



PLANNING COMMISSION
REGULARLY SCHEDULED MEETING
THURSDAY, MAY 10, 2018
6:30 – 9:00 PM
COUNCIL CHAMBER
280 MADISON AVE N
BAINBRIDGE ISLAND, WA 98110

AGENDA

- 6:30 PM CALL TO ORDER
 Call to Order, Agenda Review, Conflict Disclosure
- 6:35 PM PUBLIC COMMENT
 Accept public comment on off agenda items.
- 6:45 PM COMPREHENSIVE PLAN AND MUNICIPAL CODE
 CONSISTENCY
 Introduction to BERK Consulting and Project Timeline
 Gary Christensen, Planning Director
- 7:30 PM SUBDIVISION STANDARDS AND REVIEW PROCEDURES
 Introduction to Moratorium Work Plan
 Christy Carr, Senior City Planner
- 8:00 PM MADISON LANDING SITE PLAN REVIEW ([PLN50879 SPR](#))
 Review and Recommendation
 Kelly Tayara, Associate City Planner
- 8:55 PM NEW/OLD BUSINESS
- 9:00 PM ADJOURN

*****TIMES ARE ESTIMATES****

Public comment time at meeting may be limited to allow time for Commissioners to deliberate. To provide additional comment to the City outside of this meeting, e-mail us at pcd@bainbridgewa.gov or write us at Planning and Community Development, 280 Madison Avenue, Bainbridge Island, WA 98110

**For special accommodations, please contact Jane Rasely, Planning & Community
Development 206-780-3758 or at jrasely@bainbridgewa.gov**



Department of Planning and Community Development

Memorandum

Date: May 3, 2018
To: Planning Commission
From: Gary R. Christensen, Director
Subject: Comprehensive Plan and Municipal Code Consistency Project

Implementation of the City's Comprehensive Plan is currently the City Council's top priority.

In January, 2018, the City issued a Request for Qualifications (RFQ) for services to assist with a consistency review of the City's Comprehensive Plan and Municipal Code. The purpose is to identify where inconsistencies and gaps exist between the Comprehensive Plan and implementing regulations, and to organize an approach to address and resolve these items in a time-effective manner.

The City received six proposals and selected BERK Consulting, in partnership with The Watershed Company, to assist with this effort. The project will undertake a comprehensive consistency review, identify a docket of potential changes, develop and apply a prioritization tool to the items identified in the docket, and create a prioritized workplan to guide implementation.

This work will occur through a close partnership between City staff and the consulting team. Regular workshop opportunities with the City Council are also planned.

This presentation will describe the project scope in more detail, will highlight the role of the City Council and Planning Commission, and will review overall timelines and deliverables.

Code Consistency Review Work Program

May 10, 2018

Erika Rhett, BERK Consulting



Project Purpose

- Develop a work program for updating the Bainbridge Island Municipal Code (BIMC)
- Reach consensus on how to proceed
- Implement the Comprehensive Plan

BAINBRIDGE ISLAND MUNICIPAL CODE

A Codification of the General Ordinances
of the City of Bainbridge Island, Washington

CODE PUBLISHING COMPANY | Seattle, Washington

[Home](#) [<](#) [>](#)

The Bainbridge Island Municipal Code is current through Ordinance 2017-28, passed November 14, 2017.

Disclaimer: The City Clerk's Office has the official version of the Bainbridge Island Municipal Code. Users should co

City Website: <http://www.bainbridgewa.gov/>

City Telephone: (206) 842-2545

[Code Publishing Company](#)

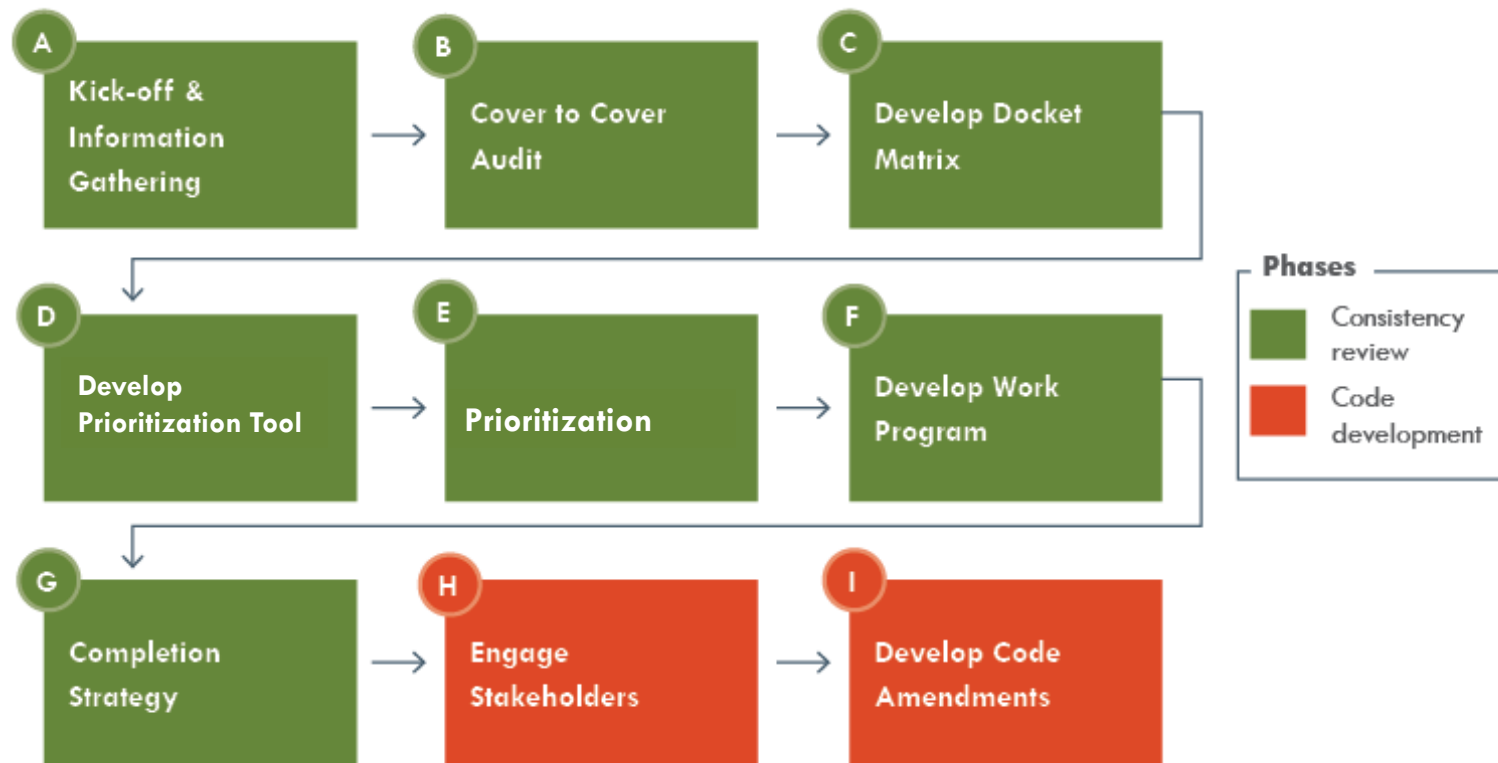
Project Purpose

Updates to the BMC are needed to:

- Address new policies
- Address clarifications and inconsistencies
- Improve efficiency
- Meet the needs of its users



Process



Developing the Docket



For each topic the docket will identify:

- Applicable sections of policy and code
- Gaps and issues that need to be addressed
- What each code amendment should accomplish and why – this will also connect each topic to the Guiding Principles in the Comprehensive Plan
- A list of steps that could be taken to address each topic

Example – Skagit County Comp Plan Docket

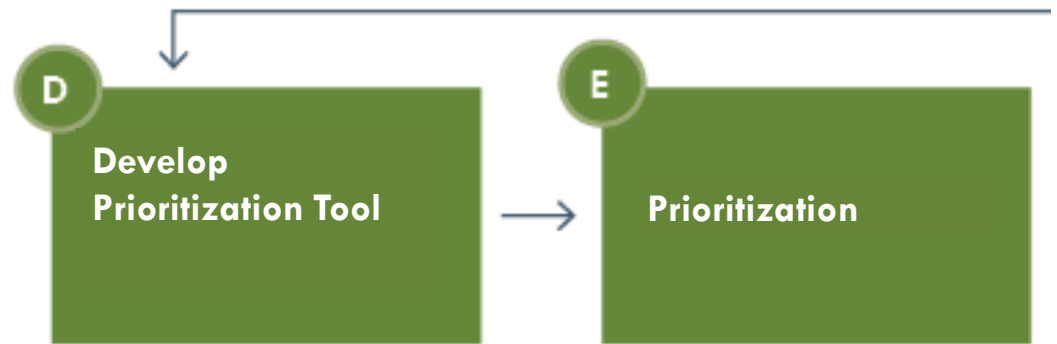
Chapter 9: Utilities Element

Chapter 9: Utilities Element			
Pg.	Section	Notes	Action
240	Introduction and Chapter	Checklist	Responsibility: BERK
250	9B – 1.5 Surface Water Management	Did this plan get implemented by 2012? Change language. Incorporate 2014 Stormwater Management Program Plan?	Responsibility: BERK Change language to “be consistent with plan” rather than naming specific dates for implementation
Utilities Profile			
247	Water Rights Agreement Summary and Countywide Planning Policies Regarding Water and Comprehensive Plan Policies Regarding Water	Rural Water Issue	Responsibility: Skagit County – Alison, Ron, Betsy Gary: *CWSP cover to cover review by Robert Powell, PUD

Prioritization

Factors to consider in prioritization:

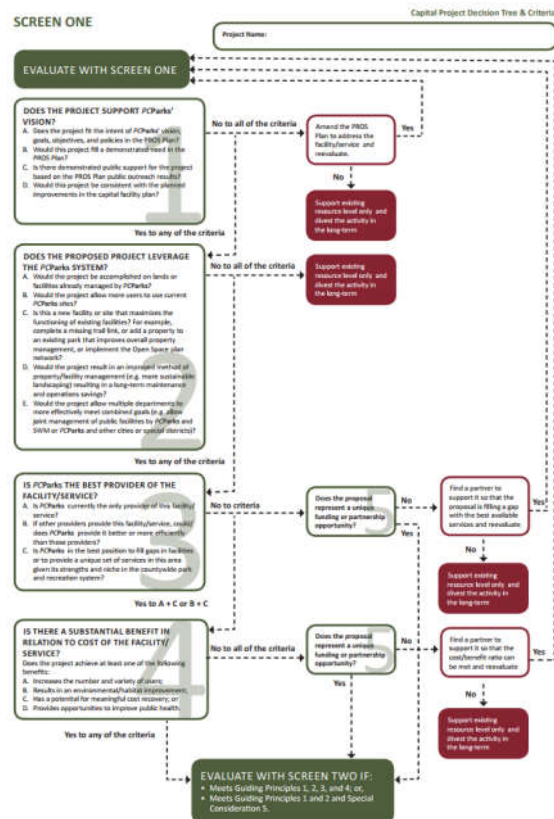
- Significance
- Timing
- Complexity
- Process



Preliminary Bainbridge Docket Tool

POLICY	CODE SECTION	IDENTIFIED GAPS & ISSUES	UPDATE OBJECTIVES	TASKS TO COMPLETE	PRIORITIZATION CRITERIA
New policies and existing policies without clear, consistent implementation.	Sections of the BIMC which relate to the policies to the left.	High-level list of code updates from the docket.	What the code amendment should accomplish and why. Relate back to the Guiding Principles in the Comprehensive Plan.	Lists the necessary steps to address the gap.	Key factors to consider in the phased work program, such as: ▪ Process requirements ▪ Significance ▪ Timing ▪ Complexity

Example – Pierce County Decision Tree and Criteria



SCREEN TWO

Project Name: _____ Capital Project Decision Tree & Criteria

CAPITAL FUNDING COULD BE AVAILABLE
 This project is eligible for non-county funding (e.g. grant, or partnership) or proposal creates or can draw from an entrepreneurial opportunity with long-term capital or program funding stream, and other County resources can make up the balance.

MAXIMUM POINTS: +20

A. The proposal has the potential for alternative funding sources greater than 50% of project costs. +11-20
 B. The proposal has the potential for alternative funding sources greater than 25% of project costs. +6-10
 C. PCParks funding (or County entrepreneurial revenue stream) is available for project costs. +1-5
 D. No known funding is available for project costs. +0

LONG-TERM SUSTAINABLE MAINTENANCE RESOURCES ARE AVAILABLE
 This project capitalizes on available maintenance resources by PCParks, other County departments, or long-term commitments from other special districts, cities, designated conservation entities, or non-governmental organizations.

MAXIMUM POINTS: +20

A. This project can be absorbed within existing PCParks resources through efficiencies or has a long-term commitment from other agencies to provide needed resources. +11-20
 B. This project requires an increase in PCParks resources over the short term but decreases PCParks resource allocations over the long term. +6-10
 C. This project requires an increase in PCParks resources but is within current and future budget allowances. +1-5
 D. This project requires an increase in PCParks resources that is not within current and future budget allowances. +0

2 LEVERAGES THE EXISTING SYSTEM
 This project leverages the existing system by developing or maintaining existing land and facilities, rather than expanding the system through acquisition, unless the system expansion maximizes the function of existing facilities (See Principle 2C in Screen 1).

MAXIMUM POINTS: +15

A. This project maximizes the existing system by developing or maintaining existing properties or facilities. Or, the project is a new facility or site that maximizes the functioning of existing facilities. up to +15
 B. This project does not leverage the existing system. +0

3 HELPS IMPROVE EQUITY OF SERVICES
 This project provides added facilities or services to meet the needs of underserved populations.

MAXIMUM POINTS: +5

A. This project helps improve equity of service by PCParks. Examples:
 • The facility or service would be located in an area where the population is socioeconomically disadvantaged and the facility or service could improve their quality of life.
 • The facility or service would meet the cultural needs of the County's diverse population, and encourage park and recreation use by the cultural group.
 B. This project does not improve equity of service by PCParks. +0

4 PROVIDES A SIGNIFICANT BENEFIT IN RELATIONSHIP TO ITS COST

MAXIMUM POINTS: +10

A. Where public (including indirect) benefits can be quantified, a [X] ratio. up to +10
 B. Where environmental/habitat benefits can be quantified, a [Y] ratio.
 C. Where at least a [X] cost recovery can be attained.
 D. Does not provide a significant benefit in relationship to cost. +0

5 FUNCTIONAL IN MULTIPLE SEASONS

MAXIMUM POINTS: +5

A. This project will function or provide service in four seasons. +5
 B. This project will function or provide service in three seasons. +3
 C. This project will function or provide service in two seasons. +2
 D. This project will function or provide service in one season. +0

6 IMPROVES FACILITY QUALITY

MAXIMUM POINTS: +5

A. This project achieves community design standards as well as PRCIS Plan facility standards. +5
 B. This project implements an existing master plan and is the next logical step when compared against other projects on the site master plan. +1-4
 C. This project does not improve the quality of existing facilities. +0

7



Finalizing the Work Program



Example – Kent Completion Strategy



Project Roles

Consulting Team

- BERK will manage the project and facilitate development of the work program
- BERK provides expert analysis of content on land use, development, permit process, other GMA/SEPA topics, finance, etc.
- The Watershed Company provides expert analysis of content on the environment including issues related to community forestry, surface and ground water, climate change, etc.



