

AGENDA

BOTHELL PLANNING COMMISSION

Bothell City Hall, 18415 101st Avenue NE

March 4, 2020, 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 February 19, 2020
4. NEW BUSINESS
5. PUBLIC HEARING:
 - a. Downtown Public Space Code Amendments (to be continued to March 18)
 - b. Canyon Park Subarea Plan Preferred Alternative
6. PUBLIC MEETING
7. STUDY SESSION
8. OLD BUSINESS
Adoption of Planning Commission Bylaws Amendments
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

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

March 2020

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
	Downtown Historic Preservation Code Amendments Public Hearing	<i>Downtown Public Space Code Amendments Continued Public Hearing (to be continued to 3/18)</i> <i>Adopt amendments to Commission Bylaws</i> <i>Canyon Park Subarea Plan Preferred Alternative Public Hearing and Recommendation</i>		
9	10	11	12	13
16	17	18	19	20
	Canyon Park Subarea Plan Preferred Alternative Study Session	<i>Canyon Park Subarea Plan Preferred Alternative Continued Public Hearing (if needed) and Recommendation</i> <i>Downtown Public Space Code Amendments Continued Public Hearing and Recommendation</i>		
23	24	25	26	27
30	31			

Minutes

BOTHELL PLANNING COMMISSION

REGULAR MEETING – February 19, 2020

COMMISSIONERS PRESENT: Patrick Cabe, Carston Curd, Jason Hampton, Brad Peistrup (arrived at 6:06 P.M.), Kevin Kiernan, David Vliet (arrived at 6:03 P.M.)

COMMISSIONER ABSENT AND EXCUSED: None

STAFF PRESENT: Community Development Director Michael Kattermann and Senior Planner Bruce Blackburn. Consultants, Rachel Miller of MAKERS Architecture and Andrew Bjorn, PhD of BERK

CALL TO ORDER: The Regular Meeting of the Bothell Planning Commission was called to order by Vice Chair Patrick Cabe (chaired the entire meeting) on February 19, 2020, at 6:00 p.m. in the Council Chambers at the Bothell Town Hall, 18415 101st Avenue NE.

PUBLIC COMMENTS:

(See video recording on City of Bothell website for detailed comments)

Carol Zada – 22624 9th Ave SE Bothell

Ms. Zada was there to hear the discussion on Canyon Park subarea plan particularly as it relates to traffic on 9th Avenue and her neighborhood.

APPROVAL OF MINUTES:

<p>CURD MOVED TO APPROVE THE MINUTES FOR FEBRUARY 5, 2020. KIERNAN SECONDED AND IT PASSED WITH ALL PRESENT IN FAVOR.</p>

NEW BUSINESS: None

PUBLIC HEARING: None

STUDY SESSION:

Vice Chair Cabe opened the continued study session on the Canyon Park Subarea Plan Preferred Alternative.

Senior Planner Bruce Blackburn introduced Rachel Miller with MAKERS Architecture and Andrew Bjorn, PhD with BERK Consultants. Andrew shared a presentation on market conditions for the Canyon Park Subarea and Rachel Miller shared a presentation on selection of a preferred alternative.

Discussion ensued

(See video recording on City of Bothell website for detailed discussion)

VLIET MOVED TO EXTEND THE MEETING 5 MINUTES. HAMPTON SECONDED AND IT PASSED WITH ALL PRESENT IN FAVOR.

OLD BUSINESS: None

REPORTS FROM STAFF:

- Director Kattermann handed out the approved docket from the Council.
- Kattermann stated that the newly adopted bylaws will need go through the process of adoption again due to the fact that the Planning Commission members are required to receive copies of the proposed changes 10 days in advance of adopting. This did not happen, so the Commissioners will receive a letter along with the marked changes 10 days prior to the next Planning Commission meeting so they can review and adopt the bylaws.

REPORTS FROM MEMBERS: None

ADJOURNMENT:

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

The meeting was adjourned at 9:00 P.M.

Public Hearing:

*Downtown Public Space Code Amendments
Continued Public Hearing*

MEMORANDUM

Community Development Department



City of Bothell

DATE: March 4, 2020

TO: Planning Commission

FROM: Dave Boyd, Senior Planner

SUBJECT: Downtown Public Space Code Amendments – Continued Public Hearing

Due to the need to focus the March 4 meeting on consideration of the Canyon Park Subarea Preferred Alternative, staff is requesting that the public hearing on Downtown Public Space Code Amendments be continued to March 18, 2020.

Since the public hearing was continued to March 4 at the February 5 Planning Commission meeting, the Chair must open the hearing, take testimony from anyone wishing to speak to the item, and then entertain a motion to continue the hearing to March 18.

There will be no staff presentation on March 4. Staff will provide a brief recap of the proposed amendments and recommendation on March 18.

Public Hearing:

*Canyon Park Subarea Plan Preferred Alternative
Public Hearing and Recommendation*

MEMORANDUM

Community Development



City of Bothell

DATE: March 4, 2020

TO: Planning Commission

FROM: Bruce Blackburn, Senior Planner

SUBJECT: Canyon Park Public Hearing - Preferred Alternative

Objective

Receive public testimony, deliberate and provide a recommendation to City Council on a Canyon Park preferred alternative.

Selection of a preferred alternative is a critical step in moving forward with additional evaluation of environmental impacts and creating a draft Canyon Park Subarea Plan. City Council will select the preferred alternative for additional analysis in the Final Environmental Impact Statement.

Action

Motion to recommend the Proposed Preferred Alternative on Page 3 of this Memorandum for City Council consideration and action.

Planning Commission discussion points

At previous study sessions, the Commission identified the following for consideration at the public hearing:

Land Use

- Retain the Regional Growth Center (RGC) designation by complying with Puget Sound Regional Council (PSRC) minimum capacity numbers.
- Endorse a smaller RGC of approximately 565 acres to include the entirety of the Business Park and potential growth areas to the north and south.
- Retain a significant portion of the RGC as a business center.
- Acknowledge modern stormwater regulations, that are based upon the 2013 National Pollution Discharge Elimination System (NPDES) Phase II Permit are more restrictive but they are uniformly applied to all new development and re-development.
- Retain a business designation for the new townhomes north of 220th ST SE. Future market trends may favor live/work units which a combination residential and business designation would allow.
- Refine the market analysis to ensure the plan is economically feasible.
- Encourage office uses adjacent to air quality-impacted and high noise areas near I-405, SR-527, and SR-524. Explore options for implementing this approach; e.g. separation standards, buffering, etc.

- The City should be patient and wait for preferred land uses instead of accepting whatever land uses are currently favored by the market.
- Locate higher densities/intensities near transit facilities/stops – particularly near BRT lines.
- Coordinate with utility providers to ensure sufficient capacity exists for the planned growth.

Transportation

- The analysis indicates this region cannot build its way out of congestion – adding more lane capacity allows more traffic.
- Emphasize transit as the ‘go to’ commute option of the future.
- Take advantage of upcoming investments in Bus Rapid Transit (BRT) on SR-527 and I-405 by establishing transit-oriented development (TOD) of office or residential.
- Encourage Transportation Demand Management (TDM) and Commute Trip Reduction (CTR).
- De-emphasize reliance on single occupant vehicles.
- Support installation of Business Access & Transit (BAT) lanes along SR-527 – perhaps other areas?
- Explore allowing High Occupancy Vehicles (HOV) on BAT lanes.
- Explore a different transportation Level of Service (LOS) Standard that is based on other factors such as travel time.
- Explore a transit main street within the RGC that parallels SR-527 along 17th and 20th Avenues as a means of expediting transit travel.

Extensions (connections) to the surrounding street system:

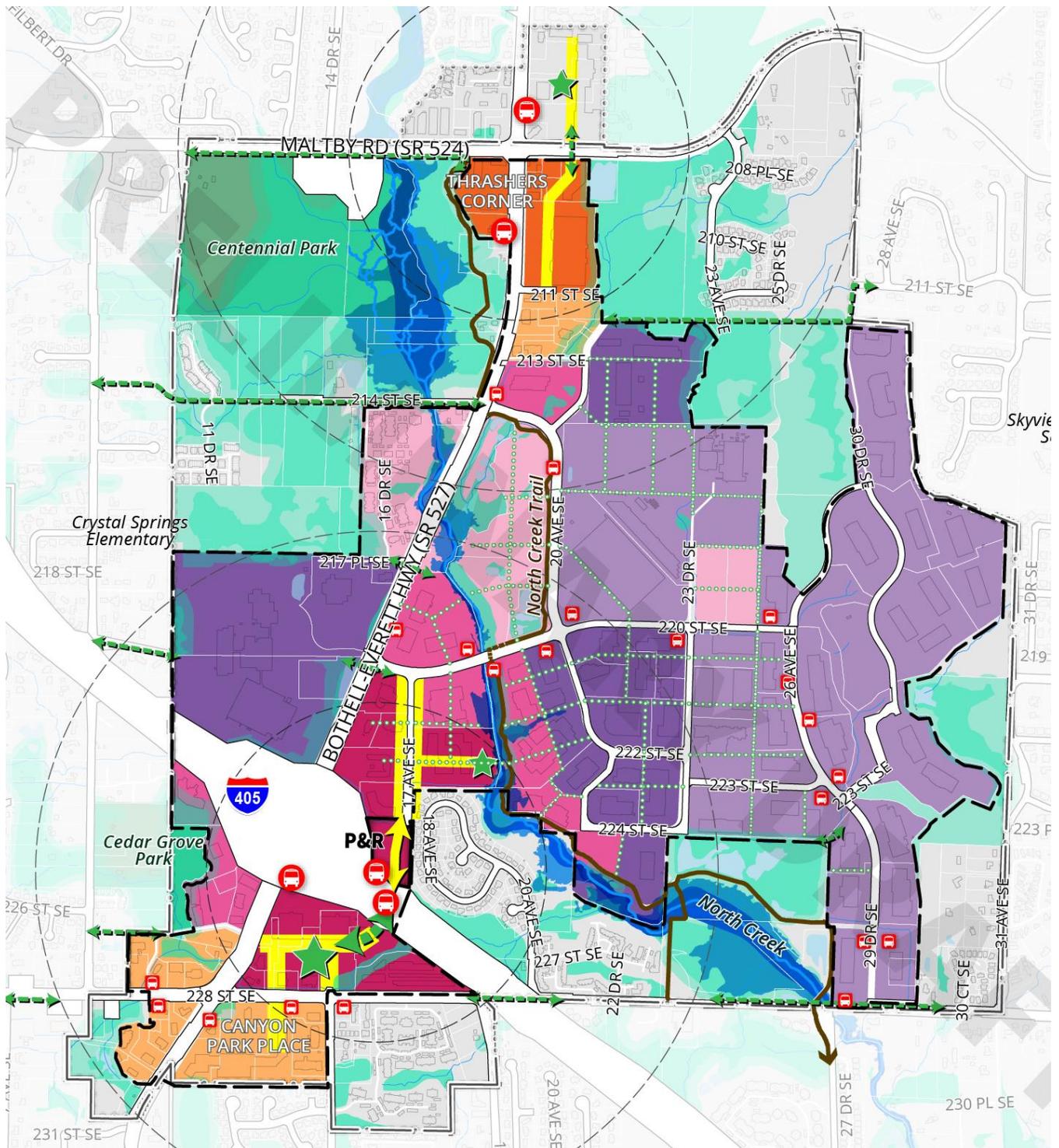
- Concerned with the 214th Street SE extension because it adds traffic near Crystal Springs Elementary School and impacts residents on 9th Avenue SE.
- The Commission recognizes the facility derived from a connected street system that offers multiple travel options (particularly for emergency services).
- If extension of 214th Street SE is to be considered establish that the extension only occur **after** completion of 9th Avenue SE safety improvements.
- Supportive of extension of dedicated bike/pedestrian paths on 214th Street SE.
- Require public safety (Police, Fire) access for any extension.
- Supportive for the 219th ST SE connection due to its limited impact on 9th Avenue SE and distance from the Elementary School.
- Supportive of the 20th Avenue SE extension north to SR-524.
- Continue to evaluate the viability of these extensions and continue discussion with residents.
- Commission believes that increased SR-527 capacity will quickly be ‘filled-up’ with new background traffic.

