



**Design Review Board  
Regularly Scheduled Meeting  
Monday, April 3, 2017  
2:00 – 5:00 PM  
Council Conference Room  
280 Madison Ave N  
Bainbridge Island, WA 98110**

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## **AGENDA**

- |         |                                                                                                                                               |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 2:00 PM | Call to Order (Attendance, Agenda, Ethics)                                                                                                    |
| 2:05 PM | Approval of Minutes<br>January 23, 2017 and March 20, 2017                                                                                    |
| 2:10 PM | Duane Cottages Conceptual HDDP Review<br>Project Manager: Kelly Tayara<br><i>Advisory Comment</i>                                             |
| 3:10 PM | Wyatt Apartments Preapplication <a href="#">PLN50165B PRE</a><br>Project Manager: Joshua Machen<br><i>Review of current project materials</i> |
| 4:10 PM | Work Session                                                                                                                                  |
| 4:45 PM | New/Old Business                                                                                                                              |
| 5:00 PM | Adjourn                                                                                                                                       |

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

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**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 12<sup>th</sup> 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 instruction and said he wanted a post construction planner site visit added to the process. 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.

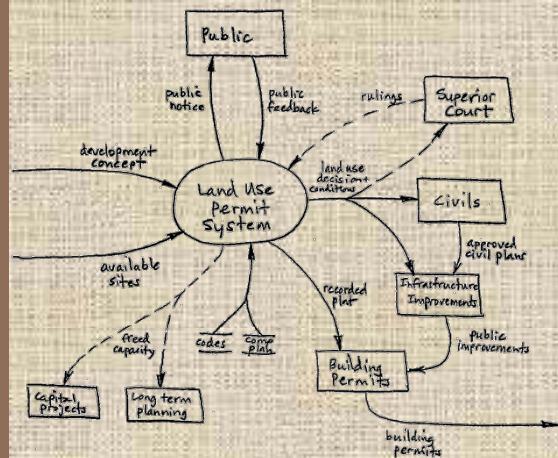
Approved by:

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Alan Grainger, Chair

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Lara Lant, Administrative Specialist



