



## Parks and Recreation Department City of Bellingham

March 30, 2020

Planning & Community Development Department  
City of Bellingham  
210 Lottie Street  
Bellingham, WA 98225

Dear Planning & Community Development Department,

Please accept this letter as the City of Bellingham Parks and Recreation Department's formal request for an amendment to the Comprehensive Plan. The Parks Department is requesting consideration of four site-specific changes in zoning and land use designations for approximately 12 acres of City-owned property. The properties currently function as neighborhood parks and are commonly known as Birchwood Park, Maplewood/McLeod Park, Ridgemont Park, and Highland Heights Park. Please see the attached site-specific docket application for each neighborhood park for additional property and parcel details.

The following criteria are met in accordance with the BMC 20.20.030 Annual Docketing Criteria:

- a) The proposed amendment represents an issue appropriately addressed in the comprehensive plan or in a neighborhood plan.  
*Each of the four neighborhood parks included in our application are specifically identified in their respective Neighborhood Plan (Birchwood, Samish, and Alabama Hill). The Plans identify the neighborhood parks as providing important, accessible recreational opportunities. Additionally, the Parks, Recreation, and Open Space Plan, adopted 2020, states that "neighborhood parks are the basic recreational focus and center of neighborhoods... Creating a sense of place by bringing together the unique character of the site with that of the neighborhood is vital to a successful neighborhood park." These sites are valued community assets and this amendment is proposed to protect these properties for the benefit of the public by ensuring clear, consistent zoning and land use designations throughout.*
  
- b) The proposal demonstrates strong potential to serve the public interest by implementing specifically identified goals and policies of the comprehensive plan.  
*The proposed amendment serves the public interest and community values in that the City originally acquired the four properties to provide neighborhood park amenities, and recreational opportunities to the local communities in which they are located. The City's adopted Comprehensive Plan and PRO Plan specifically identify community goals and*

**Main Office**  
210 Lottie Street  
Bellingham, WA 98225  
Phone: (360) 778-7000  
Fax: (360) 778-7001  
Email: parks@cob.org  
www.cob.org/parks

**Operations**  
1400 Woburn Street  
Bellingham, WA 98229  
Phone: (360) 778-7100  
Fax: (360) 778-7101  
Email: parks@cob.org  
www.cob.org/parks

**Arne Hannah Aquatic Center**  
1114 Potter Street  
Bellingham, WA 98229  
Phone: (360) 778-7665  
Fax: (360) 778-7062  
Email: aquatics@cob.org  
www.cob.org/ahac

**Bayview Cemetery**  
1420 Woburn Street  
Bellingham, WA 98229  
Phone: (360) 778-7150  
Fax: (360) 778-7151  
Email: bayview@cob.org  
www.cob.org/bayview

*policies related to parks, trails, and open space and includes direction on implementing them. The proposed public zoning and land use designations for these parcels are consistent with and allow for both the continued use by the public and the City's future maintenance and improvement activities on the properties. While these parks are already developed and actively used, the proposed amendment will ensure the consistency of neighborhood park/public zoning throughout the City and provide assurances to the public that these parcels will remain dedicated to the public and serve as public amenities in perpetuity.*

- c) The amendment addresses changing circumstances, changing community values, or corrects or updates information in the comprehensive plan or a neighborhood plan. *The amendment will update the site-specific zoning and land use to be consistent with current language in the Comprehensive Plan and relevant neighborhood plans that identify these parcels as public spaces. This amendment updates and clarifies the zoning to be in line with both the public's interest and community values as well as the City's legacy and commitment at these sites.*

Please feel free to reach out with any questions or for additional information. Thank you for your consideration of our docketing request for these neighborhood parks. We look forward to submitting the complete Comprehensive Plan Amendment application, should our docket application be approved.

Sincerely,



Nicole Oliver  
Interim Director

Encl: Comprehensive Plan Amendment Docket Application Form – Ridgemont Park  
Comprehensive Plan Amendment Docket Application Form – Highland Heights Park  
Comprehensive Plan Amendment Docket Application Form – Birchwood Park  
Comprehensive Plan Amendment Docket Application Form – Maplewood/McLeod Park



**Permit Center**

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**COMPREHENSIVE / NEIGHBORHOOD PLAN AMENDMENT  
DOCKET APPLICATION FORM**

TO BE COMPLETED BY STAFF: Date Received \_\_\_\_\_ Case Number \_\_\_\_\_

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1. An application must include the following materials:

- Docket Application Form.
- Fee payment calculated at 10% of the total comprehensive plan amendment fee.\* The fee is not refunded if the proposal is not docketed. The fee is calculated as follows:

(a) Non-site specific Comprehensive / Neighborhood Plan amendments:

\$1,594 base fee + \$255 notice fee x 0.1 = \$185 due at docket application.