Policy Questions:

1. Is the revised ‘Middle Ground’ the preferred alternative desired by the Commission?
2. Are there other revisions that should be included?
3. Should the focus of transportation improvements be on facilitating transit?

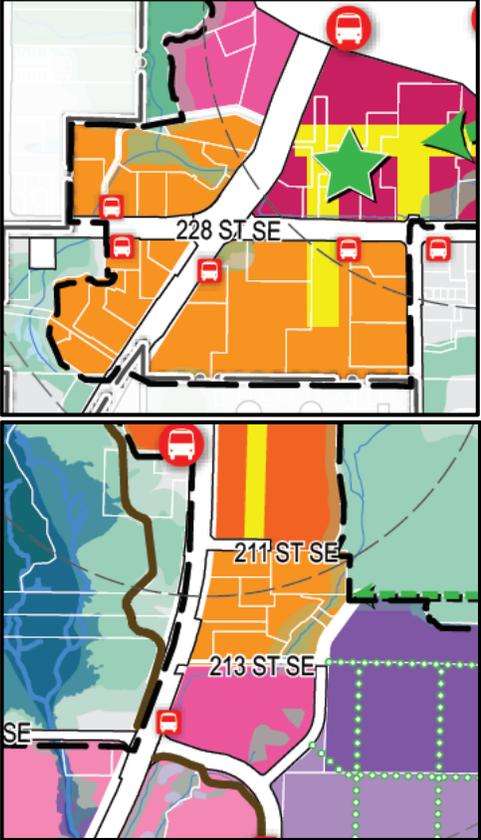
Availability of more information

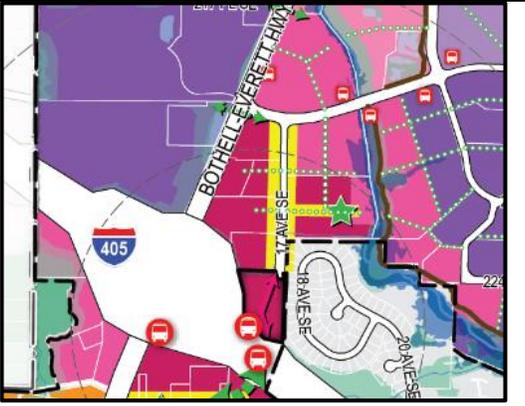
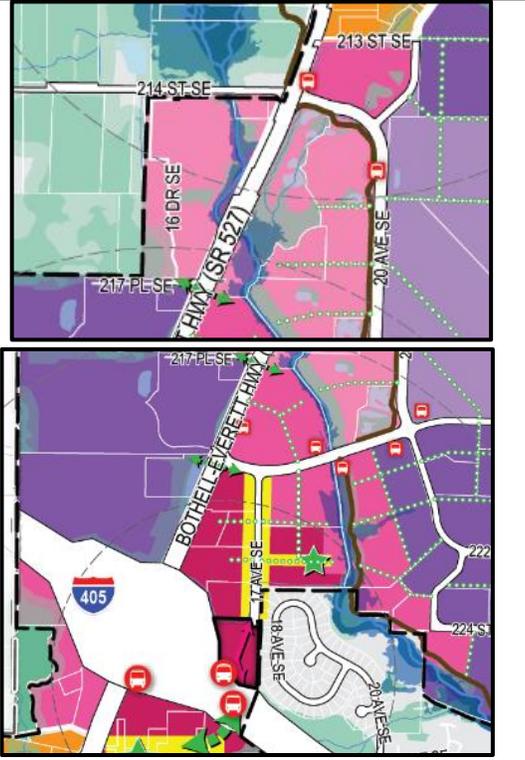
This memorandum is a brief recap. More information is available on the City’s Canyon Park Web Page at: <http://www.ci.bothell.wa.us/1176/Canyon-Park-Visioning>

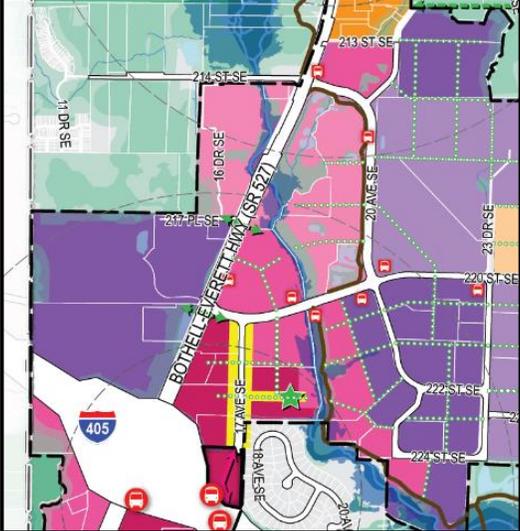
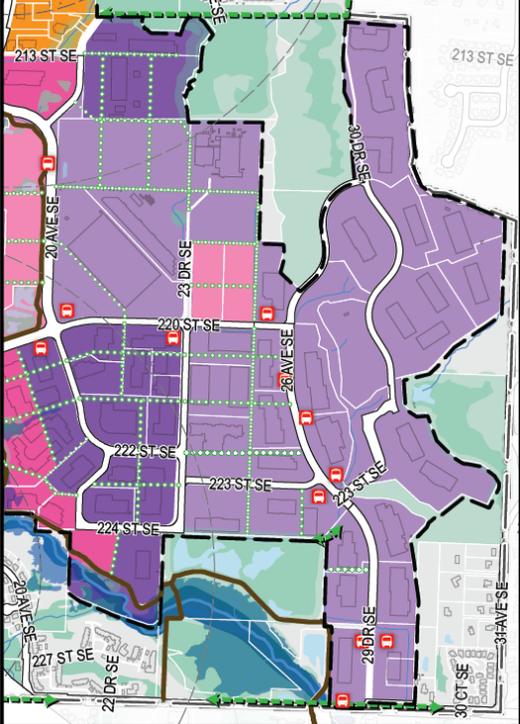


<p>0 1/4 1/4 1/2 Miles</p> <p>0 600 1,200 2,400 Feet</p> <p> Canyon Park subarea Study area Revised RGC 1/4 & 1/2 mi radii Park </p>	<p>Land Use & Urban Design Proposals</p> <ul style="list-style-type: none"> Residential mixed-use (MU) - High Residential MU - Med. Office/Residential - High Office/Residential - Med. Office/Residential - Low Employment - Med. Employment - Low 	<p>Natural Areas</p> <ul style="list-style-type: none"> Water body Wetland & buffer Floodway/flood plain River/stream 	<p>Paths and Mobility</p> <ul style="list-style-type: none"> Public gathering space Nbd center street Through-block connections Major proposed ped. improvements North Creek Trail I-405 Bus Rapid Transit (BRT) or Swift Green Line Bus stop Park-and-ride
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Descriptions of Land Uses and densities with close-up maps

