

Call to Order (Attendance, Agenda, Ethics)
Approve Minutes: September 18, 2017 & October 2, 2017
Gary Christensen & James Weaver: Green Building Certification
Gary Christensen: Latimore Report
Commuter Comforts PLN50955
Jennifer Sutton: Island Center Subarea Planning Steering Committee
New/Old Business
Adjourn

Call to Order (Attendance, Agenda, Ethics)

Chair Alan Grainger called the meeting to order at 2:05 p.m. Design Review Board (DRB) members in attendance were Joseph Dunstan, Alan Grainger, Jason Wilkinson, and Chris Gutsche. Jim McNett and Peter Perry were absent and excused. City Council Liaison, Ron Peltier, was also present. City staff present were Planning Director Gary Christensen, Building Official James Weaver, Associate Planner Kelly Tayara, Planner Ellen Fairleigh, Senior Planner Jennifer Sutton and Administrative Specialist Carla Lundgren who recorded the meeting and prepared minutes.

No questions and/or ethical conflicts were disclosed.

Mr. Grainger pointed out that the election of the 2018 Chairperson was not added to the agenda and needed to take place before proceeding.

Motion: I nominate Alan Grainger for the 2018 DRB Chairperson for the remainder of his term, which ends in June 2018.

Gutsche/Wilkensen: The motion carried 4-0.

Motion: I nominate Joseph Dunstan as Vice Chairperson for his 2018 DRB term, which also ends in June 2018.

Grainger/Wilkensen: The motion carried 4-0.

The Minutes presented for approval are postponed for approval until the next DRB meeting.

Gary Christensen & James Weaver: Discuss Green Building Certification

Presentation Only: See attached handouts

Gary Christensen: Discuss Latimore Report

Due to time restraints, Gary Christensen, Planning Director, gave a 5-minute Executive Summary. Mr. Christensen presented where the department is going and what the department is focusing on in the future versus what the department has done so far.

Presentation Only: See handout

Jason Wilkensen asked if the DRB recommendations can be included in the ePlan Check process. Mr. Christensen agreed that the DRB recommendation could be included in the permitting process in ePlan Check.

Commuter Comforts: [PLN50955 SPR](#)

Planner Ellen Fairleigh said the applicant was seeking recommendation from the DRB to convert previous Key Bank building to a Commuter Comforts with a drive-through window.

The DRB suggested to consider the pedestrian traffic around and through the adjoining parking lots. The DRB suggestion was to add a sidewalk at the northeast corner of the property to connect to the ACE hardware parking lot. There was also concern about the applicant only having four parking spots.

Mr. Dunstan asked about the handicapped accessibility to the outdoor patio seating section. The applicant ensured the DRB that the material being used for the patio section will be a rollable surface.

Mr. Grainger suggests using the side of the building facing the freeway as an opportunity for signage or artwork representative of the business. Ellen Fairleigh, Planner, to review the Code for sign restrictions for the building.

Motion: I move for approval of site plan with suggestions of improving the pedestrian connection, increasing the scaling of the signage on the building, and extending footpath connection from seating area to northwest path ways. This motion does recognition that the traffic study has not been returned or approved.

Grainger/Wilkensen: The motion carried 4 – 0.

Public comment: Charles Schmid expressed concern about the sign placement and outdoor seating area in reference to the 50-foot buffer.

Jennifer Sutton: Select Island Center Subarea Planning Steering Committee Liaison

Meets on the 1st and 3rd Wednesday at 6:30pm to 8:30pm at Filipino Center – 9 to 18 months
Next meeting is January 17, 2018

Joe Dunstan volunteered to be the DRB liaison.

