in student enrollment to accommodate the change of use (see Attachment 4). The amendment would not significantly increase daily or peak hour trips, and would not result in new transportation impacts beyond those identified in the previous SEPA MDNS. The change of use of the David Building would also not result in other non-traffic impacts beyond those identified in the previous document. The use of the building will be limited to an administrative office for a community facility use. Any other use of the building (including but not limited to a mental health crisis office, social or human service facility, food bank and clothing bank) would require submittal of an updated traffic report to ensure that the proposed use complies with the trip generation established with this review.

It will be necessary to further analyze certain aspects of the proposal to determine if the project complies with all the applicable City codes and policies. That analysis is most appropriately addressed with the zoning permit review for the project.

VI. Conclusion

This SEPA Addendum is appropriate when a proposal has been modified, but the changes are not expected to result in any new significant adverse impacts. Based on a review of the proposed changes by City staff, no significant adverse impacts are anticipated as a result of modifications made to the previous proposal. The mitigation measures required with the March 12, 2019 SEPA determination will still apply to the project. Therefore, issuance of a SEPA addendum is the appropriate course of action.

VII. Enclosures

Enclosure 1 SEPA Checklist
Enclosure 2 SEPA Addendum Plan Set
Enclosure 3: Trip Generation and Parking Update
Enclosure 4: Public Works Review Memo

CC: Applicant

SEPA[1] Environmental Checklist

Purpose of checklist

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization, or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. **You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown.** You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to **all parts of your proposal**, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for lead agencies

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B, plus the Supplemental Sheet for Nonproject Actions (Part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in "Part B: Environmental Elements" that do not contribute meaningfully to the analysis of the proposal.

[1] https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/Checklist-guidance

A.Background

1. **Name of proposed project, if applicable:**

   Northwest University Community Facility Lease

2. **Name of applicant:**

   Northwest University

3. **Address and phone number of applicant and contact person:**

Applicant:	Contact:
Ryan Porter	Ian Faulds
Northwest University	Core Design, Inc.
5520 108th Ave NE	12100 NE 195th Street, Suite 300
Kirkland, WA 98033	Bothell, WA 98011
425-889-6310	425-885-7877
ryan.porter@northwestu.edu	ifaulds@coredesigninc.com

4. **Date checklist prepared:**

   12/06/2024

5. **Agency requesting checklist:**

   City of Kirkland

6. **Proposed timing of schedule (including phasing, if applicable):**

   Permitting in Winter/Spring 2025

   Occupancy in later Spring/Summer 2025

7. **Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.**

   There are no current plans for future additions, expansions, or further activity related to or connected with this proposal.

8. **List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.**

   Traffic and Parking Study prepared by TranspoGroup on December 5, 2024.

9. **Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.**

   The applicant is not aware of any pending proposals affecting this proposal.

10. **List any government approvals or permits that will be needed for your proposal, if known.**

    To permit this change in Land Use the request must be submitted under a Process IIB application per Chapter 152 KZC.

11. **Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)**

    The University is proposing to lease this valuable vacant space to a non-profit organization under the allowed "Community Facility" use in the PLA 1 zone. Given current enrollment Northwest University has consolidated their administrative offices on campus, resulting in an underutilization of the 13,736 SF administrative building located on parcel 1725059268, in the northwest corner of the university campus. No change to the existing parcel or building is proposed.

12. **Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.**

    The project is located at 5710 108th Ave NE, Kirkland, WA 98033.
    The parcel number is 1725059268.

B.Environmental Elements

1. Earth

a. **General description of the site:**

   Circle or highlight one: Flat, rolling, hilly, steep slopes, mountainous, other:

b. **What is the steepest slope on the site (approximate percent slope)?**

   None, the site is flat and developed with a building and parking lot.

c. **What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them, and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.**

   No soil information has been collected as no ground disturbance is proposed.

d. **Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.**

   None, the site is flat and developed with a building and parking lot.

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

No filling, excavation, or grading is proposed for this project.

f. Could erosion occur because of clearing, construction, or use? If so, generally describe.

The proposal will not involve any clearing or construction.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

Roughly 90% of the parcel is covered by existing impervious surfaces. The proposal does not involve any change to existing impervious surfaces.

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.

No measures are proposed to reduce or control erosion as the project does not involve any ground disturbance.

2. Air

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

The proposal will not involve construction and will not significantly alter current operations on site.

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

Off-site sources of emissions are those typical of the neighborhoods that surround this site such as automobile emissions from traffic on adjacent roadways and emissions from nearby buildings. These sources are not likely to significantly impact the project.

c. Proposed measures to reduce or control emissions or other impacts to air, if any:

No unique measures to reduce or control emissions are proposed as the project is not projected to significantly alter current operations on site.

3. Water

a. Surface:

1. **Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.**

   None on site. King County imap does identify a small stream across the street to the east of the site which flows into Lake Washington. No surface changes are proposed to the site.

2. **Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.**

   The project will not involve any construction, ground disturbance, or water disturbance.

3. **Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.**

   The proposal will not involve any filling or dredging.

4. **Will the proposal require surface water withdrawals or diversions? Give a general description, purpose, and approximate quantities if known.**

   The proposal will not require any surface water withdrawals or diversions.

5. **Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.**

   The proposal does not lie within a 100-year floodplain.

6. **Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.**

   The proposal does not involve any discharges of waste materials to surface waters.

b. Ground:

1. **Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give a general description, purpose, and approximate quantities if known.**

   The project will not involve withdrawal of any groundwater. The building is connected to City of Kirkland water service.

2. **Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (domestic sewage; industrial, containing the following chemicals…; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.**

No waste material will be discharged into the ground. The building is connected to City of Kirkland sewer service.

c. Water Runoff (including stormwater):

1. **Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.**

   No impervious services are added and no changes to the existing stormwater infrastructure are proposed.

2. **Could waste materials enter ground or surface waters? If so, generally describe.**

   Water on site is managed by existing stormwater infrastructure. No changes to impervious surface or this existing infrastructure are proposed.

3. **Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.**

   The proposal does not alter or otherwise affect drainage patterns in the vicinity of the site.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

No measures or changes are proposed to the existing stormwater infrastructure on site.

4. Plants

a. Check the types of vegetation found on the site:

☒ **deciduous tree: alder, maple, aspen, other**

☒ **evergreen tree: fir, cedar, pine, other**

☒ **shrubs**

☒ **grass**

☐ **pasture**

☐ **crop or grain**

☐ **orchards, vineyards, or other permanent crops.**

☐ **wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other**

☐ **water plants: water lily, eelgrass, milfoil, other**

☒ **other types of vegetation** (Landscaping)

b. What kind and amount of vegetation will be removed or altered?

No vegetation will be removed or altered for this proposal.

c. **List threatened and endangered species known to be on or near the site.**

The client is not aware of any threatened and endangered species on or near the site.

d. **Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.**

No changes are proposed to the existing landscaping on site.

e. **List all noxious weeds and invasive species known to be on or near the site.**

The client is not aware of any noxious weeds and invasive species on or near the site.

5. Animals

a. **List any birds and other animals that have been observed on or near the site or are known to be on or near the site.**

Examples include:

- **Birds: hawk, heron, eagle, songbirds, other:**
- **Mammals: deer, bear, elk, beaver, other:**
- **Fish: bass, salmon, trout, herring, shellfish, other:**

Squirrels, raccoons, and various birds are all common in this area.

b. **List any threatened and endangered species known to be on or near the site.**

The client is not aware of any threatened or endangered species on or near the site.

c. **Is the site part of a migration route? If so, explain.**

All of western Washington State is included as part of the Pacific Flyway.

d. **Proposed measures to preserve or enhance wildlife, if any.**

The proposal does not include any unique measures to preserve or enhance wildlife. No construction or alteration of the existing site will be taking place.

e. **List any invasive animal species known to be on or near the site.**

The client is not aware of any invasive animal species on or near the site.

6. Energy and natural resources

a. **What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.**

Electricity will be the primary source of energy to heat and operate buildings on site and is already provided to the existing building.

b. **Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.**

The proposal will not affect the potential use of solar energy by adjacent properties.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.

No new features for energy conservation are included in this proposal. No changes to the existing building are proposed at this time.

7. Environmental health

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur because of this proposal? If so, describe.

No unique environmental hazards are projected for this proposal.

1. **Describe any known or possible contamination at the site from present or past uses.**

   The client is not aware of any present or past contamination of the site.

2. **Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.**

   The client is not aware of hazardous chemicals or conditions that would impact the proposal.

3. **Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.**

   Activities on site will not involve the storage, use, or production of hazardous chemicals other than those associate with vehicle trips to and from site.

4. **Describe special emergency services that might be required.**

   No special emergency services are anticipated for this proposal.

5. **Proposed measures to reduce or control environmental health hazards, if any.**

   There are no environmental health hazards known to exist on site nor are there any that will be generated as a direct result of this proposal.

b. Noise

1. **What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?**

   The main source of noise originates from vehicular traffic in the surrounding neighborhood and university campus.

2. **What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site)?**

   No construction is included in this proposal. No significant noise impacts are anticipated from this change in use.

3. **Proposed measures to reduce or control noise impacts, if any:**

   No significant noise impacts are anticipated for this proposal.

8. Land and shoreline use

a. **What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.**

   The previous use of this site was administrative offices for Northwest University. Due to consolidation of offices, the University is proposing to lease the vacant space to a non-profit organization under the "community facility use" allowed within the PLA 1 zone. This change is not anticipated to impact land uses on nearby properties.

b. **Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses because of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?**

   The project site has not been used as working farmlands or working forest lands.

   1. **Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how?**

      The proposal will not affect or be affected by surround working farm or forest lands.

c. **Describe any structures on the site.**

   The current structure on site is a 13,736 SF office building previously used as university administrative offices. No changes to this building are proposed.

d. **Will any structures be demolished? If so, what?**

   No existing structures will be altered or demolished.

e. **What is the current zoning classification of the site?**

   The current zoning designation is PLA 1.

f. **What is the current comprehensive plan designation of the site?**

   The comprehensive plan currently designates the site as institutional.

g. **If applicable, what is the current shoreline master program designation of the site?**

   This site is not subject to the shoreline master program.

h. **Has any part of the site been classified as a critical area by the city or county? If so, specify.**

   No part of the site has been classified as a critical area.

i. **Approximately how many people would reside or work in the completed project?**

Roughly 20-50 workers, but exact numbers would be dependent on the specific non-profit leasing the space.

j. **Approximately how many people would the completed project displace?**

The proposal would not displace any residents or workers.

k. **Proposed measures to avoid or reduce displacement impacts, if any.**

No displacement impacts are anticipated for this proposal.

l. **Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.**

No compatibility measures are proposed. The use change for this proposal will not significantly alter function of the site.

m. **Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:**

No impacts to agricultural and forest lands are anticipated with this proposal.

9. Housing

a. **Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.**

No residential units are included with this proposal.

b. **Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.**

No residential units would be eliminated by this proposal.

c. **Proposed measures to reduce or control housing impacts, if any:**

No housing impacts are anticipated with this proposal.

10. Aesthetics

a. **What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?**

No structures are proposed by this project.

b. **What views in the immediate vicinity would be altered or obstructed?**

No views in the immediate vicinity will be altered or obstructed by this proposal.

c. **Proposed measures to reduce or control aesthetic impacts, if any:**

No aesthetic impacts are anticipated with this site.

11. Light and glare

a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

No changes to light or glare are proposed with this proposal.

b. Could light or glare from the finished project be a safety hazard or interfere with views?

No changes to light or glare are proposed with this proposal.

c. What existing off-site sources of light or glare may affect your proposal?

No existing off-site sources of light or glare are anticipated to impact this proposal.

d. Proposed measures to reduce or control light and glare impacts, if any:

No changes to light or glare impact are proposed for this proposal.

12. Recreation

a. What designated and informal recreational opportunities are in the immediate vicinity?

Recreational amenities in the vicinity include open space and athletic facilities for Northwest University.

b. Would the proposed project displace any existing recreational uses? If so, describe.

This proposal will not displace any existing recreational uses.

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

No impacts to recreation are anticipated with this proposal.

13. Historic and cultural preservation

a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.

The existing structure is remaining on site, but is not listed in national, state, or local preservation registers.

b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

None known. No impacts are anticipated as no changes to the surface or subsurface are proposed by this project.

c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and

the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

None used. No impacts are anticipated as no changes to the surface or subsurface are proposed by this project.

d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

None needed. No impacts are anticipated as no changes to the surface or subsurface are proposed by this project.

14. Transportation

a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

The parking lot for the site has a connection to 108th Ave NE.

b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

Northwest University is currently served by the 255 bus line, with a bus stop directly in front of the subject parcel.

c. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle, or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

Thie proposal will not require any improvements to existing transportation infrastructure.

d. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

The proposal will not use or occur in the immediate vicinity of these modes of transportation.

e. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

A total of 200 gross daily trips were calculated. Please see the provided traffic and parking study prepared by TranspoGroup for this project.

f. Will the proposal interfere with, affect, or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

The proposal is not anticipated to impact or be impacted by the movement of agricultural and forest products on roads and streets in the area.

g. **Proposed measures to reduce or control transportation impacts, if any:**

A reduction to the trips allotted for students coming to the university is proposed within the Traffic and Parking study prepared by TranspoGroup for this project.

15. Public services

a. **Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.**

The project is not anticipated to result in an increased need for public services.

b. **Proposed measures to reduce or control direct impacts on public services, if any.**

No measures to reduce or control impacts on public services are included with this proposal.

16. Utilities

a. **Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other:**

b. **Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.**

No changes to existing utilities are included with this proposal.

C.Signature

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

X 

Type name of signee: Ian Faulds

Position and agency/organization: Senior Project Planner / Core Design, Inc.

Date submitted: December 6, 2024

Enclosure 2

CITY OF KIRKLAND
Planning and Building Department
123 5th Avenue, Kirkland, WA 98033
www.kirklandwa.gov ~ 425.587.3600

MITIGATED DETERMINATION OF NON-SIGNIFICANCE

Case No.: SEP16-02066 **DATE ISSUED:** March 12, 2019

Project Name: Northwest University Master Plan

Project Location: Northwest University Kirkland Campus

Project Description: Request for approval of a 20 year Master Plan for the Northwest University Campus. Elements of the Master Plan include buildings, additions and campus improvements, totaling 364,910 gross square feet of net new construction. The improvements proposed are a new 6-Court Indoor Tennis Center, including new parking garages below; a new Gymnasium Pavilion replacing the existing Pavilion, including new parking garage below; a new Welcome Center replacing the existing Pecota Center building, including new parking garage below; a new 300 bed Residence Hall; Athletic Field Improvements including new AstroTurf and lighting with New Field House and bleachers at the athletic fields; additions to the Chapel; a new Fitness Center, including new parking garage below; and the Ness Academic Center to replace 3 existing buildings. The master plan will also propose use of the athletic fields by outside organizations; a reduced setback and planting buffer requirements along shared property lines with the Puget Sound Adventist Academy; alteration of campus access onto NE 53rd by realigning 111th Way NE to the East to accommodate the proposed Tennis Center; modifications to height limits above Average Building Elevation (ABE); revision to proposed traffic patterns and traffic plan; increase of onsite parking stalls and clarification of the FTE cap.

Proponent: Eric Drivdahl, Gellotte Hommas Architects for Northwest University

Project Planner: Tony Leavitt, Senior Planner

Lead agency is the City of Kirkland

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21.030 (2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public upon request.

Notice is hereby given that on March 12, 2019 the City of Kirkland issued a Determination of Nonsignificance (DNS) in accordance with the State Environmental Policy Act (SEPA) and Chapter 197-11 of the Washington Administrative Code.

The proposal has been changed to include the following measures to mitigate impacts:

1. The University shall contribute $15,000 to the City of Kirkland Neighborhood Traffic Control Program to be used to mitigate neighborhood traffic impacts in the Houghton Neighborhood in the vicinity of Northwest University.

2. The University shall improve the intersection of 108th Avenue NE/NE 53rd Street to include a new traffic signal and associated intersection improvements (curb ramp, crosswalk, etc.) to the City of Kirkland's standards.

3. In lieu of constructing half-street improvements along the 108th Avenue NE frontage to include a dedicated bus lane as described in the Phase II Transit Queue Jump improvement of the 108th corridor project (PT 0006), the City will require a width of up to 12-feet of right-of-way (ROW) dedication (approximately 880-feet) along the 108th Avenue NE University properties.

4. The University shall sell a width of up to 12-feet of frontage at 6710 108th Avenue NE for the construction of the Phase I Transit Queue Jump improvement of the 108th corridor project (PT 0005).

5. The University shall contribute a proportional share to the intersection improvement of Phase I Transit Queue Jump improvement of the 108th corridor project (PT 0005) not-to-exceed $266,306 or 14 percent of the total project cost (whichever is lower).

6. The University shall contribute a proportional share to the intersection improvement of Phase II Transit Queue Jump improvement of the 108th corridor project (PT 0006) not-to-exceed $175,606 or 8 percent of the total project cost (whichever is lower).

7. The University shall contribute a proportional share to the intersection improvement of the NE 68th Street Intersection Improvements/Access Management (TR 0117 004) not-to-exceed $241,214 or 14 percent of the total project cost (whichever is lower).

8. The University shall submit a parking management plan for staff review and approval prior to final building permit for the first building greater than 5,000 square feet or with public use of the athletic fields.

9. The University will create a parking management plan and monitor events that are anticipated to result in 90 percent of the campus parking supply being occupied.

Responsible official:

March 5, 2019

Adam Weinstein, Planning & Building Director Date

You may appeal this determination to the Planning & Building Department at City of Kirkland, 123 Fifth Avenue, Kirkland, WA 98033 no later than **5:00 PM on March 26, 2019** by a Written Notice of Appeal. You should be prepared to make specific factual objections and reference case number SEP12-01360. Contact Tony Leavitt, Senior Planner in the Planning & Building Department at 425.587.3253 to ask about the procedures for SEPA appeals. See also KMC 24.02.230 Administrative Appeals.

Publish in The Seattle Times on: March 14, 2019

Distribute this notice with a copy of the Environmental Checklist to:

GENERAL NOTICING

- Department of Ecology - Environmental Review
- Muckleshoot Tribal Council - Environmental Division, Tribal Archeologist
- Muckleshoot Tribal Council - Environmental Division, Fisheries Division Habitat
- Cascade Water Alliance – Director of Planning
- Finn Hill and Juanita Neighborhood Associations
- Lake Washington School District No. 414: Budget Manager and Director of Support Services
- Washington State Dept. of Archaeology & Historic Preservation
- King County Dept. of Transportation - Employer Transportation Representative
- Seattle & King County Public Health - SEPA Coordinator

AGENCIES WITH JURISDICTION, AFFECTED AGENCIES, AND/OR INTERESTED PARTIES

- Department of Ecology - Environmental Review Department of Fish and Wildlife – Olympia
- Muckleshoot Tribal Council - Environmental Division, Fisheries Division Habitat Program
- U.S. Army Corps of Engineers - Seattle District
- Eastside Audubon Society
- Parties of Record
- Interested Citizens

cc: Applicant
Planning Department File

Distributed by:  March 12, 2019

(Karin Bayes, Office Specialist) Date

CITY OF KIRKLAND
Planning & Building Department
123 5th Avenue, Kirkland, WA 98033
425.587.3600 ~ www.kirklandwa.gov

MEMORANDUM

To: Adam Weinstein, AICP, SEPA Responsible Official

From: Tony Leavitt, AICP, Senior Planner

Date: March 4, 2019

File: SEP16-02066

Subject: STATE ENVIRONMENTAL POLICY ACT (SEPA) DETERMINATION
NORTHWEST UNIVERSITY MASTER PLAN

GENERAL

The subject property is the Northwest University campus located along 108th Avenue NE in the Central Houghton Neighborhood (see Enclosure 1). The request is for approval of a 20-year Master Plan for the Northwest University Campus. Elements of the Master Plan include new buildings, additions and campus improvements, totaling 364,910 gross square feet of net new square feet of construction. The improvements proposed are a new 6-Court Indoor Tennis Center, including a new parking garage; a new Gymnasium Pavilion replacing the existing Pavilion, including a new parking garage; a new Welcome Center replacing the existing Pecota Center building, including a new parking garage; a new 300 bed Residence Hall; Athletic Field Improvements including new AstroTurf and lighting with New Field House and bleachers at the athletic fields; additions to the Chapel; a new Fitness Center, including a parking garage; and the new Ness Academic Center replacing the existing Ness Academic Center.

The master plan will also propose use of the athletic fields and tennis center by outside organizations; a reduced setback and planting buffer requirements along shared property lines with the Puget Sound Adventist Academy; alteration of campus access onto NE 53rd by realigning 111th Way NE to the East to accommodate the proposed Tennis Center; modifications to height limits above Average Building Elevation (ABE); revision to proposed traffic patterns and traffic plan; increase of onsite parking stalls and clarification of the full time equivalent (FTE) cap.

ANALYSIS

The SEPA "threshold determination" is the formal decision as to whether the proposal is likely to cause a significant adverse environmental impact for which mitigation cannot be identified. If it is determined that a proposal may have a significant adverse impact that cannot be mitigated, an Environmental Impact Statement (EIS) would be required.

Many environmental impacts are mitigated by City codes and development regulations. For example, the Kirkland Zoning Code has regulations that protect sensitive areas, limit noise, provide setbacks, establish height limits, etc. Where City regulations have been adopted to address an environmental impact, it is presumed that such regulations are adequate to achieve sufficient mitigation [WAC 197-11-660(1)(e) and (g)]. Therefore, when requiring project mitigation based on adverse environmental impacts, the City would first consider whether a regulation has been adopted for the purpose of mitigating the environmental impact in question.

I have had an opportunity to visit the subject property and review the following documents:

- Environmental Checklist dated May 27, 2016 (see Enclosure 2)
- Final Transportation Impact Analysis prepared by the Transpo Group dated June 14, 2017 (see Enclosure 3)
- Transportation Impact Analysis Review Memorandum prepared by the City's Transportation Engineer dated December 18, 2018 (See Enclosure 4)
- Public Comments Submitted

It will be necessary to further analyze certain aspects of the proposal to determine if the project complies with all the applicable City codes and policies. That analysis is most appropriately addressed with the Master Plan zoning permit for the project. Mitigation is required as part of a Determination of Nonsignificance issued by the City (lead agency) where the proposal results in significant adverse environmental impacts which are not sufficiently addressed by adopted City codes [WAC 197-11-350(3)].

Below is an analysis of key environmental issues identified by staff or brought up in the public comment submitted for the project. They are all related to transportation.

Traffic Concurrency
The proposed development project passed traffic concurrency. The concurrency test notice is valid until July 23, 2019 at which time the applicant must obtain a development permit and certificate of concurrency or apply and receive an extension prior to the expiration of the concurrency test notice.

Traffic Impact Analysis Review
The scope of traffic impact analysis was approved by the City Transportation Engineer and the traffic report was completed in accordance with the City of Kirkland Traffic Impact Analysis Guidelines (TIAG).

The City's TIAG requires a level of service (LOS) analysis using the Highway Capacity Manual Operational Method for intersections that have a proportionate share equal or greater than 1% as calculated using the method in the TIAG. Based on the proportionate share calculation for the full build-out of the proposed project, thirteen off-site intersections will have 1% or more proportionate share impact and are required to be analyzed for LOS.

The City requires developers to mitigate traffic impacts when one of the following two warranted conditions is met:
1. An intersection level of service is at E and the project has a proportional share of 15% impact or more at the intersection.
2. An intersection level of service is at F and the project has a proportional share of 5% impact or more at the intersection.

It was concluded that six of the intersections analyzed (see Enclosure 4, page 7) are forecasted to be impacted by the project by 5 percent or more and require the mitigations outlined in Enclosure 4.

Parking Impact Review

Staff reviewed the parking study for the project including parking demand for the school, tennis center and athletic fields. It was concluded that the school, tennis center and athletic fields have peak parking demands at different times of the day. Based on the hourly parking demand trends for those uses, the combined average peak parking demand for all three uses is approximately 1,020 stalls occurring at 4 p.m. The cumulative peak parking demand would be approximately 1,296 stalls, which is less than the proposed parking supply of 1,344 stalls.

For on-campus events, the applicant is proposing a parking management plan.

CONCLUSION

Based on my review of all available information and adopted policies of the City, I am recommending issuance of a Mitigated Determination of Nonsignificance (MDNS) including the following mitigating measures. The recommended mitigations have been reviewed and accepted by the project proponent (see Enclosure 5).

Transportation Mitigation

The following conditions of approval are required for the proposed development to mitigate citywide traffic impacts as well as to meet Public Works requirements and standards:

1. The University shall contribute $15,000 to the City of Kirkland Neighborhood Traffic Control Program to be used to mitigate neighborhood traffic impacts in the Houghton Neighborhood in the vicinity of Northwest University. The University shall make this contribution prior to the first building permit issued for projects included in the subject Master Plan or with public use of the athletic fields.

2. The University shall improve the intersection of 108th Avenue NE/NE 53rd Street to include a new traffic signal and associated intersection improvements (curb ramp, crosswalk, etc.) to the City of Kirkland's standards. The construction of the traffic signal will necessitate the removal of the existing lighted crosswalk (Rectangular Rapid Flashing Beacon) and associated infrastructure located south of the intersection, which will also be done by the University as part of the intersection improvement. The construction of the traffic signal and crosswalk removal will be triggered by the construction of any new building within the Master Plan that is greater than 5,000 square feet gross floor area. The traffic signal and associated intersection improvements shall be constructed and operational prior to the issuance of the building occupancy permit of the first building greater than 5,000 square feet gross floor area or with public use of the athletic fields.

3. In lieu of constructing half-street improvements along the 108th Avenue NE frontage to include a dedicated bus lane as described in the Phase II Transit Queue Jump improvement of the 108th corridor project (PT 0006), the City will require a width of up to 12-feet of right-of-way (ROW) dedication (approximately 880-feet) along the 108th Avenue NE University properties (including the property at 5710 108th Avenue NE and parcel 9353900355amd 935390050). The dedication will occur when the City begins the right-of-way acquisition portion of the 108th Avenue NE corridor improvement project. The value of the land shall be its fair market value based on an independent appraisal to be prepared

when needed by an appraiser agreed upon by both parties, which agreement will not be unreasonably withheld. If the 108th corridor improvement project (PT 0006) becomes a city capacity project to be partly funded by transportation impact fees, then the agreed value of the right-of-way dedication shall be credited against the University Master Plan's transportation impact fee. The City will assume responsibility for maintaining the current infrastructure located within the dedicated areas at the time the property is dedicated. The City will be responsible for relocating and replacing existing utilities structures within the dedicated ROW during construction of the 108th Avenue NE corridor improvement projects including, but not limited to, the existing masonry monuments and signs at the two (2) entry driveways, masonry piers and iron fencing along the property frontage, existing rock retaining wall, associated landscaping along the property frontage, associated lighting and fixtures and any underground utilities that are affected by these relocations. Any replacement of structures and landscaping will be in-kind.

4. The University shall sell a width of up to 12-feet of frontage at 6710 108th Avenue NE for the construction of the Phase I Transit Queue Jump improvement of the 108th corridor project (PT 0005). The City shall pay fair market value for the frontage based on an independent appraisal to be prepared when needed by an appraiser agreed upon by both parties, which agreement will not be unreasonably withheld. The University will sell the property during the right-of-way acquisition portion of the 108th Avenue NE corridor improvement projects. If the City purchases the land dedication prior to the City's planned improvement project, the City will assume responsibility for maintaining the infrastructure and landscaping located within the dedicated areas. This includes landscaping, monument signs, lighting and fixtures and utilities. During construction of the 108th Avenue NE corridor improvement project, the City will also be responsible for relocating and replacing structures or landscaping within the dedicated ROW or outside of the dedication that are impacted by construction. These structures include, but may not be limited to, private sidewalk at face of building, monument signs, associated lighting and fixtures, frontage landscaping, relocation or replacement of existing utility boxes (two (2) power and one (1) cable) such that they do not obstruct the front of the 6710 Building, and any underground utilities that are affected by the ROW dedication and improvements.

5. The University shall contribute a proportional share to the intersection improvement of Phase I Transit Queue Jump improvement of the 108th corridor project (PT 0005) not-to-exceed $266,306 or 14 percent of the total project cost (whichever is lower). The proportional share contribution shall be made with the construction of the first building within the Master Plan (with the exception of the Chapel and Field House) or with public use of the athletic fields to mitigate the SEPA transportation impact. The payment shall be due at final building permit issuance. If the improvement project is partly funded by transportation impact fees, then the proportional share contribution shall be credited against the University Master Plan transportation impact fee.

6. The University shall contribute a proportional share to the intersection improvement of Phase II Transit Queue Jump improvement of the 108th corridor project (PT 0006) not-to-exceed $175,606 or 8 percent of the total project cost (whichever is lower). The proportional share contribution shall be made with the construction of the first building within the Master Plan (with the exception of the Chapel and Field House) or with public use of the athletic fields to mitigate the SEPA transportation impact of the Master Plan. The payment shall be due at final building permit issuance or with public use of the athletic fields, as applicable. If the improvement project is partly funded by transportation impact fee, then the proportional share contribution shall be credited against the University Master Plan transportation impact fee.

7. The University shall contribute a proportional share to the intersection improvement of the NE 68th Street Intersection Improvements/Access Management (TR 0117 004) not-to-exceed $241,214 or 14 percent of the total project cost (whichever is lower). The proportional share contribution shall be made with the construction of more than 100,000 square feet of the Master Plan (with the exception of the Chapel and Field House) or more than 50,000 square feet of the Master Plan (with the exception of the Chapel and Field House) when combined with public use of the athletic fields to mitigate the SEPA transportation impact. The payment shall be due at final building permit issuance or with public use of the athletic fields, as applicable. If the improvement project is partly funded by transportation impact fees, then the proportional share contribution shall be credited against the University Master Plan transportation impact fee.

8. The University shall submit a parking management plan for staff review and approval prior to final building permit for the first building greater than 5,000 square feet or with public use of the athletic fields.

9. The University will create a parking management plan and monitor events that are anticipated to result in 90 percent of the campus parking supply being occupied. The University shall prominently post community contact information on the University website for the University staff person responsible for monitoring events and managing parking. Examples of parking event strategies included in the parking management plan to minimize impacts to the surrounding neighborhoods during times when parking inventories may be constrained or when there is significant impacts to the surrounding neighborhood are:

    - Manage event schedules to minimize concurrent high activity events on-campus.
    - Designate specific event parking lots.
    - Provide way-finding signage to direct visitors to specific parking facilities and pick-up/drop-off area.
    - Active enforcement of parking restrictions.
    - Post no parking sign along NE 53rd Street during events and visually monitor neighborhood parking.
    - Designate a representative from Northwest University to coordinate public use of facilities including parking management associated with the activities.
    - Provide parking monitors and flagger to direct visitors to on-campus parking lots.
    - Provide police traffic control on 108th Avenue NE when traffic flow on 108th Avenue NE is impacted.

The University shall submit the parking management plan to the City's transportation engineer or the Neighborhood Traffic Control Program coordinator for review and approval.

The University shall submit an annual report to the City regarding the operation of the parking management plan. The annual report shall include the number of events for the year and the attendance and parking demand for major events. Every two years, the City and the University shall meet to review the parking management plan and determine whether additional or different measures are necessary to mitigate parking impacts in adjoining neighborhood.

The applicant has reviewed the proposed mitigations and has agreed to incorporate them into the project (see Enclosure 5).

These recommendations are based on adopted goals and policies of the City as found in the City's Comprehensive Plan. Specifically, the following elements of the 2015 Comprehensive Plan support the recommendations described above:

Transportation

Policy T-4.7: Mitigate negative impacts of motor vehicles on neighborhood streets.

Policy T-5.5: Require new development to mitigate site specific and system wide transportation impacts.

ENCLOSURES

1. Vicinity Map
2. Environmental Checklist
3. Applicant Transportation Impact Analysis dated June 14, 2017
4. City Transportation Impact Analysis Review Memorandum dated December 18, 2018
5. Northwest University Mitigation Approval Letter

☒ I concur ☐ I do not concur

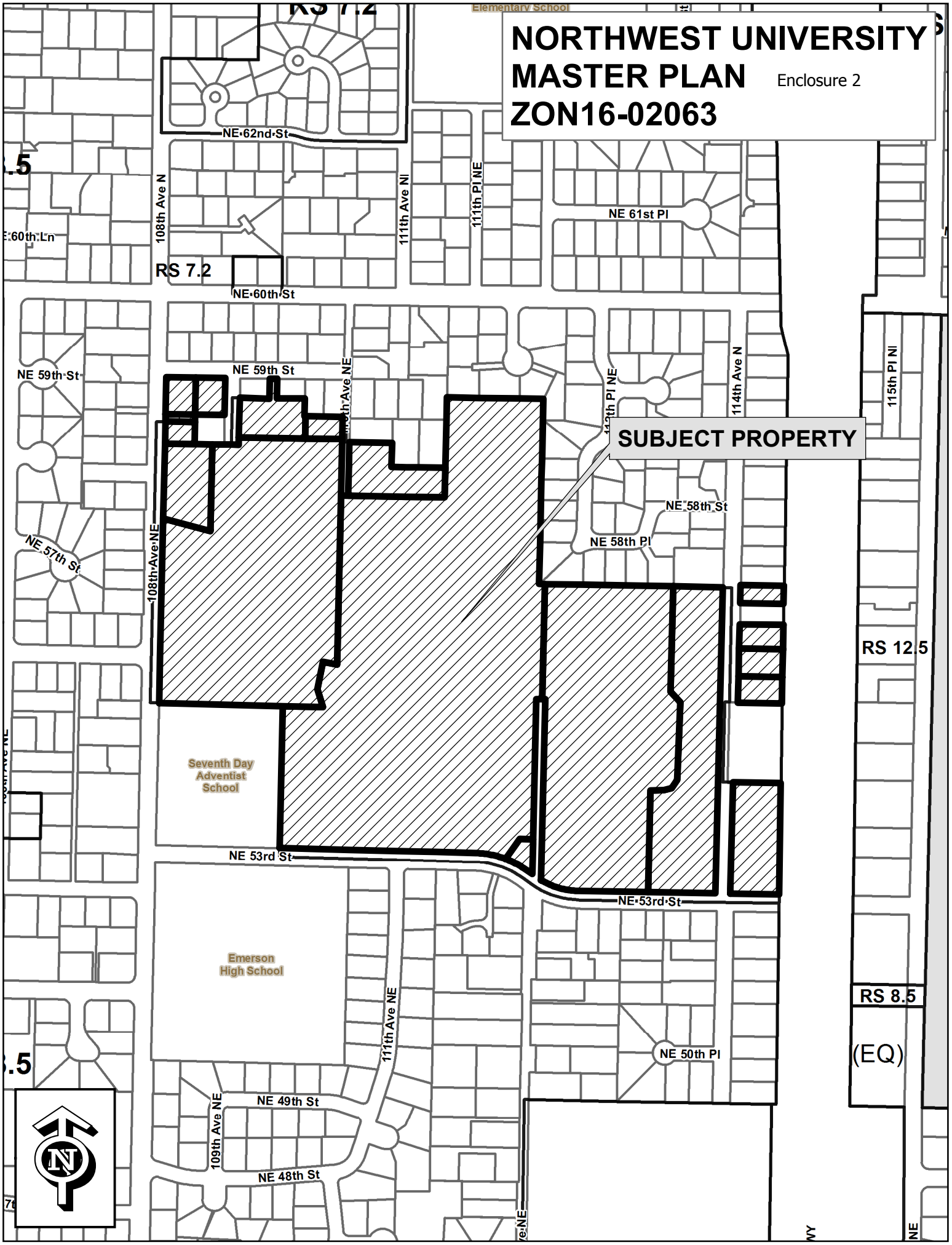
Comments:_____

_____

_____

March 5, 2019

Adam Weinstein, Planning & Building Director Date


NORTHWEST UNIVERSITY
MASTER PLAN
Enclosure 2
ZON16-02063
SUBJECT PROPERTY
NE 62nd St
NE 60th St
NE 59th St
NE 58th St
NE 58th Pl
NE 53rd St
NE 61st Pl
NE 50th Pl
NE 49th St
NE 48th St
108th Ave N
111th Ave NI
111th Pl NE
114th Ave N
115th Pl NI
108th Ave NE
109th Ave NE
111th Ave NE
NE 57th St
60th Ln
RS 7.2
RS 12.5
RS 8.5
(EQ)
Seventh Day Adventist School
Emerson High School

Enclosure 2

CITY OF KIRKLAND
Planning and Building Department
123 Fifth Avenue, Kirkland, WA 98033
425.587.3600 - www.kirklandwa.gov

SEPA ENVIRONMENTAL CHECKLIST

UPDATED MAY 2015

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

***Instructions for applicants*:**

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals: [help]

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. Background [help]

1. Name of proposed project, if applicable: **Northwest University Master Plan Update**

2. Name of applicant: **Northwest University (NU)**

3. Address and phone number of applicant and contact person:
   Northwest University
   Contact: John Jordan
   5520 108th Ave NE
   Kirkland, WA 98033
   425-889-7788

4. Date checklist prepared: **May 27, 2016**

5. Agency requesting checklist: **City of Kirkland**

6. Proposed timing or schedule (including phasing, if applicable):

The master plan includes 8 phases (Dates are estimates - While the improvements are characterized as 'phases', the order in which improvements are actually undertaken may vary from the proposed order and dates presented in the master plan submittal & SEPA checklist.):

- **Tennis Center (2017-2020)**
- **Gymnasium (2019-2022)**
- **Welcome Center (2019-2020**
- **Residence Hall (2021-2024)**
- **Field house & Astroturf fields (2021-2024)**
- **Existing Chapel Additions (2022-2024)**
- **Fitness Center (2029-2032)**
- **Ness Academic Center**
  - **Phase 1 (2031-2034)**
  - **Phase 2 (2033-2036)**
  - **Phase 3 (2035-2037)**

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

Yes. Master plan approval allows NU the ability to move forward with specific permitting for each phase.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

Arborist report - tree survey; Civil - Preliminary storm water calculations

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.
None

10. List any government approvals or permits that will be needed for your proposal, if known.

Zoning permit, Traffic Impact Study, SEPA environmental checklist and individual building permits for each building.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

The NU master plan includes the following:

- **Tennis Center**
- **Pavilion/Gymnasium (replace existing gym)**
- **Welcome Center (replace Pecota Hall)**
- **Residence Hall (300 beds)**
- **(2) astro turf soccer fields (replace existing fields) with lighting at the south field and a Field House**
- **Existing Chapel Additions**
- **Fitness Center**
- **Ness Academic Building (replace existing building)**
- **Clarify the FTE cap of 1,200 students to be residential students**
- **Public use of the athletic fields**
- **Increase height limits from the average building elevation for the Tennis Center to 50'-0" & Residence Hall to 60'-0"**
- **Reduce the setback buffer between the NU & the Puget Sound Adventist Academy to 10'-0".**

Site size: Approximately 55 acres
Project size: Approximately 365,069 sf of additional aggregate building area inclusive of garages

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

5520 108th Ave NE, Kirkland, WA 98033, Section: 17, Township: 25, Range: 5

B. ENVIRONMENTAL ELEMENTS [help]

1. Earth [help]

a. General description of the site:

Site gently slopes down from east to west with an overall 6% grade. Adjacent properties have a similar slope. Internally the grade gently undulates mostly due to previous improvement activities.

(circle one): Flat, **rolling**, hilly, steep slopes, mountainous, other _____

b. What is the steepest slope on the site (approximate percent slope)?

Approximately 16% between Argue/HSC building & existing tennis courts. There are steep slopes that occur on the eastern most portion of the campus between the F.I.R.S. housing units and the athletic fields with slopes between 40% and 60% with a maximum toe to top elevation of 16'. These slopes were largely artificially created during the construction of the athletic fields and appear to include engineered stabilization of the slopes. Rockeries and benching of these slopes is evident.

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils. [help]

The site soils are predominantly sandy loam in the eastern half of the campus and loamy sand in the western. These soils are USDA NRCS designation "alderwood" and "indianola"

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. [help]

No

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill. [help]

There will be very little regrading of the existing site for the proposed construction. The earthwork will be predominantly related to building foundations and underground parking facilities. The majority of the soils work will be excavation for building structures and removal of surplus material off site. The actual quantities will be determined during design of each phase.

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. [help]

No - The construction anticipated by the 2016 Master Plan is all on portions of the Northwest University campus that are historically cleared of native vegetation, graded and finished with stable surfaces. Slopes are moderate or less, and the new construction will serve to further stabilize the site.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? [help]

h.

The Master Plan impact area is approximately 13.2 acres of the 55-acre campus. Approximately 52% of the impact area will be impervious surface after the Master Plan project construction.

i. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: [help]

j.

All construction will be done under permits from the City of Kirkland. The City requires full construction phase erosion and sediment control for all projects through the permit process. And all projects will include site finishes that should eliminate the likelihood of post construction erosion.

2. Air [help]

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known. [help]

- **Vehicle exhaust – worker's commuting to site, construction machinery on site, employees & students commuting to site, on-site maintenance vehicles**
- **Dust from earthwork & construction activities**
- **Asphalt prep & construction**
- **Dust from building materials - cutting, grinding**
- **Painting**

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. [help]

None

c. Proposed measures to reduce or control emissions or other impacts to air, if any: [help]

- **Watering and stabilizing disturbed soils**
- **Dust containment areas for cutting & grinding materials**
- **Recycling solid waste**

3. **Water** [help]

a. Surface Water:

1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. [help]

Yes. College Creek. On subject property all of the creek is in an underground pipe except 150' (adjacent to existing chapel). The creek is spring fed and receives some storm water runoff from the uplands to the east.

2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. [help]

Yes. Approximately 480' of existing underground creek pipe will need to be relocated. Four proposed master plan buildings are within 200' of the exposed creek bed.

3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. [help]

None

4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. [help]

No surface water diversions.

5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. [help]

No

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. [help]

No

b. Ground Water:

1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known. [help]

No

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve. [help]

None

c. Water runoff (including stormwater):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. [help]

All runoff from the Master Plan impact areas is expected to be from rainfall. The Tennis Center (Phase 1) project is located in a portion of campus that naturally drains to the south and the public drainage system in NE 53nd Street. The project proposes that runoff from this area be captured and detained in a vault located under the building with flow control release to the public system in NE 53nd Street. The remainder of the impact area naturally drains through campus and a previously-constructed regional detention pond that was sized to accommodate

future development. The Master Plan includes allocation of the available detention storage for each phase of the Plan.

2) Could waste materials enter ground or surface waters? If so, generally describe. [help]

No ground water injection is proposed for the projects of the Master Plan, and the proposed construction does not include activities that generate waste materials.