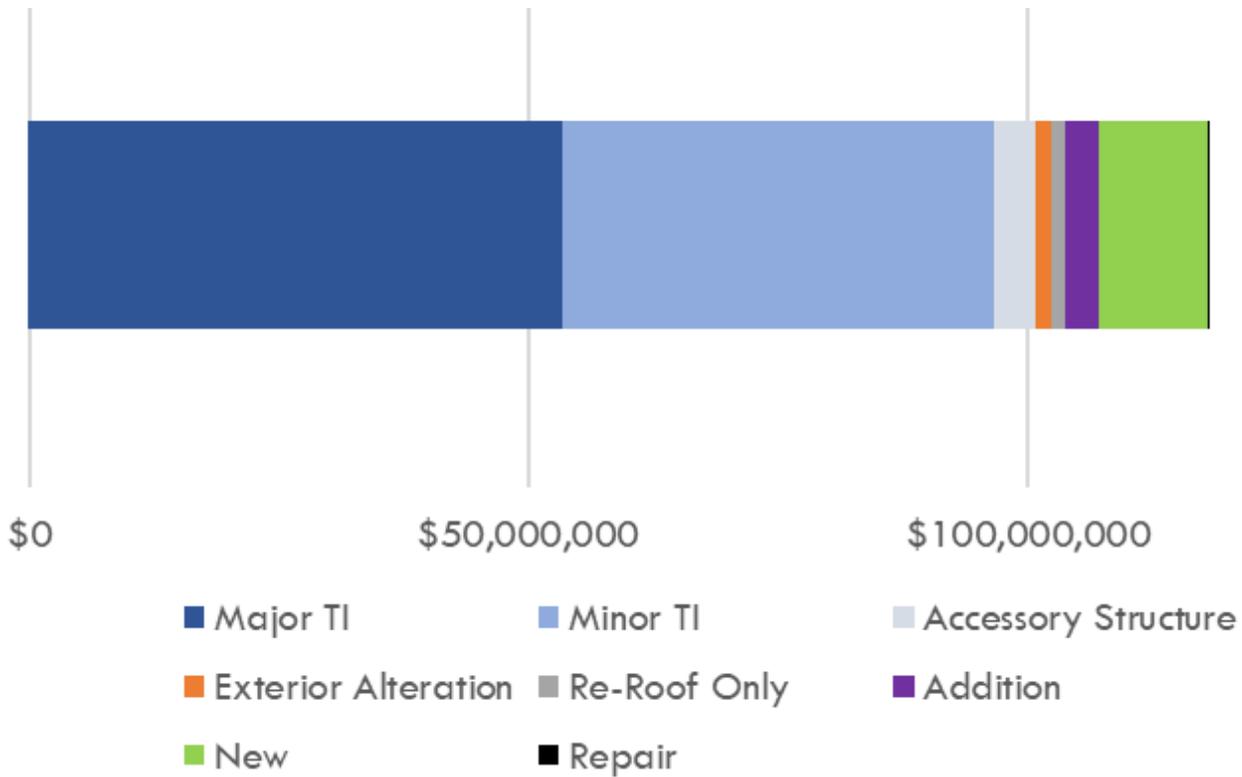
Land Use Designation	Description	Area
<p>Residential Mixed-use (MU) – High</p> 	<p>Transit Oriented Development (TOD) with minimum density of 90 dwelling units (du)/acre and target of 133 du/acre</p>	
<p>Residential Mixed-Use – Medium</p> 	<p>TOD with minimum density of 45 du/acre and target of 57 du/acre</p>	

Land Use Designation	Description	Area
<p>Office/Residential – High</p> 	<p>Minimum density/intensity of 0.6 floor area ratio (FAR) or 90 du/acre Target of 3.0 FAR or 133 du/acre</p>	
<p>Office/Residential – Medium</p> 	<p>Minimum density/intensity of 0.5 FAR or 45 du/acre Target of 1.5 FAR or 57 du/acre</p>	
<p>Office/Residential – Low</p> 	<p>Minimum Density/Intensity 0.35 FAR or 25 to 35 du/acre and target of 0.4 to 0.5 FAR or 25 to 35 du/acre</p>	

Land Use Designation	Description	Area
<p>Employment – Medium</p> 	<p>Office, Light Industrial with minimum FAR of 0.5 with a target FAR of 1.5</p>	
<p>Employment – Low</p> 	<p>Office, light industrial with a minimum FAR of 0.35 and a target of 0.5</p>	

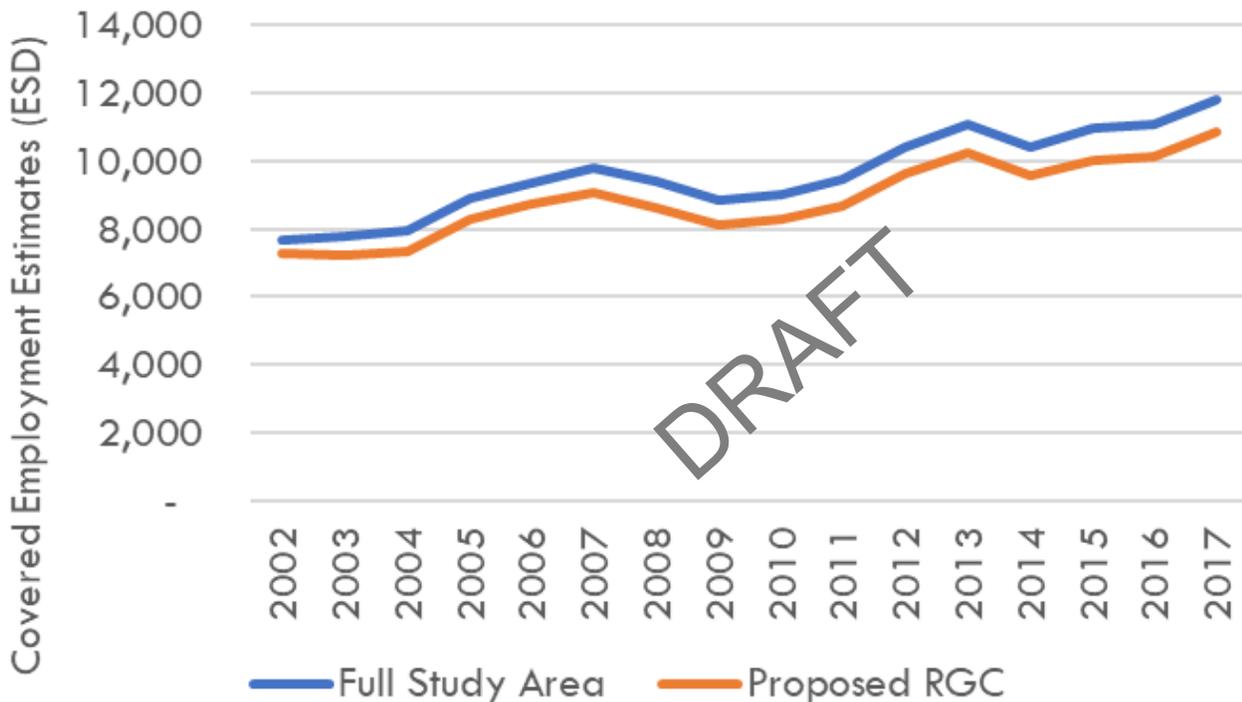
Market analysis

The economic consultant has evaluated market conditions and is offering the following preliminary observations. Additional detail will be provided at the hearing.

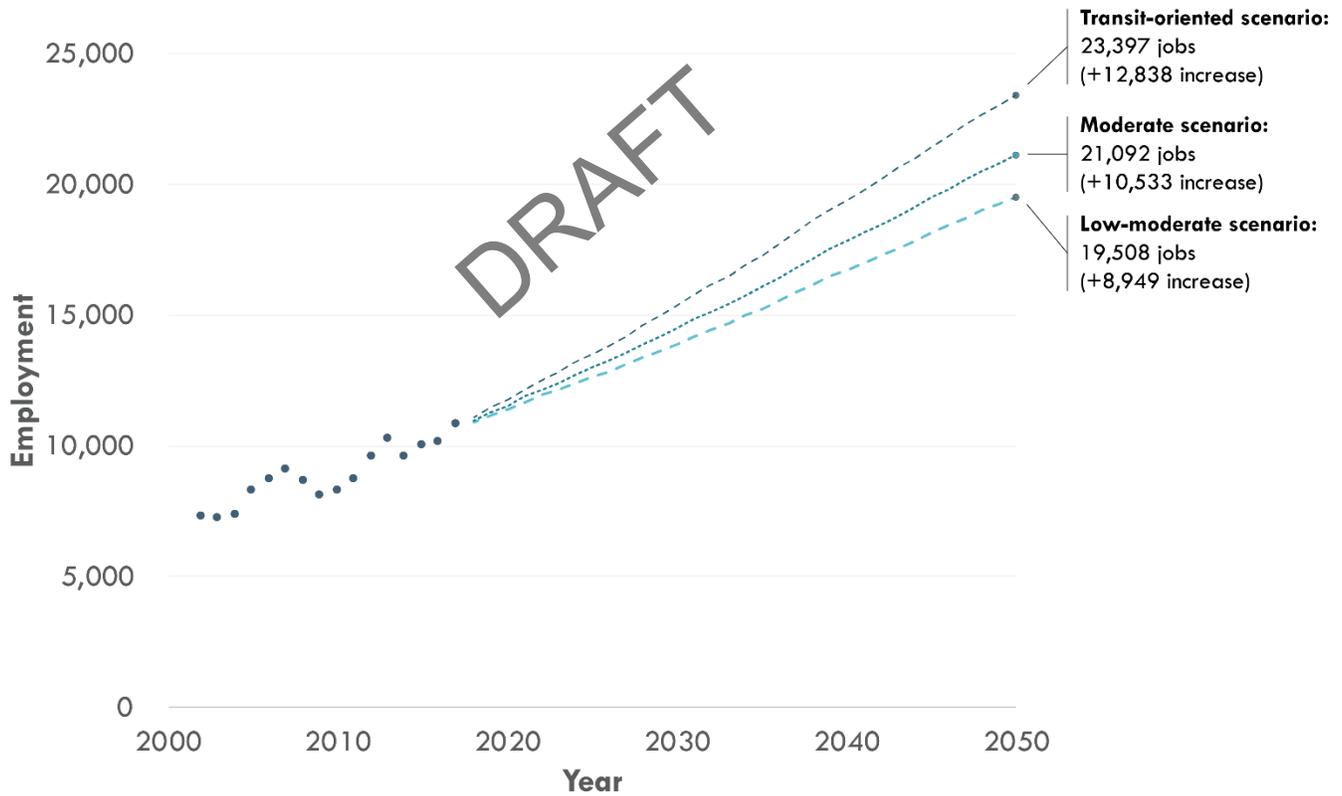


There has been substantial investment in the RGC over the past 5 years with 298 tenant improvement permits issued representing over \$116 Million in improvements to buildings within Canyon Park.

Canyon Park: Covered Jobs 2002-2017



Historic Canyon Park Job Rate of Growth 2010-2017 about 3.3%
 2002-2017 about 2.6%



Source: CoStar, 2020; BERK, 2020.

Preliminary projections of employment growth indicate that, depending upon the scenario evaluated, employment growth could be approximately 9,000 to 13,000 employees through the year 2050.