New/Old Business

Ron Peltier, Council Liaison, proposed the following questions to the DRB: What are the priorities updating the Design Review Guidelines? Standards verses Guidelines? Approval verses Denial? **Discussion Only*

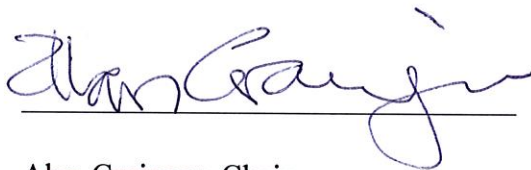
Mr. Grainger inquired about the status on the vacant Board member position? Additional questions: Can the opening be advertised with a flyer? Have there been any applicants? Ms. Lundgren will contact the Executive Team for more information and report back at the next DRB meeting.

Ms. Lundgren reminded the DRB that the regular scheduled meeting on January 15, 2018 is cancelled due to a holiday. Mr. Grainger proposed if no agenda items are presented for the January 22, 2018 special meeting by Friday, January 12, 2018 at noon, then the special meeting will be cancelled. This was agreed upon by the group.

Adjourn

The meeting adjourned at 5:00 p.m.

Approved by:



Alan Grainger, Chair



Carla Lundgren, Administrative Specialist



CITY OF
BAINBRIDGE ISLAND

CITY OF BAINBRIDGE ISLAND
DESIGN REVIEW BOARD – SPECIAL MEETING
JANUARY 8, 2018

PLEASE PRINT

Join
ListServ
Yes/No

Name	Affiliation	Phone/ E-Mail	Join ListServ Yes/No
DAN GRANGER	DRB		
CECILE DUNSTAN	DRB		
CHRIS GUTSCHE	DRB		
JASON WILKINSON	DRB		
Ron Pelton	City Council		
CHARLES SCHMID	ABC		
JAMES WEAVER	COBI		
GARY AUGSTADEN	COBI		
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Lisa Albien	Committee R. Contests	Carole linke@comcast.net lisa.commercial@earthlink.net	
Tim Goss	Landscape Architect	tgoss@aol.com	
Frank Karvonen	Architect	frank@karvonen.com	
Ellen Fairleigh	COBI		
Jennifer Sutton	COBI, Sr. Planner		

The Latimore Study



Overview

The Latimore Study is a performance audit of the Planning & Community Development Department development review processes. The most frequent complaints received by the City of Bainbridge Island are related to land use and permit processes. In addition, residents have consistently rated land use, planning and zoning very unfavorably in the National Citizen Survey. In response to this feedback, the City hired Latimore Company, LLC, (Consultant) to assess the development review process and permit review performance of the Department and to make findings and provide recommendations for process improvements that advance development review and project workflow predictability, efficiency, and collaboration of City services.

Through a process of interviewing community members, advisory board members, Council and staff, the Consultant gathered information to better understand the development review processes, its constraints, and opportunities for improvements. The City of Bainbridge Island Development Review Assessment Findings and Recommendations report includes a discussion on the current development review workflow process; public feedback on the development review process; baseline permit review timelines; identification of development review process strengths and constraints; and recommendations for development review process and project workflow improvements. The report was presented during a joint meeting of the City Council, Planning Commission and Design Review Board in June 2017.

The Latimore Study implements the following City Council 2017 Work Program tasks:

Task	Priority	Status
Improve Department Administrative Functions	High	In Progress. Incrementally reviewing and implementing improvements to PCD website, Latimore Report recommendations, SmartGov functions, and standard operating procedures and policies.
Respond to Latimore review of development process	High	In Progress. Latimore Report "COBI Development Review Assessment Findings and Recommendations" issued June 2017. Implementation work program to commence in 2017 Q4 and be completed in 2018 Q2.
Expand/improve SmartGov functionality	Medium	In Progress. Latimore Report identified SmartGov improvements (June 2017). Improvements to be implemented in 2017-2018.

In addition, the project is identified as a High Priority 2017-2018 Comprehensive Plan Implementing Action and its description and status is described below.