Project Roles

Staff

- Guide consultants using an interdepartmental team
- Provide information on the BIMC, the Comprehensive Plan, department work programs, and ideas for implementation
- Review draft products prior to Council review



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Project Roles

Planning Commission

- Provide information on inefficiencies and gaps in the BMC
- Provide information on new Comprehensive Plan policies and initiatives and ideas for implementation



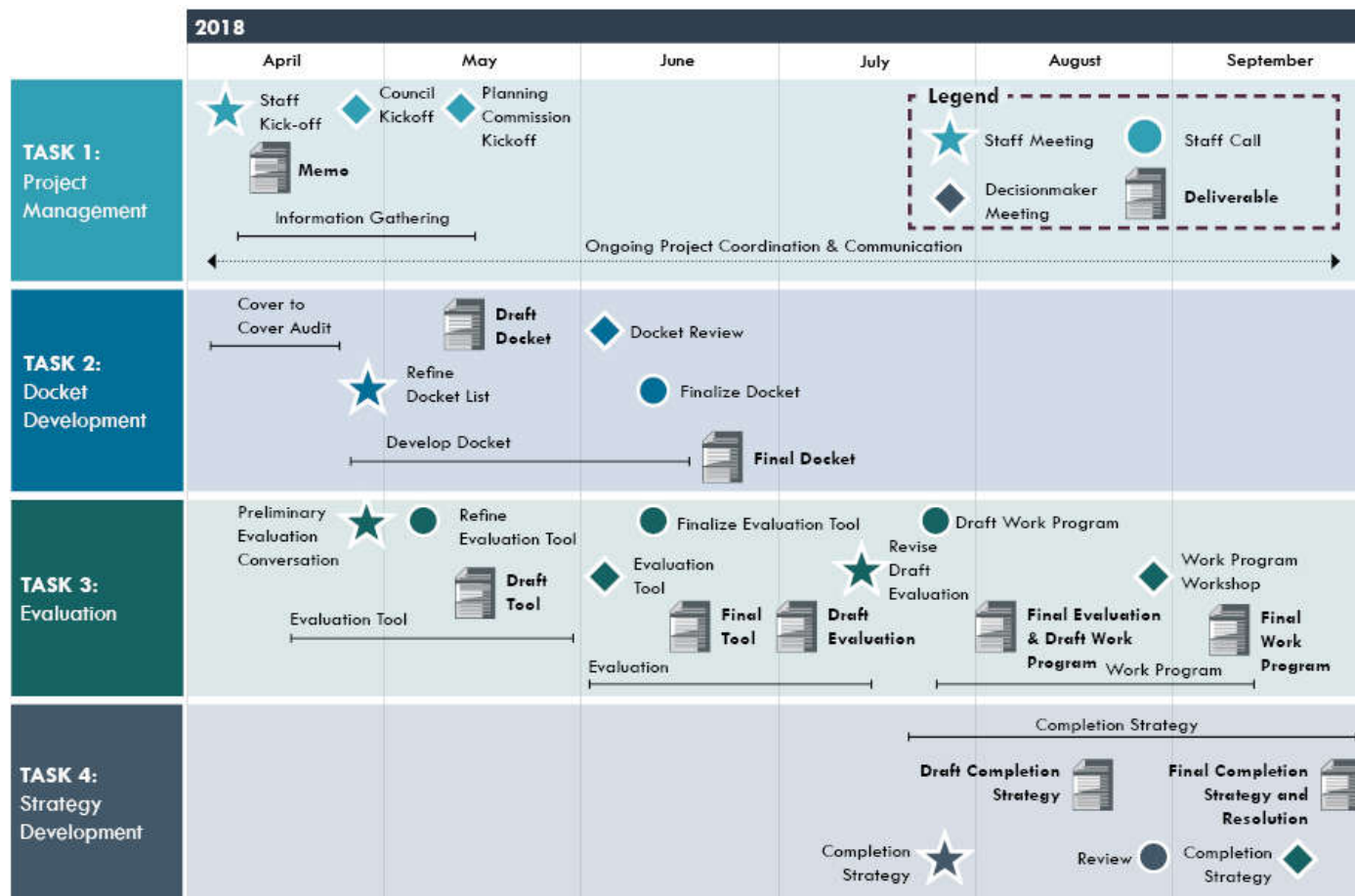
Project Roles

City Council

- Provide direction and information on new policies and the BIMC
- Review and guide development of the docket, prioritization tool, project prioritizations, work program, and completion strategy
- Select a work program
- Adopt a final completion strategy



Project Schedule



Questions and Comments





DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

MEMORANDUM

Date: May 10, 2018
To: Planning Commission
From: Christy Carr, AICP
Senior Planner
Subject: Subdivision Standards and Review Procedures – Moratorium Work Plan

I. Background

On January 9, 2018, the City Council passed Ordinance No. 2018-02, declaring a temporary six-month moratorium on the acceptance of certain development applications (“moratorium”). The moratorium prohibits all applications for new short subdivisions, new preliminary long subdivisions, and new large lot subdivisions and expresses the Council’s finding that review of compliance with design review standards and the role of the Design Review Board, Hearing Examiner, Planning Commission, and City Council in the land use development review and decision-making process requires immediate attention to avoid likely adverse impacts related to growth and development under existing regulations. The moratorium is intended to allow additional time for the staff and City Council to develop and review regulations and policies at issue to ensure that the vision and goals of the Comprehensive Plan, including its guiding principal to “Preserve the Island’s special character,” as well as other principals.

Staff has identified several sections of the Bainbridge Island Municipal Code (BIMC) that include regulations and policies at issue within the moratorium:

- BIMC 2.14 – Land Use Approval Bodies
- BIMC 2.16 – Land Use Review Procedures
- BIMC 17.12 – Subdivision Standards
- BIMC 18.12 – Dimensional Standards
- BIMC 18.15 – Development Standards

Staff developed a two-track work plan (included in the agenda packet) to identify and assess alternatives for revisions to the subdivision standards and related dimensional standards and land use review procedures. Preliminary work on each track will include Planning Commission members at one or more of the following:

- Regularly-scheduled Design Review Board meetings (May 7, 21 and June 4)
- Small work group meetings (May 9 and 17)
- Planning Commission meetings (May 24, June 7 and 14)

II. Planning Commission – May 10, 2018

The May 10, 2018 Planning Commission meeting will focus briefly on **subdivision review procedures**, highlighting the following policy topics:

- **Role of Planning Commission:** Consider options, including review with recommendation to Hearing Examiner; review with approval (final approval at City Council); review and final approval (authority delegated by Council)
- **Changes to review procedures:** Where can City staff and Planning Commission have most meaningful impact? Consider options, including existing pre-application conference or public participation meeting; new (required) consultation meeting, Planning Commission meeting
- **Changes to submittal requirements:** Is City staff and Planning Commission getting the right project information at the right point in the process? (Submittal requirements are included in the Administrative Manual.)

Due to limited time, the May 10th meeting is a briefing only. The Design Review Board (DRB) (including a sub-set of Planning Commission members) will provide a recommendation on these policy topics to the full Planning Commission at the end of May. In advance of that meeting, you may wish to familiarize yourself with the background information provided to the DRB:

- BIMC 2.14 and 2.16:
<http://www.codepublishing.com/WA/BainbridgeIsland/#!/BainbridgeIsland02/BainbridgeIsland02.html>
- Preliminary long subdivision review procedure flow chart – existing approval process with input opportunities noted (attached)
- Administrative Manual for Planning Permits: (attached)
- Public Participation meeting background/resolution (attached)



Subdivision Standards and Review Procedures

Draft Work Program
~~April 23, 2018~~ Revised May 3, 2018

Subdivision Standards

April 30 – May 8
Staff + professional advisors develop scope, principals and patterns



May 9 and 17
Small work group meetings



May 21: DRB meeting
May 22: Council briefing
May 24 or 31: PC meeting



Recommendation to Planning Commission

Subdivision Review Procedures

DRB meetings with subset of Planning Commissioners

- May 7
- May 14



Planning Commission meeting

- May 24 or 31



DRB meeting with subset of Planning Commissioners

- June 4



Recommendation to Planning Commission



Planning Commission meetings

June 7 (special meeting)
June 14 (public hearing and recommendation)

City Council meetings

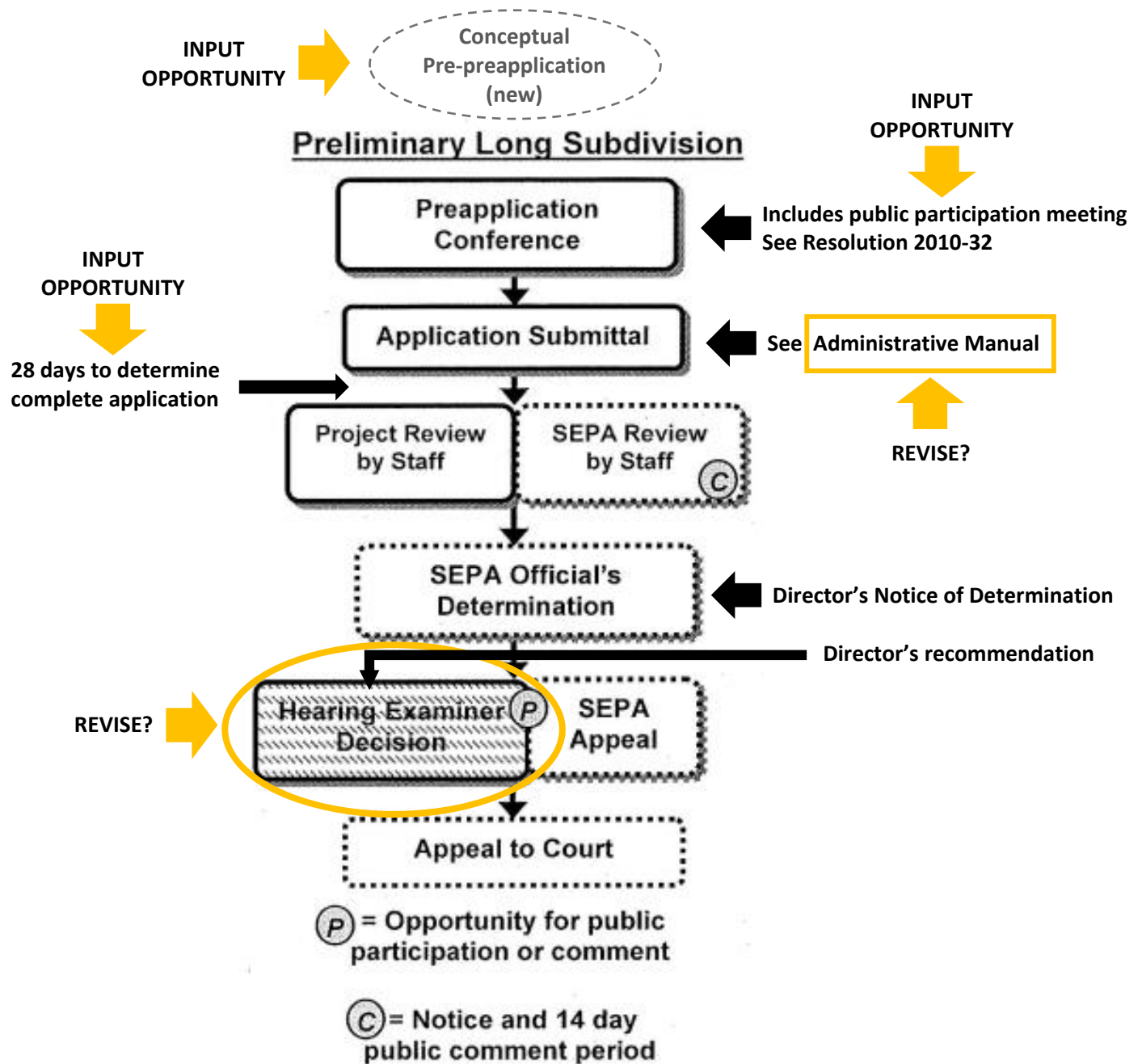
June 19 (schedule public hearing)
July 9 special meeting (adoption)

OUTCOMES

- Revisions to BIMC 17.12 and 18.12
- Scope of work and consultant contract for future work, as needed

OUTCOMES

- Revisions to BIMC 2.14 and 2.16
- Revisions to administrative manual



PRELIMINARY LONG SUBDIVISION APPROVAL PROCESS: EXISTING AND OPPORTUNITIES FOR INPUT

RESOLUTION NO. 2010-32

A RESOLUTION of the City of Bainbridge Island, Washington,
to amend the City's public participation program.

WHEREAS, Framework Goal 7 of the City of Bainbridge Island Comprehensive Plan calls for the development of a meaningful process for citizen participation; and

WHEREAS, in 2001, the City Council adopted Resolution No. 2001-11 establishing a voluntary public participation program in order to inform citizens of proposed projects in their neighborhood, and to provide the development community with an awareness of public concerns; and

WHEREAS, on April 7, 2010, the City Council established the Land Use Public Process small steering group, charged with analyzing and reviewing policies and procedures regarding public involvement in land use permits; and

WHEREAS, the steering group began meeting in May 2010, and quickly identified several ways to better solicit public participation in the land use permit process; and

WHEREAS, upon the recommendation of the steering group, the City Council directed staff to develop an ordinance (Ordinance No. 2010-25) making the City's "Public Participation Program," as outlined in Resolution No. 2001-11, mandatory for certain larger development projects; and

WHEREAS, the steering group wanted the public participation program to involve the community at large for development projects of Island-wide significance; and

WHEREAS, the City has decided to adopt a new "Public Participation Program" resolution, instead of amending Resolution No. 2001-11; now therefore,

THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES RESOLVE AS FOLLOWS:

The City Council of the City of Bainbridge Island, Washington, approves the amendments to the City's public participation program, making the program mandatory for larger development projects. The program will be administered by the Department of Planning and Community Development, and is described in Exhibit A attached hereto and made a part hereof by this reference.

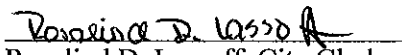
PASSED by the City Council this 13th day of October, 2010.

APPROVED by the Mayor this 13th day of October, 2010.



Bob Scales, Mayor

ATTEST/AUTHENTICATE:


Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK: October 5, 2010
PASSED BY THE CITY COUNCIL: October 13, 2010
RESOLUTION NO: 2010-32

The City of Bainbridge Island's Public Participation Program

Purpose: The program is intended to bring developers and community members together early in the development application process, so that the residents can learn about proposed developments in the community, and the applicant can be aware of their concerns, if any.

Format: The program is designed to be simple, informal and of mutual benefit to all the participants. It involves one meeting between the applicant and the neighbors, typically right before or after a pre-application conference is held. The focus of the meetings is the specific development project and its possible impacts. The meetings are intended to be neighborhood-oriented, but larger projects may be appropriate for a larger public outreach effort. The applicant makes a short presentation on the development project, which is followed by a question-answer session.

City's Role: The meetings are organized and advertised by Planning staff. The City will mail notice of the meeting to property owners within 500 feet of the subject property. Additionally, staff identifies the targeted neighborhood (s) on a case-by-case basis, taking into account the size and type of development project, and may mail the meeting notice more widely. The City will provide the applicant with a sign to post on the property, and publish a display ad in the paper of record. A staff member will serve as a neutral facilitator of the meetings. Current Planning staff attends the meeting to answer questions about the City's code and development regulations. Staff also prepares a written summary of the meeting, which is sent to the meeting participants and to the appropriate City reviewing body (Design Review Board, Director, Planning Commission, City Council, Hearing Examiner). A member of the Design Review Board is encouraged to attend the Public Participation meeting to hear the discussion.

Benefits:

- Several recent development projects have shown that good communication between the developer and the neighborhood resulted in general public support and a smoother approval process. This program is designed to increase trust and communication, and to diffuse potentially adversarial situations.
- Recent experience has also shown that some development projects have run into public opposition because neighbors feel they hear "too little, too late." In some cases, their concerns could have been addressed fairly easily if they had been raised early in the process. This program provides the public with accurate and timely information, and allows them to have more input into developments in their neighborhoods. It provides the applicant with the opportunity to understand and possibly address any neighborhood issues.
- This program is not a "hearing" or a separate approval process. It is an informal dialogue, and any modifications that an applicant chooses to make as a result are voluntary.
- The program provides educational opportunities for the public to learn about City development regulations and their relationship to the Comprehensive Plan. In turn, it helps City staff and officials keep abreast of existing and emerging community concerns.



CITY OF
BAINBRIDGE ISLAND

ADMINISTRATIVE MANUAL

PLANNING PERMIT SUBMITTAL REQUIREMENTS

Department of Planning and Community Development
January 1, 2012; Last Updated April 2018

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Introduction

This Administrative Manual is designed to supplement the permit processes described in the land use, zoning, and environmental sections of the City of Bainbridge Island Municipal Code (BIMC). This manual identifies documents that applicants must submit in order to have a complete application for development review and decision. Consistent submissions to the City of Bainbridge Island will help the efficiency of the review process as well as clarifying requirements for applicants. The procedures required for review and approval of each type of application are detailed in Title 2: Administration, Personnel and Land Use Procedures of the BIMC.

The [Master Land Use Application](#) is required to be submitted with each of the land use permits discussed herein. Please see the application for the number of copies for specific permits. A land use permit shall not be considered complete until the required application, [fee](#) and all supporting materials are submitted to the department. The applicant shall submit an electronic copy of all required documents at the time of application submittal. The director may waive specific submittal requirements determined to be unnecessary for review of an application. Most applications also require a separate fee for the Kitsap Health District.

The City's current [Fee Schedule](#) and [Master Land Use Application](#) can be viewed and downloaded from the City's website.