Capacity Estimates

Draft updated capacity estimates are provided below:

Net New Housing, Population, and Jobs Capacity

Alternative	Regional Growth Center (RGC)*			
	Dwelling Capacity	Population Capacity	Job Capacity	Total Activity Units
No Action	1,856	3,712	4,530	8,242
Mitigated Live/Work (Middle Ground)	2,816	4,225	9,458	13,683

Table 3. Draft Potential Development Standards

Development Standard	No Action Alternative	Potential Preferred Alternative
Allowed Uses	Current allowances	Fine tune residential use locations to promote business retention and business focus (smaller in this alternative).
Maximum Height	Northeast of I-405: <ul style="list-style-type: none"> ▪ 65 feet for buildings containing residential uses; ▪ 100 feet for nonresidential uses; ▪ Up to 150 feet for certain manufacturing processes. ▪ Southwest corner of subarea: ▪ 35 feet unless underbuilding parking is provided at 40%, and 10% of the gross floor area is in retail – then up to 65 feet. 	Business park (light purple areas): <ul style="list-style-type: none"> ▪ Retain current standards. ▪ Southwest of I-405, 17th Ave SE area, and Thrasher’s Corner (orange areas): ▪ 75 feet for mixed-use residential ▪ Refine the requirements for ground floor retail and structured parking. Apply transitional height and setback standards adjacent to residential areas. ▪ Live-Work Mitigated propose a similar mix of uses and standards.
Density	Current standards (none but a proposal for 35 DU/ac / 0.4 FAR)	Apply minimum employment and residential densities: <ul style="list-style-type: none"> ▪ Within ¼ mile of a bus rapid transit (BRT) stop: minimum density of 0.6 floor area ratio (FAR) or 90 dwelling units (du)/acre and target of 3.0 FAR or 133 du/acre ▪ Between ¼ mile and ½ mile of BRT stop: minimum density of 0.5 FAR or 45 du/acre and target of 1.5 FAR or 57 du/acre ▪ Beyond ½ mile from BRT stop: minimum density of 35 or 25 du/acre and target of 0.5 FAR or 25 du/acre
Affordable Housing	Current standards	Throughout, require 5% or 10% of units to be affordable to moderate income households, or for non-residential uses, 5% of gross floor area or pay a fee-in-lieu (for example, the figure for downtown is \$11.20/GSF; specific fee amounts will be developed for each area). (See Bothell code for downtown and SR 522 Corridor)
Affordable Commercial Space	No requirements	Remove residential as an allowed use in some areas to support business: <ol style="list-style-type: none"> 1) Set a maximum retail space size and provisions for flexible commercial space to accommodate co-ownership and/or growing businesses.

Development Standard	No Action Alternative	Potential Preferred Alternative
		<p>2) Encourage flexible commercial space to accommodate co-ownership and/or growing businesses.</p> <p>3) Add design guidelines that encourage neighborhood-oriented small businesses on primary streets.</p>
<p>Parking</p>	<p>Current standards:¹</p> <p><u>Residential</u></p> <ul style="list-style-type: none"> ▪ 2 stalls per dwelling unit, plus 1 guest parking stall for every 5 dwelling units <p><u>Commercial</u></p> <ul style="list-style-type: none"> ▪ 1 stall per 300 square feet (SF) ▪ Restaurants: 1 stall per 75 SF in dining or lounge areas; 1 stall per 300 SF elsewhere ▪ Manufacturing / warehousing: .9 stalls per 1,000 SF ▪ Retail: 1 stall per 300 SF 	<p>Relax parking requirements or set parking maximums with improved transit service to allow for greater employment or housing productivity and affordability and respond to changing mobility trends and investments:</p> <p><u>Residential</u></p> <ul style="list-style-type: none"> ▪ TOD mixed-use residential/commercial (within ¼ mile of bus rapid transit stop (BRT)): 1 stall per 450 SF retail + 1 stall per studio or 1-bedroom unit; 1.5 stalls per 2-bedroom unit; and 2.2 stalls per 3-bedroom unit (approximate average 1.25 stalls per unit) ▪ Higher density multifamily (between ¼ and ½ mile from BRT): 1.1 stall per studio or 1-bedroom unit; 1.6 stalls per 2-bedroom unit; and 2.4 stalls per 3-bedroom unit (approximate average 1.5 stalls per unit) ▪ Residential Mixed-Use beyond ½ mi: 2 stalls per unit <p><u>Commercial</u></p> <ul style="list-style-type: none"> ▪ TOD mixed-use office/retail (within ¼ mile of BRT): 1 stall per 500 SF office/retail ▪ TOD office/light industrial (within ¼ mile of BRT): 1 stall per 500 SF office/retail + .9 stalls per 1,000 SF light industrial ▪ Office/light industrial (further than ¼ mile from BRT): 1 stall per 400 SF office + .9 stalls per 1,000 SF light industrial
<p>Mid-block Connections</p>	<p>None</p>	<p>Require through-block pedestrian connections at least every 300 feet. Where possible, align connections to connect a grid.</p>
<p>Neighborhood Center Street</p>	<p>None</p>	<p>Encourage a “main street” with neighborhood-serving businesses and a lively environment through form-based code and/or design standards:</p> <ul style="list-style-type: none"> ▪ Require active ground floors. ▪ Require frequent entries (e.g., every 30 feet) to enliven the street and ensure space for small businesses. ▪ Encourage creative space options to accommodate small and growing businesses, such as flexible commercial space for co-ownership. <p>Set maximum retail size limits (except for grocery and hardware) or average area to ensure a diversity of sizes.</p>

Development Standard	No Action Alternative	Potential Preferred Alternative
Residential Transition	Current standards	Continue requiring step backs and setbacks adjacent to exclusively residential zones to prevent shadows and respect privacy.
Landscape	Current standards	Throughout the area: <ul style="list-style-type: none"> ▪ Require street trees in planting strips between the street and sidewalk. ▪ Consider a “green factor” or other method of ensuring vegetation replacement. ▪ Require common Usable Public Space for all development. Require private recreation space only in Residential Mixed Use Areas.

¹BMC 12.16.030

Source: Makers, 2019; BERK, 2019.

Recap of DEIS comments regarding preferred alternative

The following are highlighted comments the City received during the DEIS comment period related to the selection of a preferred alternative. All comments received generally requested additional analysis of the transportation system and more extensive transportation mitigation measures. The City will conduct a more extensive transportation analysis once the preferred alternative is selected.

Canyon Park Business Center Owners Association (represent the Canyon Park Business Park)

- The DEIS does not provide sufficient information to determine the feasibility of the redevelopment based on the development standards proposed by the Action Alternatives.
- Residential use in the CPBC is limited to a defined area of 72.75 acres pursuant to the CPBCOA CC&Rs. For the areas proposed for Residential Mixed Use within the CPBC...only 18.09 acres is within the defined area where residential use is permitted by the CC&Rs.
- Please revise the DEIS Capacity Analysis to eliminate residential use from those areas where it is not permitted by the CC&Rs.
- Please document the market availability and land market supply factors used for vacant, re-developable and partially used land in the DEIS Capacity Analysis for all alternatives.
- Please document how compliance with current stormwater regulations will affect the development capacity in the Subarea. The development capacity of a “Pipeline Development” project on Parcel Nos. 27052900204600, 27052900204700, 27053000106400, and 27053000106300 has been reduced for this reason.
- An economic analysis to determine if the proposed densities/intensities would be feasible based on these regulatory assumptions; and,
- A market study to estimate potential absorption of residential mixed use and commercial mixed use over the planning period, given the location and competition within the region and the transportation constraints of the area.
- On balance, these development regulations in the Action Alternatives do not appear to result in sufficient increments of additional capacity over the existing zoning in the No Action Alternative. While the parking reduction could result in additional capacity, that benefit appears to be offset by additional costs of the other new development standards, particularly the stormwater standards.
- Further, the DEIS does not propose any substantial public investment to correct existing transportation deficiencies or to create meaningful public space improvements to mitigate impacts and attract private investment.

- While employment has grown in the CPBC, that growth has occurred within existing buildings, although the methods and sources for that data is not cited in the DEIS. No significant commercial or mixed use development or redevelopment has occurred, despite the City's past amendments to the Comprehensive Plan and development regulations. The lack of development or redevelopment indicates that private investment is satisfied with returns on existing assets in the CPBC and is unwilling to accept the risks of redevelopment.
- Given the patterns of recent employment growth and the lack of redevelopment activity in the CPBC, please clarify how these new standards will result in large scale redevelopment to achieve the increase in job growth that is projected in the DEIS.
- Despite the regional housing shortage and the fact that it is permitted under the existing zoning, mixed use or mid-rise development has not occurred in the Canyon Park area, signaling that there is insufficient demand, such development is economically infeasible, or both.
- Given the patterns of recent employment growth and the lack of redevelopment activity in the CPBC, please clarify how these new standards will result in large scale redevelopment to achieve the increase in job growth that is projected in the DEIS.

Washington State Department of Transportation

- WSDOT maintains that any operational or other impacts from the proposed action to highways of Statewide Significance (HSS) facilities (I-405 ramp terminals) would need to be mitigated.
- WSDOT is opposed to any proposal that would lower the LOS standards at the I-405 ramp terminals.
- If the standard for SR 524 and SR 527 is not LOS "E/mitigated" per PSRC, please provide reasons why. The PSRC LOS standards (see: <https://www.psrc.org/level-of-service>) for LOS "E/mitigated" include the following description: "The standard for Tier 1 routes is LOS 'E/mitigated,' meaning that congestion should be mitigated (such as transit) when p.m. peak hour LOS falls below LOS 'E.' " ' If this is the standard being used, the DEIS should provide more information about mitigation.

Sound Transit

- While Sound Transit does not specifically prefer one Draft EIS alternative over the other, it appears that the *Business Plus Alternative* may provide more flexibility to the City in meeting stated growth goals for the Canyon Park subarea, and in supporting goals for residential mixed-use transit-oriented development (TOD).
- Sound Transit applauds the City's ambitious vision for the Canyon Park subarea. The Draft EIS does identify some challenges with transportation and developable land. As a partner with the City, Sound Transit is steadfast in its support of the vision of Canyon Park as a thriving PSRC Regional Growth Center (RGC).

Community Transit

- Community Transit's *Swift Green Line BRT* service launched in March of 2019, and already has the second highest ridership for any route in its bus network. In addition to bus service, Community Transit has 108 vanpool groups, out of 400 total groups that travel through the Canyon Park area; and provides transportation demand management services for nine Commute Trip Reduction sites within the Canyon Park area.
- In general, Community Transit supports any of the Action Alternatives, but prefers the Live/Work and Mitigated Live/Work Alternatives. Transit is most efficient when serving areas with high land use intensities, mixed-use developments and connective walking networks.
- Since transportation demand management services in the area are provided by Community Transit, the agency can work with the City, employers and developers to adopt an effective mix of strategies as mitigation measures.

