

Call to Order (Attendance, Agenda, Ethics)
Kurt Latimore Meeting with Board Members
Review and Approval of Minutes – January 9, 2017
Feedback – Final Draft of 2016 Annual Report to City Council
New/Old Business
Work Session
Adjourn

Call to Order (Attendance, Agenda, Ethics)

Chair Alan Grainger called the meeting to order at 2:04 PM. Design Review Board (DRB) members in attendance were Chris Gutsche, Jeff Boon, Jim McNett, Joseph Dunstan, and Peter Perry. Jason Wilkinson was absent and excused. Administrative Assistant Lara Lant monitored recording and prepared minutes.

Jim McNett requested a review of landscaping at the Fort Ward Bakery be added to the agenda. Alan Grainger agreed to add it to New/Old Business. Alan Grainger thanked Peter Perry for attending the Ad Hoc Tree Committee and Jim McNett for attending the Historic Preservation Commission and providing feedback from those groups to the Design Review Board.

Kurt Latimore Meeting with Board Members

Alan Grainger recapped the January 12th meeting he and Peter Perry had with Kurt Latimore regarding the Development Review Process Improvement Initiative. He reminded the group of the advisory role of the Design Review Board. Peter Perry outlined the current planning process from inquiry to construction and said he wanted a post construction planner site visit added to the process (see attached slide.) He said the city should consider establishing property development expectations pre-development and train real estate agents to advise their buyers of these expectations. Then property owners could “start and finish” with a sustainable, beautiful Bainbridge Island. Joe Dunstan stated that they had to rely on planners to confirm property restrictions were implemented but there was no mechanism in place for feedback. Chris Gutsche said the city needed to be the agent to enforce project conditions. Peter Perry said it was the job of the planner to do this however they didn’t have the time. Joe Dunstan stated they needed more support from the planning department.

Alan Grainger thanked Kurt Latimore from The Latimore Company LLC for coming to today’s meeting and recognized the visit was outside of his original scope of work. Kurt Latimore said the idea of the survey was to provide a forum for their perspectives, just like the ones expressed earlier. He forwarded presentation slides of topics he would touch on today to Lara Lant (see attached.) Meeting as a team, they could address strengths and weaknesses in the planning process. Chris Gutsche said the Design Review Board was a service to the applicant, the

planning department and the Island. They didn't want to be an adversarial body. Joe Dunstan said they didn't want to be a hoop to be jumped through at the end of the process. Jim McNett reminded the group that they provided a free service. Alan Grainger stated their view was both holistic and property specific. Kurt Latimore noted tension existed between those views. Chris Gutsche likened working with planning department as a border crossing, success depended on the planner assigned. Alan Grainger said planning staff were allowed to lead by individual personality. Joe Dunstan said synthesis between the Design Review Board and the planning department was missing, each group understood its mission differently. Planners cited the municipal code in project planning but the Design Review Boards' goal was better urban design, which often was not found in the code. Peter Perry suggested adding subdivision review to their scope and wanted public meetings better advertised. Chris Gutsche said in addition to updating the zoning codes, revision of the Design Review Boards' scope to include subdivision review as well as capital improvement projects was important. Kurt Latimore noted it was typical for zoning to lag behind the Comprehensive Plan. He said that long range planning typically handled the aggregate effects of individual projects. Current planning was about individual projects. He asked the Design Review Board some specific questions: If they gave a recommendation to staff, were the codes sufficient to support the recommendation? Was the timing of their involvement right so they could be helpful to the applicant? Were suggestions considered the same as requirements? The answers to these questions may be where some of the issues were. Joe Dunstan asked what the Design Review Boards' legal stance was when they recommend something that wasn't in the code but agreed to by the applicant. Alan Grainger said they expected city staff to confirm applicants had the necessary information ready prior to presenting their project. Kurt Latimore agreed that seeing the content they needed to see before an applicant was too deep into a design was important. He lauded the Design Review board for volunteering in this complex environment. His goal was to have a report generated in March, including process recommendations.