GENERAL SUBMITTAL REQUIREMENTS

Basic Site Plan

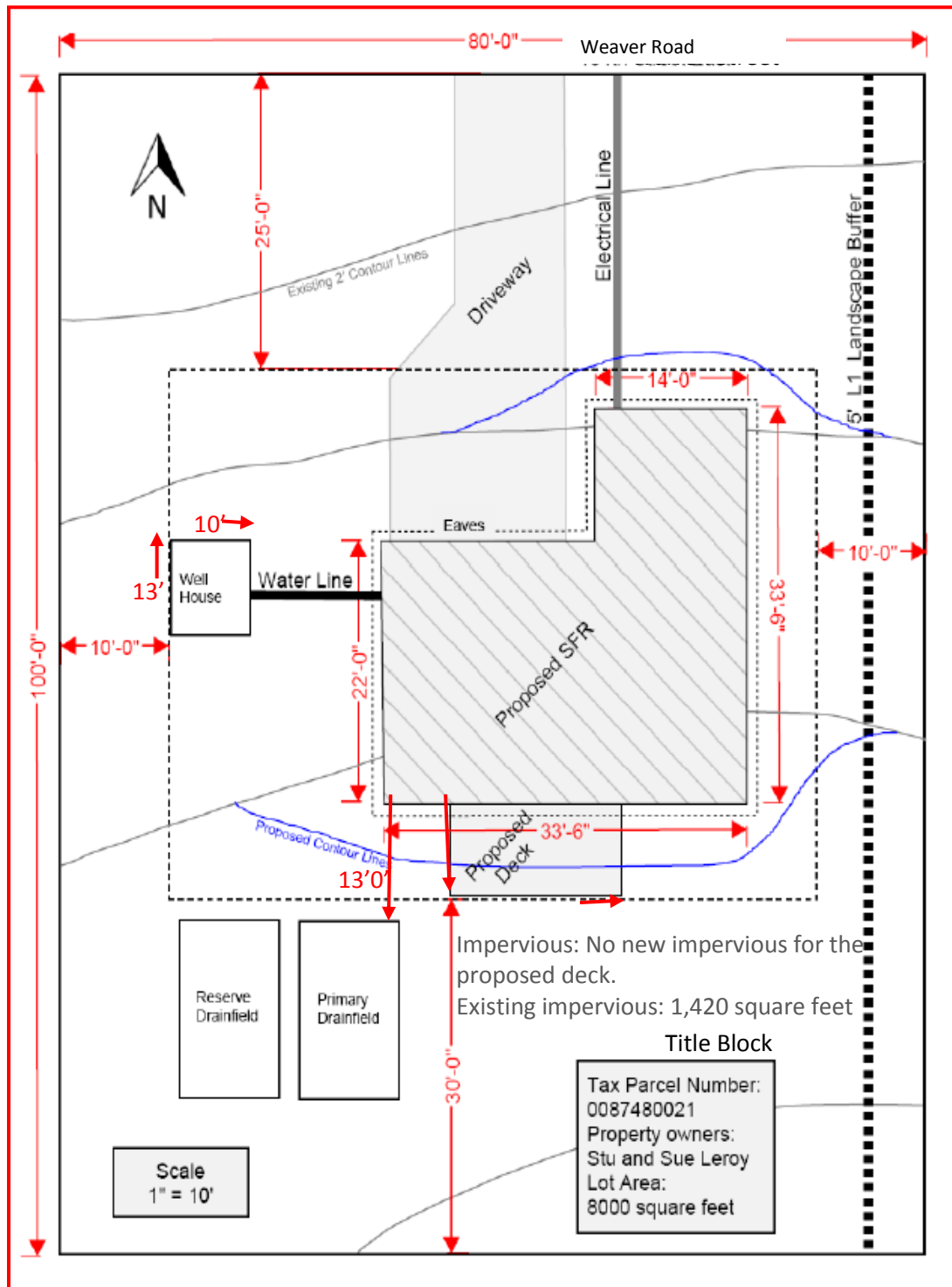
The site plan must be legible and easily understood by professionals as well as the public. Clearly differentiate between existing and proposed development. The information to help prepare a site plan is readily available to the public:

City Resources	County Resources	Public Health District
Municipal Code	Auditor's Records	Well / Septic Records
Public GIS	Assessor Records	

- ☐ Plan sheet 18" * 24" or 24" * 36" in size
- ☐ Engineer's scale, for example: 1 inch = 20 feet
- ☐ Title block: Project name; owner name; site address, tax parcel number; subdivision name
- ☐ North arrow
- ☐ Vicinity map
- ☐ Quarter section, township and range
- ☐ Depict the entire property and the area within 150 foot radius of the property
- ☐ Zoning / Comprehensive Plan designation
- ☐ Property boundaries (bold line)
- ☐ Lot size and lot area (BIMC 18.12.050)
- ☐ Easements: Include access, utility, other (e.g. use easements, conservation easements)
- ☐ Zoning setbacks or subdivision setbacks / buffers (as applicable)
- ☐ Contour lines at five foot intervals (existing and proposed)
- ☐ Critical areas and their buffers / setbacks: Label top/toe of slopes greater than 15 percent and top/toe of slopes 40 percent or greater, floodplain, wetlands, streams
- ☐ Aquifer Recharge Protection Area, if required
- ☐ Shoreline jurisdiction: Include OHWM, shoreline structure and side yard setback, shoreline buffer Zones 1 & 2, areas of native vegetation, location and size of significant trees
- ☐ Vegetation protection areas (e.g. "no-build zones", landscape buffers, designated wildlife corridor)
- ☐ Exterior dimensions of all existing and proposed structures: Clearly differentiate between existing and proposed. Label each structure by its use (e.g. garage, landscape / retaining wall, eave, fence, mechanical equipment)
- ☐ Impervious surface areas (existing and proposed): Label and dimension each area (e.g. building, driveway, parking area, patio)
- ☐ Area of disturbance: Area expected to be disturbed by construction and vegetation retention area
- ☐ Stormwater facility: Location / management method (e.g. dispersion, infiltration, detention)
- ☐ Sewer / septic system facility: Include lines, primary and reserve drainfields and setbacks*
- ☐ Water / well facility: Include lines, water meters, well house, well protection area
- ☐ Other facilities: Include power lines, generators, propane tanks, heat pumps, solar
- ☐ Historically significant structures on or adjacent to the property (e.g. constructed over 50 years ago or listed on the local or national historic register)

- Access to the property (existing and proposed): Dimension adjacent rights-of-way / access easements and driving surface width. Depict access from a right-of-way, emergency services access, driveways, non-motorized access (e.g. sidewalks, trails) and bus stops.

Sample Site Plan



Utilities Plan

- ☐ Minor (abbreviated) drainage plan for proposals that do not require engineered plans

OR

- ☐ Engineered preliminary drainage plans
- ☐ Engineered preliminary drainage report

AND

- ☐ Plan sheet 18" * 24" or 24" * 36" in size
 - ☐ Engineer's scale, for example: 1 inch = 20 feet
 - ☐ Location of stormwater facilities
 - ☐ Management method (e.g. dispersion, infiltration, detention)
 - ☐ Existing and proposed structures and improvements on the subject property including:
 - ☐ Driveways
 - ☐ Parking areas
 - ☐ Parking space (dimensioned)
 - ☐ Solid waste facility (dimensioned)
 - ☐ Landscape / retaining walls
 - ☐ Fences
 - ☐ Mechanical equipment
 - ☐ Existing and proposed utilities on the subject property including:
 - ☐ Wells / well head protection areas
 - ☐ Water / Sewer lines
 - ☐ Drainfields (primary and reserve)
 - ☐ Septic system setbacks (Health District)
 - ☐ Power lines, utility poles, telecommunication facilities
 - ☐ Existing and proposed structures / utilities within 150 feet of the property including:
 - ☐ Wells / well head protection areas
 - ☐ Water / Sewer lines
 - ☐ Fire hydrants
 - ☐ Adjacent streets
 - ☐ Adjacent right-of-way with road classification
 - ☐ Existing and proposed right-of-way width
 - ☐ Existing driving surface width and type (e.g. gravel, asphalt, pervious concrete)
 - ☐ Roadside facilities (e.g. shoulder, ditch)
 - ☐ Non-motorized facilities width and type (e.g. sidewalks, trails)

Low Impact Development (LID) Site Assessment

The Low Impact Development (LID) Site Assessment shall be performed in accordance with the City's adopted LID manual. See Chapter 2 of *Low Impact Development Technical Guidance Manual For Puget Sound* for a full description of the requirements of a site assessment. The assessment shall include the following information and shall be proportionate in detail and scope to the level of development:

A. Stormwater Site Plan (SSP)

- ☐ Existing public/private development and utility infrastructure on and adjacent to site
- ☐ Minor hydrologic features including seeps, springs, closed depression areas and swales
- ☐ Major hydrologic features including streams, wetlands, waterbodies, and buffers
- ☐ Flood hazards
- ☐ Geologic hazards and buffers
- ☐ Aquifer and wellhead protection areas
- ☐ Topographic features that may act as natural stormwater storage, infiltration, or conveyance
- ☐ Existing vegetation, land cover, and trees
- ☐ Contours at 2-foot intervals up to 10% slope, 5-foot intervals over 10% up to 20%, 10-foot intervals for slopes 20% or greater
- ☐ Soil and subsurface hydrology characterization
- ☐ Identified native forest and soil protection areas
- ☐ Potential access points

Additional supporting information for the LID assessment includes:

- B. Soils report prepared by a certified soil scientist, professional engineer, geologist, hydrogeologist or engineering geologist registered in the State of Washington or suitably trained persons working under the supervision of the above professionals or by a locally licensed on-site sewage designer.

Landscape Plan

A Landscape Plan shall be prepared by a landscape architect licensed by the state of Washington, a Washington certified nursery professional or a Washington certified landscaper and a certified arborist (when required) and include the following information at the time of land use permit application. Minimum specifications for the Landscape Plan sheets listed below.

- ☐ Plan sheet 18" * 24" or 24" * 36" in size
 - ☐ Engineer's scale, for example: 1 inch = 20 feet
 - ☐ North arrow
 - ☐ Title block: Project name; site address, tax parcel number;
 - ☐ Property boundaries (bold line)
- A. Tree and Vegetation Retention Plan. The applicant shall submit a tree and vegetation retention plan, concurrent with applicable permit application in order to demonstrate compliance with BIMC Section 18.15.010. If multiple permits are required then the applicant must submit the tree retention plan with the first and all subsequent applications. The tree retention plan may be combined with the planting plan (see section 3 below) and shall consist of:
1. A tree survey or aerial photograph that represents current site conditions and identifies the location of all significant trees, tree stands and their associated canopies. The survey needs to include enough information about existing trees on a property to demonstrate compliance with section BIMC Section 18.15.010.G *Total Site Tree Unit Requirements* (if applicable). New planting may be required to meet these requirements (see section 3 below).
 2. For detailed site plans and grading applications, the tree survey may be conducted by a method that locates individual trees and tree stands, their size(s) and species. These trees shall be marked in the field at the time of permit or approval application and maintained through the construction period; and
 3. A development site plan identifying size and species of the trees and tree stands, as defined in BIMC [18.15.010.C](#), heritage trees, or other existing vegetation that are proposed to be retained.
 4. The International Society of Arboriculture (ISA) valuation for trees:
 - a. Required to be retained for development projects in the R-2.9, R-3.5, R-4.3, R-8, R-14, Mixed Use Town Center (MUTC), High School Road, and Neighborhood Service Center Districts; and
 - b. In all zones where the critical root zone of a tree required to be retained may be impacted by clearing, grading construction, development, or maintenance; and
 5. An analysis prepared by an certified arborist about long-term health and/or viability for trees that will be on the edge of the developed area and "post development" tree health for trees requested for removal in roadside or perimeter buffers. This analysis should also address protection during construction (see below).

6. Protection during construction strategies for trees and vegetation to be retained.
- B. Description of how the tree retention plan and planting plan meet the *Total Site Tree Unit Requirements*, pursuant to BIMC 18.15.010.G, if applicable.
- C. Planting Plan. All plans must be prepared or approved, by a landscape architect licensed by the state of Washington, a Washington certified nursery professional or a Washington certified landscaper. The proposed landscape planting plan shall be clearly legible and show the following:
1. A title that includes the project name, owner's name, designer's name, date and scale of no less than one inch equals 30 feet. All items shall be labeled, and north shall be oriented towards the top or left of the plan;
 2. Property boundaries, easements, and ownership as set forth in the legal description;
 3. Existing and proposed grades of at least five-foot intervals;
 4. Rights-of-way, setbacks, streets and utilities within the subject property;
 5. All proposed construction and planting and any future construction and planting that is not included in the application;
 6. Location of all existing and proposed buildings, structures, utilities and improvements within the property; and
 7. A plant list for all proposed new planting delineating quantities, scientific and common names and sizes. Names of plants are to follow current edition of the Hortus Third, A Concise Dictionary of Plants Cultivated in the U.S. and Canada; and sizes of plants are to follow the current edition of the American Standard for Nursery Stock, American Association of Nurseryman (AAN).
 8. Vegetation clearing strategies;
 9. Topsoil protection and reuse strategies, including limiting compaction during construction;
 10. Native soil amendment strategies;
 11. Planting times and physical limits of construction; and
 12. Areas that require temporary or permanent irrigation.

Preapplication Conference

- A. Basic Site Plan
- B. Conceptual Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
- C. Conceptual Utilities Plan
- D. Conceptual Low Impact Development (LID) Site Assessment
- E. Additional requirements for preapplication review of Short Plats and Subdivisions
 - 1. Lot area of each existing and resultant lot (BIMC 18.12.050.J)
 - 2. Proposed covenants or restrictions
 - 3. Site plan – additional requirements
 - a. Separate sheets depicting existing and resultant conditions
 - b. Zoning and Comprehensive Plan designation for subject and adjacent properties
 - c. Shoreline upland / water environment for subject and adjacent properties
 - d. Proposed method to meet fire flow requirements
 - e. Names and locations of adjacent subdivisions;
 - f. Required roadside landscape buffers
 - g. Flexible Lot Design (Open Space or Cluster): Open space consistent with requirements of BIMC 17.12 or landscape perimeter buffers (BIMC 18.15) and homesite areas
- F. Additional requirements for Design Review Board preapplication review (e.g. HDDP, Site Plan and Design Review, and Conditional Use permits)
 - 1. Project vision summary
 - 2. Design Guideline Checklist(s)
 - 3. Conceptual floor plan with estimated commercial and residential square footage
 - 4. Aerial and streetscape photographs with streets and site boundaries labeled
 - 5. Site plan - additional requirements
 - a. Proposed structure footprints
 - b. Proposed structure entrances
 - c. Proposed location and description of mechanical equipment
 - d. Proposed location of trash / recycling structures

- e. Proposed location of accessory structures
- 6. Preliminary sections: Transverse and longitudinal site sections extending to adjacent buildings within 100 feet of property; section through the most critical area of the structure(s) with property lines, floor to floor heights, overall height, and spot elevations
- 7. Preliminary Elevations: Main elevations of each structure and of adjacent structures; material and color selections; mechanical screens and venting locations
- 8. Optional but strongly recommended
 - a. Renderings: Eye level perspective from major street location; aerial perspective depicting entire project and adjacent buildings in context
 - b. Exterior Lighting Plan: Location and indication of light spillage at night.

Administrative Code Interpretation Request

The director has the authority to provide interpretations of provisions, uses, or definitions in BIMC Titles 16, 17 and 18 and related provisions in BIMC Title 2, and will make these interpretations available to the public. Any person may apply to the director for an interpretation of any provision in these titles. The director shall provide the interpretation taking into account consistency with the comprehensive plan, the nature of the definition or use, and its relationship to the code and its potential impacts, such as:

- A. Whether it involves dwelling units; sales; processing; type of product, storage and amount;
- B. Enclosed or open storage;
- C. Anticipated employment;
- D. Transportation requirements;
- E. Excessive noise, odor, fumes, dust, toxic material, light, glare, and vibration likely to be generated; and
- F. The general requirements for public utilities such as water and sanitary sewer.

The authority to provide an interpretation does not include the authority to add a new permitted ("P") or conditional ("C") use to the use table in BIMC 18.09.020. The director's interpretation is subject to appeal pursuant to BIMC 2.16.020.P.1.

Adjustments to Approved Land Use Permits (Minor & Major)

NOTE: This permit does not apply to subdivisions- see Subdivision Adjustment and Amendment section.

A minor adjustment entails small changes in dimensions or siting of structures or the location of public amenities which does not change the intensity or the character of the use.

A major adjustment include those that modify the basic design, intensity, density and / or use.

- A. Basic Site Plan
- B. Utilities Plan (as applicable)
- C. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
- D. Copy of the approved plan (e.g. open space plan, landscaping plan)
- E. Written description of the proposed change, including a detailed analysis of how the change complies with decision criteria of the application used in the first instance;
- F. Authorization of all owners of all lots involved in the change.

Revisions to Land Use Permits

A revision is required when there are proposed changes to a project after the application has been submitted, but has not been approved. This may arise due to differences between the original proposal and application submittals to actual field conditions, or the customer has changed their mind about an aspect of the project. In all cases, a revision to the existing permit must be submitted, reviewed and approved. Please check with your planner prior to submitting revisions, an intake appointment may be required. All submittal requirements applicable to the original application, including number of copies, are required for revisions. Revisions may be subject to additional fees.