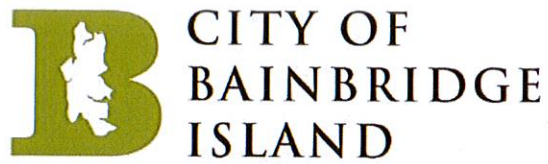
Implementing Action Project	Description	Status
Development Review Process Improvement Implementation (Latimore)	The Latimore report includes an assessment, findings and recommendations for process improvements that advance development review and project workflow predictability, efficiency and collaboration of City services.	Development Review Assessment Implementation Agreement (November 2017). Commence work before the end of 2017, with the balance of work in 2018 (Q1-Q2).

Project Update

In the fall of 2017, Department staff met with the Consultant to discuss implementation steps and draft a project scope of work. In November 2017, a professional services contract was agreed to with a scope of work including detailed task objectives, descriptions, assumptions, deliverables, staff/consultant responsibilities, and schedule. The scope of work has 5 defined Tasks:

1. Establish Development Review LOS Standards
2. Establish a Format, Standard, and Procedures for the Development Review Committee (DRC), Daily SmartGov Use, and Process Improvements
3. Integrate Electronic Development Review
4. SAR and Parcel Report Efficiencies
5. Implementation Support

It is important to understand that while the objective is to improve the efficiency of the permitting process, that objective is not to process permits faster, although that may be an outcome, the intent is to make sure a system is in place that creates the highest likelihood that permit applications are reviewed consistently and thoroughly, while also improving customer service.



DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

MEMORANDUM

Date: October 31, 2017
To: Gary Christensen, AICP, Director Planning & Community Development
From: James Weaver, Building Official
Subject: GREEN BUILDING ON BAINBRIDGE ISLAND

This memo is intended to serve as a summary of some of the green building and sustainable building efforts that have been underway within the built environment in partnership with the Bainbridge Island Building Division.

- Bainbridge Island adopted the 2015 International Green Construction Code as an optional building code on July 1, 2016. A first for the City and only a few jurisdictions have adopted similar green regulations.
- Bainbridge Island adopted Ordinance 42-14 which revised Municipal Code Section 13.12 to allow for composting toilets within the City sewer service areas.
- In 2015, Bainbridge Island issued the building permit for Heron Hall, the first island residence qualifying for the Living Building Challenge, with extremely high-performance standards for net-zero water, net-zero energy, and all sustainable or reused materials.
- More than 46 multi-family units constructed before April 9, 2015 and 28 single family units constructed before April 9, 2015 have qualified for the built green certification.
- The GROW Community alone has added a total of 142 additional five star built green units on Bainbridge Island. Grow Community is one of nine endorsed One Planet Communities around the world, and the first in the U.S.
- Washington State recently allowed health districts to begin permitting greywater reuse systems. Kitsap Public Health District approved the first greywater reuse system pilot project for residential use in Kitsap County, on a Bainbridge Island residence in 2015.
- The Bainbridge Island Building Division has regularly supported a robust variety of sustainable and alternative building methodologies including, rammed earth, straw bale, cob, concrete shell, recycled steel, and adaptive reuse of existing structures.
- All Bainbridge Island buildings are subject to the 2015 Washington State Energy Code, which reduces energy savings in construction up to 70 percent by 2030 compared to nationwide and implements the American Institute of Architect's 2030 Challenge.

Green Design & Construction

McLennan House Resets the Stage for Supersustainability

A pioneering architect builds a house that will showcase his ambitious sustainability principles



ENR Award of Excellence winner's residence is model for other green projects.

PHOTO TOP COURTESY OF MCLENNAN DESIGN

July 5, 2017

Nadine M. Post

Recently, in the living room of his nearly complete dream house on Bainbridge Island near Seattle, Jason F. McLennan watched as Kevin Wildes, a vice president of the floor-covering giant Mohawk Group, swiftly pieced together a modular area rug.

McLennan—ENR's 2016 Award of Excellence winner for masterminding the world's most rigorous green-building performance standard—had a big smile on his face.

The creator of the 11-year-old Living Building Challenge (LBC) was pleased because the carpet, from Mohawk's new Lichen Collection by McLennan Design, is his first design collaboration on a supersustainably produced line of floor coverings. The rug is one of several innovations in McLennan's 3,200-sq-ft residence, called Heron Hall, which he designed as a living laboratory and showcase for regenerative building.