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*

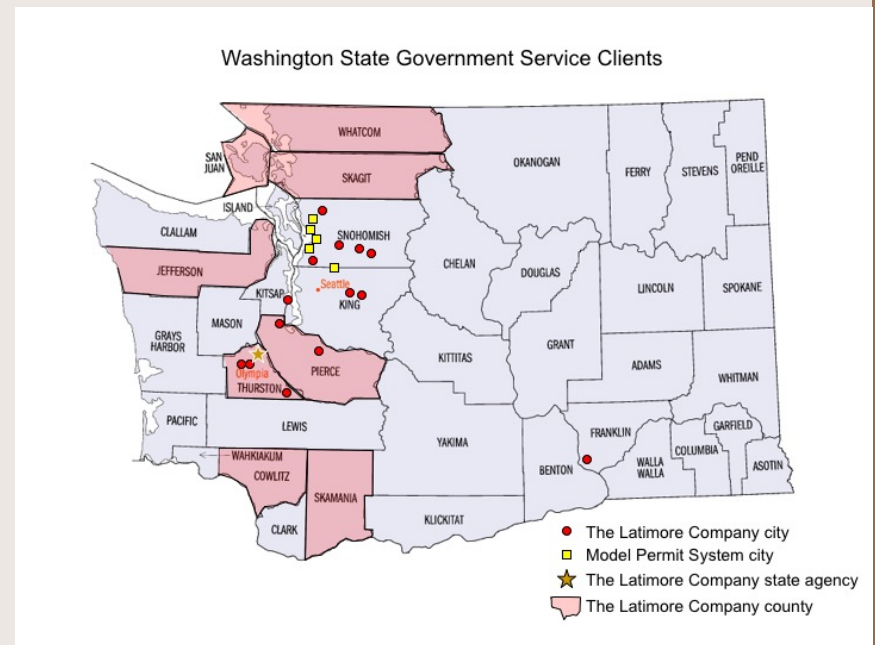
Kurt Latimore

The Latimore Company

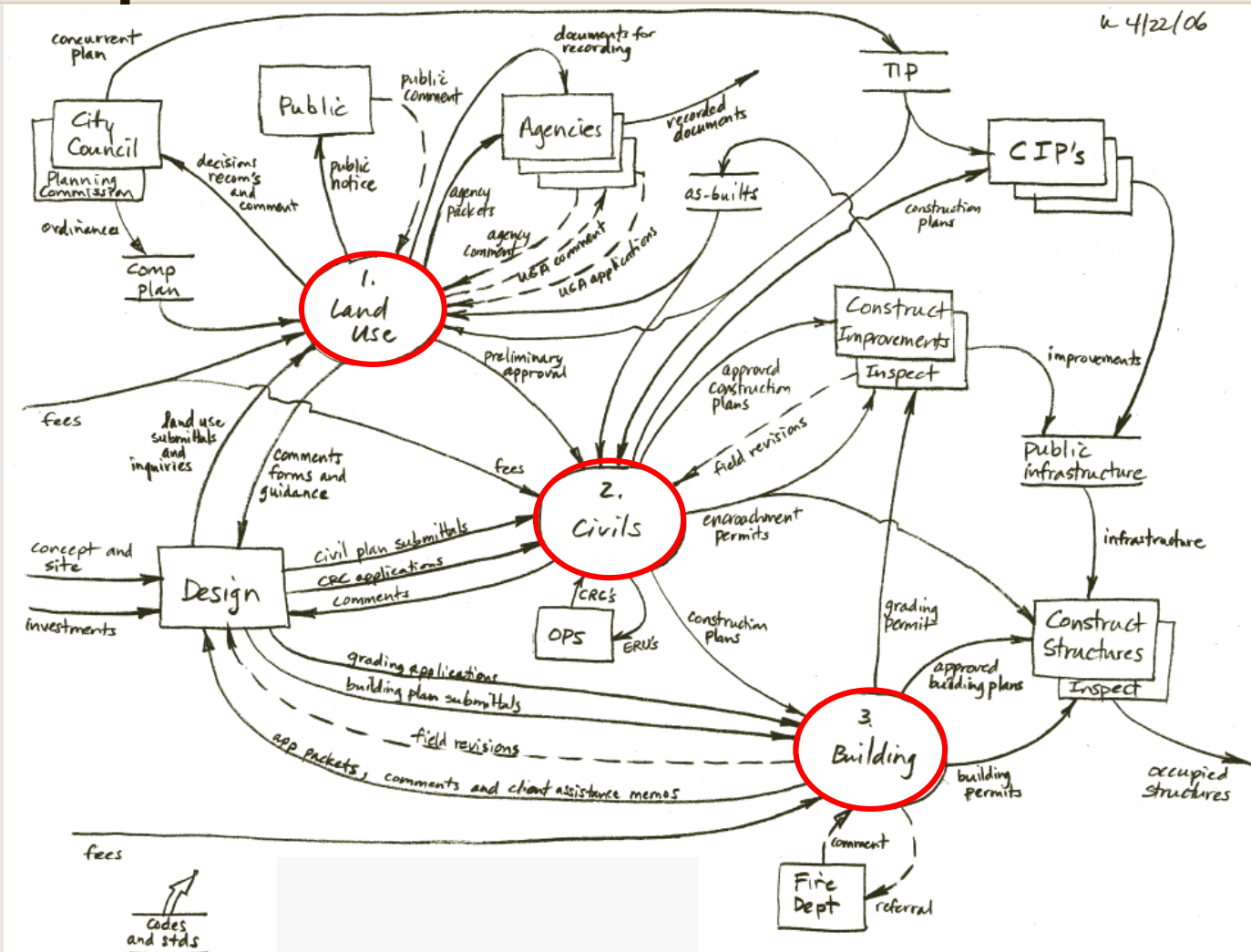
January 23, 2017

# 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<sup>©</sup>
- Integrated Review Cycle (SmartGov<sup>©</sup>)
- Kurt Latimore, P. E.