- A. Basic Site Plan
- B. Utilities Plan (as applicable)
- C. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
- D. Revision documents that clearly identify the proposed change, including a description of the proposed change.
- E. Analysis of how the change complies with decision criteria of the approved application in the first instance (if applicable)
- F. Authorization of all owners of all lots involved in the change.

Zoning Permit Applications

Site Plan and Design Review (Major & Minor)

- A. Basic Site Plan
- B. Utilities Plan
- C. Low Impact Development (LID) Site Assessment
- D. Landscape Plan
- E. Preapplication conference summary (if applicable)
- F. Public participation meeting summary (if applicable)
- G. State Environmental Policy Act (SEPA) checklist (if applicable)
- H. Terms, conditions, covenants, and agreements under which the subject property is bound
- I. Traffic analysis (if applicable)
- J. Design guideline checklists
- K. Narrative: A complete and detailed written statement describing the proposal, including:
 - 1. Intended use of the land
 - 2. Phasing, including the phasing of on- and off-site improvements
 - 3. Sequence and timing of the proposed development
 - 4. Proposed land ownership
 - 5. Commercial and residential components of the project
 - 6. Addressing the decision criteria per BIMC 2.16.040 E
- L. Documentation of Kitsap Public Health District Concurrent Review, if not on public sewer and water;
- M. Non-binding Water and Sewer availability letters (availability and phasing of system extensions)
- N. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;
- O. Architectural drawings, including floor plans, uses, building elevations, building sections, and roof plans;
- P. Analysis of how the project meets design guidelines-Design Guidelines Checklists, if applicable;

- Q. Description of proposed stormwater management system and maintenance and operation. See also Utilities Plan.
- R. Description of any facilities planned for public dedication, e.g. sewage disposal system, roads, non-motorized facilities, utility lines and facilities, parks or open space.
- S. Any other graphic materials required to adequately describe how the proposal meets specific regulations and guidelines, such as color palettes, material boards, and computerized models;
- T. For developments within the Business/Industrial (B/I) district, designated open space areas required pursuant to BIMC 18.06.060.C.1; and
- U. For installation of outdoor lighting fixtures, evidence of compliance with the requirements of chapter 18.15.040, Outdoor Lighting, on the architectural elevations or on a form provided by the department of planning and community development.
- V. A survey may be required depending on project complexity; and
- W. Design Review Board (DRB) Final Design Review (as applicable)

The Final Design Review is the last review by the DRB. It is presented after incorporating the recommendations from the Pre-application Project Review and can include other refinements that have occurred to the design. When the planner determines the required exhibits are complete, he will assign a date for the Final Project Review. The purpose of the final project review is to review a proposed project for compliance with applicable design guidelines, and to ensure that the project reflects any revisions recommended by the DRB at the pre-application review.

The Design Review Board reviews the application materials electronically member. The DRB comments and recommendations are based on how the exhibits and drawings incorporate or interpret the design guidelines. The applicant will present the project using appropriate size graphics for the whole Board to see, either on minimum 24 x 36 boards or using a projector and screen. Optional but strongly recommended items are so indicated:

1. Final Project Vision Summary, incorporating DRB pre-application comments, and Design Guideline Checklist;
2. Final Context Analysis includes:
 - a. Aerial photo (Google Earth Image is sufficient) and streetscape photos with streets and site boundaries indicated.
 - b. Vicinity map showing existing conditions including adjacent structures, uses and zoning.
3. Final Sections includes:
 - b. Final transverse and longitudinal sections through the entire site extending 100 feet past the property line to adjacent buildings or buildings across a roadway.

- b. Final transverse and longitudinal sections through each structure with property lines, floor to floor heights, overall height, and spot elevations noted.
- 4. Final Elevations include:
 - a. Final elevations of each structure including exterior mechanical screens, venting locations and adjacent structures in context.
 - b. Final material board and color notes as needed for clarification.
 - c. Scale figures and transparent street trees or planned landscaping. **OPTIONAL, BUT STRONGLY RECOMMENDED.*
 - d. Shadows should clarify modulation. **OPTIONAL, BUT STRONGLY RECOMMENDED.*
- 5. Final Renderings are **OPTIONAL, BUT STRONGLY RECOMMENDED*
 - a. Eye level perspective renderings from two opposite street locations.
 - b. At least one depicting entire project with adjacent buildings in context
- 6. Final Exterior Lighting Plan includes descriptions, images, color and finish of selected features.
- 7. Any other graphics requested during the Preliminary Site Plan Review.

Conditional Use Permit (Major & Minor)

- A. Basic Site Plan
- B. Utilities Plan
- C. Low Impact Development (LID) Site Assessment
- D. Landscape Plan
- E. State Environmental Policy Act (SEPA) checklist (if applicable)
- F. A complete and detailed written statement of the intended use of the land and the sequence and timing of the proposed development
- G. The terms, conditions, covenants, and agreements under which the subject property is bound, if any
- H. Affidavit of ownership or agreement to work on the owner's behalf
- I. Land dedicated for park and recreational facilities, if applicable
- J. For installation of outdoor lighting fixtures, evidence of compliance with the requirements of chapter 18.15.040, Outdoor Lighting
- K. Written statement describing how the application meets all applicable decision criteria

- L. Institutional development in residential zones shall submit the following items:
 - 1. A traffic report, showing the effects on level of service (LOS) on affected roads
 - 2. A fencing plan or alternative methods to protect the public health, safety and welfare
 - 3. Vehicular, pedestrian, and bicycle access and site circulation
 - 4. Commercial/Mixed Use Design Guidelines Checklist BIMC [18.18.030.C](#)

Variance (Major & Minor)

- A. Basic Site Plan
- B. State Environmental Policy Act (SEPA) checklist (if applicable)
- C. Terms, conditions, covenants, and agreements under which the subject property is bound
- D. Narrative – A complete and detailed written statement describing the proposal, including:
 - 1. Reason for the variance request
 - 2. Detailed description of how the proposal will meet the decision criteria
 - 3. Visual impacts of proposed structures, including proposed screening

Housing Design Demonstration Project

In addition to any submittal requirements from the underlying land use permitting process, the following additional information is required for a Housing Design Demonstration Project:

- A. Survey prepared by a licensed surveyor, including information showing existing conditions and site information including, but not limited to, topography (contour interval not to exceed 5 feet), an elevation benchmark (located on or within 100 feet of the proposed site), adjacent development, vegetation, utilities, critical areas, property lines, and easements. Whenever possible, survey information should be submitted on City of Bainbridge Island vertical and horizontal datums. All plans must be submitted at an easily reproducible engineering or architectural scale. The survey data should be integrated into all site plans and elevation drawings related to the project and the source of the survey information shall be noted.
- B. Plans descriptive of drawings of the proposed innovative housing types including building footprints and building elevations, floor plans, and roof plans.
- C. A description of the proposed unit type, including proposed square footage, unit mix, and number of bedrooms per unit.

- D. A description of the required development standards, compared with the standards that relief is being requested. This includes, but is not limited to, setbacks, open space, density, or parking requirements. The applicant should explain how relief from specific development standards is needed to achieve the desired innovative design and the goals of this chapter.
- E. Photographs of the subject and adjacent properties key to the basic site plan.
- F. Landscape Plan.
- G. A detailed description of any project phasing.
- H. A description of how the proposed development is consistent with the surrounding neighborhood character.
- I. A description of how the proposed development complies with the goals of BIMC 2.16.020.Q, project evaluation criteria as described in BIMC 2.16.020.Q, and all relevant decision criteria.
- J. A completed green building checklist from Evergreen Sustainable Development, Living Building Challenge standard of the International Living Building Institute, LEED or BuiltGreen programs that require third party verification review with the requisite four and five star levels.

Sign Permit

- A. Basic Site Plan
 - 1. Position of buildings
 - 2. Landscaped areas
 - 3. Sign configuration
 - 4. Sign size
 - 5. Sign elevation
- B. [Sign Permit Worksheet](#)
- C. Drawing or photo of proposed sign(s) including dimensions and height above ground.
- D. Engineering specifications (if applicable).

Wireless Communication Facility Permit (WCF)

- A. Basic Site Plan
 - 1. Additional requirements
 - a. Location, elevation and dimensions of existing facility components
 - b. Location, elevation and dimensions of proposed facility components

- c. Existing and proposed site grade
- d. Area of ground disturbance for construction activities
- e. Primary viewshed of the proposed WCF
- f. Proposed height
- g. Coverage area at proposed height (may be inset map or on separate sheet)
- h. Inventory of WCF sites in or within a one mile radius of the City that are operated by the applicant

B. Landscape Plan

- 1. Additional landscape plan information required:
 - a. Type and location of vegetation screen of WCF components in viewshed context
 - b. Height of vegetation screen at maturity (e.g. monopole/tower 2/3 height screening)
 - c. Type and location of topographic or structural screening (e.g. wall, fencing)
 - d. WCF paint/camouflage color scheme in viewshed context
 - e. Security fencing height, vegetation screening and paint/camouflage screening

C. Detail Drawing

- 1. Antenna
- 2. Support structure and any protrusion from the support structure
- 3. Transmission device
- 4. Equipment shelter

D. Photo/visual simulations of the proposal from affected properties and public rights-of-way at varying distances

E. Narrative

- 1. An explanation of the need for the proposed WCF
- 2. Location priority analysis (e.g. co-location vs. commercial building)
- 3. Height and design of WCF sites in or within one mile of the City
- 4. Impact of proposal on existing restrictions or requirements (e.g. Conditional Use Permit, Site Plan and Design Review Permit)
- 5. Feasibility of underground location for equipment facilities
- 6. Equipment noise evaluation (e.g. dB at nearest property line)

- F. Documentation verifying that the proposed WCF complies with Federal Communications Commission and Federal Aviation Administration regulations
- G. Copy of documentation regarding existing restrictions or requirements (e.g. Conditional Use Permit, Site Plan and Design Review Permit)
- H. Additional information required for:
 - 1. Tower modification
 - a. Structural engineering report demonstrating the modification complies with applicable construction/electrical/safety codes including:
 - i. number and types of antennas the tower can support
 - ii. basis for capacity calculation
 - iii. statement that the proposal complies with applicable FCC guidelines and standards
 - 1. Base station modification
 - 2. Structural engineering report demonstrating the modification complies with applicable construction/electrical/safety codes
 - 3. Applications for facilities other than Facility I or II
 - a. Documentation of efforts to co-locate on existing facilities

Wireless Eligible Facilities Modification Permit (EFM)

- A. Basic Site Plan
 - 1. Site plan additional requirements
 - a. Location, elevation and dimensions of existing facility components
 - b. Location, elevation and dimensions of proposed facility components
 - c. Area of ground disturbance for construction activities
 - d. Existing and proposed site grade
- B. Landscape Plan
- 2. Additional landscape plan information required
 - a. Type and location of vegetation screen of WCF components in viewshed context
 - b. Height of vegetation screen at maturity (e.g. monopole / tower 2/3 height screening)
 - b. Type and location of topographic or structural screening (e.g. wall, fencing)
 - c. WCF paint / camouflage color scheme in viewshed context

- d. Security fencing height, vegetation screening and paint/ camouflage screening
- C. Detail Drawing
 - 1. Antenna
 - 2. Support structure and any protrusion from the support structure
 - 3. Transmission device
 - 4. Equipment shelter
- D. Photo/visual simulations of the proposal from affected properties and public rights-of-way at varying distances
- E. Assertion that the proposal is subject to review under Section 6409 of the Spectrum Act
- F. Impact of proposal on existing restrictions or requirements (e.g. Conditional Use Permit, Site Plan and Design Review Permit)
- G. Documentation verifying that the proposed WCF complies with Federal Communications Commission and Federal Aviation Administration regulations
- H. Copy of documentation regarding existing restrictions or requirements (e.g. Conditional Use Permit, Site Plan and Design Review Permit)
- I. Additional information required for:
 - 1. Tower modification
 - a. Structural engineering report demonstrating the modification complies with applicable construction/electrical/safety codes including:
 - i. number and types of antennas the tower can support
 - ii. Basis for capacity calculation
 - iii. Statement that the proposal complies with applicable FCC guidelines and standards
 - 2. Base station modification
 - a. Structural engineering report demonstrating the modification complies with applicable construction/electrical/safety codes
 - 3. Height increase
 - a. Detail record drawings/as-built plans showing the greater of the constructed height or the height approved by the City prior to passage of the Spectrum Act
 - 4. Modification involving hardening through structural enhancement
 - a. Geotechnical report demonstrating the enhancement is necessary

Subdivision Applications

Boundary Line Adjustment

- A. Basic Site Plan
- B. Survey drawing
 - 1. Conventional scale and prepared by a surveyor licensed in the State of Washington
 - 2. Separate sheets depicting existing conditions and resultant conditions
 - 3. Zoning and Comprehensive Plan designation
 - 4. Shoreline upland and water environment designations
 - 5. Proposed method to meet fire flow requirements
 - 6. Names and locations of adjacent subdivisions
 - 7. Gross lot size (in square feet) of each existing and resultant lot
 - 8. Lot area of each existing and resultant lot/tract (BIMC 18.12.050.J)
 - 9. Zoning or subdivision setbacks, as applicable
 - 10. Ordinary High Water Mark
 - 11. Required critical areas, their buffers and setbacks
 - 12. Required vegetation buffers
- C. Existing and proposed terms, conditions, covenants, and agreements on the subject property
- D. Perimeter lot closures for each existing and resultant lot
- E. Title report dated not more than six months prior to application
- F. Property legal description
- G. Draft agreements (e.g. use easement, road maintenance agreement)
- H. Water and sewer availability letters (public water/sewer) for each resultant lot
- I. Other technical reports (as applicable): Wetland delineation and report or wetland determination; Geotechnical report/assessment

Preliminary Subdivision (Short Plat / Long /Large Lot)

- A. Basic Site Plan
- B. Utilities Plan
- C. Low Impact Development (LID) Site Assessment
- D. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.

- E. Preliminary Plat
 - 1. Conventional scale and prepared by a surveyor licensed in the State of Washington
 - 2. Separate sheets depicting existing conditions and resultant conditions
 - 3. Zoning and Comprehensive Plan designation
 - 4. Shoreline upland and water environment designations
 - 5. Proposed method to meet fire flow requirements
 - 6. Names and locations of adjacent subdivisions
 - 7. Gross lot size (in square feet) of each existing and resultant lot
 - 8. Area (in square feet) dedicated to open space (if applicable)
 - 9. Lot area of each existing and resultant lot / tract (BIMC 18.12.050.J)
 - 10. Flexible lot setbacks
 - 11. Required critical areas, their buffers and setbacks
 - 12. Aquifer Recharge Protection Area, if required
 - 13. Required roadside landscape buffers
 - 14. Proposed Flexible Lot Design (Open Space or Cluster)
 - a. Proposed lot lines and homesite locations
 - b. Open space areas or landscape perimeter buffers
- F. State Environmental Policy Act (SEPA) checklist (if applicable)
- G. Existing and proposed terms, conditions, covenants, and agreements on the subject property
- H. Preapplication conference summary letter
- I. Perimeter lot closures for each existing and resultant lot
- J. Title report dated not more than six months prior to application
- K. Property legal description
- L. Draft agreements (e.g. Open Space Management Plan, road maintenance agreement)
- M. Non-binding water and sewer availability letters (for public water / sewer) for each lot
- N. Traffic impact analysis/application for traffic concurrency or concurrency statement
- O. Other technical reports (as applicable):
 - 1. Wetland delineation and report or wetland determination
 - 2. Geotechnical report/assessment
 - 3. Shoreline Site Specific Analysis
 - 4. DNR Forestry permit
 - 5. Habitat Management Plan
- P. Other special submittal requirements identified in the pre-application conference summary

Plat Utility Permit (All Subdivisions)

Construction plan submittal requirements to obtain a plat utility permit for civil improvements associated with a short- or long-subdivisions are found in [City of Bainbridge Island Design and Construction Standards manual](#). The plan requirements and definitions differ from those in the administrative manual. Please review the specific requirements with the assigned City project engineer for large/complex projects.

- A. Construction Plans - Full-scale drawings on 24-inch by 36-inch paper with margins set to provide half-scale drawings on 11-inch x 17- inch paper.