As designer, client and owner, the project "was challenging even for me," says the CEO and design partner of McLennan Design LLC and chairman of the International Living Future Institute (ILFI), which administers the LBC (ENR 4/11/16 p. 42).

"Jason [blazed] the trail and set a new standard," says James Weaver, the City of Bainbridge Island building official.

Heron Hall will be eligible for Living Building certification if it meets seven performance areas, called "petals," after a year of occupancy. Petals are site, net-zero water, net-zero energy, materials, health, beauty and equity. One equity imperative is that a project "may not block access to, nor diminish the quality of, fresh air, sunlight and natural waterways for any member of society or adjacent developments."

Buildings can be petal-certified if they achieve at least one of the most difficult petals—energy, water or materials.

A Living Building, which is independent of utilities, generates all its energy from renewable sources, captures and treats all its water on site, composts biosolids and is constructed efficiently using mostly local resources and materials. But achieving full certification is difficult, because many jurisdictions do not permit composting toilets instead of a sewer connection or water systems that treat captured rainwater to potable standards.

That was true of Bainbridge Island until McLennan initiated a change in local rules. "The city was supportive, but I had to write the ordinance," he says. He had help from the city attorney, he adds.

First, the city modified the Bainbridge Island Municipal Code: Section 13.12 Sewers to allow an on-site sewage system—but only if composting-toilet and graywater-disposal systems gain approval from the county health district, if the owner installs a stub-out connection for a future sewer hookup if a flush-toilet system is ever installed and if the owner pays associated connection fees.

At the end of 2014, the city council approved the code modification by adopting Ordinance 42-14. The change process took only nine months, says Weaver, who adds that, already, two other projects have benefited from the ordinance.

McLennan received his building permit in 2015. The two-story house is framed with local lumber. It has exposed and insulated rammed-earth shear walls; roof-mounted solar photovoltaics; rainwater collection; and a Metal Sales standing-seam metal roof that debuts a coating free of toxic ingredients, such as hexavalent chromium, lead phthalates and bisphenol-A. There are also reused and repurposed materials throughout.

The lichen line ranks as the first flooring material certified by ILFI's Living Product Challenge. LPC, tailored to sustainable manufacturing, is LBC's younger cousin.

The collection, made from nylon yarn, is the only floor covering installed using an adhesive tab, called Flex Loc Tabs, free of ingredients on ILFI's Red List of known toxins. It also is the only adhesive with a Declare ingredient label, according to Mohawk. The tile's backing is also Red List-free.

Including Mohawk and Metal Sales, McLennan had nearly 20 collaborators helping create his dream house, which was built by Smallwood Design and Construction. The list includes consulting engineer Integral Group; Knauf Insulation; Sustainable Northwest Woods; Phoenix Composting; ECOS Paints; SIREWALL, for rammed-earth walls that contain very little Portland cement; Prosoco, for Red-List-free exterior waterproofing; and Coldspring, for stone pavers.

Interior details and exterior landscaping are not yet finished, though the family began its move into the house on April 1.

McLennan is not sure when the house will be eligible for Living Building certification. "We will likely go for petal certification first," by next spring, he says.

Recent Articles By Nadine M. Post

Sell or No-Sell: Design Firms Weigh Choices for Future Growth

Growth Slows But Backlogs Are Robust



Nadine Post is Editor-at-Large of ENR

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**Climate Change Advisory Committee:
2017 Progress Report and Plans for 2018
(December 18th, 2017)**

We wanted to provide the City Council with a report on the actions taken by the Climate Change Advisory Committee since its first meeting in August 2017 and our plans for 2018.

