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# AGENDA

## BOTHELL PLANNING COMMISSION

\*\*\*HYBRID MEETING\*\*\*

Bothell City Hall, 18415 101st Avenue NE  
February 1, 2023, 6:00 PM

### TO ATTEND THE MEETING:

- Join us in person at City Hall in Council Chambers – 18415 101<sup>st</sup> Avenue NE
- Watch the meeting LIVE online on the City of Bothell YouTube Channel
- Watch the meeting live on BCTV Cable Access Channels 21/26 (must have Ziplly Fiber/Comcast Cable)
- Attend the meeting by Zoom:
  - Click this link (or copy the URL and paste into a web browser):  
<https://us02web.zoom.us/j/87550953978>
  - Call-in to the Zoom meeting by dialing 253-215-8782 and entering 875 509 53978#
- To provide public comments/testimony or to submit written comments please email [imaginebothell@bothellwa.gov](mailto:imaginebothell@bothellwa.gov) by 3:00 PM. (day of the meeting)

Planning Commission meetings are also recorded and available the next day on the [City of Bothell YouTube Channel](#).

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### 1. CALL TO ORDER:

### 2. PUBLIC COMMENTS: Items not on the agenda

If you wish to comment (either in writing or orally) please submit your comments or request to [imaginebothell@bothellwa.gov](mailto:imaginebothell@bothellwa.gov) prior to 3PM (day of meeting). Persons making oral comments will be allowed 3 minutes to speak. All comments will be made part of the record.

### 3. APPROVAL OF MINUTES: January 18, 2023

### 4. NEW BUSINESS:

### 5. STUDY SESSION:

- Downtown Transition Affordable Housing Overlay (DTAHO) – *postponed to a later date (see memo)*
- Introduction to the 2024 *Imagine Bothell...* Comprehensive Plan Periodic Update

### 6. UNFINISHED BUSINESS:

### 7. REPORTS FROM STAFF:

### 8. REPORTS FROM MEMBERS:

### 9. ITEMS TO REPORT TO COUNCIL:

### 10. ADJOURNMENT:

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# **January 18, 2023 Minutes**

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## **BOTHELL PLANNING COMMISSION MINUTES**

### **REGULAR MEETING** – January 4, 2022

*This is a hybrid meeting hosted in person at City Hall as well as online via Zoom. Some commissioners, staff, guests, and attendees were present via Zoom, and some were present in person.*

**COMMISSIONER ATTENDANCE:** Present were Chair Kevin Kiernan, Carston Curd, Toni Anders, Sarah Gustafson, Sharon Jones, Claire Robson, and Cary Westerbeck

**COMMISSIONERS ABSENT AND EXCUSED:** None

**CITY STAFF PRESENT:** Community Development Director Jason Greenspan and Deputy Director Ashley Winchell

**GUESTS PRESENT:** None

**ATTENDEES PRESENT:** John Fowler of Dirt Lorde

**CALL TO ORDER:** The Regular Meeting of the Bothell Planning Commission was called to order by Chair Kiernan at 6:00 p.m.

**PUBLIC COMMENTS:** John Fowler added a request to add R2800 to the existing zoning of their property location off Woodinville Drive.

### **APPROVAL OF MINUTES:**

WESTERBECK MOVED TO APPROVE THE MINUTES FOR JANUARY 4, 2023. CURD SECONDED AND IT PASSED WITH ALL PRESENT IN FAVOR.
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**NEW BUSINESS:** None

### **STUDY SESSION: 2023 Work Plan and Docket Review**

Chair Kiernan opened the study session and introduced Deputy Director Winchell who made a presentation and answered clarifying questions.

Commissioner Curd suggests deferring the Cottage Housing proposal in order to take a better look at the area as a whole. Commissioner Gustafson presented concerns around urgency for providing this type of Cottage Housing. Commissioner Westerbeck mentioned his conversation with the project coordinators and his support for the Cottage Housing project as a whole.

GUSTAFSON MOVED TO RECOMMEND THAT COUNCIL CONSIDER THE COTTAGE HOUSING REQUEST WITH THE 2023 PLANNING DOCKET SO THAT IT MAY BE IMPLEMENTED MORE QUICKLY. JONES SECONDED.

CURD MOVED TO AMEND THE FORMER MOTION AND RECOMMEND THAT COUNCIL CONSIDER THE AREA OF THE COTTAGE HOUSING REQUEST AS PART OF THE COMPREHENSIVE PLAN UPDATE. WESTERBECK SECONDED AND IT PASSED WITH ALL PRESENT IN FAVOR.

**UNFINISHED BUSINESS:** Deputy Director Winchell reported that the Middle Housing topic will move on to two Study Sessions with Council to take a deeper look into the code changes. There will also be two Public Hearings after that. There is also a Middle Housing Walking Tour happening on Tuesday, January 31<sup>st</sup> at 10am.

**REPORTS FROM STAFF:** None

**REPORTS FROM MEMBERS:** Commissioner Westerbeck brought up the current bills in the legislation regarding planning issues and developments.

**ITEMS TO REPORT TO CITY COUNCIL:** Chair Kiernan requests more open and frequent communication between Planning Commission and City Council.

**ADJOURNMENT:**

ROBSON MOVED TO ADJOURN. CURD SECONDED AND IT PASSED WITH ALL PRESENT IN FAVOR.

The meeting was adjourned at 8:00 p.m.