Review and Approval of Minutes – January 9, 2017

Motion: I approve the minutes as presented for January 9, 2017.

McNett/Boon: Motion carried 6-0.

Feedback – Final Draft of 2016 Annual Report to City Council

Alan Grainger drafted the 2016 Annual Report to city council, it was reviewed by Design Review Board members and their comments were incorporated.

Motion: I move the 2016 Annual Report to city council be sent to city council as written.

Boon/McNett: The motion carried 5-0.

New/Old Business

Review of the landscaping at the Fort Ward Bakery

Jim McNett said the Historic Preservation Commission had received a request for a waiver allowing the Fort Ward Bakery to remove some landscaping around the site. The Design Review Board members present agreed that it was ok to remove a small portion of vegetation on the corner of the site.

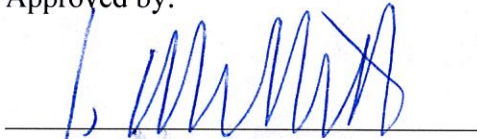
Work Session

During the Work Session, Design Review Board members discussed developing resources for applicants, such as a "Toolbox" of design examples. Jim McNett volunteered to gather project examples and Chris Gutsche suggested he focus on projects both at the beginning and at the end of the process.

Adjourn

The meeting adjourned at 4:20 PM.

Approved by:



Alan Grainger, Chair



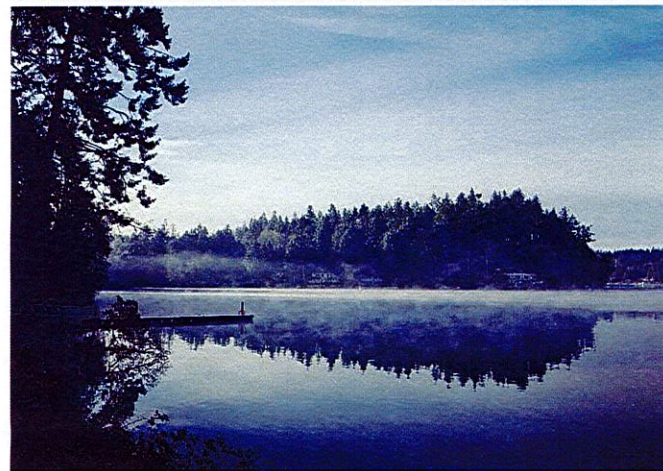
Lara Lant, Administrative Specialist



for Alan Grainger



BAINBRIDGE ISLAND QUALITY OF LIFE



PLANNING DEPARTMENT

ENQUIRY

PLANNING

PRE-APP &
THEN PERMIT

CONSTRUCTION

POST CONSTRUCTION
PLANNER SITE VISIT

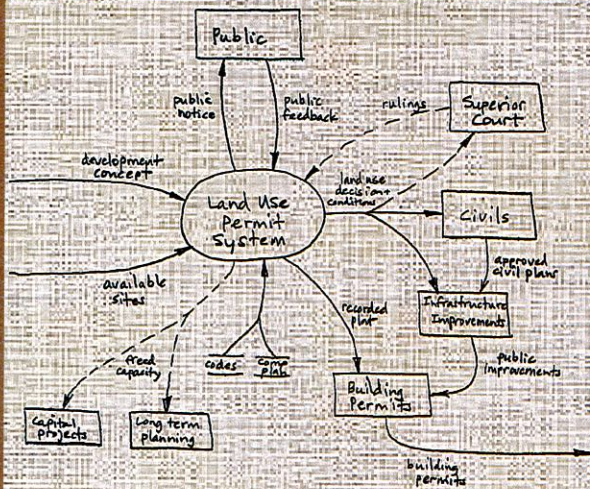
DESIGN REVIEW BOARD

PRE PRE-APP REVIEW

CONCEPT AND SITE
REVIEW

FREE SERVICE

REQUIRED FOR
PROJECTS
SEEKING
CONDITIONAL
USE PERMIT



The Latimore Company, LLC
*Predictable, Efficient and Collaborative
Community Land Use and Permit Processing*
Latimorecompany.com

