



**City of Kirkland**  
**Planning and Building Department**  
123 Fifth Avenue, Kirkland, WA 98033  
[www.kirklandwa.gov](http://www.kirklandwa.gov) ~ 425-587-3600



**City of Kirkland**  
**Notice of Hearing**

**Northwest University Davis Building Master Plan Amendment, Case Number: ZON24-00896**

**Request:** The applicant requests approval of a Process IIB zoning to amend the Northwest University Master Plan. The amendment proposes a change of use for the Davis Administrative Building (located at 5710 108th Avenue NE) to allow a Community Facility Use (defined in the 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) to lease and occupy the building. The use of the building would be limited to an administrative office for this use. No new structures or building expansions are proposed.

**Site:** [5710 108th Ave NE](#)

**Neighborhood:** Central Houghton

**Applicant:** Ryan Porter, [ryan.porter@northwestu.edu](mailto:ryan.porter@northwestu.edu)

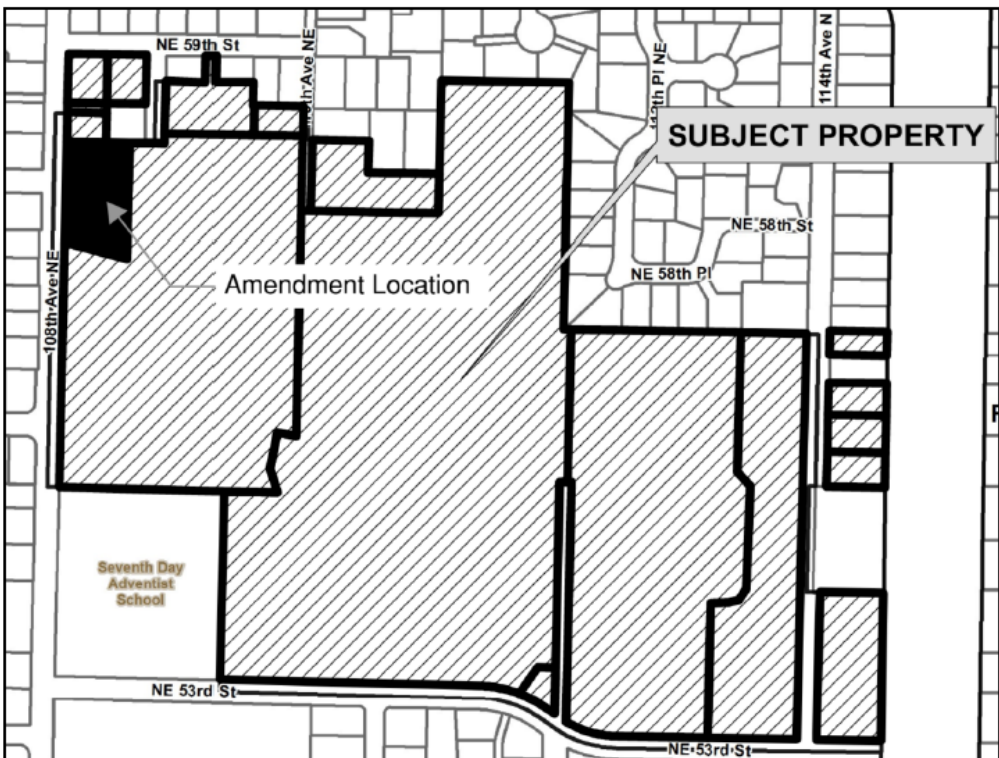
**Public Hearing:** Hybrid hearing will be held by Kirkland Hearing Examiner on July 17, 2025 at 1:00 p.m., (or as soon thereafter as possible) in the Council Chamber at 123 Fifth Avenue Kirkland, WA 98033 and online via Zoom. For information about listening to and/or participating in the hearing, please contact Tony Leavitt, Senior Planner, 425-587-3253, [tleavitt@kirklandwa.gov](mailto:tleavitt@kirklandwa.gov) or visit the Hearing Examiner page on the City website prior to the meeting. The Hearing Examiner will prepare a recommendation to the City Council for their final decision at a public meeting. The date of the City Council meeting has not been set.

