

AGENDA

BOTHELL PLANNING COMMISSION

Bothell City Hall, 18415 101st Avenue NE
Wednesday, December 4, 2019, 6:00 PM

1. **CALL TO ORDER**
2. **PUBLIC COMMENTS**
A chance for members of the audience to address the Commission on a topic NOT scheduled for a public hearing on this evening's agenda. Please limit comments to 3 minutes per speaker.
3. **APPROVAL OF MINUTES**
November 20, 2019
4. **NEW BUSINESS**
Report from Council liaison
5. **CONTINUED PUBLIC HEARING**
Downtown Public Space Code Amendments
6. **PUBLIC MEETING**
None
7. **STUDY SESSIONS**
 - A. 2020 Transportation Impact Fee Update
 - B. Preliminary 2020 Planning Docket
8. **OLD BUSINESS**
None
9. **REPORTS FROM STAFF**
10. **REPORTS FROM MEMBERS**
11. **ADJOURNMENT**

Official tapes of meetings are available through the Community Planning Division.

SPECIAL ACCOMMODATIONS: The City of Bothell strives to provide accessible meetings for people with disabilities. If special accommodations are required, please contact the ADA Coordinator at 425-806-6150 at least three days prior to the meeting.

Projected Schedule of Land Use Items as of November 27, 2019

City Council (CC) meetings, shown in **bold**, start at 6 p.m. unless otherwise noted.
 Planning Commission (PC) meetings, shown in *italics*, start at 6 p.m. unless otherwise noted.
 Other Board meetings shown in normal text, start at 6 p.m. unless otherwise noted.
 Meetings are held in the **City Hall building at 18415 101st Avenue NE** unless otherwise noted.
For planning purposes only: schedule subject to change without notice

December 2019

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
	<p>Public Hearing Minimum Density and Intensity Plan and Code amendments</p> <p>Public Hearing Traffic impact fee</p> <p>Continued Public Hearing School Impact fees</p>	<p><i>Continued Public Hearing Downtown Public Space Code amendments</i></p> <p><i>2020 Transportation Impact Fee Update Study Session</i></p> <p><i>Preliminary 2020 Planning Docket Study Session</i></p>		
9	10	11	12	13
16	17	18	19	20
		<p><i>Public Hearing Downtown Historic District Code amendments</i></p> <p><i>Study Session PROS (Parks Plan) Update briefing</i></p>		
23	24	25	26	27
30	31			

January 2020

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8 <i>Downtown Public Space Recommendation</i> <i>Canyon Park Briefing & project schedule</i> <i>Planning Commission 2020 Docket</i>	9	10
13	14 Study Session: Multi-Family Tax Exemption	15	16	17
20	21	22 <i>Canyon Park Preferred Alternative Recommendation</i> <i>Downtown Historic Resources Code amendments</i>	23	24
27	28	29	30	31

Minutes

JOINT MEETING BOTHELL PLANNING COMMISSION AND LANDMARK PRESERVATION BOARD

REGULAR MEETING – November 20, 2019

COMMISSIONERS PRESENT: Patrick Cabe (arrived 6:15pm), Carston Curd, Jason Hampton (arrived 6:10pm), Kevin Kiernan, David Vliet

COMMISSIONERS ABSENT AND EXCUSED: Brad Peistrup

LANDMARK PRESERVATION BOARD PRESENT: Sharron Dimmitt (departed 7:25pm – no quorum), Sean Gehrke, William Moritz (departed 6:40pm), Ray Thomas, Cary Westerbeck

LANDMARK PRESERVATION BOARD ABSENT: Vicki Sompai

STAFF PRESENT: Community Development Director Michael Kattermann, Senior Planner Bruce Blackburn, Senior Planner David Boyd and Historic Preservation Consultant Sarah Desimone.

CALL TO ORDER: The Joint Meeting of the Bothell Planning Commission and the Landmark Preservation Board was called to order by Chair David Vliet on November 20, 2019, at 6:00 p.m. in the Council Chambers at the Bothell Town Hall, 18415 101st Avenue NE.

NON-AGENDA PUBLIC COMMENTS: None

JOINT STUDY SESSION:

Chair Vliet opened the joint study session on Title 22 Code Amendments by introducing Historic Preservation Consultant Sarah Desimone and Community Development Director Michael Kattermann who shared brief presentation and background on Title 22 Code Amendments.

Discussion ensued.

Chair Westerbeck introduced the next item, Historic Resources Inventory, and Historic Preservation Consultant Sarah Desimone shared a brief presentation.

Discussion ensued.

Chair Vliet continued the joint study session by introducing the next item which was BMC Section 12.64.504 and 505 Amendments: Architectural Styles and Historic Resources Regulations. Senior Planner David Boyd shared a brief presentation.

Discussion ensued.

BOTHELL PLANNING COMMISSION AND LANDMARK PRESERVATION BOARD

NOVEMBER 20, 2019

JOINT MEETING WRAP-UP: Chair Westerbeck stated that the Landmark Preservation Board will recommendation to council regarding the Title 22 changes after the November 26, 2019 meeting.

Landmark Preservation Board was adjourned at 7:46pm and a short break was taken before the Planning Commission continued the meeting.

The Planning Commission meeting resumed at 7:53pm

STUDY SESSION:

Chair Vliet opened the study session and introduced Senior Planner Bruce Blackburn who shared brief presentation on the Canyon Park Subarea Update.

Discussion ensued

APPROVAL OF MINUTES:

Commission Hampton recommended the following changes to the November 6, 2019 minutes under the Public Hearing for the Minimum Density Code amendments:

Commissioner Hampton recused himself from this discussion and vote on the next agenda item regarding Minimum Density Code amendments due potential conflict of interest from his employment with Sound Transit. Commissioner Hampton departed and was absent for the remainder of the meeting.

HAMPTON MOVED TO APPROVE THE MINUTES AS AMENDED FOR NOVEMBER 6, 2019. CABE SECONDED AND IT PASSED WITH ALL PRESENT IN FAVOR.

OLD BUSINESS: None

REPORTS FROM STAFF:

- Review of December and January calendars – Commissioner Hampton will not be able to attend the January 22, 2020 meeting
- APA Membership interest

REPORTS FROM MEMBERS: None

ADJOURNMENT:

HAMPTON MOVED TO ADJOURN. KIERNAN SECONDED AND IT PASSED WITH ALL PRESENT IN FAVOR.

The meeting was adjourned at 8:59 p.m.

**Continued Public Hearing:
Downtown Public Space
Code amendments**

MEMORANDUM

Community Development Department



City of Bothell

DATE: December 4, 2019
TO: Planning Commission
FROM: Dave Boyd, Senior Planner

SUBJECT: Downtown Public Space Code Amendments – Continued Public Hearing

Purpose/Action

The purpose of this continued public hearing is for the Planning Commission to take additional testimony, receive additional staff analysis, and provide additional direction to staff on potential amendments to the draft regulations.

