CITY OF
BAINBRIDGE ISLAND

Design Review Board
Regularly Scheduled Meeting
Monday, February 5, 2018
2:00 – 4:45 PM
Council Conference Room
280 Madison Ave N
Bainbridge Island, WA 98110

AGENDA

2:00 PM	**Call to Order** (Attendance, Agenda, Ethics)
2:05PM	**Review & Approval of Minutes** September 18, 2017 October 2, 2017 October 16, 2017 November 6, 2017 December 4, 2017 January 8, 2018
2:15 PM	**Ron Peltier, Council Liaison** Discuss recent City Council Actions
3:00 PM	Discuss 2017 Annual Report for City Council Discuss 2018 Work Plan
4:30 PM	**New/Old Business**
4:45pm	**Adjourn**

For special accommodations, please contact Carla Lundgren, Planning & Community Development 206-780-3763 or at clundgren@bainbridgewa.gov

CITY OF
BAINBRIDGE ISLAND

Design Review Board
Special Meeting Minutes
Monday, September 18, 2017

Call to Order (Attendance, Agenda, Ethics)
Ericksen Townhomes HDDP Subdivision PLN50804 HDDP
Commuter Comforts PLN50955 PRE
Wyatt Apartments PLN50165B SPR
New/Old Business
Adjourn

Call to Order (Attendance, Agenda, Ethics)

Chair Alan Grainger called the meeting to order at 2:17 p.m. Design Review Board (DRB) members in attendance were Jim McNett, Joseph Dunstan, Alan Grainger and Chris Gutsche. Jeff Boon, Jason Wilkinson, and Peter Perry were absent and excused. City staff present were Associate Planner Kelly Tayara, Planner Ellen Fairleigh, and Administrative Specialist Lara Lant who recorded the meeting and prepared minutes.

Ericksen Townhomes HDDP Subdivision PLN50804 HDDP

The applicant, John Bierly, presented information to the Design Review Board to receive comments on design guidelines. He wanted to ascertain there would be flexibility in the Ericksen Avenue Overlay Guidelines before proceeding with the project. Alan Grainger noted their recommendations would be for the all the buildings collectively, not just the proposed construction.

John Bierly presented slides of the proposed Housing Design Demonstration Project (HDDP) (SEE ATTACHED.) He wanted a clear recommendation that the plan would be approvable. Alan Grainger suggested reworking the site plans and developing a list of pros and cons to see how it satisfied both HDDP and Ericksen Avenue Overlay Guidelines. Kelly Tayara said the preapplication summary letter would be the city's recommendation to proceed.

Commuter Comforts PLN50955 PRE

City Planner Ellen Fairleigh introduced the project and stated the applicants wanted a preapplication comment on their proposal. Lisa Alfieri of Commuter Comforts described the project as a neighborhood walk-in café plus drive thru. She stated the site had opportunities for outdoor seating near the new Sound to Olympics Trail and they wanted to be a destination for cyclists and pedestrians. Ellen Fairleigh stated there were buffer and screening requirements to be considered as the applicant planned project connectivity to the trail and that Washington State Department of Transportation controlled the right of way along State Highway 305. Alan Grainger summarized issues to consider: Pedestrian connections between the building site and Highway 305, delineation of outdoor spaces, and collaboration between public spaces and landscaping, and buffer requirements.

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Wyatt Apartments PLN 50165B SPR

Associate Planner Kelly Tayara said the applicant was seeking site plan review and formal recommendation of the Wyatt Apartments project. Bruce Anderson and Jim Cutler described modifications to the original project and presented a slide show (SEE ATTACHED.)

> **Motion:** I move to advance the project as submitted with recommendations of widening the driveway; including canopies on both south and north elevations; consideration of contrasting pavement in entry drive; consideration of moving accessible parking spot to the west; planting larger caliper trees and retention of existing willow trees
> **Gutsche/McNett:** The motion carried 4 – 0.

New/Old Business

There was no new or old business to discuss.

Adjourn

The meeting adjourned at 5:20 p.m.