1. Greenhouse Gas (GHG) Inventory Recommendations to Council

We have forwarded recommendations to the City Council on completing a GHG inventory for Bainbridge Island. We are hoping to brief the Council on our recommendations in early January and work with you to identify a path forward for completing the inventory. We have also formed three subcommittees to identify the most effective actions to reduce GHG reduction emission in the transportation, electrical generation, and waste sectors. Finally, we formed a climate change adaptation subcommittee to identify those practices that will help us prepare and protect our Island from climate change.

2. Integrate Climate Change into City Actions

The CCAC developed a matrix of the goals and policies in the updated Bainbridge Island Comprehensive Plan as it related directly or indirectly to climate change actions. We requested that the City complete the matrix to develop a baseline understanding of what actions the City had already taken or planned to take. The City completed the matrix and attended the November CCAC meeting to discuss.

The CCAC had a preliminary discussion at its December meeting on specific areas where we could provide assistance to the City. We have listed those areas below and will continue our discussions of this issue at future CCAC meetings.

Climate Assessment Certification (CAC): As part of the Bainbridge Island Climate Impact Assessment, EcoAdapt recommended that the City develop and require a CAC for projects. The CAC would require evidence that any project proponent has assessed future site/operating conditions and determined climate readiness, including the avoidance of projected vulnerabilities. EcoAdapt will be working with the City to develop the CAC and the CCAC would like to be a reviewer.

Shoreline Master Plan: We believe the updates to the SMP will need to consider several important climate change impacts (e.g., sea level rise) and we would like to be involved in the review process.

Sub-Area Plans: We understand the Island Center subarea plan will be updated in 2018, the Winslow Master Plan will be updated in 2019, and the subdivision standards will be revised in 2018. We would like to be involved in helping to provide ideas on how to integrate climate change considerations into these planning processes.

Green Building Standards: We understand the City is investigating the potential of green building standards. Buildings are a major contributor to GHG emissions and we would like to work with the City to help integrate climate change considerations into the green building standards.

Critical Areas Ordinance (CAO): We understand the City Council is slated to approve the CAO in early 2018. While we understand there has been considerable work on the CAO, we would like to provide input on areas that climate change needs to be considered (e.g., landslides, buffers for fish-bearing streams).

Police Department Building: We would like to use the siting, design, and building of the new police department as an example of how to complete capital investments considering climate change.

3. Outreach and Education

An important work area for the CCAC is to provide education and outreach on climate change. To begin, we believe it is important to increase collaboration among City Committees. With this in mind, we plan to reach out to other City Committees (e.g., Multi-modal, Utility Advisory, ETAC, and Affordable Housing) by having a CCAC member attend one of their meetings to introduce the CCAC and learn about what they are doing in relation to climate change. If there is enough interest, we propose to follow-up these meeting with a two to three hour meeting with all of the interested committees to share information and see if we can find areas of collaboration.

Based on the outcome from these meetings, and after completion of the GHG inventory, we would discuss the possibility of a community forum to discuss what we can do on Bainbridge Island to reduce our GHG emissions and help us prepare and protect our Island from climate change.

If you have questions or would like us to attend a Council meeting to discuss these issues in more depth please contact either Lara Hansen or Michael Cox.

City of Bainbridge Island Performance Measures 2017

Department: Planning & Community Development

Division: Building Services

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals	2017 Actuals
Average Permit Turnaround (in days)	42	38	29	39	44	53
Percent of Construction Document Review Completed in 30 Days (1st Submittal)	62.00%	64.00%	63.00%	60.00%	65.00%	68.00%
Number of Building Plans Reviewed (including revisions)	557	583	695	724	828	976
Number of Building Site Inspections Performed	2326	4137	3750	3974	3201	5021
Number of Permits Issued Online	0	0	3	30	56	143
Total Valuation of Construction	\$28,370,525	\$37,641,588	\$71,337,448	\$88,698,532	\$88,413,722	\$88,031,328
Commercial Permits Issued	N/A	N/A	N/A	95	131	151
Residential Permits Issued	N/A	N/A	N/A	611	675	820
Total Number of Building Permits Issued	489	509	670	706	806	923

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