There is no action required for the Commission at this time.

Background

The basis for the public space requirement can be found in the Community Vision section of the Downtown Subarea Plan & Regulations (part of the Comprehensive Plan for the Downtown Subarea), which envisions the creation of “a sequence of unfolding spaces that inspire people to walk and to linger in the center of the city.” In addition, including public spaces as part of private development serves to break up building mass and provide relief from the denser development of downtown. Even spaces that are only visually accessible can provide breathing room, additional landscaping and more solar access.

In the 2018 Planning Docket, Council initiated amendments to the downtown public open space regulations to achieve better outcomes and to better clarify those requirements as independent of the separate citywide parks and open space impact fees. Planning Commission began review of the public open space regulations along with other downtown plan and code amendments. Due to the overall scope of these amendments, the initial effort was limited to a minor, technical amendment intended to distinguish the downtown public open space requirement from the citywide parks and open space impact fee. Thus, the general term which also includes private outdoor space is changed from “open space” to “outdoor space” and “public open space” will be referenced as “public space” from this point forward.

More detailed examination of ways to assure better outcomes for the downtown designated public space requirements was deferred to 2019. Additional analysis was presented at the June 5 study session and July 17, September 18 and November 6 public hearings, and the Commission provided feedback that is addressed in the following section. In addition to exhibits and testimony provided by the development community, the potential amendments were presented to the Development Services Stakeholder Advisory Group for feedback on October 23.

Analysis/Discussion

For earlier analyses of the downtown public space requirements, please refer to the June 5, July 17, September 18 and November 6 Planning Commission packets. Below are additional analyses based on feedback from the Commission at the November 6 public hearing. Past packets are available online at <http://www.bothellwa.gov/AgendaCenter/Planning-Commission-4>.

At the November 6 hearing, Commissioners had a number of comments and questions regarding the method of calculation, the amount of space required, allowances for project size and application of fee in lieu. Options for consideration included:

- reducing the square footage per dwelling unit to 60-67% of the current requirement;
- establishing a cap on the maximum amount of the site area that could be required to provide public space;
- calculating the public space requirement on the gross floor area of the building rather than per dwelling unit (the method currently applied to office buildings);
- allowing an option for projects to apply a fee in lieu to a percentage of the requirement; and
- exempting smaller, infill projects from the requirement.

The Commission raised a concern about the public space requirement potentially reducing the number of units in projects since these downtown districts are planned for greater density. The Commission also asked staff to provide additional examples of how these requirements have been applied to past projects and the amounts of public space provided.

Reduction in required amount

Attachment 1 provides a comparison of options for different amounts and methods for calculating public space requirements and how those would apply to different existing and proposed developments in two downtown districts – Downtown Neighborhood and Downtown Transition (General Downtown Corridor and SR 522 Corridor have the same requirements as Downtown Transition). The table lists the current requirements in addition to options for a reduction to 60% and 50% of the current level.

Another option for applying a reduction to some projects is to establish a maximum cap on the amount of site area that would be provided to meet public space requirements. This could be applied in conjunction with any method for calculation or for any amount of requirement. The purpose of this cap would be to provide predictability to an applicant on the maximum amount of space that would be required. There are two levels for consideration at this time, 15% and 20%. **Attachment 1** indicates which projects would have benefitted from either cap.

Alternative calculation method

The current method of calculation for residential requires a specified amount of square footage per dwelling unit. For office uses the calculation is based on the gross floor area of the building. One option for consideration is to apply the office methodology to residential uses as well. This approach would remove density (i.e. dwelling units/acre)

from the equation and more directly link the calculation to the potential occupancy of the building. For example, an apartment building with all one-bedroom units would have a greater density than an equally sized apartment building with some two- and three-bedroom units. The latter building could have more residents but would be required to provide less public space based on the current method of calculation. **Attachment 1** indicates the effect this could have on projects applying the current requirement for office to residential.

The fact that office projects in downtown have been able to meet or exceed the current requirement indicates that the requirements for office may not need to be amended, as previously proposed. It also raises the possibility of basing the requirement for residential on the same percentage of floor area used for office space, rather than adjusting the per unit requirement. This would have the effect of reducing the overall amount of required public space across the board, but requiring relatively more public space for projects with larger units, like townhomes. A column in **Attachment 1** shows the effect of such an approach on the completed projects.

In lieu fees

After each column indicating the reduced required amount is a calculation for an additional 10% reduction that the developer could achieve by paying the fee in lieu amount. This would be at the option of the developer and provide some flexibility in meeting the public space requirement. No other fee in lieu options, including at the director's discretion, would be allowed for larger projects.

Projects on smaller sites would be eligible to pay the fee in lieu for the full amount of public space required. This option would be at the discretion of the applicant and would only apply to projects required to provide less than 3,000 square feet but 1,000 square feet or more of public space.

Exemption for small projects

At the November 6 hearing some commissioners favored an exemption for small infill projects, citing the benefit of having a range of project sizes to lend variety to the urban fabric, and the slim margins for small projects that do not enjoy the economies of scale. The code currently requires public spaces to be a minimum of 1,000 square feet in situations where a project has a requirement of at least 3,000 square feet and can divide their public space. A potential exemption would be for projects that have a requirement of less than 1,000 square feet. Under the existing requirement, that would be a project of 6 units or less in the Downtown Transition or Corridor districts, or 9 units or less in the Downtown Neighborhood district. An office building of 16,666 square feet or less in either district would also be exempt under the current requirements. If the public space requirement is reduced, a lower threshold might be considered.

Following is additional discussion about the potential effects of these various options on several projects in two of the downtown districts.

Downtown Transition district:

The revised conceptual plan for the Ross Road Apartments (**Attachment 2**) illustrates the latest proposal for meeting the current public space regulations for apartment

developments. This and most other apartment developments in these downtown districts have used the in lieu fee, transfers to other sites or other creative provisions of public space to meet the requirement.

The larger townhome developments seen to date, Dawson Square and The Landing, have been able to meet the current public space requirements without use of in lieu fees, mostly through the use of passages connecting through the sites. This raises the question of whether the reduced requirements should only apply to apartment developments, which would tend to incentivize the denser housing form.

Smaller townhome developments, like the two examples on the 10300 block of NE 185th Street, have used the in lieu fee option, and are well under the proposed threshold for automatically applying in lieu fees.

Downtown Neighborhood district:

The Downtown Neighborhood district requires less public space per unit than the Downtown Transition and corridor districts, largely because it is intended to have denser development that can use more of the site area.