General Plan Requirements:

- ☐ North shall be shown up or to the left on the plans, and in no case will north be shown in opposing directions on the same or connecting sheets.
- ☐ A vicinity map shall be located on the drawing. The scale shall be 1 inch = 1000 feet and with an approximate one square mile with the project site approximately centered. A scale at least 1 inch long shall be drawn on the map. A North arrow shall be on the map. The site address shall be shown below the vicinity map.
- ☐ City datum with city-established benchmark (BM) number and elevation. BM information is available from the city's right-of-way specialist.
- ☐ A detailed description of the site, including lot number, quarter section, township and range, unless otherwise noted by the city engineer.
- ☐ Current zoning of site and of adjacent properties.
- ☐ Lot size(s) with perimeter distances and bearings of the site shown on the plan.
- ☐ Project name in the title block.
- ☐ Owner/developer name, address, and phone number in the title block.
- ☐ Design engineer's name, address, and phone number in the title block.
- ☐ Boundary and topographic survey of existing conditions with a contour interval of no less than 5 feet (no less than 10 feet for Large Lot Subdivisions).
- ☐ Proposed and existing rights-of-way and easements shall be clearly identified and dimensioned. New public utility easements shall be a minimum of 20 feet in width. Utilities shall be centered in the easement. Show Kitsap County recording numbers for all existing easements.
- ☐ All pertinent existing and finish elevations.
- ☐ Existing natural drainage ways such as swales, ditches, etc. Path of flow with arrows and elevations.
- ☐ Lakes, rivers, streams, flood plains, wetlands, sensitive slopes, and other sensitive areas.
- ☐ Limits and elevations of 100-Year Floodplain, including delineation of the floodway and flood fringe.
- ☐ General plan notes consistent with the Standards shall be shown on the plan.

On-site plans for private property improvements shall have vertical scale of one inch equals 5 feet and horizontal scale of one inch equals 50 feet. Profiles, where required, may be drawn on plan sheets.

Off-site plans for public dedication of improvements (i.e. water, sewer, storm drainage, and streets) shall have a vertical scale of one inch equals 5 feet and horizontal scale of one inch equals 40 feet. All off-site plans shall have the corresponding plan/profiles on the same sheet.

Five copies of the construction drawing set are required.

A digital set in PDF or TIFF format shall be included with the application.

See the applicable Standards for plan requirements in the DCS Manual or the applicable zoning code requirements.

Plans may be incorporated on the same sheet where clarity is not affected.

Specific Plan Requirements:

- ☐ Preliminary conditions of approval.
- ☐ Grading, Drainage, and Erosion and Sediment Control (GDESC) Plan.
- ☐ Street plan or plat road plan.
- ☐ Parking plan.
- ☐ Utility plan (water, sewer, and dry/franchise utility location and coordination).
- ☐ Significant tree/tree retention plan.
- ☐ Open space management plan, where applicable.
- ☐ Landscaping plan.

B. Reports and Supporting Documentation/Calculations

- ☐ Stormwater management report consistent with BIMC 15.20 and the current adopted Stormwater and Low Impact Development manuals.
- ☐ Drainage design calculations.
- ☐ Soil logs and infiltration rate determination, where applicable.
- ☐ Geotechnical report, where applicable.
- ☐ Domestic (multi-family), commercial and fire flow calculations.
- ☐ Sewer conveyance calculations.

C. Facilities (Water, Sewer, Storm Water and Streets) Extension Agreement Application

- ☐ Application shall indicate whether a latecomer reimbursement will be requested.
- ☐ Drawings shall be submitted showing generally the proposed location, type, and size of the utility or street improvements.

The extension agreement application shall be completed by the owner and submitted with the applicable processing fee consistent with BIMC 13.32.

Final Short Plat / Subdivision

- A. Plat Utilities Plan (engineered drainage plan / report or minor plan as applicable)
- B. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
- C. Final Plat, as modified by conditions of approval

- 1. Applicable plat conditions of approval
- 2. Ties to permanent monuments
- 3. Controlling reference points or monuments
- 4. Bearing and length of lines
- 5. Origin of meridian or basis of bearings
- 6. Surveyor's certificate signed by the surveyor who prepared the final plat:

"I, _____, registered as a professional land surveyor by the State of Washington, certify that this Subdivision is based on an actual survey of the land described herein, conducted by me or under my supervision, during the period of _____, 20__, through _____, 20__, that the distances, courses, and angles shown hereon correctly; and the lot corners have been staked on the ground as depicted hereon."

- 7. Disclaimer regarding road maintenance:

"Responsibility and expense for maintenance of streets serving lots within this short plat/subdivision shall rest with the lot owners unless such roads have been accepted by the City."

- 8. If plat improvements are assured, a prominent note on the face of the final plat:

"The lots created by this plat are subject to conditions of an assurance device held by the City for the completion of certain necessary facilities. Building permits may not be issued and/or occupancy may not be allowed until such necessary facilities are completed and approved by the City of Bainbridge Island. All purchasers shall satisfy themselves as to the status of completion of the necessary facilities."

- 9. Signature and date lines for the City Planning Director
- 10. Signature and date lines for certification by the County Treasurer
- 11. Signature and date lines for the Health District

12. Declaration regarding further subdivision:

“Land in a short subdivision may not be further divided through a short plat within a period of five years recording the final short without meeting the standards of and being reviewed as a long subdivision.”

- D. Statement of compliance listing the plat conditions and how each condition is met
- E. Perimeter lot closures for each existing and resultant lot
- F. Title report dated not more than six months prior to application
- G. Binding water and sewer availability letters (for public water/sewer) for each lot
- H. Final agreements (e.g. Open Space Management Plan, road maintenance agreement)
- I. Estimate approved by the City for financial assurance of plat improvements

Subdivision Alteration/Amendment

- A. Proposed plat alteration/amendment
- B. Narrative including a description of the proposed change and a detailed analysis of how the change complies with decision criteria of the application used in the first instance;
- C. A copy of the existing final plat
- D. A copy of the open space management plan, as applicable;

Environmental and Critical Area Permits

Clearing Permit

- A. Basic Site Plan
- B. Trees or vegetation proposed to be removed
- C. Size (dbh) of trees to be removed
- D. Calculation of board feet for removed trees
- E. Low Impact Development (LID) Site Assessment (if applicable)
- F. Erosion control methods, drainage information or plan, pursuant to BIMC 15.20
- G. For clearing within 200 feet of OHWM (shoreline jurisdiction), or required vegetation buffers (e.g. landscape buffers, no-cut buffers), one or more of the following will be required:
 - 1. Mitigation/Replanting plan
 - 2. Site specific impact analysis report

Vegetation Management Permit

- A. Basic Site Plan
- B. Property legal description
- C. A site assessment plan/harvest plan (BIMC 16.22.060)
 - 1. Engineer's scale, for example: 1 inch = 20 feet
 - 2. Uses on adjacent properties
 - 3. Existing stands of trees, specifying predominant species, species mix and age class;
 - 4. Location of critical areas and buffers as designated under Chapter 16.20; designated open space, and designated scenic and/or wildlife corridors;
 - 5. Ordinary High Water Mark (OHWM) and the 200 foot Shoreline Master Program jurisdiction line;
 - 6. Proposed location and area (in square feet) to remain in forest;
 - 7. Proposed location and area (in square feet) to be cleared of trees and/or vegetation;
 - 8. Proposed areas to be thinned of trees;
 - 9. All existing and proposed access roads and utilities;
 - 10. Proposed log landing areas;
 - 11. Any structures on the property;
 - 12. Topography, at 5 foot intervals;
 - 13. Name, address and phone number of the timber operator (if applicable).
- C. Storm drainage design and/or Low Impact Development (LID) Site Assessment (as applicable), pursuant to BIMC 15.20.
- D. Any critical areas report, as required by BIMC 16.20, such as a geotechnical report or wetland delineation.
- E. Open space management plan, if the application is part of an existing or proposed subdivision.
- F. An environmental checklist, as required by the State Environmental Policy Act.

Farm Management Plan

In order to exceed maximum animal density allowances provided for in BIMC 18.09.030, a farm management plan approved by the City, its designee, or a qualified third party must be implemented and maintained. The farm management plan shall contain the following:

- A. Basic site plan, with the following additional information
 - 1. Adjacent residences

2. location and area of all pasture area(s), shelter structure(s), compost and manure storage,
- B. Description of the type of equipment necessary or intended for use in each season and the frequency and duration of anticipated use;
- C. Disclosure of any intent to spray or otherwise apply agricultural chemicals or pesticides, frequency and duration of application, and the plants, diseases, pests or other purposes they are intended for;
- D. Emergency response plan and emergency response contacts
- E. Description of the potential impacts of animal agriculture and use of applicable National Resource Conservation Service (NRCS) conservation practice standards or equivalent measures to mitigate impacts, including:
 1. Water Quality and Soils. Impacts of irrigation run-off on adjacent properties, water bodies and environmentally critical areas, and proposed sediment and erosion control measures.
 2. Noise and Odor. Impacts related to the location on the lot of the animal pasture and shelter, any trash or compost storage areas, any farm stand or additional accessory structure, and any other noise-generating or odor-generating equipment and practices.
 3. Agricultural Chemicals. Impacts related to the use of chemicals, including any manure, fertilizer and pesticide.
 4. Mechanical Equipment. Impacts related to the operation of equipment, including noise, odors, and vibration.
 5. Traffic and Parking. Impacts related to the number of staff onsite during work hours, and the number of potential visitors regularly associated with the site.
 6. Visual Impacts and Screening. Visual impacts relating to the proposed nature, location, design, and size of proposed features, structures and activities, including the location of pasture, composting activities and manure storage, and any existing or proposed screening.

Agricultural Retail Plan

- A. Basic Site Plan including a delineation of specific use areas (pasture, heavy use area, etc.).
- B. Farm Management Plan, if required pursuant to BIMC 18.09.030.A.1.
- C. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

Reasonable Use Exception

- A. Basic Site Plan
- B. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;

- C. Critical Area Report. A critical areas report including mitigation plan, if necessary, prepared in accordance with applicable state and federal agency standards. Such studies shall be prepared in accordance with the requirements in BIMC 16.20.180 – Critical area reports by qualified professionals in the area of concern as provided in BIMC 16.20.190 – Definitions;
- D. Any other relevant information and reports that are necessary, in the opinion of the director, to process and prepare the recommendation on the application, such as permit applications to other agencies and special studies;
- E. An environmental checklist when required by the State Environmental Policy Act and BIMC [16.04](#);
- F. Other plans and drawings deemed necessary by the director for evaluation of the merits of the proposal; and
- G. A complete and detailed written statement of the reason(s) for requesting the reasonable use exception including a detailed description of how the proposal will meet the reasonable use exception criteria as defined in BIMC 16.20.080:
 - 1. The application of Chapter 16.20 would deny all reasonable use of the property;
 - 2. There is no reasonable alternative to the proposal with less impact to the critical area or its required buffer;
 - 3. The proposal minimizes the impact on critical areas in accordance with mitigation sequencing (BIMC 16.20.030);
 - 4. The proposed impact to the critical area is the minimum necessary to allow reasonable use of the property;
 - 5. The inability of the applicant to derive reasonable use of the property is not the result of actions by the applicant, or of the applicant's predecessor, that occurred after February 20, 1992;
 - 6. The proposed total lot coverage does not exceed 1,200 square feet for residential development;
 - 7. The proposal does not pose an unreasonable threat to the public health, safety, or welfare on or off the property;
 - 8. Any alterations permitted to the critical area are mitigated in accordance with mitigation requirements applicable to the critical area altered;
 - 9. The proposal protects the critical area functions and values consistent with the best available science and results in no net loss of critical area functions and values;

10. The proposal addresses cumulative impacts of the action; and

11. The proposal is consistent with other applicable regulations and standards.

H. A copy of the pre-application conference summary letter.

Buffer Enhancement Plan

A. Basic Site Plan

B. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;

C. Buffer Enhancement Plan. A buffer enhancement plan prepared in accordance with applicable state and federal agency standards and the requirements in BIMC 16.20.180 – Critical area reports by qualified professionals in the area of concern as provided in BIMC 16.20.190 – Definitions;

D. Any other relevant information and reports that are necessary, in the opinion of the director, to process and prepare the decision on the application, such as permit applications to other agencies and special studies;

E. An environmental checklist when required by the State Environmental Policy Act and BIMC [16.04](#); and

F. Other plans and drawings deemed necessary by the director for evaluation of the merits of the proposal.

Critical Area Permits (Minor and Major)

All applications for critical area permits shall include a Basic Site Plan. Additional submittal requirements for critical area permits are contained within the Critical Areas Ordinance and will vary depending on the type of critical area. Specific submittal requirements are described in each of the following sections of BIMC 16.20:

- Trees and vegetation – BIMC 16.20.090.G (minor)
- Critical aquifer recharge areas – BIMC 16.20.090.B.3 (minor)
- Fish and wildlife habitat conservation areas – BIMC 16.20.110.D and F (minor or major)
- Geologically hazardous areas – BIMC 16.20.130.C (minor)
- Wetlands – BIMC 16.20.140.F (minor or major)
- Winslow Ravine – BIMC 16.20.150.C (major)

Any required reports, studies, plans or letters shall be prepared in accordance with applicable state and federal agency standards and the requirements in BIMC 16.20.180 – Critical area reports by qualified professionals in the area of concern as provided in BIMC 16.20.190 – Definitions.

Applications for major critical area permits shall also include:

- A. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;
- B. A written narrative describing how the proposal meets the critical area permit review criteria as defined in BIMC 16.20.070.B;
- C. Any other relevant information and reports that are necessary, in the opinion of the director, to process and prepare the decision on the application, such as permit applications to other agencies and special studies;
- D. An environmental checklist when required by the State Environmental Policy Act and BIMC [16.04](#); and
- E. Other plans and drawings deemed necessary by the director for evaluation of the merits of the proposal.

Shoreline Master Program Application Submittal Requirements

The following requirements apply to all SMP applications:

Shoreline Exemption

Shoreline Substantial Development Permit

Shoreline Conditional Use Permit

Shoreline Variance

- A. Basic Site Plan, with the following additional information:
 - 1. Location of Ordinary High Water Mark (OHWM);
 - 2. Location of Shoreline Buffer;
 - 3. Location of Shoreline Structure View Setback;
 - 4. Shoreline dimensional setbacks;
 - 5. Location of native vegetation and significant trees;
 - 6. If structures have any attachments (e.g. deck, balcony, etc.), include elevation drawings and calculations of grade
- B. No Net Loss Documentation

All shoreline development, use and activities, regardless of whether a permit is required, must result in no net loss of ecological functions and processes necessary to sustain shoreline resources. To demonstrate that the no net loss standard is met, and applicant must either:

1. Use the [Standard Single-Family Residential Mitigation Manual](#) -- Submit the checklist and supporting documents with your application; or
2. Submit a [Site-specific Analysis](#) -- The site-specific analysis must be completed by a qualified professional. Submit the site-specific analysis with your application.

C. Additional Documents

Depending on existing site conditions and proposed development activities, your application may require additional reports and/or studies to identify and assess potential project impacts. These include:

1. Wetland delineation and categorization (See BIMC 16.12.060.L)
2. Geotechnical Report (See BIMC 16.12.060.K)
3. Bluff Management Plan (See BIMC 16.12.060.K)
4. Utilities Plan
5. Low Impact Development (LID) Site Assessment
6. State Environmental Policy Act (SEPA) Checklist

D. Decision Criteria

Applications for shoreline variances and shoreline conditional use permits must include a narrative explaining how the project meets the decision criteria, provided in BIMC Section 2.16.165.

Legislative Applications Submittal Requirements

Legislative Review of Development Regulations

An application and fee as established by city council resolution shall be made on forms prescribed by the department. The application shall contain the following:

- A. A complete and detailed written statement explaining the existing regulations and proposed changes (including specific language, if possible);
- B. A detailed description of how the proposal meets the goals and policies set forth in the Comprehensive Plan; and
- C. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

Rezone (Site-specific and Area-wide)

A rezone application and fee as established by city council resolution shall be made on forms prescribed by the department. The application shall contain the following:

- A. A complete and detailed written statement explaining how the subject property is suitable for the proposed rezone and why the rezone would not be detrimental to surrounding land uses.
- B. A map that shows address topography, streets, adjacent land uses, utilities and other pertinent factors that would justify the proposed rezone;
- C. A detailed description of the proposed use for which the rezone is sought and how such action meets the decision criteria in BIMC 2.16.140;
- D. A legal description of the property(ies) and tax lot number(s);
- E. The names and addresses of all property owners; and
- F. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

Comprehensive Plan Amendment

A comprehensive plan amendment application and fee as established by city council resolution must include the following:

- A. A complete and detailed written statement including the nature of and reason for the amendment request, any specific suggested changes to the plan or appendices;
- B. A description of how the amendment request is consistent with all of the decision criteria specified in BIMC 2.16.190.H;
- C. A completed SEPA checklist including supplemental sheet for nonproject actions; and
- D. Any other reports or studies identified during the preapplication conference. (Ord. 2006-13 § 4, 2006)

Appendices

SMP Submittal Requirements for Site Specific Analysis

The Site Specific Analysis can be viewed on the City's website:

<http://www.bainbridgewa.gov/DocumentCenter/View/7306>

Single-family Residence Shoreline Mitigation Manual

The Single-family Residence Shoreline Mitigation Manual can be viewed on the City's website:

<http://www.bainbridgewa.gov/DocumentCenter/View/5663>

Sign Permit Worksheet

The Sign Permit Worksheet can be viewed on the City's website:

<http://www.bainbridgewa.gov/DocumentCenter/View/7408>

Suggested Landscape Materials Matrix

The table below provides a list of suggested plant materials recommended for use on Bainbridge Island. Additional plants may be added to this list as deemed appropriate by the department. Plants shall be selected based upon site-specific conditions that may affect plant growth such as sun exposure, soil types, shoreline conditions, adjacent site improvements, etc. Plant material selection shall be coordinated with utility company requirements to avoid conflicts.