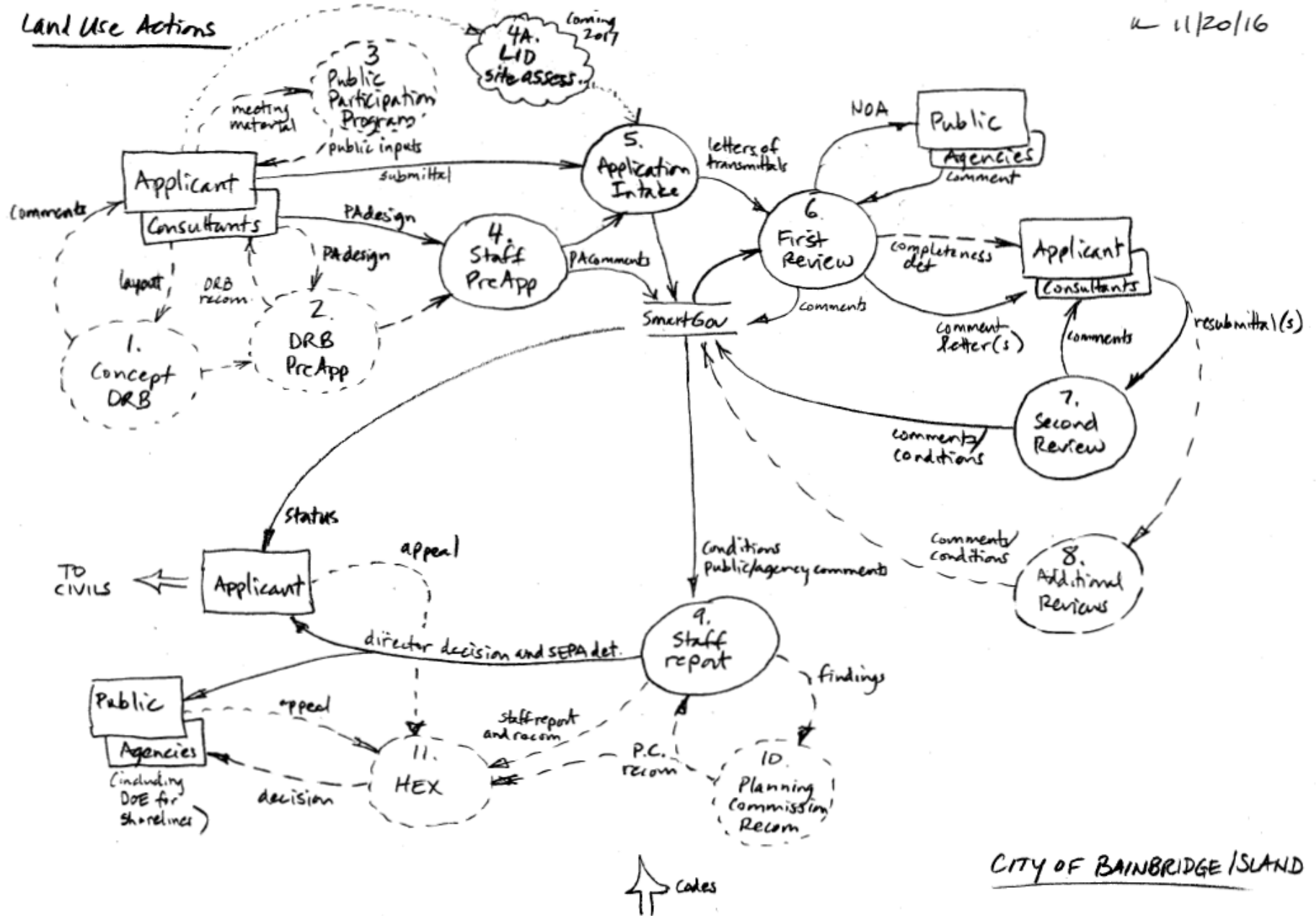


# Working Together to Improve the Permit Process



# Land Use Actions

11/20/16



↑ Codes  
BIMC REW WAC  
Kitsap Co Health IBC/IRC  
Development Standards

CITY OF BAINBRIDGE ISLAND

# Design Review Board Feedback

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- 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/COBleaders>

Call to Order (Attendance, Agenda, Ethics)  
Approval of Minutes - December 19, 2016  
Roost Phase 2 Site Plan Review PLN50724 SPR  
Sunrise Square Site Plan Review PLN50184 SPR  
Housing Design Demonstration Project (HDDP)  
Madison Hamlet 18 Lot HDDP (PLN50725)  
New/Old Business  
Adjourn

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**Call to Order (Attendance, Agenda, Ethics)**

Chair Alan Grainger called the meeting to order at 2:06 pm. Design Review Board (DRB) members in attendance were Peter Perry, Jim McNett, Chris Gutsche and Jason Wilkinson. DRB members Jeff Boon and Joseph Dunstan were absent and excused. City Staff present were Planning Manager Josh Machen, Planners Olivia Sontag and Kelly Tayara and Administrative Specialist Lara Lant who monitored recording and prepared minutes.

Peter Perry disclosed he helped with some of the original design for Roost, and was asked to help with the Sunrise Square Development but declined the offer. He said there was no conflict.

**Approval of Minutes - December 19, 2016**

The minutes were reviewed.

**Motion:** I move to approve the minutes of December 19, 2016.

**McNett/Perry:** The motion carried 5-0.

**Roost Phase 2 Site Plan Review PLN50724 SPR**

Jeb and Belinda Thornburg presented revised plans for Roost Phase 2. The revisions included a reduction in the length of some buildings to create a more upright, narrow appearance, revising the pitch of the roof and the use of asphalt shingles which was more consistent with other structures in the neighborhood. Design would include a variety of materials, small pane windows, and stairwells constructed with crisscross bracing materials to imply a Tudor pattern. Jon Thornburg said some structures were changed from 2 story to 3 story buildings to improve flow, balconies were located off of living spaces and each unit would have a dedicated space for a private elevator. More Tudor design would be evident in the 1/3:2/3 style of building. One material would be used for 1/3 of the building and another material would be used for the remaining 2/3. The materials used to construct the roof and air condition the Greenhouse were still being considered. The Shed would have 4 Inn rooms and a tower that people could climb to observe the view. Jim McNett asked if there were more square footage in the new design and Jon Thornburg replied that overall, square footage had been reduced. Alan Grainger said the proportions of some of the facades could be broken up with changing materials and patterns. Jon

Thornburg asked if they would be required to return to the Design Review Board should they change the roof design of the Greenhouse and Chris Gutsche replied the Thornburgs would not have to return for review of nuanced changes. Alan Grainger asked if they had considered changing the width of roads to make them smaller and Jon Thornburg said he would confirm fire department regulations. Alan Grainger also asked about parking on Point White Drive: it was designed as angled parking which might make it difficult for drivers turning around on the road. He also noted that pedestrians would naturally want to cross the street at certain locations and they should consider adding crosswalks to their design.