The 104 was the first multifamily development done under the Downtown Plan, and while it was a relatively large site, the developers chose to limit it to three stories instead of the allowed five and still had difficulty fitting the required public space on site. The same developers were also developing Six Oaks, which had a significantly smaller public space requirement since it is mostly in the Downtown Core, with no public space required. The developers requested and were allowed to transfer about 40% of the required open space from the 104 to Six Oaks.

The Pop had a public space requirement of 12,644 square feet, nearly 28% of its site area. The developers requested and were allowed to provide public open space exceeding this amount in the form of a second-level terrace and a pedestrian passage partly shared with the parking entrances and partly on an easement shared with Northshore School District, connecting to Horse Creek Plaza. A reduction from 100 to 60 square feet per unit and from 60 to 40 square feet per 1,000 square feet of office would result in a requirement of 7,643 square feet, or about 17% of the site area.

Edition Apartments provided 6,100 square feet of its required public space on site, which is nearly 15% of the site area, paying an in lieu fee for the rest of the required 13,500 square feet. A reduction to 60 square feet per unit would result in a requirement of 8,100 square feet. Allowing in lieu fees for 10% of that would still require 7,290 square feet on site. A reduction to 50 square feet per unit would create a requirement of 6,750 square feet, which could be reduced to 6,075 square feet with a 10% in lieu fee allowance. Alternatively a 15% cap of the site area for public space, would result in a requirement of 6,151 square feet, within reach of what was provided.

The 98th Ave Apartments project is paying in lieu fees for 69% of required public space, well above what would be allowed in any of the options shown in **Attachment 1**. The project is also providing a pedestrian connection along the south frontage to 183rd St. to

the west that does not meet the public space dimensional criteria. Neither the current nor the proposed code have a mechanism to give credit for a pedestrian connection.

The adjacent office project by the same developer is providing almost twice what would be required in an extension of the public space provided for the adjacent apartment project. In the case of The Pop two phases were allowed to consider their public space requirement jointly. In the case of The 104 and Six Oaks required public space was transferred between the two projects. There is no code provision to allow these practices explicitly so they have been handled on a case-by-case basis.

Next Steps

Because staff is continuing to analyze the different options being considered by the Commission, no recommendation is requested at this meeting. Staff is seeking Commission direction on issues discussed above.

Staff recommends that the public hearing be continued to January 8, 2020.

Attachments

1. Downtown Bothell Public Space Comparisons
2. Revised Concepts for Ross Road Apartments and 98th Ave office building

Downtown Bothell Public Space Comparisons

Downtown Transition Projects (% of site area)	Units/ Office Area	Total GFA	Current Requirement: 150sf/unit, 10% office	90sf/unit 6% office	-10% ILF	75sf/unit 4% office	-10% ILF	20% of site area	15% of site area	10% total GFA ⁶	-10% ILF
Ross Rd. Apartments 6,200sf proposed (17%)	95		14,250sf	8,550sf	7,695sf	7,125sf	6,413sf	7,403sf	5,552sf		
Dawson Square 8,661sf provided (9%)	45	93,330sf	6,750sf	4,050sf	3,650sf	3,375sf	3,038sf	18,526sf	13,895sf	9,333sf	8,400sf
The Landing 8,827sf provided (9%)	58	102,140sf	8,700sf	5,220sf	4,698sf	4,350sf	3,915sf	18,730sf	14,047sf	10,214sf	9,192sf
10304 185 th Townhomes 740 proposed (5%)	13		1,950sf	1,170sf	¹ 1,053sf	975sf	¹ 878sf	3,204sf	2,403sf		
10320 185 th Townhomes 0 proposed	5		750sf	450sf	¹ 405sf	375sf	¹ 337sf	1,439sf	1,079sf		
Downtown Neighborhood Projects (% of site area)			Current Requirement: 100sf/unit, 6% office	60sf/unit 4% office	-10% ILF	50sf/unit 3% office	-10% ILF	20% cap	15% cap	6% total GFA ⁶	-10% ILF
The 104 6,959sf provided ² (12%)	115	142,783sf	11,500sf	10,350sf	9,315sf	5,750sf	5,175sf	11,612sf	8,709sf	8,567sf	7,710sf
The Pop 15,629 provided ³ (34%)	118 12,500sf	176,749sf	12,644sf	7,643sf	6,879sf	6,322sf	5,690sf	9,153sf	6,864sf	10,605sf	9,544sf
Edition Apartments 6,110sf provided ⁴ (15%)	135	160,833sf	13,500sf	8,100sf	7,290sf	6,750sf	6,075sf	8,201sf	6,151sf	9,653sf	8,688sf
98 th Ave Apartments 1,467sf provided ⁵ (3%)	79	88,606sf	7,900sf	4,740sf	4,266sf	3,950sf	3,555sf	11,164sf	8,373sf	5,316sf	4,785sf
Harbour Homes office 2,099sf proposed (12%)	0 17,667sf		1,066sf	711sf	¹ 640sf	533sf	¹ 480sf	3,584sf	2,688sf		
Fir Street Flats 335sf proposed (13%)	3 583sf		335sf	203sf	¹ 183sf	167sf	¹ 150sf	528sf	396sf		

¹ 10% in-lieu-fee limit would not apply to projects with a public space requirement of less than 3,000sf, as written in the draft amendments.

² The 104 requested and was allowed to transfer the remainder of their required open space to the Six Oaks site.

³ The Pop proposed and was allowed to provide its Phase 1 public space in a second-level terrace and a passage partly shared with the parking entrances and partly on an easement shared with Northshore School District, connecting to Horse Creek Plaza, and to treat Phase 1 and 2 public space as one project.

⁴ Edition Apartments paid an in lieu fee for 55% of its required public space.