OR

(b) Site specific Comprehensive / Neighborhood Plan amendments:

\$1,594 base fee + \$255 notice fee + \$213 per acre over first acre (\$12,750 max.) x 0.1 = fee due at docket application. Final fees will be calculated at the time the application is submitted.

\*Recognized Neighborhood Associations are exempt from this fee.

2. Applicant: City of Bellingham - Parks and Recreation Department Phone: (360) 778-7000

Address: 210 Lottie Street

City/State/Zip: \_\_\_\_\_

Email: lrpotter@cob.org Fax: \_\_\_\_\_

Name of contact if applicant is a group: Laine Potter, Park Planning & Development Coordinator

I have read the application materials and acknowledge that if the proposed amendment is approved by the City Council for inclusion in the annual docket, a complete Comprehensive / Neighborhood Plan Application must be submitted within **30 days of the Council's docket decision or a date approved by the Planning and Community Development Director** in order to continue to final review. Failure to submit a complete application prior to the deadline may result in removal from the docket.

Applicant signature:  Date: 4-1-2020

3. Provide an explanation of how the proposed Comprehensive or Neighborhood Plan amendment meets one or more of the docking criteria listed in **Bellingham Municipal Code 20.20.030 A. (2)**. (Docketing criteria - page 4 attached)
4. If the proposal includes general Comprehensive Plan or Neighborhood Plan amendments that are not site-specific, please describe your amendment proposal as specifically as possible and attach it to this form. If specific wording changes are proposed, show the changes in ~~strike through~~ and underline format. Reference the location in the Plan where the change is proposed.

**Complete the following sections if the proposal includes a site-specific amendment to a comprehensive plan land use designation.**

**Property Owner**

Name: City of Bellingham Phone: (360) 778-7000

Address: 210 Lottie Street

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Owner's Authorized Agent/Contact**

Name: Laine Potter Phone: (360) 778-7000

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: lrpotter@cob.org Fax: \_\_\_\_\_

**Property Information**

1. Assessor Parcel Numbers: 380214522242; 380214541207; 380214531195

2. Attach a map (8.5" x 11") identifying the property included in the proposed amendment and showing parcels and streets located within and adjacent to the site.

3. Neighborhood Name: Birchwood Area Number: 1

Current Comprehensive Plan Land Use Designation: Single Family Residential, Low Density

4. Proposed Comprehensive Plan Land Use Designation: Public

5. Current Zoning: Residential Single

6. Proposed Zoning: Public

**Property Owner(s)**

I am the owner of the property described above or am authorized by the owner to sign and submit this application. I grant permission for the City staff and agents to enter onto the subject property at any reasonable time to consider the merits of the application and post public notice. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete and correct.

I also acknowledge that by signing this application I am the responsible party to receive all correspondence from the City regarding this project including, but not limited to, expiration notifications. If I, at any point during the review or process, am no longer the Applicant for this project, it is my responsibility to update this information with the City in writing in a timely manner.