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe. [help]

No – the City of Kirkland drainage code requires that historic drainage patterns are maintained after projects are completed, and code-required flow control detention and Best Management Practices (BMPs) for encouraging natural retention of runoff will be implemented.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any: [help]

Proposed measures are expected to include flow control detention vault(s), allocation of portions of the existing regional detention pond, expansion of the pond (if required). And BMPs potentially include raingardens, permeable traffic pavement and pedestrian pavers where possible, and vegetated roof areas. Future building permits will determine.

4. **Plants** [help]

a. Check the types of vegetation found on the site: [help]

__**X**__deciduous tree: alder, maple, aspen, other
__**X**__evergreen tree: fir, cedar, pine, other
__**X**__shrubs
__**X**__grass
____pasture
____crop or grain
____ Orchards, vineyards or other permanent crops.
____ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
____water plants: water lily, eelgrass, milfoil, other
____other types of vegetation

b. What kind and amount of vegetation will be removed or altered? [help]

Vegetation to be altered includes existing ornamental landscape plantings such as rhododendrons, various deciduous shrubs, ornamental perennials and lawn. Some deciduous and evergreen trees such as Douglas fir, western hemlock, western red cedar, sweetgum, ornamental maples and big leaf maple will be removed.

c. List threatened and endangered species known to be on or near the site. [help]

None known

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: [help]

Proposed vegetation includes native trees, shrubs and groundcover, non-invasive drought tolerant ornamental trees, shrubs and groundcover, as well as Rain garden/biofilter adapted native and ornamental Trees, shrubs, perennials, grasses and groundcover. Some lawn areas disturbed by construction will be replaced with new lawn areas, with a net overall reduction in the amount of lawn. Large trees removed will be replaced per the requirements of the City of Kirkland's Tree Ordinance.

e. List all noxious weeds and invasive species known to be on or near the site. [help]
Small patches of English ivy and Himalayan blackberry are occasionally found on site in isolated areas

5. **Animals** [help]

a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. [help]
Songbirds, squirrels

Examples include:

birds: hawk, heron, eagle, songbirds, other:
mammals: deer, bear, elk, beaver, other:
fish: bass, salmon, trout, herring, shellfish, other _____

b. List any threatened and endangered species known to be on or near the site. [help]
None known

c. Is the site part of a migration route? If so, explain. [help]
No

d. Proposed measures to preserve or enhance wildlife, if any: [help]

Engineered storm water & water quality facilities to protect off site water courses; Rain garden/biofilter areas to infiltrate runoff will include native plants, other landscape will include native plants. Proposed landscaping will consist largely of native plantings to enhance existing wildlife habitat.

e. List any invasive animal species known to be on or near the site. [help]
None known

6. **Energy and Natural Resources** [help]

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. [help]

Electric, natural gas for heating/cooling, lighting, equipment, systems; Potential use of solar power

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. [help]
No

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any: [help]

Future development actions will clarify features for each proposed phase; Potential features include - Solar panels, Green roofs, heat recovery systems, variable control systems, lighting sensors, ground source geothermal

7. **Environmental Health** [help]

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe. [help]

Existing Pavilion/Gymnasium has asbestos. Asbestos removal will occur with the proposed replacement of this building.

1) Describe any known or possible contamination at the site from present or past uses. [help]
Asbestos in the existing Pavilion/Gymnasium and in Gray/Beatty residence hall; an underground gas tank is located under one of the NU maintenance buildings

2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity. [help]

Removal of asbestos from existing Pavilion/Gymnasium required

3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project. [help]
None

4) Describe special emergency services that might be required. [help] **None**

5) Proposed measures to reduce or control environmental health hazards, if any: [help]

Implement standard asbestos abatement procedures when demolishing the existing Pavilion/Gymnasium.

b. Noise [help]

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? [help]
Traffic Noise from I-405. Mild to moderate noise from nearby schools.

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. [help]

Construction: vehicles, equipment - weekdays during normal business hours
Operation: vehicles - primarily during the day weekdays & weekends; athletic fields – weekday afternoons/evenings, weekends day/evenings (until 9:30pm); building mechanical systems - throughout the day

3) Proposed measures to reduce or control noise impacts, if any: [help]

Construction: anticipate site access at one area - future development actions will clarify
Operation: vehicles - none; athletic fields - limit use to predetermined times, maintain landscape buffers; building mechanical systems - locate away from adjacent properties, protect with sound barriers

8. **Land and Shoreline Use** [help]

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe. [help]

Site: University campus
Adjacent properties to the: North & East - single family residential, South & West - single family residential & schools
Affects to adjacent properties: athletic fields - increased use produces more activity & noise, field lighting extends use into evening hours; proposed buildings - changes visual quality of campus edge, buildings instead of parking lot and trees

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use? [help]

No

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how: [help]

No

c. Describe any structures on the site. [help]

(30) buildings on site: (8) administration, (16) housing, (6) academic

d. Will any structures be demolished? If so, what? [help]

Existing gymnasium/pavilion, Existing student center (Pecota)

e. What is the current zoning classification of the site? [help] **PLA-1**

f. What is the current comprehensive plan designation of the site? [help]
Institutions

g. If applicable, what is the current shoreline master program designation of the site? [help]
N/A

h. Has any part of the site been classified as a critical area by the city or county? If so, specify. [help]
Yes. Where College Creek is day-lighted near the chapel and it's associated buffers. Also some steep slope landslide hazards are mapped on the property but are likely the result of previous grading and development associated with the athletic fields.

i. Approximately how many people would reside or work in the completed project? [help]

Students (residents + commuters):
- **Existing: 1,166**
- **Additional estimated at project completion: 834**

On campus residents:
- **Existing student capacity: 706**
- **Existing staff & faculty capacity: 24**
- **Additional student capacity at project completion: 300**

Faculty, Adjunct Faculty, Staff, Administration, Maintenance:
- **Existing: 365**
- **Additional estimated at project completion: 85**

j. Approximately how many people would the completed project displace? [help]
None

k. Proposed measures to avoid or reduce displacement impacts, if any: [help]
None

L. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: [help]
None. Proposal expands existing university uses.

m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any: [help]
None

9. **Housing** [help]

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. [help]

172 units with a total of 300 beds - student residence halls

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. [help]

None

c. Proposed measures to reduce or control housing impacts, if any: [help]

None

10. **Aesthetics** [help]

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? [help]

60'-0" above average building elevation; Cement board siding

b. What views in the immediate vicinity would be altered or obstructed? [help]

Proposed tennis center along NE 53rd St will replace existing mature trees potentially opening up distant views for some neighbors

c. Proposed measures to reduce or control aesthetic impacts, if any: [help]

Landscape: proposed earth berm & plantings between NE 53rd St. & tennis center to reduce perceived building height & bulk; new plantings around all buildings and plazas to maintain a park-like setting
Architectural character: Northwest wooded in nature consistent with park-like setting
Building materials: Facades modulated with different materials, patterns & bays to reduce scale

11. **Light and Glare** [help]

a. What type of light or glare will the proposal produce? What time of day would it mainly occur? [help]

Exterior security lighting for buildings, plazas, walkways: nighttime
Athletic field lighting: during evening hours up to 9:30pm
Interior building lighting through windows: during evening hours

b. Could light or glare from the finished project be a safety hazard or interfere with views? [help]

No

c. What existing off-site sources of light or glare may affect your proposal? [help]

None

d. Proposed measures to reduce or control light and glare impacts, if any: [help]

Athletic field lighting: use LED fixtures and light shields to reduce/eliminate light spill over on adjacent properties & light pollution
Exterior building lighting: landscape around new facilities, provide light shields to reduce/eliminate light spill over & light pollution

12. **Recreation** [help]

a. What designated and informal recreational opportunities are in the immediate vicinity? [help]

South: School play fields, park

b. Would the proposed project displace any existing recreational uses? If so, describe. [help]

No

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: [help]

Propose to open existing athletic fields to public use - expand recreation opportunities
Propose plazas & new walks for pedestrian use - campus walks

13. **Historic and cultural preservation** [help]

a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe. [help]

Greeley Center, 1962, noted on WISARRD, State Historic Preservation Office determined not eligible

b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources. [help]

None

c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc. [help]

Consulted Dept. of Archeology & Historic preservation's WISAARD data base

d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required. [help]

None

14. **Transportation** [help]

a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any. [help]

The Northwest University campus is located north of NE 53rd Street and east of 108th Avenue NE. Vehicular access to the campus would be maintained at the existing locations including 2 driveways along 108th Avenue NE and 5 driveways along NE 53rd Street. The access along NE 53rd Street at 111th Avenue NE would be realigned to the east to accommodate the proposed tennis center. See additional detail in the attached

b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop? [help]

The nearest bus stop to the campus is located along 108th Avenue NE approximately 250 feet north of the main driveway at NE 55th Lane. This bus stop serves King County Metro Route 255 and Sound Transit Route 540. An additional bus stop is provided along 108th Avenue NE at NE 53rd Street is served only by Route 255. See additional detail in the Transportation Study.

c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate? [help]

The master plan would construct between 370 and 470 additional parking spaces ands eliminate approximately 120 parking spaces. The net increase in campus parking would be between 250 and 350 parking spaces. Specific, parking supply would be determined during the building permit phase of the Master Plan and would take into consideration projected parking demand based on enrollment and the specific building uses. See Transportation Study.

d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private). [help]

Frontage improvements required along NE 53rd St. from 111th Way NE to the Seventh Day Adventist school consist of sidewalk, street trees and planting strip; During master plan build out a traffic light will be required at NE 53rd St. & 108th Ave NE (see Transportation Study)

e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. [help]

No

f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates? [help]

Build-out of the Master Plan would generate 3,820 net new daily trips to and from the campus. The peak volumes to and from the campus are expected to occur during the weekday PM peak hour with the Master Plan resulting in approximately 460 net new PM peak hour trips. Truck traffic during the peak period is anticipated to be limited. Trip generation estimates were calculated using traffic counts at the existing campus driveways. See additional detail in the Transportation Study.

g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe. [help]

No

h. Proposed measures to reduce or control transportation impacts, if any: [help]

The potential mitigation measures include:

- **Intersection Improvements**
- **Traffic Calming**
- **Parking / Internal Campus Connectivity**
- **Event Management**

Additional detail is provided in the Transportation Study. In addition, the University would be responsible for payment of City of Kirkland transportation impact fees to mitigate general transportation-related impacts of the Master Plan.

15. **Public Services** [help]

a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe. [help]

Yes. Fire & police protection, energy & utilities due to increased campus populations and building gross square footage

b. Proposed measures to reduce or control direct impacts on public services, if any. [help]

Expand existing on-site security; Potential use of sustainable energy sources, e.g. solar, green roofs; Potential impact fees

16. **Utilities** [help]

a. Circle utilities currently available at the site: [help]
electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other _____

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed. [help]

Sewer: City of Kirkland - Relocate sewer main under NE 55th Lane (on campus)
Water: City of Kirkland - Relocate water main under NE 111th Way (on campus); Extend new water main under NE 55th Lane (on campus)
Communications: Electric Lighwave - underground existing overhead lines along the frontage of NE 53rd St from SDA school to 111th Lane NE and on campus
Electricity: Puget Sound Energy - underground existing overhead lines along the frontage of NE 53rd St from SDA school to 111th Lane NE and on campus
Storm water: City of Kirkland – Relocate storm line to NE 55th Lane (on campus); Connect to NE 53rd St. main (Tennis Center); New storm line & vault at Athletic fields (on campus)
Natural Gas: Puget Sound Energy – existing service to continue
Refuse & Recycling: Waste Management - existing service to continue

C. Signature [help]

Enclosure 2

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: _____

Name of signee ____Eric L. Drivdahl_____

Position and Agency/Organization ____Principal, Gelotte Hommas Architecture_____

Date Submitted: __July 11, 2016__

Enclosure 2

Final Transportation Impact Analysis

NORTHWEST UNIVERSITY MASTER PLAN

KIRKLAND MAIN CAMPUS

Prepared for:
Northwest University

June 14, 2017

Prepared by:

11730 118th Avenue NE, Suite 600
Kirkland, WA98034-7120
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16024.00

Enclosure 2

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Appendix

see separate technical appendix files

Enclosure 2

Figures

Tables

Enclosure 2

Executive Summary

The transportation analysis scope and study area were identified through coordination with City of Kirkland, input received through multiple public open houses, and public comments on the draft Transportation Impact Analysis (June 2016). In addition to the standard elements of the study required by the City of the Kirkland, the key issues identified through a review of the public comments:

Access to and from NE 53rd Street and potential impacts to neighboring residential uses. Project-related impacts at the 108th Avenue NE/NE 53rd Street intersection could be mitigated by installing a traffic signal. With installation of a traffic signal, this intersection would operate at LOS C or better under 2022 conditions and LOS D or better during 2037 conditions. Vehicle queues along the NE 53rd Street approach of the intersection would be accommodated within the existing 200-feet of turn lane storage. The analysis was conducted evaluating the impacts associated with a shift of 100 percent of the traffic destined to the south from the main campus access on 108th Avenue NE to the NE 53rd Street signalized intersection. This analysis shows that even with a shift in traffic to the new signalized intersection the 108th Avenue NE/NE 53rd Street intersection would operate at LOS D or better and queues would be less than 200-feet. Provision of a signal at this location would likely deter some neighborhood cut-through activity since traffic to and from NE 53rd Street would have less delay.

The new signalized intersection would provide a signalized crossing for pedestrians and would reduce conflicts and facilitate pedestrian activity to and from the schools and transit stops near the 108th Avenue NE/NE 53rd Street intersection. In addition, signalizing the 108th Avenue NE/NE 53rd Street intersection would improve access to and from the neighborhood south of the campus.

Street parking around the exterior of the campus. Data collection for on-street parking within the neighborhood indicates that when school is in session limited campus-related parking is occurring within the neighborhood. It is noted that on weekends campus-related on-street parking is occurring more frequently with services at the Chapel. An event management plan has been identified as mitigation for the Master Plan. Examples of potential measures to minimize on-street parking include:

- Posting of no parking signage along NE 53rd Street during events and visually monitoring neighborhood parking
- Provide a field manager to coordinate public use of the fields and events including parking associated with these activities
- Provision for parking monitors or a flagger to direct visitors to parking lots

Review of public comments on the draft TIA and incorporation of additional information, as appropriate. All public comments have been reviewed and where appropriate additional information has been included in this updated Transportation Impact Analysis.

This section provides an executive summary of the Transportation Impact Analysis through a set of frequently asked questions (FAQs).

Where is the project located and what would be developed?

The focus of the Master Plan is the Northwest University main campus located at 5520 108th Avenue NE in Kirkland, Washington. Key elements of the proposed Master Plan include the addition of 4 new buildings, replacement of 3 existing buildings and associated improvements, addition of parking, and public use of the sports fields. Four of the Master

Plan elements would address athletic program needs including replacement of the gymnasium, new field house, new tennis center, and new fitness center.

The Campus Master Plan is anticipated to be implemented over a 20-year period between 2017 and 2037. Based on information provided by the University, over the next 6-years or by 2022, an increase of approximately 370 students is projected for the Kirkland campus[1] resulting in a total campus population of 1,600 students. In 20-years (2037), the campus student population is anticipated to increase by approximately 770 students for a total of approximately 2,000 students. The growth in student population reflects both on-campus residents and commuters.

What existing public streets will serve the project and where is access proposed?

The Northwest University campus is located north of NE 53rd Street and east of 108th Avenue NE. Two driveways including the main driveway are located along 108th Avenue NE and 5 driveways are located along NE 53rd Street. The Master Plan would not change the number of access points to the Campus.

Is the site currently served by public transit?

Transit service in the study area is provided by King County Metro Transit and Sound Transit. The nearest bus stop to the campus is located along 108th Avenue NE approximately 250 feet north of the main driveway at NE 55th Lane. This bus stop is served by routes 255 and 540. An additional bus stop is provided at the NE 53rd Street intersection with 108th Avenue NE, but only serves route 255.

How many new parking spaces are proposed and how many existing spaces would be eliminated?

The master plan would construct 300 additional parking spaces and eliminate 122 parking spaces. The net increase in campus parking would be 178 parking spaces.

The existing parking supply could accommodate the anticipated future peak parking demand with the Master Plan. With build-out of the Master Plan, parking utilization for the campus would be approximately 90 percent if no new parking was constructed or 73 percent with an additional 178 parking spaces. Provision of parking with the Master Plan would help distribute the location of parking spaces within the campus as well as provide more conveniently located parking for the proposed uses to help minimize off-campus parking.

How many daily vehicular trips would the project generate and when would peak traffic volumes occur?

Build-out of the Master Plan would generate 3,820 net new daily trips to and from the campus. The peak volumes to and from the campus are expected to occur during the weekday PM peak hour with the Master Plan resulting in approximately 460 net new PM peak hour trips.

What Transportation impacts are anticipated, if any?

Intersection impacts are identified at the following locations:

- 116th Avenue NE / NE 70th Place
- 108th Avenue NE / NE 68th Street
- 108th Avenue NE / NE 60th Street
- 108th Avenue NE / NE 53rd Street

[1] The campus student population reflects the total headcount of students who attend classes on the Kirkland campus. It does not include online students or students attending Northwest University at other campus locations.

In addition, the Master Plan could result in neighborhood impacts such as:

- Potential increase in conflicts at 108th Avenue NE/NE 53rd street intersection
- Potential increase in neighborhood cut-through traffic
- Potential for on-street parking within the neighborhood

What measures are proposed to reduce or control traffic impacts?

With each building permit, a traffic review would be conducted and an assessment of potential neighborhood impacts would be included. Potential mitigation measures that may be required at the time of building permit include:

- Intersection Improvements
- Traffic Calming
- Parking / Internal Campus Connectivity
- Event Management

In addition, the University would be responsible for payment of City of Kirkland transportation impact fees to mitigate general transportation related impacts of the Master Plan as well as preparation of a Construction Management Plan.

Intersection Improvements

Intersection improvements could include contribution towards improvements identified as part of the 6th Street Corridor Study and installation of a traffic signal at the 108th Avenue NE/NE 53rd Street intersection. It is anticipated that a traffic signal would be warranted at the 108th Avenue NE/NE 53rd Street intersection with the first phase of the Master Plan, which would require construction of the traffic signal prior to occupancy of the first building.

Traffic Calming

The proposed traffic signal would help reduce neighborhood cut-through traffic by providing better access via NE 53rd Street. In addition, the University could also contribute a proportional share to traffic calming improvements along NE 53rd Street as well as within the neighborhood. Depending on the traffic calming measures that are implemented such as speed humps, speed cushions, curb extension, speed radar or other measures, vehicle speeds are likely to be reduced. Determination of the traffic calming measures to be implemented would follow the City's Neighborhood Traffic Control Program (NTCP) process, which has a defined two-phase approach including outreach, data collection, and evaluation of measures.

Parking/Internal Campus Connectivity

Potential parking impacts to the neighborhood could be mitigated by:

- Providing additional internal pedestrian connections from parking lots to buildings and campus facilities.
- Assigning campus population to specific parking lots to reduce potential parking in the neighborhood or moving vehicles between classes.
- Increasing parking permit costs to deter student driving and potentially increase use of non-motorized and transit modes. This could be coupled with providing a subsidy for transit passes as part of the tuition cost to reduce the potential for students to park within the neighborhood. Adjustment of parking costs would need to be monitored for potential impacts to off-site parking in the neighborhood and may need to be coupled with off-site parking management strategies. In addition, the City has a Neighborhood Traffic Control Program that can be

utilized by the neighbors if parking issues occur and are not being addressed through the NU management strategies. Through this program the City would monitor and investigate the parking issues and work with the community to implement time limits, parking restrictions, or other strategies to reduce the neighborhood parking impacts.

Event Management

Lastly, an event management plan could be implemented to reduce on-campus congestion, excess vehicle circulation by drivers unfamiliar with the campus and the potential for parking within the neighborhood. Potential measures include:

- Management event schedules to minimize concurrent high activity events at multiple venues on-campus
- Assignment of specific event/visitor parking lots
- On-campus wayfinding signage directing drivers to specific parking areas (this is already done by the University during events)
- Active enforcement of any permanent and/or temporary parking restrictions
- Posting of no parking signage along NE 53rd Street during events and monitoring neighborhood parking
- Provision of parking monitors to direct visitors to parking lots

Enclosure 2

Introduction

The purpose of this transportation impact analysis (TIA) is to identify potential transportation-related impacts to the surrounding roadway network associated with the proposed Northwest University Master Plan. Mitigation measures are identified that would offset or reduce State Environmental Policy Action (SEPA) impacts where required based on City of Kirkland standards.

Northwest University is a regionally accredited, Christian institution awarding associate, bachelor's, master's, and doctoral degrees. The main campus is located in Kirkland's Central Houghton neighborhood with satellite campuses in Kirkland north of the main campus, in Sacramento, California, and Salem, Oregon. In addition, the University offers online programs.

Northwest University also has an extensive sports program. The University is a member of the Cascade Collegiate Conference and the National Association of Intercollegiate Athletics (NAIA). The athletics program currently includes soccer, volleyball, basketball, softball, cross country, and track & field. Many of the existing athletic facilities are in need of upgrades including the gymnasium, which are addressed through the master plan elements.

The focus of the master plan is the Northwest University main campus located at 5520 108th Avenue NE. The main campus offers undergraduate, graduate, and adult evening classes. The current enrollment is approximately 1,230 students with about 900 undergraduates and 300 graduate/adult evening class students. There are approximately 680 students living on-campus. The remaining students commute to campus. Classes are held throughout the day; however, evening classes begin at 6:00 p.m. resulting in student arriving to campus during the weekday evening commute period. Figure 1 illustrates the location of the campus and its surrounding vicinity. Figure 2 shows the existing campus buildings and parking. As noted above, due to the graduate class schedules and evening classes, not all students attend the campus on a daily basis.

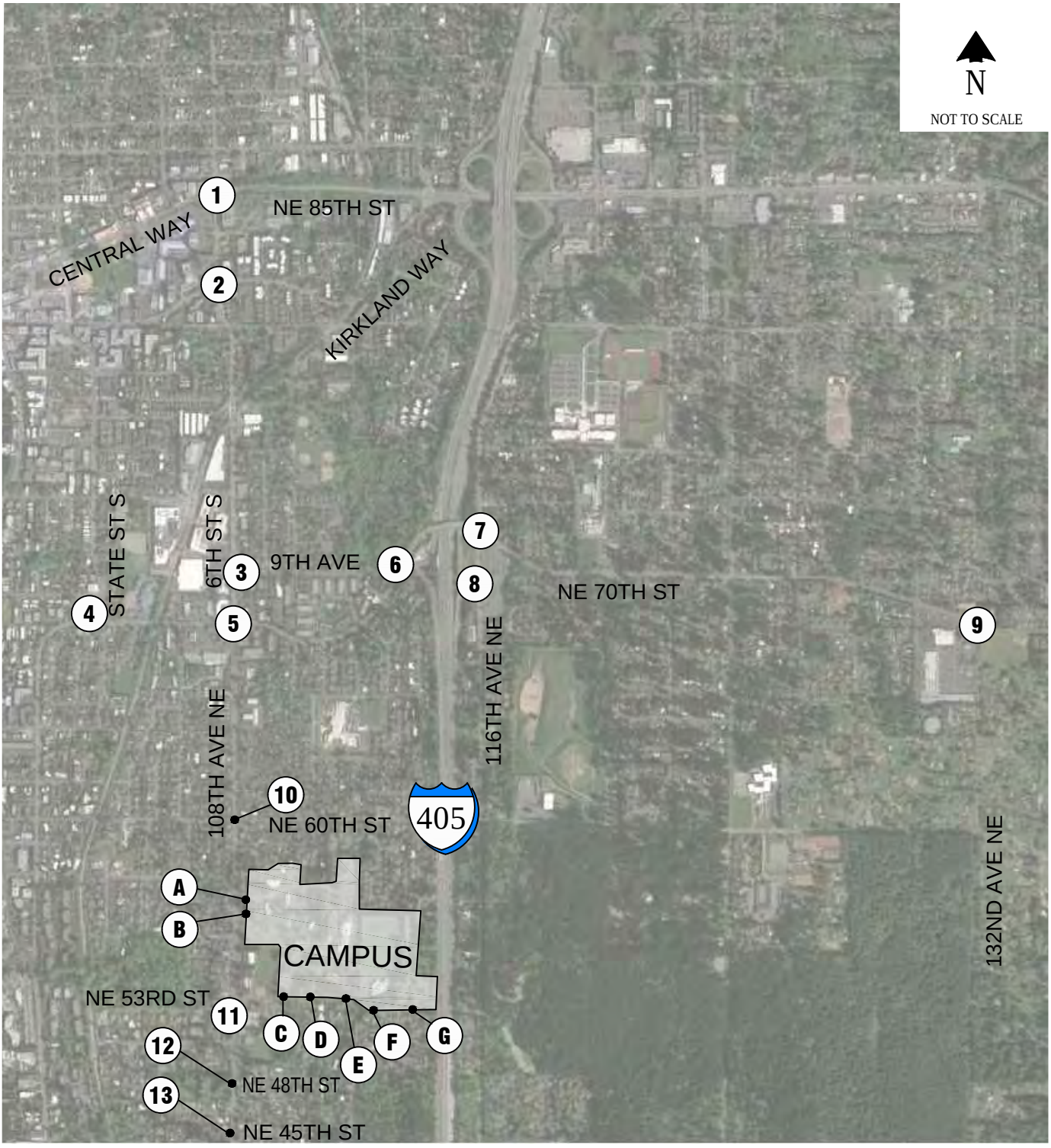
Proposed Master Plan Elements

Key elements of the proposed Master Plan include the addition of 4 new buildings, replacement of 3 existing buildings and associated improvements, addition of parking, and public use of the sports fields. Four of the Master Plan elements would address athletic program needs including replacement of the gymnasium, new field house, new tennis center, and new fitness center.

The Campus Master Plan is anticipated to be implemented over a 20-year period between 2017 and 2037. Based on information provided by the University and assuming growth continues to occur consistent with the current campus trends, over the next 6-years or by 2022, an increase of approximately 370 students is projected for the Kirkland campus[2] resulting in a total campus enrollment of 1,600 students. In 20-years (2037), the campus student population is anticipated to increase by approximately 770 students for a total of approximately 2,000 students. This growth in student population reflects both on-campus residents and commuters. There are currently 237 full-time equivalent faculty/staff for the campus including online adjunct professors. Campus employees are anticipated to increase proportional to the future student population.

The completion of individual projects within the Master Plan would ultimately depend on funding. Table 1 provides a summary of the existing and proposed buildings as well as parking and approximate timing of development.

[2] The campus student population reflects the total headcount of students who attend classes on the Kirkland campus. It does not include online students or students attending Northwest University at other campus locations.



Site Vicinity and Study Intersections

FIGURE 1

Northwest University Master Plan

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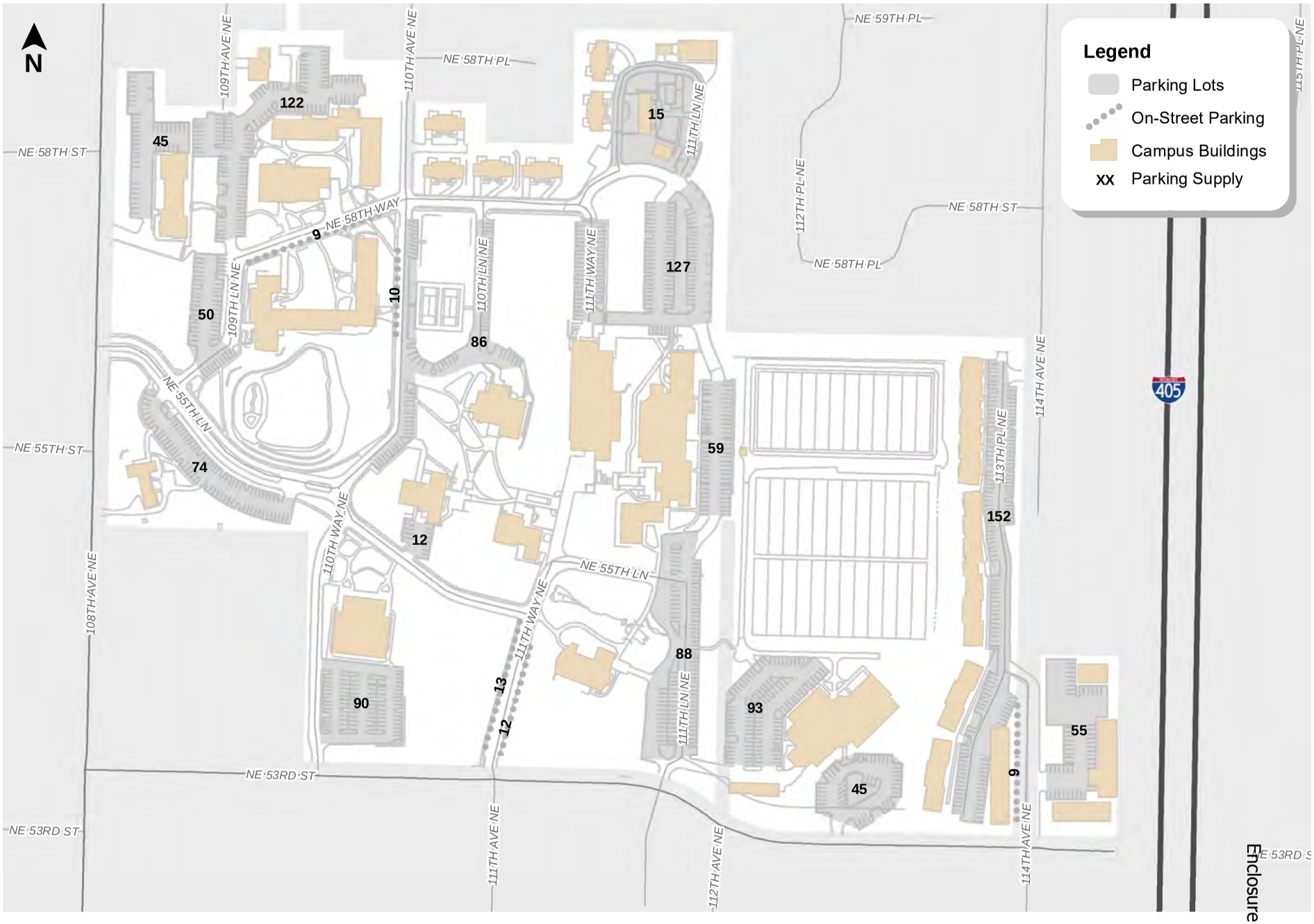

Existing Campus Buildings and Parking

Northwest University Master Plan

FIGURE **2**

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Enclosure 2

Table 1. Northwest University Master Plan Summary of Existing and Proposed Development

Building Name	Building (GSF)[1]			Residential Beds			Parking (stalls)			Estimated Timing[3]
	Existing	Addition[2]	Total	Ex.	Add.	Total	Ex.	Add.	Total	
Davis	16,800		16,800				45		45	
Gray/Beatty	44,400		44,400	210		210				
Cafeteria (Dining Hall)	11,500		11,500				188		188	
Crowder, Guy, Perks	68,400		68,400	314		314				
Greely Center	2,930		2,930				74		74	
Family Res. Duplexes	28,077		28,077	14[6]		14	28		28	
FIRS Apartments	87,869		87,869	78[6]		78	135		135	
Student Apartments	24,960		24,960	140		140	55		55	
Library	28,200		28,200				66		66	
Ness Academic Center	33,400	-33,400	0				59		59	2031 to 2037
Pecota Center	7,400	-7,400	0				32	-32	0	2019 to 2022
Millard Hall	15,000		15,000				26		26	
Pavilion	23,460	-23,460	0				90	-90	0	2021 to 2024
Chapel	14,334	+3,000	17,334				88		88	2019 to 2020
Green House	927		927				0		0	
Maintenance / Shop Buildings	10,639		10,639				15		15	
Barton Admin.	34,704		34,704				138		138	
Argue HSC	45,436		45,436				127		127	
Ness Replacement		+70,910	70,910						0	2031 to 2037
Welcome Center		+43,320	43,320					+70	70	2021 to 2024
Pavilion/ Gymnasium		+37,950	37,950					+95	95	2019 to 2022
Residence Hall[4]		+85,060	85,060		+300	300			0	2021 to 2024
Tennis Center		+63,660	63,660					+79	79	2017 to 2020
Fitness Center		+21,390	21,390					+56	56	2029 to 2032
Field House		+3,500	3,500						0	2022 to 2024
Total[5]	**498,436**	**+264,530**	**762,966**	**756**	**+300**	**1,056**	**1,166**	**+178**	**1,344**	

Notes: gsf = gross square-feet; Ex. = existing Add. = addition
1. Gross floor areas shown only include useable building area not parking facilities.
2. Additional gsf associated with the proposed Master Plan.
3. The completion of individual projects within the Master Plan would ultimately depend on funding. The approximate timing of the phase was used to estimate trip generation and assignment associated with the 2022 and 2037 horizon years for analysis.
4. New residence hall would include approximately 172 dorm rooms with about 300 beds.
5. The total square-footage is for proposed buildings and excludes proposed parking structures.
6. The Family Resident Duplexes and FIRS Apartments currently house faculty and staff.

As shown in Table 1, the Campus Master Plan proposes a net increase of approximately 260,530 square feet of development[3]. The new residence hall would include 172 rooms with approximately 300 beds. The existing Family Resident Duplexes and FIRS Apartments currently house faculty and staff and the remaining facilities house students. It is anticipated that the new residence hall would house students.

The Welcome Center would accommodate banquet facilities for up to 500 guests and the gymnasium would have seating for up to 900 people. The banquet facilities would only be available during off-peak hours. The gymnasium is being designed to maximum seating capacity; however, it is not anticipated with the new gymnasium that attendance at typical campus sporting events would increase to this level. The current gymnasium has a maximum seating capacity of approximately 300, which are typically only filled during men's basketballs. These basketball games typically occur on Friday and Saturday evenings starting at 6 or 8 p.m. With additional seats, there could be some increase in attendance at the men's basketballs games, but it is not anticipated to be near 900-persons. The increase in attendance at men's basketballs games would occur outside the weekday commuter periods and would mainly be a result of increased NU student population. The increased seating in the gymnasium will provide the ability for the University to hold occasional student assemblies on-campus; there is no existing facility on-campus that has the capacity to accommodate campus-wide student assembles. The expansion of the gymnasium is not anticipated to increase tournament or playoff activity for the campus. It is anticipated that large attendance levels where up to 900 seats are utilized would occur at most 15 times per year to accommodate events such as baccalaureate services and convocations. Management of parking and traffic for these events would be addressed through the special event management plan discussed in a subsequent section of this report.

The campus currently has 1,166 parking spaces and parking would be increased by 178 new stalls with buildout of the Master Plan. Most of the proposed parking would be located under new buildings including the tennis center, gymnasium (Pavilion), and Welcome Center. The actual amount of parking developed would be determined in conjunction with construction permitting for individual phases so that the additional parking supply that is constructed takes into consideration any refinements to the project description and any changes to parking needs that may occur over time.

Vehicular access to the campus would be maintained at the existing locations and no new access points are proposed. The 111th Avenue NE access would be realigned to the east to accommodate the proposed tennis center. A campus site plan showing the existing and proposed elements of the Master Plan are included on Figure 3.

Study Area and Scope

The transportation analysis scope and study area were identified through coordination with City of Kirkland, input received through multiple public open houses and public comments on the draft (June 2016) Transportation Impact Analysis as well as City review criteria. The transportation elements evaluated include:

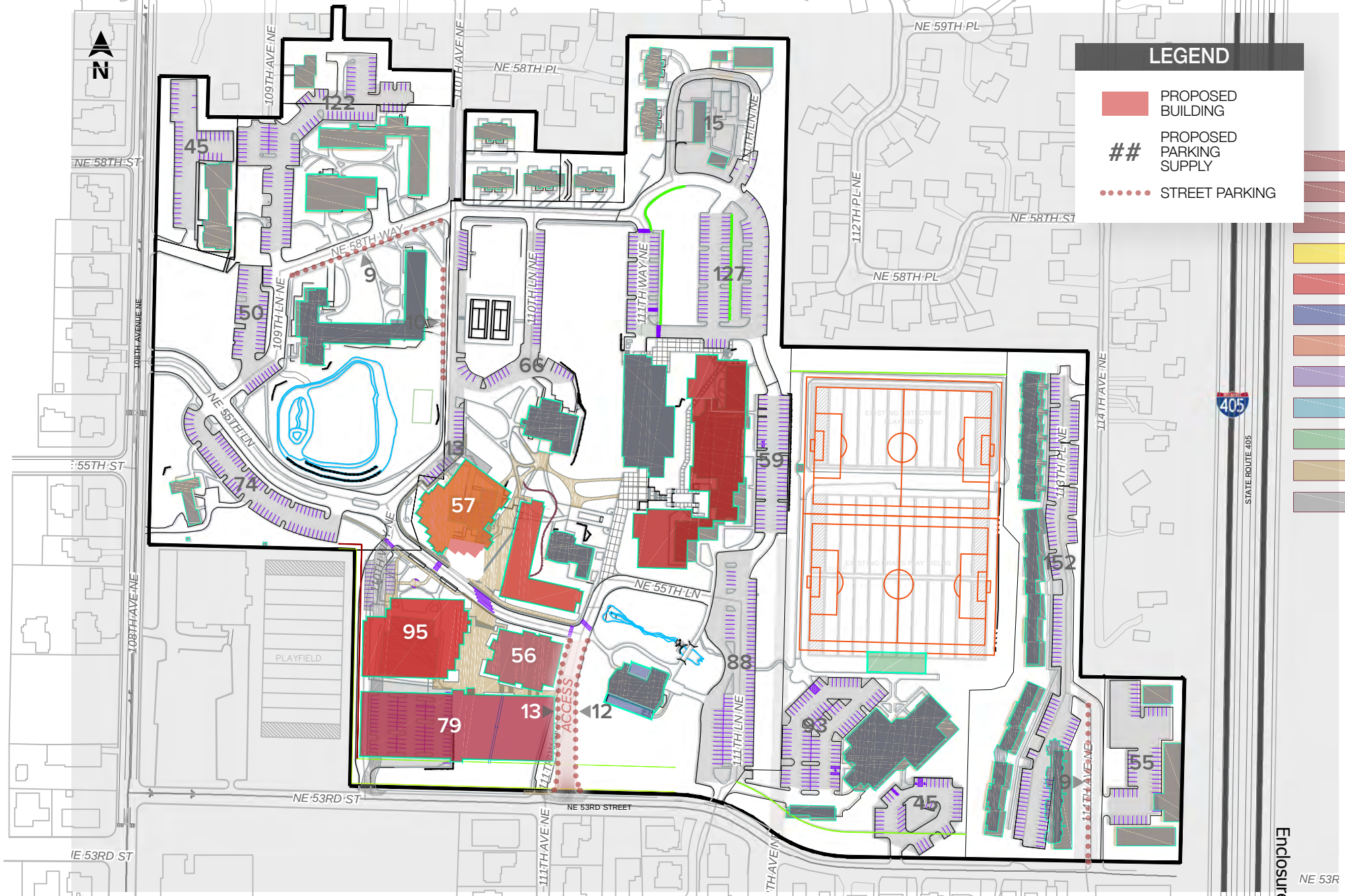
- Street System
- Traffic Volumes
- Traffic Operations
- Site Access and Neighborhood Context
- Parking
- Traffic Safety
- Non-motorized facilities
- Transit service

[3] This square-footage is for buildings only and does not include parking structures. The proposed gross square-footage of development including parking structures is 364,910 square-feet.

Enclosure 2

In addition to the items noted above, the TIA addresses the following City staff comments:

- Access to and from NE 53rd Street and potential impacts to neighboring residential uses
- Street parking around the exterior of the campus
- Review of public comments on the draft TIA and incorporation of additional information, as appropriate



Proposed Campus Buildings and Parking Supply

Northwest University Master Plan

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WHAT TRANSPORTATION CAN BE.

FIGURE 3

Enclosure 2

Enclosure 2

The study follows the City's *Transportation Impact Analysis Guidelines* (August 2014). The study intersections are those that meet the City's minimum intersection proportional share impact criteria or were identified by City staff or through public comments. Appendix A contains the intersection proportional share calculation worksheets. The off-site study intersections include:

1. 6th Street S / Central Way
2. 6th Street S / Kirkland Way
3. 6th Street S / 9th Avenue S
4. State Street S / NE 68th Street
5. 108th Avenue NE / NE 68th Street
6. I-405 Ramps / NE 70th Street
7. 116th Avenue NE / NE 70th Place
8. 116th Avenue NE / I-405 Ramps
9. 132nd Avenue NE / NE 70th Place / Old Redmond Road
10. 108th Avenue NE / NE 60th Street
11. 108th Avenue NE / NE 53rd Street
12. 108th Avenue NE / NE 48th Street
13. 108th Avenue NE / NE 45th Street

In addition, the 7 NU site access driveways were studied including:

A. 108th Avenue NE / Davis Driveway
B. 108th Avenue NE / NE 55th Lane (Main Driveway)
C. 110th Way / NE 53rd Street
D. 111th Avenue NE / NE 53rd Street
E. 111th Lane NE / NE 53rd Street
F. Barton Driveway / NE 53rd Street
G. 114th Avenue NE / NE 53rd Street

A review of daily traffic volumes along 108th Avenue NE shows that the highest traffic levels are during the weekday PM peak hour. The weekday midday peak hour traffic volumes along this corridor are approximately 35 to 50 percent less than weekday PM peak hour volumes. In addition, weekend peak hour traffic volumes along 108th Avenue NE are approximately 60 percent less than weekday PM peak hour traffic volumes. Consistent with the City TIA guidelines, the transportation analysis focuses on the weekday AM and PM peak commute periods (7:00 a.m. to 9:00 a.m. and 4:00 to 6:00 p.m.). These periods represent the highest cumulative total traffic for the adjacent street system providing a conservative timeframe for level of service (LOS) analysis.

The analysis summarized in the following sections describes existing (2016) conditions within the project vicinity, forecast future without-project conditions, and future with-project conditions. Future conditions were analyzed for a 2022 horizon year consistent with the City of Kirkland's six-year transportation concurrency horizon and 2037 conditions consistent with the anticipated buildout of the Master Plan. Forecast impacts are identified by comparing without-project impacts (i.e., assuming that student enrollment will remain equal to existing

conditions) to with the master plan impacts with increased campus enrollment and completion of the proposed tennis center and public use of the campus sports fields. The fitness center would serve NU students only and no public use is assumed in this analysis.

Based on additional feedback from the City and community members, a neighborhood focused transportation evaluation was also conducted. The analysis focused on campus-related cut-through traffic north and south of the University and the transportation context and impacts to NE 53rd Street adjacent to the campus.