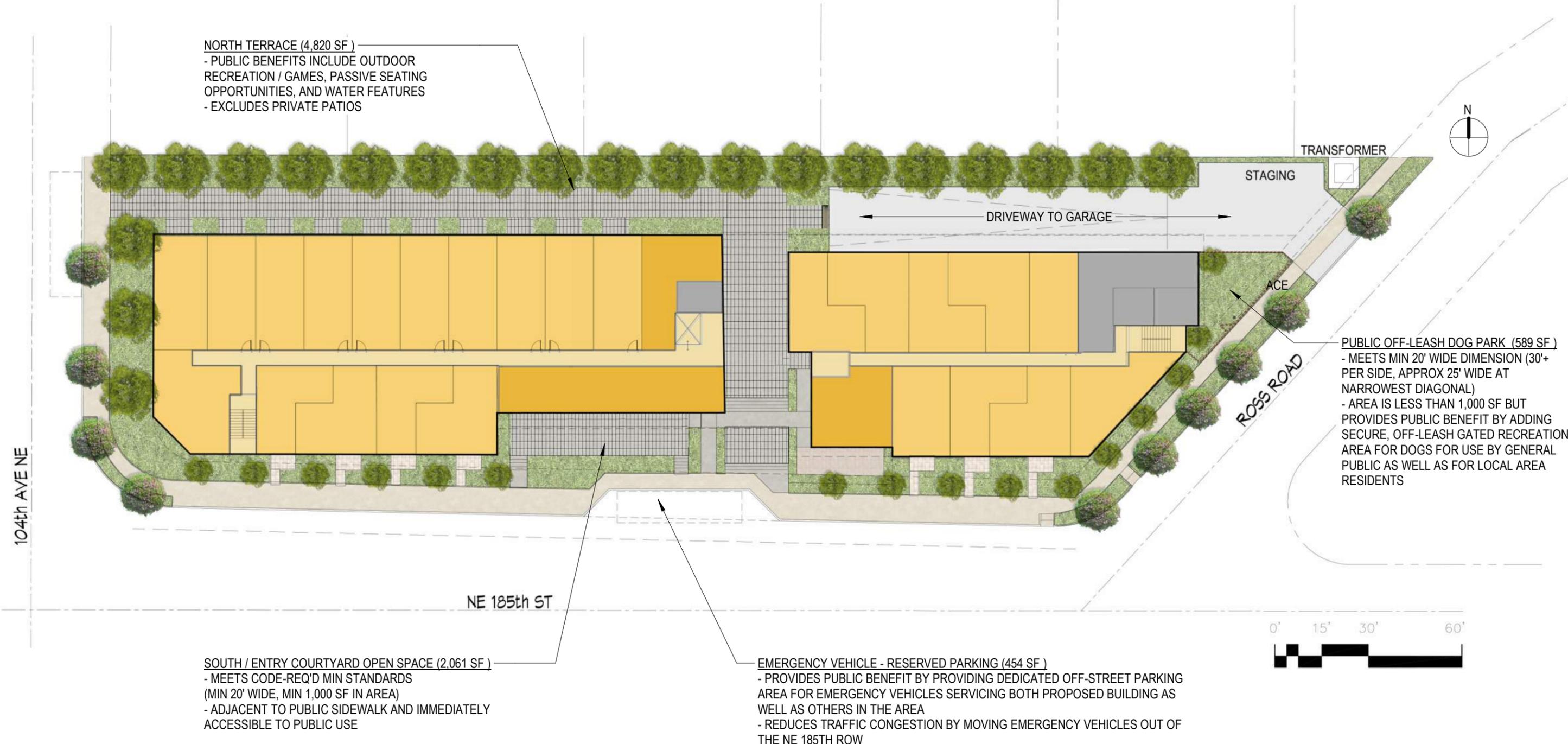
⁵ 98th Avenue Apartments is paying an in lieu fee for 69% of its required public space, but is also providing a pedestrian connection along its south frontage, connecting to 183rd St. to the west. The in lieu fee would be limited to 10% in the proposed amendments.

⁶ Gross Floor Area for a project, regardless of uses.

OPEN SPACE - OVERALL PLAN / CALCS

PUBLIC		
REQUIRED:	150 SF / DU =	14,250 SF REQ'D (= 38.5% OF PROJECT SITE) (8,850 SF REQ'D IF 90 SF/DU REQ'D)
PROVIDED:		
<u>ON SITE:</u>	STREET TERRACE =	2,061 SF
	NORTH TERRACE =	4,820 SF (EXCLUDES PRIVATE PATIOS)
	EV PARKING =	484 SF
	OFF-LEASH DOG PARK =	589 SF
<u>OFF SITE:</u>	OFFICE BLDG =	1,032 SF (SEE SHEET 1.02)
	TOTAL PROVIDED =	8,986 SF

PRIVATE		
PROVIDED	60 SF / DU =	5,700 SF REQ'D (APPROX)
	12 decks @ 6 SF AVG =	720 SF
	ROOF DECK	
	(ALL RESIDENT ACCESS) =	7,766 SF
	TOTAL PROVIDED =	8,486 SF



