
AGENDA

BOTHELL PLANNING COMMISSION

HYBRID MEETING

Bothell City Hall, 18415 101st Avenue NE
February 15, 2023, 6:00 PM

TO ATTEND THE MEETING:

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

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

1. CALL TO ORDER:

2. PUBLIC COMMENTS: Items not on the agenda

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

3. APPROVAL OF MINUTES: January 18, 2023

4. NEW BUSINESS:

5. STUDY SESSION:

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

6. UNFINISHED BUSINESS:

7. REPORTS FROM STAFF:

8. REPORTS FROM MEMBERS:

9. ITEMS TO REPORT TO COUNCIL:

10. ADJOURNMENT:

January 18, 2023 Minutes

BOTHELL PLANNING COMMISSION MINUTES

REGULAR MEETING – January 4, 2022

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

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

COMMISSIONERS ABSENT AND EXCUSED: None

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

GUESTS PRESENT: None

ATTENDEES PRESENT: John Fowler of Dirt Lorde

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

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

APPROVAL OF MINUTES:

WESTERBECK MOVED TO APPROVE THE MINUTES FOR JANUARY 4, 2023. CURD SECONDED AND IT PASSED WITH ALL PRESENT IN FAVOR.

NEW BUSINESS: None

STUDY SESSION: 2023 Work Plan and Docket Review

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

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

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

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

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

REPORTS FROM STAFF: None

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

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

ADJOURNMENT:

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

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

Study Session
DTAHO *postponed*

MEMORANDUM

Community Development Department



City of Bothell

DATE: February 8, 2022
TO: Planning Commission
FROM: Dave Boyd, Senior Planner

A handwritten signature in black ink that reads "Dave Boyd".

SUBJECT: Downtown Transition Affordable Housing Overlay Amendments

On January 4, the study session on these items was continued to February 1. That meeting was postponed to February 15 due to technical issues. A number of issues have arisen to cause staff to postpone the continued study session to a date uncertain.

1. The property owners of the parcel proposed to be rezoned in the Carlson (Hall Road) application have withdrawn their support. Staff will be recommending no further action on that rezone.
2. Since the 2023 Planning Docket is going to City Council on February 28, and there is another item from the 2022 Docket awaiting inclusion in the deferred 2022 annual Comprehensive Plan amendments (Bike Plan), staff will be recommending moving ahead with the 2022 plan amendment(s) and including the Drews rezone request in the potential 2023 annual Comprehensive Plan amendments. This will allow more time for analysis and community conversation.
3. Carlson has indicated a desire to proceed with code amendments to allow four floors and potential revisions to special setback requirements, and staff has requested additional information.
4. Since there is still some potential overlap in the code amendments requested by Drews and Carlson, staff is considering options for bringing them forward, including separating them but bringing them back to Planning Commission at the same meeting, or at separate meetings.

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

Study Session

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

MEMORANDUM

Community Development



City of Bothell

DATE: February 15, 2023
TO: Planning Commission
FROM: Kirsten Mandt, Senior Planner
SUBJECT: 2024 Imagine Bothell Comprehensive Plan Periodic Update

Purpose/Action

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

Comprehensive Planning

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

Comprehensive Planning Process

A major component of the comprehensive plan periodic update is the establishment of the city's growth targets for the new planning window, both for population/housing and employment. The growth targets originate at the state level from the Office of Financial Management (OFM), who assign a target to our regional governing body, Puget Sound Regional Council (PSRC), based on their population projections. PSRC allocates these regional targets by county. Jurisdictions then work with the county to determine a reasonable allocation for each jurisdiction. As a split-county jurisdiction, we work separately with King and Snohomish Counties to confirm targets for both the King and Snohomish County portions of the city separately.

Affordability Need

With the passing of HB 1220, jurisdictions will be allocated housing units within a range of affordability need based on the Area Median Income (AMI), as well as for permanent supportive housing (PSH) and emergency housing as a part of the growth targets. The counties are still finalizing the allocation of the growth targets into these categories. At this stage, both counties are leaning towards a methodology that takes existing affordable housing supply into account in determining housing unit allocations by percentage of AMI, along with additional other local factors. OFM is still finalizing the affordable allocations to the counties, which has added some delay to finalizing

allocations to local jurisdictions. The state Department of Commerce (DOC) has issued their draft guidance for both the required Land Capacity Analysis (LCA) and how to make adequate provisions for the assigned affordability need. Because DOC understands that jurisdictions have not been provided funding to develop affordable units and/or offset the cost of these units being developed by the private sector, the guidance directs jurisdictions to evaluate their existing zoning designations five zone categories: low density, moderate density, low-rise, mid-rise, and high-rise/tower. Jurisdictions shall then associate their zone categories with an assumed affordability level. For example, in the draft guidance, DOC provides an example that low-rise and mid-rise zone category types, which typically produce, walk-up apartments, and condos between about three to six floors, may count towards the low-income category for affordability need. These assumptions are based on the income levels likely served by market-rate housing in each zone, as well as what zone categories is it feasible for the production of new income-qualified projects and/or permanent supportive housing, assuming the availability of typical sources of funding and financing. That analysis will be part of the work done to show compliance with assigned units by affordability need.

Required Components of the Comprehensive Plan

The comprehensive plan is made up of a number of elements and subarea plans. Of these, there are five elements that we are required to include: land use, housing, capital facilities, utilities, transportation, economic development, parks and recreation, and the shoreline master program. Of the optional comprehensive plan elements, we currently have the following: annexation, historic preservation, human services (currently within the housing element), natural environment, urban design, and the subarea plan elements. Each element has an array of goals, policies, and actions, as well as an introductory preamble that varies depending on the element and the information needed for the subject. One of the requirements is that the goals, policies, and actions included are consistent with the multicounty planning policies (MPPs) adopted by PSRC, as well as the countywide planning policies (CPPs) adopted by both King and Snohomish Counties.

New and/or Emphasized Areas of Focus

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

whole. Finally, staff would like to utilize an implementation element for actions related to policies and goals in order to clearly tie desired outcomes back to the plan, as well as to funding sources and measurable metrics that will aid the required periodic reporting documentation in future.

Next Steps

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