

AGENDA

BOTHELL PLANNING COMMISSION

VIRTUAL MEETING

Bothell City Hall, 18415 101st Avenue NE
March 17, 2021, 6:00 PM

Pursuant to Governor Inslee's continued Stay Home Stay Healthy Proclamation 20-25 and the extension of Proclamation 20-28 regarding open public meetings, and in an effort to curtail the spread of the COVID-19 virus, this Planning Commission meeting will be conducted remotely unless otherwise directed by the Governor's proclamation. We encourage members of the public to attend and participate in the meeting remotely, as described in more detail below.

To attend the meeting:

- 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/87415057072> ,
 - Call-in to the Zoom meeting by dialing 253-215-8782 and entering 874 1505 7072#,
- To provide public comments/testimony or to submit written comments please email Michael Kattermann at Michael.kattermann@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](#).

1. CALL TO ORDER

2. PUBLIC COMMENTS

If you wish to comment (either in writing or orally) please submit your comments or request to michael.kattermann@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

March 3, 2021

4. NEW BUSINESS

5. STUDY SESSION

Canyon Park Subarea Plan Implementation - Bonus Incentive Program

6. UNFINISHED BUSINESS

2021 Planning Docket

7. REPORTS FROM STAFF

8. REPORTS FROM MEMBERS

9. ADJOURNMENT

Projected Schedule of Land Use Items

City Council (CC) meetings, shown in **bold**. *Planning Commission (PC)* meetings, shown in *italics*. Other Board meetings shown in normal text unless otherwise noted.

Meetings are held virtually unless otherwise noted. **All meetings start at 6 p.m.** unless otherwise noted

For planning purposes only: schedule subject to change without notice

March 2021

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------|--|---|-----------|-----------|
| 1 | 2 Critical Area Regulations Code Amendments Continued Public Hearing & Action | 3 <i>Code Amendments for Micro- housing and General Downtown Commercial Overlay Zone</i> <i>Review of UW Students Report on Additional Outreach for Canyon Park Subarea Plan</i> | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 Extension of Interim Ordinance Temporarily Suspending Expiration of Permits Public Hearing & Action 2019 Comprehensive Plan and Code Amendments Action Amendments to Bothell Municipal Code Title 20 - Buildings and Construction Code Public Hearing & Action | 17 <i>Canyon Park Subarea Plan Implementation - Bonus Incentive Program</i> | 18 | 19 |
| 22 | 23 Landmark Preservation Board | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

March 3, 2021 Minutes

BOTHELL PLANNING COMMISSION

REGULAR MEETING – March 3, 2021

COMMISSIONERS PRESENT (via WebEx): Jenne Alderks, Carston Curd, Amanda Dodd Olson, Sarah Gustafson, Kevin Kiernan

COMMISSIONER ABSENT AND UNEXCUSED: Brad Peistrup

STAFF PRESENT (via WebEx): Community Development Director Michael Kattermann, Senior Planner Dave Boyd, Senior Planner Nathen Lamb

CALL TO ORDER: The Regular Meeting of the Bothell Planning Commission was called to order by Chair Kevin Kiernan on March 3, 2021, at 6:00 p.m.

PUBLIC COMMENTS: (See video for detailed comments)

Bart Flora – First Olympic Investments – Developing a 181-unit micro-housing apartment development in Bothell. His team is looking forward to working on this project with the City of Bothell.

APPROVAL OF MINUTES:

| |
|---|
| CURD MOVED TO APPROVE THE MINUTES FOR FEBRUARY 3, 2021. ALDERKS SECONDED. MOTION PASSED WITH ALL PRESENT IN FAVOR. |
|---|

NEW BUSINESS: None

STUDY SESSION:

Chair Kiernan opened the study session with the next item on the agenda which was a review of UW Students Report on Additional Outreach for Canyon Park Subarea Plan. Director Kattermann introduced UW students Emma Wilson, Susue Li and Joe Calodich who are a part of the 12-member team that prepared the report. They answered questions that the Commissioners had regarding this report.

Discussion ensued.

Chair Kiernan continued the study session with the next item on the agenda which was Code Amendments for the General Downtown Corridor 3-floor Overlay and Potential Micro-housing Provisions. The meeting was turned over to Senior Planner Dave Boyd who shared a presentation.

Discussion ensued.

UNFINISHED BUSINESS:

Chair Kiernan reported that the Council approved the 2021 Planning Commission Docket at the February 16 meeting.