12.64.201 - OPEN SPACE CALCULATION

OPEN SPACE - 98TH AVE OFFICE BLDG

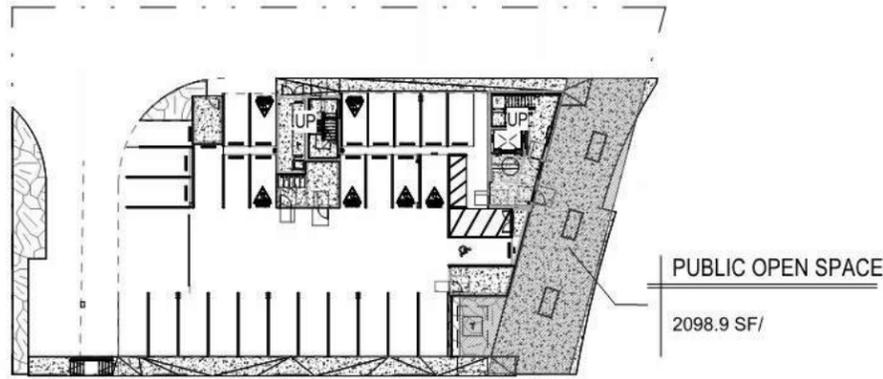
REQUIRED

12.64.201 - OFFICE
 PUBLIC OPEN SPACE = 60 SQ FT / 1,000 SQ FT
 (17,768 SQ FT / 1,000 SQ FT) X 60 SQ FT = 1,066 SQ FT

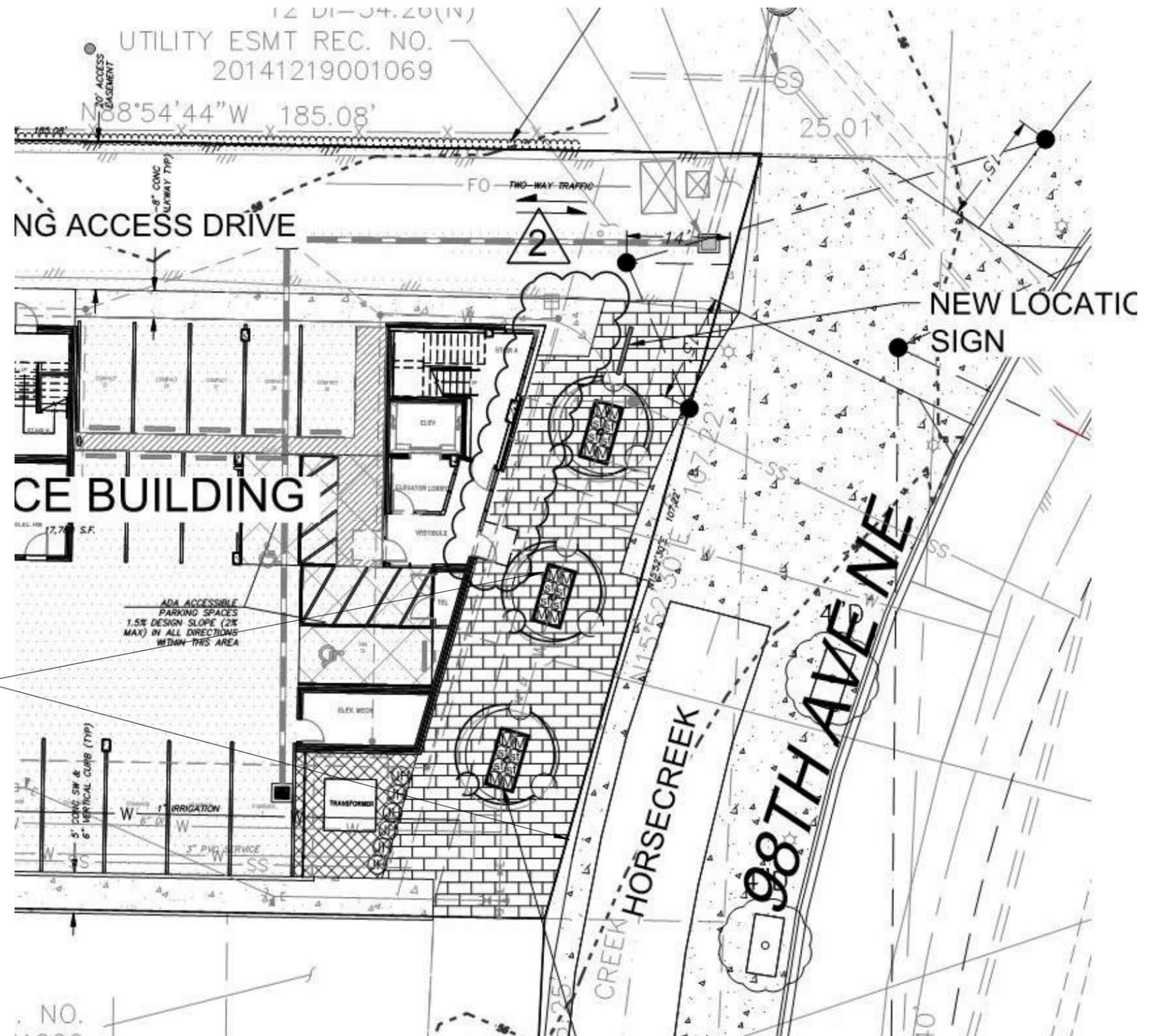
PRIVATE OUTDOOR SPACE = N/A

PROPOSED

2,098.9 SQ FT PROPOSED
 (2,098.9 - 1066 = 1,023.9 sf
 OPEN SPACE PROVIDED
 EXCEEDING CODE MIN)