**Motion:** I move to recommend this project going forward as submitted on condition that appropriate drawings are submitted to the Planning Department.

**Gutsche/Perry:** Motion carried 5-0.

### **Sunrise Square Site Plan Review PLN50184 SPR**

Brandon Hogg of Studio Hamlet said the design of Sunrise Square hadn't change much since the initial review by the Design Review Board. They relocated the restaurant, garbage and recycling facilities. The restaurant was moved to a location with easier delivery access and reoriented to take advantage of the courtyard view. The garbage and recycling area would be enclosed. The mechanical building was a composting facility housing a vacuum pump for vacuum pump toilets which would reduce water usage and wastewater. They planned on using photovoltaic and geothermal energy to further reduce energy use. Residents would have private bike sheds. On site lighting would be minimal. Russ Hamlet emphasized the environmental values in this project. Alan Grainger asked if the flat roofed sections of the buildings would have rooftop access and Brandon Hogg replied yes, but for service reasons only. Russ Hamlet said shadows from the buffer and landscape would provide relief to the buildings. Alan Grainger suggested wrapping the corners of the buildings with contrasting materials to provide more relief to the façade. Russ Hamlet stated the feeling they wanted to foster was that this development had been created over time. Use of rustic materials would be reminiscent of Bay Hay and Feed across the street. Peter Perry asked why they weren't using more mature trees in the landscaping and Russ Hamlet replied that there were already mature trees in the buffer. Catherine Micaud, landscape architect said they were replanting an adjacent community orchard with blueberries and fruit trees and the drainfield would be a meadow. Restaurant patios would spill into a park area with deep planting beds. A small plaza would be buffered from the parking area by raised beds. They were trying to increase connections with adjacent properties using staircases, boardwalks and cut through trails. The property owner wanted as many native and drought tolerant plantings as possible. Catherine Micaud further noted the low impact design elements including permeable pavers, bike racks and shelters, drip irrigation, raingardens and use of native plants. The parking area would most likely be asphalt. Poor draining soils meant that the buffers were for water filtering more than infiltration. Wastewater would be treated onsite. Russ Hamlet noted that the property owner wanted to achieve a net zero system but that proved challenging because of the restaurant.

**Motion:** I move that we accept the plan as shown.

**McNett/Gutsche:** Motion carried 4-1. Peter Perry did not like the proposed metal siding material and voted no.

### **Housing Design Demonstration Project (HDDP)**

Alan Grainger requested that Kelly Tayara discuss Housing Design Demonstration Projects (HDDP) after the Madison Hamlet 18 Lot HDDP developers gave their presentation.

### **Madison Hamlet 18 Lot HDDP PLN50725 4 pm**

David Smith from Central Highlands said this project was a Tier 1 HDDP. Kelly Tayara said the primary reason HDDP was used in the mixed-use town center was to develop a single family residential subdivision, as they were otherwise prohibited in those districts. David Smith added he could construct condominiums but they were riskier to develop. Kelly Tayara said because this was a single family residential subdivision, the Design Review Board role was to provide advisory comment. One of the categories for “points” to achieve a HDDP designation was innovative site development and that was primarily what the Design Review Board was asked to review for HDDP single family residential subdivisions. She stated it was valuable to the developer to have the Design Review Boards’ view on open space. Alan Grainger asked what prevented the road from being a pedestrian and vehicle access? David Smith replied that road standards mandated that design. Jason Wilkinson said he couldn’t see neighborhood gardens or commons in the open space design. Barry Keenan of Central Highlands said they would provide over 9,000 square feet of open space. Sidewalks would be double fronting and lead back to Madison Avenue. Some units would be live-work units and they would all be built green. There would be a bike barn with a recharging station as well as a recycling center. Kelly Tayara gave examples of designs that earned innovative development points through HDDP: covered bike parking, pathways connected to existing trails, and housing diversity through live-work units. Chris Gutsche suggested Central Highlands explore the use of colors and materials to pave the road, including the use of turf. He also thought the road could be an alley instead of a road and Dave Smith replied they were working on that idea. Jason Wilkinson suggested they raise the driveways to the same level as the roads to increase the pedestrian experience. Alan Grainger said they put too many lots on the site and not enough landscape and open space. He didn’t understand why these small units had parking for 3 cars. In this design, there wasn’t any communal space for residents. Jason Wilkinson suggested moving parking to a common space and create meandering paths to the living units. Alan Grainger asked for public comment and Charles Schmid asked Kelly Tayara about floor area ratio. She replied that Central Highlands could receive a 5% increase in allowable lot coverage through HDDP. Charles Schmid said a goal of the Comprehensive Plan was to place density downtown and HDDP supports that goal. Dave Smith noted they weren’t ignoring open space but it was recognized in the HDDP process that they could create shared amenities such as open space between projects. He also said homeowners preferred having parking next to their units.