Enclosure 2

Existing Conditions

This section describes existing conditions within the identified study area. Characteristics are provided for the street system, traffic volumes, traffic operations, site access and surrounding neighborhood, parking, traffic safety, non-motorized facilities, and transit.

Street System

The Northwest University campus is located north of NE 53rd Street and east of 108th Avenue NE. Table 2 summarizes the characteristics of the major streets in the vicinity of the campus. As shown on Figure 1 and in Table 2, the site is surrounded by neighborhood collectors with sidewalks and bicycle facilities provided in the immediate vicinity of the campus.

Table 2. Study Area Existing Street System Summary

Roadway	Arterial Classification[1]	Posted Speed Limit	Number of Travel Lanes	Parking	Sidewalks	Bicycle Facilities
I-405	Urban Interstate	60 mph	10 lanes[2]	No	No	No
NE 68th Street	Secondary Arterial	30 mph	2 to 3 lanes	No	Yes	Yes
132nd Avenue NE	Secondary Arterial	30 mph	2 to 3 lanes	No	Yes	Yes
116th Avenue NE	Collector Arterial	35 mph	2 to 4 lanes	No	Yes	Yes
State Street S	Collector Arterial	30 mph	2 lanes	Yes	Yes	Yes
108th Avenue NE	Neighborhood Collector	30 mph	2 to 3 lanes	No	Yes	Yes
NE 60th Street	Neighborhood Access Street	25 mph	2 lanes	Yes	Yes	No
NE 53rd Street	Neighborhood Collector	25 mph	2 lanes	Yes	Yes	No
NE 48th Street	Neighborhood Access Street	25 mph	2 lanes	Yes	No	No
NE 45th Street	Neighborhood Access Street	25 mph	2 lanes	Yes	Yes	No
6th Street S	Secondary Arterial	30 mph	2 lanes	Yes	Yes	Yes

1. Based on Washington State Department of Transportation (WSDOT) and City of Kirkland classifications.
2. A total of 10 lanes with 3 general purpose and 2 high occupancy vehicle/toll lanes are provided in the vicinity of the NE 70th Street interchange.

Traffic Volumes

The City of Kirkland provided existing (2016) weekday PM peak traffic counts at several of the off-site study intersections. Additional weekday PM peak turning movement counts were conducted at the remaining study intersections and driveways in March and April 2016 and late January 2017. Weekday AM peak period traffic counts were also conducted at all study intersections and driveways in March and April 2016 as well as January 2017. Existing weekday AM and PM peak commute hour traffic volumes used for this analysis are summarized on Figure 4 with detailed traffic count data provided in Appendix B.

Traffic Operations

Traffic operations at the off-site study intersections were evaluated and are characterized through an intersection level of service (LOS) analysis. LOS is a widely applied analysis technique for measuring the quality of traffic flow through intersections and comparing resulting traffic operations to adopted standards.

LOS values range from LOS A indicating free-flow traffic to LOS F indicating extreme congestion and long vehicle delays. Existing delays and LOS values were calculated using *Highway Capacity Manual* methods and the Synchro (version 9.1) software program. Appendix C provides a more detailed explanation of intersection LOS. This method uses

peak hour traffic volumes, intersection geometry, intersection control, and roadway characteristics as inputs to evaluate operations. All existing signal timing parameters were provided by the City of Kirkland and Washington State Department of Transportation (WSDOT). Table 3 summarizes the existing AM and PM peak hour intersection operations. Detailed LOS worksheets are provided in Appendix D. The City has an adopted LOS D standard and WSDOT has an adopted Mitigated LOS E [4] standard in the study area.

Table 3. Existing Weekday Peak Hour Intersection LOS Summary

Intersection	LOS Standard	AM Peak Hour			PM Peak Hour		
		LOS[1]	Delay[2]	WM[3]	LOS[1]	Delay[2]	WM[3]
1. 6th Street S / Central Way	D	F	98	-	C	31	-
2. 6th Street S / Kirkland Way	D	C	17	-	D	31	-
3. 6th Street S / 9th Avenue S	D	E	46	WB	F	57	WB
4. State Street S / NE 68th Street	D	B	17	-	C	29	-
5. 108th Avenue / NE 68th Street	D	E	67	-	E	63	-
6. I-405 Ramps / NE 70th Place	E	E	78	-	D	41	-
7. 116th Avenue NE / NE 70th Pl	D	D	54	-	C	27	-
8. 116th Avenue NE / I-405 Ramps[4]	E	C	24	-	E	56	-
9. 132nd Avenue NE / NE 70th Place	D	C	26	-	D	50	-
10. 108th Avenue NE / NE 60th Street	D	F	50	WB	E	45	WB
11. 108th Avenue NE / NE 53rd Street	D	F	63	WBL	F	54	WBL
12. 108th Avenue NE / NE 48th Street	D	C	23	WB	C	21	WB
13. 108th Avenue NE / NE 45th Street	D	C	20	WB	C	20	WB

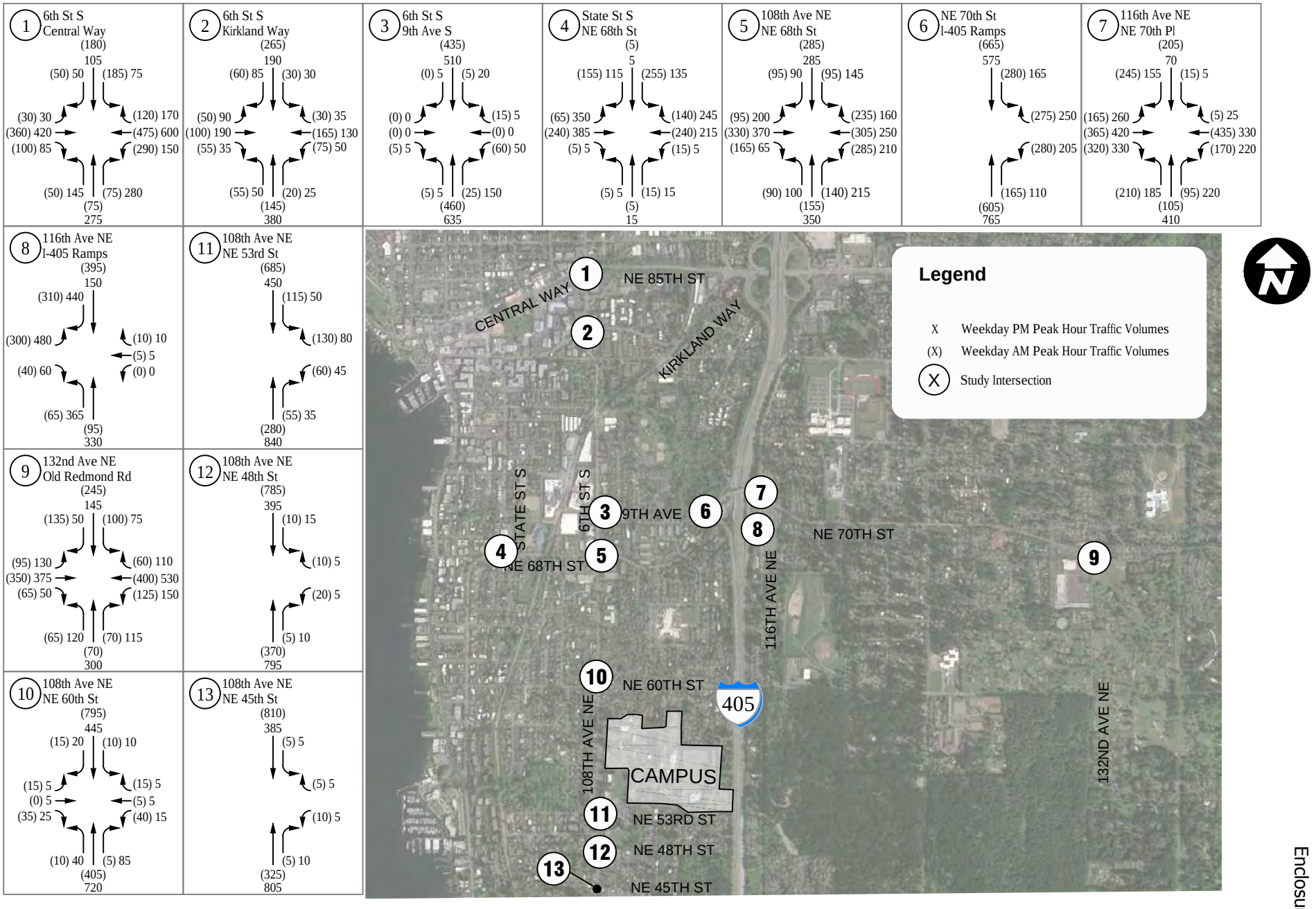
Note: Shaded intersections operate below City of Kirkland or WSDOT LOS standards.
1. LOS as defined by the HCM (TRB, 2010)
2. Average delay per vehicle in seconds.
3. Worst movement (WM) reported for stop-controlled intersections where WB = westbound approach and WBL = westbound left-turn movement.
4. Analyzed in HCM 2000 due to intersection configuration and signal phasing.

As highlighted in the above table, several existing intersections operate below City and WSDOT LOS standards under either weekday AM or PM peak hour conditions. These include the 6th Street S/Central Way, 6th Street S/9th Avenue S, 108th Avenue NE/NE 68th Street, 116th Avenue NE/I-405 Ramps, 108th Avenue NE/NE 60th Street, and 108th Avenue NE/NE 53rd Street intersections.

Site Access & Neighborhood Context

The Northwest University Campus is bordered by 108th Avenue to the west and NE 53rd Street to the south. The University currently has 7 driveways with 2 located along 108th Avenue NE and 5 along NE 53rd Street. These driveways are identified as locations A through G on Figure 5. The following sections summarize existing site access traffic volumes, driveway operations, and traffic conditions in the neighborhood surrounding the campus.

[4] The study area is within a Tier 1 inner urban areas, which is defined as a 3-mile buffer around the most heavily traveled freeways (e.g., I-405) and all designated urban areas. The LOS standard for Tier 1 routes is LOS E/Mitigated meaning that congestion should be mitigated when the weekday PM peak hour LOS falls below E. *Level of Service Standards for Washington State Highways. January 1, 2010.*



Existing Off-Site AM & PM Peak Hour Traffic Volumes

Northwest University Master Plan

Enclosure 2

FIGURE

4

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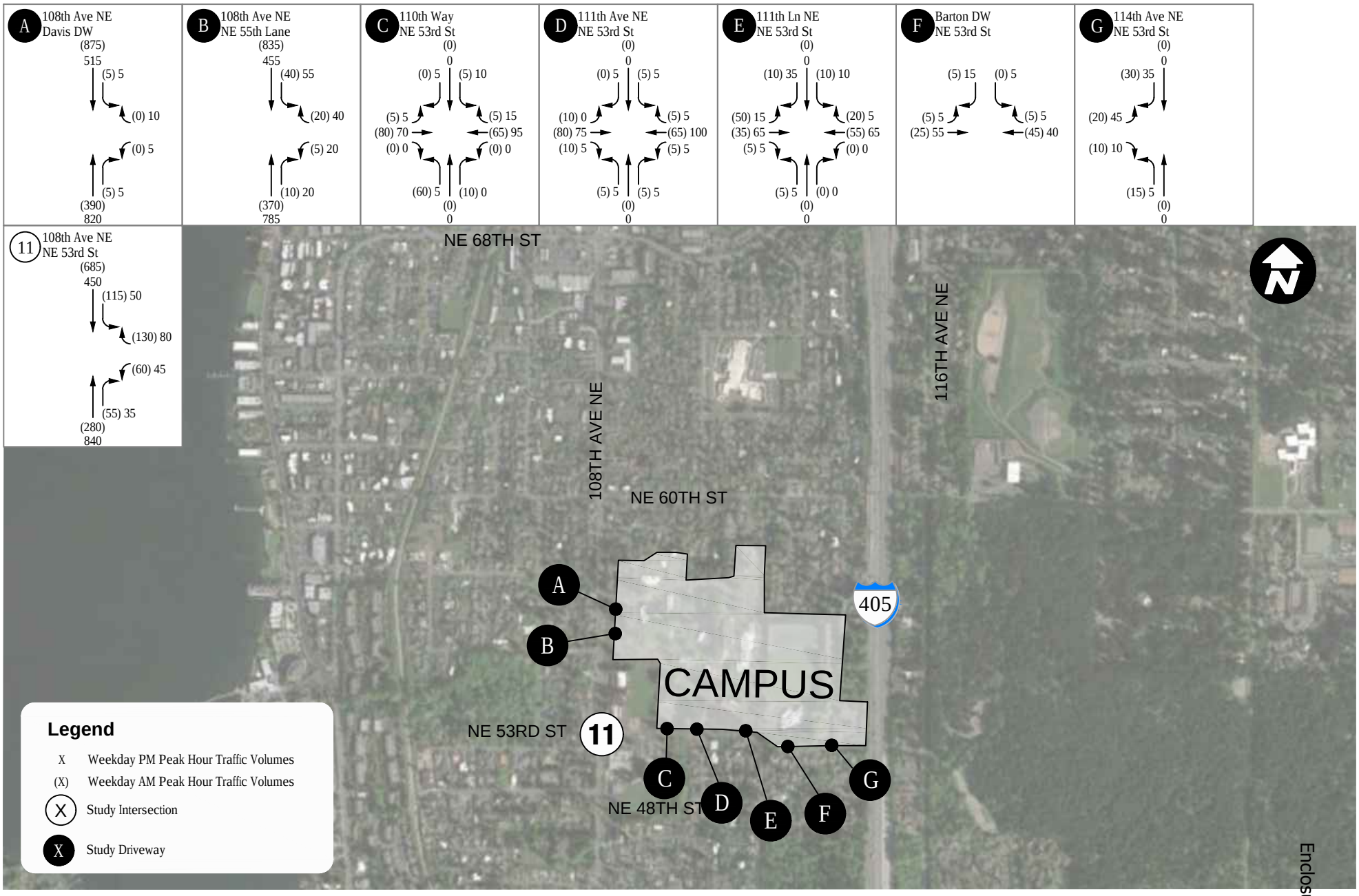

Enclosure 2

FIGURE 5

Existing Site Access AM & PM Peak Hour Traffic Volumes

Northwest University Master Plan

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Driveway Traffic Volumes

Weekday AM and PM peak hour traffic volumes at the driveways were collected in March and April 2016. Counts were collected over 3 different weekdays in support of forecasting the campus vehicular trip generation that is described in the future with-project section. To provide a conservative analysis, the date when the highest overall campus traffic volumes were observed during the 3 days[5] of collection was selected for evaluating site access traffic operations. Existing weekday AM and PM peak hour volumes used for this analysis are summarized on Figure 5. Note that the 108th Avenue NE/NE 53rd Street intersection is also shown since this is a primary access intersection to the 5 campus driveways along NE 53rd Street.

Driveway Traffic Operations

Driveway traffic operations were evaluated based on the HCM 2010 methodologies using the Synchro 9.1 software program consistent with the analysis of off-site study intersections. Weekday AM and PM peak hour site access operations are summarized in Table 4.

Table 4. Existing Weekday AM & PM Peak Hour Site Access LOS Summary

	AM Peak Hour			PM Peak Hour		
Intersection	**LOS[1]**	**Delay[2]**	**WM[3]**	**LOS[1]**	**Delay[2]**	**WM[3]**
A. 108th Avenue NE / Davis Driveway	A	8	SBL	C	18	WB
B. 108th Avenue NE / 55th Lane NE (Main Driveway)	B	13	WB	C	20	WB
C. 110th Way / NE 53rd Street	B	10	NB	B	10	NB
D. 111th Avenue NE / NE 53rd Street	B	10	SB	A	10	SB
E. 111th Lane NE / NE 53rd Street	B	11	NB	B	10	NB
F. Barton Driveway / NE 53rd Street	A	9	SB	A	9	SB
G. 114th Avenue NE / NE 53rd Street	A	9	SB	A	10	NB
10. 108th Avenue NE / NE 53rd Street	F	63	WBL	F	54	WBL

Note: Shaded intersections operate below City of Kirkland LOS standards.
1. LOS as defined by the HCM (TRB, 2010)
2. Average delay per vehicle in seconds.
3. Worst movement (WM) reported for stop-controlled intersections where SBL = southbound left-turn movement, WB = westbound approach, NB = northbound approach, SB = southbound approach, and WBL = westbound left-turn movement.

As shown in Table 4, all existing campus driveways currently operate at LOS C or better during both weekday peak hours. As shown previously in Table 3, the westbound left-turn lane on NE 53rd Street at 108th Avenue NE currently operates at LOS F during the weekday AM and PM peak hours.

Neighborhood Traffic Conditions

Existing traffic conditions in the neighborhood surrounding the campus were reviewed. Specifically, the review included a vehicle speed study along NE 53rd Street, neighborhood cut-through traffic study, and school activity in the vicinity of the NE 53rd Street/108th Avenue NE intersection.

NE 53rd Street Speed Study

Vehicle speeds along NE 53rd Street near the intersection with 111th Avenue NE were measured using a pneumatic tube traffic counter over a 7-day period in April/May 2016.[6] The

[5] The highest combined weekday AM and PM peak hour campus generated traffic occurred on Wednesday April 13, 2016.

[6] April 26 through May 2, 2016.

observed vehicle speeds were then reviewed to identify the median and 85th-percentile speeds to assess whether vehicle speeds are notably greater than the posted speed limit. The posted speed limit along this corridor is 25 mph.

The median speed value is the speed at which 50 percent of all traffic is traveling at or below, and is also known as the 50th-percential speed. This statistical measure is typically used as a point of reference in understanding the prevailing conditions. The median speeds along a corridor should typically be under the posted speed limit. The 85th percentile speed is often used as a starting point for determining whether a speeding issue is present, and takes into account that 15 percent of drivers may be traveling much faster or slower than the posted speed. Typically, the 85th percentile speed should be approximately 5 mph over or under the posted speed limit.

The median and 85th-percential speed results of the speed study are summarized in Table 5.

Table 5. NE 53rd Street Speed Study Summary – East of 111th Avenue NE

Direction	Speed Limit	Median Speed[1]	85th Percentile Speed[1]
Eastbound NE 53rd Street	25 mph	28.0 mph	32.5 mph
Westbound NE 53rd Street	25 mph	27.3 mph	31.8 mph

1. Based on data collected between April 26 and May 2, 2016

As shown, the median speed for both directions is approximately 28 miles per hour, while the 85th percentile speed is approximately 32 miles per hour. The MUTCD generally suggests that the 85th percentile speed be within 5 mph of the posted speed limit. The results show that the 85th percentile speed is approximately 7 mph above the posted speed limit indicating excessive speeds along this section of NE 53rd Street.

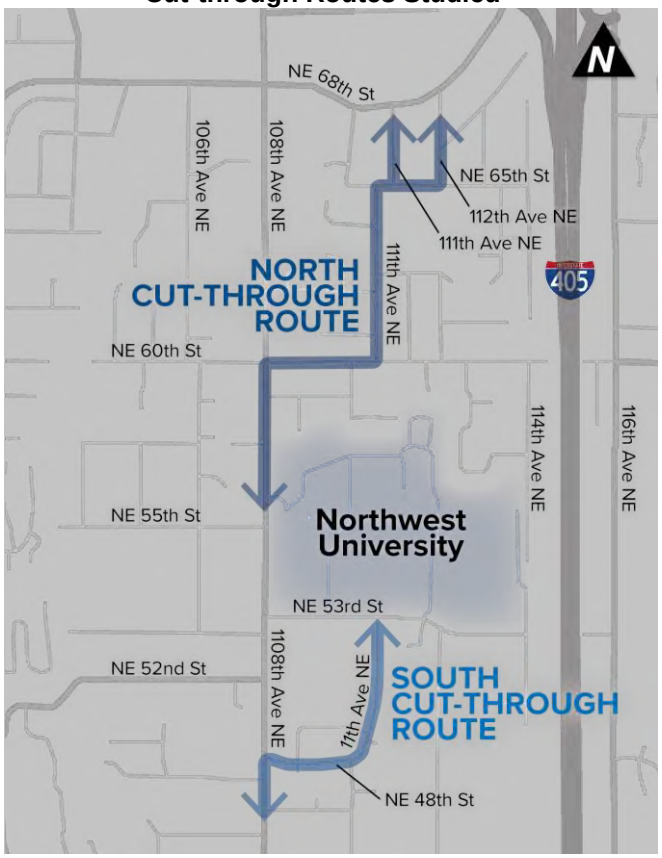
Neighborhood Cut-Through Traffic

With existing congestion and queuing along 108th Avenue NE during weekday AM and PM peak hours, some drivers may choose to use neighborhood streets to avoid this congestion. Based on the neighborhood roadway network east of 108th Avenue NE and south of NE 68th Street, coordination with City staff, and feedback from the neighborhood, two cut-through routes were identified for further review as described and illustrated below.

- **North Cut-Through Route –** NE 60th Street to 111th Avenue NE, then to NE 65th Street and NE 68th Street further north
- **South Cut-Through Route –** 111th Avenue NE to NE 48th Street to 108th Avenue NE

To assess how much of this cut-through traffic is related to the campus, automatic license plate recognition (ALPR) technology was used to conduct this study. Cameras were placed along the NE 48th Street and NE 65th Street as well at the three highest volume campus

Cut-through Routes Studied



driveways and license plates were matched to identify the number of campus drivers using either of the neighborhood cut-through routes. The number of observed cut-through vehicles related to the campus are summarized in Table 6.

Table 6. Weekday Peak Hour Neighborhood Cut-Through Traffic Volumes Summary

Route	AM Peak Hour Campus Cut-Through[1]	PM Peak Hour Campus Cut-Through[1]
North Neighborhood Streets		
Inbound to Campus	2 vehicles	4 vehicles
Outbound from Campus	0 vehicles	4 vehicles
South Neighborhood Streets		
Inbound to Campus	0 vehicles	1 vehicle
Outbound from Campus	0 vehicles	0 vehicles

1. Based on data collected for 7-days from April 26 to May 2, 2016

As shown in Table 6, the observations indicate that neighborhood cut-through traffic specifically related to the campus is relatively minimal. There were fewer than ten vehicles per hour observed traveling between the campus and neighborhood routes to and from the north via 110th Avenue NE during the weekday peak hours. For routes through the neighborhood south of campus, no cut-through traffic was observed during the weekday AM peak hour and only 1 vehicle was observed during the weekday PM peak hour travelling to/from the campus. Based on traffic counts with the neighborhoods, campus related cut-through traffic was observed to be approximately 3 percent or less of the total traffic observed travelling in the same direction on the neighborhood street during the weekday peak hours. In general, these observations show no notable campus traffic volumes that travel these cut-through routes during peak conditions.

108th Avenue NE/NE 53rd Street School Activity

Several school-related facilities exist in the vicinity of the 108th Avenue NE/NE 53rd Street intersection including:

- Lake Washington School District's Emerson K-12 school on the southeast corner
- Puget Sound Adventist Academy private school on the northeast corner
- Kirkland Children's School day care, preschool and kindergarten classes just north of NE 53rd Street on the west side of 108th Avenue NE

The travel activity for these 3 uses generally peak at similar times of day and include walking, passenger car drop-off/pick-up, transit, and school bus activities. The peak periods for activity for these 3 sites typically fall within the morning commute periods when children arrive at these facilities and again in the mid- to late- afternoon hour when they depart. Activities near the 108th Avenue NE/NE 53rd Street intersection that influence transportation conditions at this location include:

- Northbound and southbound 108th Avenue NE bus stops with shelters for King County Metro
- A mid-block crosswalk with overhead flashing warning lights across 108th Avenue NE between the east and west legs of NE 53rd Street
- Observed school bus loading northbound and southbound on 108th Avenue NE immediately south of both east and west legs of 53rd Avenue NE

Activity at this intersection was observed during both the morning peak (approximately 7:30 to 9:00 a.m.) and mid-afternoon peak periods (approximately 2:00 to 4:00 p.m.). The

observations noted various short-term congestion and blockages associated with school-related travel. This includes:

- Northbound Metro buses stopping at NE 53rd Street to load/unload, which results in passenger vehicles driving around stopped northbound transit vehicles
- Westbound NE 53rd Street queues forming from yielding to both 108th Avenue NE vehicle traffic and pedestrians using the mid-block crosswalk
- On-site queuing at the Kirkland Children's School extending onto 108th Avenue NE
- Lake Washington School District buses stopping on 108th Avenue NE south of NE 53rd Street

Parking

On-campus parking and off-campus street parking were reviewed to understand existing conditions. The on-campus parking was reviewed for both typical and event conditions.

On-Campus

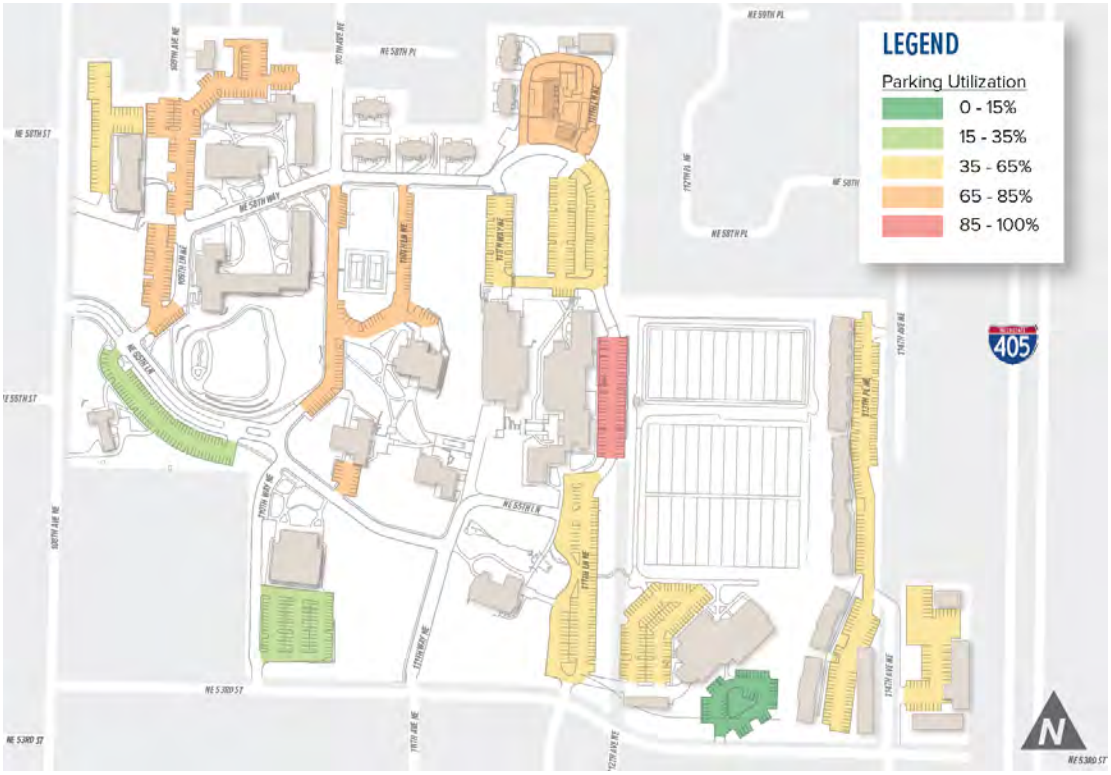
Typical Conditions

The existing parking supply was inventoried and on-campus parking utilization was observed in March 2016. The existing campus contains 1,166 parking spaces designated for campus use. Parking is generally unassigned with no specific spaces designated for residents, commuters, or faculty/staff except for 201 parking spaces that are designed for the student apartments, 26 ADA spaces, 22 visitor parking spaces, 12 service vehicles parking spaces, 18 faculty/staff spaces, and 6 carpool spaces for a total of 285 parking spaces or approximately 24 percent of the on-campus spaces assigned. Based on the 2015 Commute Trip Reduction survey for the University employees, approximately 74 percent drive alone to the campus. Parking utilization counts were conducted hourly between 9 a.m. and 1 p.m. during a midweek day when school was in session. This time period represents when Northwest University class attendance is typically greatest. The observed peak campus parking utilization occurred between 10 and 11 a.m. with a total of 638 vehicles parked on campus or approximately 55 percent of the campus parking spaces occupied. Figure 6 summarizes the campus parking utilization during the peak period by lot. As shown on the figure, most of the parking lots are less than 85 percent utilized.

Event Conditions

The highest levels of event activity generally occur weekday evenings, weekends or during periods when the school is not in session. The largest capacity for events is currently the gymnasium, which has 300 seats. Currently, men's basketball has the highest attendance levels. Basketballs games typically occur on Friday or Saturday evenings at about 6 or 8 p.m., which is outside of the typical peak parking period for the Campus. During men's basketball games, the parking demand for the game is approximately 115 to 130 vehicles, which is accommodated in the Pavilion (gym) and Greeley (parking west of the gym and south of NE 55th Lane) parking lots. This results in a parking rate of approximately 0.38 to 0.43 vehicles per seat. There are currently no tournaments on campus and these are not anticipated to occur in the future. The college basketball playoffs are typically one game on-campus at a time with only the two teams playing at the game; therefore, peak parking demand is similar to a basketball game on the high end of the attendance level (i.e., 130 vehicles).

Figure 6. Peak Campus Parking Utilization (10 – 11 a.m.)



On-Street

The campus neighbors have identified potential on-street parking issues. To understand, the level of campus-related on-street parking occurring within the neighborhood on weekdays that street parking was inventoried. The parking inventory was conducted north and south of the campus along NE 48th Street, NE 50th Place, NE 53rd Street, NE 58th Place, NE 59th Street, NE 60th Street, 109th Avenue NE, 110th Avenue NE, 111th Avenue NE, 112th Avenue NE, and 114th Avenue NE. A total of 535 on-street parking spaces were inventoried. Parking data was collected between 9 a.m. and 1 p.m. on two weekdays: (1) when the University was in-session and (2) during the University spring break. The data collection period captures the time when the on-campus parking typically peaks. The parking survey showed approximately 30 to 50 vehicles parked resulting in approximately 5 to 10 percent of the 535 on-street parking spaces utilized.

Comparing the two days of parking surveys provides an understanding of on-street parking characteristics in the study area with and without the University in session, parking demand was higher when school was not in session compared to a school session count which implies an insignificant on-street parking impact. When analyzing only the streets immediately adjacent to the campus along 114th Avenue, NE 50th Street, NE 53rd Street, and NE 59th Street, the parking demand was approximately 5 percent higher (~1-2 vehicles) during the school session counts, which also implies an insignificant impact.

It is noted there is on-street parking occurring on weekends when services and events are occurring at the existing Chapel. Some of the mitigation measures being proposed for event management related to the Master Plan could be applicable to managing parking when the Chapel is being used.

Enclosure 2

Traffic Safety

The collision history within the study area was reviewed to identify any locations where adverse safety conditions may exist. Collision data provided by WSDOT for the most recent three-year period (January 1, 2013 through December 31, 2015) was reviewed. Table 7 summarizes the number of collisions at each of the study intersections.

Table 7. Three-Year Collision Summary – 2013 to 2015

Intersection	Control	Number of Collisions 2013	2014	2015	Annual Average	Collisions per MEV[1]	Critical Crash Rate
1. 6th Street S / Central Way	Signalized	4	3	1	2.7	0.31	0.78
2. 6th Street S / Kirkland Way	AWSC	0	2	8	3.3	0.71	1.12
3. 6th Street S / 9th Avenue S	TWSC	0	0	0	0	0.00	0.00
4. State Street S / NE 68th Street	Signalized	1	0	0	0.3	0.04	0.80
5. 108th Avenue / NE 68th Street	Signalized	8	4	4	5.3	0.56	0.77
6. I-405 Ramps / NE 70th Place	Signalized	2	7	1	3.3	0.62	0.86
7. 116th Avenue NE / NE 70th Pl	Signalized	11	12	4	9.0	1.01	0.78
8. 116th Avenue NE / I-405 Ramps[4]	Signalized	3	5	6	4.7	0.70	0.82
9. 132nd Avenue NE / NE 70th Place	Signalized	1	7	3	3.7	0.47	0.80
10. 108th Avenue NE / NE 60th Street	TWSC	1	1	0	0.7	0.13	0.19
11. 108th Avenue NE / NE 53rd Street	TWSC	0	2	1	1.0	0.18	0.18
12. 108th Avenue NE / NE 48th Street	TWSC	0	0	0	0.0	0.00	0.00
13. 108th Avenue NE / NE 45th Street	TWSC	0	0	0	0.0	0.00	0.00

Source: WSDOT, 2016.
1. The number of collisions per Million Entering Vehicles (MEV) assuming weekday PM peak hour traffic is approximately 10 percent of daily traffic.

A traffic safety review within the study area was completed by compiling crash rates (i.e., collisions per million entering vehicles) by study intersection to identify locations with potential safety issues. Based on the methodology found in Chapter 4 of the *Highway Safety Manual* (AASHTO, 2010), observed and critical crash rates at each study intersection were compared to identity where observed rates were higher than the calculated critical rate. The study intersections were grouped into three categories for calculating critical crash rates: (1) traffic signals, (2) side-street stop-control, and (3) all-way stop-control intersections. As shown in the table, the 116th Avenue NE / NE 70th Street intersection was the only intersection where the observed crash rate was greater than the critical crash rate.

Of the 27 total collisions that occurred at this location during the three-year period, however only 4 of the collisions occurred in 2015. The most common types were left-turn related (15), followed by rear-end (7), and angled (2). Of the 15 left-turn related collisions, 13 involved the westbound left turn movement. The left-turn signal phasing for this movement is currently protected/permitted. Over the last year collisions at this location have decreased with a total of 4 collisions and only 1 left-turn related collision in 2015. The City regularly monitors traffic safety to understand patterns and the need for safety improvements. Given that collisions, have recently decreased at this location no collision pattern is noted. This intersection would continue to be monitored by the City and if necessary safety improvements such as protected left-turn phasing could be implemented.

None of the reported collisions at this location involved a serious injury or a fatality. There were no pedestrian-related or bicyclist-related collisions that were reported within the study area during this period.

Non-Motorized Facilities

Separated pedestrian facilities are provided throughout the study area. Sidewalks are provided on both 108th Avenue NE and NE 53rd Street within the immediate site vicinity of the campus. Further north of the site, NE 68th Street and 6th Street S also provide sidewalks on both sides of the street. A mid-block crosswalk with an overhead flashing warning lights is provided across 108th Avenue NE between the east and west legs of NE 53rd Street. Marked crosswalks are also provided across NE 53rd Street and 55th Lane NE (the main campus driveway) at 108th Avenue NE.

Separate bicycle lanes are provided along the majority of 108th Avenue NE with shared lanes along some portions where right-of-way is limited. North of NE 68th Street, 6th Street S provides dedicated bicycle lanes on both sides of the street. East of 108th Avenue NE, NE 68th Street also provides bicycle lanes on both sides of the street.

Pedestrian paths, sidewalks, and crosswalks are also provided throughout the campus to connect the campus facilities. There are some areas where connections are limited such as between the existing fields and the parking to the west and between the academic buildings within the lower campus and the FIRS and Student Apartments north of NE 53rd Street.

Transit Service

Transit service in the study area is provided by King County Metro Transit and Sound Transit. The nearest bus stop to the campus is located along 108th Avenue NE approximately 250 feet north of the main driveway at NE 55th Lane. This bus stop is served by routes 255 and 540. An additional bus stop is provided at the NE 53rd Street intersection with 108th Avenue NE, but only serves route 255.

Route 255 provides service from the Brickyard Park-and-Ride to Kirkland Transit Center to Downtown Seattle running 7 days a week. Service is provided on weekdays from approximately 5 a.m. to 11 p.m. with 15-minute headways during the weekday PM peak hour. Weekend service is also provided from approximately 6 a.m. to midnight with 30-minute peak headways.

Route 540 travels between the University District and Kirkland running weekdays only. Service is provided from approximately 7 a.m. to 7:20 p.m. with 15-minute headways during the weekday PM peak hour.

Transportation and Parking Management

Northwest University has an existing commute trip reduction program to encourage employees to use alternative modes to travel to and from campus. Existing campus amenities and program offerings include:

- Commuter information center and annual distribution of commuter information
- Campus Transportation Coordinator
- Bicycle parking and participation of Bike-to-Work Day
- Showers and lockers for employee use
- King County ride share online matching program
- Telecommute opportunities where job would allow
- Email updates on local transportation events and construction zones in the area
- Carpool parking with preferred parking spots for registered carpools

Enclosure 2

Northwest University issues parking permits for employees, students, and guests including general and carpool parking. Students are currently charged $70 per academic year for parking permits and employee parking permits are a free benefit provided by the University. Registered carpools get preferred parking spots in either the Barton, Argue HSC, and Davis Building parking lots. There are currently 733 parking permits issued by the University including 136 for the student apartments, 115 faculty/staff and 482 for commuters and dorm residents. Campus security currently monitors the parking lots and tickets vehicles parked without permits. Vehicles operated or parked by a non-employee or non-student are not required to display a parking permit; however, guest vehicles can be registered with the University.

Enclosure 2

Future Without-Project Conditions

This section describes future without-project conditions within the identified study area. Future conditions were analyzed for a 2022 horizon year consistent with the City of Kirkland's six-year transportation concurrency horizon and 2037 conditions consistent with the anticipated buildout of the Master Plan. The following sections summarize the planned changes to the street system, future forecasted traffic volumes, traffic operations, site access and the neighborhood context.

Street System

The adopted Kirkland *2015-2020 Capital Improvement Program* (CIP) and current project website were reviewed to identify funded transportation improvements in the study area that would be completed by 2022 or 2037. In addition, the City of Kirkland's adopted *Transportation Master Plan*, November 2015, *City of Kirkland 2015 Comprehensive Plan Update & Totem Lake Planned Action – Final Environmental Impact Statement,* November 2015 and *City of Kirkland 2015 Comprehensive Plan Update & Totem Lake Planned Action – Draft Environmental Impact Statement* (DEIS)*,* June 2015 were also reviewed to understand potential long-range improvements that could impact 2037 conditions in the study area.

Planned funded improvements are along 6th Street in the study area at intersections with 9th Street S, Kirkland Way, and Central Way. The 6th Street S intersections at 9th Street and Kirkland Way are expected to be signalized by the end of 2016. Phase 2 improvements to the 6th Street S/Central Way intersection are planned for construction in 2017. The intersection improvements include a second westbound left-turn lane, a bicycle lane, and pedestrian improvements. These improvements were reflected in the evaluation of future 2022 and 2037 traffic operations.

In addition to these specific improvements described above, the CIP also includes funding for the 6th Street South Corridor Study, which will also include the 6th Street Corridor Study and Houghton/Everest Neighborhood Center Plan. The City has hired a consultant for this work and is in the process of scoping the study. This study will develop a corridor and neighborhood plan including transportation solutions to accommodate growth in the study area. These solutions may include policies (e.g., parking policies), projects (e.g., intersection improvements) and programs (e.g., bike share). Given constraints along the corridor project will generally focus on transit, bicycle, and pedestrian facilities and consider safety, geometrics, and other transportation conditions along the corridor.

The *Transportation Master Plan* identifies, as part of this long-range plan, that the City should engage with WSDOT to discuss improvements of the existing interchanges including at NE 70th Street. In addition, the 2015 Comprehensive Plan Update DEIS notes a potential improvement to the 116th Avenue NE/NE 70th Street (NE 72nd Place) intersection to provide a dedicated southbound right-turn pocket.

Traffic Volumes

Future (2022) weekday traffic volumes were forecast based on information provided by the City of Kirkland. City staff provided the 2022 weekday PM peak hour volumes at eight of the ten study intersections based on the City's travel demand model. Forecast at the 2 remaining off-site study intersections[7] were developed by applying a 2 percent per year growth rate to existing traffic volumes and adjusting results to account for balancing along the 6th Street, NE 68th Street, and 108th Avenue NE corridors to forecasts 2022 conditions. The City's

[7] 6th Street/9th Avenue S and 108th Avenue NE/NE 53rd Street forecasts were developed based on a 2 percent per year growth rate.

travel demand model does not include weekday AM peak hour forecasts. Future weekday AM peak hour traffic volumes were determined by applying a growth rate to the existing AM peak hour volumes. The growth rate was determined based on the weekday PM peak hour forecasts from the City's travel demand model. Forecast (2022) without-project weekday AM and PM peak hour traffic volumes are summarized on Figure 7.

Future 2037 traffic volumes were forecast based on growth rate of 1.3 percent per year estimated by comparing existing 2016 traffic counts and 2035 traffic forecast from the City's adopted Transportation Master Plan, 2015. This growth rate was then applied to the 2022 traffic volume forecasts to forecast 2037 weekday AM and PM peak hour traffic volumes. Forecast (2037) weekday AM and PM peak hour off-site study intersection traffic volumes are summarized on Figure 8. The resulting forecasts are similar to those being evaluated in the 6th Street Corridor Study under modest change in growth scenario and approximately 2 percent less than the highest development scenario[8].

Traffic Operations

Traffic operations were evaluated for the forecast 2022 and 2037 without-project conditions using the LOS method described previously for existing conditions. All existing signal timing settings remained unchanged from existing conditions with the exception of the 6th Street intersections where the City has planned improvements. With completion of the planned second westbound-left lane at 6th Street/Central Way, traffic signal timing settings were optimized. The timing settings for the planned new traffic signals at 6th Street/Kirkland Way and 6th Street/9th Street S were also optimized.

Table 8 summarizes forecast 2022 without-project AM and PM peak hour intersection operations and Table 9 shows forecast 2037 operations. Detailed LOS worksheets are provided in Appendix D.