OPEN SPACE PROVIDED INCLUDES
 OUTDOOR PLANTING AND EXTENDED
 PEDESTRIAN WALKWAYS ADJACENT
 TO HORSE CREEK IMPROVEMENTS



REVISED ENTRY COURTYARD

PUBLIC OPEN SPACE + LANDSCAPING, TYP

PRIVATE PATIOS OFF UNITS, TYP THIS LEVEL

LEASING OFFICE, MAIL ROOM AND PARCEL STORAGE LOCATED ADJACENT TO OPEN SPACES FOR SECURITY AND EASE OF ACCESS

FITNESS ROOM RELOCATED TO SOUTH-FACING OPEN SPACE TO MAXIMIZE DAYLIGHTING

ENTRY LOBBY RETAINED AT CORNER FOR VISIBILITY

PUBLIC OPEN SPACE FACES SOUTH FOR DAYLIGHT / PUBLIC ACCESS / ADJACENCY TO ROW

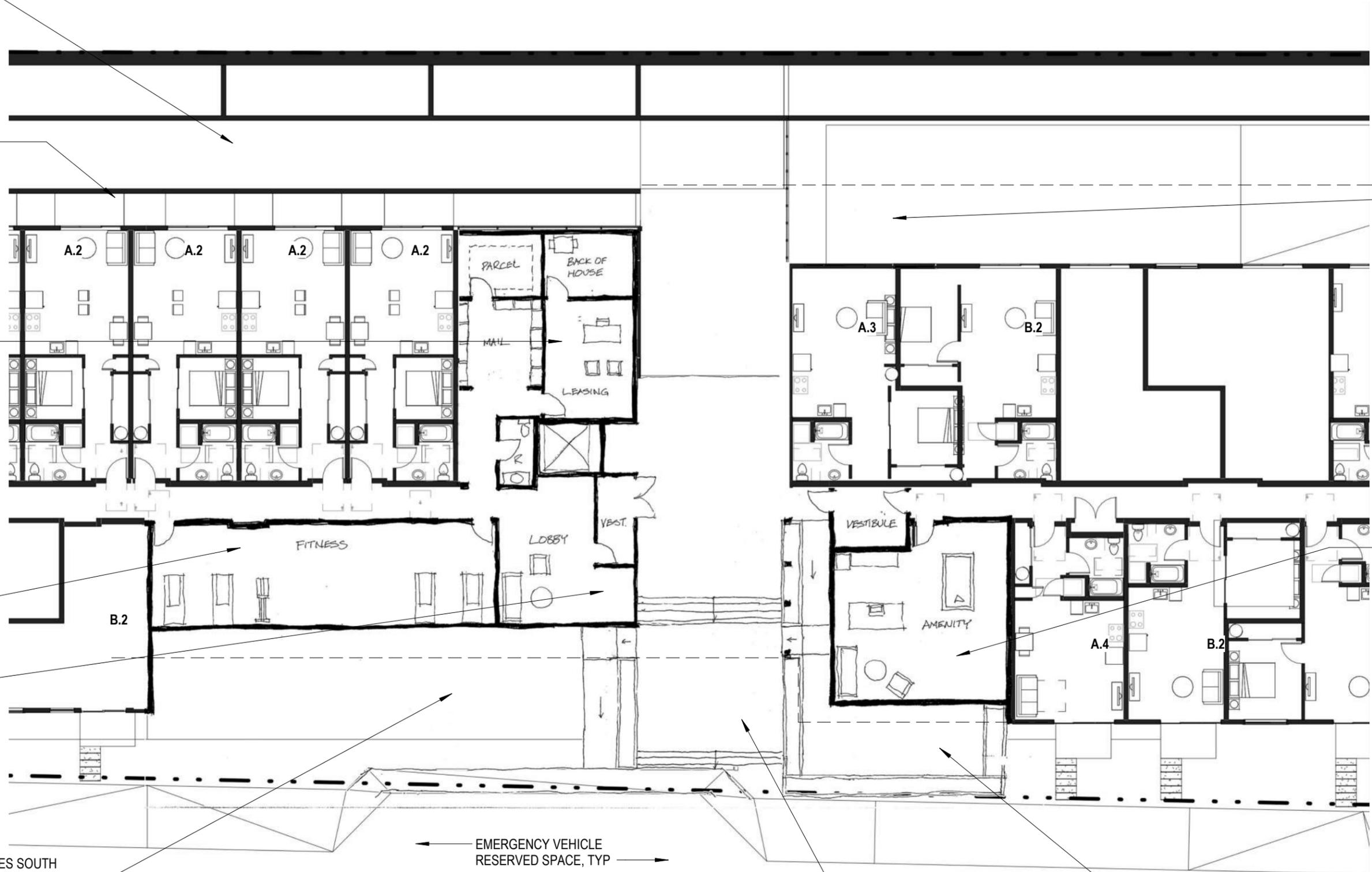
EMERGENCY VEHICLE RESERVED SPACE, TYP

PROCESSIONAL STAIRWAY + RAMP TO BUILDING ENTRY

PRIVATE OUTDOOR PATIO OFF AMENITY SPACE FOR RESIDENTS

OPEN SPACE / LANDSCAPING EXTEND OVER DRIVE AISLE BELOW TO INCREASE LANDSCAPING AND REDUCE BLANK WALLS CREATED BY SHORING

AMENITY LOUNGE RELOCATED TO OPPOSITE CORNER, FLANKING MAIN ENTRY TO ENGAGE BUILDING ENTRY AND TAKE ADVANTAGE OF OUTDOOR PATIO ACCESS



**Study Session:
2020 Transportation Impact Fee
Update**

MEMORANDUM
Public Works Department



City of Bothell™

DATE: December 4, 2019
TO: Planning Commission
CC: File
FROM: Boyd E Benson, Utilities and Development Services Manager
SUBJECT: 2020 Transportation Impact Fee Update

Purpose/Action

This memorandum summarizes the 2020 Transportation Impact Fee Update being considered by Bothell City Council in accordance with Bothell Municipal Code 17.045.

The briefing of the Planning Commission is provided for information only, no action is required.

Background

Bothell collects development-related Transportation Impact Fees to fund construction of system-wide improvements that add transportation capacity to accommodate growth. The cost of the Transportation Impact Fee is based on the proportionate share of development-related traffic accommodated by construction of public transportation improvement projects. The 2020 Transportation Impact Fee under consideration is \$10,151 for each new peak hour vehicle trip, which is an increase from the 2019 fee of \$7,406.

Peak hour vehicle trip rates are estimates of maximum vehicle origin or destination trips generated by development. Peak hour trip generation rates are based on studies published by the Institute of Transportation Engineers (ITE) and form the basis for the Transportation Impact Fee schedule with high-traffic development (such as drive through restaurants) generating more trips than lower-traffic development (such as apartments or multi-family housing).

Next Steps

The Bothell City Council will hold a public hearing to consider adoption of the 2020 Transportation Impact Fee on Tuesday, December 3, 2019, 6:00 p.m. or later, in the Bothell City Hall Council Chambers, located at 18415 101st Ave NE, Bothell WA.

Study Session:
Preliminary 2020 Planning Docket

MEMORANDUM

Community Development



City of Bothell

DATE: December 4, 2019

TO: Planning Commission

FROM: Michael Kattermann, Director, Community Development

SUBJECT: Preliminary 2020 Planning Docket

Purpose/Action

Staff is bringing this preliminary 2020 Planning Docket to the Commission for discussion and feedback. No action is required.

Background

The 'docket' is derived from the Bothell Municipal Code (BMC) which provides that "Amendments to the comprehensive plan, a subarea plan, or development regulations may be suggested by any person..." and that "The City Council shall initiate consideration of suggested amendments by motion."

Each year Staff prepares an annual draft docket of potential plan and code amendments for Council review and consideration. Staff also provides an estimate of the number of hours needed to complete each task as a way to prioritize and ensure the docket does not exceed available staff resources. The tasks are categorized as follows:

- Mandatory – necessary to comply with federal, state, legal, or other requirements, often by a specified date
- Supports Council Goal – directly related and important to achieving Council goals and at Council's discretion
- Optional Council Preference – promotes an action or addresses an issue preferred by Council and at Council's discretion
- New – Not previously proposed or assigned a priority and at Council's discretion

Once Council approves the docket, the priority tasks form the work program for the strategic planning staff for the year.

Planning Docket Status

Attachment 1 notes the status of tasks included in the 2019 docket. Of the 12 highest priority tasks, all or part of 11 were completed (green highlight) or are underway (yellow

highlight). The amendments to the Transportation Element were deferred to 2020 (task #4). The Northshore School District request to have the City process school impact fee payments was not initiated by the District (task #12) and is deferred.

In terms of staff resources, the major tasks for 2019 were:

- periodic update of the Shoreline Master Program (task #1)
- code amendments for small cell wireless facilities (task #3)
- Comprehensive Plan amendments (task #4)
- Canyon Park Subarea Plan update (task #6)
- housekeeping code amendments (task #8)
- downtown code amendments (task #9), and
- privately initiated code amendment to allow nursing homes as a conditional use in single family zones (task #11).

The Comprehensive Plan and related code amendments are scheduled for completion in 2019.

The major tasks that will continue into 2020 include:

- completion of amendments to the Critical Areas Ordinance (task #2)
- ongoing buildable lands data and analysis work with King and Snohomish Counties that will continue into 2021 (task #5)
- completion of Canyon Park Subarea Plan update, development regulations and planned action EIS (task #6 and part A of #7)
- implementation of multi-family tax exemption program (part C of task #7) and
- completion of downtown code amendments related to public space and historic resources regulations (parts A and B of task #9).

These are anticipated to use a significant amount of the available staff resources for 2020.

Preliminary 2020 Planning Docket

Attachment 2 is a preliminary list of potential docket tasks for 2020. The number in the far left column is for reference purposes only and not a priority recommendation at this time. Staff has not yet estimated the number of staff hours available. However, with the continuation of several significant tasks into 2020, the amount of staff resources available to undertake additional priority tasks will be limited.

Of the five mandatory tasks, buildable lands (task #3) and growth targets (task #4) are anticipated to require the most staff time. These tasks are integral to each other and to the next required update of the *Imagine Bothell...Comprehensive Plan* in 2023. The

buildable lands report will provide the official estimate of the city's capacity to accommodate future growth. The growth targets will determine the amount of growth in residents and jobs that city will need to accommodate for the planning period of 2023 to 2043. These two tasks, along with countywide planning policy amendments (task #5) will require significant coordination with both counties.