### **Housing Design Demonstration Project (HDDP) - Continued**

Discussion turned away from Madison Hamlet and towards the HDDP program. Kelly Tayara explained HDDP projects were limited to Winslow sanitary sewer areas. The goals of HDDP were affordable housing, concentrating housing in urban areas, and relieving the pace of development in less dense areas. These goals were in response to the Growth Management Act. Whenever possible, city planners look for nonmotorized transportation connections. As initially proposed, HDDP would have been allowed in neighborhood services centers but was now limited to the Winslow sanitary sewer service area. Kelly Tayara passed out maps of the city's HDDP designated areas and current developments in those areas. Charles Schmid said he was surprised the intent of HDDP was that the downtown achieve a higher density but development could extend as far away from the city center as Murden Cove or Wing Point. Jim McNett said this program would be good only if it was allowed access off of major roads. David Smith said that even higher densities should be considered in the downtown areas. He said condominiums were the first step towards affordability.

### **New/Old Business**

Jim McNett asked about changing the Design Review Board's meeting days from Mondays to another day because of holidays. Lara Lant said she would research other days for availability.

### **Adjourn**

**Motion:** I move to adjourn.

**McNett/Wilkinson:** The motion carried 5-0.

The meeting adjourned at 5:27pm.

Approved by:

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Alan Grainger, Chair

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Lara Lant, Administrative Specialist



## **Department of Planning and community development**

### **Memorandum**

Date: March 28, 2017

To: Design Review Board

From: Kelly Tayara, Planner

Subject: Duane Cottages HDDP Conceptual Review

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Duane Cottages is in the conceptual phase of the Housing Design Demonstration Project program process. The project is a Tier I 18-lot single-family residential HDDP project on two lots totaling .8 acre which are located within the Mixed Use Town Center – Madison Overlay District.

The DRB is asked to review the conceptual site plan and provide advisory comment. Your input, along with neighborhood and City staff input, must be considered by the applicant when crafting the proposal.

HDDP projects are evaluated using a scoring system. This project must achieve points in the “Innovative Site Development” category and in the “Housing Diversity” category. While the DRB is not responsible for scoring the project, it is very helpful to City staff to be able to draw on the DRB as a resource in scoring the project. Toward that end, I have included scoring guidance with this memo. Ideally, the DRB can advise the applicant on the components of the categories, such as how best to integrate internal and external non-motorized connections, and appropriate community amenities.

Also included in the materials provided for DRB review is a summary of the conceptual meeting held with City staff. While there are no submittal requirements identified in the Municipal Code, the applicant is encouraged to provide enough information to the DRB to allow the Board to review the proposal and provide comment. For example: A rough landscape plan may be presented that simply identifies tree retention and planting areas; a conceptual site plan will likely label features (e.g. “townhouse” or “covered bike parking”) and architectural detail may not be available at this stage.

## **Innovative Site Development Category**

- **WATER QUALITY & CONSERVATION**

Projects use methods to decrease water usage and improve stormwater runoff quality through an integrated approach to stormwater management. **Points are available for: Integrating greywater reuse components into building design; green roofs; integrating cisterns; covered parking**

- **LANDSCAPING & OPEN SPACE**

Project provides well-designed common open space as an integrated part of the project rather than an isolated element. Appropriate community amenities such as playgrounds, composting and neighborhood gardens promoting the production of locally grown food are encouraged. Resident neighborhood community gardens can be in common open space areas, must be appropriately located for solar exposure, and include water availability, soil amenities, and storage for garden tools. Open space dedicated to the public is encouraged. **Points are available for: Providing open space areas; incorporating neighborhood gardens into the open space; preserving “heritage” trees; providing private yards with no more than 20% turf; integrating native / drought-tolerant plants**