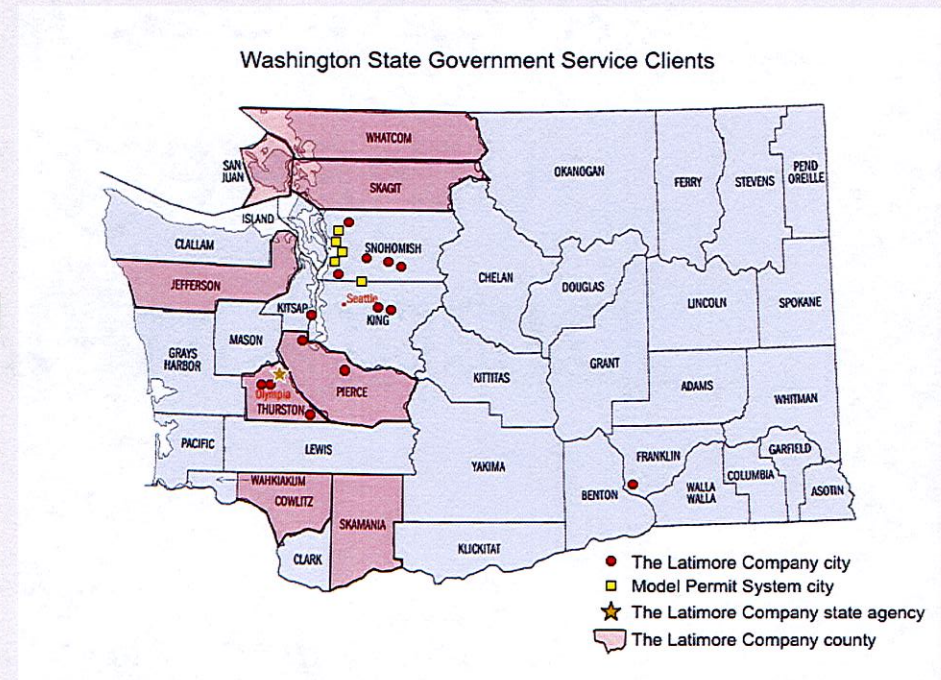
Design Review Board Feedback Session

City of Bainbridge Island

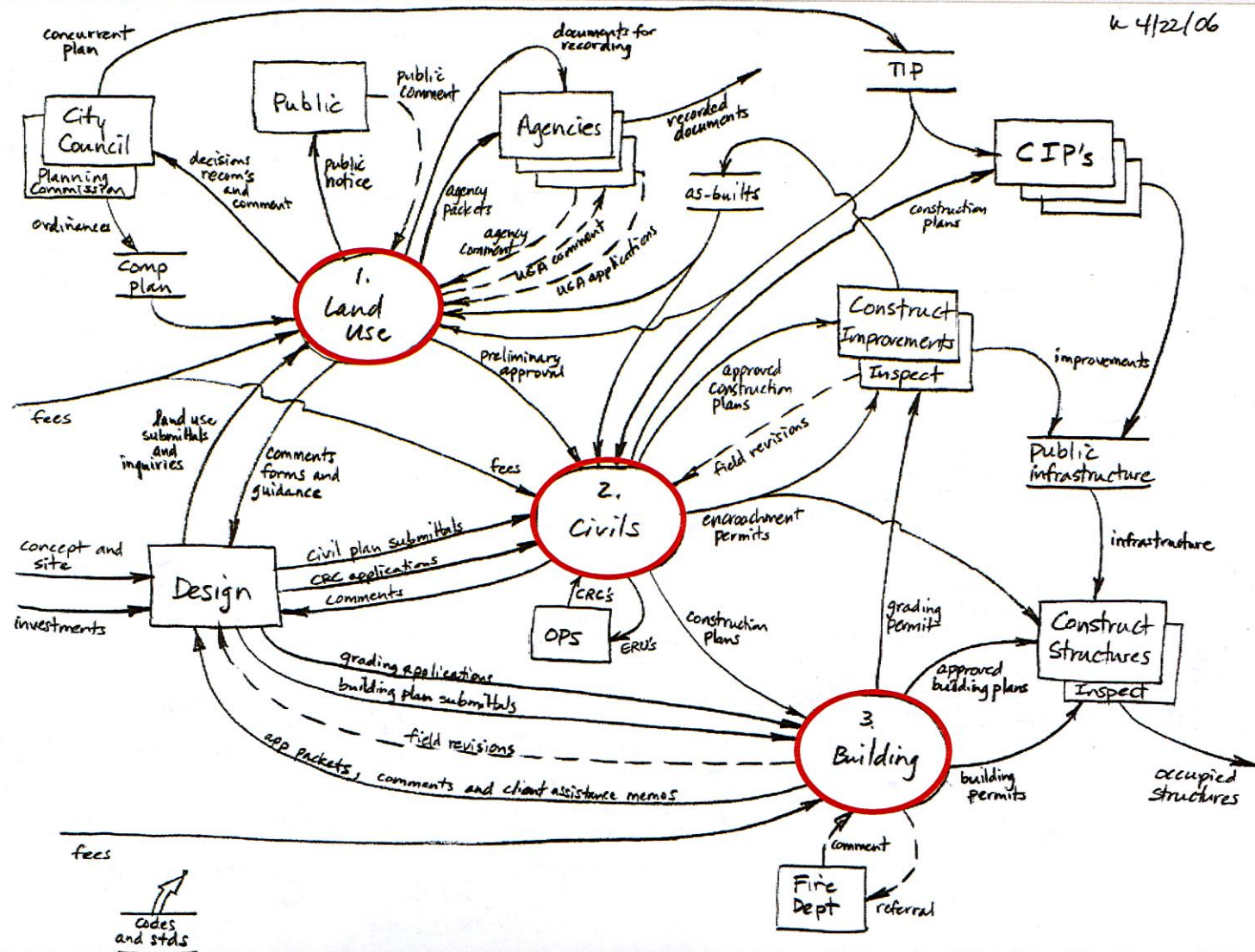
Kurt Latimore
The Latimore Company
January 23, 2017

The Latimore Company

- Founded in 2003 with the mission to create predictability, efficiency and collaboration in our local development review processes
- Worked together with 22 cities and counties to improve service
- Published “Best Practices for Local Government Permitting” with the Governor’s Office of Regulatory Assistance
- Conferences (WA, OR, NY, MA)
- The Latimore Dashboard[©]
- Integrated Review Cycle (SmartGov[©])
- Kurt Latimore, P. E.

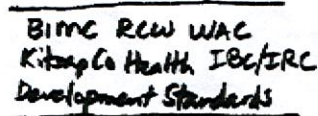


u 4/22/06



in

u 11/20/16



Design Review Board Feedback

- The City codes, comprehensive plan, and public works standards governing growth, development and construction?
- The design, character, appearance and quality of the development ... the final results on the ground?
- Rate of growth on the Island?
- Your ability to shape specific projects?
- Our interactions with applicants?
...collaborative and efficient?
- The way the City's Planning & Community Development Department implements City codes, standards, and the comprehensive plan?
- Open mike
- Survey: <https://www.surveymonkey.com/r/COBllleaders>



CITY OF
BAINBRIDGE ISLAND

**CITY OF BAINBRIDGE ISLAND
DESIGN REVIEW BOARD - REGULAR MEETING
January 23, 2017**

PLEASE PRINT

**Join
ListServ
Yes/No**

Name	Affiliation	Phone/ E-Mail	
Alan Grainger	DRB		
JEFF BOON	D.R.B.		
CHRIS GUTSCHE	DRB		
JOE TUNSTAN	DRB		
JIM MCNETT	DRB		
KURT LATIMORE	DRB	klatimore@latimorecompany.com	

h