Canyon Park Subarea Plan update will continue to be a major priority project for the city in 2020. The additional state funding approved by the legislature in 2019 will complete the subarea plan, development regulations and planned action EIS in 2020. The state funds need to be expended by June 30, 2020 so the work of the consultant team will be completed by then with action by Council anticipated before the August break. In order to meet that timeline staff anticipates dedicating one senior planner virtually full time for the duration of the project.

The other Council goal, implementation of the housing strategy (task #7), includes all continuing tasks from 2019. Affordable housing in Canyon Park will be addressed through the subarea plan process described above. Accessory dwelling unit code amendments will be mostly dependent upon additional work by A Regional Coalition for Housing (ARCH) that was suspended in 2019 but is expected to begin again in 2020. The multi-family tax exemption (MFTE) program is currently underway with work being done by ARCH and city staff. There is no additional Planning Commission work on that task and it is currently scheduled to be presented to Council in the second quarter for action.

Code amendments (task #8) is currently limited to two items previously deferred and one new item. Bothell has received a grant for \$50,000 from the Washington Department of Commerce to contract with consultants to development code amendments that would increase the threshold for short plats from the current four lots to nine lots. This would reduce the number of plats that currently require hearing examiner review and approval. It would also reduce the amount of time and expense for staff and applicants for these smaller plats. The other grant-funded item will develop an analysis and draft code amendments to allow duplexes to be built on corner lots in single family zones. This was an action item in the city's adopted Housing Strategy that was eligible for this grant funding.

Downtown code amendments are expected to be an ongoing task in 2020 with the continuation of refinement of the downtown public space and historic resources regulations. Either of the previously deferred items or new items identified by the Commission or Council may also be added to this task. Other potential amendments related to downtown city-owned properties (task #10) were addressed in 2019 and are

not anticipated in 2020; however, specific development proposals may require some amendments that would need to be added to the docket. The other item related to downtown is an update of the planned action EIS to increase the capacity threshold analyzed for new development. Without an update of the planned action EIS, once the capacity threshold has been met projects would be required to conduct individual environmental analysis – a potential disincentive to downtown redevelopment, particularly on city-owned properties.

With the exception of the Northshore School District request regarding impact fees (task #11), the task proposed by the Shorelines Board (task #17) and the two additional private amendment requests (task #18 B and C), the remaining tasks were all deferred by the Council to at least 2020. The Commission may suggest that some of these tasks receive a higher priority in the 2020 docket.

Next Steps

This information is provided for the Planning Commission to discuss and provide initial feedback to staff. A draft 2020 docket including estimated staff hours and a preliminary recommendation on priorities will be presented to the Commission at the January 8th meeting. This will be the Commission's opportunity to finalize suggestions to the Council for additions, deletions and priorities. The Commission does not make a formal recommendation to the Council on the docket; however, staff will convey the Commission's suggestions from the January 8th meeting. The draft docket is tentatively scheduled to be presented to Council for consideration and action in late January or early February.

Attachments

1. 2019 Planning Docket Status
2. Preliminary 2020 Planning Docket

2019 PLANNING DOCKET STATUS

#	2019 Docket Task	Year initiated - Status
MANDATORY		
1	<i>Shoreline Master Program (SMP) Periodic Update</i>	2018 – Complete
2	<i>Code amendments to the Critical Areas Ordinance (CAO):</i>	2017 – Underway
3	<i>Code amendment to 12.11 to Wireless Communication Facilities (WCF) regarding ‘small cell’ facilities</i>	2018 – Complete
4	<i>Comprehensive Plan Amendments</i> A. Capital Facilities Element – add fire station rebuilds B. Transportation Element – Bike Plan adoption C. Establish R-AC minimum density/FAR requirements	2019 – Underway 2019 – Deferred 2019 – Underway
5	<i>Buildable Lands Report</i>	2019 – Underway
SUPPORTING COUNCIL GOALS		
6	<i>Plan and Code Amendments for Updating the Canyon Park Regional Growth Center</i> A. Phase 1 - Visioning B. Phase 2 - Subarea Planning. C. Phase 3 – Regulations & Planned Action EIS	2016 Phase 1 - Complete Phase 2 – Underway Phase 3 - Underway
7	<i>Housing Strategy Implementation</i> A. Affordable housing in Canyon Park B. ADU Code amendments C. Multi-Family Tax Exemption	2018 Canyon Park – Underway ADU – Underway MFTE – Underway
COUNCIL PRIORITIES 2019		
8	<i>LEAN Process as it is applied to Development Services Initiative</i> A. Clarify whether Planned Unit Development (PUD) clustering provisions can be applied to multi-family residential zones. Current language does not provide certainty. B. Clarify prohibition on ‘rounding up’ unit and lot yield in Title 12 (Zoning). Applicants often request ‘rounding up’ of unit or lot yield which is prohibited under current Plan and Code requirements. C. Amend Title 11 (Administration) to give applicants 180 days to re-submit additional materials requested by City. Code currently allows 90 days. Grants additional time for complex resubmittals and aligns with recent Title 20 amendments. D. Correct Title 12 (Zoning) requiring deduction of surface water facilities from net buildable area, which is inconsistent with other sections of and Code Comprehensive Plan. E. Clarify subarea descriptions in Title 12 (North Creek/NE 195th St. Subarea). Description of subareas needs clarification and map. F. Clarify Title 12 regarding sign height. Code unclear that overall sign height includes base. G. Amend Title 11 to define “detached condominium units.” Currently no definition. Detached condos have appearance of single family but are technically multi-family residential uses. H. Amend Title 11 procedures for plan and code amendments to reflect current structure. I. Increase Short Plat size from 4 lots to 9. Reduce processing time for applicants and staff for smaller-scale subdivisions. J. Code amendments to Title 12 for consistency with state regulations regarding “Residential Care Facility”.	2019 A - Complete B – Complete C - Complete D – Complete E – Complete F – Complete G – Complete H – Complete I – Council defer 2020 J – Council defer 2020