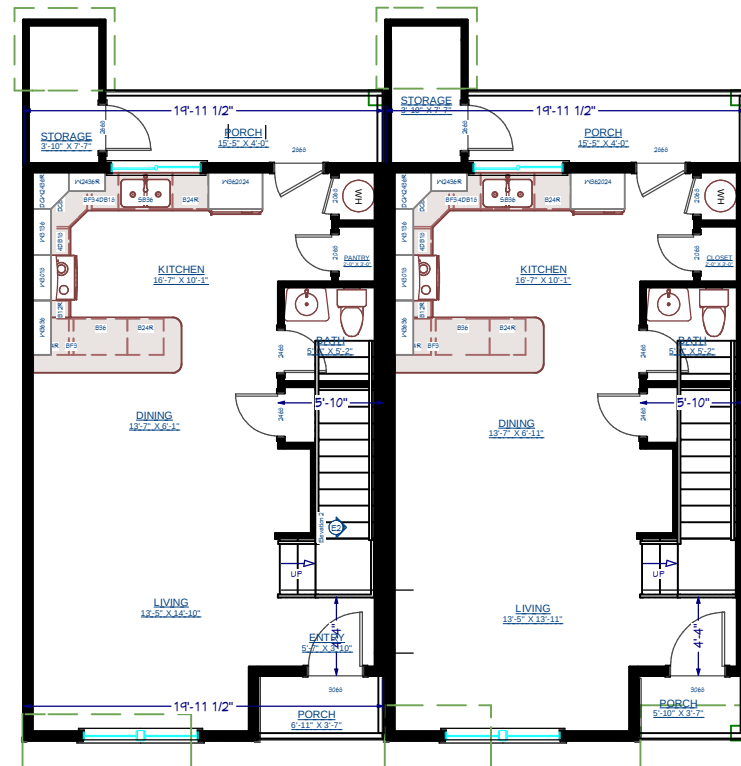
- **TRANSPORTATION**

Project design provides enhanced sensitivity to pedestrian and bicycle travel to promote the people getting around without a car, a reduced carbon footprint, improved health of humans, and lower pollution levels. Project internally preserves existing informal internal connection to external non-motorized facilities, furthering the Island-wide Transportation Plan and using such solutions as woonerfs, green streets, and natural trails and paths. Project reduces reliance on automobiles and trip counts, and promotes alternative transportation, such as integrating parking and charging facilities for electric cars, or bus shelters. **Points are available for: Preserving, creating or integrating internal and external non-motorized connections; providing public walkways, separated paths, or bike lanes; on-site car sharing programs; electric vehicle charging stations; covered, consolidated bike parking for subdivisions; bus shelters**

## **Housing Diversity Category**

- **UNIT TYPE**

Projects must provide a variety of housing unit types (e.g. single-family style, duplex, townhouse, flat, age-in-place, accessory dwellings, cottages) or innovative types of housing.



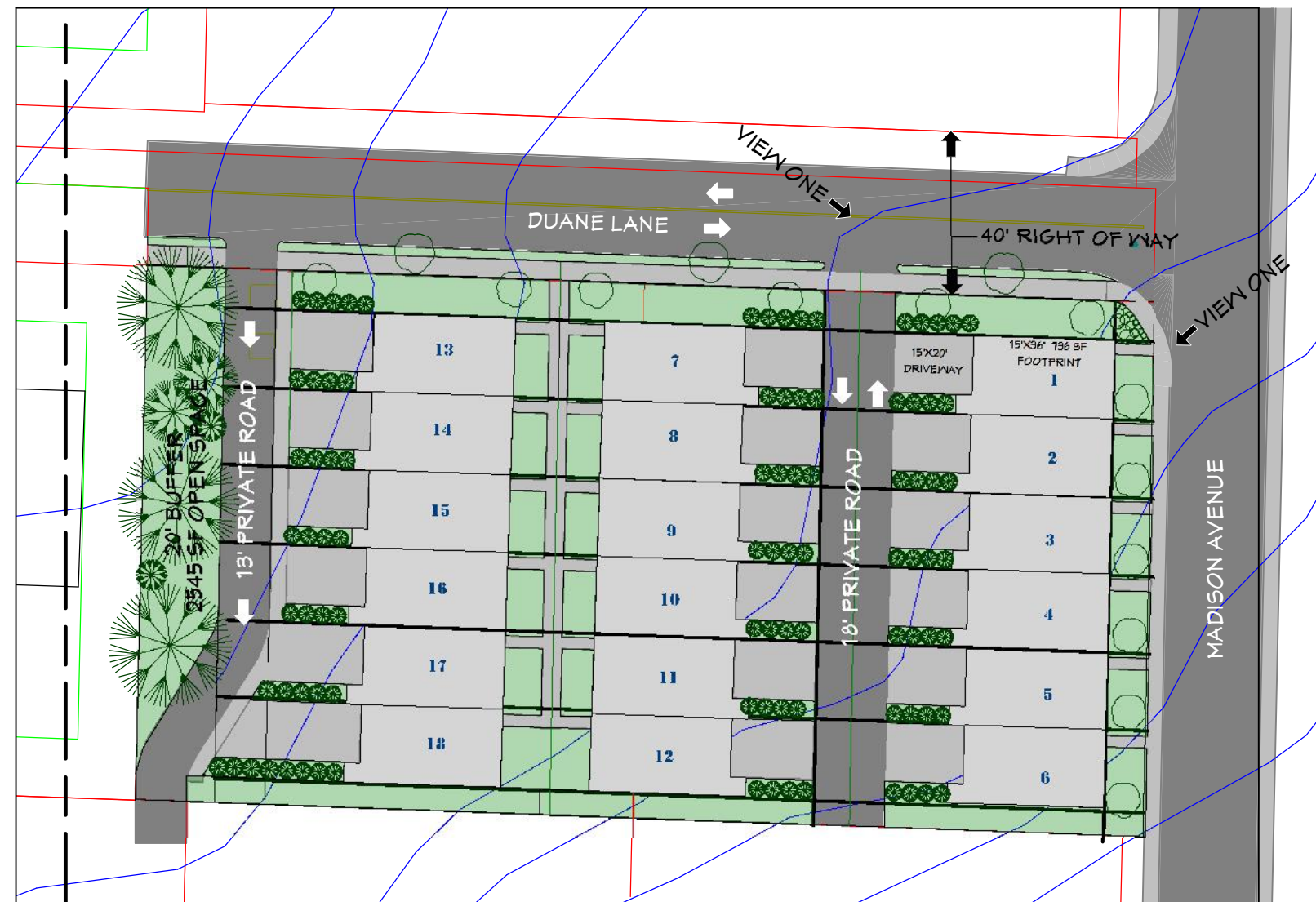
**MAIN FLOOR PLAN**  
SCALE: 3/32"=1'-0"