Approved by:

_____ _____

Alan Grainger, Chair Lara Lant, Administrative Specialist

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CITY OF
BAINBRIDGE ISLAND

Design Review Board
Regularly Scheduled Meeting
Monday, October 2nd, 2017

Call to Order (Attendance, Agenda, Ethics)
Ericksen Townhomes HDDP Subdivision PLN50804 HDDP
Eagle Harbor Condominiums Pre-Application PLN50953 PRE
Bainbridge Island Fire Department Station 22 PLN14200 SPR
Reconsideration of Design Review Board's Regular Meeting Day
New/Old Business
Adjourn

Call to Order (Attendance, Agenda, Ethics)

Chair Alan Grainger called the meeting to order at 2:15 pm. Design Review Board (DRB) members in attendance were Alan Grainger, Joseph Dunstan, Jim McNett, Chris Gutsche and Jason Wilkinson. Jeff Boon and Peter Perry were absent and excused. City staff present were Planning Manager Heather Wright, Associate Planner Kelly Tayara, Planner Ellen Farleigh, Administrative Specialist Carla Lundgren and Planning Permit Specialist Lara Lant who recorded the meeting and prepared minutes.

Ericksen Townhomes HDDP Subdivision PLN50804 HDDP

The applicant, John Bierly, described modifications to his conceptual plan of constructing five primary residences and five Accessory Dwelling Units (ADU.) The revised plan opened up the view to the existing historic house, increased project landscaping, and contained approximately 12% open space. This plan allowed for greater density and more interesting variety in unit form. (SEE PRESENTATION.) Alan Grainger suggested rotating the units approximately 20% to increase space between the buildings as well as improve traffic flow.

Eagle Harbor Condominiums Pre-Application PLN50953 PRE

Eagle Harbor Condominiums sought pre-application comments and recommendation for a reclad of both condominium buildings and accompanying structures to repair damage from rain and weather. The project scope included removal of cement plaster, doors, and windows; examination of the structure and reinsulating and repairing as necessary; and recladding the buildings and replacing doors and windows. Homeowners would remain on site during work. Existing landscaping would be altered. (SEE PRESENTATION.) Charles Schmid, representing the Association of Bainbridge Communities, asked if this project would affect the public easement trail. The reply was no, the project would have no impact on the trail.

> **Motion:** I move that we accept the site plan as shown with colors and materials as shown. The applicant will not have to return to the Design Review Board for a second review.
>
> **Dunstan/McNett:** Motion carried 5-0.

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Bainbridge Island Fire Department Station 22 PLN14200 SPR

Bainbridge Island Fire Department (BIFD) sought review of a minor revision to an approved site plan. Interim Planning Manager Heather Wright introduced the project, noting BIFD was scaling down the building to a degree that the Design Review Board should review the project plans again. No formal action was required but the interim planning manager wanted the DRB to see the new design and support the changes. The square footage of the building would be reduced by 3,500 square feet but there would be no change to the landscape design (SEE PRESENTATION.)

Motion: I move we formally recognize the additional review of Station 22 and approve the changes being suggested.

Wilkinson/Gutsche: The motion carried 5-0.

Reconsideration of Design Review Board's Regular Meeting Day

After brief discussion, it was agreed there will be no change to the regular meeting day.

New/Old Business

Alan Grainger stated Jeff Boon was resigning from the Design Review Board. Lara Lant was requested to prepare a certificate of achievement and ask Jeff to refer colleagues in his line of work to apply for his position.

Alan Grainger asked Heather Wright what actions the Design Review Board might take to pursue review of subdivisions and whether the Planning Department support that review. Heather Wright replied she would like their review to improve design of these types of land use. She suggested they read the subdivision chapter of the Bainbridge Island Municipal Code and she could review it with them at the next Design Review Board meeting.

Charles Schmid commented on the earlier Ericksen Townhome HDDP Subdivision conversation. Reference of waivers and variances by the applicant were interpreted by Mr. Schmid as a request for a waiver from the city. There were reasons for existing rules and setbacks.

Adjourn

The meeting adjourned at 5:15 pm.