Signature by Owner/Applicant/Agent:  Date: 3-31-2020

City and State where this application is signed: Bellingham, WA

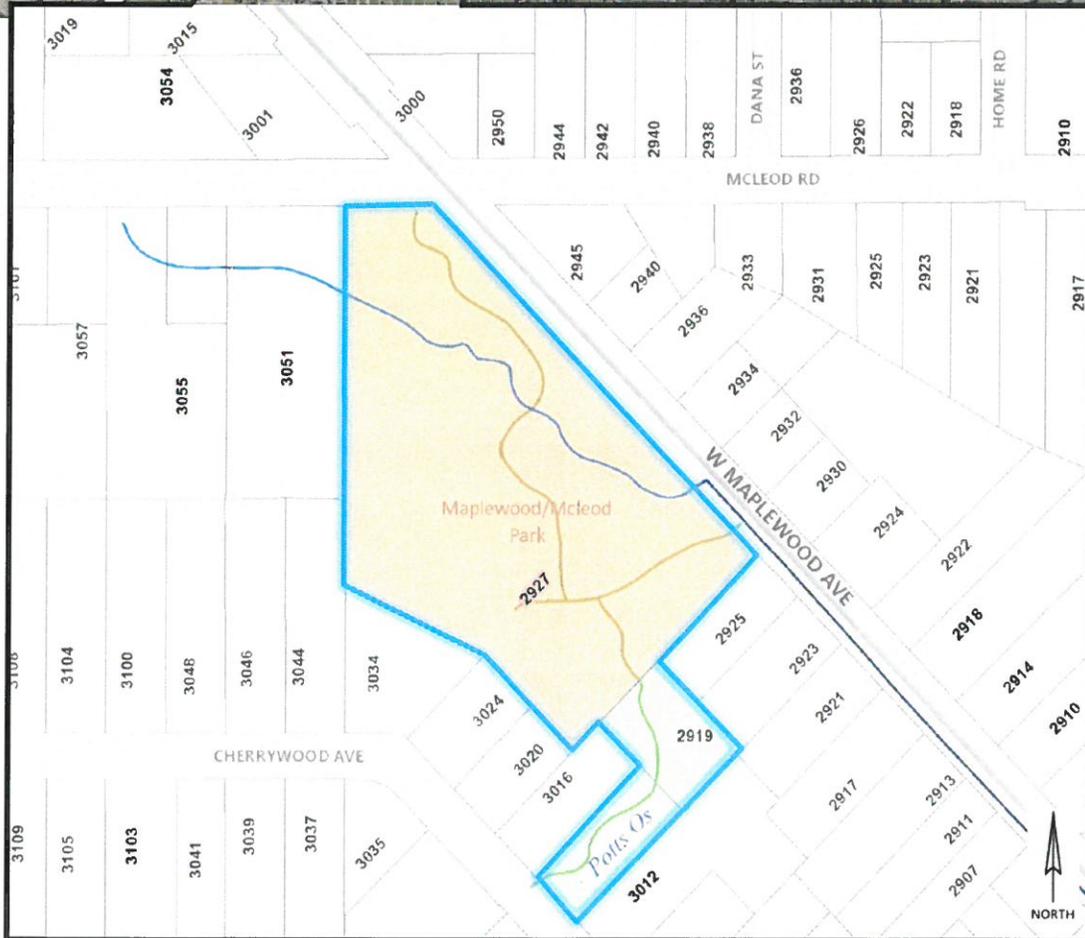
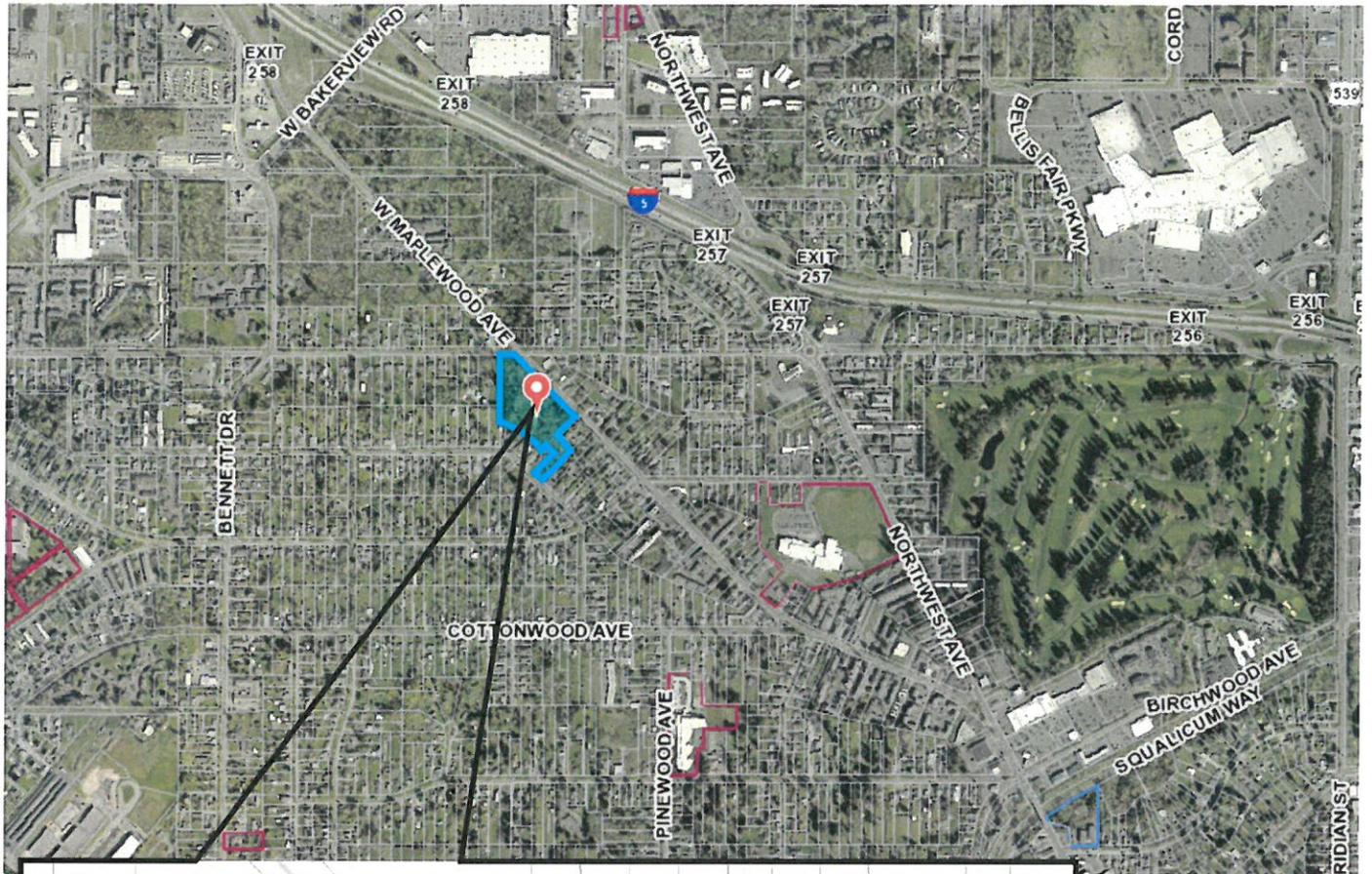
**BELLINGHAM MUNICIPAL CODE**