Plant Materials Matrix									
Suggested Species			Type of Area or Need						
			Parking lot trees						
			Landscape buffer areas						
			Critical areas – Uplands						
			Critical areas – Wetlands/streams						
			Native species						
			Drought resistant						
			Shoreline						
Large deciduous trees			Near utility lines						
Acer macrophyllum	Bigleaf Maple			X	X	X			
Acer rubrum species	Red Maple variety		X	X				X	
Acer saccharum	Sugar Maple		X	X					
Acer platanoides species	Norway Maple variety		X	X				X	
Alnus oregona	Red Alder			X	X	X	X		
Fagus sylvatica	European Beech		X				X	X	
Fraxinus latifolia	Oregon Ash			X	X	X			
Ginkgo biloba 'Sentry'	Columnar Maidenhair		X				X		
Liquidambar styraciflua	American Sweet Gum		X	X			X	X	

Plant Materials Matrix										
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				Native species						
				Drought resistant						
				Shoreline						
				Near utility lines						
Liriodendron tulipifera	Tulip Tree	X								
Platanus x acerifolia	London Plane	X								
Populus trichocarpa	Black Cottonwood			X	X					
Quercus species	Oak variety	X	X				X			
Quercus robur ‘Fastigiata’	Upright English Oak	X	X				X	X		
Quercus rubra species	Eastern Red Oak	X	X				X			
Salix species	Willow variety				X	X		X		
Tilia cordata	Littleleaf Linden	X	X					X		
Medium deciduous trees										
Acer campestre	Hedge Maple	X					X		X	
Betula species	Birch variety	X								
Carpinus betulus	European Hornbeam	X	X				X	X		
Cercidiphyllum japonicum	Katsura Tree	X								
Cornus species	Dogwood variety			X		X	X			
Fraxinus pennsylvanica ‘Marshall’	Marshall’s Seedless Ash	X	X				X			

Plant Materials Matrix										
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				Drought resistant						
				Shoreline						
				Near utility lines						
Populus tremuloides	Quaking Aspen				X	X				
Prunus species	Flowering Cherry variety	X	X				X	X		
Pyrus calleryana species	Flowering Pear variety	X	X				X			
Zelkova serrata ‘Village Green’	Sawleaf Zelkova	X	X							
Small deciduous trees										
Acer circinatum	Vine Maple		X	X	X	X			X	
Acer davidii	David Maple		X							
Acer ginnala	Amur Maple	X	X					X	X	
Acer palmatum	Japanese Maple		X						X	
Amelanchier species	Serviceberry variety		X	X	X	X			X	
Carpinus species	Hornbeam variety	X	X				X	X		
Cornus florida	Eastern Dogwood		X						X	
Cornus kousa	Kousa Dogwood	X	X						X	
Corylus cornuta californica	Western Hazelnut		X	X		X	X		X	
Crataegus species	Hawthorn variety		X	X		X	X	X	X	

Plant Materials Matrix										
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			Critical areas – Uplands							
			Critical areas – Wetlands/streams							
			Native species							
			Drought resistant							
			Shoreline							
			Near utility lines							
Magnolia species	Magnolia variety		X	X					X	X
Malus species	Flowering Crabapple		X						X	
Prunus species	Flowering Cherry Plum		X					X	X	X
Rhus typhina	Staghorn Sumac		X	X		X	X		X	
Styrax japonica	Japanese Snowball		X						X	
Evergreen trees										
Abies grandis	Grand Fir		X	X		X				
Cedrus deodara	Deodar Cedar		X					X	X	
Chamaecyparis lawsoniana	Port Orford Cedar		X	X		X	X	X		
Chamaecyparis nootkatensis	Alaska Cedar		X	X		X	X	X		
Calocedrus decurrens	Incense Cedar		X							
Picea sitchensis	Sitka Spruce		X		X	X		X		
Pinus contorta	Shore Pine		X	X	X		X	X	X	
Pinus contorta latifolia	Lodgepole Pine		X					X	X	
Pinus densiflora	Japanese Red Pine		X					X		

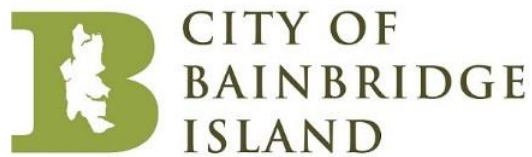
Plant Materials Matrix										
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			Critical areas – Uplands							
			Critical areas – Wetlands/streams							
			Native species							
			Drought resistant							
			Shoreline							
			Near utility lines							
Pinus monticola	Western White Pine		X	X		X	X			
Pinus nigra	Austrian Black Pine		X	X				X	X	
Pinus ponderosa	Ponderosa Pine		X				X			
Pinus sylvestris	Scotch Pine		X	X				X	X	
Pinus thunbergii	Japanese Black Pine		X					X	X	
Pseudotsuga menziesii	Douglas Fir		X	X		X	X	X		
Sequoiadendron sempervirens	Coastal Sequoia		X					X		
Taxus brevifolia	Western Yew		X		X	X		X		
Thuja plicata	Western Red Cedar		X		X	X				
Tsuga heterophylla	Western Hemlock		X		X	X	X			
Deciduous shrubs										
Amelanchier alnifolia	Western Serviceberry		X	X	X	X		X		
Berberis species	Barberry variety		X					X		
Callicarpa japonica	Japanese Beautyberry		X							
Cornus stolonifera	Red-Osier Dogwood		X	X	X	X		X		

Plant Materials Matrix										
Suggested Species			Type of Area or Need							
			Parking lot trees							
			Landscape buffer areas							
			Critical areas – Uplands							
			Critical areas – Wetlands/streams							
			Native species							
			Drought resistant							
			Shoreline							
			Near utility lines							
Enkianthus campanulatus	Red-Veined Enkianthus		X							
Elaeagnus species	Elaeagnus variety		X				X	X		
Euonymus alata ‘Compacta’	Winged Eonymus		X					X		
Hamamelis mollis	Chinese Witch Hazel		X							
Holodiscus discolor	Ocean Spray			X	X	X	X	X		
Hydrangea lacecap varieties	Lacecap Hydrangea		X							
Potentilla fruticosa	Potentilla		X				X	X		
Physocarpus capitatus	Pacific Ninebark				X	X				
Rhamnus purshiana	Cascara Sagrada			X	X	X				
Ribes sanguineum	Red-Flowering Currant			X	X	X				
Rosa nutkana	Nootka Rose			X	X	X		X		
Rosa rugosa	Rugosa Rose		X				X	X		
Rubus parviflorus	Thimbleberry		X	X	X	X				
Rubus spectabilis	Salmonberry		X	X	X	X		X		
Salix species	Willow variety				X	X		X		

Plant Materials Matrix										
Suggested Species				Type of Area or Need						
				Parking lot trees						
				Landscape buffer areas						
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				Critical areas – Wetlands/streams						
				Native species						
				Drought resistant						
				Shoreline						
				Near utility lines						
Sambucus racemosa	Red Elderberry			X	X	X		X		
Spiraea species	Spiraea variety				X	X	X	X		
Symphoricarpos albus	Snowberry			X		X	X			
Syringa vulgaris cultivars	Lilacs		X					X		
Vaccinium parvifolium	Red Huckleberry				X	X				
Viburnum x burkwoodii	Burkwood Viburnum		X					X		
Evergreen shrubs										
Arbutus unedo	Strawberry Tree		X				X	X	X	
Cotoneaster species	Cotoneaster variety		X				X	X		
Ilex crenata	Japanese Holly		X							
Kalmia latifolia	Mountain Laurel		X							
Ligustrum japonicum	Japanese Privet		X							
Myrica californica	Pacific Wax Myrtle		X	X	X	X	X	X		
Umbellularia californica	California Bay Laurel		X	X			X	X	X	
Osmarea x burkwoodii	Burkwood Osmarea		X				X			

Plant Materials Matrix										
Suggested Species				Type of Area or Need						
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				Landscape buffer areas						
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				Critical areas – Wetlands/streams						
				Native species						
				Drought resistant						
				Shoreline						
				Near utility lines						
Osmanthus delavayi	Delavay Osmanthus			X				X	X	
Photinia frazeri	Japanese Photinia			X				X	X	
Pieris floribunda	Mountain Pieris			X				X		
Pieris japonica	Japanese Pieris			X				X		
Prunus lusitanica	Portuguese Laurel			X				X		
Pinus mugo	Mugho Pine			X				X	X	
Rhododendron species and hybrids	Rhododendrons and Azaleas			X	X		X		X	
Vaccinium ovatum	Evergreen Huckleberry			X	X	X	X		X	
Viburnum sinus species	Laurustinus variety			X				X	X	
Cornus alba ‘Sibirica’	Siberian Dogwood									
Groundcovers										
Arctostaphylos uva-ursi	Kinnikinnick			X	X		X	X	X	
Berberis nervosa	Cascade Mahonia			X	X		X	X		
Calluna vulgaris	Scotch Heather			X				X		

Plant Materials Matrix										
Suggested Species			Type of Area or Need							
			Parking lot trees							
			Landscape buffer areas							
			Critical areas – Uplands							
			Critical areas – Wetlands/streams							
			Native species							
			Drought resistant							
			Shoreline							
			Near utility lines							
Ceanothus gloriosus	Point Reyes Ceanothus		X				X	X		
Cotoneaster microphyllus 'Cochleatus'	Rockspray Cotoneaster		X				X	X		
Erica carnea	Winter Heath		X				X			
Erica x darleyensis	Mediterranean Heather		X							
Euonymus fortunei	Winter Creeper Euonymus		X				X			
Gaultheria shallon	Salal		X	X	X	X	X	X		
Hypericum calycinum	St Johnswart		X				X			
Ilex crenata varieties and cultivars	Japanese Holly		X							
Mahonia species	Mahonia variety		X				X			
Pachysandra terminalis	Japanese Spurge		X				X			
Sarcococca hookerana	Sarcococca		X							
Vinca minor	Periwinkle		X				X	X		
Source: Hough, Beck & Baird Inc.										



DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

STAFF REPORT

Date: April 17, 2018
To: Planning Commission
From: Kelly Tayara, Associate Planner
Project: Madison Landing Site Plan and Design Review
File No: PLN 50879 SPR

Request: The Department of Planning and Community Development requests Planning Commission recommendation on application for Site Plan and Design Review permit for Madison Landing, a 24-unit multi-family development.

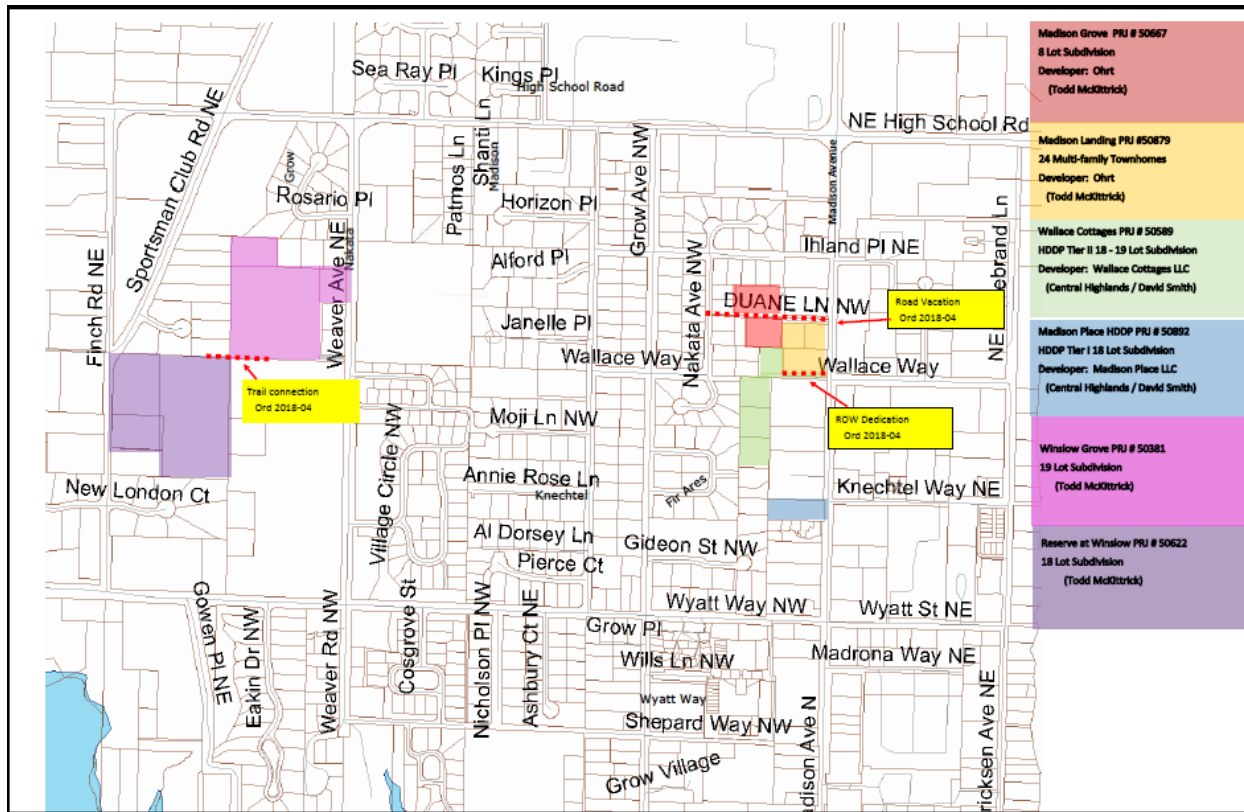
As provided in BIMC 2.16.040, in the case of a major Site Plan and Design Review (SPR) application, the Planning Commission ("Commission") shall review the application prior to the final decision by the Department of Planning and Community Development Director ("Director"). The Director shall determine the major issues and specific aspects of the project that the Commission should review, and shall forward this review directive to the Commission. The Commission shall review the application based on the Director's review directive, the Design Review Board (DRB) recommendation, and the decision criteria, consider the application at a public meeting where public comments will be taken, and forward its recommendation to the Director in accordance with BIMC 2.16.030.C through E. The director will make the final decision based on the decision criteria in BIMC 2.16.040.E, the recommendation of the Planning Commission, the DRB recommendation, and consideration of any public comments received.

Background:

This project is part of a group of developments subject to four agreements between the City and two developers. Aside from Madison Landing, the agreements involve Wallace Cottages, Madison Grove, Madison Place, The Reserve at Winslow, and Winslow Grove (all subdivisions).

Duane Lane is adjacent to the north boundary of Madison Landing. The City asserted that Duane Lane was public right-of-way, and the developer disagreed. The disagreement was resolved by vacating the Duane Lane right-of-way in exchange for a trail connecting The Reserve at Winslow and Winslow Grove, in addition to right-of-way dedication along the south boundary of the Madison Landing project: The right-of-way dedication affords access to the Wallace Cottages subdivision and Madison Landings.

Developer Agreement Map



Part I: General Information and Site Characteristics

1. Tax Assessor Information:

- Tax Lot Numbers: 272502-1-022-2006; 272502-1-066-2003; 272502-1-021-2007
- Site Address: 937 / 995 Madison Avenue North
- Owner of record: Madison Landings LLC
- Lot size: 1.95 acres
- Land use: Mixed commercial and residential / Multi-family residential use proposed

2. Zoning Designation / Comprehensive Plan Designation:

With the exception of properties to the west which are within the R-4.3 district and the Urban Comprehensive Plan designation, the subject property and surrounding properties are within the Mixed Use Town Center – Madison Avenue Overlay District (MUTC-MAD), and the Comprehensive Plan designation for these properties is MUTC-MAD.

3. Existing Development:

The subject property contains a duplex and a commercial building. The property to the north contains a single-family residence. Properties to the west are undeveloped. The property to the south contains a nursing home. The properties to the east, across Madison Avenue, contain multi-family development.