REPORTS FROM STAFF:

Director Kattermann reported:

- Critical Area Regulations Amendments were adopted by the Council at the March 2 meeting.
- Board and Commission interviews will be conducted by council members on Tuesday, March 9. There are 12 applicants for the Planning Commission.
- Commissioners were asked to let staff know if they are approached regarding the Canyon Park appeal and to not make any comments regarding this until they have spoken with staff.
- Upcoming council items – March 16:
 - Amendment to Bothell Municipal Code Title 20 – Buildings and Construction Code.
 - 2019 Comprehensive Code Amendments Action
 - Extension of interim ordinance temporarily suspending expiration of permits.

REPORTS FROM MEMBERS:

Commissioner Alderks reported that she has attended 5 of the 6 classes she needs to complete her credentialing program.

Chair Kiernan reported on training that he attended entitled “Great Planning Commission Meetings” along with Director Kattermann and Senior Planner Nathen Lamb.

Commissioner Alderks received information about the Land Housing Opportunity Conference organized by the Urban Land Institute on March 16-17 and inquired about attending. Director Kattermann will look into this and report back to the Commissioners.

ADJOURNMENT:

OLSON MADE A MOTION TO ADJOURN THE MARCH 3, 2021 MEETING. CURD SECONDED AND IT PASSED WITH ALL PRESENT IN FAVOR.

The meeting was adjourned at 8:56 P.M.

Canyon Park Subarea Plan Implementation - Bonus Incentive Program

Approved 2021 Docket

2021 PLANNING DOCKET

| # | Source / Status | Tasks | Proposed Timing | Estimated Hours |
|----------|---|--|---|---|
| 1 | State Mandate, Initiated 2017 | Code amendments to Title 14, Critical Areas. Updates are needed to comply with Ecology requirements regarding wetlands. Additional analysis per Council in 2019. | 2021 Q1 | 40 |
| 2 | GMA Consistency A. deferred from 2019 B. deferred from 2020 C. deferred from 2019-2020 | Comprehensive Plan Amendments A. <i>Transportation Element</i> : Add policy and text amendments from Bike Plan adoption. B. <i>Parks, Recreation and Open Space Element</i> : Integrate PROS Plan with or as Parks Element. C. Private amendment requests see Task #18. | A – 2021 B – Defer 2022 C – Defer 2024 | A – 60 + PW B – 60 + Parks C – See Task #18 |
| 3 | State Mandate Initiated 2019 | Buildable Lands Report (King and Snohomish). Between 2019 and 2021, counties and cities will be updating buildable lands inventories and analyses that inform new growth targets and capacity for 2024 Comprehensive Plan Update. | 2021 Q2 | 80 |
| 4 | State Mandate Initiated 2020 | Growth Targets (King and Snohomish). Establishing population and employment targets that will inform the 2024 <i>Imagine Bothell...Comprehensive Plan Update.</i> | 2021 Q3 | 160 |
| 5 | State Mandate Initiated 2020 | Countywide Planning Policy amendments (King and Snohomish). Revisions to reflect Vision 2050 updates that will inform the 2024 <i>Imagine Bothell...Comprehensive Plan Update.</i> | 2021 Q4 | 80 |
| 6 | Council Priority A – Initiated 2018 (grant funded thru 6/2021) B – 2020 (grant funded thru 6/2021) C – Underway D – Underway E – Housing Strategy & Commission | Housing Strategy Implementation – Work plan approved 7/2018 includes: A. Increase Short Plats from 4 lots to 9. B. Allow duplexes on corner lots in single family zones. C. Code amendment for Multi-Family Tax Exemption (MFTE) program. D. Continued implementation of 2018 Housing Strategy with an initial focus on effective ways to expand “missing middle” housing opportunities citywide; e.g. allow duplexes-fourplexes in single family areas; eliminate barriers to creating ADUs; encourage cottage housing or other attainable housing types. E. Revise regulations for micro-apartments (related to 8.A.). | A – 2021 Q1 B – 2021 Q1 C – 2021 D – 2021/22 E – 2021 | A – 40 B – 40 C – 120 D – 160 E – 240 |