**Public Comment:** During the hearing, anyone may speak. Written comments must be submitted by 11:00 a.m. on July 17, 2025, the day of the hearing. Comments may be submitted to the Hearing Examiner in care of Tony Leavitt, Senior Planner of the Planning Department. Please refer to Permit No. ZON24-00896 and include your name, address and e-mail address. Only people who speak at the hearing or submit written comments (other than petitions) are entitled to appeal the decision.

**For More Information:** Materials for this project are contained in the official file in the Planning and Building Department, 123 Fifth Avenue, Kirkland and may be requested from the project planner. More information is also available at [www.mybuildingpermit.com](http://www.mybuildingpermit.com).

People requiring disability accommodation may call 425-587-3000 or for TTY service call 425-587-3111 prior to the hearing.

Publishing Date: July 4, 2025





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## How to Participate in a Public Hearing

### Follow these two (2) simple steps:

1. In the Public Notice (either posted on the large white sign erected on the subject property, posted on the City Hall bulletin board, or the publishing notice in the Seattle Times) make a note of the deadline date, the hearing date, and the hearing body.
  - The deadline date is the last day you may submit written comments if you will not attend the public hearing or if there will be a hearing on the proposal/project.
  - The hearing date is the day you may submit written and/or oral comments if you will attend the public hearing.
  - The hearing body is the group or individual who will consider the written and oral testimony.
2. You may participate in the public hearing process in either of the following ways:
  - Submit written comments to the appropriate hearing body either by:
    - a. Delivering these comments to the Kirkland Planning and Building Department, 123 Fifth Avenue, Kirkland 98033, by the deadline date; or
    - b. Giving your written comments directly to the hearing body at the public hearing.

For the Planning Commission, the Planning and Building Department encourages you to submit any written comments at least 8 days before the hearing date so they will be able to receive and read the comments prior to the meeting.

  - Appear in person, or through a representative, at the hearing and giving oral comments directly to the hearing body.

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### To find out more:

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

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Should you have additional questions, please contact the Planning and Building Department: 425-587-3600.



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**English:**

To request information from this document in English, please contact the Title VI Coordinator at [titlevicoordinator@kirklandwa.gov](mailto:titlevicoordinator@kirklandwa.gov) or 425-587-3831.

**Chinese, simplified:**

如需此文件中信息的简体中文版本, 请发送电子邮件至 [titlevicoordinator@kirklandwa.gov](mailto:titlevicoordinator@kirklandwa.gov) 或拨打 425-587-3831 联络 Title VI 协调员。

**Russian:**

Чтобы запросить перевод этого документа на по-русски, свяжитесь с координатором по вопросам Раздела VI по электронной почте [titlevicoordinator@kirklandwa.gov](mailto:titlevicoordinator@kirklandwa.gov) или по номеру 425-587-3831.

**Spanish:**

Para pedir información sobre este documento en español, comuníquese con el coordinador del Título VI escribiendo a [titlevicoordinator@kirklandwa.gov](mailto:titlevicoordinator@kirklandwa.gov) o llamando al 425-587-3831.

**Portuguese:**

Para solicitar informações deste documento em português, entre em contato com o Coordenador do Título VI em [titlevicoordinator@kirklandwa.gov](mailto:titlevicoordinator@kirklandwa.gov) ou 425-587-3831.

**Korean:**

해당 (언어)로 이 서류의 정보를 요청하려면, 타이틀 VI 코디네이터 타이틀 VI 코디네이터. [에게titlevicoordinator@kirklandwa.gov](mailto:titlevicoordinator@kirklandwa.gov) 또는 425-587-3831로 연락하십시오.

**Vietnamese:**

Để yêu cầu thông tin từ tài liệu này bằng Tiếng Việt, vui lòng liên hệ với Điều Phối Viên Tiêu Đề VI theo địa chỉ [titlevicoordinator@kirklandwa.gov](mailto:titlevicoordinator@kirklandwa.gov) hoặc theo số 425-587-3831.

**Alternate Formats:**

People with disabilities may request materials in alternate formats.

Title VI: Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City. To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3831 (TTY Relay: 711) or [TitleVICoordinator@kirklandwa.gov](mailto:TitleVICoordinator@kirklandwa.gov).