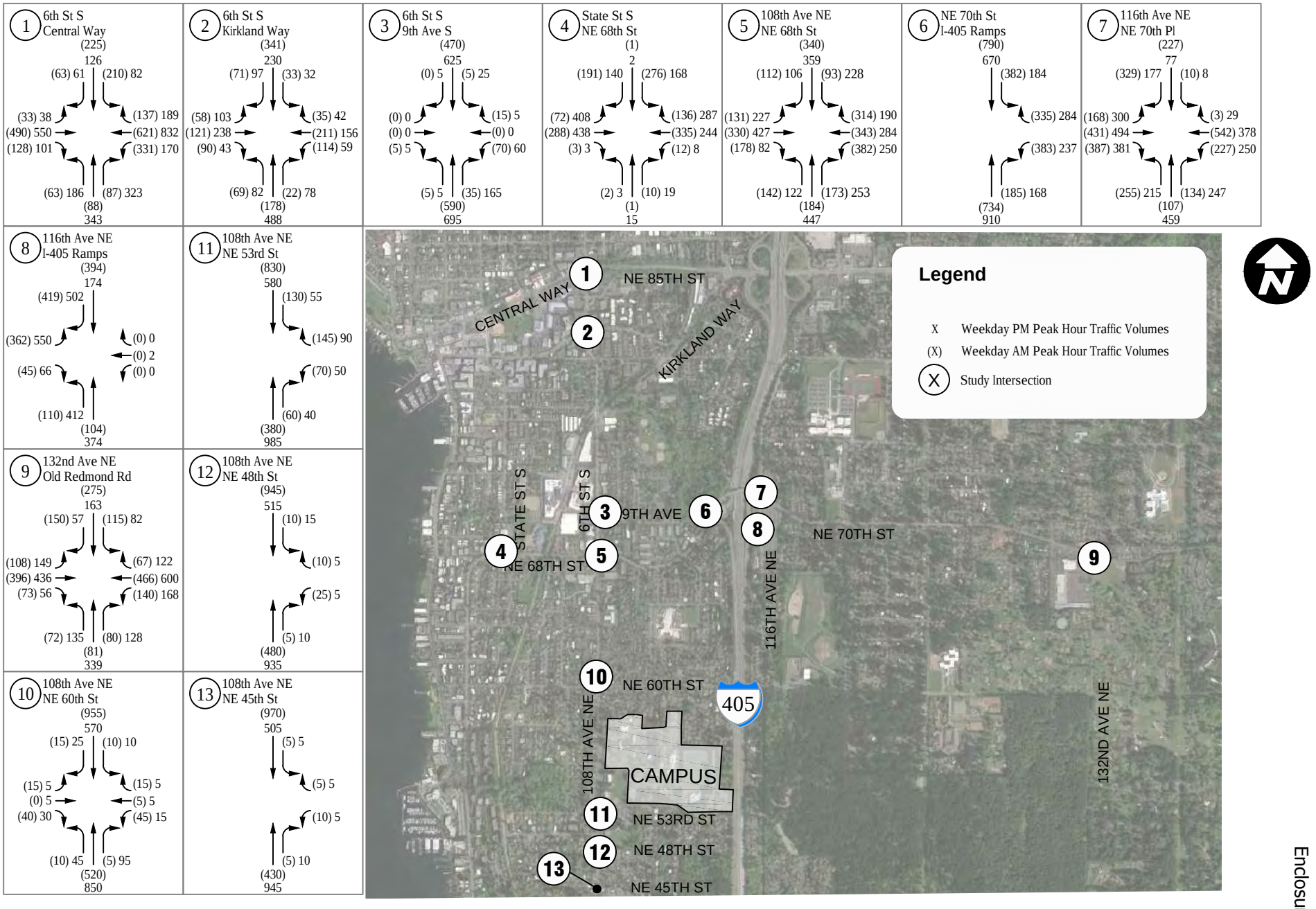
[8] Based on a comparison of the 108th Avenue NE/NE 68th Street intersection forecasts.

Enclosure 2

Table 8. Existing & Future Without-Project Weekday Peak Hour LOS Summary

Intersection	LOS Standard	2016			2022 Without-Project		
		LOS[1]	Delay[2]	WM[3]	LOS[1]	Delay[2]	WM[3]
Weekday AM Peak Hour							
1. 6th Street S / Central Way	D	F	98	-	C	30	-
2. 6th Street S / Kirkland Way	D	C	17	-	A	10	-
3. 6th Street S / 9th Avenue S	D	E	46	WB	A	7	-
4. State Street S / NE 68th Street	D	B	17	-	B	17	-
5. 108th Avenue / NE 68th Street	D	E	67	-	F	108	-
6. I-405 Ramps / NE 70th Place	E	E	78	-	F	168	-
7. 116th Avenue NE / NE 70th Pl	D	D	54	-	F	114	-
8. 116th Avenue NE / I-405 Ramps[4]	E	C	24	-	B	20	-
9. 132nd Avenue NE / NE 70th Place	D	C	26	-	D	41	-
10. 108th Avenue NE / NE 60th Street	D	F	50	WB	F	142	WB
11. 108th Avenue NE / NE 53rd Street	D	F	63	WBL	F	>180	WBL
12. 108th Avenue NE / NE 48th Street	D	C	23	WB	E	37	WB
13. 108th Avenue NE / NE 45th Street	D	C	20	WB	D	28	WB
Weekday PM Peak Hour							
1. 6th Street S / Central Way	D	C	31	-	D	48	-
2. 6th Street S / Kirkland Way	D	D	31	-	B	11	-
3. 6th Street S / 9th Avenue S	D	F	57	WB	A	7	-
4. State Street S / NE 68th Street	D	C	29	-	D	52	-
5. 108th Avenue / NE 68th Street	D	E	63	-	E	76	-
6. I-405 Ramps / NE 70th Place	E	D	41	-	E	73	-
7. 116th Avenue NE / NE 70th Pl	D	C	27	-	C	35	-
8. 116th Avenue NE / I-405 Ramps[4]	E	E	56	-	F	81	-
9. 132nd Avenue NE / NE 70th Place	D	D	50	-	E	79	-
10. 108th Avenue NE / NE 60th Street	D	E	45	WB	F	82	WB
11. 108th Avenue NE / NE 53rd Street	D	F	54	WBL	F	128	WBL
12. 108th Avenue NE / NE 48th Street	D	C	21	WB	D	27	WB
13. 108th Avenue NE / NE 45th Street	D	C	20	WB	D	27	WB

Notes: Shaded intersections operate below City of Kirkland LOS D or WSDOT Mitigated LOS E standards.
1. LOS as defined by the HCM (TRB, 2010)
2. Average delay per vehicle in seconds.
3. Worst movement (WM) reported for stop-controlled intersections where WB = westbound approach and WBL = westbound left-turn movement.
4. Analyzed in HCM 2000 due to intersection configuration and signal phasing.



2022 Without-Project Off-Site AM & PM Peak Hour Traffic Volumes

Northwest University Master Plan

Enclosure 2

FIGURE 7

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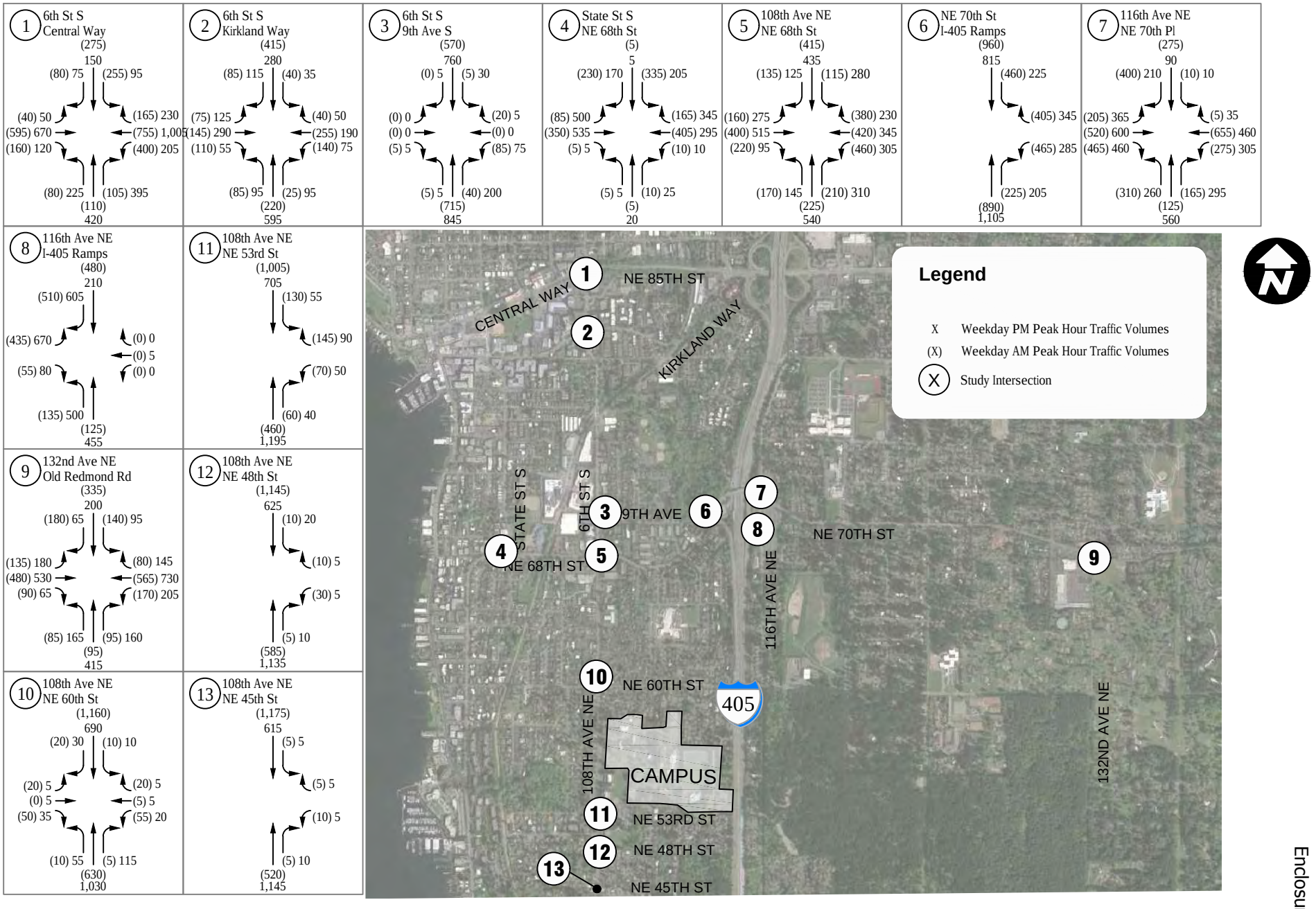


2037 Without-Project Off-Site AM & PM Peak Hour Traffic Volumes

Northwest University Master Plan

Enclosure 2

FIGURE **8**

transpogroup
WHAT TRANSPORTATION CAN BE.

As shown in Table 8, with future planned improvements by 2022, LOS at 2 of the study intersections along 6th Street would improve compared to existing conditions during the weekday AM and PM peak hour.

In addition, in 2022 without the Master Plan, traffic operations are anticipated to worsen at 6 study intersections during the weekday AM peak hour and 7 study intersections during the weekday PM peak hour compared to existing conditions. The following off-site study intersections would operate below their applicable LOS standard under forecast 2022 conditions:

- NE 70th Street / I-405 Ramps
- 116th Avenue NE / NE 70th Place
- 108th Avenue NE / NE 68th Street
- 116th Avenue NE / I-405 Ramps4
- 132nd Avenue NE / NE 70th Place
- 108th Avenue NE / NE 60th Street
- 108th Avenue NE / NE 53rd Street
- 108th Avenue NE / NE 48th Street

Table 9. Future Without-Project 2037 Weekday AM & PM Peak Hour LOS Summary

Intersection	LOS Standard	AM Peak Hour			PM Peak Hour		
		LOS[1]	Delay[2]	WM[3]	LOS[1]	Delay[2]	WM[3]
1. 6th Street S / Central Way	D	D	54	-	F	88	-
2. 6th Street S / Kirkland Way	D	B	12	-	B	14	-
3. 6th Street S / 9th Avenue S	D	B	10	-	B	11	-
4. State Street S / NE 68th Street	D	B	17	-	F	96	-
5. 108th Avenue / NE 68th Street	D	F	151	-	F	103	-
6. I-405 Ramps / NE 70th Place	E	F	>180	-	F	142	-
7. 116th Avenue NE / NE 70th Pl	D	F	>180	-	E	66	-
8. 116th Avenue NE / I-405 Ramps[4]	E	C	25	-	F	141	-
9. 132nd Avenue NE / NE 70th Place	D	F	88	-	F	145	-
10. 108th Avenue NE / NE 60th Street	D	F	>180	WB	F	>180	WB
11. 108th Avenue NE / NE 53rd Street	D	F	>180	WBL	F	>180	WBL
12. 108th Avenue NE / NE 48th Street	D	F	76	WB	E	41	WB
13. 108th Avenue NE / NE 45th Street	D	E	43	WB	E	39	WB

Notes: Shaded intersections operate below City of Kirkland LOS D or WSDOT Mitigated LOS E standards.
1. LOS as defined by the HCM (TRB, 2010)
2. Average delay per vehicle in seconds.
3. Worst movement (WM) reported for stop-controlled intersections where WB = westbound approach and WBL = westbound left-turn movement.
4. Analyzed in HCM 2000 due to intersection configuration and signal phasing.

As shown in Table 9, eleven of the thirteen off-site study intersections are forecast to operate below their applicable LOS standard under either weekday AM or PM peak hour conditions with long-term growth projected by 2037. The results of the 2037 analysis are consistent with the City's *Transportation Master Plan*, which identified congestion and poor intersections operations with anticipated growth levels along key corridors including 6th Street, Central Way, and the area of the NE 70th Street interchange.

Enclosure 2

Site Access & Neighborhood Context

The following sections summarize forecast site access traffic volumes, driveway operations, and traffic conditions in the neighborhood surrounding the campus.

Driveway Traffic Volumes

As described in the analysis scope description, future without-project traffic conditions were assumed to include no growth in on-campus student enrollment. The impacts of future student growth, facilitated by the proposed expansion of the campus infrastructure is documented in the Project Impact section of this study. Based on this no growth assumption, traffic volumes travelling to and from the campus were assumed to remain unchanged from existing conditions and background traffic volumes on NE 53rd Street and 108th Avenue NE were assumed to increase as previously described for the off-site study intersections.

Forecast weekday AM and PM peak hour traffic volumes at the site access driveways based on these assumptions are summarized on Figure 9 for 2022 conditions and Figure 10 for 2037 conditions.

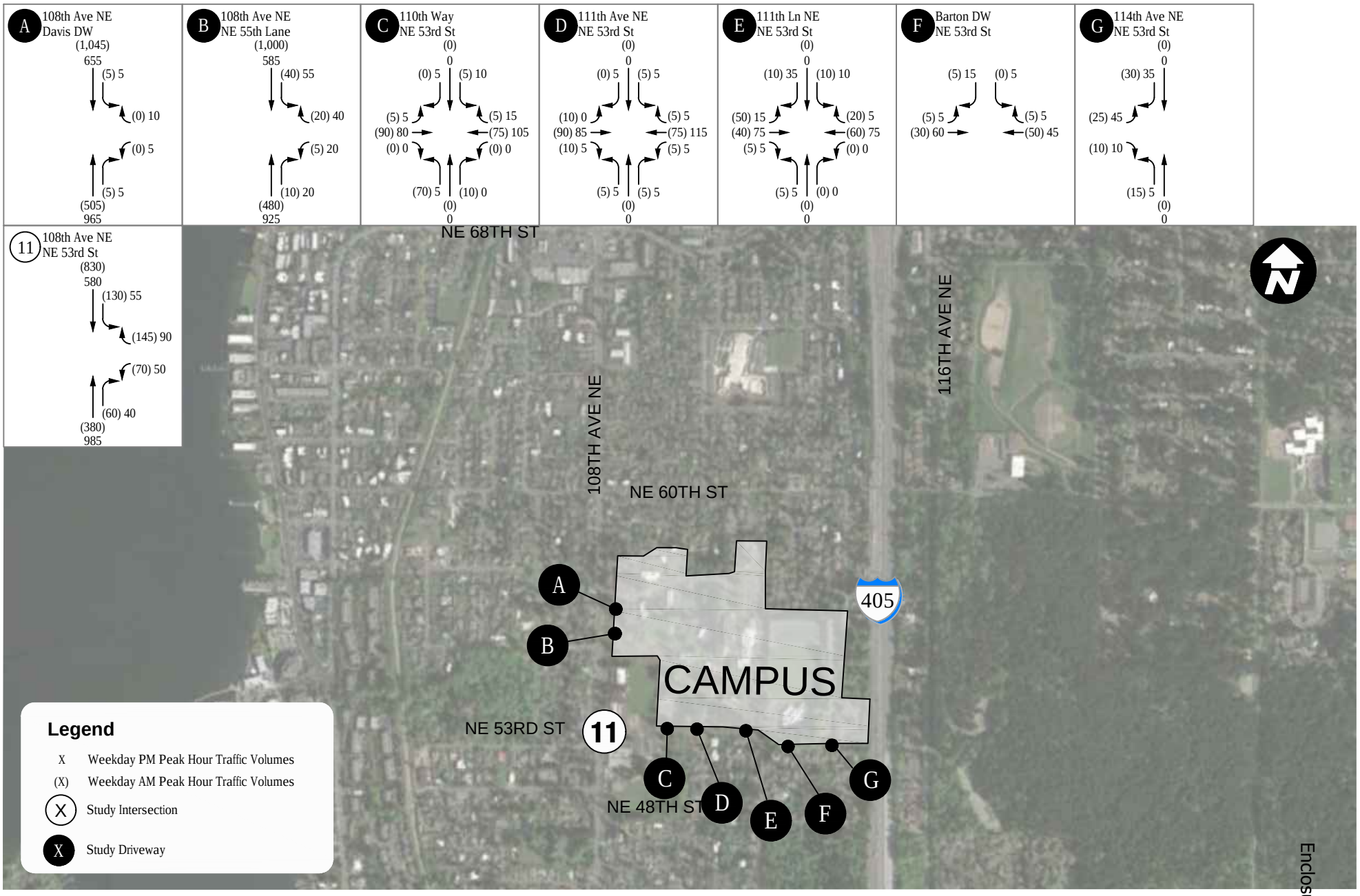
Driveway Traffic Operations

Traffic operations under forecast future traffic volumes were evaluated consistent with the methodology previously described. Table 10 summarizes the 2022 forecast without-project AM and PM peak hour intersection operations for the campus driveways and Table 11 summarizes 2037 forecast operations. Although not a direct access to the campus, the 108th Avenue NE/NE 53rd Street intersection has been repeated in the table due to its use as a primary access connection.

Table 10. Future Without-Project 2022 Weekday AM & PM Peak Hour Site Access LOS Summary

	AM Peak Hour			PM Peak Hour		
Intersection	**LOS[1]**	**Delay[2]**	**WM[3]**	**LOS[1]**	**Delay[2]**	**WM[3]**
A. 108th Avenue NE / Davis Driveway	A	9	SBL	C	21	WB
B. 108th Avenue NE / 55th Lane NE (Main Driveway)	B	15	WB	D	28	WB
C. 110th Way / NE 53rd Street	B	11	NB	B	10	NB
D. 111th Avenue NE / NE 53rd Street	B	10	SB	A	10	SB
E. 111th Lane NE / NE 53rd Street	B	11	NB	B	10	NB
F. Barton Driveway / NE 53rd Street	A	9	SB	A	9	SB
G. 114th Avenue NE / NE 53rd Street	A	10	NB	A	10	SB
11. 108th Avenue NE / NE 53rd Street	F	>180	WBL	F	128	WBL

Note: Shaded intersections operate below City of Kirkland LOS standards.
1. LOS as defined by the HCM (TRB, 2010)
2. Average delay per vehicle in seconds.
3. Worst movement (WM) reported for stop-controlled intersections where SBL = southbound left-turn movement, WB = westbound approach, NB = northbound approach, SB = southbound approach, and WBL = westbound left-turn movement.



Enclosure 2

2022 Without-Project Site Access AM and PM Peak Hour Traffic Volumes

FIGURE 9

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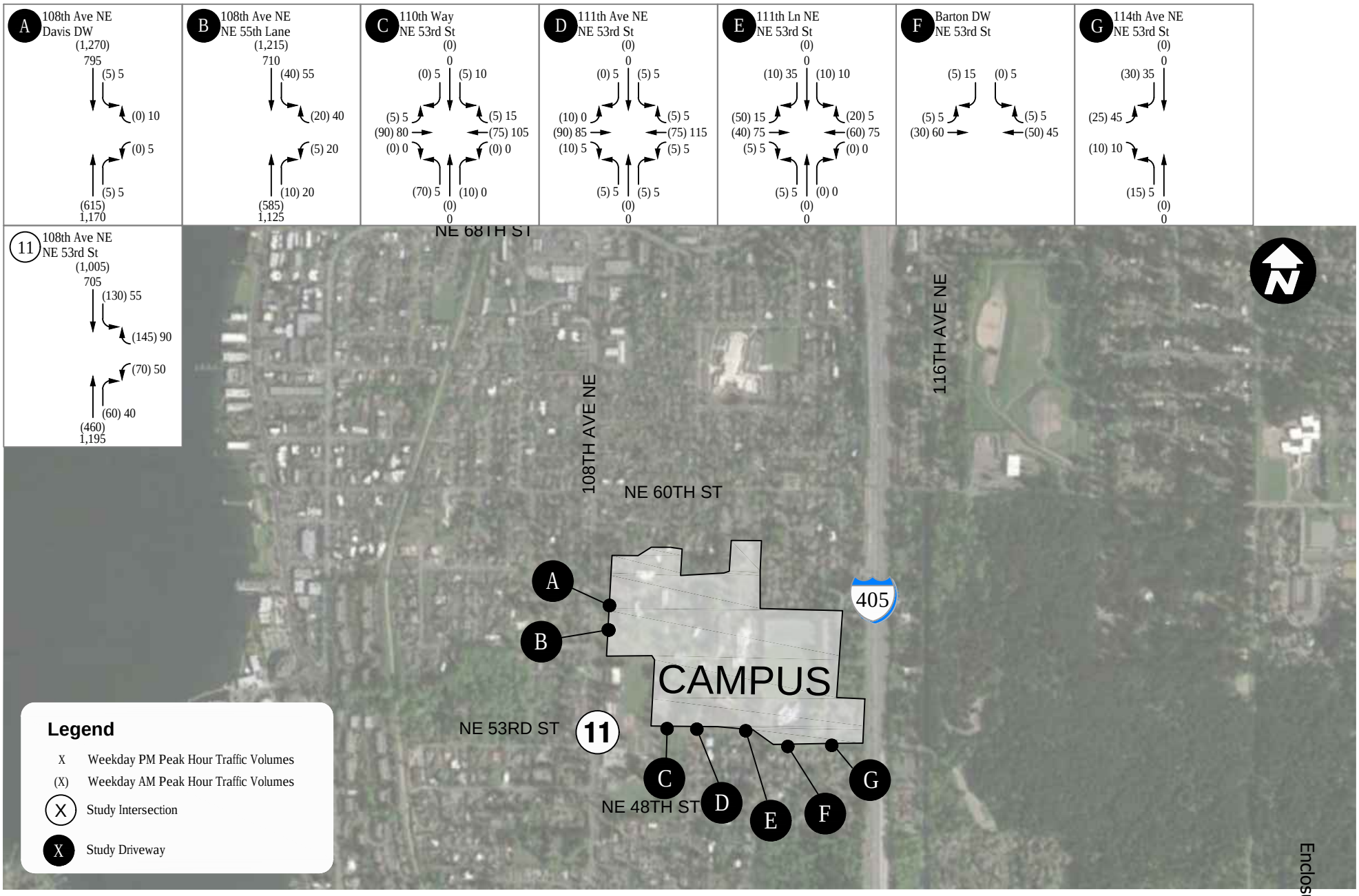

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2037 Without-Project Site Access AM & PM Peak Hour Traffic Volumes

Northwest University Master Plan

FIGURE **10**

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WHAT TRANSPORTATION CAN BE.

Table 11. Future Without-Project 2037 Weekday AM & PM Peak Hour Site Access LOS Summary

	AM Peak Hour			PM Peak Hour		
Intersection	**LOS[1]**	**Delay[2]**	**WM[3]**	**LOS[1]**	**Delay[2]**	**WM[3]**
A. 108th Avenue NE / Davis Driveway	A	9	SBL	D	27	WB
B. 108th Avenue NE / 55th Lane NE (Main Driveway)	C	17	WB	**E**	**35**	**WB**
C. 110th Way / NE 53rd Street	B	11	NB	B	10	NB
D. 111th Avenue NE / NE 53rd Street	B	10	SB	A	10	SB
E. 111th Lane NE / NE 53rd Street	B	11	NB	B	10	NB
F. Barton Driveway / NE 53rd Street	A	9	SB	A	9	SB
G. 114th Avenue NE / NE 53rd Street	A	10	NB	A	10	NB
11. 108th Avenue NE / NE 53rd Street	F	>180	WBL	F	>180	WBL

Note: Shaded intersections operate below City of Kirkland LOS standards. The City's LOS standard does not apply to unsignalized site access driveways.
1. LOS as defined by the HCM (TRB, 2010)
2. Average delay per vehicle in seconds.
3. Worst movement (WM) reported for stop-controlled intersections where SBL = southbound left-turn movement, WB = westbound approach, NB = northbound approach, SB = southbound approach, and WBL = westbound left-turn movement.

As summarized in Table 10 and Table 11, all site access driveways are forecasted to operate at LOS C or better in both peak hours under 2022 conditions assuming no on-campus student enrollment growth. With further background traffic growth by 2037 and no campus growth, the 108th Avenue NE/55th Lane NE intersection is forecasted to operate at LOS E on the eastbound campus driveway approach during the weekday PM peak hour. In addition, as noted in the previous section, the 108th Avenue NE/NE 53rd Street intersection, which provides access to the campus driveways along NE 53rd Street, would operate at LOS F during both the AM and PM peak hours under 2022 and 2037 conditions.

Neighborhood Traffic Conditions

Transportation-related conditions within the neighborhood immediately surrounding the campus are likely to remain similar to existing conditions under 2022 and 2037 without-project conditions. While some redevelopment is possible, the surrounding neighborhood is expected to generally remain single-family homes and no specific changes to the locations or operations of the schools located near the 108th Avenue NE/NE 53rd Street intersection are anticipated. As a result, the speeds, cut-through, and school conditions are likely to be similar to those identified previously in the existing neighborhood context section.

The existing cut-through studies north and south of campus show campus related cut-through traffic was approximately 3 percent or less of the total traffic observed travelling in the same direction on the neighborhood street during the weekday peak hours or 0 to 8 campus-related vehicles observed in the neighborhood. As traffic volumes increase in the future, the campus-related cut-through traffic in the neighborhood could increase. Based on the traffic forecasts and assuming campus-related cut-through represents 3 percent of the neighborhood traffic, future cut-through north of the campus could be up to 12 vehicles during the weekday peak hour in 2022 and up to 17 vehicles in 2037 and south of campus cut-through traffic could be up to 2 vehicles during the weekday peak hour.

Non-Motorized Facilities

The City of Kirkland's *Transportation Master Plan* recommends pedestrian and bicycle facility improvements throughout the City to improve connectivity, access, and safety. As discussed previously, these improvements are generally unfunded but are part of the City's Transportation Master Plan recommendations in the immediate vicinity of the University. This includes creating a greenway along NE 52nd Street, NE 53rd Street and 114th Avenue NE to

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facilitate bicycle access. This greenway would connect to the Cross Kirkland Corridor (major north-south separated non-motorized corridor that crosses the City) at NE 52nd Street and connect to the recommended NE 60th Street greenway via 114th Avenue NE.

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Project Impacts

This section documents project-generated impacts on the transportation system in the vicinity of the Northwest University campus associated with the proposed Master Plan. First, weekday commute peak hour vehicular traffic generation is estimated for the forecast campus enrollment growth, tennis center, and public use of the sports fields, and is then distributed and assigned to the study area. Next, future traffic volumes with the Master Plan are determined and potential traffic volume and operations impacts are identified. Lastly, potential impacts to the neighborhood, parking, traffic safety, non-motorized facilities and transit are addressed.

Trip Generation

The anticipated growth in vehicle trip travel to and from the campus are generally associated with the on-campus student population. No individual development phase is anticipated to directly result in increased campus student enrollment; however, Northwest University does anticipate enrollment growth over the Master Planning analysis period and the additional buildings are intended to serve the general growth in campus population. Approximately 1,230 students attended classes on the Northwest University campus. This student enrollment includes undergraduate/graduate students living on-campus, undergraduate/ graduate commuters, and adult evening class students. The enrollment does not include students enrolled in online classes or at other Northwest University campuses since these do not generate traffic or parking associated with the Kirkland main campus.

Based on information provided by Northwest University, over the next 6-years or by 2022, an increase of approximately 370 students is projected for the Kirkland campus[9] resulting in a total campus population of 1,600 students. In 20-years (2037), the campus student population is anticipated to increase by approximately 770 students for a total of approximately 2,000 students. The growth in student population reflects both on-campus residents and commuters. There are approximately 660 residential students on the existing campus, which is about 54 percent of the total 1,230 campus student population. The proposed residence hall would increase the students living on-campus in the next 6-years by 290 students resulting in a total of 950 students living on-campus, which is approximately 59 percent of the total campus student population living on-campus by 2022. With the decrease in commuter students and increase in residential student, the campus trip generation rate during peak periods could decrease. As a conservative estimate of potential traffic associated with the campus, the analysis assumes trip generation rates would remain consistent with current conditions.

In addition to increases in campus student population over the analysis period, the Master Plan includes some public uses of the proposed tennis center and sports fields as well as the proposed banquet facility within the Welcome Center. The public use of the tennis center and sports fields would likely generate traffic on a regular basis during the weekday periods while the banquet facility use would be intermittent. With intermittent use of the banquet facilities, this is not included as part of the typical weekday traffic projections; however, it has been evaluated independently to confirm adequate parking would exist for an event. As described above, banquet facility would only be available during off-peak hours. The following sections describe the method used to forecast vehicle trips for increases in campus student enrollment, and public use of the tennis center and sports fields.

9 The campus student population reflects the total headcount of students who attend classes on the Kirkland campus. It does not include online students or students attending Northwest University at other campus locations.

Campus Trip Generation

The trip generation rates used to forecast the additional vehicle trips generated by increased Northwest University campus enrollment were determined based on traffic counts conducted at the existing campus driveways. Vehicular turning movement counts at the existing Northwest University access driveways were collected during weekday AM (7-9 a.m.) and PM (4-6 p.m.) peak periods on three separate days. Appendix E provides a summary of the campus-wide trip generation during weekday AM and PM peak hour and detailed count worksheets for the three days at each driveway location. The data showed trip generation varied from day-to-day; therefore, as a conservative estimate of trip generation, the existing trip generation rate was based on the highest AM and PM peak hour traffic volume observed.

Weekday daily vehicular trip generation was estimated based on data provided by automated vehicle counters placed at the two highest volume campus driveways over a seven-day period. Detailed count worksheets are also provided in Appendix E. Weekday daily and peak hour traffic volumes from the automated counters were used to identify factors that were applied to the weekday AM and PM peak hour vehicular trip generation rates to estimate a daily trip generation rate. Factoring the AM peak hour trip rate provides the greatest estimate weekday daily vehicular trip rate.[10]

Table 12 provides a summary of the weekday daily and peak hour trip generation rates, and summarizes the inbound distribution. Vehicle trip rates were based on the total on-campus student enrollment, which is reflective of undergraduate, graduate, and evening class students. As noted in existing conditions, evening classes begin at 6 p.m. so arrivals occur during the weekday evening commute period. A review of daily traffic patterns to and from the campus shows evening arrivals to campus are highest between approximately 3 and 6 p.m. and after this period.

Table 12. Campus Vehicular Trip Generation Rates and Distribution

Time Period	Vehicular Trip Rate[1]	Percent Inbound Trips
Weekday Daily	4.22 vehicles/student[2]	50%
Weekday AM Peak Hour	0.23 vehicles/student	60%
Weekday PM Peak Hour	0.32 vehicles/student	50%

1. Identified trip rate is based on the existing Kirkland campus student headcount of 1,230 students including undergraduate, graduate and adult evening classes. Online students or those attending classes at other campuses are not included.
2. Calculated by factoring the AM peak hour trip rate; Weekday AM peak hour volumes are 5.4 percent of daily volumes at the two highest volume campus driveways while PM peak hour volumes are 9 percent of daily volumes.

Compared to national data sets for colleges/universities trip rates published in the Institute of Transportation Engineers' (ITE) *Trip Generation Manual* (9th Edition), the observed rates are higher. The ITE trip rates are 0.17 vehicle trips per student during both the weekday AM or PM peak hours and 1.71 trips per student each weekday. Table 13 summarizes the forecast new vehicle trip generation for the increase on-campus student enrollment.

[10] Weekday AM peak hour volumes are 5.4 percent of daily volumes at the two highest volume campus driveways while PM peak hour volumes are 9.0 percent of daily volumes.

Table 13. Campus New Vehicular Trip Generation[1]

Time Period	Trip Rate[1]	2022 (+370 students) Total	In	Out	2037 (+770 students) Total	In	Out
Weekday Daily	4.22 per student	1,560	780	780	3,250	1,625	1,625
Weekday AM Peak Hour	0.23 per student	85	51	34	177	106	71
Weekday PM Peak Hour	0.32 per student	118	59	59	246	123	123

1. Reflective on the on-campus student enrollment. No student enrollment at other Northwest University campuses or online courses were included.

Tennis Center Trip Generation

The proposed on-campus tennis center would be available to Northwest University as well as accommodate uses that are currently occurring at the Eastside Tennis Center. Use of the tennis center by on-campus University students and staff would not generate additional off-site trips as their trips were assumed to originate on-campus.

The Eastside Tennis Center is located at 10822 117th Place NE. Vehicle counts were collected at the current facility's doorway entrance on three weekdays during the weekday PM commute peak period. All tennis courts were occupied during the data collection period. Detailed count data is provided in Appendix E. The observations showed an average 43 weekday PM peak hour vehicular trips with 23 inbound and 20 outbound vehicles. The existing tennis center has 12 courts resulting in a vehicle trip rate of 3.58 trips per court with a distribution of 58 percent inbound trips. This vehicular trip generation is greater than published in *Trip Generation* for the Racket/Tennis Club land use (LU #491)[11]. The proposal would reduce the number of courts to 6 resulting in 22 weekday PM peak hour vehicle trips (12 inbound, 10 outbound).

Eastside Tennis Center classes currently operate at capacity during weekday PM peak period and below capacity during weekday AM peak period. To provide a conservative forecast of potential tennis center traffic, weekday AM peak hour tennis center trips were assumed to be equal to PM peak hour trips. However, a 50 percent inbound trip distribution consistent with *Trip Generation* information for a fitness center (LU #492), a similar type of use, was assumed since directional trip information is not available for the *Trip Generation* tennis/racket club land use (LU #491).

Weekday daily trips were estimated by factoring the observed PM trips using trip generation rates for Racket/Tennis Club published in *Trip Generation*.[12] This results in approximately 250 weekday daily vehicle trips. Tennis center trip generation for these time periods is summarized in Table 14. Tennis center would be operated throughout the day. The trip generation shown during the peak hours is when all tennis courts are occupied; therefore, it is anticipated under typical operations hourly trip generation throughout the day would be similar to or less than shown in Table 14. The tennis center has limited viewing areas and there is not seating to watch matches; therefore, it is not anticipated that there would be tournament activity at this location.

[11] LU #491 – 3.35 vehicles per tennis court during the weekday PM peak hour of the adjacent street.

[12] Weekday daily vehicle trips for LU #491 = 38.70 per tennis court.

Table 14. Campus Tennis Center New Vehicular Trip Generation

Time Period	Trip Rate[1,2]	Total	In	Out
Weekday Daily[3]	38.7 per court	250	125	125
Weekday AM Peak Hour	3.58 per court	22	11	11
Weekday PM Peak Hour	3.58 per court	22	12	10

1. Weekday rate based on Institute of Transportation Engineers *Trip Generation*, 9th Edition tennis/racket club land use (#491).
2. Based on data collection at the Eastside Tennis Center in Kirkland in April 2016 for the weekday AM and PM peak hour trip generation rate.
3. Trip generation rounded up.

Public Sports Field Use Trip Generation

Public use of the sports fields could include a variety of organizations to support community sports. Northwest University would have first priority for field use; therefore, public field use would generally occur in the evenings or on weekends. The sports fields would be configured to accommodate a variety of team sports including baseball, softball, soccer, and lacrosse. Based on a review of the potential sports that may use the field, youth soccer (under 8 years old) is likely to be the worst-case weekday peak trip generator and has been used to estimate potential weekday PM peak hour vehicular trip generation for public use of the sports fields.[13] Adult soccer has more players on a team but the fields would only provide for up to 4 teams whereas youth soccer could accommodate up to 16 teams; therefore, an evaluation of youth soccer provides a worst-case estimate of weekday activity. Public use of the sports fields would typically occur after 5 p.m. In total, 128 children and 32 coaches could be on-site during practice. This assumes up to 16 teams could practice concurrently. Assuming approximately 25 percent of parent drop-off their children and the remaining stay to watch the practice, this results in an estimated 160 inbound and 32 outbound vehicle trips, or 192 total weekday PM peak hour vehicle trips.

Weekday daily trips associated with the youth soccer accounts for parents returning to pick-up their children and assumes only one youth soccer session during the weekday. Forecast weekday PM peak hour and daily vehicular trip generation associated with public use of the Northwest University ball fields is summarized in Table 15. Since public use of the sports fields during mid-week periods would only occur during evening time periods, no AM peak hour trips would occur.

Table 15. Public Sports Field Use Vehicular Trip Generation (Youth Soccer)

	Weekday PM Peak Hour			Weekday Daily		
Team Member	In	Out[1]	Total	In	Out	Total
32 Coaches	32	0	32	32	32	64
128 Players with Parents	128	32	160	160	160	320
Total	***160***	***32***	***192***	***192***	***192***	***384***

1. Assumes 25 percent of the players' parents drop them off to practice and then return to pick them up during the weekday PM peak hour.

[13] Based on the field size, up to 16 teams could practice at one time with 8 players per team and 2 coaches per team resulting in 160 people. Adult soccer would have 4 teams at one time with about 17 players (including substitutes) and potentially 2 coaches per team resulting in 84 people.

Trip Generation Summary

Table 16 provides a summary of the trip generation for the proposed Master Plan for both 2022 and 2037 future scenarios.

Table 16. Master Plan Estimated New Vehicular Trip Generation

			2022			2037		
Land Use	**Size**	**Trip Rate[1,2]**	**Total**	**In**	**Out**	**Total**	**In**	**Out**
Weekday Daily								
Northwest University Campus	+370 students (2022) +770 students (2037)	4.22 per student	1,560	780	780	3,250	1,625	1,625
Tennis Center[3]	6 courts	38.70 per court	250	125	125	250	125	125
Public Sports Field Use	-	-	320	160	160	320	160	160
Total			***2,130***	***1,065***	***1,065***	***3,820***	***1,910***	***1,910***
Weekday AM Peak Hour								
Northwest University Campus	+370 students (2022) +770 students (2037)	0.23 per student	85	51	34	177	106	71
Tennis Center	6 courts	3.58 per court	22	11	11	22	11	11
Public Sports Field Use	-	-	0	0	0	0	0	0
Total			***107***	***62***	***45***	***199***	***117***	***82***
Weekday PM Peak Hour								
Northwest University Campus	+370 students (2022) +770 students (2037)	0.32 per student	118	59	59	246	123	123
Tennis Center	6 courts	3.58 per court	22	12	10	22	12	10
Public Sports Field Use	-	-	192	160	32	192	160	32
Total			***332***	***231***	***101***	***460***	***295***	***165***

1. Site specific trip rates calculated based on field observations for the campus daily and peak hour conditions and Eastside Tennis Center peak hour conditions. Daily trip rate for tennis center based on Institute of Transportation Engineers *Trip Generation*, 9th Edition tennis/racket club land use (#491).
2. Trip generation for the sports fields is based on use of the fields for youth soccer.
3. Trip generation rounded up.

As summarized in the table, the campus master plan is estimated to generate 2,130 daily trips, 107 AM peak hour trips, and 332 PM peak hour trips in 2022. In year 2037, the master plan is estimated to generate 3,820 daily trips, 199 AM peak hour trips, and 480 PM peak hour trips.

Trip Distribution and Assignment

The distribution of project traffic was based on a combination of information provided by the City of Kirkland, existing travel patterns at the study intersections, and analysis of the off-campus students' zip codes. Figure 11 through Figure 14 summarizes the distribution pattern and project trip assignment for all proposed land uses and analysis years 2022 and 2037 respectively.

As shown, approximately 30 percent of the on-campus student enrollment generated traffic was forecast to/from the south on 108th Avenue NE, 10 percent to/from the east on NE 70th Street east of I-405, 40 percent northbound on I-405, and the remaining 20 percent to/from the north on State Street and 6th Street S. When assigning trips to the campus driveways, future school generated trips were assumed to distribute proportionally based on the existing driveway distribution.

The tennis center trips were assigned exclusively to the 110th Way NE driveway due to location of the proposed tennis center and parking garage. Lastly, trips generated by public

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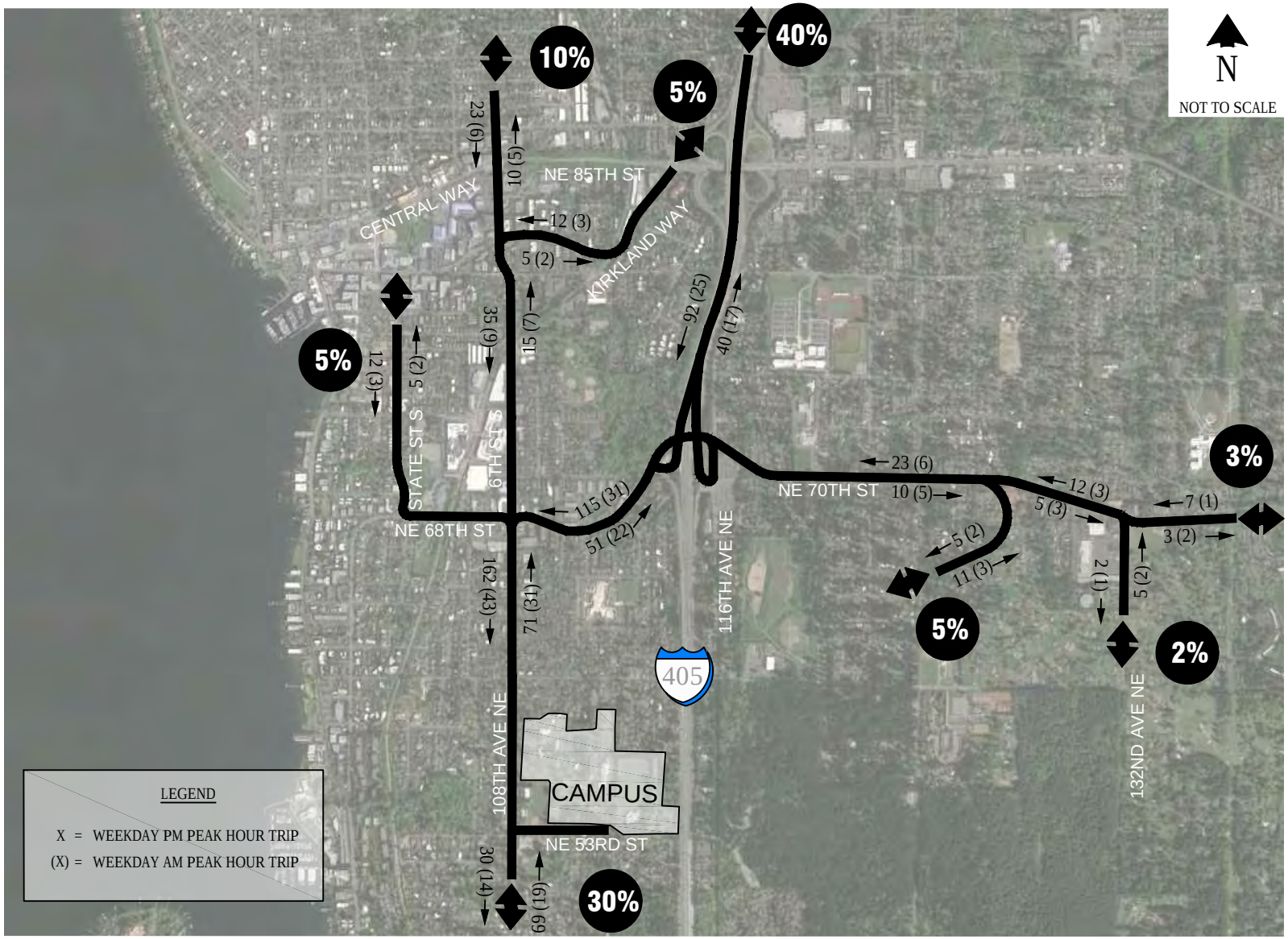
use of the ball fields were assigned exclusively to the 111th Lane NE driveway due to its proximity to the sports fields and large parking lots. Master Plan-related vehicle trips were added to the future 2022 and 2037 without-project traffic volumes to form the basis of the with-project analysis. Figure 15 shows the 2022 forecast with-project weekday AM and PM peak hour traffic volumes at the off-site study intersections and 2037 with-project traffic volumes are shown in Figure 16.