**3-BD FLOOR PLAN      2-BD FLOOR PLAN**  
SCALE: 3/32"=1'-0"

**PROJECT INFO:**

- \*ZONING-MADISON OVERLAY DISTRICT
- \*HDDP-TIER 1
- \*PROJECT SIZE-35,007.59 SF
- \*18- 1945 SF LOTS
- \*MAX. LOT COVERAGE 778 SF (40% of LOT SIZE)
- \*IMPERVIOUS SURFACES=22,215 SF
- \*GREEN SPACE=12,792 SF (37%)



**DUANE LN. COTTAGES-SITE PLAN**  
SCALE: 1'=40'



**VIEW ONE**  
LOT 1-2 BEDROOM  
LOT 2-3 BEDROOM



**VIEW TWO**  
LOT 1-2 BEDROOM  
LOT 2-3 BEDROOM

| NO. | DESCRIPTION | BY | DATE |
|-----|-------------|----|------|
|     |             |    |      |
|     |             |    |      |
|     |             |    |      |
|     |             |    |      |

SHEET TITLE:  
**CONCEPTUAL SITE PLAN**  
1356 S.F. 3-BdRm, 2.5 Bath,  
TOWNHOMES

PROJECT DESCRIPTION:  
**DUANE LANE  
COTTAGES**

DRAWINGS PROVIDED BY:  
**CENTRAL HIGHLAND HOMES**  
P.O. Box 2879, Poulsbo, WA 98270  
centralhighlandhomes.com 360.779.7157

DATE:

2/17/2017

SCALE:

SHEET:

**A-0**



February 2, 2017

Central Highlands  
Attn: David Smith  
P.O. Box 2879  
Poulsbo, Washington 98370

Re: Duane Cottages Housing Design Demonstration Project (HDDP) Conceptual Meeting

Dear Mr. Smith,

Thank you for meeting with staff on January 10, 2017 to discuss the goals and evaluation parameters for the proposed Tier I 18-lot single-family residential Housing Design Demonstration Project (HDDP) Project, located within in the Mixed Use Town Center – Madison Overlay District.

Approval as an HDDP project occurs through the required underlying land use permit (a long plat), provided development standards and all other code requirements are met. The HDDP process requirements are listed at the end of this letter. To pursue development as an HDDP, please contact me to schedule the next step in the process, the Public Participation Meeting.

The purpose of the conceptual meeting is to determine if the proposal is eligible to be considered as a Housing Design Demonstration Project and to assist the applicant by identifying submittal requirements, compliance with applicable City plans and regulations, potential revisions to the proposal, and flexibility in regulations that are available in the HDDP program.

- ❖ Submittal requirements: Submittal requirements may be found in the Administrative Manual for Land Use Permit Application <http://www.ci.bainbridge-isl.wa.us/DocumentCenter/View/100>
- ❖ Compliance with applicable city plans, goals, policies, codes, or guidelines and possible revisions to the project that will enhance the proposal with respect to these requirements. Bainbridge Island Municipal Code <http://www.codepublishing.com/WA/Bainbridgelsland/>

- Access

- Madison Avenue: Secondary Arterial Road Classification

Required width 60 feet; Required right-of-way dedication 10 feet

- Duane Lane:

The Madison Grove preliminary subdivision is currently under consideration and decision is anticipated within the next 60 days; the applicant for that development is required to dedicate 30 feet of right-of-way, replacing the existing easement known as Duane Lane.