2021 PLANNING DOCKET

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|-----------|--|---|---|---|
| 7 | Council Priority NEW | <p>Canyon Park Subarea Implementation</p> <p>A. MFTE (included in 6.C.) B. Obtain PSRC certification C. Develop a Bonus Incentive system for achieving additional FAR. D. Formulate a commercial linkage fee for affordable housing. E. Integrate street standards from new code into Design & Construction Manual. F. Coordinate with Sound Transit on analyzing TDR feasibility & implementing a system. G. Explore methods & implications for deferring certain required site improvements. H. Assist PW with a plan for TDM implementation.</p> | <p>A – 2021 B – 2021 C – 2021 D – 2021 E – 2021 F – 2021 G – Defer H – Defer</p> | <p>(see 6.A.) B – 120 C – 240 D – 160 E – 40 F – 200 G – 80 H – 80 + PW</p> |
| 8 | Initiated 2018 A – Housing Strategy, private request B – NEW C - Deferred | <p>Downtown Subarea Plan Implementation:</p> <p>A. Remove/revise 3-story overlay in General Downtown Corridor and add affordable housing overlay (related to 6.E.) B. Nominate downtown subarea as a “Candidate Countywide Center” for King County CPPs and transportation funding C. Parking requirements related to outcome of parking management plan or Phase 2 study (not funded).</p> | <p>A – 2021 B – 2021 (Due Q3) C – Defer pending scope review & funding.</p> | <p>A – 240 B – 240 C – 80</p> |
| 9 | Initiated 2019 | <p>Northshore School District Impact Fee Collection – District requesting City collect school impact fees.</p> | 2021 | 120 |
| 10 | A - NEW B – Initiated 2020 (Planning Commission) C – Initiated 2016, Deferred) D – Initiated 2020 (Planning Commission) E – Initiated 2020/21 (staff) | <p>Code Amendments</p> <p>A. Amend 2020 residential parking reductions to increase radius to ½ mile for market rate housing & include mandatory affordability provision if possible. B. Assess steps needed to participate in King and Snohomish County transfer of development rights (TDR) programs. C. Code amendments to Title 12 for consistency with state regulations regarding “Residential Care Facility”. D. Incentivize solar power and include other sustainable practices in building and development regulations. E. Housekeeping amendments: 1. Title 15 – clarify plat requirements regarding recorded easements and other encumbrances (NEW) 2. Title 20 – clarify exemption for structures <200 sq ft (NEW) 3. Add exemption to outdoor space code amendments (NEW)</p> | <p>A – 2021 B – 2021 C – Defer D – Defer E – As time allows</p> | <p>A – 80 B – 40 C – 100 D – 200 E – 240</p> |

2021 PLANNING DOCKET

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|-----------|---|--|--|--|
| | | <ol style="list-style-type: none"> 4. Title 14 – match SEPA exemption to new short plat threshold (NEW) 5. Correct outdated references 6. Review minimum 800’ floor area requirement in Lower Maywood Special District – may prohibit smaller ADUs (12.54.020(B)) 7. Clarify lighting standards within public ROW – refer to PW Standards (12.14.240) 8. Improve visibility of building addresses – current 12” limitation difficult for emergency responders (12.22) 9. Combine/clarify ‘building coverage’ definitions (11.02) 10. Review ham radio operator regulations for consistency w/fed regs – requires CUP for any antenna (12.06) 11. Review HVAC screening requirements – modern equipment much smaller (12.14) 12. PW (processing only) | | |
| | | | 12 – 2021 Q1 | (see 6.A) |
| 11 | <p>A – NEW</p> <p>B – NEW</p> <p>C – Initiated 2019, deferred</p> | <p>Amend the Shoreline Master Program</p> <p>A. Update SMP to reflect 2020 FEMA amendments for flood plains.</p> <p>B. Streamline recommendations from stormwater plan analysis.</p> <p>C. Buffer enhancement incentives – review current provisions allowing reduction of standard buffer width in exchange for buffer enhancement.</p> | <p>A – 2021</p> <p>B – 2021</p> <p>C – 2022</p> | <p>A – 40</p> <p>B – 40</p> <p>C – 160</p> |
| 12 | NEW – Council 2021 | *Increase tree protections – review and potentially update protections citywide for significant trees. | *Defer to 2022 and initiate task in 2021 if time allows. | |
| 13 | NEW – Council 2021 | *Gateway design regulations – consider plan and/or code amendments to strengthen development regulations for gateway sites. | *Defer to 2022 and initiate task in 2021 if time allows. | |
| 14 | Initiated 2019, deferred | Update Planned Action EIS capacity analysis for Downtown Subarea. | Defer | 160 + Consultant |
| 15 | Initiated 2019, deferred | <p>Comprehensive Plan and Code amendments regarding private streets – Seeking policy direction on private streets.</p> <p>A. Policy direction from Council</p> <p>B. Comp plan and code amendments</p> | <p>A – Defer</p> <p>B – Defer</p> | <p>A – 80</p> <p>B – 160</p> |
| 16 | Initiated 2018, deferred | Sign Code amendments per US Supreme Court ruling (Reed v Town of Gilbert). This concerns regulation of signs based on content | Defer | 240 + Legal |