2019 PLANNING DOCKET STATUS

#	2019 Docket Task	Year initiated - Status
9	<p>Code amendments to the Downtown Subarea regulations.</p> <p>A. Public open space regulations to achieve better outcomes;</p> <p>B. Downtown Historic Resources Regulations and possibly Title 22, Landmark Preservation, to preserve historic buildings/facades on Main Street and in the historic downtown core, in coordination with the Downtown Historic District and Landmark Feasibility Study (see Landmark Preservation # 2);</p> <p>C. Remove 3-story overlay in General Downtown Corridor and add affordable housing overlay;</p> <p>D. Parking requirements related to outcome of parking management plan or Phase 2 study (not funded).</p>	<p>2018</p> <p>A - Underway</p> <p>B – Underway</p> <p>C – Council defer 2020</p> <p>D – Council defer 2020</p>
10	<p>Potential Downtown Plan and Code amendments regarding city-owned parcels</p> <p>A. Amendments as needed related to sale and development (e.g. architectural guidelines, land uses, and building heights).</p> <p>B. Update Planned Action EIS capacity analysis if needed.</p>	<p>2019</p> <p>A – Complete</p> <p>B – Council defer 2020</p>
11	<p>Property Owner Request - Code amendment to allow Nursing Homes / Rehabilitation facilities as conditional use in single family residential zones.</p>	<p>2019 - Complete</p>
12	<p>Northshore School District Impact Fee Collection.</p>	<p>2019 – Not Started</p>
OPTIONAL-COUNCIL DEFERRED		
13	<p>Comprehensive Plan and Code amendments regarding private streets.</p>	<p>2019 – Deferred 2020</p>
14	<p>Review of BMC Chapter 12.22: Signs and potential Code amendments in light of the US Supreme Court ruling in <u>Reed vs Town of Gilbert, Arizona</u> in June, 2015.</p>	<p>2018 - Deferred 2020</p>
15	<p>Comprehensive Update to the Landscape Regulations.</p>	<p>2018 – Deferred 2020</p>
16	<p>Code amendments to regulations pertaining to adult entertainment.</p>	<p>2016 – Deferred 2020</p>
17	<p>Code amendments for City Council review of proposed park land dedications.</p>	<p>2019 – Deferred 2020</p>
18	<p>Amend the Shoreline Master Program regarding buffer enhancement incentives.</p>	<p>2019 - Deferred 2020</p>
19	<p>Property Owner Request – Plan and Code amendment to change 10116 and 10126 NE 187th from R 4,000 to R 2,800.</p>	<p>2019 - Deferred 2023</p>
20	<p>Nike Hill Plan and Code amendments.</p>	<p>2016 - Deferred 2023</p>

2020 PRELIMINARY PLANNING DOCKET

#	Source / Status	Tasks	Proposed Timing	Estimated Hours
1	State Mandate, Initiated 2017, Underway	Code amendments to Title 14, Critical Areas. Updates are needed to comply with FEMA and Ecology requirements regarding flood plains and wetlands, respectively.		
2	GMA Consistency	Comprehensive Plan Amendments A. <i>Transportation Element</i> . Add policy and text amendments from Bike Plan adoption. B. See also privately initiated amendment requests in Task # 18.	"A" deferred from 2019	
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 2023 Comprehensive Plan Update.	Report due 6/30/2021, data & analysis in 2019-2021	
4	State Mandate	Growth Targets (King and Snohomish). Establishing population and employment targets that will inform the 2023 <i>Imagine Bothell...Comprehensive Plan Update</i>	2020-2021	
5	State Mandate	Countywide Planning Policy amendments (King and Snohomish). Revisions to reflect Vision 2050 updates that will inform the 2023 <i>Imagine Bothell...Comprehensive Plan Update</i> .	2020-2021	
6	Council Goal, Initiated 2016, Underway	Canyon Park Subarea and Regional Growth Center (RGC) Plan Update Phase 2. Develop and analyze land use and transportation alternatives; draft environmental review. Phase 3 unfunded – Final EIS, Amend code & policies.	(state funding thru 6/2020)	
7	Council Goal A – Underway B – Housing Strategy Work Plan; Remainder Not Started C – Housing Strategy Work Plan, Not Started	Housing Strategy Implementation – Work plan approved 7/2018 includes: A. Plan and Code amendments for affordable housing provisions in Canyon Park. B. Continue with ADU Code amendments initiated in 2018 (e.g. privacy concerns, maximum area limitations, elimination of other barriers) with input from ARCH study. C. Plan and Code amendment to develop a Multi-Family Tax Exemption (MFTE) program. In 2019 establish the foundation for an MFTE.		
8		Code Amendments.		

Note: *Source/Status* column includes previous Council action.

2020 PRELIMINARY PLANNING DOCKET

#	Source / Status	Tasks	Proposed Timing	Estimated Hours
	A – Initiated 2018 B – New C – Initiated 2016, Deferred	A. Increase Short Plat size from 4 lots to 9. Reduce processing time for applicants and staff for smaller-scale subdivisions. B. Allow duplexes on corner lots in single family zones. C. Code amendments to Title 12 for consistency with state regulations regarding “Residential Care Facility”.	(A & B are grant funded for 2020)	
9	Initiated 2018 A – Underway B – Underway C – Housing Strategy Work Plan, Not Started D – Deferred	Code amendments to Downtown Subarea regulations: A. Public open space regulations to achieve better outcomes; B. Downtown Historic Resources Regulations and possibly Title 22, Landmark Preservation, to preserve historic buildings/facades on Main Street and in the historic downtown core, in coordination with the Downtown Historic District and Landmark Feasibility Study (see Landmark Preservation # 2); C. Remove 3-story overlay in General Downtown Corridor and add affordable housing overlay; D. Parking requirements related to outcome of parking management plan or Phase 2 study (not funded).		
10	Initiated 2019, deferred	Potential Downtown Plan and Code amendments regarding city-owned parcels A. Update Planned Action EIS capacity analysis if needed.		
11	Initiated 2019	Northshore School District Impact Fee Collection – District is requesting City collect school impact mitigation fees.		
12	Initiated 2019, deferred	Comprehensive Plan and Code amendments regarding private streets – Requests for private streets are increasing and policy direction is needed.		
13	Initiated 2018, deferred	Review of BMC Chapter 12.22, Signs, and potential Code amendments per US Supreme Court ruling (Reed v Town of Gilbert). This concerns regulation of signs based on content and review of City’s regulations for compliance with Court decision.		
14	Initiated 2018, deferred	Comprehensive Update to the Landscape Regulations - Current landscaping regulations are geared toward a suburban style of development and should be updated.		

Note: Source/Status column includes previous Council action.

2020 PRELIMINARY PLANNING DOCKET

#	Source / Status	Tasks	Proposed Timing	Estimated Hours
15	Initiated 2016 – 2018, deferred	Code amendments to regulations pertaining to adult entertainment. Council initiated Code amendments to clarify current regulations pertaining to espresso stands.		
16	Initiated 2019, deferred	Code amendments for City Council review of proposed park land dedications. Earlier and defined process for proposals to dedicate parkland.		
17	Initiated 2019, deferred	Amend the Shoreline Master Program regarding buffer enhancement incentives – Review current provision allowing reduction of standard buffer width in exchange for buffer enhancement.		
18	A - Initiated 2019, deferred B – New C – New	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 and 24310 7 th Ave SE in Westhill Subarea from R 9,600 to R 7,200.	A - Deferred to 2023 as part of next periodic update	
19	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.	Deferred to 2023 as part of next periodic update	

Note: *Source/Status* column includes previous Council action.