- The Action Alternatives proposal to reduce parking requirements will also encourage the alternatives to driving alone. Please consider addressing...the use of curb space by delivery and transportation network companies.
- Consider exploring the long-term potential for opening a roadway connection to the south, between 17th Ave. and 228th ST, to alleviate the traffic associated with bus operations at the Canyon Park Park & Ride and the new highway toll lane access point.
- Community Transit's bus network design will significantly change in 2024, with the arrival of Sound Transit's Link Light-rail system to Snohomish County.

Northshore School District

- The District appreciates the need to address the subarea development as a regional growth center. However, both the Business Plus Alternative and the Live/Work Alternative will have impacts to the District... the flow and access for the District's busses is critical in terms of moving students related to schedules and activities.
- Currently it is challenging for school buses to make a turn in or out on 20th Ave. SE during peak times. Opening up 20th Ave. SE to Maltby Rd. would create additional concerns... [and] increase time and costs to the District's transportation operation.
- Potential revisions to the 9th Ave. SE corridor would most likely impact Crystal Springs Elementary School... include at minimum raised 5-6' sidewalk/curb with a landscape barrier and bike lane for separation, signal controlled crosswalks (228th , 226th and 217th) and parent staging/parking on 9th Ave. SE in front of the school.

Comments generated at the 9th Avenue SE / 214th Street SE neighborhood meeting

- Interest in greater mix of housing and jobs at the shopping centers to create more activity
- Majority of attendees opposed connecting 214th ST SE to 9th Avenue SE
- Many concerns about existing traffic congestion
- Many see the need for road extensions, but wish they didn't have to go through wetlands or neighborhoods
- Concerns about amount and speed of traffic that are already on 9th Ave SE
- Desire to improve school drop off, safe sidewalks and crosswalks for students walking to Crystal Springs and to a bus stop at 214th and Bothell-Everett Highway
- Support for bike and walking paths throughout, including a preference for a trail connection on the 214th St SE alignment
- Local improvements needed along 214th if extended westward as a city street

Comments generated at the 20th Avenue SE property owner (2020 Maltby and Fred Meyer) meeting

- Interested and supportive of this extension
- Desires that any extension retain the existing loading docks and employee parking areas
- Identified that significant numbers of vehicles currently use their parking lots as cut-through road (jokingly call it Highway 529)
- Concerned with lack of parking provided to adjacent residential areas and use of their lots for non-customer parking.

Comments generated at the third Property Owners Association annual meeting

- Concerns expressed regarding the costs of complying with modern surface water runoff requirements.
- Interested in learning more about the market analysis and whether the level of development analysis can be supported by the market.
- Very interested in seeing the transportation analysis of the private internal streets.
- Owners concerned that the internal roadways were never intended to support the levels of development now being considered.

- Interested in understanding what City investments will be made to create the 'sense of place' now lacking in the Business Park.
- The Owners are deeply concerned about the confluence of actions now before them including the WSDOT ETL Ramps, the Sound Transit Bus Base facility and the Canyon Park Subarea Plan. The owners are looking for coordination among these different actions.

Comments generated at the Life Science business owners meeting (Major life science companies within the RGC)

- Excited to see new approaches to the area.
- Agree with the Vision statements – all of those items are needed.
- Mixed Use is supported – particularly with an affordable housing component.
- Keep the beauty of the area – retain trees, and natural features.
- Companies have a desire to expand in Canyon Park and tall buildings are acceptable.
- Recommend the City contact one of the local 'life science cluster' developers to get their perspective on how to successfully integrate
- Manufacturing and office space can co-exist within the same building (subject to very stringent safety regulations)
- Desire to locate an activity center east of North Creek near the 23rd Avenue / 220th ST intersection or even further to the east.
- Desperate need for restaurants and other service retail in the area.
- Allow food trucks – such as a Food Truck corral where multiple food trucks could park during lunch or dinner.
- There is a real need for affordable housing for employees – even well-paid engineers are forced to travel long distances to find affordable housing.
- Their observations are that the worst traffic slow-downs occur in Bothell.
- A need to expand transit services both externally and internally.
- Support for more and improved walking paths and separated bike lanes.
- Desperately need a gathering place(s) where collaborations can occur and employees gather.
- Restaurants, service retail and other amenities are severely lacking in the area – no place close to have a meal or gather with employees

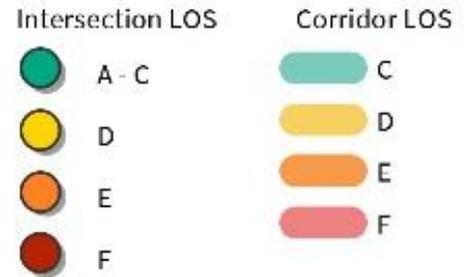
Transportation

An understanding of the transportation system is important but is a complex discussion that cannot be outlined in this brief memorandum. More information, including the Draft Environmental Impact Statement (DEIS), is on-line at: <http://www.ci.bothell.wa.us/1176/Canyon-Park-Visioning>

The following is a brief recap of the transportation analysis.

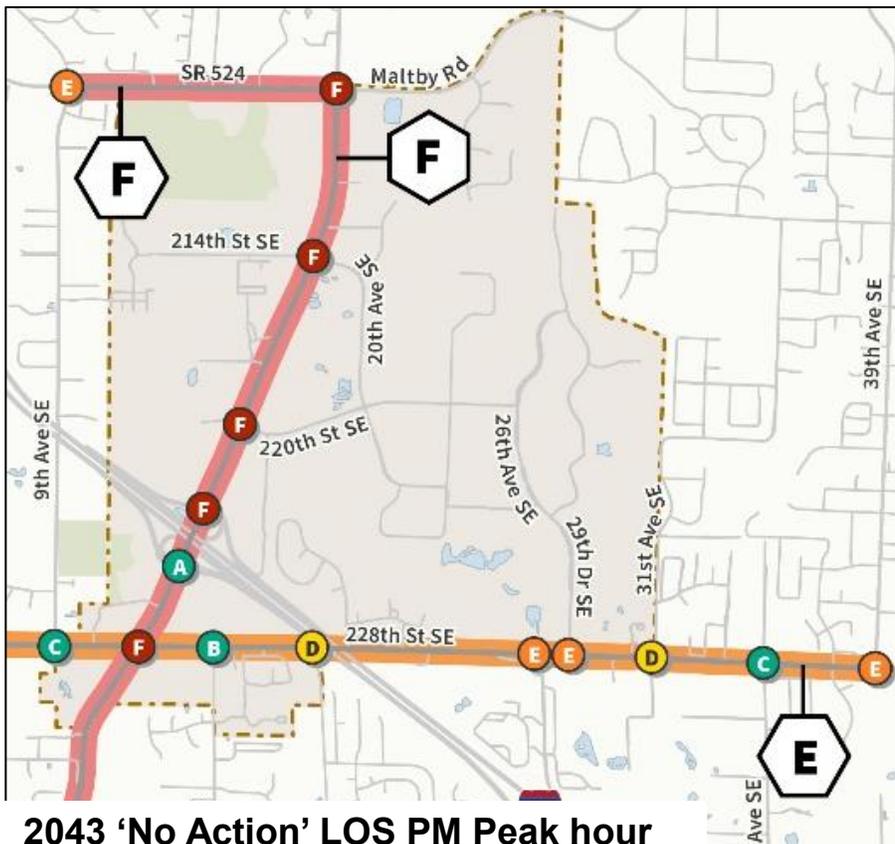


2019 Existing Level of Service (LOS) PM Peak hour



Level of Service is a measurement of 'delay' or congestion. An LOS of A means no delay. An LOS of F means significant delay e.g. stop and go traffic

These maps measure the delay during the afternoon's (PM) peak one hour of delay

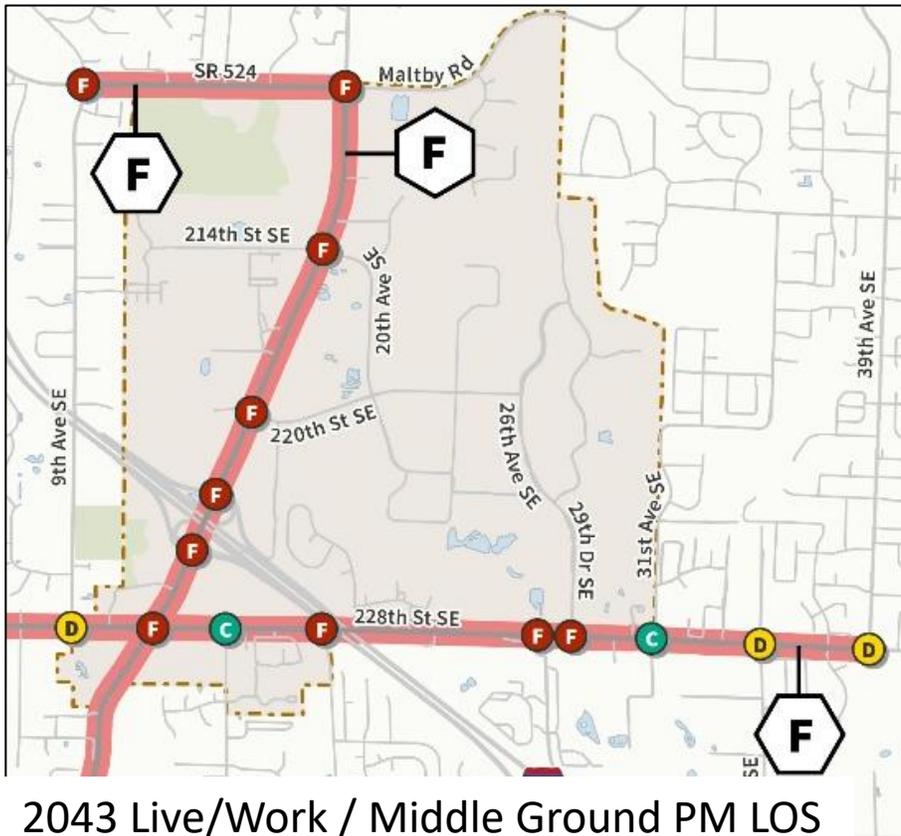


2043 'No Action' LOS PM Peak hour

Assumes:

- Transportation Improvement (TIP) projects
- I-405 Express Toll Lane (ETL) ramp onto 17th Avenue SE into the Park
- Bus Rapid Transit (BRT) Services on SR-527 (Community Transit 'Green' line) and I-405 (Sound Transit)

This LOS occurs in the year 2043 if the City takes no action (current Comprehensive Plan) and retains the current zoning regulations



- Assumes:
- All of the projects above plus the new projects outlined on Page 19
 - Middle Ground Alternative adds 13,600 people to the area. Together with background traffic LOS delays increase even with the planned transportation investments
 - Background traffic generated from outside the Canyon Park area contributes significantly to this increased delay
 - Investment in and use of Transit may be the best option for keeping people moving in the future.