2022 Project Trip Distribution

Northwest University Master Plan

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FIGURE

11

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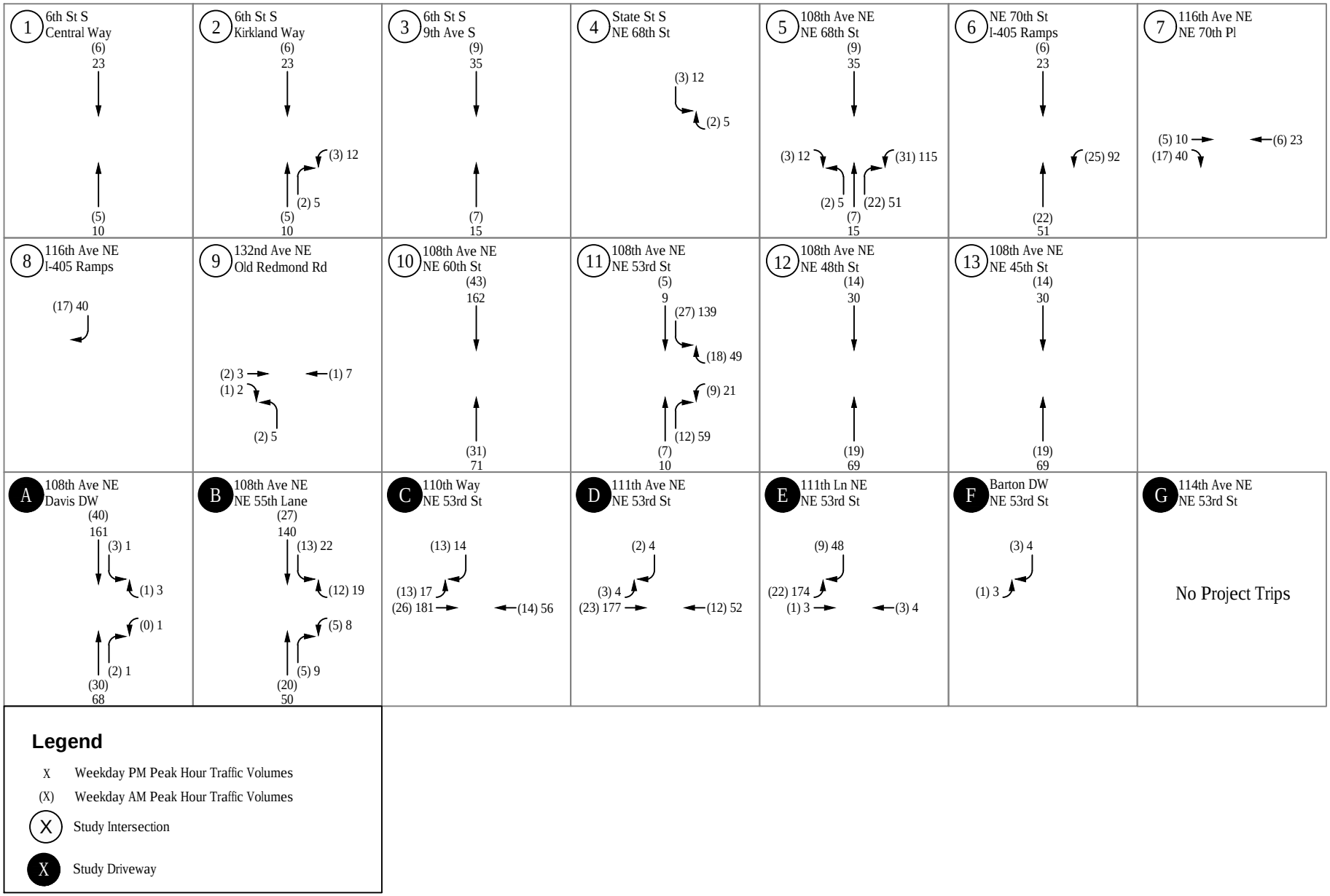

2022 Project Trip Assignment

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FIGURE **12**

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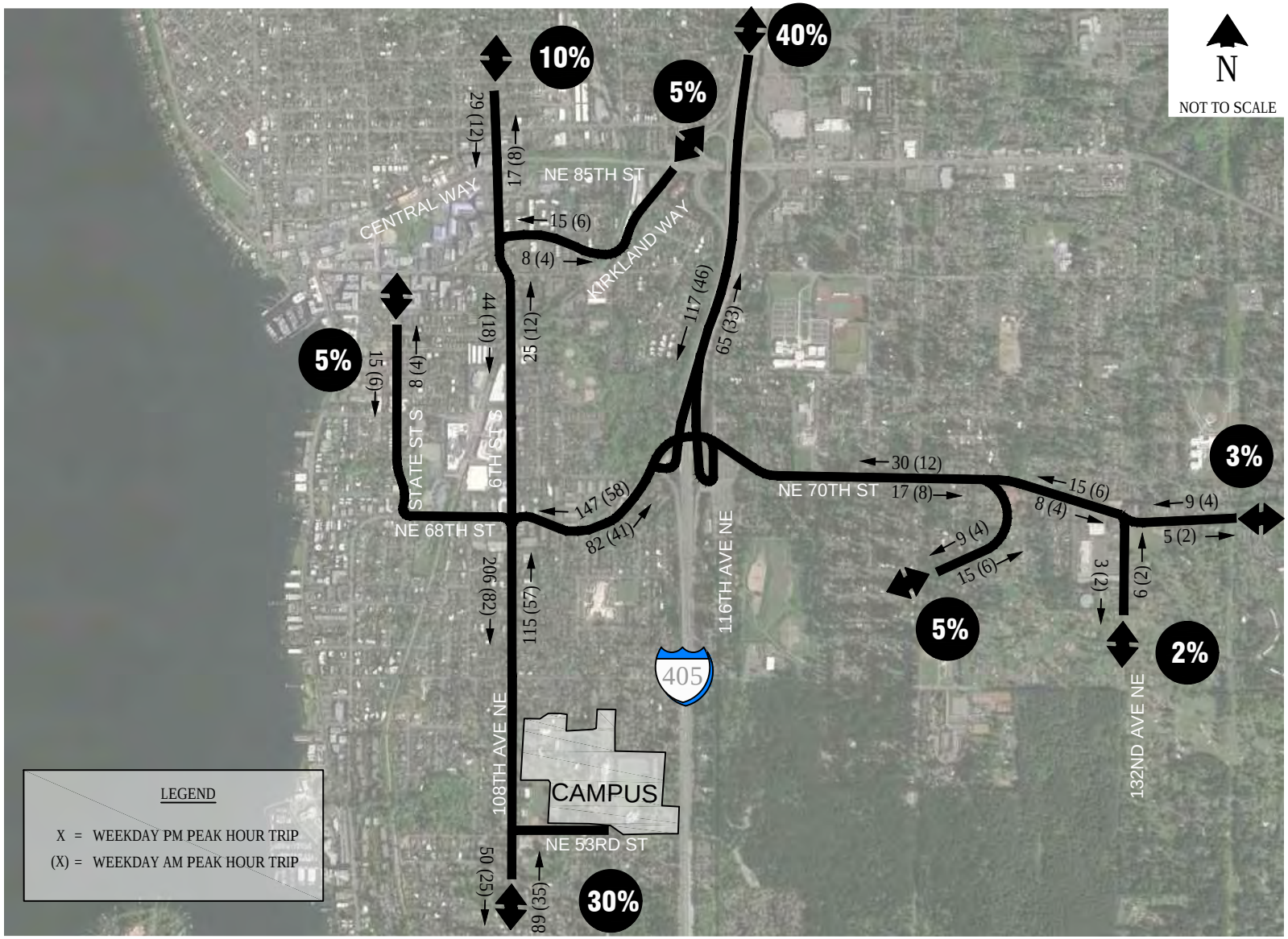

2037 Project Trip Distribution

Northwest University Master Plan

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FIGURE **13**

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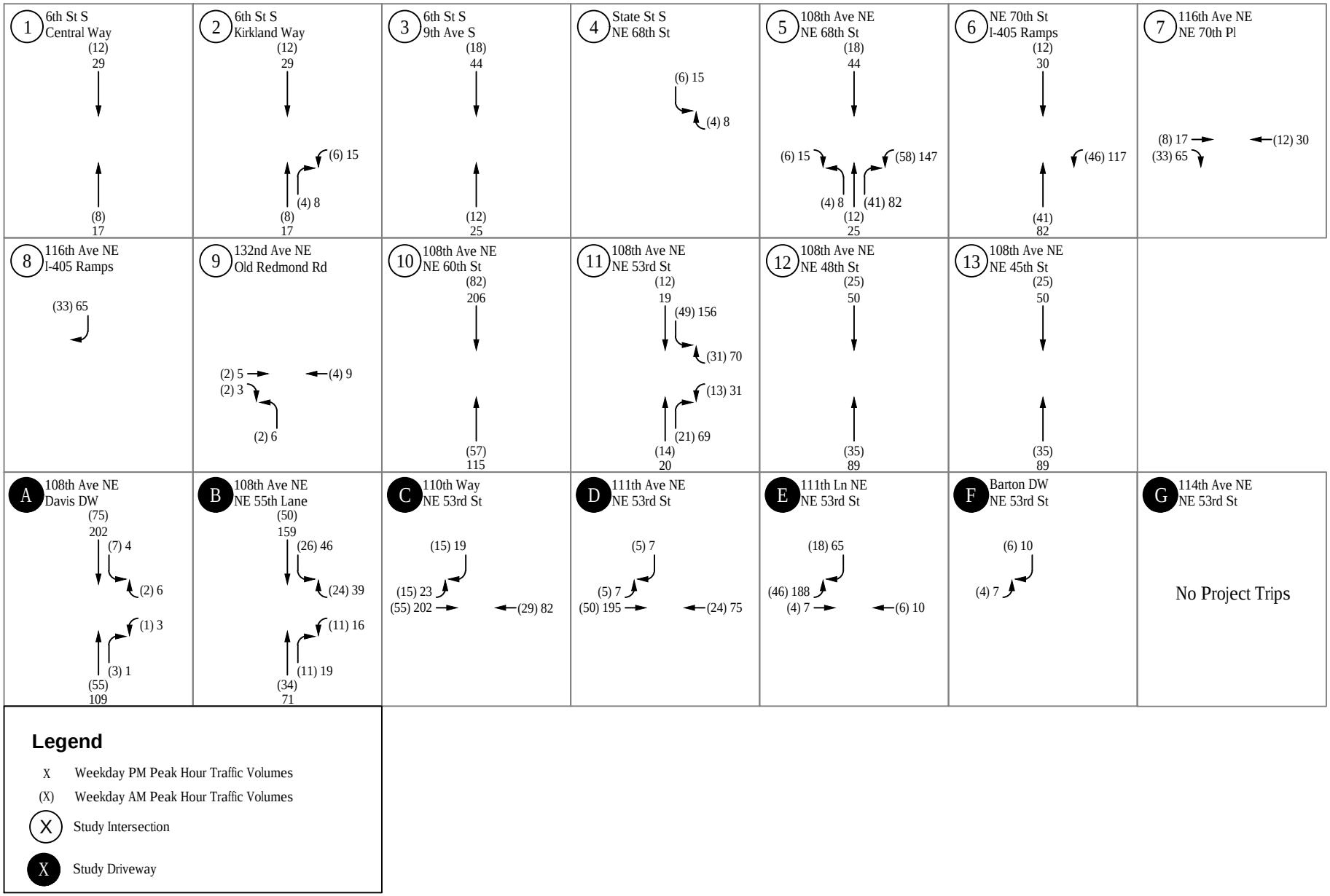

2037 Project Trip Assignment

Northwest University Master Plan

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FIGURE **14**

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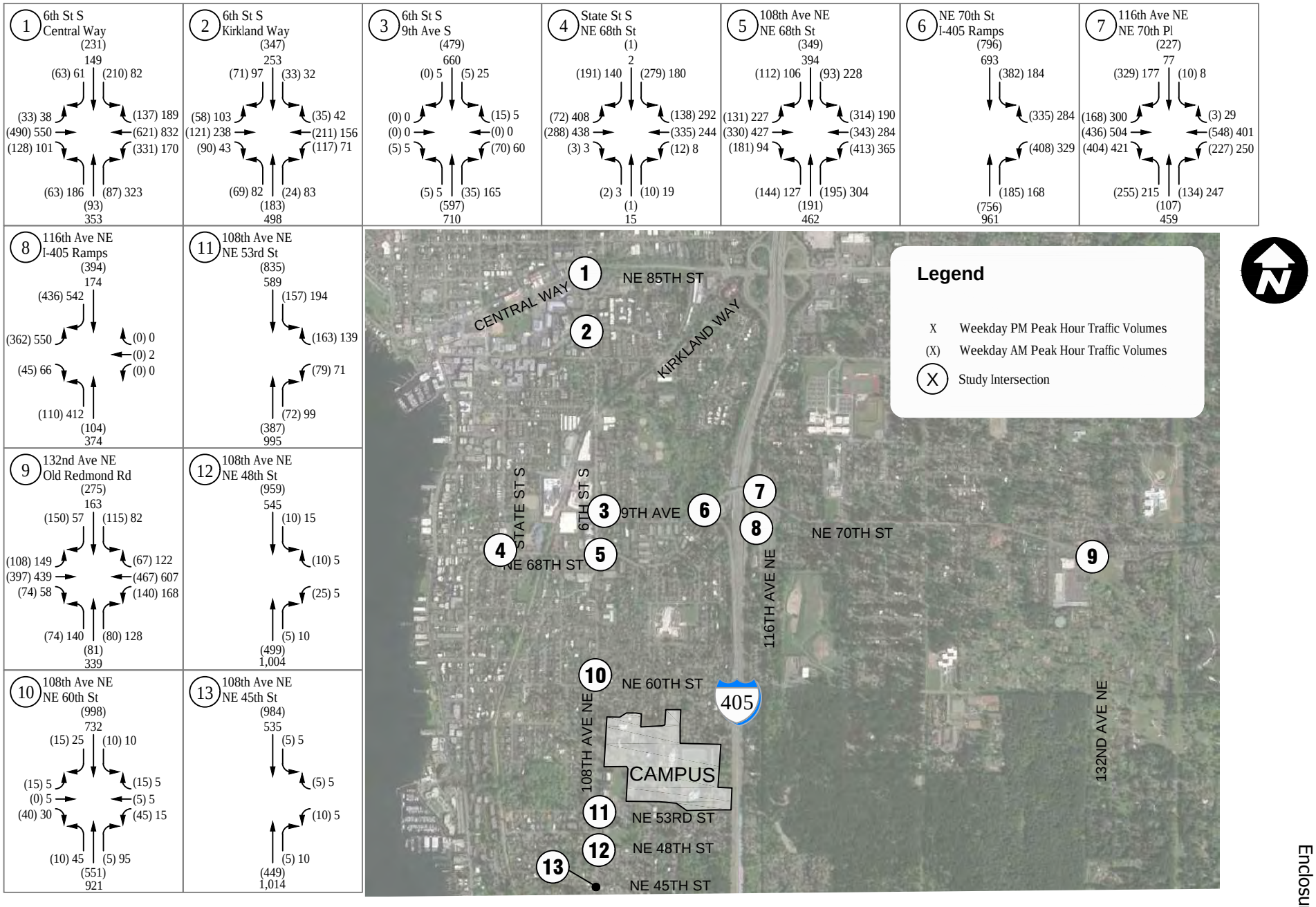

2022 With-Project Off-Site AM & PM Peak Hour Traffic Volumes

Northwest University Master Plan

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FIGURE **15**

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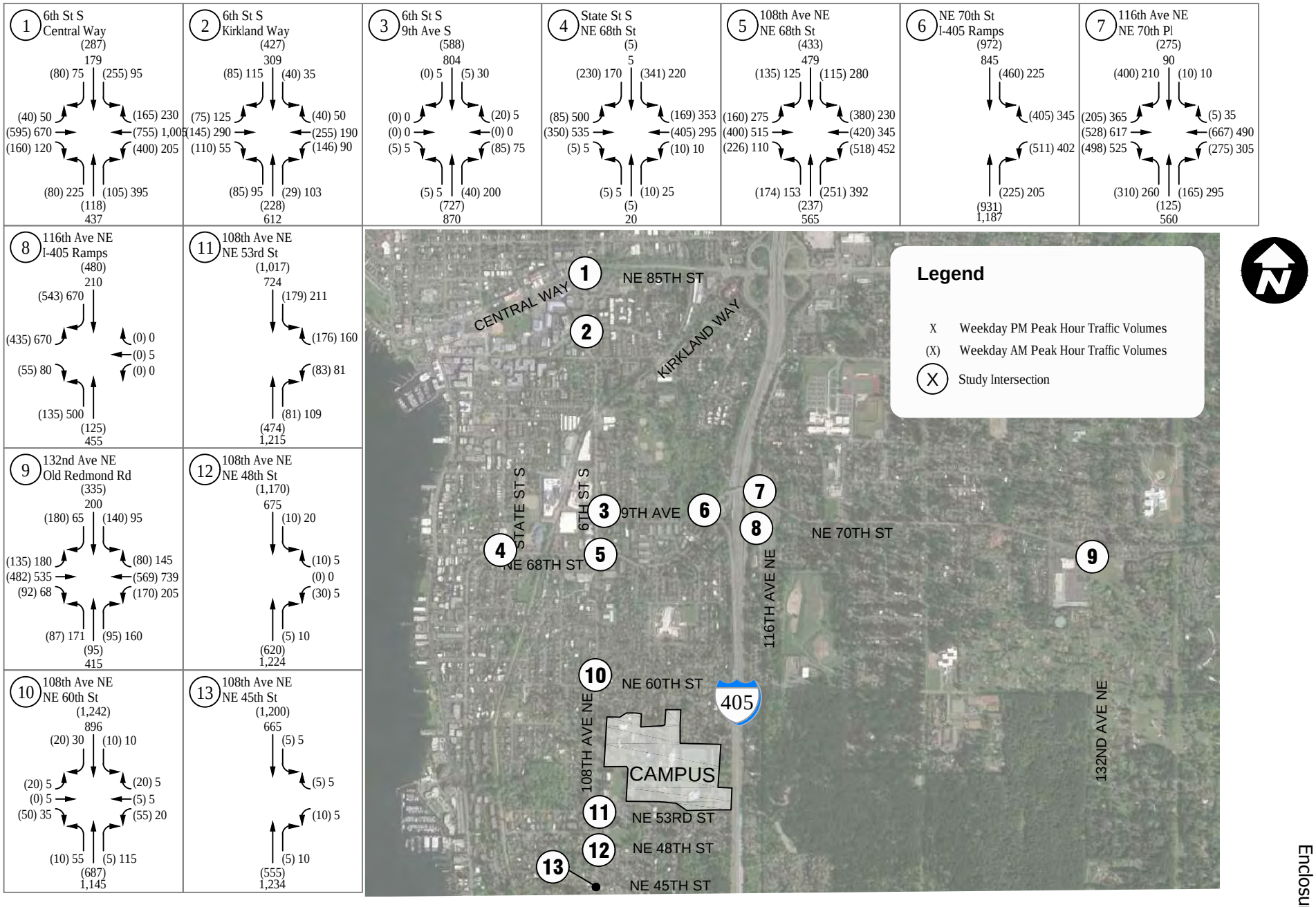

2037 Off-Site With-Project AM & PM Peak Hour Traffic Volumes

Northwest University Master Plan

Enclosure 2

FIGURE **16**

transpogroup WHAT TRANSPORTATION CAN BE.

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Future With-Project Traffic Operations

An operational analysis was conducted at the study intersections to evaluate the future (2022) weekday AM and PM peak hour conditions with the project. The results of the with-project analysis were compared to the without-project conditions to identify the potential project impacts. Table 17 summarizes the future with and without-project LOS for the forecast 2022 weekday AM and PM peak hour. Table 18 summarizes the LOS results for 2037 without and with-project conditions. The Master Plan's intersection proportionate share based on the City of Kirkland method is also shown in the tables. Detailed LOS worksheets are included in Appendix D. The shaded intersections are those operating below the current LOS standard.

Table 17. Future 2022 Weekday Peak Hour LOS Summary

Intersection	Juris-diction	LOS Standard	2022 Without-Project			2022 With-Project			Proportionate Share[5]
			LOS[1]	Delay[2]	WM[3]	LOS[1]	Delay[2]	WM[3]	
Weekday AM Peak Hour									
1. 6th Street S / Central Way	Kirkland	D	C	30	-	C	30	-	2.1%
2. 6th Street S / Kirkland Way	Kirkland	D	A	10	-	A	10	-	2.2%
3. 6th Street S / 9th Avenue S	Kirkland	D	A	7	-	A	7	-	1.0%
4. State Street S / NE 68th Street	Kirkland	D	B	17	-	B	17	-	0.6%
5. 108th Avenue / NE 68th Street	Kirkland	D	F	108	-	F	121	-	7.7%
6. I-405 Ramps / NE 70th Place	WSDOT	E	F	168	-	F	>180	-	5.5%
7. 116th Avenue NE / NE 70th Pl	Kirkland	D	F	114	-	F	117	-	7.2%
8. 116th Avenue NE / I-405 Ramps[4]	WSDOT	E	B	20	-	B	20	-	4.1%
9. 132nd Avenue NE / NE 70th Pl	Kirkland	D	D	41	-	D	42	-	0.9%
10. 108th Avenue NE / NE 60th St	Kirkland	D	F	142	WB	F	>180	WB	4.5%
11. 108th Avenue NE / NE 53rd St	Kirkland	D	F	>180	WBL	F	>180	WBL	12.8%
12. 108th Avenue NE / NE 48th St	Kirkland	D	E	37	WB	E	40	WB	1.9%
13. 108th Avenue NE / NE 45th St	Kirkland	D	D	28	WB	E	38	WB	1.9%
Weekday PM Peak Hour									
1. 6th Street S / Central Way	Kirkland	D	D	48	-	D	49	-	2.1%
2. 6th Street S / Kirkland Way	Kirkland	D	B	11	-	B	11	-	2.2%
3. 6th Street S / 9th Avenue S	Kirkland	D	A	7	-	A	7	-	1.0%
4. State Street S / NE 68th Street	Kirkland	D	D	52	-	D	52	-	0.6%
5. 108th Avenue / NE 68th Street	Kirkland	D	E	76	-	F	105	-	7.7%
6. I-405 Ramps / NE 70th Place	WSDOT	E	E	73	-	F	113	-	5.5%
7. 116th Avenue NE / NE 70th Pl	Kirkland	D	C	35	-	D	36	-	7.2%
8. 116th Avenue NE / I-405 Ramps[4]	WSDOT	E	F	81	-	F	83	-	4.1%
9. 132nd Avenue NE / NE 70th Pl	Kirkland	D	E	79	-	E	80	-	0.9%
10. 108th Avenue NE / NE 60th St	Kirkland	D	F	82	WB	F	154	WB	4.5%
11. 108th Avenue NE / NE 53rd St	Kirkland	D	F	128	WBL	F	>180	WBL	12.8%
12. 108th Avenue NE / NE 48th St	Kirkland	D	D	27	WB	D	31	WB	1.9%
13. 108th Avenue NE / NE 45th St	Kirkland	D	D	27	WB	D	30	WB	1.9%

Notes: Shaded intersections operate below City of Kirkland LOS D or WSDOT Mitigated LOS E standards.
1. LOS as defined by the HCM (TRB, 2010)
2. Average delay per vehicle in seconds.
3. Worst movement (WM) reported for stop-controlled intersections where WB = westbound approach and WBL = westbound left-turn movement.
4. Analyzed in HCM 2000 due to intersection configuration and signal phasing.
5. City of Kirkland proportionate share calculation methodology. Proportional share is calculated based on the current enrollment projections and potential phasing of the Master Plan. The Master Plan will be phased over a 20-year period.

Table 18. Future 2037 Weekday Peak Hour LOS Summary

Intersection	Juris-diction	LOS Standard	2037 Without-Project			2037 With-Project			Proportionate Share[5]
			LOS[1]	Delay[2]	WM[3]	LOS[1]	Delay[2]	WM[3]	
Weekday AM Peak Hour									
1. 6th Street S / Central Way	Kirkland	D	D	54	-	E	55	-	3.8%
2. 6th Street S / Kirkland Way	Kirkland	D	B	12	-	B	13	-	4.0%
3. 6th Street S / 9th Avenue S	Kirkland	D	B	10	-	B	11	-	1.7%
4. State Street S / NE 68th Street	Kirkland	D	B	17	-	B	17	-	1.2%
5. 108th Avenue / NE 68th Street	Kirkland	D	F	151	-	F	177	-	13.8%
6. I-405 Ramps / NE 70th Place	WSDOT	E	F	>180	-	F	>180	-	9.9%
7. 116th Avenue NE / NE 70th Pl	Kirkland	D	F	>180	-	F	>180	-	13.0%
8. 116th Avenue NE / I-405 Ramps[4]	WSDOT	E	C	25	-	C	26	-	7.3%
9. 132nd Avenue NE / NE 70th Pl	Kirkland	D	F	88	-	F	90	-	1.6%
10. 108th Avenue NE / NE 60th St	Kirkland	D	F	>180	WB	F	>180	WB	8.0%
11. 108th Avenue NE / NE 53rd St	Kirkland	D	F	>180	WBL	F	>180	WBL	22.9%
12. 108th Avenue NE / NE 48th St	Kirkland	D	F	76	WB	F	88	WB	3.4%
13. 108th Avenue NE / NE 45th St	Kirkland	D	E	43	WB	E	47	WB	3.4%
Weekday PM Peak Hour									
1. 6th Street S / Central Way	Kirkland	D	F[4]	88	-	F	88	-	3.8%
2. 6th Street S / Kirkland Way	Kirkland	D	B	14	-	B	15	-	4.0%
3. 6th Street S / 9th Avenue S	Kirkland	D	B	11	-	B	13	-	1.7%
4. State Street S / NE 68th Street	Kirkland	D	F	96	-	F	97	-	1.2%
5. 108th Avenue / NE 68th Street	Kirkland	D	F	103	-	F	146	-	13.8%
6. I-405 Ramps / NE 70th Place	WSDOT	E	F	142	-	F	>180	-	9.9%
7. 116th Avenue NE / NE 70th Pl	Kirkland	D	E	66	-	E	75	-	13.0%
8. 116th Avenue NE / I-405 Ramps[4]	WSDOT	E	F	141	-	F	147	-	7.3%
9. 132nd Avenue NE / NE 70th Pl	Kirkland	D	F	145	-	F	149	-	1.6%
10. 108th Avenue NE / NE 60th St	Kirkland	D	F	>180	WB	F	>180	WB	8.0%
11. 108th Avenue NE / NE 53rd St	Kirkland	D	F	>180	WBL	F	>180	WBL	22.9%
12. 108th Avenue NE / NE 48th St	Kirkland	D	E	41	WB	E	49	WB	3.4%
13. 108th Avenue NE / NE 45th St	Kirkland	D	E	39	WB	E	47	WB	3.4%

Notes: Shaded intersections operate below City of Kirkland LOS D or WSDOT Mitigated LOS E standards.
1. LOS as defined by the HCM (TRB, 2010)
2. Average delay per vehicle in seconds.
3. Worst movement (WM) reported for stop-controlled intersections where WB = westbound approach and WBL = westbound left-turn movement.
4. Analyzed in HCM 2000 due to intersection configuration and signal phasing.
5. City of Kirkland proportionate share calculation methodology. Proportional share is calculated based on the current enrollment projections and potential phasing of the Master Plan. The Master Plan will be phased over a 20-year period.

As discussed previously, the City adopted standard is LOS D and WSDOT's is LOS E mitigated with the study area. As shown in Table 17 and Table 18, several of the study intersections already operate at LOS E or F and this is anticipated to continue for both 2022 and 2037 weekday AM and PM peak hour conditions with the project. In addition, intersection operations would degrade to LOS E or F at the following locations:

- NE 70th Street/I-405 Ramps – degrades from LOS E to LOS F with the project in 2022 during the weekday PM peak hour
- 108th Avenue NE/NE 68th Street – degrades from LOS E to LOS F with the project in 2022 during the weekday PM peak hour
- 6th Street S/Central Way – degrades from LOS D to LOS E with the project in 2037 during the weekday AM peak hour

- 116th Avenue NE/I-405 Ramps – degrades from LOS D to LOS E with the project in 2037 during the weekday PM peak hour
- 108th Avenue NE/NE 45th Street – degrades from LOS D to LOS E with the project in 2022 during the weekday AM peak hour

Based on the City's *Traffic Impact Analysis Guidelines* (August 2014), the City defines a SEPA impact requiring mitigation at signalized and unsignalized locations where the project's proportional share of daily intersection traffic related to the capacity of the intersection represents the following:[14]

- More than 15 percent at intersections operating at LOS E
- More than 5 percent at intersections operating at LOS F

Table 17 and Table 18 summarize the proportionate share at each off-site study intersection. Appendix A contains the proportional share calculation worksheets for each intersection under 2022 and 2037 conditions.

Based on the adopted LOS standards, forecast traffic operations, and the proportionate share calculations, mitigation would be required to address project impacts at four City of Kirkland study intersections under either 2022 or 2037 conditions:

- 116th Avenue NE / NE 70th Place
- 108th Avenue NE / NE 68th Street
- 108th Avenue NE / NE 60th Street
- 108th Avenue NE / NE 53rd Street

Mitigation measures to address intersection impacts of the Master Plan are summarized in Mitigation and Recommendations section of this study.

For WSDOT locations, based on the *Development Services Manual*, April 2016 when a development affects a highway intersection where LOS is already below the applicable threshold, then the pre-development LOS is the condition that is preserved. WSDOT also notes that mitigation must be reasonably related and proportional to the development's impacts. As described in the future without-project section, LOS F conditions at the NE 70th Street/116th Avenue NE/I-405 ramps were previously identified in the City's 2015 *Transportation Master Plan*. No specific improvements have been identified at this location but the City recognizes the need to coordinate with WSDOT on improvements at this interchange.

In addition to intersection LOS, the City's 2015 Comprehensive Plan also reviewed traffic operations for key corridors during the weekday PM peak hour including 108th Avenue NE-6th Street. The EIS Alternatives were studied for a 2035 horizon year and a review of traffic volumes shows that the 2037 forecasts were generally higher than the EIS Alternative 1. The 2037 108th Avenue NE-6th Street corridor operations would be LOS E consistent with the 2015 Comprehensive Plan.

[14] See Table 1 of the City of Kirkland *Traffic Impact Analysis Guidelines*, Revised August 2014.

Enclosure 2

Site Access & Neighborhood Context

The following sections summarize future site access traffic volumes, driveway operations, and traffic conditions in the neighborhood surrounding the campus.

Driveway Traffic Volumes

Forecast 2022 and 2037 site access driveway traffic volumes were forecast consistent with the previously described methodologies. The assignment of future project trips to the campus driveways assumed a distribution based on the existing driveway travel patterns and the location of future Master Plan uses. The tennis center trips were assigned exclusively to the 110th Way NE driveway and trips generated by public use of the sports fields were assigned exclusively to the 111th Lane NE driveway. Master Plan-related vehicle trips were then added to the future 2022 and 2037 without-project traffic volumes to form the basis of the with-project analysis. Figure 17 shows the 2022 forecast with-project weekday AM and PM peak hour traffic volumes at the campus driveways and 2037 traffic volumes are shown on Figure 18.

Driveway Traffic Operations

Traffic operations under forecast future with-project traffic volumes were evaluated consistent with the methodology previously described for existing and future without-project conditions. Table 19 summarizes the 2022 forecast without-project AM and PM peak hour intersection operations for the campus driveways and Table 20 summarizes 2037 forecast operations.

Table 19. Future 2022 With-Project Weekday Peak Hour Site Access LOS Summary

	AM Peak Hour			PM Peak Hour		
Intersection	**LOS[1]**	**Delay[2]**	**WM[3]**	**LOS[1]**	**Delay[2]**	**WM[3]**
A. 108th Avenue NE / Davis Driveway	B	12	WB	C	24	WB
B. 108th Avenue NE / 55th Lane NE (Main Driveway)	C	17	WB	D	34	WB
C. 110th Way / NE 53rd Street	B	12	NB	B	14	NB
D. 111th Avenue NE / NE 53rd Street	B	10	SB	B	11	SB
E. 111th Lane NE / NE 53rd Street	B	10	NB	C	17	NB
F. Barton Driveway / NE 53rd Street	A	9	SB	A	9	SB
G. 114th Avenue NE / NE 53rd Street	A	10	NB	A	10	NB
11. 108th Avenue NE / NE 53rd Street	F	>180	WBL	F	>180	WBL

Note: Shaded intersections operate below City of Kirkland LOS standards. The City's LOS standard does not apply to unsignalized site access driveways

1. LOS as defined by the HCM (TRB, 2010)
2. Average delay per vehicle in seconds.
3. Worst movement (WM) reported for stop-controlled intersections where WBL = westbound left-turn movement and EB = eastbound approach.

Table 20. Future 2037 With-Project Weekday Peak Hour Site Access LOS Summary

	AM Peak Hour			PM Peak Hour		
Intersection	**LOS[1]**	**Delay[2]**	**WM[3]**	**LOS[1]**	**Delay[2]**	**WM[3]**
A. 108th Avenue NE / Davis Driveway	C	22	WB	D	35	WB
B. 108th Avenue NE / 55th Lane NE (Main Driveway)	C	24	WB	F	91	WB
C. 110th Way / NE 53rd Street	B	13	NB	C	15	NB
D. 111th Avenue NE / NE 53rd Street	B	10	SB	B	12	SB
E. 111th Lane NE / NE 53rd Street	B	13	NB	C	18	NB
F. Barton Driveway / NE 53rd Street	A	9	SB	A	9	SB
G. 114th Avenue NE / NE 53rd Street	A	10	NB	A	10	NB
11. 108th Avenue NE / NE 53rd Street	F	>180	WBL	F	>180	WBL

Note: Shaded intersections operate below City of Kirkland LOS standards. The City's LOS standard does not apply to unsignalized site access driveways.
1. LOS as defined by the HCM (TRB, 2010)
2. Average delay per vehicle in seconds.
3. Worst movement (WM) reported for stop-controlled intersections where WBL = westbound left-turn movement and EB = eastbound approach.

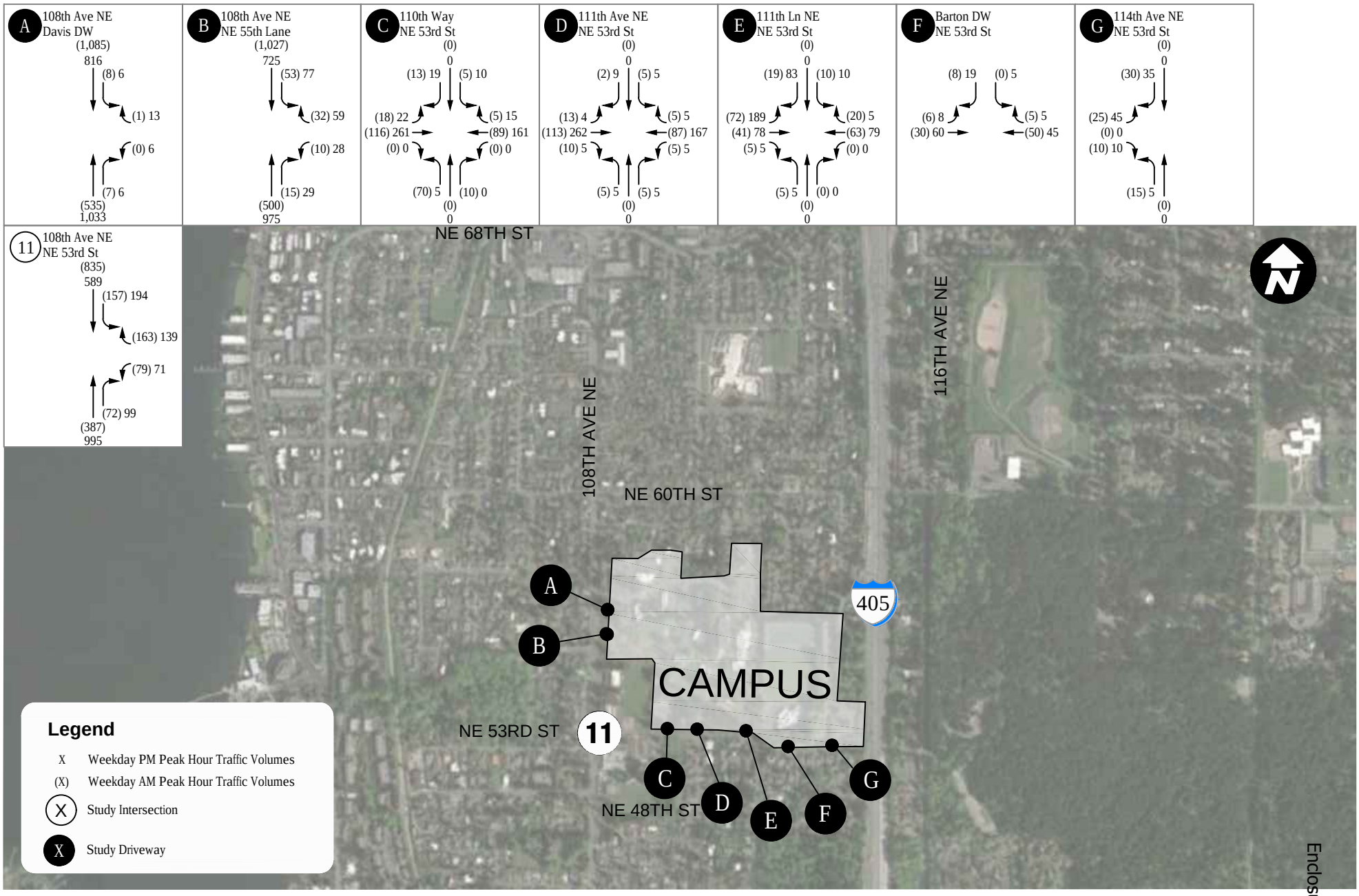
As shown in Table 19, all site access driveways are forecasted to operate at LOS D or better in both peak hours under 2022 with the forecast on-campus student enrollment growth. With additional background traffic growth and the Master Plan and enrollment growth by 2037, as shown in Table 20, the 108th Avenue NE/55th Lane NE intersection is forecasted to operate at LOS F during the weekday PM peak hour. In addition, as discussed previously, the 108th Avenue NE/NE 53rd Street intersection, which provides access to the campus driveways along NE 53rd Street, would operate at LOS F. Improvements to address potential operations issues and impacts are described in the Mitigation and Recommendations section of this study.

Driveway Configuration and Spacing

As discussed previously, the Master Plan does not propose any new driveways; however, it does propose to realign the 111th Avenue NE driveway to accommodate the proposed tennis center. The City of Kirkland's *Policy R-4: Driveway Policy*, April 2016 outlines the standards for driveway configuration and spacing. The proposed driveway improvements were reviewed against this policy.

The proposed realignment would create an offset intersection by moving 111th Avenue NE to the east or right of the existing driveway south of NE 53rd Street. Based on City Policy R-4, the City prefers new driveways be aligned with existing opposing driveways or be offset to the left of the existing opposing driveway in order to minimize left turn conflicts on the streets. The current proposed realignment of the 111th Avenue NE driveway would result in new left-turn conflicts with the existing opposing southern leg of 111th Avenue NE. In order to minimize these conflicts, consistent with the City's Policy R-4, it is recommended that left-turns be restricted to and from the Northwest University 111th Avenue NE access.

The proposed driveway realignment would meet the City of Kirkland driveway spacing requirements. The City requires a driveway spacing of 50-feet along collectors, such as NE 53rd Street, for non-residential use.