4. Access:

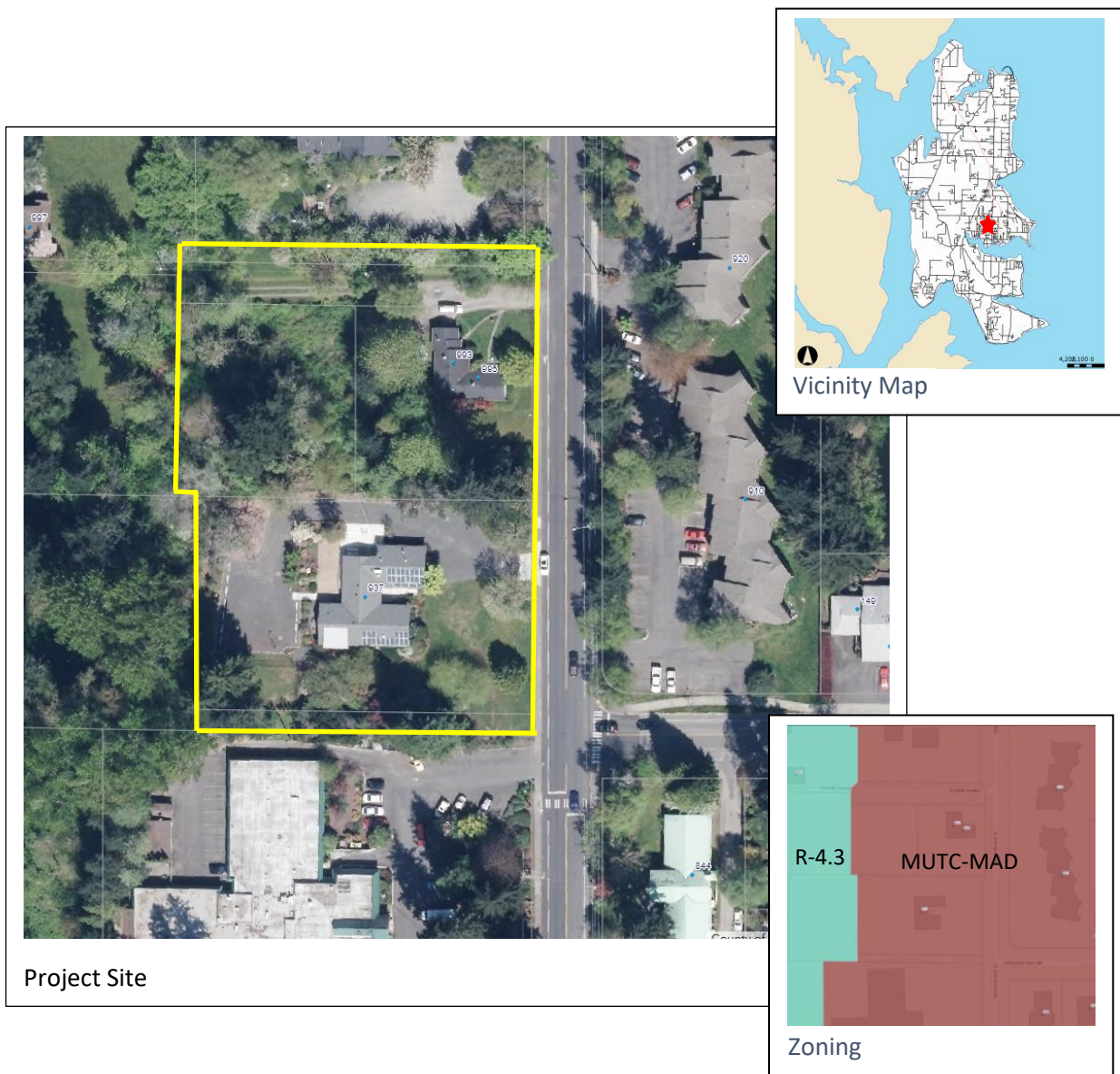
Vehicular access is proposed from newly dedicated right-of-way (Wallace Way).

5. Soils and Terrain:

Site soils are composed of Kapownsin gravelly ashy loam on the west half of the site and Kitsap silt loam on the east side. The site gently slopes gently to the southeast.

6. Public Services and Utilities:

- a. Police: City of Bainbridge Island Police Department
- b. Fire: Bainbridge Island Fire District
- c. Water: City of Bainbridge Island
- d. Sewer / Septic: City of Bainbridge Island
- e. Storm drainage: Storm drainage includes on-site detention, soil amendment and perforated stub-outs to improve on-site storage, rain gardens, and connection to the existing system in Madison Avenue.



Part II: Comprehensive Plan Guiding Principles, Goals and Policies

The Comprehensive Plan designation for the site is Mixed Use Town Center-Madison Overlay District (MUTC-MAD). The Winslow Master Plan builds on the guiding principles, goals and policies in the Comprehensive Plan. These guiding principles, goals and policies, along with implementing regulations in the Municipal Code, are used to evaluate the proposal and weigh the project benefits and impacts. The following land use Comprehensive Plan guiding principles, goals and policies apply to the development proposal:

1. Comprehensive Plan Land Use Element

- a. Winslow Town Center Goal LU-7 and Policy LU 7.5: The Winslow mixed use and commercial districts are designed to strengthen the vitality of downtown Winslow as a place for people to live, shop and work. The Mixed Use Town Center (MUTC) is intended to have a strong residential component to encourage a lively community during the day and at night. The purpose of the Madison Avenue Overlay District is to provide for a mix of residential and small-scale non-residential development.

2. Winslow Master Plan

- a. Overall Land Use Goal WMP 2-1: Strengthen Winslow - the Island's commercial, cultural and commuter hub - as a sustainable, affordable, diverse, livable and economically vital community, by: Encouraging downtown living; Providing an enhanced pedestrian experience, with linked access to retail shopping, the ferry, major public facilities, open space and residential areas; Promoting the efficient use of land; Promoting development that is sustainable and supports community values.
- b. Overall Land Use Goal WMP 2-2: Ensure the Compatibility of New Development in the Mixed-Use Town Center
 - 1) Policy WMP 2-2.1: To promote compatibility between and within districts of the Mixed-Use Town Center, variations in development standards and design guidelines may be provided within districts.
 - 2) Policy WMP 2-2.3: Minimize driveways and encourage use of joint driveways.
- c. Overall Land Use Goal WMP 2-3: Maintain and Enhance Community Character in the Mixed-Use Town Center
 - 1) Policy WMP 2-3.1: Promote architecture that encourages green building, natural light, ventilation and rooftop gardens.
 - 2) Policy WMP 2-3.2: Through the use of design guidelines, development standards and incentives, promote the development of courtyards that create a pattern of linked public and private gardens and gathering places, providing opportunities for pedestrian movement.
 - 3) Policy WMP 2-3.3: Through the use of design guidelines, development standards and incentives, encourage stepped-back buildings that result in a softer street edge, the retention and enhancement of visual connections to Eagle Harbor and the creation and preservation of sun-filled public gathering spaces.
 - 4) Policy WMP 2-3.5: Retain and expand the historic pattern of narrow pedestrian passages.
 - 5) Policy WMP 2-3.6: Enhance the livability of the downtown with trees and small gardens on the streets, along paths and in courtyards.

3. Transportation Element

- a. Goal TR-8: Consider the special needs of neighborhood safety, pedestrian and bicycle facilities, transit use and facilities and traffic flow in the development of transportation improvements that affect neighborhoods. Protect residential neighborhoods from the impacts of cut-through motor vehicle traffic by providing appropriate connecting routes and applying appropriate traffic-calming measures to control vehicle volumes while maintaining emergency vehicle response times. Consider closing or restricting streets to motorized traffic and devote those streets to non-motorized and other neighborhood uses.

4. Cultural Element

- a. Goal CUL-3: Preserve places where the Island's history can be experienced, interpreted and shared with the general public in order to deepen an understanding of our heritage and the relationship of the past to our present and future. Recognize the probability of discovering new Native American cultural resources throughout the Island.

Part III: Public Notice and Agency Review:

1. Environmental Review / Public Notice

A pre-application conference was held on July 25, 2017. A public participation meeting was held on November 7, 2017. Application for Site Plan and Design Review was received on December 28, 2017; the application was deemed complete on January 23, 2018. The project was reviewed during public meetings before the Design Review Board prior to application on November 6 and November 20, 2017, and subsequent to application on April 2, 2018.

The project is subject to State Environmental Policy Act (SEPA) review (WAC 197-11-800). Utilizing the optional DNS process (WAC 197-11-355), the City issued a combined Notice of Application/SEPA comment period on February 2, 2018. The 14-day comment period ended on February 16, 2018. The City, acting as lead agency, will issue a SEPA threshold determination with decision.

2. Public Comment Summary

One public comment was received. The commenter noted inconsistencies in SEPA checklist responses and made additional comment regarding the SEPA checklist responses as follows:

- The number of residents is 68 in the response to one question and 53 in response to another.
- The property is served by a bus route which provides limited service.
- The water leaving the site and crossing the sidewalk onto Madison Avenue is often reddish in color.
- It would be helpful if the applicant stated a specific income range for the target market rather than stating that the target market is middle-income, and it is unlikely that the income level of future residents will be the same as that stated for the current residents (middle-income).
- The applicant should provide a detailed response regarding public transit currently serving the site or area, and the developer should be asked to explore increased bus service on Madison Avenue or to contribute to reinstating bus route 100 which was terminated by Kitsap Transit.

Staff response: The estimated number of residents is 68 if one assumes 2.8 people per unit and 53 if one assumes 2.2 people per unit. A bus stop is located on the property frontage. The City Development Engineer is unaware of reddish water leaving the site and states that building underdrains will capture surface waters.

3. Agency Comment

The Kitsap Public Health District approved the application, and subsequent building permits are subject to Health District approval.

The Bainbridge Island Fire District commented as follows: The proposed project shall comply with all provisions of the adopted Fire Code; All previous comments remain in force; Landscaping shall maintain a three foot clearance around all fire department equipment including fire hydrants, fire department connections and post indicator valves. The comments previously provided by the Fire Marshal follow: The project shall comply with all applicable provisions of the adopted Fire Code and; Residential fire sprinklers will be required for multi-family dwellings; Installation of a fire hydrant on Madison Ave near the entrance to the proposed project is required to meet fire flow; Fire apparatus access appears acceptable at this time.

Part IV: Land Use Code Analysis

*The Municipal Code is presented in normal font, and **staff discussion in bold font.***

1. BIMC Title 18 Zoning

a. BIMC 18.09.020 Use Table

Multi-family use is permitted in the Mixed Use Town Center.

b. BIMC 18.12.020-3 Dimensional Standards Table

Dimensional Standard	Requirement	Proposed / Compliance Evaluation
Floor Area Ratio (FAR)	.4 maximum	Floor area is a calculation of the area of all floors within the exterior vertical walls of a building. FAR is determined by dividing the floor area by the lot area (prior to dedication of any right-of-way). Base FAR is 34,015 square feet (85,037 x .4).
FAR Bonus Density	.6 maximum	Projects may achieve a maximum level of development above base FAR by using bonus provisions identified in BIMC 18.12.030.E. The full bonus FAR is 51,022 square feet (85,037 x .6) and proposed FAR is .58. Applicable FAR purchase / funding is required prior to building permit issuance.
Lot Coverage	35% maximum	Proposed lot coverage, the area covered by buildings, is 30% and complies with this requirement.
Front Setback	10 feet minimum 20 feet maximum	The property fronts Madison Avenue, Duane Lane and Wyatt Way and, with the exception of three units, the proposed setback is ten feet. Two units fronting Wallace Way and one unit fronting Duane Lane are depicted with building footprints extending into required setbacks. Permitted setback encroachments are found in BIMC 18.12.040; building encroachments require a variance.

Side Setback	0 feet	For properties with more than one front lot line, the remaining lot lines are sides (BIMC 18.12.050).
Building Height	25 feet	Height is measured as the vertical distance above “grade” to the midpoint of the roof. Grade is the average elevation of the original ground surface.
Bonus Height	35 feet	Bonus height of 35 feet is available if parking is located beneath the building. Each unit includes a first-floor garage. While height is not depicted in compliance with the Rules of Measurement (BIMC 18.12.050), the architectural plans depict proposed building height up to 35 feet. Compliance with height requirements is verified during building permit review.

c. BIMC 18.15.010 Landscaping, Screening, and Tree Retention, Protection, Replacement

In the Mixed Use Town Center Madison Overlay districts the intent is to retain the character of landscape front yards, to provide landscape development to screen uses from single-family residential properties and to soften the appearance of surface parking areas.

Development within this district is subject to landscaping, screening and tree retention requirements identified in BIMC Table 18.15.010-1.

1) Tree Retention, Protection and Replacement

Trees and tree stands located in the perimeter areas required to be landscaped pursuant to BIMC 18.15.010.D, Perimeter Buffering and Screening, and BIMC 18.15.010.E, Street Frontage Landscaping, shall be retained and protected as described in BIMC 18.15.010.C.4. A perimeter landscape buffer must meet partial screen standards. Plants should be clustered within the landscape perimeter to screen structures and parking areas.

Partial Screen Standards:

- Trees: At least 50 percent evergreen trees ranging in height from four feet to six feet at the time of planting with at least 50 percent being six feet high and deciduous trees with a caliper of at least two inches at the time of planting; at least 50 percent of the trees shall be native species or drought resistant. The number of trees is determined by calculating the area of the perimeter buffer and dividing by 400 square feet or one tree for every 20 feet of buffer length, whichever is greater.
- Shrubs: At least 50 percent evergreen shrubs which are at least 21 inches in height at the time of planting, to achieve minimum six feet height at maturity. The number of shrubs is determined by calculating the area of the perimeter buffer and dividing by 100 square feet or one shrub for every five feet of buffer length, whichever is greater.
- Ground cover: Living ground cover shall be planted and spaced to achieve total coverage within five years.

A 20-foot width perimeter buffer is required for the length of the west property boundary which abuts the R-4.3 district (BIMC Table 18.15.010-3). Unless a property abuts State Route 305, roadside buffers are not required (BIMC Table 18.15.010-4) in the Mixed Use Town Center.

The perimeter buffer requires 14 trees $[(273 \times 20) / 400]$ and 55 shrubs $[(273 \times 20) / 100]$, along with ground cover.

According to the arborist's report, there are two trees within the landscape buffer, a dead Scouler's willow and a dying alder: Retention of dead or dying trees is not required in a landscape buffer.

The landscape plan depicts at least 31 evergreen native trees and 54 native evergreen shrubs proposed for planting within the buffer. The plan also depicts proposed groundcover in adequate quantity.

In order to meet the landscape requirements of BIMC 18.15, the following items should be addressed in a revised plan: Modify the plan to reflect developer agreements (e.g. the lot after dedication of rights-of-way); Identify whether each species is native and whether each species is drought-tolerant; Remove the note authorizing substitutions by approval of the landscape architect / owner or add the requirement that substitutions also be authorized by the Department of Planning and Community Development (PCD); Remove the note requiring that all work be performed to the satisfaction of the landscape architect / owner or add the requirement that the work also be performed to the satisfaction of PCD; Eliminate the note stating that plant list quantities are shown for reference only; Remove the note that states that groundcover quantities shall be adjusted as required for field conditions at the specified spacing.

2) Total Site Tree Unit Requirements

The development parcel shall have at least 40 tree units per acre following the proposed development or redevelopment (BIMC 18.15.040.G.4). The applicant may choose to retain trees or to plant new trees to meet this requirement.

Subsequent to right-of-way dedication, the site is 1.87 acres in size. The total tree unit requirement is 75 tree units (1.87×40) . The applicant elects to plant trees to meet this requirement. The submitted landscape plan depicts trees in future right-of-way and the plan should be modified to meet tree unit requirements on site (i.e. either provide additional trees or relocate the trees depicted in the south 15 feet of the property).

d. BIMC 18.15.020 Parking Spaces Required

The number of parking spaces required is identified in BIMC Table 18.15.020-2. A minimum of one space per primary dwelling unit that is a studio or one-bedroom unit and two spaces for all other primary dwelling units is required. The Director of Planning and Community Development may require guest parking in excess of the required parking spaces up to a maximum additional 0.5 stall per dwelling unit, if there is inadequate guest parking on the subject property.

Residential parking requirements may be reduced by 25 percent for dwelling units located between one-half mile and one-mile from the ferry terminal. Required parking spaces shall not be reduced below one space per dwelling. This provision does not preclude the authority of the Director to require guest parking as described in the table.

The project provides 24 two and three-bedroom units. Two parking spaces per unit are required, for a total of 48 spaces. The project is within one mile of the ferry and therefore parking requirements may be reduced to not less than 36 spaces. Garages provide 46 spaces, and additional parking is provided in driveway aprons.

e. BIMC 18.15.030 Mobility and Access

1) Circulation and Walkways for Non-residential Development

Driveways shall provide well-defined, safe and efficient circulation for motor vehicles, bicycles and pedestrians. Entrances from the right-of-way and the circulation pattern shall be defined by landscaped areas with raised curbs. Pedestrian walkways should be provided around buildings to assure safe access. Internal walkways shall be surfaced with nonskid hard surfaces, meet accessibility requirements and provide at least five feet of unobstructed width. Walkways that cross driving lanes shall be constructed of contrasting materials or maintained painted markings. Walkways must be curbed and raised six inches above adjacent vehicular surface grade, except where the walkway crosses vehicular driving lanes or to meet accessibility standards.