Under No Action (status quo) by the year 2043, two of three corridors and five out of fifteen intersections will operate at LOS F during the PM peak hour. Under the Mitigated Live/Work alternative, three of three corridors and 10 of 15 intersections will operate at LOS F. The City’s current adopted minimum LOS for corridors is E. The City does not apply an LOS to individual intersections.

- A number of strategies have been investigated including:
- Reduced land use growth (*Mitigated Live Work Alternative*)
 - Require Transportation Demand Management (TDM) strategies & programs
 - Modify the City’s transportation policies to accept a higher LOS (delay)
 - Explore innovative intersection layouts
 - Convert signals to roundabouts
 - Add new turn lanes at intersections
 - Consider new street extensions to the surrounding street network
 - Widen 228th Street
 - Emphasize transit over single occupant vehicles by adding Business Access Transit (BAT) lanes or converting general purpose lanes to BAT lanes

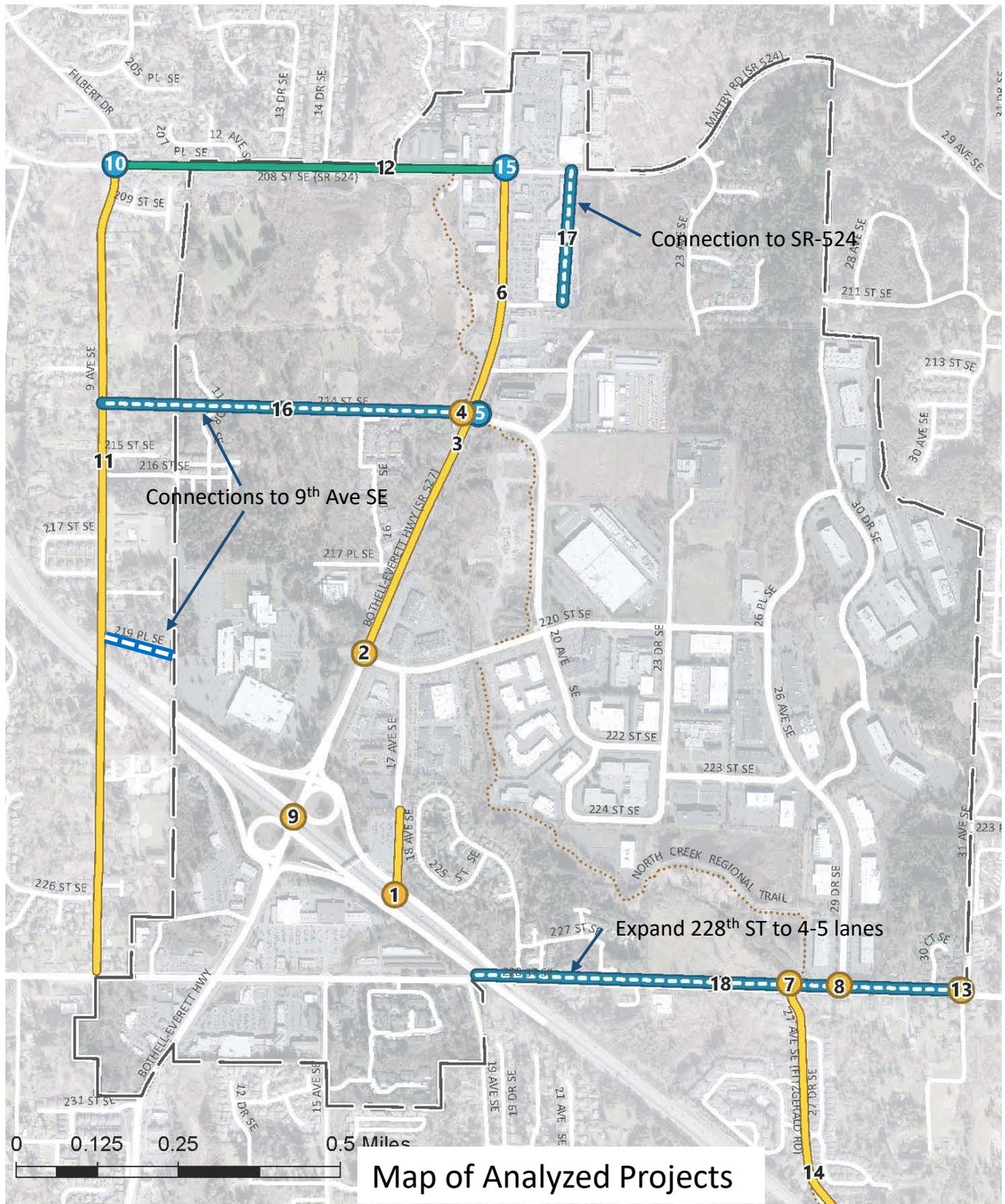
Table of other transportation improvements explored – Viable yes or no

Project	Viable?	
	Yes	No
SR 527 roundabouts in lieu of signals		●
Add new BAT lanes in addition to new southbound 527 General Purpose lane		●
Grade separation (overhead ramps/bridges) improvements		●

Project	Viable?	
	Yes	No
405 interchange at Damson Road		●
Displaced left turn lane intersections		●
North Connection to SR 524 - via 23 rd Ave SE		●
Converting general purpose lanes to BAT lanes along SR-527	●	
West connection to 9 th Ave SE – via 214 th ST SE	●	
West connection to 9 th Ave SE – via 219 th ST SE	●	
North connection to SR-524 (Behind Fred Meyers)	●	
Travel Demand Management Strategies (TDM)	●	
Revise City’s LOS Policy to accept higher delays in Canyon Park	●	
Add BAT lane to southbound SR-527 between SR-524 and I-405 in lieu of a new general purpose lane.	●	

- More Definitive
- Less Definitive

The map on the following page depicts planned and new transportation improvements.



Potential New Mitigation Transportation projects highlighted in blue
Transportation projects already in the 2015 Comprehensive Plan and TIP are highlighted in blue

Table – Potential Mitigation Project List – Yellow is current Comprehensive Plan projects – Blue is new proposed mitigation projects

No.	Project	Description
1	WSDOT I-405 Direct Express Toll Lane Access Ramps	Direct access ramps from ETL to Canyon Park at 17 th Ave SE and Transit connections. Includes improvements to 17 th Ave SE and intersections at 220 th St SE / 17 th Ave SE and 220 th St SE / SR-527.
2	220 th St SE and SR 527 Intersection	Add another eastbound left turn lane (2 total left turn lanes).
3	SR 527: Add a southbound lane between SR 524 and 220 th St SE	Add a third southbound lane, and associated intersection revisions.
4	214 th St SE & SR 527	Re-channelize the westbound through/left lane to a through/right lane.
5	214 th St SE & SR 527	Add channelized westbound right turn lane and dual westbound left turn lane.
6	SR 527 (211 th St SE to north of SR 524)	Add a third northbound through lane. Add a southbound left turn lane at SR 524 (2 left). Also known as SR 527/SR524 Intersection Improvements.
7	228 th St SE & Fitzgerald Rd intersection	Adds eastbound right turn pocket.
8	228 th St SE & 29 th Dr SE intersection	Adds westbound right turn pocket.
9	I-405 Widening & SR 527 Interchange Improvements	Widening I-405 to add a second Express Toll lane from SR 522 to I-5 in Lynnwood. Improvements to the SR 527 and I-405 Interchange/ramps.
10	9 th Ave SE & SR 524	Dual northbound left turn lanes.
11	9 th Ave SE Widening; 228 th St SE to SR 524	Upgrade road to a Collector road standard (3-lanes) with improved pedestrian/bike facilities and improvements to the 228 and SR 524 intersections.
12	North Creek Trail – Section 4	Complete the missing link along SR 524 between current trail and Filbert Rd.
13	229 th St SE / 31 st Ave SE Intersection	Add a westbound dedicated right turn lane.
14	Fitzgerald Rd: 240 th St SE to 228 th St SE	Widen road and add curb, gutter, and sidewalks.
15	SR 527 / SR 524	Modify intersection to include two westbound left turn lanes and two westbound through lanes.
16	214 th St SE Roadway Extension	Extend 214 th St SE west to the Canyon Park Subarea boundary.
17	20 th Ave SE	Add new connection from 20 th Ave SE to SR 524.
18	228 th St SE	Widen to five lanes from 19 th Ave SE to 31 st Ave SE. This widening project could be physically constrained where it crosses under I-405 due to the placement of existing I-405 columns and may have impacts to 19 th Ave SE.