**20.20.030 ANNUAL DOCKETING CRITERIA**

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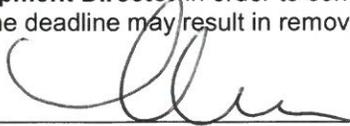
Address: 210 Lottie Street

City/State/Zip: \_\_\_\_\_

Email: lrpotter@cob.org Fax: \_\_\_\_\_

Name of contact if applicant is a group: Laine Potter, Park Planning & Development Coordinator

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**Complete the following sections if the proposal includes a site-specific amendment to a comprehensive plan land use designation.**

**Property Owner**

Name: City of Bellingham Phone: (360) 778-7000

Address: 210 Lottie Street

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Owner's Authorized Agent/Contact**

Name: Laine Potter Phone: (360) 778-7000

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: lrpotter@cob.org Fax: \_\_\_\_\_

**Property Information**

1. Assessor Parcel Numbers: 380321315236

2. Attach a map (8.5" x 11") identifying the property included in the proposed amendment and showing parcels and streets located within and adjacent to the site.

3. Neighborhood Name: Alabama Hill Area Number: 2

Current Comprehensive Plan Land Use Designation: Single Family Residential, Medium Density

4. Proposed Comprehensive Plan Land Use Designation: Public

5. Current Zoning: Residential Single

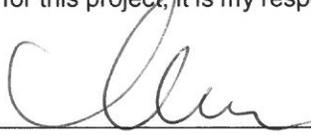
6. Proposed Zoning: Public

**Property Owner(s)**

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Signature by Owner/Applicant/Agent: \_\_\_\_\_