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**Study Session**  
DTAHO *postponed*

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# MEMORANDUM

## Community Development Department



City of Bothell

**DATE:** January 26, 2022  
**TO:** Planning Commission  
**FROM:** Dave Boyd, Senior Planner

A handwritten signature in black ink, appearing to read "Dave Boyd".

**SUBJECT: Downtown Transition Affordable Housing Overlay Amendments**

On January 4, the study session on these items was continued to February 1, but a number of issues have arisen to cause staff to postpone the continued study session to a date uncertain.

1. The property owners of the parcel proposed to be rezoned in the Carlson (Hall Road) application have withdrawn their support. Staff will be recommending no further action on that rezone.
2. Since the 2023 Planning Docket is going to City Council on February 14, and there is another item from the 2022 Docket awaiting inclusion in the deferred 2022 annual Comprehensive Plan amendments (Bike Plan), staff will be recommending moving ahead with the 2022 plan amendment(s) and including the Drews rezone request in the potential 2023 annual Comprehensive Plan amendments. This will allow more time for analysis and community conversation.
3. Carlson has indicated a desire to proceed with code amendments to allow four floors and potential revisions to special setback requirements, and staff has requested additional information.
4. Since there is still some potential overlap in the code amendments requested by Drews and Carlson, staff is considering options for bringing them forward, including separating them but bringing them back to Planning Commission at the same meeting, or at separate meetings.

Responses to the many comments and questions received will be included in the packet for the meeting, to be scheduled, when we bring this back to Planning Commission. All parties of record have been informed of this postponement and will be informed as soon as it is rescheduled.

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## **Study Session**

Introduction to the 2024 *Imagine  
Bothell...* Comprehensive Plan  
Periodic Update

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# MEMORANDUM

## Community Development



City of Bothell

**DATE:** February 1, 2023

**TO:** Planning Commission

**FROM:** Kirsten Mandt, Senior Planner

**SUBJECT:** 2024 Imagine Bothell Comprehensive Plan Periodic Update

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### **Purpose/Action**

Staff is providing a brief overview of the Comprehensive Planning process and status report on the City of Bothell's 2024 Periodic Update. No action is required.

### **Comprehensive Planning**

The City of Bothell is required to undertake the comprehensive planning process under the state's Growth Management Act legislation. Previously occurring every eight years, and moving forward every ten years with the passing of HB 1241, the comprehensive plan periodic update includes both components that we are required to change, as well as areas where we can opt to make changes we would like, so long as they remain consistent with relevant adopted policies and law.

### *Comprehensive Planning Process*

A major component of the comprehensive plan periodic update is the establishment of the city's growth targets for the new planning window, both for population/housing and employment. The growth targets originate at the state level from the Office of Financial Management, who assign a target to our regional governing body, Puget Sound Regional Council (PSRC), based on their population projections. PSRC allocates these regional targets by county. Jurisdictions then work with the county to determine a reasonable allocation for each jurisdiction. As a split-county jurisdiction, we work separately with King and Snohomish Counties to confirm targets for both the King and Snohomish County portions of the city separately. With the passing of HB 1220, jurisdictions will for the first time have their growth targets for housing allocated within a range of affordability targets based on the Area Median Income, as well as for permanent supportive housing and emergency housing. The counties are still finalizing the allocation of the growth targets into these categories.

### *Required Components of the Comprehensive Plan*

The comprehensive plan is made up of a number of elements and subarea plans. Of these, there are five elements that we are required to include: land use, housing, capital facilities, utilities, transportation, economic development, parks and recreation, and the shoreline master program. Of the optional comprehensive plan elements, we currently



have the following: annexation, historic preservation, human services (currently within the housing element), natural environment, urban design, and the subarea plan elements. Each element has an array of goals, policies, and actions, as well as an introductory preamble that varies depending on the element and the information needed for the subject. One of the requirements is that the goals, policies, and actions included are consistent with the multicounty planning policies (MPPs) adopted by PSRC, as well as the countywide planning policies (CPPs) adopted by both King and Snohomish Counties.

#### *New and/or Emphasized Areas of Focus*

Beyond the areas of focus required for the update, staff has identified a number of key topics of focus. Many of the new MPPs and CPPs have new requirements for incorporating racial equity into the plan. Staff has elected to also include a racial equity analysis and toolkit as part of the early groundwork of the plan to guide its development as well as the community engagement process and visioning components. Staff also wants to create a format and design for the document that will make it more user-friendly, and also more engaging. The city has received grant funding to produce climate change goals and policies that align with the new optional climate change element. Staff has not yet determined if this will be a stand-alone element, or if the goals and policies will be embedded throughout the plan. Public Works staff is working with their consultant to develop a new multi-modal level-of-service that will guide transportation policy moving forward, as well as environmental review of the project as a whole. Finally, staff would like to utilize an implementation element for actions related to policies and goals in order to clearly tie desired outcomes back to the plan, as well as to funding sources and measurable metrics that will aid the required periodic reporting documentation in future.

#### **Next Steps**

Staff will continue to brief Planning Commission on the 2024 Comprehensive Plan Periodic Update as we begin work with the consultant team and city staff. The next briefing will likely be an update on the status of the community engagement, climate change element background analysis, and land use assumptions work. Staff would like to propose monthly updates to the Planning Commission moving forward to ensure that we can review plan components in an efficient and timely manner, keeping key deadlines in mind as we work through the scope of the project.