The required right-of-way width to serve the proposed Duane Cottages development is 40 feet. Assuming Madison Grove dedicates 30 feet:

Required right-of-way dedication 10 feet

○ Internal access:

The proposed internal road widths are inadequate to serve the lots. The internal roads must be dedicated public right-of-way, must meet the residential (urban / suburban) standard (DWG 7-050 / 060), and must provide for ingress and egress. Please contact Peter Corelis, Development Engineer, at [pcorelis@bainbridgewa.gov](mailto:pcorelis@bainbridgewa.gov) or 206-3759 to discuss waivers available from road standards.

○ Non-motorized connections: The project should optimally provide connection from Madison Avenue to the Wallace Way trail.

- Floor Area: Maximum residential floor area is .4 (40 percent of lot area prior to right-of-way dedication). Properties may obtain bonus floor area to a maximum of .6 (e.g. by purchasing unused development rights).
- Lot Coverage: 35 percent of the lot area prior to right-of-way dedication ( $\sim 34,848 * .35 = 12,197$ )
- Setbacks: Front (from Madison ROW and Duane ROW) 10 feet; Side 0 feet; Rear 0 feet
- Height: 35 feet
- Landscaping
  - Landscape Buffers:
    - Perimeter buffer: 20-foot width full-screen to west / SFR zoning (BIMC Table 18.15.010-3)
    - Roadside buffer: N/A (BIMC Table 18.15.010-4)
  - Tree Retention
    - Development must have at least 40 tree units per acre or the same number of tree units post-development as it has after development (BIMC 18.15.010.G.4.ii)
    - Existing or new trees within perimeter buffers do not count towards the tree unit requirement. If choosing same number of tree units before / after, trees in buffer are not counted in pre-development number of tree units.
    - Identify / survey all trees to be retained if 40 tree units; identify species and DBH of trees to be removed in same number before / after.
    - Trees and tree stands located in perimeter buffers shall be retained and protected; buffer may be averaged to retain significant trees. (See BIMC 18.15.010.C)
    - Arborist analysis – trees within buffer and within close proximity / potential averaging area – must address long-term health / viability / protection during construction for retained trees
    - ISA Valuation of trees required to be retained.
  - Parking lot landscaping: If common parking lot see BIMC18.15.010.F.

❖ Title 17 and Title 18 flexibility (BIMC 2.16.020.Q.8)

- Lot Coverage: May be increased by five percent for Tier I projects (i.e. to 40 percent), by 10 percent for Tier II projects, and is unlimited for Tier III or Tier IV projects.
- Open Space: The open space requirements in BIMC 17.12.030.A do not apply; instead, the project shall integrate at least 50 square feet of open space per unit ( $18 * 50 = 900$  sf).
- Parking: Two parking spaces per dwelling unit are required. Parking requirements may be modified to require one parking space for homes under 800 square feet and 1.5 parking spaces for homes between 800 and 1,200 square feet through the HDDP program. Parking requirements may alternately be reduced by 25 percent for dwelling units located within one-half and one mile of the ferry terminal through the provisions of BIMC 18.15.020. The project must provide one space per dwelling at a minimum, and guest parking may be required; if a reduction in parking is requested through the HDDP program, at least one guest parking space for every five dwelling units must be provided (i.e. four guest spaces).

**HDDP Process (in order of occurrence)**

1. Conceptual meeting
2. Public Participation Meeting (Res 2010-32)  
<http://apps.bainbridgewa.gov/webLink8/0/doc/31572/Page1.aspx>
3. Design Review Board (BIMC 2.16.020.Q) (may occur before or after the pre-application conference)  
The Design Review Board (DRB) acts in an advisory and review capacity for HDDP projects. For a HDDP single-family residential subdivision, the DRB acts only in an advisory capacity, and does not make recommendation on any applicable design guidelines.
4. Pre-application Conference: The proposal should consider input received from staff during the conceptual meeting and public meetings.
5. Preliminary Subdivision (Planning Commission recommendation and Hearing Examiner decision)
6. Plat Utilities Permit
7. Final Subdivision (City Council decision)

Please do not hesitate to contact me if you would like further information at [ktayara@bainbridgewa.gov](mailto:ktayara@bainbridgewa.gov) or 206.780.3787.

Thank you

Kelly Tayara, Planner

Planning and Community Development  
280 Madison Avenue North  
Bainbridge Island, Washington 98110-1812  
[www.bainbridgewa.gov](http://www.bainbridgewa.gov) 206.842.7633