Comprehensive Plan Projects

-  Intersection Project
-  Corridor Project

-  Non motorized Project

Potential Mitigation Projects

-  Potential Intersection Mitigation
-  Potential Corridor Mitigation

The following table describes the relative benefits and impacts and considerations of the new projects shown is blue and includes a general cost range of less expensive (\$) to most expensive (\$\$\$\$)

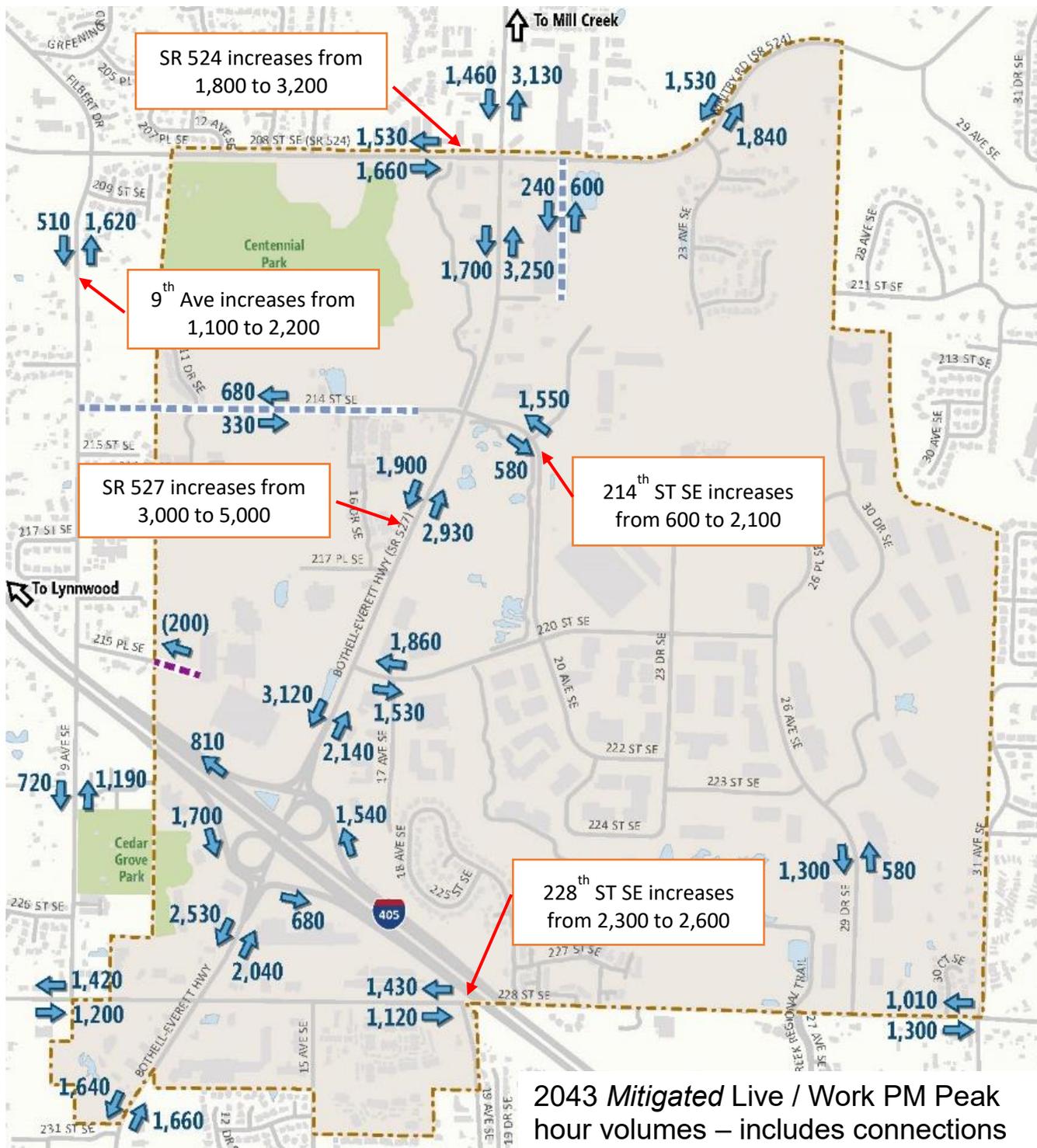
Table. New Transportation Mitigation Projects (shown in blue above) Summary

Project	Potential Benefits		Potential Impacts & Considerations			
	Supports businesses & community members who commute by car	Supports multimodal transportation	Community	Wetlands & streams	Other	Approx. cost (\$-\$\$\$)
5. 214th St SE & SR 527 intersection modification	Medium: Provides additional vehicle capacity in/out of business park. Average delay decreases by 53 seconds, but still expected to operate at LOS F. (corresponds with 214 th street extension).	Medium: Re-channelization would result in some improvements to pedestrian crossings.	Low: Increases crossing distance for North Creek Trail over 214 th St SE.	Low: Minor impacts to wetlands and North Creek tributary.	Low: Minor right-of-way impacts to business on northeast corner (and potentially southwest corner).	\$
15. SR 527/SR 524 intersection modification	Medium: Provides additional vehicle capacity and improves vehicle access to the study area. Average delay decreases by about 59 seconds, but still expected to operate at LOS F.	Low: Design may include pedestrian and bicycle infrastructure and reduce pedestrian wait time at the intersection.	Mixed: Pedestrian crossings would be even longer distances.	None	Medium: Right-of-way expansion needed on adjacent commercial properties. Parking and access impacts.	\$\$
16. 214th St SE and 219th St SE street extension / connection	High:	Medium: Potential improvement if pedestrian and bicycle infrastructure is included.	High: Increases vehicle traffic through neighborhood.	High:	High:	\$\$\$\$

Project	Potential Benefits		Potential Impacts & Considerations			
	Supports businesses & community members who commute by car	Supports multimodal transportation	Community	Wetlands & streams	Other	Approx. cost (\$-\$\$\$)
	<p>Provides improved mobility with a more connected street system to/from the study area.</p> <p>Reduces unnecessary new vehicle trips on SR 527 and SR 524.</p>			<p>Impact to wetlands and buffers throughout the corridor. One new Royal Anne Creek stream crossing.</p> <p>Opportunity to upgrade fish passage to North Creek, North Creek tributary, and Royal Anne Creek stream crossings.</p>	<p>Right-of-way strip needs throughout the corridor. Unidentified right-of-way needed near four residences on west end at 9th.</p>	
<p>17.</p> <p>20th Ave SE street extension (behind Fred Meyer)</p>	<p>High:</p> <p>Provides additional vehicle routing options to/from the study area.</p> <p>Reduces unnecessary vehicle trips on SR 527 and SR 524.</p>	<p>Medium:</p> <p>Potential improvement with additional crossing of SR 524 if pedestrian and bicycle infrastructure is included.</p>	<p>None</p>	<p>High:</p> <p>Impact to wetlands. One new stream crossing required.</p>	<p>Medium:</p> <p>Impacts to the Fred Meyer commercial business loading and circulation</p>	<p>\$\$\$</p>
<p>18.</p> <p>228th St SE widening & rechannelization</p>	<p>Medium:</p>	<p>Medium:</p>	<p>Mixed:</p>	<p>Low:</p>	<p>Medium:</p>	<p>\$\$\$\$</p>

Project	Potential Benefits		Potential Impacts & Considerations			
	Supports businesses & community members who commute by car	Supports multimodal transportation	Community	Wetlands & streams	Other	Approx. cost (\$-\$\$\$)
	<p>Increases roadway capacity to improve access to/from study area.</p> <p>Benefits may be limited as 228th St narrows back to three lanes east of 39th Ave.</p>	<p>Potential improvement if pedestrian and/or bicycle infrastructure is included, especially if filling the sidewalk gap on 228th St SE under I-405.</p>	<p>Roadway crossings, including the North Creek Trail crossing, would be longer. Depending on right-of-way needs and availability, the sidewalk and bicycle environment east of I-405 may narrow.</p>	<p>Potential fish passage improvements to North Creek, Junco Creek, South Fork Perry Creek, Palm Creek, and unnamed tributary stream crossings. Minor wetland impacts.</p>	<p>Right-of-way expansion needs on both sides throughout the corridor. This project could be physically constrained where it crosses under I-405 due to the placement of existing I-405 columns and may have impacts to 19th Ave SE.</p>	

The map on the following page projects the 2043 PM Peak hour trip numbers calculated for the *Mitigated Live / Work* Alternative (Middle Ground preferred alternative).



2043 Mitigated Live / Work PM Peak hour volumes – includes connections

- 2043 PM Mitigated Live/Work and Middle Ground Preferred Alternatives
 - +6,500 new PM peak hour trips compared to 2019 conditions
- 2043 No Action – Current Comprehensive Plan
 - +4,000 new PM peak hour trips compared to 2019 conditions
- 2043 extensions
 - 214th Street SE extension could carry about 1,000 new PM peak hour trips

- 219th Street SE extension could carry about 200 PM peak hour trips
- 20 Ave SE extension (Fred Meyer) could carry about 850 PM peak hour trips

Procedure – Public Hearing

- Chair opens the public hearing
- Staff and Consultant presentation
- Commission asks clarifying questions of staff and/or the consultant
- Open public testimony
- Commission asks questions of staff and/or the consultant
- Commission closes the public hearing or continues to March 18, if necessary
- Commission deliberates on the preferred alternative
- Commission action:
Move to recommend the proposed preferred alternative, as amended (if needed)

Next Steps

Tentative dates – Subject to revision

March

- 3/17/20 City Council Study Session – Preferred Alternative
- 3/18/20 Commission Continued Public Hearing – Preferred Alternative - If necessary

April

- 4/14/20 City Council Study Session - Preferred Alternative and Subarea Plan
- 4/15/20 Commission Study Session - Subarea Plan

May

- 5/5/20 City Council Public Hearing - Preferred Alternative
- 5/6/20 Commission Public Hearing – Subarea Regulations and Action Plan
- 5/20/20 Commission Public Hearing – Subarea Regulations

June

- 6/3/20 Commission Public Hearing – Subarea Regulations and Action Plan – Action
- 6/16/20 City Council Study Session - Subarea Regulations and Action Plan
- 6/28/20 City Council Public Hearing – Subarea Regulations and Action Plan

July

- 7/14/20 Council Public Hearing – Adoption of Planned Action Resolution
- 7/21/20 Council Public Hearing - Adoption of Planned Action Resolution

Commission Bylaws Amendments

MEMORANDUM

Community Development



City of Bothell

DATE: February 21, 2020

TO: Planning Commission

FROM: Michael Kattermann, Director, Community Development

SUBJECT: Re-Adoption of Bylaws Amendments

The Planning Commission adopted the bylaws amendments at the February 5th Commission meeting. However, upon further review of the bylaws, Article XII requires a 10-day written notification that was not done prior to the adoption:

These bylaws may be amended at any meeting of the Commission provided that notice of said proposed amendment, together with the proposed wording of such changes, shall be given each member, in writing, at least ten (10) days prior to said meeting. The affirmative vote of at least four (4) members shall be required to adopt any changes to these bylaws.

This memo and the attached amendments, showing the proposed wording changes, is being provided to Commission members to comply with the requirements of Article XII. Staff is recommending the Commission adopt the proposed amendments at the March 4th meeting.

Please contact me if you have any questions about the proposed amendments or the process and need to re-adopt. Thank you.

Attachment

1 – Proposed Planning Commission Bylaws Amendments

CITY OF BOTHELL
PLANNING COMMISSION
BYLAWS AND RULES OF PROCEDURE

ARTICLE I - NAME

The official name of the organization shall be “The City of Bothell Planning Commission” hereafter referred to as the Commission.