Date: 4-1-2020

City and State where this application is signed: \_\_\_\_\_

Bellingham

WA

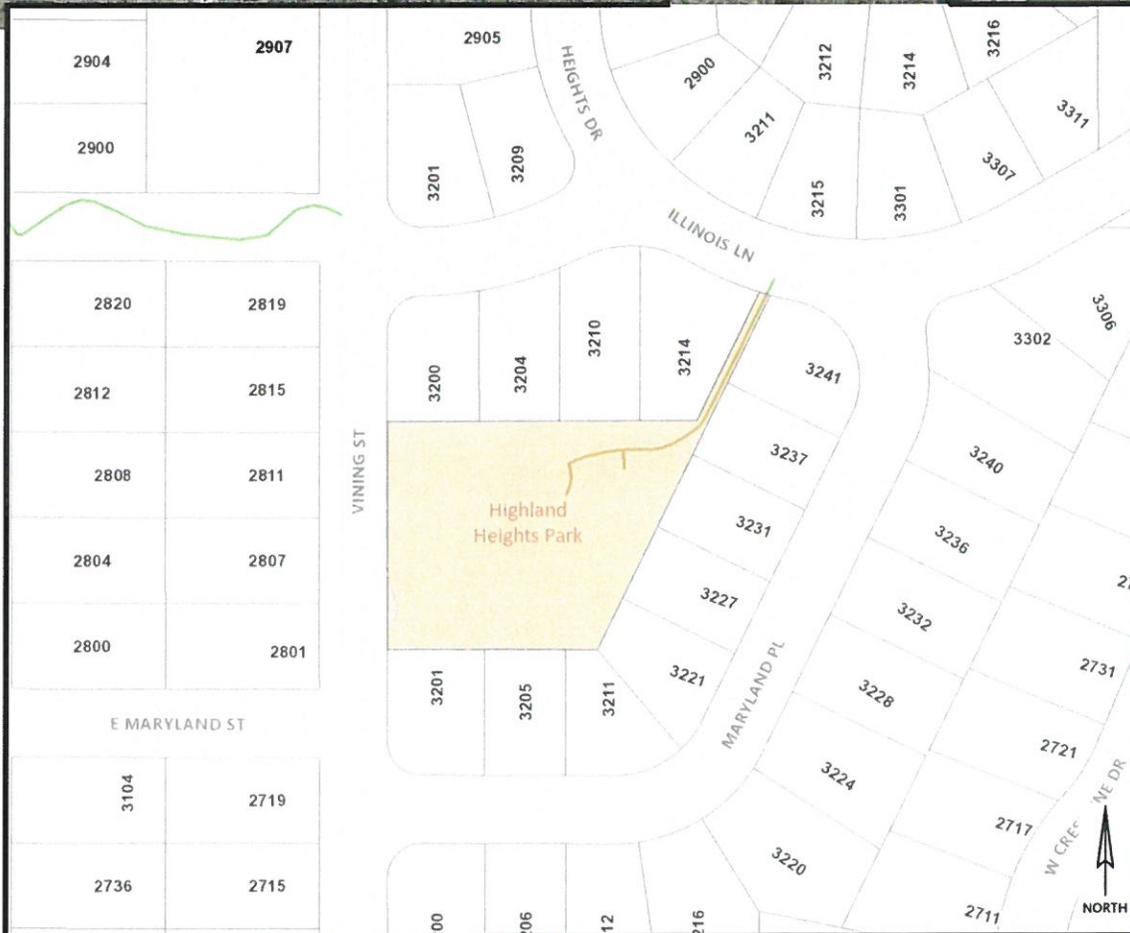
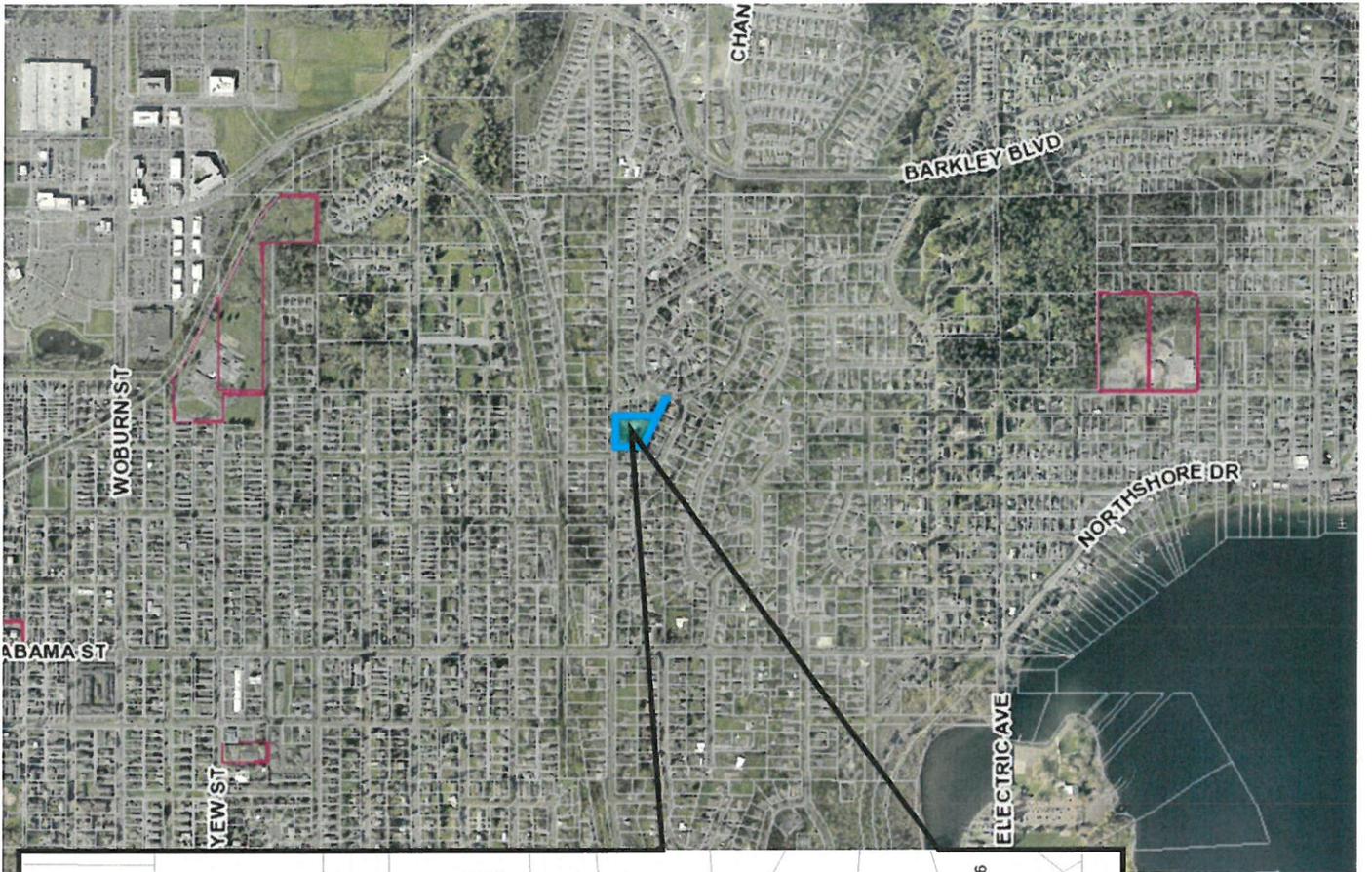
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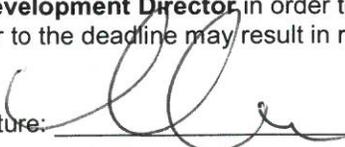
Address: 210 Lottie Street