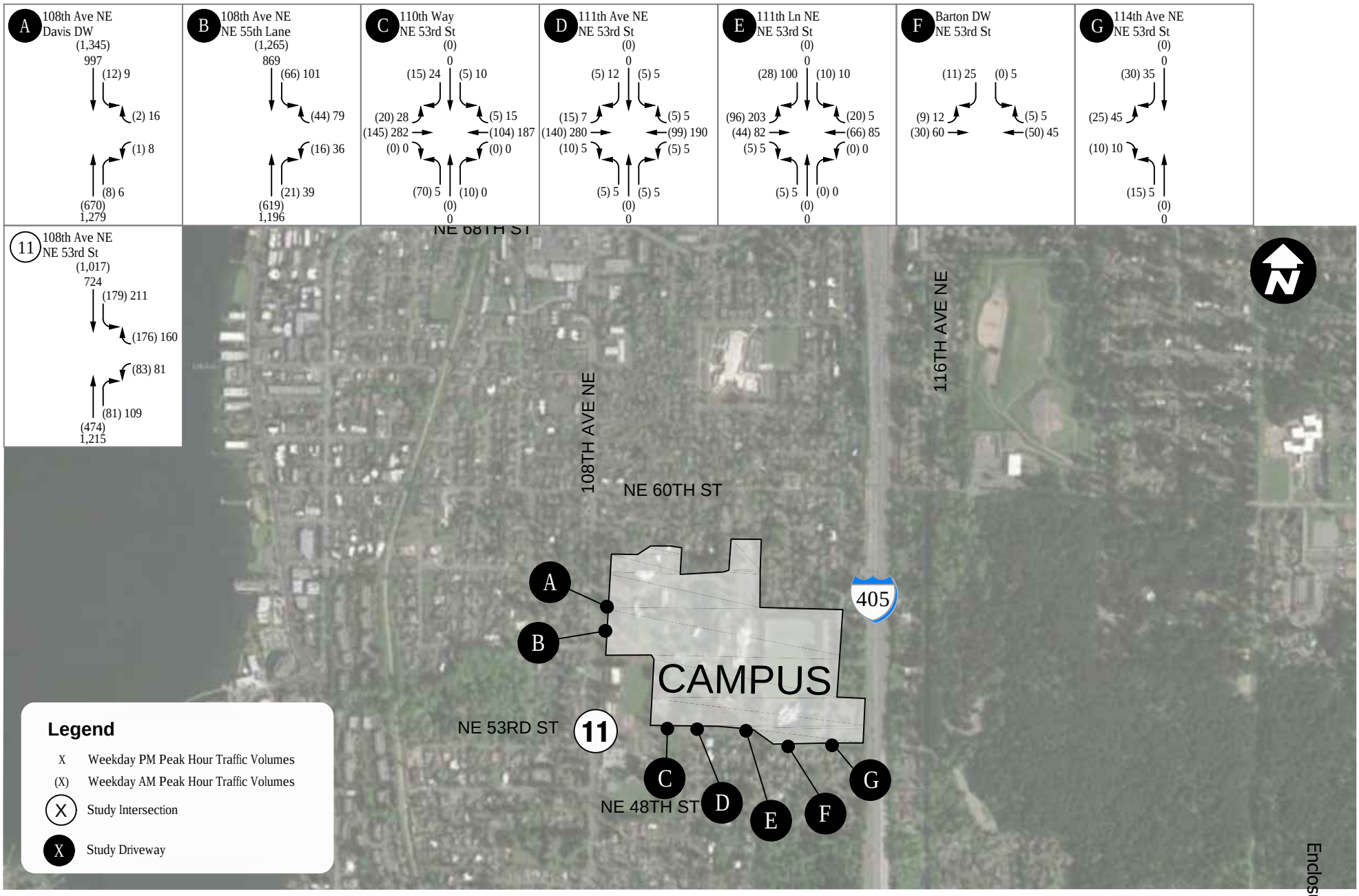
Enclosure 2

2022 With-Project Site Access AM & PM Peak Hour Traffic Volumes

FIGURE 17

Northwest University Master Plan

transpogroup
WHAT TRANSPORTATION CAN BE.



Enclosure 2

2037 With-Project Site Access AM & PM Peak Hour Traffic Volumes

FIGURE **18**

Northwest University Master Plan

transpogroup
WHAT TRANSPORTATION CAN BE.

Neighborhood Traffic Conditions

The Master Plan and growth in student enrollment would result in additional traffic to and from the campus. Resulting project neighborhood impacts would include:

- **Contribution to Speeding Traffic along NE 53rd Street.** As noted in existing conditions, there are speeding issues along NE 53rd Street and with the additional traffic due to the Master Plan the number of vehicles travelling above the posted speed limit would likely increase.
- **Increase Conflicts at 108th Avenue NE/NE 53rd Street Intersection.** As traffic volumes increase, the number of conflicts between various modes would increase. This would include an increase in conflicts with the school-related activity already occurring at this intersection.
- **Increase in Neighborhood Cut-Through Traffic.** The review of existing neighborhood cut-through traffic to and from the campus showed very few vehicles related to Northwest University travelled within the neighborhood. With increases in traffic volumes and congestion in the study area, there could be some increase in neighborhood cut-through traffic including for vehicles associated with the campus.

Mitigations to address these neighborhood impacts are discussed in the Mitigation and Recommendations section.

Parking

This section summarizes the anticipated Master Plan parking supply and demand.

Supply

The master plan would construct 300 additional parking spaces and eliminate 122 parking spaces. The net increase in campus parking would be 178 parking spaces. Under the initial redevelopment anticipated by 2022, a net increase of approximately 120 additional parking stalls are anticipated after accounting for demolished and reconstructed parking spaces/garages. At 2037 buildout the further addition of 56 parking stalls is anticipated for a total increased parking supply of approximately 178 parking stalls. Figure 3, shown previously, illustrates the location of the proposed parking supply.

Peak Demand

Similar to trip generation, changes in parking demand with the Master Plan would be associated with increases in enrollment, the tennis center, public use of the sports fields as well as events on campus related to the banquet facilities. Parking demand for Northwest University is anticipated to be highest midday on a weekday when classes are in session.

Campus Parking

As described previously, the current campus contains 1,166 parking spaces and the existing peak parking demand is 638 vehicles occurring between 10 and 11 a.m. The Kirkland campus currently enrolls approximately 1,230 students, which would equate to 0.52 vehicles/student during the peak weekday parking period. Parking demand associated with faculty, staff, and visitors is reflected in the existing demand and thus included in the rate.

As discussed previously, the University is projected to increase campus enrollment by 370 students by 2022 and 770 students by 2037. Table 21 summarizes the campus projected weekday peak parking demand for 2022 and 2037 conditions.

Table 21. Peak On-Campus Parking Summary

Year	On-Campus Enrollment	Peak Parking Demand Rate	Peak Parking Demand	Campus Parking Supply
2015 / 2016	1,230 students	0.52 veh / student	638 vehicles	1,166 stalls
2022	1,600 students	0.52 veh / student	832 vehicles	1,288 stalls
2037	2,000 students	0.52 veh / student	1,040 vehicles	1,344 stalls

As shown in Table 21, parking demand is estimated to increase by 194 vehicles by 2022 and an additional 208 vehicles by 2037. In addition, it is anticipated that campus parking supply would increase by 142 stalls by 2022 and 178 stalls by 2037. In addition to students, faculty and staff, the campus parking would also accommodate parking demands associated with the tennis center and public field use. The following describes these additional parking demands and how the parking demand for all the proposed uses would be accommodated on-campus.

Tennis Center Parking

Estimated weekday tennis center peak parking demand was calculated based on ITE *Parking Generation,* 4th Edition. The racquet/tennis club (LU 491) average parking demand rate was used to estimate the tennis center parking demand. A weekday peak parking demand of 21 vehicles is anticipated at approximately 7 p.m. It is anticipated that at 10 a.m. when the University parking peaks, the tennis center parking demand would be 11 vehicles.

There are limited viewing areas and there is no seating to view matches at the tennis center. It is anticipated that there would be little to no tournaments at the tennis center. There are lounges similar to other athletic facilities. These lounges accommodate parents waiting for players and provide a transition area as players arrive and depart the facility; this is accounted for in the parking demand for typical weekday conditions. If there are tournaments in the future the parking demand is anticipated to be limited to mostly players and coaches since there would be very limited viewing areas in the proposed tennis center; assuming 2 players and 2 coaches per court, there could be up to 48 people at the tennis center plus there may be a handful of spectators and other facilities management. The tennis center would have approximately 79 spaces associated with it and other parking could be shared on-campus. Parking for the tennis center and the rare occurrence of a tournament would be accommodated on-campus and event management strategies including signage, monitoring, and directing visitors outlined in the mitigations section would be utilized.

Public Field Use

The public sports field is anticipated to start operations after 4 p.m. and not expected to produce parking demand between the 10 to 11 a.m. Based on similar assumptions as applied to trip generation (where under 8 youth soccer would have the highest level of weekday activity), peak parking demand for the public use of the sports fields assumes 128 children and 32 coaches with practice starting at 5:00 p.m. It assumes all the coaches and 90 percent of the children would arrive between 4-5 p.m. and 25 percent of the parents would leave after dropping off the children. All the coaches are assumed to drive alone and parents are assumed only to have only one child in a vehicle. The resulting peak parking demand is 160 vehicles and would occur at approximately 7 p.m.

Similar to the tennis center, the frequency of tournaments for the sports fields is anticipated to be low. Parking for tournaments would be accommodate on-campus and event management strategies including signage, monitoring, and directing visitors outlined in the mitigations section would be utilized.

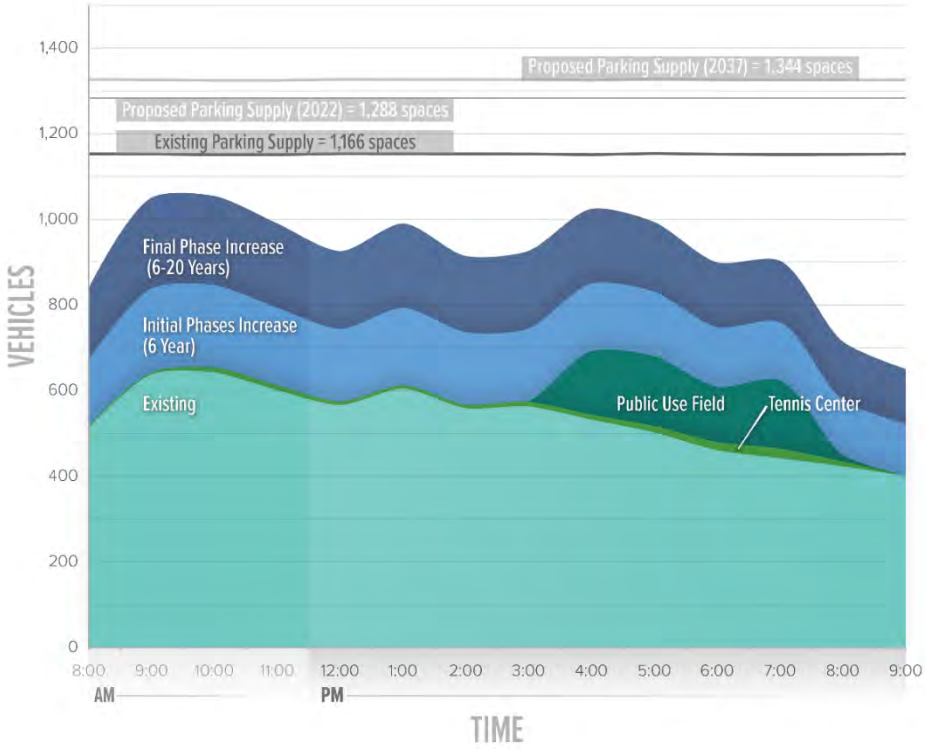
Shared Parking Demand

Parking demand associated with general University operations would peak at a different time of the day compared to the tennis center and public use of the field. The hourly parking demand for the campus was reviewed to determine the adequacy of the campus parking supply. Appendix F provides a summary of the projected hourly parking demand for the site. Hourly parking distributions for the Master Plan uses are based on:

- **Campus-Related Population Demand –** Hourly parking data collected in March 2016 and ITE *Parking Generation,* 4th Edition data for the University/College (LU 550)
- **Tennis Center –** ITE Parking Generation, 4th Edition data for the Racquet/Tennis Club (LU 491)
- **Public Use of Sports Fields –** Assuming all the coaches and 90 percent of the children would arrive between 4-5 p.m., 25 percent of the parents would leave after dropping off the children, practice is only 1-hour and only one soccer practice session would occur during the weekday evening.

The project Master Plan weekday hourly parking demand is illustrated on Figure 19. As shown on the figure, the peak parking demand for the campus occurs at approximately 10 a.m. consistent with existing conditions and would be 1,051 vehicles. The existing parking supply could accommodate the anticipated future peak parking demand with the Master Plan for both 2022 (6-year) and 2037 (6-20 year) conditions. With build-out of the Master Plan, parking utilization for the campus would be approximately 90 percent if no new parking was constructed or 78 percent with an additional 178 parking spaces. As shown in the existing conditions section, there are some parking lots on campus that are highly utilized and others that have very low utilization. This shows that there is sufficient parking on campus; however, it may not be in the most convenient location. If parking is not located within a reasonable proximity of the site use, then campus-related traffic may be more likely to park on-street. The provision of parking with the Master Plan would help distribute the location of parking spaces within the campus as well as provide more conveniently located parking for the proposed uses.

Figure 19. Weekday Hourly Master Plan Parking Demand



Event Parking Demand

Tournaments are anticipated to be very limited; the tennis center has no seating and very limited viewing areas and the public fields and gymnasium are not anticipated to have frequent tournaments. As described previously, assuming 2 players and 2 coaches per court, there could be up to 48 people at the tennis center plus there may be a handful of spectators and other facilities management. The tennis center would have approximately 79 spaces associated with it and other parking could be shared on-campus. Parking for the tennis center and the rare occurrence of a tournament would be accommodated on-campus and event management strategies including signage, monitoring, and directing visitors outlined in the mitigations section would be utilized.

The Master Plan includes a banquet facility and gymnasium with up to 900 seats that could have event demands. These events are anticipated to occur during off-peak periods on either weekends or evenings when the overall campus parking demand is low. The following describes potential event parking demand associated with these facilities.

Banquet Facility

The proposed banquet facility within the Welcome Center would accommodate up to 450 guests and be constructed by 2037. It is anticipated that the banquet facilities would be available for evening use. Based hourly parking demand presented on Figure 19 and with the proposed parking supply of 1,344 campus spaces, there would be approximately 355 parking spaces available on-campus at 5 p.m. and parking availability would continue to increase throughout the evening. The proposed parking supply would accommodate the anticipated banquet facility parking needs.

Gymnasium

The increased seating in the gymnasium will provide the ability for the University to hold occasional student assemblies on-campus; there is no existing facility on-campus that has the capacity to accommodate campus-wide student assembles. The expansion of the gymnasium is not anticipated to increase tournament or playoff activity for the campus. It is anticipated that large attendance levels where up to 900 seats are utilized would occur at most 15 times per year to accommodate events such as baccalaureate services and convocations.

The largest attendance draw for events at the gymnasium is men's basketball games. With additional seats, there could be some increase in attendance at the men's basketballs games, but it is not anticipated that the attendance levels would be 900-persons. The increase in attendance at men's basketballs games would occur outside the weekday commuter periods and would mainly be a result of increased University student population. The college basketball playoffs are typically one game on-campus at a time with only the two teams playing the game. As described previously, parking demand for men's basketball is typically 0.38 and 0.43 vehicles per seat. Assuming the proposed 900 seats are filled, the parking demand would be 342 to 387 vehicles. It is anticipated that the gymnasium would be constructed by 2022 and the parking supply would be 1,288 stalls on-campus. Basketball games with higher attendance levels typically occur on Friday and Saturday evenings starting at 6 or 8 p.m. As shown in Figure 19, overall campus parking demand would be lower during these periods and approximately 400 to 600 spaces would be available to accommodate the additional parking demand.

Parking would be managed for the banquet facility and gymnasium through event management. Scheduling strategies would be used to manage use of the tennis center, gym, fields and banquet facility such that high activities are not scheduled on the same day. It is anticipated that large attendance levels where up to 900 seats are utilized would occur at

most 15 times per year to accommodate events such as baccalaureate services and convocations.

Traffic Safety

Traffic generated by the proposed master plan would likely result in a proportionate increase in the probability of collisions. As noted previously, the 116th Avenue NE / NE 70th Street intersection was the only intersection where the observed crash rate was greater than the critical crash rate. However, recently collisions have been decreasing at this location. The City regularly monitors major intersections for safety issues and if a pattern of collisions is identified potential safety improvements are reviewed.

Non-Motorized Facilities

The non-motorized facilities in the area as well as the linkages to the existing transit stops are adequate to support the current and future increases in activity. As part of the Master Plan, improvements would be made to pedestrian connectivity to help better utilize parking and reduce driving between portions of the campus. The existing pedestrian path between the lower campus and the FIRS and Student Apartments would be improved and a new staircase would be constructed that provides a more direct connection to the lower campus instead of the existing circuitous route. A new staircase would also be constructed between the fields and the lower parking lot to the west.

As discussed previously, the City's *Transportation Master Plan* recommends NE 53rd Street as a future greenway to accommodate bicycle activity and facilitate connectivity of the City's bicycle network. The proposed Master Plan would not preclude development of this greenway.

Transit Services

It is anticipated that existing transit services would be able to accommodate increases in ridership as a result of the Master Plan and increases in enrollment. As previously described, the nearest transit is located along 108th Avenue NE.

Transportation Concurrency

A transportation concurrency test was completed for this project by the City of Kirkland on May 25, 2016. The proposed project passed the concurrency test based on the forecasted person trip generation shown in the May 25, 2016 memorandum to Tony Leavitt, Senior Planner from Thang Nguyen, Transportation Engineer subjected *NW University Master Plan Traffic Concurrency Test Notice, Tran16-00967*. Appendix G contains the transportation concurrency test notice. The concurrency test notice shall expire and a new concurrency test application is required unless:

- A complete SEPA checklist, traffic impact analysis and all required documentation are submitted to the City within 90 calendar days of the concurrency test notice.
- A Certificate of Concurrency is issued or an extension is requested and granted by the Public Works Department within one year of issuance of the concurrency test notice. (A Certificate of Concurrency is issued at the same time a development permit or building permit is issued if the applicant holds a valid concurrency test notice.)
- A Certificate of Concurrency shall expire six years from the date of issuance of the concurrency test notice unless all building permits are issued for buildings approved under the concurrency test notice.

Enclosure 2

Mitigation and Recommendations

With each building permit, a traffic review would be conducted including an assessment of potential neighborhood impacts and mitigation measures. Potential mitigation measures are described below. The basic framework of the mitigation plan includes recommendations with respect to:

- Intersection Improvements
- Traffic Calming
- Parking / Internal Campus Connectivity
- Event Management

In addition, the University would be responsible for payment of City of Kirkland transportation impact fees to mitigate general transportation related impacts of the Master Plan.

Intersection Improvements

Based on the traffic operations impacts at the study intersections, potential mitigation measures were identified at the following locations:

- 116th Avenue NE / NE 70th Place
- 108th Avenue NE / NE 68th Street
- 108th Avenue NE / NE 60th Street
- 108th Avenue NE / NE 53rd Street

116th Avenue NE/NE 70th Place

Traffic operations at the 116th Avenue NE/NE 70th Place intersection are forecast to operate at LOS F with the anticipated increase in on-campus student enrollment under either 2022 or 2037 conditions. These operations are also consistent with the 2015 Comprehensive Plan DEIS findings, which identifies a southbound right-turn pocket at this intersection. The right-turn would not improve intersection operations to pre-project conditions and the feasibility of this improvement would need to be further explored. This intersection is generally built out and payment of transportation impact fees supporting transportation improvements throughout the City would mitigate project-related impacts at this location.

Mitigation would be triggered at the 116th Avenue NE/NE 70th Place intersection when the Master Plan's intersection proportional share is greater than 5 percent, which is anticipated to occur with a net increase of approximately 840 new daily trips.

108th Avenue NE/NE 68th Street

Under both 2022 and 2037 conditions, the 108th Avenue NE/NE 68th Street intersection operates at LOS F either without or with the addition of project traffic and is consistent with the Comprehensive Plan findings. As with other City intersections, this intersection is generally built out with no public right-of-way available to construct additional lanes at the intersection. The City's 2015-2020 *Capital Improvement Program* includes the 6th Street Corridor Study and Houghton/Everest Neighborhood Plan, which is underway. This study will develop a corridor and neighborhood plan including transportation solutions to accommodate growth in the study area. These solutions may include policies (e.g., parking policies), projects (e.g., intersection improvements) and programs (e.g., bike share). Given constraints along the corridor, the plan will generally focus on transit, bicycle, and pedestrian facilities and consider safety, geometrics, and other transportation conditions.

Project-related impacts at the 108th Avenue NE/NE 68th Street intersection could be mitigated by Northwest University contributing towards improvements identified in the 6th Street Corridor Study. The City has not developed final solutions for improving the 108th Avenue NE/NE 68th Street intersection; however, improvements that are currently being reviewed include transit signal priority, transit lanes and queue jump lanes, 6th Street corridor signal coordination, bicycle lanes and improved trail access, access management through consolidating and closing driveways, and pedestrian safety improvements with wider sidewalks and removal of crosswalks in conflict areas.

Mitigation would be triggered at the 108th Avenue NE/NE 68th Street intersection when the Master Plan's intersection proportional share is greater than 5 percent, which is anticipated to occur with a net increase of approximately 700 new daily trips.

108th Avenue NE/NE 60th Street

A review of the 4-hour and 8-hour volume warrants from the *Manual on Uniform Traffic Control Devices* (MUTCD), 2009 indicates a traffic signal would not be warranted at this intersection. The 108th Avenue NE/NE 60th Street intersection is being studied in the 6th Street Corridor Study. Project-related impacts at the 108th Avenue NE/NE 60th Street intersection could be mitigated by Northwest University contributing towards identified improvements at this intersection. The City has not developed final solutions for improving the 108th Avenue NE/NE 60th Street intersection; however, improvements that are currently being reviewed include enhanced pedestrian and bicycle access for the 60th Street Neighborhood Greenway and new east-west connection across I-405 and connection to Lakeview Drive and the Houghton Park-and-Ride facility.

Mitigation would be triggered at the 108th Avenue NE/NE 60th Street intersection when the Master Plan's intersection proportional share is greater than 5 percent, which is anticipated to occur with a net increase of approximately 2,400 new daily trips.

108th Avenue NE/NE 53rd Street

Project-related impacts at the NE 108th Avenue//NE 53rd Street intersection could be mitigated by installing a traffic signal. A review of the 4-hour and 8-hour volume warrants from the *Manual on Uniform Traffic Control Devices* (MUTCD), 2009 indicates a traffic signal would be warranted in 2022.

An analysis of mitigated conditions was conducted assuming an actuated uncoordinated signal with no roadway channelization changes at the 108th Avenue NE/NE 53rd Street. In addition, the intersection improvement could also result in campus traffic from the NE 55th Street (Main) driveway shifting to the NE 53rd Street signalized intersection especially during weekday peak periods when making westbound left-turn movements may be difficult from an unsignalized location. Given the difficulty of making a westbound left-turn during the weekday peak periods and as a worse case assessment of potential vehicle queues and increases in traffic volumes at the 108th Avenue NE/NE 53rd Street intersection, this evaluation assumes all westbound left-turns at the NE 55th Street driveway shift from the 108th Avenue NE/NE 53rd Street intersection. Table 22 summarizes the resulting LOS with the proposed mitigation and the traffic shift.

Table 22. Future With-Project With and Without Mitigation Weekday Peak Hour LOS Summary

	2022						2037					
	Without Mitigation			With Mitigation			Without Mitigation			With Mitigation		
Intersection	LOS[1]	Delay[2]	WM[3]	LOS[1]	Delay[2]	WM[3]	LOS[1]	Delay[2]	WM[3]	LOS[1]	Delay[2]	WM[3]
Weekday AM Peak Hour												
11. 108th Ave NE / NE 53rd St	F	>180	WBL	A	9	-	F	>180	WBL	B	11	-
B. 108th Ave NE / 55th Ln NE (Main Driveway)[4]	C	17	WB	B	13	WB	C	24	WB	B	15	WB
Weekday PM Peak Hour												
11. 108th Ave NE / NE 53rd St	F	>180	WBL	C	26	-	F	>180	WBL	D	54.8	-
B. 108th Ave NE / 55th Ln NE (Main Driveway)[4]	D	34	WB	C	24	WB	F	91	WB	E	42	WB

Notes: Shaded intersections operate below City of Kirkland LOS D or WSDOT Mitigated LOS E standards.
1. LOS as defined by the HCM (TRB, 2010)
2. Average delay per vehicle in seconds
3. Worst movement (WM) reported for stop-controlled intersections where WB = westbound approach and WBL = westbound left-turn movement
4. The evaluation assumes 100 percent of the westbound left-turns at this location shift to the 108th Avenue NE/NE 53rd Street intersection. It is likely that vehicles that choose to continue to utilize this driveway would experience LOS E or F operations during the weekday PM peak hour conditions in 2037. For all other periods, the traffic operations would be LOS D or better during the weekday peak hours.

When analyzed as an actuated non-coordinated signal with no roadway channelization changes, this intersection would operate at LOS C or better under 2022 conditions and LOS D or better during 2037 conditions, improving operations to meet City of Kirkland LOS standards. The 95th percentile vehicle queues along the NE 53rd Street approach of the intersection would be approximately 200-feet or less during the weekday peak hours under both 2022 and 2037 conditions with the proposed Master Plan. These queues would be fully accommodated within the existing 200-foot westbound turn lane storage. The 95th percentile queue represents the vehicle queue that would only be exceed 5 percent of the time. This analysis conservatively assumes all campus traffic at the NE 55th Street driveway shifts to the new signalized intersection and a lesser shift would result in queues and delays at the 108th Avenue NE/NE 53rd Street intersection decreasing. It is unlikely that all traffic from the main access point would shift to the new signal; providing a signal at the 108th Avenue NE/NE 53rd Street intersection could result in additional gaps in traffic along 108th Avenue NE to facilitate access to and from the NE 55th Street access. Vehicles shifting to the new signalized intersection would improve operations of the main driveway.

As part of the signalization of the 108th Avenue NE/NE 53rd Street intersection the existing mid-block crosswalk immediately south of this intersection would be removed and the crosswalk would be relocated to the NE 53rd Street intersection. Provision of a signal at this location would likely deter some neighborhood cut-through activity since traffic to and from NE 53rd Street would have less delay. In addition, the signalized crossing would reduce conflicts and facilitate pedestrian activity to and from the schools and transit stops near the 108th Avenue NE/NE 53rd Street intersection.

Mitigation of this intersection would be required when signal warrants are met. It is anticipated that a signal would be warranted with a net new increase of approximately 250 daily trips or 20 weekday PM peak hour trips. This trip generation would likely occur with the first phase of development and construction of the traffic signal would be required prior to occupancy of the first building.

Traffic Calming

A review of 85th-percentile speeds along NE 53rd Street show there is a speeding issue on this corridor and some additional impact could occur with the Master Plan. Potential adverse impacts to the NE 53rd Street corridor could be mitigated through Northwest University support of the City's neighborhood traffic calming program. The University could contribute a proportional share to traffic calming improvements along NE 53rd Street as well as within the neighborhood. The traffic calming program would be facilitated by the City and the neighborhood would make decisions related to specific improvements and locations. Consideration would need to be given to the recommended greenway along NE 53rd Street that is part of the City's *Transportation Master Plan.* Depending on the traffic calming measures that are implemented such as speed humps, speed cushions, curb extension, speed radar, or other measures,[15] vehicle speeds are likely to be reduced. Providing traffic calming would require following the City's Neighborhood Traffic Control Program (NTCP) process, which has a defined two-phase approach including outreach, data collection, and evaluation of measures.

Parking / Internal Campus Connectivity

As previously described, the existing parking would be adequate to serve the anticipated Master Plan parking demand; however, it may not be in a convenient location. If parking is not located within reasonable proximity of destinations, then campus-related users may be more likely to park on-street. Parking impacts could be minimized by implementing management strategies as well as providing improved internal pedestrian connectivity. The parking mitigations could include:

- Providing additional internal pedestrian connections from parking lots to buildings and campus facilities. This would include providing a pedestrian connection on the east and west side of the sports fields to serve the adjacent parking facilities and the campus apartments.
- Assigning campus population to specific parking lots to reduce potential parking in the neighborhood or moving vehicles between classes.
- Increasing parking permit costs to deter student driving and potentially increase use of non-motorized and transit modes. This could be coupled with providing a subsidy for transit passes as part of the tuition cost to reduce the potential for students to park within the neighborhood. In addition, the City has a Neighborhood Traffic Control Program that can be utilized by the neighbors if parking issues occur and are not being addressed through the NU management strategies. Through this program the City would monitor and investigate the parking issues and work with the community to implement time limits, parking restrictions, or other strategies to reduce the neighborhood parking impacts.

Event Management

With the forecast increases in student enrollment and existing and potential on-campus special events and activities such as receptions or sporting events, on-site parking and special event management processes could be implemented to reduce isolated on-campus parking congestion, excess vehicle circulation by drivers unfamiliar with the campus and the potential for parking within the neighborhood. Examples of potential measures include:

[15] City of Kirkland Traffic Calming Devices
www.kirklandwa.gov/depart/Public_Works/Transportation_and_Traffic/Traffic_Calming_Devices.htm

- Management event schedules to minimize concurrent high activity events at multiple venues on-campus
- Assignment of specific event/visitor parking lots
- On-campus wayfinding signage directing drivers to specific parking areas (this is already done by the University during events)
- Active enforcement of any permanent and/or temporary parking restrictions
- Posting of no parking signage along NE 53rd Street during events and visually monitoring neighborhood parking
- Provide a field manager to coordinate public use of the fields and events including parking associated with these activities
- Provision parking monitors or a flagger to direct visitors to parking lots

Transportation Impact Fees

The proponent would be required to pay the City of Kirkland transportation impact fees to mitigate general transportation-related project impacts throughout the City. Table 23 shows the preliminary fee estimate for the proposed project based on the currently adopted impact fee rate (effective 1/1/2016). These fees are provided as estimates only and would be finalized by the City upon review.

Table 23. Preliminary Estimate of Transportation Impact Fee

Land Use	Student Increase	Rate[1]	Fee
2022 Conditions University / College (6-Year)	+370 Students	$553 / student	$204,610
2037 Conditions University / College (6-20 Year)	+400 Students	$553 / student	$221,200
Total	**+770 Students**		**$425,810**

Source: Transpo Group, 2016
1. Based on City of Kirkland Transportation Impact Fee Schedule (Chapter 27.04 KMC) as of January 1, 2016.

Construction

A Construction Management Plan (CMP) would be developed prior to beginning construction for each phase of development. The CMP would describe procedures for construction activity including such items as truck routes, hours of operation, and site parking. The following measures would be included in the construction management plan to mitigate potential impacts of construction activity:

- Construction activities would be scheduled so that the most intensive activities in terms of construction traffic are spread out over time and avoid the peak periods of traffic congestion.
- Safe pedestrian, bicycle and vehicular circulation would be provided adjacent to the construction site through the use of temporary walkways, signs, and manual traffic control (flaggers), as appropriate.
- Construction material delivery vehicles would be prohibited from leaving or entering the site during the weekday AM and PM peak hours.
- Truck routes would be identified.

Enclosure 2

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.kirklandwa.gov

MEMORANDUM

To: Tony Leavitt, Senior Planner

From: Thang Nguyen, Transportation Engineer
Joel Pfundt, Transportation Manager

Date: December 18, 2018

Subject: NW University Master Plan Development TIA Review

This memo summarizes my review of the traffic impact analysis (TIA) memorandum dated June 14, 2017 *Final Traffic Impact Analysis- Northwest University Master Plan* submitted by the Transpo Group for the proposed Northwest University Master Plan update. My findings and recommendations are summarized below, followed by my review comments in response to the traffic impacts documented in the traffic impact analysis memorandum.

STAFF FINDINGS

The proposed project will create significant SEPA traffic impacts that warrant off-site transportation mitigation. The off-site SEPA mitigation measures and Public Works conditions below are required to mitigate the project transportation impacts.

STAFF RECOMMENDATIONS

Off-site SEPA Mitigation

Staff recommends the following SEPA traffic mitigation to mitigate the transportation impacts created by the proposed master plan.

1. The University shall contribute $15,000 to the City of Kirkland Neighborhood Traffic Control Program to be used to mitigate neighborhood traffic impacts in the Houghton Neighborhood in the vicinity of Northwest University. The University shall make this contribution prior to the first building permit issued for projects included in the subject Master Plan or with public use of the athletic fields.

2. The University shall improve the intersection of 108th Avenue NE/NE 53rd Street to include a new traffic signal and associated intersection improvements (curb ramp, crosswalk, etc.) to the City of Kirkland's standards. The construction of the traffic signal will necessitate the removal of the existing lighted crosswalk (Rectangular Rapid Flashing Beacon) and associated infrastructure located south of the intersection, which will also be done by the University as part of the intersection improvement. The construction of the traffic signal and crosswalk removal will be triggered by the construction of any new building within the Master Plan that is greater than 5,000 square feet gross floor area. The traffic signal and associated intersection improvements shall be constructed and operational prior to the issuance of the building occupancy permit of the

first building greater than 5,000 square feet gross floor area or with public use of the athletic fields.

3. In lieu of constructing half-street improvements along the 108th Avenue NE frontage to include a dedicated bus lane as described in the Phase II Transit Queue Jump improvement of the 108th corridor project (PT 0006), the City will require a width of up to 12-feet of right-of-way (ROW) dedication (approximately 880-feet) along the 108th Avenue NE University properties (including the property at 5710 108th Avenue NE and parcel 9353900355amd 935390050). The dedication will occur when the City begins the right-of-way acquisition portion of the 108th Avenue NE corridor improvement project. The value of the land shall be its fair market value based on an independent appraisal to be prepared when needed by an appraiser agreed upon by both parties, which agreement will not be unreasonably withheld. If the 108th corridor improvement project (PT 0006) becomes a city capacity project to be partly funded by transportation impact fees, then the agreed value of the right-of-way dedication shall be credited against the University Master Plan's transportation impact fee.

The City will assume responsibility for maintaining the current infrastructure located within the dedicated areas at the time the property is dedicated. The City will be responsible for relocating and replacing existing utilities structures within the dedicated ROW during construction of the 108th Avenue NE corridor improvement projects including, but not limited to, the existing masonry monuments and signs at the two (2) entry driveways, masonry piers and iron fencing along the property frontage, existing rock retaining wall, associated landscaping along the property frontage, associated lighting and fixtures and any underground utilities that are affected by these relocations. Any replacement of structures and landscaping will be in-kind.

4. The University shall sell a width of up to 12-feet of frontage at 6710 108th Avenue NE for the construction of the Phase I Transit Queue Jump improvement of the 108th corridor project (PT 0005). The City shall pay fair market value for the frontage based on an independent appraisal to be prepared when needed by an appraiser agreed upon by both parties, which agreement will not be unreasonably withheld. The University will sell the property during the right-of-way acquisition portion of the 108th Avenue NE corridor improvement projects.
If the City purchases the land dedication prior to the City's planned improvement project, the City will assume responsibility for maintaining the infrastructure and landscaping located within the dedicated areas. This includes landscaping, monument signs, lighting and fixtures and utilities. During construction of the 108th Avenue NE corridor improvement project, the City will also be responsible for relocating and replacing structures or landscaping within the dedicated ROW or outside of the dedication that are impacted by construction. These structures include, but may not be limited to, private sidewalk at face of building, monument signs, associated lighting and fixtures, frontage landscaping, relocation or replacement of existing utility boxes (two (2) power and one (1) cable) such that they do not obstruct the front of the 6710 Building, and any underground utilities that are affected by the ROW dedication and improvements.

5. The University shall contribute a proportional share to the intersection improvement of Phase I Transit Queue Jump improvement of the 108th corridor project (PT 0005) not-to-exceed $266,306 or 14 percent of the total project cost (whichever is lower). The proportional share contribution shall be made with the construction of the first building within the Master Plan (with

the exception of the Chapel and Field House) or with public use of the athletic fields to mitigate the SEPA transportation impact. The payment shall be due at final building permit issuance. If the improvement project is partly funded by transportation impact fees, then the proportional share contribution shall be credited against the University Master Plan transportation impact fee.

6. The University shall contribute a proportional share to the intersection improvement of Phase II Transit Queue Jump improvement of the 108th corridor project (PT 0006) not-to-exceed $175,606 or 8 percent of the total project cost (whichever is lower). The proportional share contribution shall be made with the construction of the first building within the Master Plan (with the exception of the Chapel and Field House) or with public use of the athletic fields to mitigate the SEPA transportation impact of the Master Plan. The payment shall be due at final building permit issuance or with public use of the athletic fields, as applicable. If the improvement project is partly funded by transportation impact fee, then the proportional share contribution shall be credited against the University Master Plan transportation impact fee.

7. The University shall contribute a proportional share to the intersection improvement of the NE 68th Street Intersection Improvements/Access Management (TR 0117 004) not-to-exceed $241,214 or 14 percent of the total project cost (whichever is lower). The proportional share contribution shall be made with the construction of more than 100,000 square feet of the Master Plan (with the exception of the Chapel and Field House) or more than 50,000 square feet of the Master Plan (with the exception of the Chapel and Field House) when combined with public use of the athletic fields to mitigate the SEPA transportation impact. The payment shall be due at final building permit issuance or with public use of the athletic fields, as applicable. If the improvement project is partly funded by transportation impact fees, then the proportional share contribution shall be credited against the University Master Plan transportation impact fee.

8. The University shall submit a parking management plan for staff review and approval prior to final building permit for the first building greater than 5,000 square feet or with public use of the athletic fields.

9. The University will create a parking management plan and monitor events that are anticipated to result in 90 percent of the campus parking supply being occupied. The University shall prominently post community contact information on the University website for the University staff person responsible for monitoring events and managing parking. Examples of parking event strategies included in the parking management plan to minimize impacts to the surrounding neighborhoods during times when parking inventories may be constrained or when there is significant impacts to the surrounding neighborhood are:

- Manage event schedules to minimize concurrent high activity events on-campus.
- Designate specific event parking lots.
- Provide way-finding signage to direct visitors to specific parking facilities and pick-up/drop-off area.
- Active enforcement of parking restrictions.
- Post no parking sign along NE 53rd Street during events and visually monitor neighborhood parking.

- Designate a representative from Northwest University to coordinate public use of facilities including parking management associated with the activities.
- Provide parking monitors and flagger to direct visitors to on-campus parking lots.
- Provide police traffic control on 108th Avenue NE when traffic flow on 108th Avenue NE is impacted.

The University shall submit the parking management plan to the City's transportation engineer or the Neighborhood Traffic Control Program coordinator for review and approval.

The University shall submit an annual report to the City regarding the operation of the parking management plan. The annual report shall include the number of events for the year and the attendance and parking demand for major events. Every two years, the City and the University shall meet to review the parking management plan and determine whether additional or different measures are necessary to mitigate parking impacts in adjoining neighborhood.

Public Works Conditions

The following condition of approval is required for the proposed development to mitigate citywide traffic impacts and meet Public Works standards:

1. Pay Transportation Impact Fee to mitigate system-wide transportation impacts.
2. As part of each building permit, submit a construction management plan for any new building within the Master Plan that is greater than 5,000 square feet gross floor area to the City's development engineers for review and approval for each building. All construction parking shall be located on-campus.

Project Description

The project site is located at 5520 108th Avenue NE. Currently, there are 1,230 students that attend classes at the campus. The University estimates the day-time student enrollment at the campus will increase by approximately 370 students by 2022 and 770 students by 2037. It is estimated that there will be a total of 1,600 students in 2022 and 2,000 students in 2037. The staff population is anticipated to grow in proportion to the total student enrollment. Table 1 summarizes the student and staff population.

The University is proposing an 8-phase development of the campus as summarized in Table 2. Approximately 250 to 350 new parking spaces are proposed to be located in a parking garage under the tennis center, gymnasium and Welcome Center. The University is not proposing any additional driveways. The full build-out of the proposed master plan will build approximately 340,915 net new gross floor area within eight buildings. The residence building will have approximately 172 dormitory rooms with approximately 300 beds. A new tennis center will have six courts and the sport field will accommodate 16 youth soccer teams.

Table 1. Student and Staff Population Summary

Enclosure 2

	Total Enrollment	Day Time Students	Evening Students	On-campus Student Residents	Full-time Staff/Faculty
Existing	1,230	910	320	680	237
2022	1,600	1,250	350	680	308
2037	2,000	1,500	500	1,056	385

Enclosure 2

Table 2. Development Program Summary

Northwest University Master Plan Summary of Existing and Proposed Development

Building Name	Building (GSF)[1]			Residential Beds			Parking (stalls)			Estimated Timing[3]
	Existing	Addition[2]	Total	Ex.	Add.	Total	Ex.	Add.	Total	
Davis	16,800		16,800				45		45	
Gray/Beatty	44,400		44,400	210		210				
Cafeteria (Dining Hall)	11,500		11,500				188		188	
Crowder, Guy, Perks	68,400		68,400	314		314				
Greely Center	2,930		2,930				74		74	
Family Res. Duplexes	28,077		28,077	14[6]		14	28		28	
FIRS Apartments	87,869		87,869	78[6]		78	135		135	
Student Apartments	24,960		24,960	140		140	55		55	
Library	28,200		28,200				66		66	
Ness Academic Center	33,400	-33,400	0				59		59	2031 to 2037
Pecota Center	7,400	-7,400	0				32	-32	0	2019 to 2022
Millard Hall	15,000		15,000				26		26	
Pavilion	23,460	-23,460	0				90	-90	0	2021 to 2024
Chapel	14,334	+3,000	17,334				88		88	2019 to 2020
Green House	927		927				0		0	
Maintenance / Shop Buildings	10,639		10,639				15		15	
Barton Admin.	34,704		34,704				138		138	
Argue HSC	45,436		45,436				127		127	
Ness Replacement		+70,910	70,910						0	2031 to 2037
Welcome Center		+43,320	43,320					+70	70	2021 to 2024
Pavilion/ Gymnasium		+37,950	37,950					+95	95	2019 to 2022
Residence Hall[4]		+85,060	85,060		+300	300			0	2021 to 2024
Tennis Center		+63,660	63,660					+79	79	2017 to 2020
Fitness Center		+21,390	21,390					+56	56	2029 to 2032
Field House		+3,500	3,500						0	2022 to 2024
Total[5]	**498,436**	**+264,530**	**762,966**	**756**	**+300**	**1,056**	**1,166**	**+178**	**1,344**	

Notes: gsf = gross square-feet; Ex. = existing Add. = addition
1. Gross floor areas shown only include useable building area not parking facilities.
2. Additional gsf associated with the proposed Master Plan.
3. The completion of individual projects within the Master Plan would ultimately depend on funding. The approximate timing of the phase was used to estimate trip generation and assignment associated with the 2022 and 2037 horizon years for analysis.
4. New residence hall would include approximately 172 dorm rooms with about 300 beds.
5. The total square-footage is for proposed buildings and excludes proposed parking structures.
6. The Family Resident Duplexes and FIRS Apartments currently house faculty and staff.

Trip Generation

Currently, the University is generating approximately 5,191 daily trips, 283 AM peak hour trips, 394 PM peak hour trips, and 482 PM peak person trips. Based on the trip generation calculations, the project is forecasted to generate 2,130 net new daily trips, 107 net new AM peak hour trips and 332 net new PM peak hour trips in 2022; 3,820 net new daily trips, 199 net new AM peak hour trips and 460 net new PM peak hour trips in 2037. Overall, the University will generate

9,012 daily trips, 482 AM peak hour trips, 854 PM peak hour trips, and 1,141 PM peak hour person trips in 2037.