Approved by:

_____ _____

Alan Grainger, Chair Lara Lant, Permit Specialist

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CITY OF
BAINBRIDGE ISLAND

Design Review Board
Regular Scheduled Meeting
Monday, December 4, 2017

Call to Order (Attendance, Agenda, Ethics)
Review of Minutes (September 11, 2017 & November 20, 2017)
Subdivision Review Test Case (PLN50242 SPT)
Improvement to DRB Process and Overall Land Use Review Process
New/Old Business
Adjourn

Call to Order (Attendance, Agenda, Ethics)

Chair Alan Grainger called the meeting to order at 2:00 pm. Design Review Board Members also in attendance were Joseph Dunstan, Jason Wilkinson, Chris Gutsche and Peter Perry. Jim McNett was absent and excused. City Council Liaison, Ron Peltier was present as well. City Staff present were Planning Manager Heather Wright, Planner Annie Hillier and Administrative Specialist Carla Lundgren who monitored recording and prepared minutes.

Alan Grainger disclosed that he worked with Ray Stevenson more than 35 years prior and is related to the previous owner of the property sold to Mr. Stevenson. No other conflicts were disclosed.

Review of Minutes

Motion: I move to approve the September 11, 2017 minutes.
Gutsche/Wilkenson: Passed Unanimously

Motion: I move to approve the November 20, 2017 minutes.
Dunstan/Gutsche: Passed Unanimously.

Subdivision Review Test Case (PLN50242 SPT)

Planning Manager Heather Wright presented a subdivision test case with Ray Stevenson from Jefferson Fine Home Builders. The test case was brought forward in hopes of starting a conversation about improving subdivision guidelines. Mr. Grainger discussed road design and the importance of DRB input when road design impacts poor site plans. The DRB encouraged the developer to consider the following topics:

- Parking
- Public Access
- Road Radius
- Walking Community
- Sustainable Eco Power
- Bike Path/Sidewalks (Pathways)

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- Building Esthetics
- Paving
- Solar Access

Ms. Wright encouraged the CRB to do research to come up with examples of projects where they feel the code should be changed. The DRB asked for a consultant to accomplish the task of requesting a code change. A question proposed: Can we hybrid the HDDP ordinance to subdivisions?

Improvement to DRB Process and Overall Land Use Review Process

City Council Liaison Ron Peltier addressed the DRB with the following questions:

- What sort of changes would the DRB like to see in the development review process?
- Does the DRB want to be more than a "Recommendation" Board?
- How do we create an expedited process to steer development in a more positive way?

**Discussion Only*

Public Comment: Charles Schmid states that "it all" goes back to the Staff Report and the Planning Director.

New/Old Business

The two regular scheduled January meetings were cancelled due to holidays. A special meeting was scheduled for January 8, 2018 with a tentative additional special meeting scheduled for January 22, 2018.

Adjourn

The meeting was adjourned at 5:00 PM.

Approved by:

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Alan Grainger, Chair Carla Lundgren, Administrative Specialist

DRAFT

CITY OF
BAINBRIDGE ISLAND

Design Review Board
Regularly Scheduled Meeting
Monday, November 6th, 2017

Call to Order (Attendance, Agenda, Ethics)
CKCB Madison Ave Mixed Use Project PLN50958
Duane Lane Townhomes PLN50879 PRE
New/Old Business
Adjourn

Call to Order (Attendance, Agenda, Ethics)

Chair Alan Grainger called the meeting to order at 2:00 pm. Design Review Board (DRB) members in attendance were Joseph Dunstan, Peter Perry, Jim McNett, Chris Gutsche and Jason Wilkinson. City staff present were Planning Permit Specialist Lara Lant and Administrative Specialist Carla Lundgren who recorded the meeting and prepared minutes.

There were no conflicts from any members and projects being presented.

CKCB Madison Ave Mixed Use Project PLN50958

Alan Grainger encouraged Cihan Anisoglu (applicant) to present the design in 3D when he came back with application. All members agreed that all shoreline issues need to be resolved before the project came back to the DRB. Applicant said if the shoreline issues were not resolved, the project would be only residential.

Public Comment: Charlie Schmid pointed out that Shoreline public access was not discussed.