City/State/Zip: \_\_\_\_\_

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Name: City of Bellingham Phone: (360) 778-7000

Address: 210 Lottie Street

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Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Owner's Authorized Agent/Contact**

Name: Laine Potter Phone: (360) 778-7000

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: lrpotter@cob.org Fax: \_\_\_\_\_

**Property Information**

1. Assessor Parcel Numbers: 370306PBPK01

2. Attach a map (8.5" x 11") identifying the property included in the proposed amendment and showing parcels and streets located within and adjacent to the site.

3. Neighborhood Name: Samish Area Number: 4

Current Comprehensive Plan Land Use Designation: Single Family Residential, Low Density

4. Proposed Comprehensive Plan Land Use Designation: Public

5. Current Zoning: Residential Single

6. Proposed Zoning: Public

**Property Owner(s)**

I am the owner of the property described above or am authorized by the owner to sign and submit this application. I grant permission for the City staff and agents to enter onto the subject property at any reasonable time to consider the merits of the application and post public notice. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete and correct.

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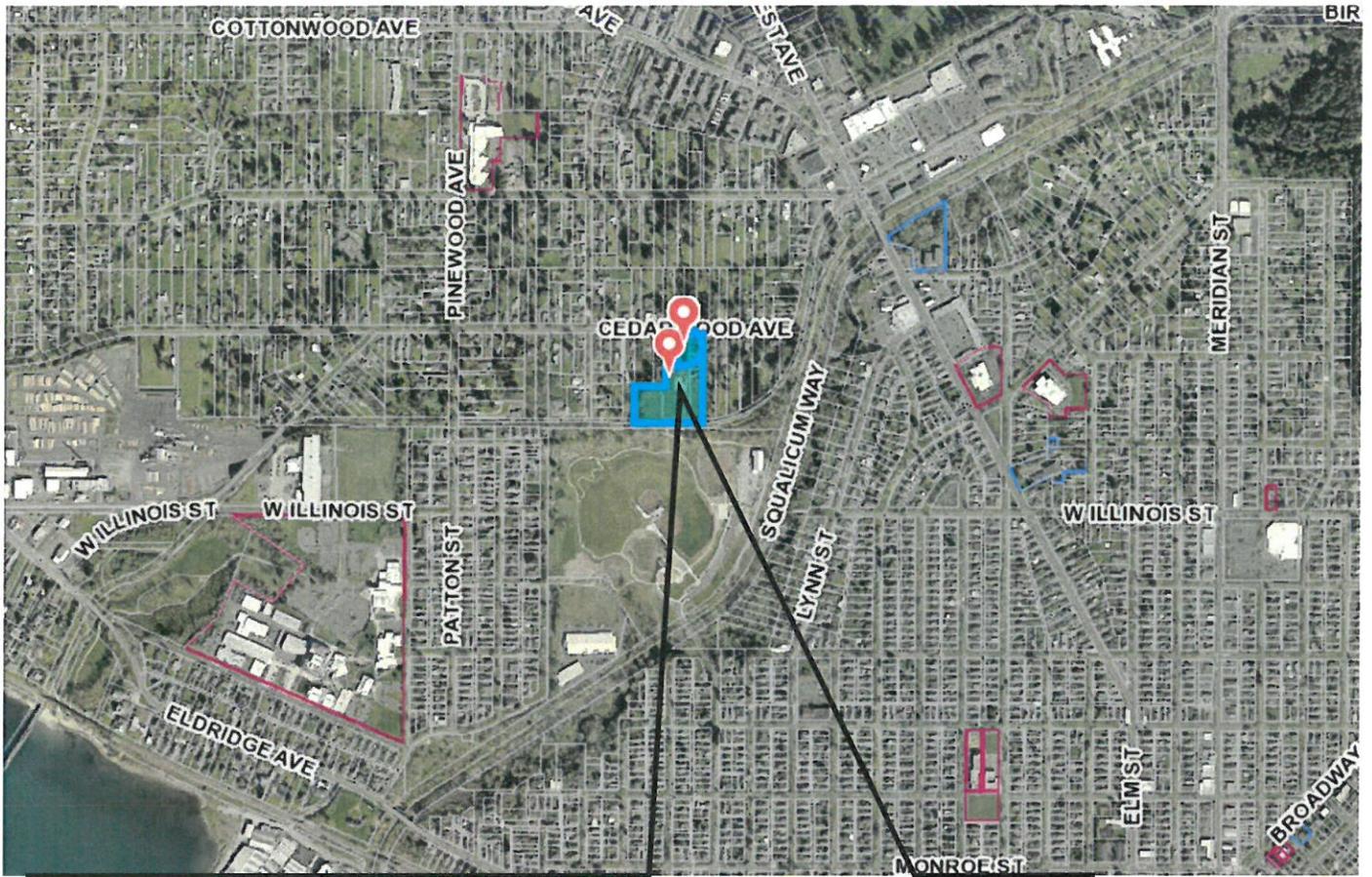
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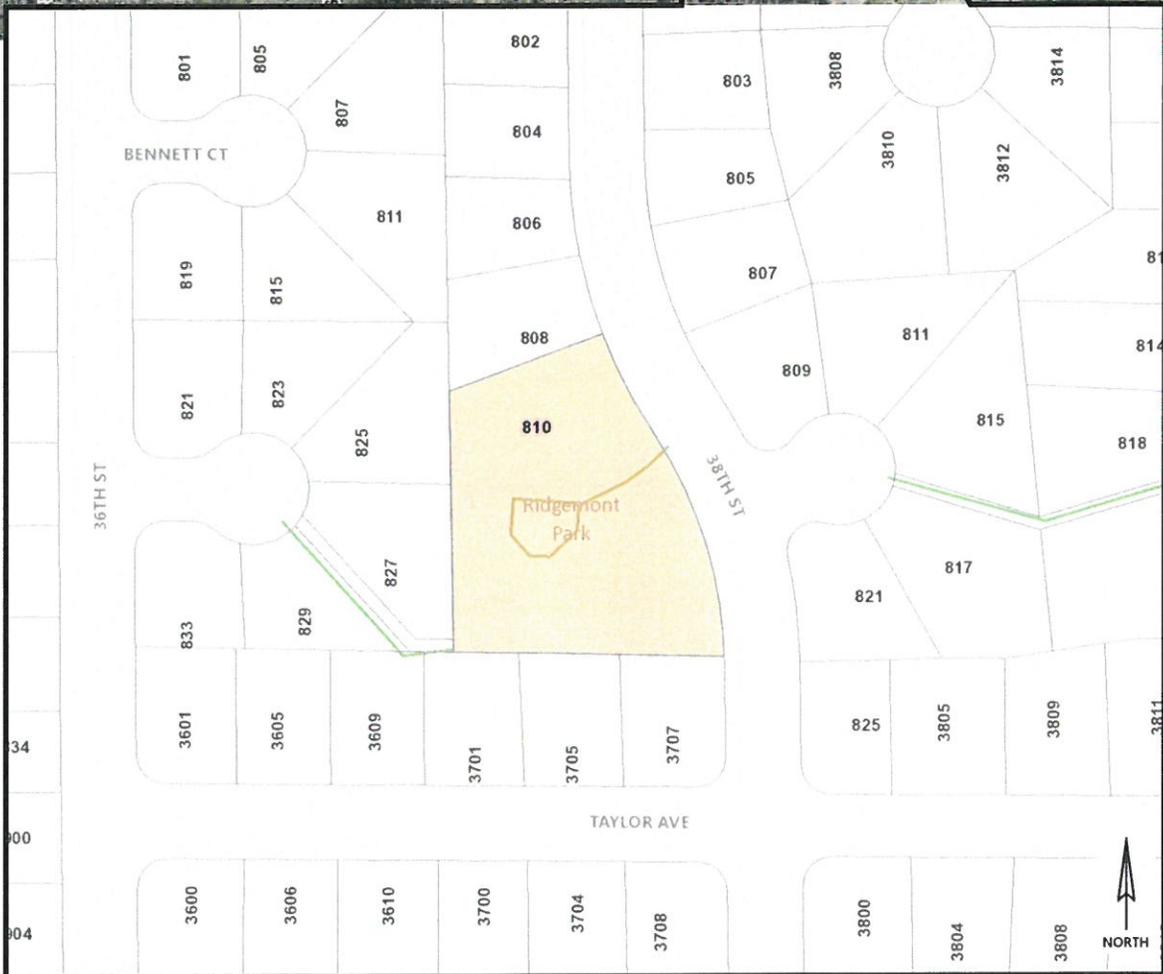
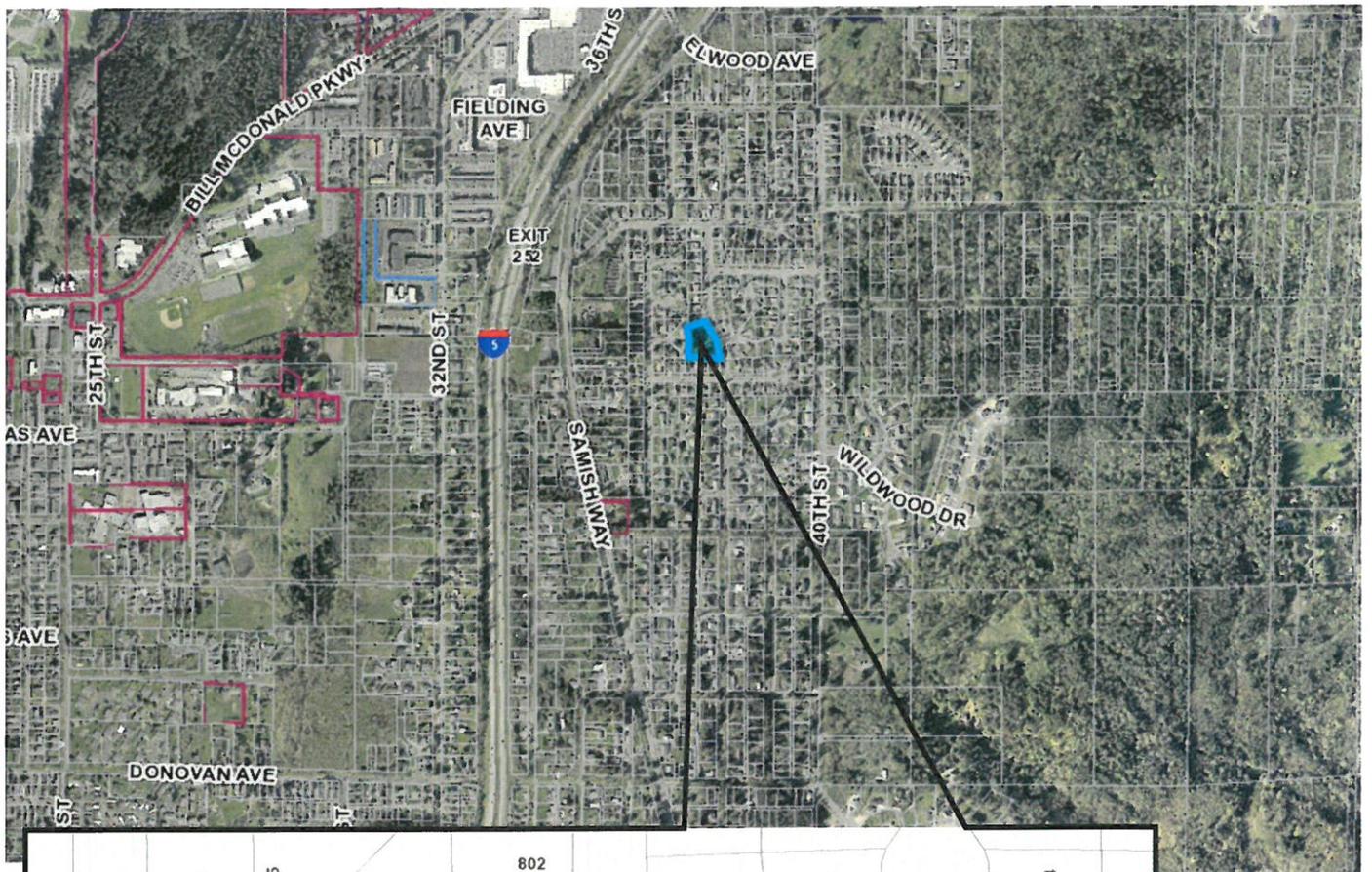
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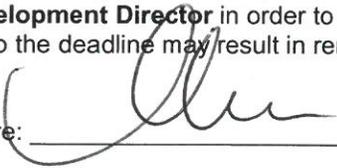
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Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: lrpotter@cob.org Fax: \_\_\_\_\_

**Property Information**

1. Assessor Parcel Numbers: 380224190407; 380224175381; 380224190384; 380224156375; 380224236385

2. Attach a map (8.5" x 11") identifying the property included in the proposed amendment and showing parcels and streets located within and adjacent to the site.

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4. Proposed Comprehensive Plan Land Use Designation: Public

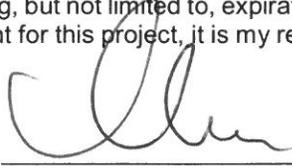
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  - a. The proposed amendment represents an issue appropriately addressed in the comprehensive plan or in a neighborhood plan;
  - b. The proposal demonstrates strong potential to serve the public interest by implementing specifically identified goals and policies of the comprehensive plan;
  - c. The public interest would be best served by considering the proposal in the next amendment cycle, rather than delaying consideration to a future plan update process;
  - d. The amendment addresses changing circumstances, changing community values, or corrects or updates information in the comprehensive plan or a neighborhood plan; or
  - e. State law requires, or a decision of a court or administrative agency has directed a change to the comprehensive plan or a neighborhood plan.