Table 3 summarizes the trip generation for the proposed project. A more detailed explanation of the trip generation is provided in appendix E of the Northwest University Master Plan Final Transportation Impact Analysis report prepared by Transpo Group dated June 2017.

Table 3. Trip Generation Summary (Net New Trips)

Land Use	Size	Trip Rate[1,2]	2022 Total	2022 In	2022 Out	2037 Total	2037 In	2037 Out	2037[4] Total Person Trip
Weekday Daily									
Northwest University Campus	+370 students (2022) +770 students (2037)	4.22 per student	1,560	780	780	3,250	1,625	1,625	n/a
Tennis Center[3]	6 courts	38.70 per court	250	125	125	250	125	125	n/a
Public Sports Field Use	-	-	320	160	160	320	160	160	n/a
Total Net New			***2,130***	***1,065***	***1,065***	***3,820***	***1,910***	***1,910***	
Existing			***5,192***	***2,596***	***2,596***	***5,192***	***2,596***	***2,596***	
Total Gross Trips			***7,322***	***3,661***	***3,661***	***9,012***	***4,479***	***4,470***	
Weekday AM Peak Hour									
Northwest University Campus	+370 students (2022) +770 students (2037)	0.23 per student	85	51	34	177	106	71	n/a
Tennis Center	6 courts	3.58 per court	22	11	11	22	11	11	n/a
Public Sports Field Use	-	-	0	0	0	0	0	0	n/a
Total Net New			***107***	***62***	***45***	***199***	***117***	***82***	***n/a***
Existing			***283***	***170***	***113***	***283***	***170***	***113***	***n/a***
Total Gross Trips			***390***	***232***	***158***	***482***	***287***	***195***	***n/a***
Weekday PM Peak Hour									
Northwest University Campus	+370 students (2022) +770 students (2037)	0.32 per student	118	59	59	246	123	123	301
Tennis Center	6 courts	3.58 per court	22	12	10	22	12	10	38
Public Sports Field Use	-	-	192	160	32	192	160	32	320
Total Net New			***332***	***231***	***101***	***460***	***295***	***165***	***659***
Existing			***394***	***197***	***197***	***394***	***197***	***197***	***482***
Total Gross Trips			***726***	***428***	***298***	***854***	***492***	***362***	***1,141***

1. Site specific trip rates calculated based on field observations for the campus daily and peak hour conditions and Eastside Tennis Center peak hour conditions. Daily trip rate for tennis center based on Institute of Transportation Engineers *Trip Generation*, 9th Edition tennis/racket club land use (#491).
2. Trip generation for the sports fields is based on use of the fields for youth soccer.
3. Trip generation rounded up.
4. Person trip is only relevant to PM peak hour for concurrency testing.

TRAFFIC CONCURRENCY

The proposed development project passed traffic concurrency. The concurrency test notice is valid until July 23, 2019 at which time the applicant must obtain a development permit and

certificate of concurrency or apply and receive an extension prior to the expiration of the concurrency test notice.

TRAFFIC IMPACT ANALYSIS

The scope of analysis was approved by the City Transportation Engineer and the traffic report was completed in accordance with the City of Kirkland Traffic Impact Analysis Guidelines (TIAG).

The citywide trip distribution was determined by using the Bellevue-Kirkland-Redmond (BKR) traffic model.

The City's TIAG requires a level of service (LOS) analysis using the Highway Capacity Manual Operational Method for intersections that have a proportionate share equal or greater than 1% as calculated using the method in the TIAG. Based on the proportionate share calculation for the full build-out of the proposed project, thirteen off-site intersections will have 1% or more proportionate share impact and are required to be analyzed for LOS. Those intersections are listed in Table 4.

Table 4. Significantly Impacted Off-site Intersections

Intersection	Jurisdiction	LOS Standard	Proportional Share Impact	LOS That Warrants Mitigation	2037 Levels of Service	Mitigation Required?
1. 6th Street S / Central Way	Kirkland	D	3.8%	Not Warranted	LOS-F	No
2. 6th Street S / Kirkland Way	Kirkland	D	4.0%	Not Warranted	LOS-B	No
3. 6th Street S / 9th Avenue S	Kirkland	D	1.7%	Not Warranted	LOS-B	No
4. State Street S / NE 68th Street	Kirkland	D	1.2%	Not Warranted	LOS-F	No
5. 108th Avenue / NE 68th Street	Kirkland	D	13.8%	LOS-F	LOS-F	Yes
6. I-405 Ramps / NE 70th Place	WSDOT	E	9.9%	LOS-F	LOS-F	Yes
7. 116th Avenue NE / NE 70th Pl	WSDOT	E	13.0%	LOS-F	LOS-F	Yes
8. 116th Avenue NE / I-405 Ramps	WSDOT	E	7.3%	LOS-F	LOS-F	Yes
9. 132nd Avenue NE / NE 70th Pl	Kirkland	D	1.6%	Not Warranted	LOS-F	No
10. 108th Avenue NE / NE 60th St	Kirkland	D	8.0%	LOS-F	LOS-F	Yes
11. 108th Avenue NE / NE 53rd St	Kirkland	D	22.9%	LOS-E	LOS-F	Yes
12. 108th Avenue NE / NE 48th St	Kirkland	D	3.4%	Not Warranted	LOS-F	No
13. 108th Avenue NE / NE 45th St	Kirkland	D	3.4%	Not Warranted	LOS-E	No

Traffic Mitigation Threshold

The City requires developers to mitigate traffic impacts when one of the following two warranted conditions is met:

1. An intersection level of service is at E and the project has a proportional share of 15% impact or more at the intersection.
2. An intersection level of service is at F and the project has a proportional share of 5% impact or more at the intersection.

Off-site Traffic Impacts

Six of the intersections analyzed (highlighted) are forecasted to be impacted by the project by 5% or more. Based on the fact that these intersection are forecasted to have an intersection LOS of F, the impacts from the master plan trigger the requirement for transportation mitigations. Intersections #6, #7, and #8 are within the jurisdiction of the Washington State Department of Transportation (WSDOT). WSDOT have reviewed the traffic study and are satisfied with Transpo's responses to their comments. WSDOT is not requiring transportation mitigation for those intersections.

Based on the mitigation requirements of the previous master plan, the University was required to signalize the intersection of 108th Avenue NE/NE 53rd Street (Intersection #11) when the intersection meets signal warrants. The intersection was determined to meet signal warrants with Phase I of this master plan. In addition, the intersection is operating at LOS-F with more than 5% of the proportional share impact with Phase I of the master plan. Therefore, a traffic signal will be required by the construction of any building greater than 5,000 square feet gross floor area. With the installation of a traffic signal, the intersection will operate at a LOS-D or better during the AM and PM peak hours. Therefore, no additional mitigation is required for the intersection.

The intersections of 108th Avenue NE/NE 60th Street (Intersection #10) and 108th Avenue NE/NE 68th Street (Intersection #5) are calculated to operate at LOS-F and warrant mitigation. The transportation impact analysis report did not identify specific transportation mitigations for the intersections of 108th Avenue NE/NE 60th Street and 108th Avenue NE/NE 68th Street. The City has completed a corridor study and has identified improvements to the 108th Avenue NE corridor to improve traffic flow, safety and person moving capacity. The proposed 108th Avenue NE corridor improvements include installing transit priority signals at the intersection of 108th Avenue NE/NE 68th Street and 108th Avenue NE/NE 60th Street, a new traffic signal at the intersection of 108th Avenue NE/NE 60th Street, widening of 108th Avenue NE to provide for a transit queue by-pass lane, and installing bicycle facility improvements along 108th Avenue NE. Subsequent to the TIA report, the applicant worked with the City to identify the appropriate mitigations to offset the project's impacts.

The applicant has agreed to the following mitigating measures to offset the SEPA transportation impacts:

1. The University shall contribute $15,000 to the City of Kirkland Neighborhood Safety Program. The University shall make this contribution prior to the first building permit issued for projects included in the subject Master Plan or with public use of the athletic fields.

2. The University shall construct a new traffic signal and associated intersection improvements at the intersection of 108th Avenue NE/NE 53rd Street. The construction of the traffic signal will necessitate the removal of the existing crosswalk and associated infrastructure located south of the intersection, which will also be done by the University. The construction of the traffic signal and crosswalk removal will be triggered by the construction of any new building within the Master Plan that is greater than 5,000 square feet gross floor area or with public use of the athletic fields. The traffic signal shall be constructed and operational prior to the issuance of

the building occupancy permit of the first building greater than 5,000 square feet gross floor area or with public use of the athletic fields.

3. In lieu of constructing half-street improvements along the 108th Avenue NE frontage to include a dedicated bus lane as described in the Phase II Transit Queue Jump improvement of the 108th corridor project (PT 0006), the University will dedicate a width of up to 12-feet of right-of-way (ROW) dedication (approximately 880-feet) along the 108th Avenue NE University properties (including the property at 5710 108th Avenue NE).

4. The University shall sell a width of up to 12-feet of frontage at 6710 108th Avenue NE for the construction of the Phase I Transit Queue Jump improvement of the 108th corridor project (PT 0005).

5. Table 5 provides a summary list of the proportional share SEPA off site mitigations for the proposed master plan. The University shall contribute a proportional share to the intersection improvement of Phase I Transit Queue Jump improvement of the 108th corridor project (PT 0005) not-to-exceed $266,306 or 14 percent of the total project cost (whichever is lower). The proportional share contribution shall be made with the construction of the first building within the Master Plan (with the exception of the Chapel and Field House) or with public use of the athletic fields to mitigate the SEPA transportation impact of the Master Plan.

6. The University shall contribute a proportional share to the intersection improvement of Phase II Transit Queue Jump improvement of the 108th corridor project (PT 0006) not-to-exceed $175,606 or 8 percent of the total project cost (whichever is lower). The proportional share contribution shall be made with the construction of the first building within the Master Plan (with the exception of the Chapel and Field House) to mitigate the SEPA transportation impact of the Master Plan. The proportional share shall be paid with the permit of any new building greater than 5,000 square feet or with public use of the athletic fields.

7. The University shall contribute a proportional share to the intersection improvement of the NE 68th Street Intersection Improvements/Access Management (TR 0117 004) not-to-exceed $241,214 or 14 percent of the total project cost (whichever is lower). The proportional share contribution shall be made with the construction of more than 100,000 square feet of the Master Plan (with the exception of the Chapel and Field House) or more than 50,000 square feet of the Master Plan (with the exception of the Chanpel and Field House) combined with public use of the athletic fields to mitigate the SEPA transportation impact.

Table 5. Proportional Share Mitigation for 108th Avenue NE

CIP Project Number	CIP Project Title	Proportional Share based on Proportional Share Impact Calculation[1]	NW University Proportional Share [2]	Intersection/signal Improvements/Construction [2]	Total Corridor Widening Project Cost
PT 0005	68th/108th Avenue NE transit Queue Jump Phase I	14.0%	$ 266,306	$ 1,902,189	$ 4,875,000
PT 0006	60th/108th Avenue NE transit Queue Jump Phase II	8.0%	$ 175,606	$ 2,195,077	$ 5,640,000
TR 0117 004	68th/108th Avenue NE transit Queue Jump Phase I (SB right-turn lane)	14.0%	$ 241,214	$ 1,722,959	$ 4,375,000
	Total		$ 683,127	$ 4,097,266	$ 14,890,000

1. Proportional Share Impact calculation in the NW University Master Plan Transportation Impact Analysis report.

WSDOT Intersections

I-405 Ramps / NE 70th Place

The intersection of I-405 Ramps / NE 70th Place is forecasted to degrade from LOS-E to LOS-F in 2037 with completion of the master plan. WSDOT staff has raised concerns about how the queuing at the intersection would impact traffic flow on I-405. Subsequently, a queue analysis was completed by the consultant and the result indicates that the queue would not extend beyond the 700-foot transition area of the off-ramp and would not impact the traffic flow on I-405. WSDOT has review the subsequent queue analysis and is satisfied with the analysis and will not require transportation mitigation.

116th Avenue NE / NE 70th Pl

The intersection of 116th Avenue NE / NE 70th Pl is forecasted to operate at LOS-F during both AM and PM peak hours in 2037 with and without the master plan. When warranted, WSDOT requires mitigation to bring the intersection level of service back to the condition without the project impact. Since the level of service does not change, WSDOT is satisfied with the analysis and will not require transportation mitigation.

116th Avenue NE / I-405 Ramps

The intersection of 116th Avenue NE / I-405 Ramps is forecasted to operate at LOS-F during the PM peak hour in 2037 with and without the master plan. When warranted, WSDOT requires mitigation to bring the intersection level of service back to the condition without the project impact. Since the level of service does not change, WSDOT is satisfied with the analysis and will not require transportation mitigation.

Site Access Operation

With the exception of the intersection of 108th Avenue NE/55th Lane NE (Main Driveway) all other project driveways into the site are forecasted to operate at LOS-D or better. Based on the City's mitigation guideline, transportation mitigation is not warranted for those intersections operating at LOS-D or better.

The intersection of 108th Avenue NE/55th Lane NE is forecasted to operate at LOS-F in 2037 with the full build out of the Master Plan. Staff anticipates the new signal at the intersection of 108th Avenue NE/NE 53rd Street would redistribute traffic volumes, resulting in some traffic shifting from 55th Lane NE to NE 53rd Street. The 95th percentile queue length for westbound traffic at

55th Lane NE ranges from two to four vehicles in the PM peak hour; this queue length is typical during the PM peak hour. The forecasted traffic volume would not meet signal warrant. Therefore, no specific mitigation is required.

Neighborhood Cut-through Traffic

Based on the TIA report, there were less than 10 peak hour trips cutting through the neighborhood. It is anticipated that the amount of cut-through traffic would be proportionally equal to the traffic growth resulting from the expansion of the campus. It is forecasted that there would be less than 20 peak hour trips cutting through the neighborhood. This amount of cut-through traffic is not significant to warrant mitigation. The applicant proposes to contribute $15,000 to the City's Neighborhood Traffic Control Program (NTCP). If the City determines that cut-through traffic is significant in the future, various traffic calming measures could be implemented to mitigate the cut-through. The City's NTCP would evaluate the needs for traffic calming.

NE 53rd Street Traffic Impact

Based on the TIA report, the 85th-percentile speed on NE 53rd Street is higher than the posted speed. The report indicates that there is a speeding issue on NE 53rd Street. As mentioned above, the applicant is proposing to contribute $15,000 to the City's Neighborhood Traffic Control Program (NTCP), this contribution will mitigate the traffic calming on NE 53rd Street to reduce speed on this street. The appropriate traffic calming will be determined through the City NTCP process.

Parking and Neighborhood Parking Impact

Student/Staff/Faculty Parking Demand

Parking data were collected during school to determine peak parking rates and hourly parking trends. Based on the data, the peak parking demand occurs between 10 and 11 a.m. at a rate of 0.52 parking stalls per student (this parking rate includes the staff/faculty population). Based on the parking rate of 0.52 parking stalls per student, it is forecasted that 832 parking stalls will be required in 2022 (1,600 students x 0.52 parking stalls per student); and 1,040 parking stalls will be required in 2037 (2,000 students x 0.52 parking stalls per student). Currently, there are 1,166 parking stalls on campus and the applicant proposes to provide 1,288 parking stalls in 2022 and 1,344 parking stalls in 2037. There will be 304 more parking stalls in 2037 than the parking demand during the regular school hours without special sporting and community events.

Tennis Center Parking Demand

Based on the traffic impact analysis report, the tennis center will have 6 courts and no seating area for spectators. The tennis center will have a lounge area to accommodate parents waiting for players and will serve as a transition area for players and coaches. Seventy nine (79) parking spaces will be within the parking garage under the tennis center. The tennis center parking demand was based on data collected at the Eastside Tennis Center. There are twelve courts at the Eastside Tennis Center and its peak parking demand is 21 parking stalls during regular use (non-tournament). The hourly parking trend for the tennis center was based on the hourly parking trend of an athletic club use documented in the Institute of Transportation Engineers (ITE) Parking Generation, 4th Edition. Based on ITE data, the peak demand is at 7 p.m.

According to the school, there are no plans to hold major tournament events at the school. However, there may be local tournament from local tennis organizations. Nevertheless, the parking demand would be low because there is no spectator viewing area. Therefore, the parking demand would only be generated by the coaches, players and parents of the players. Given that there is no spectator viewing area, either the parent would drive the players or the players would drive themselves. A worst case (atypical) scenario is a double tournament with 12 teams playing at the same time during the weekday and everyone driving alone to the tennis center. Each court would have four players and two coaches. With everyone driving alone, the parking demand would be approximately 36 spaces (6 players and coaches x 6 courts). For double tournaments, it is likely that players would carpool; therefore, the parking demand would be the same. In addition, if two leagues were to be scheduled to play one after the other and there is an overlap, the peak demand would occur during the transition time when one league is transitioned to leave while the other arrives. During this short transition period, the parking demand would double to 72 parking stalls which would be accommodated in the tennis parking garage. In addition, at 7 P.M., there is a surplus of over 400 parking spaces and can accommodate any overflow of parking from the tennis center. Since there are no classes during the weekend, the 1,344 parking spaces is more than adequate to accommodate the tennis center.

Athletic Fields Parking Demand

The public use of the sport fields by organized sport clubs such as kids or adult soccer may increase the parking demand. Soccer is most likely to have the largest parking demand as compared to other team sports. The highest parking demand would be generated from kids soccer because their play field is smaller than the adult field, therefore; more fields and teams can be accommodated by the school athletic fields (4 adult teams vs. 16 kids teams). The use of the field by outside organizations is expected to occur after 4 p.m. which is outside of the school peak parking demand (10 to 11 a.m.). The team sizes, the field sizes and the number of fields that can be accommodated at the school athletic field are summarized in Table 6. Based on Table 6, the peak parking demand is 160 parking stalls assuming that the players and coaches all arrives separately (25% of the parents would stay to watch the practice). Based on the future forecast of student enrollment and the parking demand hourly profile, it is estimated that there would be more than 300 parking spaces available for the athletic field use.

Tournaments would most likely occur during the weekend. During tournament, the number of teams would double; therefore, the parking demand would also double resulting in a parking demand of 320 spaces. Since there are no classes during the weekend, most of the 1,344 parking spaces will be available to accommodate the parking demand for the soccer tournament.

Table 6. Worst-case Weekday Peak Parking Demand during Practice

Grade	# Players per Team	Field Size (Yards)	Number of Fields	Number of Teams	Number of Players	Number of Coaches	Parking Demand
K	6	20 x 30	16	16	96	32	128
1st	8	20 x 30	16	16	128	32	160
2nd	10	40 x 60	8	8	80	16	96
3rd	12	40 x 60	8	8	96	16	112

4th	14	50 x 75	4	4	56	8	64
5th	14	50 x 75	4	4	56	8	64
6th to 12th	18	75 x 112	2	2	36	4	40

Cumulative Parking Demand

The school, tennis center and athletic fields have peak parking demands at different times of the day. Based on the hourly parking demand trends for those uses, the combined average peak parking demand for all three uses is approximately 1,020 stalls occurring at 4 p.m. However, if we assume the worse-case scenario (combining the individual peak demands of those uses and assuming they occur at the same time), the cumulative peak parking demand would be approximately 1,296 stalls which is less than the proposed parking supply of 1,344 stalls. Table 7 summarizes the worse-case scenario for 2022 and 2037.

Table 7. Worst-case Peak Parking Demand Summary

	Student/Staff/Faculty (Stalls)	Tennis Center (Stalls)	Athletic Fields (Stalls)	Total Demand	Parking Supply (Stalls)	Net Differences (Stalls)
2022	832	+96	+160	1,097	1,288	+191
2037	1,040	+96	+160	1,296	1,344	+48

Special Events Parking

Banquet Facility

The proposed banquet facility is planned to be constructed by 2037. The facility will accommodate approximately 450 guests and would be available during the evening (after 5 p.m.). The school parking demand after 5 p.m. is 881 stalls or less; resulting in 485 vacant parking stalls. Assuming the worst case that all guests drive alone, the capacity after 5 p.m. is sufficient to accommodate the banquet facility.

Gymnasium

The largest attendance for the gymnasium that occurs as part of the University's regular activity is men's basketball games and the highest attendance generally occur during Friday and Saturday evenings at 6 P.M. or 8 P.M. At this time, it is estimated that there are 400 to 600 vacant spaces on campus (after accounting for the parking demand from the tennis center and the athletic fields). The parking rate for men's basketball is 0.43 parking spaces per seat. Assuming full attendance (900 seats), the parking demand is 387 spaces. Therefore, it is anticipated that there will be adequate parking to accommodate the basketball parking demand.

Another use for the gymnasium that may have full occupancy is baccalaureate services or student assembly. During student assembly, the students are already on campus, therefore it is not anticipated that there would be significantly more parking demand than the school regular peak. Baccalaureate services often occur outside when class and school sporting events are not in session. The only other activity that may occur concurrently is the athletic field use by the public

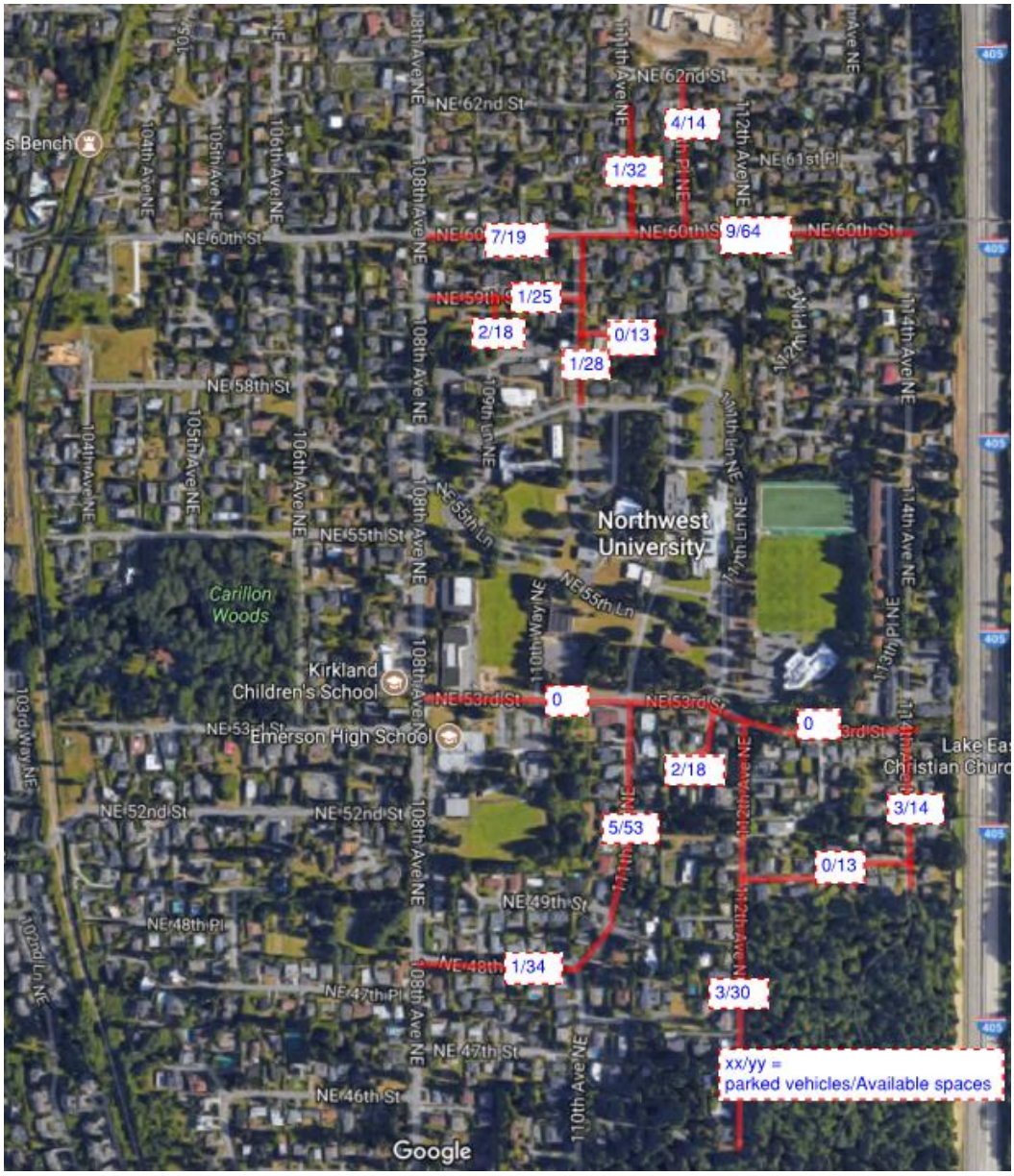
(with a parking demand of 160 spaces). It is anticipated that 1,100 on-site parking spaces would be vacant (1,344 – 160). Given that seating is limited to 900 it is not anticipated that the parking demand would be much more than 900 spaces (this assumes everyone drives alone).

On-street Parking Demand

An on-street parking utilization study was done to determine the impact of the students parking on the neighborhood streets that connect to the University campus. Based on the traffic study, there are 375 legal on-street parking spaces on those streets that have direct path to the campus. The peak on-street parking utilization when school was in session was 39 parking spaces and the peak on-street parking utilization when school was not in session was 62 spaces. Figure 1 shows the parking utilization when school was in session and Figure 2 shows the parking utilization when school was not in session. The data indicate that the impact to on-street parking by the school is not significant. The future parking supply is more than the demand, therefore it is not anticipated that the school parking would spill over onto the neighboring streets more than it is currently.

Figure 1. On-street Parking On School Day

Enclosure 2


NE 62nd St
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Northwest University
Carillon Woods
Kirkland Children's School
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Emerson High School
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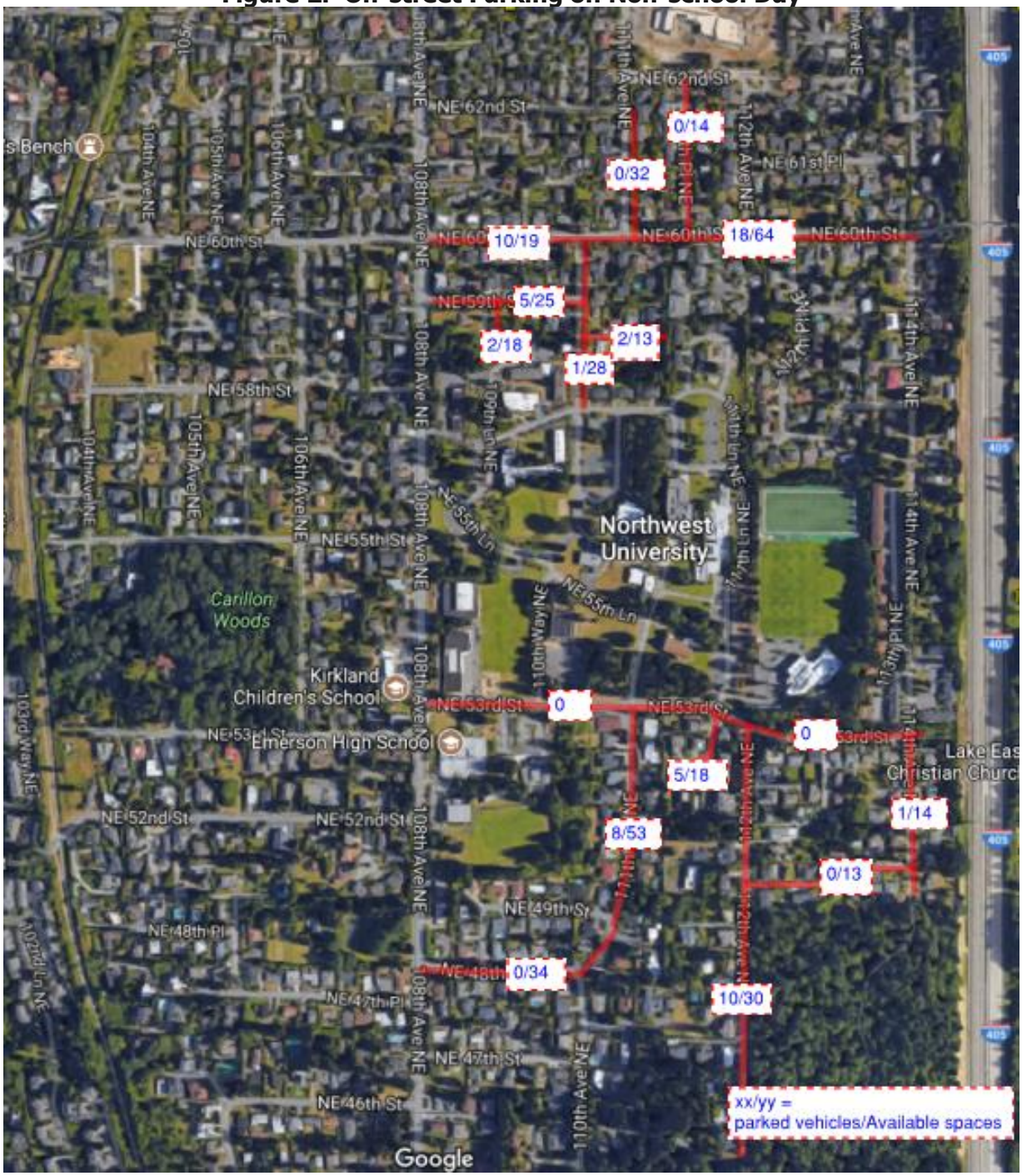
parked vehicles/Available spaces
Google

Enclosure 2

Figure 2. On-street Parking on Non-school Day



Enclosure 2

Traffic Safety
Based on the TIA report, the 116th Avenue NE/NE 70th Street intersection was the only intersection where the observed crash rate was greater than the critical crash rate. However, recent collisions have been decreasing at this location. The City will continue to monitor the intersection and will work with WSDOT to improve the intersection safety.

Event Management
The University will monitor all events and create a parking management plan for on-campus events. The University will implement the following strategies to minimize impacts to the surrounding neighborhoods:

- Management event schedules to minimize concurrent high activity events on-campus.
- Designate specific parking lots for visitors for specific events.
- Provide way-finding signage to direct visitors to specific
- Active enforcement of parking restrictions.
- Post no parking sign along NE 53rd Street during events and visually monitor neighborhood parking.
- Provide a field manager to coordinate public use of the fields and events including parking management associated with the activities.
- Provide parking monitors and flagger to direct visitors to on-campus parking lots.

The University shall submit the parking management plan to the City's transportation engineer or the Neighborhood Traffic Control Program coordinator for review and approval.

Construction Impacts
Construction management plans for construction of any new building within the Master Plan that is greater than 5,000 square feet gross floor area shall be submitted to the City's development engineers for review and approval. All construction parking shall be located on-campus.

cc: Stefanie Herzstein, PE, PTOE, Transpo Group
John Burkhalter, Development Engineer Manager
Joel Pfundt, Transportation Engineer Manager

Northwest University
5520 108th Ave. NE
Kirkland, WA 98033

Enclosure 2

Mr. Tony Leavitt
Senior Planner
City of Kirkland
Department of Public Works
123 Fifth Avenue
Kirkland, WA 98033

Dear Mr. Leavitt,

We are in receipt of the December 18, 2018 memorandum from Thang Nguyen, Transportation Engineer and Joel Pfundt, Transportation Manager regarding the Northwest University Master Plan Development TIA Review. We are writing to let you know we agree with the staff recommendations and traffic impact analysis that is contained in the memorandum.

Should you have any questions please feel free to direct them to me. Thank you.

Sincerely,

John Jordan
Chief Financial Officer
Northwest University

Enclosure 2

transpogroup
WHAT TRANSPORTATION CAN BE.

MEMORANDUM

Date:	June 4, 2025	**TG:**	1.24359.00
To:	Thang Nguyen – City of Kirkland Public Works		
From:	Stefanie Herzstein, PE, PTOE – Transpo Group		
cc:	Ryan Porter – Northwest University Ian Faulds – Core Design		
Subject:	Northwest University Campus Master Plan Trip Generation and Parking Update for the Davis Building Change of Use		

Northwest University is proposing a change of use for the existing Davis building from ”Private College and Related Facilities” to “ Community Facility” use, which would allow the University to lease the building to an outside entity. The University is proposing the project due to a decline in student enrollment, which has reduced the amount of administrative space that is needed for University-related operations. The following presents the updated trip generation and parking analysis that was conducted to demonstrate the overall consistency of the current proposal with the Northwest University Campus Master Plan.

Master Plan Background and Existing Conditions

The Northwest University Master Plan (ZON16-2063) was approved via Resolution 5400 by the Kirkland City Council on November 6, 2019. The Northwest University Master Plan Kirkland Campus Final Transportation Impact Analysis (TIA), June 14, 2017 (herein referred to as June 2017 TIA) prepared by Transpo Group provides the transportation and parking analysis for the approved Master Plan. Transportation concurrency was also completed as part of the Master Plan transportation review and the City of Kirkland provided the “NW University Traffic Concurrency Test Notice, Tran18-00454” on July 15, 2019. The notice indicates that a certificate of concurrency is issued concurrent with a development permit. A new transportation concurrency test is not required until July 23, 2026, provided the proposed project is within the bounds of the current Master Plan approval.

The Campus Master Plan was anticipated to be implemented over a 20-year period between 2017 and 2037. The existing campus population at the time of the June 2017 TIA was 1,230 students enrolled and 237 full time equivalent employees (faculty/staff). The student enrollment includes undergraduate/graduate students living on-campus, undergraduate/graduate commuters, and adult evening class students. The enrollment does not include students enrolled in online classes or at other Northwest University campuses since these do not generate traffic or parking associated with the Kirkland main campus. The Campus Master Plan assumed a student enrollment of 1,600 students by 2022 and 2,000 students by 2037 with the employee population increasing proportionally with development of the Master Plan. Enrollment is currently less than evaluated in the June 2017 TIA and continues to decline; the University plans to reduce the number of staff and faculty in 2025 given the decline in enrollment. There are currently 826 students (637 undergraduate and 189 graduate students) enrolled and 160 staff/faculty at the Northwest University Kirkland main campus.

The Campus Master Plan also included public use of the sports fields, a tennis center and banquet facilities. The University agreed to eliminate the tennis center and replace the use with an academic building as part of the Master Plan approval.

Table 1 provides a summary of the Campus Master Plan existing and proposed conditions related to building square-footage, residential beds and parking stalls.

Table 1. Campus Master Plan Summary of Existing and Proposed Development

Building GSF[1]			Residential Beds			Parking Stalls		
Existing	Addition[2]	Total[6]	Existing	Addition	Total	Existing	Addition	Total
498,436	+264,530	762,966	756	+300	1,056	1,166	+178	1,344

Notes: gsf = gross square-feet
1. Gross floor areas shown only include useable building area not parking facilities.
2. Additional gsf associated with the proposed Master Plan.
3. The total square-footage is for proposed buildings and excludes proposed parking structures.

No projects have been completed under the current Campus Master Plan. The University has permitted the Chapel expansion with the City of Kirkland; however, they are still fundraising to build the expansion. No other permitting or development has occurred including the proposed Campus Master Plan public uses (e.g., sports fields or banquet facility). The existing conditions shown in Table 1 represents the current campus development including 498,436 square-feet of buildings, 756 residential beds and 1,166 parking stalls.

Proposed Change of Use

The Davis building is located on the main campus. Figure 1 illustrates the project site and vicinity.

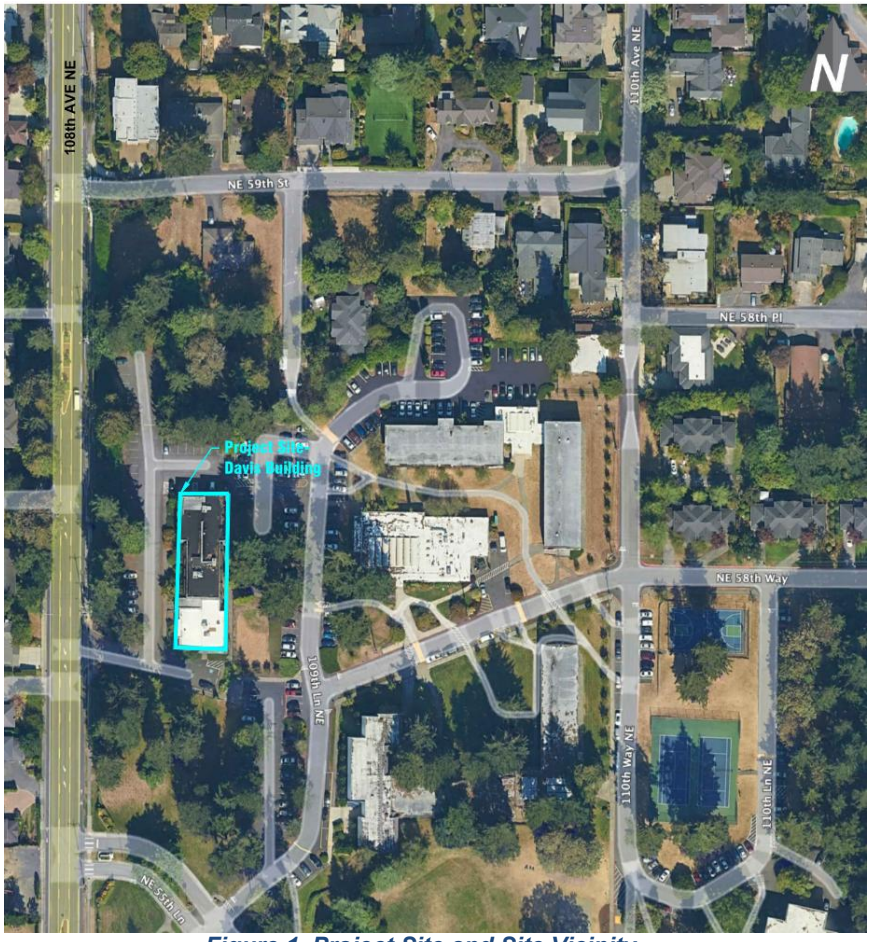


Figure 1. Project Site and Site Vicinity

The proposed project would change the use of the existing Davis building from ”Private College and Related Facilities” to “Community Facility” use allowing for leasing the building to an outside entity given the reduced need in University administrative facilities with the decline in enrollment. No change in the overall building size is proposed as part of this project. This change of use is consistent with the permitted uses for the current PLA 1 zoning per Kirkland Zoning Code (KZC) 45.20 i.e., the Campus Master Plan approval. Community Facility use, per KZC 5.10.153, is defined as “a noncommercial or commercial use which provides public services, such as mental health crisis or other social and human services, food banks, and clothing banks” like a non-profit office/administrative use.

Per the King County assessors, the Davis Building is 13,736 square-foot. There are 45 parking spaces in the lot adjacent to the Davis Building. The proposed project would not change the Campus Master Plan development shown in Table 1 or student and faculty/staff population. It is anticipated that the Davis building would be occupied once the City permit is issued, which is 2025 at the earliest.

Master Plan Trip Generation Update

The June 2017 TIA Campus Master Plan trip generation was based on data collection to quantify existing campus trips plus additional vehicle trips forecasted based on the projected growth in student enrollment and a per student trip rate that was determined based on the campus data collection. In addition, trips related to public use of the sports fields were also forecasted programmatically assuming youth soccer as a worst-case weekday peak trip generator. The Master Plan trip generation also included trips related to the tennis center, which is no longer part of the Master Plan per the approval process. Attachment A shows the Campus Master Plan trip generation from the June 2017 TIA, which was the basis of the Master Plan approval, and transportation concurrency.

This study provides an update to the June 2017 TIA Campus Master Plan trip generation assuming no tennis center and change of use for the Davis Building. Weekday AM and PM peak hour trip generation for the Davis building is estimated based on the Institute of Transportation Engineers (ITE) *Trip Generation Manual*, 11th Edition. The general office (LU 710) land use category was assumed given the definition of “Community Facility” and the Davis building being set up for administrative use. Attachment B provides the detailed trip generation calculations for the Davis building. The tennis center trip generation is removed in the updated trip generation estimated. As described previously, the University agreed to eliminate the tennis center and replace the use with an academic building as part of the Master Plan approval. Academic uses are accounted for in the Campus Master Plan through the student enrollment and not based on specific buildings so the student enrollment associated with an academic building instead of the tennis center is already accounted for in the June 2017 TIA trip generation. Table 2 shows the updated Campus Master Plan trip generation.

Table 2 shows the weekday daily trips for the Campus Master Plan would not change with the updates to the Master Plan including the removal of the tennis center and the proposed Davis building change in use. There would be a slight increase in weekday AM and PM peak hour trip generation with the Campus Master Plan updates including 7 additional trips in the AM peak hour and 9 additional trips in the PM peak hour.

Table 2. Campus Master Plan Estimated Buildout Vehicular Trip Generation – UPDATE

Land Use	Size	Trip Rate[1,2,3]	Total	In	Out
Weekday Daily					
June 2017 TIA Master Plan					
Northwest University Campus	+770 students	4.22 per student	3,250	1,625	1,625
Tennis Center[4]	6 courts	38.70 per court	250	125	125
Public Sports Field Use	-	-	320	160	160
Total Net New June 2017 TIA			**3,820**	**1,910**	**1,910**
Master Plan Updates					
Proposed Davis Building	13,736 sf	15.00	206	103	103
Remove Tennis Center	-6 courts	38.70 per court	-250	-125	-125
Total Trips for Updates			*-44*	*-22*	*-22*
Updated Total Net New			**3,776**	**1,888**	**1,888**
Difference in New Trips (June 2017 - Master Plan Update)			***-44***	***-22***	***-22***
Weekday AM Peak Hour					
June 2017 TIA Master Plan					
Northwest University Campus	+770 students	0.23 per student	177	106	71
Tennis Center	6 courts	3.58 per court	22	11	11
Public Sports Field Use	-	-	0	0	0
Total Net New June 2017 TIA			**199**	**117**	**82**
Master Plan Updates					
Proposed Davis Building	13,736 sf	2.18	30	26	4
Remove Tennis Center	-6 courts	3.58 per court	-22	-11	-11
Total Trips for Updates			*+8*	*+15*	*-7*
Updated Total Net New			**207**	**132**	**75**
Difference in New Trips (June 2017 - Master Plan Update)			***+8***	***+15***	***-7***
Weekday PM Peak Hour					
June 2017 TIA Master Plan					
Northwest University Campus	+770 students	0.32 per student	246	123	123
Tennis Center	6 courts	3.58 per court	22	12	10
Public Sports Field Use	-	-	192	160	32
Total Net New June 2017 TIA			**460**	**295**	**165**
Master Plan Updates					
Proposed Davis Building	13,736 sf	2.33	32	5	27
Remove Tennis Center	-6 courts	3.58 per court	-22	-12	-10
Total Trips for Updates			*+10*	*-7*	*+17*
Updated Total Net New			**206**	**132**	**74**
Difference in New Trips (June 2017 - Master Plan Update)			***+10***	***-7***	***+17***

1. Site specific trip rates calculated based on field observations for the campus daily and peak hour conditions and Eastside Tennis Center peak hour conditions. Daily trip rate for tennis center based on Institute of Transportation Engineers *Trip Generation*, 9th Edition tennis/racket club land use (#491).
2. Trip generation for the sports fields is based on use of the fields for youth soccer.
3. Proposed Davis building trip generation based on general office (LU 710) regression equation and trip distribution from ITE Trip Generation Manual, 11th Edition.
4. Trip generation rounded up.