Duane Lane Townhomes PLN50879 PRE

Concern was expressed from the DRB about preserving the existing garden and trees on the property. Joseph Dunstan disagreed with the applicants' response to number three on the design review checklist and asked for it to be removed. He also pointed out that the applicant response to number six of the design review checklist about the open space element wasn't an actual representation of what was presented on the site plan.

Kelly Tayara, Associate Planner, requested/suggested that the applicant come back to the Nov. 20th meeting to get more of a consensus from the DRB before they submit their application.

New/Old Business

Peter Perry: Inquired if Gary Christiansen would have answers to their questions about Comprehensive Plan Implementation. Mr. Christensen would be unable to attend a meeting in November. He stated he would schedule time in December to answers their questions.

There was general discussion on how to change City Code regarding clear cutting.

DRAFT

Jim McNett inquired about the status of the DRB "Sample" Design notebook. Mr. McNett and Ms. Lundgren agreed to meet on Tues, 11/7, to discuss further.

Jason Wilkinson: Revisited the idea of two members of DRB along with other members of different committees discussing the prioritization of the Comp Plan. Mr. Wilkinson was asked to lead that effort.

Adjourned at 4:40pm

Approved by:

_____ _____

Alan Grainger, Chair Carla Lundgren, Admin Specialist II

DRAFT

CITY OF
BAINBRIDGE ISLAND

Design Review Board
Regularly Scheduled Meeting
Monday, October 16th, 2017

Call to Order (Attendance, Agenda, Ethics)
Director Gray Christensen to discuss Latimore Report – Next Steps
Planning & Community Development Staff Introductions
Ericksen Townhomes HDDP Subdivision PLN50804 HDDP
Reconsideration of Design Review Board's Regular Meeting Day
New/Old Business
Adjourn

Call to Order (Attendance, Agenda, Ethics)

Chair Alan Grainger called the meeting to order at 2:00 pm. Design Review Board (DRB) members in attendance were Alan Grainger, Joseph Dunstan, Peter Perry, Chris Gutsche and Jason Wilkinson. Jeff Boone and Jim McNett were absent and excused. City staff present were Planning Manager Heather Wright, Planning Permit Specialist Lara Lant and Administrative Specialist Carla Lundgren who recorded the meeting and prepared minutes.

There were no conflicts from any members and projects being presented.

Gary Christensen to discuss Latimore Report – Next Steps

Gary Christensen, Planning Director, explained the background to the Latimore Report. Mr. Christensen indicated he performed many "Meet & Greets" with staff and public regarding the current state of the department. The feedback received prompted the Latimore Report to identify ways to improve department. *See attached report.*

Mr. Christensen was asked by the DRB to return to update on the departments progress, give dates for deadlines, etc. Mr. Christensen will be present on December 4, 2017 with a follow up.

Planning & Community Staff Introductions

Olivia Sontag, Planner, introduced herself and gave a background of her current position.
Annie Hillier, Planner, introduced herself and gave a background of her current position.
Ellen Fairleigh, Planner, introduced herself and gave a background of her current position.

Planning Manager Heather Wright to Discuss Subdivisions

Heather Wright, Planner Manager, discussed the differences between R-1, Open Space & Cluster Subdivisions.

Ericksen Townhomes HDDP Subdivision PLN50804 HDDP

Applicant brought updated and modified designs for pre-pre application comments on design guidelines. Issues that the applicant would like to further address (1) Need to work with Public Works about narrowing Right of Way (2) Requirement for "side yard" (3) Reduction to required parking space

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DRB encourages applicant to complete Pre-App with current design.

New/Old Business

Alan Grainger reminded the DRB members to reply to Ms. Lundgren's email regarding whether or not they will be attending each meeting.

Peter Perry requests a second meeting with DRB, City Council and Planning Commission to specifically address the concerns originally brought up by DRB in regards to the Comp Plan.

Adjourned at 4:57pm

Approved by:

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Alan Grainger, Chair Carla Lundgren, Admin Specialist II

DRAFT

CITY OF
BAINBRIDGE ISLAND

Design Review Board
Special Meeting Minutes
Monday, January 8, 2018

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 him 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

DRAFT

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 verses 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 form 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

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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

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