2021 PLANNING DOCKET

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|-----------|--|--|-------------------------------------|--------------------------------------|
| | | and review of City's regulations for compliance with Court decision. | | |
| 17 | Initiated 2018, deferred | Comprehensive Update to the Landscape Regulations - Current landscaping regulations are geared toward a suburban style of development and should be updated. | Defer | 200 + Consultant |
| 18 | Initiated 2016 – 2018, deferred | Code amendments to regulations pertaining to adult entertainment. Council initiated Code amendments to clarify current regulations pertaining to espresso stands. | Defer | 60 + Legal |
| 19 | Initiated 2019, deferred | Code amendments for City Council review of proposed park land dedications. Earlier and defined process for proposals to dedicate parkland. | Defer | 80 |
| 20 | A - Initiated 2019, deferred B – 2020, deferred C – 2020, deferred | Property Owner Requests – Plan & Code Amendments A. 10116 and 10126 NE 187 th ST from R 4,000 to R 2,800 – Property adjacent to R 2,800. Increases allowed units from 5 to 7. B. 20316 90 th Ave NE in Westhill Subarea from R 9,600 to R 7,200. C. 24328, 24232, 24318, 24310 - 7 th Ave SE in Westhill Subarea from R 9,600 to R 7,200. | A – C Defer 2024 periodic update | A – 100 B – 80 C – 100 |
| 21 | Initiated 2016-18, Planning Commission recommendation 2016 | Nike Hill Plan and Code amendments. Apply three-story (35 feet) Residential Activity Center and mixed-use zoning classifications in the Neighborhood Activity Center at Meridian Avenue and 228 th Street SE/SW with affordable housing requirements. | Defer 2024 periodic update | 150 |

STAFF RESOURCES (2.3 FTE)

| Strategic Planning Hours by Priority and Timing | ALL TASKS | 2021 PROPOSED |
|---|----------------|---------------|
| 1. Mandatory | 480 | 420 |
| 2. Supports Council Priority | 1,640 | 1,360 |
| 3. Optional Tasks | 3,150 | 800 |
| TOTAL | 5,270 | 2,580 |
| Estimated staff hours available | 2,500 | 2,500 |
| DIFFERENCE | (2,770) | (80) |
| | | |
| New in 2021 (included in 1-3 above) | 1,320 | 1,160 |

2021 PLANNING DOCKET

Proposed 2021 Docket- LPB Work Plan

| Status | Task | Priority | Estimated hours |
|---------------------------------|---|--|--|
| From Previous Docket / Started | <i>Post-WWII Historic Resources Inventory Update (HRI)</i> - <u>Initiated 2013</u> – Board must maintain an inventory of resources over 50 years old. +/-800 properties from the Mid-20 th Century period were surveyed in 2020 and need to be entered into the state’s WISAARD database this year. | Mandatory | 160 (Regular) |
| Ongoing | <i>Planning and Permit Review activities per consultant contract</i> | Contract Priority | 250 |
| New | <i>Telling Bothell’s Full Story (#TellTheFullStory)</i> – <u>Not yet initiated</u> - A phased project to expand the city’s accepted historical narrative to include BIPOC and tribal communities. | LPB Priority | 260 (110 Reg./ 150 Grant) |
| Completed | <i>Post-WWII Landmark Nominations</i> – <u>Initiated 1/2020</u> – Staff will produce landmark nominations for two post-WWII era properties. | LPB Priority | |
| From Previous Docket / Deferred | <i>Bothell Then & Now book update</i> – <u>Initiated 1/2018</u> – working on an update with added content to include McMenamins, post-WWII resources, and Snohomish County Resources. | Defer | |
| From Previous Docket / Merged | <i>Native Peoples Project</i> – <u>Merged with Telling Bothell’s Full Story.</u> – See description above. | Merged with Telling Bothell’s Full Story project above | |

Available Consultant Hours

| | |
|--------------------------|------------|
| Regular consultant hours | 520 |
| Grant Hours awarded | 150 |
| Total | 670 |