ARTICLE II - DUTIES AND RESPONSIBILITIES

The Members of the Commission accept the responsibility of the office and shall perform such duties as defined under applicable State of Washington Statutes and City of Bothell Ordinances. The Commission serves in an advisory capacity to the City Council with primary responsibility for ensuring the orderly use of land within the City in the best interests of the City.

ARTICLE III - OFFICIAL SEAT

The official seat of the Commission shall be the City of Bothell, Washington, and meetings shall be held there except on such occasions as the Commission may, by a majority vote, otherwise direct.

ARTICLE IV - OFFICERS

Section 1. Officers. The elective officers of the Commission shall consist of a Chair, and Vice-Chair ~~Pro-tem and Executive Secretary~~.

Section 2. Election of Officers. Officers shall be nominated and elected at the first regular meeting of the Commission in May in even numbered years. Election shall be by a majority vote of the members of the Commission.

Section 3. Terms of Office. The elected officers shall take office upon election and shall serve for a term of two years or until a successor is elected.

Section 4. Vacancies in Office. Vacancies in elective offices shall be filled at the next regular or special meeting of the commission for the ~~unexplored-unexpired~~ portion of the term.

Section 5. Duties of Officers.

- a. Chair: the Chair shall preside at all meeting and public hearings of the Commission and shall call special meetings when the Chair deems it necessary, or is required to do so. Robert’s Rules of Order notwithstanding, the Chair shall be a full voting member of the Commission and be able to participate fully in its activities, with the exception of making and seconding motions. The Chair shall sign all official correspondence of the Commission, unless delegated to another member. The Chair shall supervise the preparation of the agenda for all meetings.
- b. ~~Vice-Chair-Pro-tem~~: the Vice-Chair ~~Pro-tem~~ shall assume the duties of the Chair in the Chair’s absence.

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~~e. Executive Secretary: the Executive Secretary shall be responsible for keeping the Minutes of all meetings of the Commission. If the Chair and Chair Pro-tem are both absent, the Executive Secretary shall assume the duties of the Chair in their absence. The Executive Secretary shall be assisted by the staff of the Department of Community Development. The Executive shall certify the official Minutes of the Commission.~~

~~d.c.~~ If the Chair, ~~and Vice-Chair Pro-tem, and Executive Secretary~~ are all both absent, the remaining members shall elect a Chair Pro-tem to serve during their absence.

ARTICLE V - OPPORTUNITY TO GAIN ~~E~~ EXPERIENCE IN CONDUCTING MEETINGS

Purpose: To ensure that Planning Commission members have an opportunity to gain experience in conducting meetings.

The Chair, at its sole discretion may temporarily assign the duties of the Chair to any Planning Commissioner, with that member's agreement. During the temporary assignment the ~~member~~ Temporary Chair shall: sit at the position of the Chair; assume the duties of the Chair; and, not make or second motions. The Chair shall be present at all times, sit at the position of the assigned member; participate in the meeting as a regular member; and, make and second motions.

Upon the conclusion of the temporary assignment, the Chair shall return to the position of the Chair.

ARTICLE VI - MEETINGS

Section 1. Regular Meetings. Regular meetings of the Commission shall be held on ~~each of the first four and third~~ Wednesdays of each month, except August, at 6:00 p.m. in City Hall. There will be no meeting the fourth week of November and December. Should the regular meeting day fall on an official holiday, the meeting shall be held the following business day. At such meetings, the Commission may consider all matters that may properly be brought before the Commission.

Section 2. Special Meetings. Special meetings of the Commission may be called by the Chair and must be called upon written request of any three members of the Commission. Written notice of such a meeting and its purpose shall be given to all members not less than 24 hours in advance thereof, and the same notice shall be posted in City Hall. All meetings shall be held in accordance with applicable State Laws and City Ordinances, in particular, the State Open Public Meetings Act.

Section 3. Quorum. A quorum shall consist of four (4) members of the Commission and no action can be taken in the absence of a quorum except to adjourn the meeting to a subsequent date.

Section 4. Voting. At all meetings of the Commission, each member shall have one vote on each motion. Voting shall be by voice and a show of hands. Any member may abstain from voting by so stating to the Chair. The silence of a Commission member upon a vote shall be recorded as an affirmative vote. The affirmative vote of at least three (3) members shall be necessary for the

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PLANNING COMMISSION
BYLAWS AND RULES OF PROCEDURE

adoption of any motion or other voting matter, unless otherwise specified in these bylaws. Vote by proxy is not allowed.

Section 5. Proceedings.

- a. The regular order of business at meetings of the Commission shall be:
 - 1) Call to Order
 - 2) Roll Call
 - 3) ~~Non-Agenda~~ Public Comments for items not scheduled for public hearing on the same agenda
 - 4) Approval of Minutes
 - 5) Public Hearings
 - 6) Old and New Business
 - 7) Reports from Council Liaison, Members and Committees
 - 8) Staff Reports
 - 9) Adjourn
- b. Each formal action of the Commission shall be embodied in a formal motion which will be entered verbatim in the Minutes. The Chair shall, at the Chair's discretion or at the request of any member, read the motion or instruct the motion to be read before being voted on, as provided for in Section IV.
- c. All meetings of the Commission shall end by 9:00 p.m. and any items on the agenda not completed at that time shall be continued to a date and time certain, unless the Commission decides by a majority vote, to extend the meeting.

ARTICLE VII - PUBLIC HEARING PROCEDURES

All public hearings of the Commission shall be held according to the following procedure:

- Step 1 OPEN THE PUBLIC HEARING
- Step 2 DISCLOSURE OF CONFLICT OF INTEREST/APPEARANCE OF FAIRNESS. Opportunity for Commissioners to reveal Ex-Parte oral or written communications or any potential Conflict of interest/Appearance of Fairness issues. If any members of the audience have any Conflict of Interest/Appearance of Fairness challenges to any Commissioners, they should be made at this time.
- Step 3 PLANNING COMMISSION RULING ON CONFLICT OF INTEREST/ APPEARANCE OF FAIRNESS CHALLENGES, if any.
- Step 4 STAFF SUBMITS FOR THE RECORD, ANY NEW WRITTEN MATERIALS/ DOCUMENTS received after distribution of staff report.
- Step 5 PLANNING COMMISSION RULING ON NEW MATERIAL SUBMITTED, if any.
- Step 6 APPLICANT'S PRESENTATION. Planning Commissioners may question applicant to clarify proposal.

**CITY OF BOTHELL
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- Step 7 STAFF PRESENTATION AND EVALUATION. Planning Commissioners may question staff for clarification in terms of compliance with City policies and regulations.
- Step 8 PUBLIC COMMENTS. Planning Commissioners may question the public for clarification of their comments.
- Step 9 APPLICANT RESPONSE TO PUBLIC AND/OR STAFF COMMENTS.
- Step 10 STAFF RESPONSE TO APPLICANT AND/OR PUBLIC COMMENTS.
- Step 11 PUBLIC RESPONSE TO APPLICANT AND/OR STAFF COMMENTS.
- Step 12 APPLICANT CLOSING COMMENTS.
- Step 13 PLANNING COMMISSIONERS MAY QUESTION APPLICANT, STAFF AND/OR PUBLIC, if needed for clarification.
- Step 14 CLOSE PUBLIC HEARING.
- Step 15 COMMISSION DELIBERATIONS AND ACTION. Any motions by the Commission shall be based upon Findings of Fact and Conclusions in support of the Commission’s decision.

ARTICLE VIII - RULES OF PROCEDURES

All meetings of the Commission shall be conducted in accordance with Robert’s Rules of Order, a copy of which shall be present at all meetings, unless specifically provided otherwise by these bylaws, applicable City Ordinances or State Statutes.

ARTICLE IX - COMMITTEES

The Chair may from time to time establish ad-hoc committees of the Commission to carry out certain specific duties or functions as the Commission deems advisable. The Chair of the Commission shall appoint the members of each committee, not to exceed three (3) members, and shall name the chairman of each committee. The committee shall complete its assigned tasks expeditiously and report its findings, in writing, to the entire Commission. Committees shall terminate upon submittal of a final report to the Commission unless extended by a majority vote of the Commission. Any extension must specify the committee’s task with a new termination date not to exceed six months.

ARTICLE X - CONFLICT OF INTEREST

Each Commission member shall vote on all questions put to the Planning Commission, unless a conflict of interest under state law or an appearance of fairness question is present. Any

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BYLAWS AND RULES OF PROCEDURE

Commission member excused by reason of Conflict of Interest/Appearance of Fairness shall step down and leave the meeting room.

The following procedure shall apply in instances where it is unclear that a Conflict of Interest/Appearance of Fairness question exists or is challenged by a Commission member:

- a. If a Commission member or member of the audience asserts a Conflict of Interest under state law or an Appearance of Fairness question, and it is not apparent to all Commission members present, the member shall be excused from voting on an issue only by majority vote of the Commission members present. If it is determined by majority vote of the Planning Commission present, plus one, that a Commission member has a conflict of interest under state law or would violate the Conflict of Interest/Appearance of Fairness doctrine by participating and/or voting on a matter coming before the Commission, then the member determined to have the Conflict of Interest/Appearance of Fairness doctrine violation shall not participate in or vote on said matter. At the conclusion of the presentation the Planning Commission shall make its determination as provided herein above.

ARTICLE XI - ABSENCES

~~The accumulation, by~~ If any member, accumulates of two (2) consecutive unexcused absences or a total of three (3) unexcused absences or a total of eight (8) excused and unexcused absences from regular meetings and/or public hearings during a calendar year, constitutes grounds for a recommendation, by the Commission shall consider whether to recommend removal of that member and, if so, send that recommendation to the City Council, ~~for removal of that member.~~ An excused absence will be granted to any member who notifies the Director of Community Development or his/her designee or the Commission Chair in advance of the meeting.

ARTICLE XII - AMENDMENTS

These bylaws may be amended at any meeting of the Commission provided that notice of said proposed amendment, together with the proposed wording of such changes, shall be given each member, in writing, at least ten (10) days prior to said meeting. The affirmative vote of at least four (4) members shall be required to adopt any changes to these bylaws.

BYLAWS AS AMENDED AND ADOPTED MARCH 4, 2020

David Vliet, Chair

Bothell Planning Commission