Assuming the Campus Master Plan with a total buildout of 2,000 students or a growth of 770 students, trip generation is higher than the approvals with the Davis building change in use. If student enrollment increased consistent with the Master Plan, then the University would likely use the Davis building as a University related facility and not lease it to an outside entity. Redeveloping

or expanding buildings, new buildings, and/or change of use requires the University to go through the City permitting process and trip generation would need to be confirmed to fit within the current approval. To ensure trip generation for the campus is consistent with the Master Plan approval, it is recommended that the maximum on-campus student enrollment (including Kirkland main campus undergraduates, graduates, commuter and resident students) under the Campus Master Plan be revised and capped as a condition of approval for the proposed Davis building change in use. This condition would be reviewed as part of future development permitting to determine if the cap should remain in place or be adjusted.

With 35 less students (i.e., a buildout of 1,965 students or growth of 735 students relative to the Campus Master Plan approval), the overall campus trip generation would be consistent with the Master Plan approval. Table 3 summarizes the estimated Campus Master Plan trip generation with a cap of the student enrollment of 1,965 students.

Table 3. Updated Campus Master Plan Estimated Vehicular Trip Generation – CAPPED ENROLLMENT

Land Use	Size	Trip Rate[1,2,3]	Total	In	Out
Weekday Daily					
Northwest University Campus	+735 students	4.22 per student	3,102	1,551	1,551
Proposed Davis Building	13,736 sf	15.00	206	103	103
Public Sports Field Use	-	-	320	160	160
Updated Total Net New with Enrollment Cap			**3,628**	**1,814**	**1,814**
Total Net New June 2017 TIA			**3,820**	**1,910**	**1,910**
Difference in New Trips (Capped Total Net New - June 2017 TIA)			***-192***	***-96***	***-96***
Weekday AM Peak Hour					
Northwest University Campus	+735 students	0.23 per student	169	101	68
Proposed Davis Building	13,736 sf	2.18	30	26	4
Public Sports Field Use	-	-	0	0	0
Updated Total Net New with Enrollment Cap			**199**	**127**	**72**
Total Net New June 2017 TIA			**199**	**117**	**82**
Difference in New Trips (Capped Total Net New - June 2017 TIA)			***0***	***10***	***-10***
Weekday PM Peak Hour					
Northwest University Campus	+735 students	0.32 per student	235	118	117
Proposed Davis Building	13,736 sf	2.33	32	5	27
Public Sports Field Use	-	-	192	160	32
Updated Total Net New with Enrollment Cap			**459**	**283**	**176**
Total Net New June 2017 TIA			**460**	**295**	**165**
Difference in New Trips (Capped Total Net New - June 2017 TIA)			***-1***	***-12***	***11***

1. Site specific trip rates calculated based on field observations for the campus daily and peak hour conditions.
2. Trip generation for the sports fields is based on use of the fields for youth soccer.
3. Proposed Davis building trip generation based on general office (LU 710) regression equation and trip distribution from ITE Trip Generation Manual, 11th Edition.

Table 3 shows that decreasing the allowable student enrollment with the proposed updates to the Master Plan would ensure the trip generation for the campus is within the current approval.

Parking

The parking supply with the proposed project would not change from current conditions. There would be a total of 1,166 parking spaces on-campus with 45 spaces at the Davis Building. Like the trip generation, campus parking demand for the Master Plan was based on existing parking counts, increases in student enrollment and consideration of the public tennis center and use of the sports fields. Attachment A shows the Campus Master Plan parking demand from the June 2017 TIA showing a peak parking demand of 1,051 vehicles occurring at 10 a.m. with buildout of the Campus Master Plan.

The Campus Master Plan shared parking demand was updated consistent with the trip generation removing the tennis center and changing the use of the Davis building. Attachment C provides the updated parking demand analysis. The parking analysis shows that with removal of the tennis center and change of use for the Davis building the peak parking demand would continue to be at 10 a.m. with 1,072 vehicles. This peak parking demand would be accommodated within the existing 1,166 parking supply as well as the buildout of the Master Plan parking supply of 1,344 spaces. The parking analysis shows with the proposed project additional growth could occur and continue to be accommodated with the existing parking supply.

It is noted that using ITE Parking Generation Manual, 6th Edition for the general office (LU 710) and the regression equation, the peak parking demand is 32 vehicles[1] for the Davis building. The 45 parking spaces at the Davis Building would accommodate the peak parking demand.

Conclusion

The updated trip generation and parking analysis shows that all parking is accommodated on-campus, and the updated Campus Master Plan description represents a slight increase in trip generation compared to the approval. It is recommended that the Campus Master Plan enrollment should be revised to a maximum of 1,965 students for buildout as a condition of the proposed change in use of the Davis building. The maximum student enrollment would be for the Kirkland main campus undergraduates, graduates, commuter and resident students and would not include other campuses or online enrollment. This condition would be reviewed as part of future development permitting to determine if the cap should remain in place or be adjusted.

[1] Based on General Office (LU 710) regression equation, which shows a peak parking rate of 1.90 vehicles per 1,000 square-feet.

Attachment A: Campus Master Plan
Trip Generation and Parking
(based on June 2017 TIA)

Campus Master Plan Estimated Vehicular Trip Generation

Northwest University Master Plan Kirkland Campus Final Transportation Impact Analysis (TIA), June 14, 2017

			2022			2037		
Land Use	**Size**	**Trip Rate[1,2]**	**Total**	**In**	**Out**	**Total**	**In**	**Out**
Weekday Daily								
Northwest University Campus	+370 students (2022) +770 students (2037)	4.22 per student	1,560	780	780	3,250	1,625	1,625
Tennis Center[3]	6 courts	38.70 per court	250	125	125	250	125	125
Public Sports Field Use	-	-	320	160	160	320	160	160
Total Net New			***2,130***	***1,065***	***1,065***	***3,820***	***1,910***	***1,910***
Existing Trips			***5,192***	***2,596***	***2,596***	***5,192***	***2,596***	***2,596***
Total Gross Trips			***7,322***	***3,661***	***3,661***	***9,012***	***4,506***	***4,506***
Weekday AM Peak Hour								
Northwest University Campus	+370 students (2022) +770 students (2037)	0.23 per student	85	51	34	177	106	71
Tennis Center	6 courts	3.58 per court	22	11	11	22	11	11
Public Sports Field Use	-	-	0	0	0	0	0	0
Total Net New			***107***	***62***	***45***	***199***	***117***	***82***
Existing Trips			***280***	***167***	***113***	***280***	***167***	***113***
Total Gross Trips			***387***	***229***	***158***	***479***	***284***	***195***
Weekday PM Peak Hour								
Northwest University Campus	+370 students (2022) +770 students (2037)	0.32 per student	118	59	59	246	123	123
Tennis Center	6 courts	3.58 per court	22	12	10	22	12	10
Public Sports Field Use	-	-	192	160	32	192	160	32
Total Net New			***332***	***231***	***101***	***460***	***295***	***165***
Existing Trips			***397***	***198***	***199***	***397***	***198***	***199***
Total Gross Trips			***729***	***429***	***300***	***857***	***493***	***364***

4. Site specific trip rates calculated based on field observations for the campus daily and peak hour conditions and Eastside Tennis Center peak hour conditions. Daily trip rate for tennis center based on Institute of Transportation Engineers *Trip Generation*, 9th Edition tennis/racket club land use (#491).
5. Trip generation for the sports fields is based on use of the fields for youth soccer.
6. Trip generation rounded up.

Time	University/College[1]					Tennis Center[2]		Public Field Use[3]		Total Parking Demand
	Percent of Peak Period[4]	Existing Demand	6-Year Demand Increase[5]	6-20 Year Demand Increase[5]	Total Future Demand	Percent of Peak Period	Demand	Percent of Peak Period	Demand	
8:00 AM	80%	510	156	166	832	20%	4	0%	0	836
9:00 AM	100%	635	197	208	1040	26%	6	0%	0	1046
10:00 AM	100%	638	194	208	1040	51%	11	0%	0	1051
11:00 AM	94%	598	184	196	978	48%	10	0%	0	988
12:00 PM	88%	564	168	183	915	42%	9	0%	0	924
1:00 PM	94%	600	182	196	978	47%	10	0%	0	988
2:00 PM	87%	555	169	181	905	38%	8	0%	0	913
3:00 PM	88%	561	171	183	915	41%	9	0%	0	924
4:00 PM	83%	530	161	172	863	61%	13	90%	144	1020
5:00 PM	78%	498	151	162	811	84%	18	100%	160	989
6:00 PM	72%	459	140	150	749	91%	19	80%	128	896
7:00 PM	69%	440	134	144	718	100%	21	100%	160	899
8:00 PM	66%	421	128	137	686	50%	11	10%	16	713
9:00 PM	62%	396	120	129	645	10%	2	0%	0	647
Peak Demand		**638**	**194**	**208**	**1040**		**21**		**160**	**1051**

Notes:

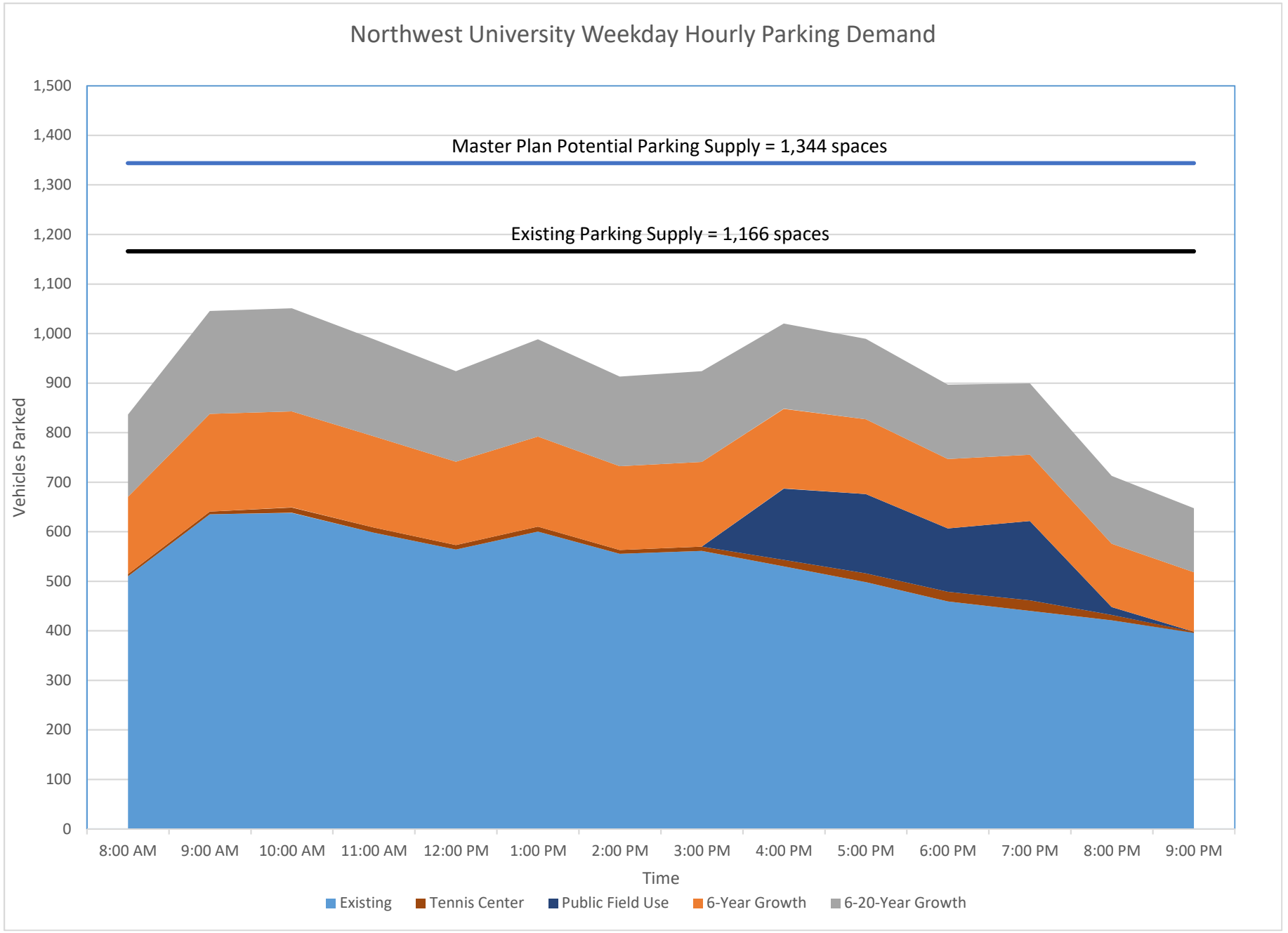
1. Based on data collection at Northwest University and University/College LU 550 from Institute of Transportation Engineers *Parking Generation, 4 Edition.*

2. Tennis Center based on Racquet/Tennis Club LU 491 average demand and percent of peak based on health/fitness club LU 492from Institute of Transportation Engineers Parking Generation, 4 Edition.

3. Peak demand assumes 128 children and 32 coaches with practice starting at 5:00 p.m. It assumes all the coaches and 90 percent of the children would arrive between 4-5 p.m. and 25 percent of the parents would leave after dropping off the children. All the coaches are assumed to drive alone. Practice is assumed to be 1-hour. A second practice is not assumed on a weekday.

4. Percent of peak period based on existing parking counts collected in March 2016 and ITE *Parking Generation,* 4th Edition.

5. Proportional demand increase based on the future number of students with 1,600 students assumed in the 6-year horizon and 2,000 students assumed by the 20-year horizon.


Northwest University Weekday Hourly Parking Demand
1,500
1,400
1,300
1,200
1,100
1,000
900
800
700
600
500
400
300
200
100
0
Vehicles Parked
Master Plan Potential Parking Supply = 1,344 spaces
Existing Parking Supply = 1,166 spaces
8:00 AM
9:00 AM
10:00 AM
11:00 AM
12:00 PM
1:00 PM
2:00 PM
3:00 PM
4:00 PM
5:00 PM
6:00 PM
7:00 PM
8:00 PM
9:00 PM
Time
Existing
Tennis Center
Public Field Use
6-Year Growth
6-20-Year Growth

Attachment B: Davis Building Trip Generation

Trip Generation

Davis Building Change in Use								
						Gross Trips		
Land Use	**Setting**	**Size**	**Units**	**Equation**	**Inbound %**	**Inbound**	**Outbound**	**Subtotal**
General Office Building (LU 710)		**13,736**	sf					
Daily	General Urban/Suburban			Ln(T) = 0.87 Ln(X) + 3.05	50%	103	103	206
AM Peak Hour	General Urban/Suburban			Ln(T) = 0.86 Ln(X) + 1.16	88%	26	4	30
PM Peak Hour	General Urban/Suburban			Ln(T) = 0.83 Ln(X) + 1.29	17%	5	27	32

Notes:

1. Trip generation based on Institute of Transportation Engineers' (ITE) *Trip Generation Manual (*11th Edition) equation and distribution.

Attachment C: Campus Shared Parking Analysis with Proposed Project

	University/College[1]		Office Building		Public Field Use[3]				
Time	Percent of Peak Period[4]	Future 2037[2]	Parking Demand	Demand	Percent of Peak Period	Demand	Total Parking Demand	Available Parking (@1344 stalls)	Available Parking (@ 1166 stalls)
7:00 AM			13%	4			4	1340	1162
8:00 AM	80%	832	47%	15	0%	0	847	497	319
9:00 AM	100%	1040	87%	28	0%	0	1068	276	98
10:00 AM	100%	1040	99%	32	0%	0	1072	272	94
11:00 AM	94%	978	100%	32	0%	0	1010	334	156
12:00 PM	88%	915	86%	28	0%	0	943	401	223
1:00 PM	94%	978	84%	27	0%	0	1005	339	161
2:00 PM	87%	905	93%	30	0%	0	935	409	231
3:00 PM	88%	915	93%	30	0%	0	945	399	221
4:00 PM	83%	863	85%	27	90%	144	1034	310	132
5:00 PM	78%	811	57%	18	100%	160	989	355	177
6:00 PM	72%	749	21%	7	80%	128	884	460	282
7:00 PM	69%	718	0%	0	100%	160	878	466	288
8:00 PM	66%	686	0%	0	10%	16	702	642	464
9:00 PM	62%	645	0%	0	0%	0	645	699	521
Peak Demand		**1040**				**160**	**1072**	**272**	**94**

Notes:

1. Based on data collection at Northwest University and University/College LU 550 from Institute of Transportation Engineers *Parking Generation, 4 Edition.*

2. General office based on LU 710 regression equation and percent of peak from Institute of Transportation Engineers Parking Generation, 6th Edition.

3. Peak demand assumes 128 children and 32 coaches with practice starting at 5:00 p.m. It assumes all the coaches and 90 percent of the children would arrive between 4-5 p.m. and 25 percent of the parents would leave after dropping off the children. All the coaches are assumed

4. Percent of peak period based on existing parking counts collected in March 2016 and ITE *Parking Generation,* 4th Edition.

5. Proportional demand increase based on the future number of students with 1,600 students assumed in the 6-year horizon and 2,000 students assumed by the 20-year horizon.

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.kirklandwa.gov

MEMORANDUM

To: Tony Leavitt, Senior Planner

From: Thang Nguyen, Transportation Engineer
Jennifer Palmer, Transportation Engineering Supervisor, PE

Date: June 4, 2025

Subject: Northwest University Davis Building, ZON24-00896

This memorandum summarizes staff's review of the transportation impact of the Davis building conversion to a community facility. The findings and recommendations are based on the review of the transportation impact analysis (TIA) report dated June 5, 2025, prepared by Transpo Group.

Staff Findings and Recommendations

The proposed project can be accommodated within the approved master plan. The trip generated by the proposed use is within the development threshold of the master plan. Public Works staff recommends approval of the proposed development with the condition listed in the ***Conditions of Approval*** section of this memorandum.

CONDITIONS OF APPROVAL

SEPA Conditions

The proposed updated master plan will generate fewer daily trips and the same amount of AM and PM peak hour trips as the approved master plan. The existing SEPA conditions for the NW University Master Plan are sufficient to mitigate the transportation impacts of the proposed updated master plan that will include conversion of the Davis building from school use to a community facility use and the reduction of the student enrollment from 2,000 to 1,965 students. The proposed development will not create additional significant transportation impacts. Therefore, additional on and off-site SEPA mitigation or conditions of approval are not required for the NW University Master Plan.

Public Works Conditions

No additional public works condition is required other than what were required of the approved Master Plan.

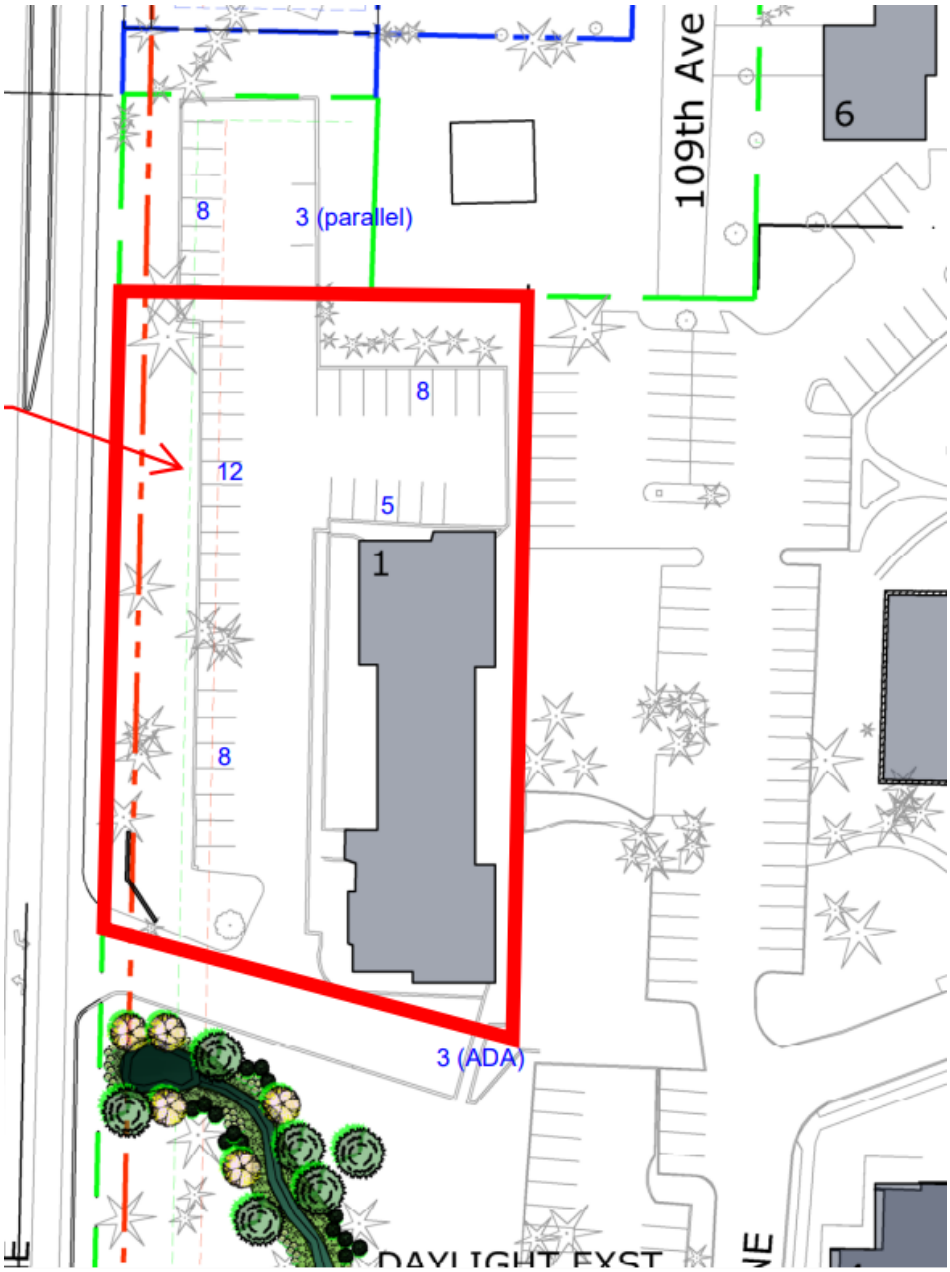
Project Description

The student enrollment is anticipated to decrease; therefore, the Northwest University is proposing to convert the 13,736 square foot Davis building to a "Community Facility" use, which would allow the university to lease the building to an outside entity. The

Davis building is located in the northwest area of the campus and has a separate parking lot with 47 parking spaces that are accessible from a single driveway off 108th Avenue NE. Figure 1 shows the location of the Davis building. Figure 2 is the building site plan. The approved master plan student enrollment was capped at 2,000 students. The student enrollment is proposed to be capped at 1,965 students with the proposed revised use of the Davis building.

Figure 1. Project Location

Figure 2. Site Plan



Trip Generation

The revised trip generation for the master plan is summarized in Table 1. With the reduction in student enrollment and the use of the Davis building as a community facility use, the peak hours trip generations will not change. The daily trip generation will decrease by 192 trips. Since the proposed changes in the master plan will not generate additional AM and PM peak hour trips, there will not be additional transportation impact. Therefore, assessment of transportation impact is not warranted.

Table 1. Trip Generation

Updated Campus Master Plan Estimated Vehicular Trip Generation – CAPPED ENROLLMENT

Land Use	Size	Trip Rate[1,2,3]	Total	In	Out
Weekday Daily					
Northwest University Campus	+735 students	4.22 per student	3,102	1,551	1,551
Proposed Davis Building	13,736 sf	15.00	206	103	103
Public Sports Field Use	-	-	320	160	160
Updated Total Net New with Enrollment Cap			**3,628**	**1,814**	**1,814**
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Difference in New Trips (Capped Total Net New - June 2017 TIA)			***-192***	***-96***	***-96***
Weekday AM Peak Hour					
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Public Sports Field Use	-	-	0	0	0
Updated Total Net New with Enrollment Cap			**199**	**127**	**72**
Total Net New June 2017 TIA			**199**	**117**	**82**
Difference in New Trips (Capped Total Net New - June 2017 TIA)			***0***	***10***	***-10***
Weekday PM Peak Hour					
Northwest University Campus	+735 students	0.32 per student	235	118	117
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Total Net New June 2017 TIA			**460**	**295**	**165**
Difference in New Trips (Capped Total Net New - June 2017 TIA)			***-1***	***-12***	***11***

1. Site specific trip rates calculated based on field observations for the campus daily and peak hour conditions.
2. Trip generation for the sports fields is based on use of the fields for youth soccer.
3. Proposed Davis building trip generation based on general office (LU 710) regression equation and trip distribution from ITE Trip Generation Manual, 11th Edition.

Parking

The approved master plan was calculated to have a parking demand of 1,051 spaces. The proposed revision of the master plan will require 1,072 spaces. The existing parking supply (1,166 spaces) and master plan buildout parking supply (1,344 spaces) is adequate to accommodate the parking demand. The project has 47 parking spaces. The parking requirement of office use is 1 space per 300 square feet, which calculates to be 46 spaces. The parking supply exceeds the code requirement.

Transportation Impact Fee

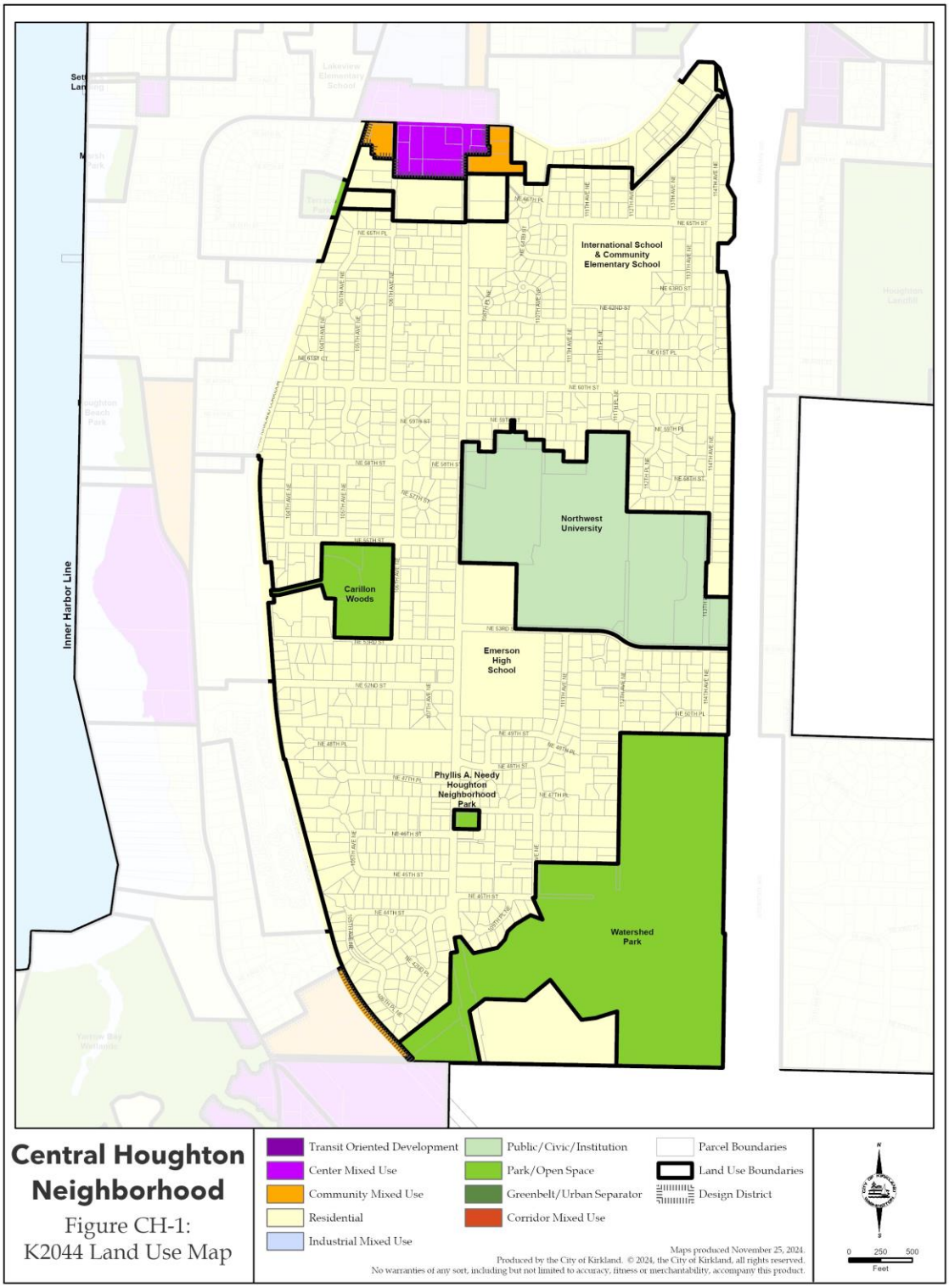
Per City's Ordinance 3685, Transportation Impact Fee is required for all developments and are calculated based on the 2025 Transportation Impact Fee Schedule or the most updated fee schedule at the time of final building permit issuance. The impact fee rates will be updated June 1, 2025. Transportation impact fees are used to construct transportation capacity improvements throughout the City to help the City maintain transportation concurrency. Table 4 summarizes the transportation impact fee calculations. The final transportation impact fee will be calculated at the final building permit issuance.

Table 4. Transportation Impact Fees

Land Use	Size	Impact Fee Rates	Impact Fees
Proposed			
Office	13,736 sq. ft.	$11.16 per sq. ft.	$ 153,293.76
Previous			
College	30 students	$737.35	(-$22,120.50)
Net Impact Fee			**$131,173.26**

cc: Ryan Schauble, Senior Development Manager

Figure CH-1: Central Houghton Land Use Map



Northwest University Davis Building Master Plan (Development Plan) Amendment

Northwest UNIVERSITY

Public Hearing
ZON24-00896
July 17, 2025

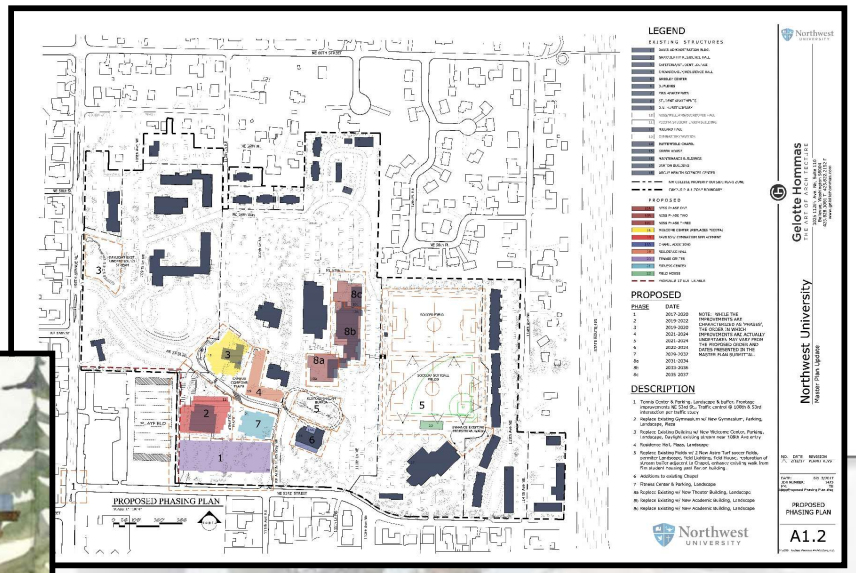
Amendment Request

- Davis Building change of use
- Administrative office for community facility
- Reduction in campus enrollment to 1,965 students


Northwest UNIVERSITY
1 Davis Building
2A Gray Residence Hall
2B Beatty Residence Hall
3 Northwest Dining Hall
4A Crowder Residence Hall
4B Guy Residence Hall
4C Perks Residence Hall
5 Greeley Center
6 Duplex Faculty/Staff Housing
7 F.I.R.s Apartments
8 Student Housing East
9 Hurst Library
10 Ness Building
10A Bronson Hall
10B Rice Hall
10C Williams Hall
10D Fee Hall
11 Pecota Student Center
12 Millard Hall
13 Northwest Pavilion
14 Amundsen Music Center
14 Butterfield Chapel
16 Maintenance Building
17 Barton Building
18 Health and Sciences Center
23 6710 Building
Key
Administrative
Academic
Housing
108th AVE NE
MAIN ENTRANCE
NE 58th WAY
NE 55th LN
NE 53rd ST
110th WAY NE
111th WAY NE
111th LN NE
109th LN NE
110th LN NE
113th PL NE
114th AVE NE
HEALTH AND SCIENCES CENTER
PAVILION (GYM)
CHAPEL
BARTON
Northwest University
5520 108th Ave N.E.
Kirkland, WA 98033
425-822-8266

Existing Plan

- Approved in 2019
- Guides development until 2039
- Around 365k in new buildings
- Increased enrollment to 2,000 FTE’s



Amendment Process

- Deviation process
- Staff determination
- Process IIB approval required

SEPA Addendum

- 2019 SEPA Mitigated DNS
- Updated traffic study
- Reduction in enrollment to accommodate proposed use

Public Comment

- Concerns regarding use of building for direct services
- Mitigation for direct service uses
- Planned Area 1 boundaries

Staff Recommendation

- Approve application with conditions
- Limited to administrative office use
- Update Development Plan document
- Maximum enrollment of 1,965 FTE's

Condition Edit

Staff Report Condition:

Any use of the building other than an administrative office for a Community Facility would require further review and approval by the City subject to the requirements of KZC Section 45.60.2.

Proposed Condition:

Any use of the building other than those allowed under the existing Master Plan or as an administrative office for a Community Facility would require further review and approval by the City subject to the requirements of KZC Section 45.60.2

Northwest University

Use Change

24-117905 CUP

Applicant Presentation
July 17, 2025

CORE DESIGN

Northwest UNIVERSITY

Project Information

- Permit Number: 24-117905 CUP
- Address: 5710 108th Ave NE, Kirkland, WA 98033
- Parcel Number: 1725059268
- Parcel Size: 0.99 AC / 43,242 SF
- Zoning Designation: PLA 1
- Proposed Use: Leased Office Space to Non-Profit (Administrative Office Space)

Proposed Use

- Existing use: University Administrative Offices (currently vacant)
- Proposed use: Community Facility (administrative office space)

“A noncommercial or commercial use which provides public services, such as mental health crisis or other social and human services, food banks, and clothing banks.” – KZC 5.10.153

Key Features

- Change in use only.
- No surface changes are proposed to the parcel, existing structures, or infrastructure.
- Traffic impacts will be minimal and likely at or below levels previously seen on the property.
- SEPA Addendum Issued June 30, 2025

Thank you, we are available for questions.

Northwest
UNIVERSITY

CITY OF KIRKLAND
Planning and Building Department
123 5th Avenue, Kirkland, WA 98033
425.587.3600- www.kirklandwa.gov

MEMORANDUM

To: Hearing Examiner

From: Tony Leavitt, Project Planner
Adam Weinstein, AICP, Planning and Building Director
Jon Regala, Planning Supervisor

Date: July 23, 2025

Subject: Northwest University Davis Building Master Plan (Development Plan) Amendment Hearing Follow-up, File No. ZON24-00896

During the July 17, 2025 Public Hearing for the Northwest University Davis Building Master Plan Amendment, the Hearing Examiner had two questions regarding the existing Master Plan (outlined below). Additionally, the Hearing Examiner requested that the applicant and Staff draft a recommendation to address potential impacts to the neighborhood of a community facility use.

Question 1: Are there any uses that are allowed under the existing Master Plan that are substantially similar to those described in the comment letter (Attachment 5 of the Staff Advisory Report)?

Staff Response: In the comment letter, the neighbor is not opposed to the Davis Building being used as a community facility office operating within the usual working hours. If the building is used to provide direct services (such as a food bank, clothing bank or mental health services) the neighbor requests mitigation to address potential impacts to the surrounding neighborhood.

Community Facility is defined in the Kirkland Zoning Code (KZC) as “a noncommercial or commercial use which provides public services, such as mental health crisis or other social and human services, food banks, and clothing banks”. The KZC defines use as “the nature of the activities taking place on private property or within structures thereon. Each separate listing under the use column in the Chapters 15 through 56 KZC is a separate use”.

In this case, the 2019 Master Plan was permitted under the “Private College and Related Facilities” use. The Master Plan did not specifically call out the activities that would be allowed under this use. Additionally, the KZC does not provide a definition for this use. In the past, the City has reviewed proposed activities on the campus to ensure that they are private college-related activities.

In their letter dated July 21, 2025; the applicant outlines some of the public-facing customer activities and facilities that occur on campus including a visitor center, counseling services, a health clinic, student led community events, athletic events, guest lectures, and other university-sponsored events. The City has reviewed this list of activities and agrees that these activities would be permitted under the allowed use.

At the time of the Master Plan approval, Northwest University was running a counseling service that was open to the general public within the Davis Building. According to the applicant, the counseling service (known as NU Hope) is a training clinic for doctoral students within the counseling psychology program at the university. This activity is similar to the mental health services that are permitted use under the Community Facility use. There was no food bank or clothing bank activity occurring on campus at the time of Master Plan approval or at the current

time. Furthermore, if Northwest University were to request to open a food bank or clothing bank on campus, they would need to show that its function is primarily intended to further the academic programming of the academic institution. This would inherently limit the scale, size, public visitation, and impacts of the use.

Question 2: Did the master plan envision a "Community Facility" use on the campus?

Staff Response: The most recent master plan approved the continuation of the previously approved "Private College and Related Facilities" use on the campus. The master plan did not address specific activities allowed on the campus, but it does require that future developments permits be reviewed by the Planning Director to ensure consistency with the Master Plan. The City reviews proposed activities on campus to ensure that the activity is affiliated with the Northwest University's academic programming and consistent with the approved use. Additionally, traffic impacts associated with the activities must be consistent with the SEPA determination completed with the Master Plan. If the proposed activity is not consistent with the approved Master Plan, it would require review through the Process IIB amendment process as required by KZC Section 45.60.2.

Recommendation

Staff has reviewed the letter provided by the applicant dated July 24, 2025 and agrees with the condition outlined in the letter that states "Under the proposed Master Plan amendment, the use of the Davis Building would be limited to an administrative office for a Community Facility only, with no direct service to the public. A Community Facility that would provide direct public services to people is not permitted on the subject property under this modification. Any use of the Davis Building by Northwest University outside of current university activities that are consistent with the approved Master Plan, or the leasing of the building to a use other than an administrative office for a Community Facility would require further review and approval by the City subject to the requirements of KZC Section 45.60.2."

The proposed condition allows the applicant to lease out the Davis Building as an administrative office for a Community Facility use. It also allows Northwest University to occupy the building with an activity that is currently occurring on campus under the current Master Plan. Any other activity or use of the Davis Building would be subject to review and approval pursuant to KZC Section 45.60.2.

CORE DESIGN

July 24, 2025

Re: Northwest University Land Use Change: Request for Clarification Memo
Kirkland Permit No. ZON24-00896

Dear Mr. Hearing Examiner:

Based on the questions brought up in the hearing on July 17, the applicant has prepared responses clarifying multiple topics.

Existing and Proposed Uses:
The applicant wishes to clarify uses that include public facing "customer" interactions for instructional purposes are already allowed outright under the "Private College and Related Facilities" use within the Master Plan Agreement and the PLA 1 zone. These include:

- Administration Offices/Visitor Center
- Counseling Services (student training hours with the general public, students, or university employees and their immediate families)
- Clinic (student training hours with the general public, students, or university employees and their immediate families)
- Student created art exhibitions or performing arts
- Student presentations
- University Athletic Events
- Guest lectures, including religious services, open to students, university employees, and the general public
- Other University sponsored community events

Of these uses including "customer" interactions, the Davis Building has housed the following in the past, and the applicant wishes to maintain the option of utilizing the building for these, or similar, uses in the future, even if the structure is partially leased.

- Administration Offices/Visitor Center
- Counseling Services (student training hours with the general public, students, or university employees and their immediate families)

The goal of this request is to allow all or part of the Davis Building to be rented to a non-profit organization for administrative office use with no customer facing business activities, while maintaining the current flexibility granted to the University under the Master Plan Agreement to move college facilities within the campus as needed. The applicant believes the revised condition language below meets this requirement.

Under the proposed Master Plan amendment, the use of the Davis Building would be limited to an administrative office for a Community Facility only, with no direct service to the public. A Community Facility that would provide direct public services to people is not permitted on the subject property under this modification. Any use of the Davis Building by Northwest University outside of current university activities that are consistent with the approved Master Plan, or the leasing of the building to a use other than an administrative office for a Community Facility would require further review and approval by the City subject to the requirements of KZC Section 45.60.2.

Trip Generation vs FTE Clarification:

Trip generation for all Northwest University related uses on campus is not based on the ITE Trip Generation Manual. As part of the Master Plan Agreement, Transpo developed trip rates for the campus based on real world traffic counts of the existing access points to the campus. The traffic counts (and by association the trip rates) captured all trips to and from the campus for any reason including students, staff, faculty, visitors, sports, etc. The trip rate developed by Transpo used student enrollment as an independent variable based on these findings.

The description of full time equivalent (FTE) in the traffic study was related to faculty and staff because Northwest University has some staff that work part-time. Thus, for tracking purposes to understand what the numbers reported represent, it was clarified that the number of faculty and staff reported in the study was the "full-time equivalent". There is no specific "full-time equivalent" trip generation or traffic count. The proposed reduction in maximum student enrollment will offset any potential employees utilizing the leased space within the Davis Building and maintain maximum trip generation thresholds.

Permit Number Clarification:

I would like to clarify that the Conditional Use Permit number I referenced in my Hearing Presentation was not applicable to this project. The correct permit number I should have referred to is **ZON24-00896**. This project does not include a Conditional Use Permit application.

Sincerely,

CORE DESIGN, INC.

Ian Faulds
Senior Project Planner