The City Development Engineer finds that the site plan conforms to the City of Bainbridge Island Design and Construction Standards and Specifications. Civil plans provided for construction should provide a level of detail sufficient to allow review of compliance with these requirements. The civil plans should identify raised curbs and walkways should be constructed and maintained to meet Municipal Code and ADA requirements.

2) Bicycle facilities

The development must provide one bicycle space for every five vehicle parking spaces, with a minimum of four spaces provided for each parking lot.

Each unit has a garage which provides adequate bicycle storage facilities.

f. BIMC Chapter 18.18 Design Guidelines

The project is subject to the 'Design Guidelines for Mixed Use Town Center and High School Road Districts' which include 'Guidelines Applicable to All Overlay Districts' (also referred to as 'General Guidelines' and 'Guidelines Applicable to the Madison Avenue Overlay District'.

- 1) Site Design. Development should provide facilities near or visible from the sidewalk for outdoor public use (such as seating areas, courtyards, small plazas). Development should include pedestrian walkways, raised and separated from traffic lanes, that offer access from the public sidewalk to the main entrance to the building. Pedestrian walkways should offer connections to adjoining properties. Parking lots should be located behind or to the side of buildings. Within parking lots, pedestrian walkways should allow people to traverse the lot without being forced to use vehicular aisles. Most common open space serving residents should be designed to allow walking throughout the development, to any adjacent commercial or recreational areas, and to surrounding streets. Some place for children to play should be provided. Exterior lighting should not exceed 14 feet in height and should incorporate shields. Trash containers should be shielded from view. Landscaped front setbacks are encouraged along Madison Avenue.

- 2) **Building Design.** Buildings should utilize elements such as massing, materials, windows, canopies, and pitched or terraced roof forms to create a visually distinct base and cap. Building materials and patterns should be varied to produce variations in texture. Building elevations shall be vertically and horizontally modulated to avoid massive scale. Facades facing public ways shall incorporate setbacks or articulation and shall include features such as columns or recessed entries. Blank walls shall not be visible to public spaces. Building designs should respond to nearby buildings by using shared elements, materials or massing. Principal entrances should be visually prominent and incorporate elements such as setbacks, recesses, and porches. Rooftop mechanical equipment should be concealed by and integrated within the roof form. Visually prominent buildings should be encouraged at Madison Avenue intersections. Buildings should have pitched roof forms, with the pitch being at least 4:12 and no more than 12:12.

The development provides a common area visible from Wallace Way. Public sidewalks connect to adjoining properties and provides access to buildings. No parking lots are proposed, nor common trash or recycling facilities. The common open space is connected to a landscape buffer area and sidewalks serving the development. The project provides landscaped front setbacks along Madison Avenue.

The project provides pitched and terraced roof forms and variations in building materials and patterns which meet design guidelines. Building elevations are modulated and provide distinct façade elements including setbacks and porches.

Prior to application, the project was reviewed by the Design Review Board (DRB) during public meetings held on November 6 and 20, 2017. The DRB reviewed the project on April 2, 2018 and recommended non-approval of the project, adding recommendations that the project design be more creative, that increased effort be made to preserve existing landscaping, that the number of parking spaces per unit be reduced, that the size of the garage aprons be reduced to decrease impervious surface, that the primary internal roadway be limited to one-way with ingress from Wallace Way and egress to Duane Lane, that the project reduce the number of units from 24 to 22 in order to decrease the project footprint and have more landscaping, that the buildings fronting Madison Avenue be set back further from the right-of-way, and that the two-story units be three-story.

2. BIMC 2.16.040.E Site Plan and Design Review - Decision Criteria

The Commission shall review the application based on the Director's review directive, the Design Review Board (DRB) recommendation, and the decision criteria below:

- a. The site plan and design is in conformance with applicable code provisions and development standards of the applicable zoning district.

Consistency with zoning standards, including dimensional standards, design guidelines, landscaping and parking requirements, is discussed above in Part IV 1. Continued compliance with standards and any project conditions is ensured at time of building permit review.

- b. The locations of the buildings and structures, open spaces, landscaping, pedestrian, bicycle and vehicular circulation systems are adequate, safe, efficient and in conformance with the Island-Wide Transportation Plan.

Prior to approval by the Director of Planning and Community Development, the City Engineer must find that the site plan conforms to the City of Bainbridge Island Design and Construction Standards and Specifications and the Island Wide Transportation Plan.

- c. The Kitsap County Health District has determined that the site plan and design meets the following decision criteria: The proposal conforms to current standards regarding domestic water supply and sewage disposal.

The Kitsap Public Health District recommends approval of the project.

- d. The City Engineer has determined that the site plan and design meets the following decision criteria: The site plan and design conforms to regulations concerning drainage in BIMC 15.20 and 15.21; The site plan and design will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use and enjoyment of properties downstream; The streets and pedestrian ways as proposed align with and are otherwise coordinated with streets serving adjacent properties; The streets and pedestrian ways as proposed are adequate to accommodate anticipated traffic; The site plan and design conforms to the "City of Bainbridge Island Engineering Design and Development Standards Manual" unless the City Engineer has approved a variation to the road standards in that document based on his or her determination that the variation meets the purposes of BIMC Title 18.

Prior to approval by the Director of Planning and Community Development, the City Engineer must complete review and make recommendation on the project based on the decision criteria.

- e. The site plan and design is consistent with applicable design guidelines.

The development provides common open space, internal and external sidewalk connections, and landscaped front setbacks along Madison Avenue. Building design incorporates pitched and terraced roofs and distinct building materials and patterns. Building elevations are modulated and façade elements including setbacks and porches.

- f. No harmful or unhealthful conditions are likely to result from the proposed plan.

This staff report identifies the regulations and provides reviewer comments regarding public health, safety and welfare, and public use and interest. Specifically, the report addresses transportation, access, including pedestrian and emergency services access, water, sewer, and stormwater facilities.

- g. The site plan and design is in conformance with the Comprehensive Plan and other applicable adopted community plans.

Conformance with the Comprehensive Plan is provided in the following project elements: Residential development within the Mixed Use Town Center; sidewalks and proximity to public transportation to link to shopping and ferry facilities; private open space. Through development agreements between the applicant, a neighboring property owner and the City, the project provides for Wallace Cottages subdivision to avoid vehicular access from the west, through the Nakata neighborhood.

- h. Any property subject to site plan and design review that contains a critical area or buffer conforms to all requirements of that chapter.

The site is unencumbered by critical areas or their buffers.

- i. Any property subject to site plan and design review that is within shoreline jurisdiction conforms to all requirements of that chapter.

The property is not within shoreline jurisdiction.

- j. The site plan and design has been prepared consistent with the purpose of the site design review process and open space goals.

The purpose of Site Plan and Design Review to establish a comprehensive site plan and design review process that ensures compliance with the adopted plans, policies, and ordinances of the City. City staff finds that the application for Site Plan and Design Review is prepared consistent with the adopted review process to ensure compliance with current plans, policies and regulations.

Part V. Conclusions

This report includes the standards of review, relevant Municipal Code and Comprehensive Plan provisions and provisions of other permitting agencies. The staff report includes findings based on evidence in the record. The project file contains the official record and basis for findings, including technical information and documentation.

Appropriate notice of application was provided, and comments considered. The application is properly before the Planning Commission for recommendation. Should the Commission recommend approval, staff suggests that the following conditions be considered:

PROJECT CONDITIONS

1. The authorization for construction activities automatically expires and is void if the applicant fails to file for a building permit or other necessary development permit within three years of the effective date of the Site Plan and Design Review permit.
2. Prior to any construction activities, the applicant shall obtain the appropriate permits from the City of Bainbridge Island, including but not limited to clearing, grading, and/or building permits.
3. The project may achieve a maximum level of development above the base Floor Area Ratio (FAR) in BIMC Table 18.12.020-3 by using one, or a combination of, the FAR bonus provisions identified in BIMC 18.12.030.E. FAR bonus provisions may be combined to achieve the maximum level of development established for each district. In no case shall the total residential FAR exceed the maximum FAR as provided for in BIMC Table 18.12.020-3.
4. The property fronts Madison Avenue, Duane Lane and Wyatt Way and, with the exception of three units, the proposed setback is ten feet. Two units fronting Wallace Way and one unit fronting Duane Lane are depicted with building footprints extending into required setbacks. Permitted setback encroachments are found in BIMC 18.12.040; building encroachments require a variance.
5. A landscape plan which meets the requirements of BIMC 18.15 shall be required with building permit submittal. The revised landscape plan shall address the following:
 - a. The plan shall be modified to reflect developer agreements (e.g. relocating trees outside of the future Wallace Way right-of-way)
 - b. The plan shall identify whether each species is native and whether each species is drought-tolerant.
 - c. The plan shall be amended to remove the note authorizing substitutions by approval of the landscape architect / owner or add the requirement that substitutions also be authorized by the Department of Planning and Community Development.
 - d. The plan shall be amended to remove the note requiring that all work be performed to the satisfaction of the landscape architect / owner or add the requirement that the work also be performed to the satisfaction of the Department of Planning and Community Development.
 - e. The plan shall be amended to remove the note stating that plant list quantities are shown for reference only.
 - f. The plan shall be amended to remove the note that states that groundcover quantities shall be adjusted as required for field conditions at the specified spacing; groundcover shall be planted and spaced to achieve total coverage within five years, and the landscape plan must demonstrate this requirement.
6. All plantings shall be installed or installation financially assured in accordance with BIMC 18.15.010.H. prior to occupancy of any of the new buildings. After installation approval by the Department, maintenance assurity shall be required in accordance with BIMC 18.15.010.H.
7. Internal walkways shall be surfaced with nonskid hard surfaces, meet handicapped-accessibility requirements and be designed to provide a minimum of five feet of unobstructed width.

8. Where walkways cross vehicular driving lanes, the walkways shall be constructed of contrasting materials or with maintained painted markings. The walkway adjacent to the pick-up / drop-off lane shall be curbed and raised six inches above adjacent vehicular surface grade, except where required to meet accessibility standards.
9. Raised curbs shall be used to define driveways from the public right-of-way, landscape areas within the parking lot, the ends of parking aisles, and the vehicular circulation pattern.
10. The project shall comply with the following conditions to the satisfaction of the Fire Marshal:
 - a. The project shall comply with all provisions of the adopted Fire Code.
 - b. Landscaping shall maintain a three foot clearance around all fire department equipment including fire hydrants, fire department connections and post indicator valves.
 - c. Residential fire sprinklers will be required for multi-family dwellings
 - d. Installation of a fire hydrant on Madison Ave near the entrance to the proposed project is required to meet fire flow.
11. The project shall comply with recommended conditions of the City Engineer:
 - a. General
 - 1) Civil improvement plans, reports, and computations, prepared by a civil engineer registered in the State of Washington shall be submitted with the application(s) for a construction permit [building, grading, right-of-way (ROW), etc.] to the City for review and approval to construct all necessary infrastructure and utilities serving the site. Certificate of occupancy will not be issued for any building until all civil improvements are completed and finalized.
 - 2) As-built civil construction plans stamped by a civil engineer shall be provided by the applicant prior to final.
 - b. Facilities Extension
 - 1) A Developer Extension Agreement (DEA) shall be executed at the site or plat utilities construction permitting application phase for the construction of roads and utilities to be inspected and accepted by the City.
 - 2) A right-of-way (ROW) construction permit will be required prior to any construction activities within the right-of-way in addition to completing the DEA and obtaining other necessary construction permits. The ROW permit will be subject to separate conditions and bonding requirements.
 - 3) ROW dedication along the full Madison Avenue North frontage shall be consistent with the City's survey program manager requirements of half the standard ROW for a secondary arterial roadway (30 feet) from the described centerline and may include areas previously dedicated. The resulting dedications include 5 feet along the eastern side of parcel 272502-1-022-2006 ("the Vet Clinic") and 10 feet along the eastern edge of 272502-1-021-2007 ("the Duplex").
 - 4) A road extension of Wallace Way NW shall meet the standards of an urban local access street per standard drawing DWG. 7-050 of the Standards, except as noted. The plat access road shall provide two (2) 9-foot travel lanes for two-way traffic circulation, with 1-foot gutter pans and vertical curbs to provide a clear curb-curb distance of 20 feet. Sidewalks shall be provided on the north side. A minimum of 30 feet of right-of-way for the road section and sidewalk shall be dedicated to the City.

c. Access

- 1) Access to the site shall be provided to an adjacent roadway with lower volume/classification than Madison Avenue North via a Wallace Way or Duane Lane extension.

d. Utilities

- 1) On-site water and sewer main extensions shall include a utility easement granted to the City to the meters and/or backflow prevention devices and building sewer cleanouts.

e. Stormwater

- 1) A Stormwater Pollution Prevention Plan (SWPPP) prepared by a civil engineer licensed in the State of Washington is required prior to construction activities including clearing or grading or civil improvements for all phases of the project that complies with BIMC 15.20.
- 2) The project shall mitigate stormwater on-site to match the existing 100-year storm flows leaving the site, or, the applicant shall prepare a hydrologic and hydraulic analysis to demonstrate that the future build-out conditions from the site combined with the existing offsite drainage tributary to the storm drain system will not exceed the capacity of the existing system in Madison Avenue North.
- 3) Disturbed project area totals approximately 2 acres. A sediment trap(s) per Department of Ecology BMP C240 shall be required where the total of on- and offsite contributing drainage area is less than 3 acres. Due to the constrained downstream storm drain system, a higher level of flow control protection is warranted. The sediment trap shall be designed with a storage capacity based on the 10-year peak flow of the developed site. Turbidity and pH control shall be required as necessary downstream of the sediment trap to achieve the performance standards of a State Stormwater General Construction Permit.
- 4) A final stormwater report shall be submitted with the building permit detailing compliance with all applicable minimum requirements as required by BIMC 15.20, prepared by a civil engineer licensed in the State of Washington.
- 5) Prior to building permit final, the applicant shall submit an operation and maintenance plan for the on-going maintenance of the on-site storm drainage system.
- 6) All on-site stormwater facilities shall remain privately owned and maintained. The owner(s) shall be responsible for maintenance of the storm drainage facilities for this development following construction. Annual inspection and maintenance reports shall be provided to the City. A Declaration of Covenant for stormwater system operation and maintenance will be required to be recorded before final plat submittal. The approved language for the Declaration of Covenant is found in BIMC Chapter 15.21, Exhibit A.

f. Permitting

- 1) Application for a building permit shall require binding water and sewer availability letters from the City along with water meter sizing computations.
- 2) The proposed action(s), phased or concurrent, in their totality would result in more than one (1) acre of earth disturbance on the site and drain to waters of the State. A Construction Stormwater General Permit shall be obtained from the Washington State Department of Ecology and the site shall be monitored for discharge of pollutants and sediment to the wetlands and stream for the duration of the project. No land clearing or construction permits shall be issued prior to obtaining the State permit.

Madison Landing

24 Unit Townhome Project

Bainbridge Island, Washington

Millennial Builders

LIST OF DRAWINGS

PROJECT INFORMATION

Project Name:	Madison Landing
Scope:	New construction of twenty-four (24) Townhome units within (6) separate buildings. There will be six (6) alley-loaded buildings composed of ten (10) different single family unit types. Building configurations include two (2) 3-unit buildings, two (2) 4-unit buildings, and two (2) 5-unit buildings.
Occupancy Type:	Residential
Construction Type/Type	V-B construction. Some rated assemblies required.
Building Code:	2015 IRC with Washington State Amendments

PROJECT TEAM

Owner/Developer:	Millennial Builders 17837 1st Avenue South PMB#2 Normandy Park, WA 98148 206.571.8080
Architect:	Milbrandt Architects, Inc., P.S. 25 Central Way Suite 210 Kirkland, WA 98033 425.454.7130
Civil Engineer:	Browne Wheeler Engineers, Inc. 241 Ericksen Avenue NE Bainbridge Island, WA 98110 206.842.0605
Landscape Architect:	SJC Alliance Consulting Services 8730 Tallon Lane NE, Suite 200 Lacey, WA 98516 360.352.1465



Madison Landings Redesign To allow for Wallace Way Cottage Access				
Unit Type	# of Stories	Sqft/ Unit	# of Units	sqft total
Unit A	3	2,161	4	8,644
Unit B	3	2,005	4	8,020
Unit C	3	1,797	2	3,594
Unit C.1	3	1,697	2	3,394
Unit E	3	2,012	2	4,024
Unit E.1	3	2,297	2	4,594
Unit G.1	2*	2,167	2	4,334
Unit G.2	2*	2,168	2	4,336
Unit H.1	2	1,949	2	3,898
Unit H.2	2†	2,380	2	4,760
Project Totals				
Total Unit Count:			24	
Total Site Floor Area			49,598	
Floor Area Ratio:			0.58	

* Building height for this unit to be less than 25'
† Plus Habitable Attic/Roof Deck

Site Plan

1" = 20'

MADISON LANDINGS REDESIGN
TO ALLOW FOR WALLACE WAY COTTAGE ACCESS

Madison Landing

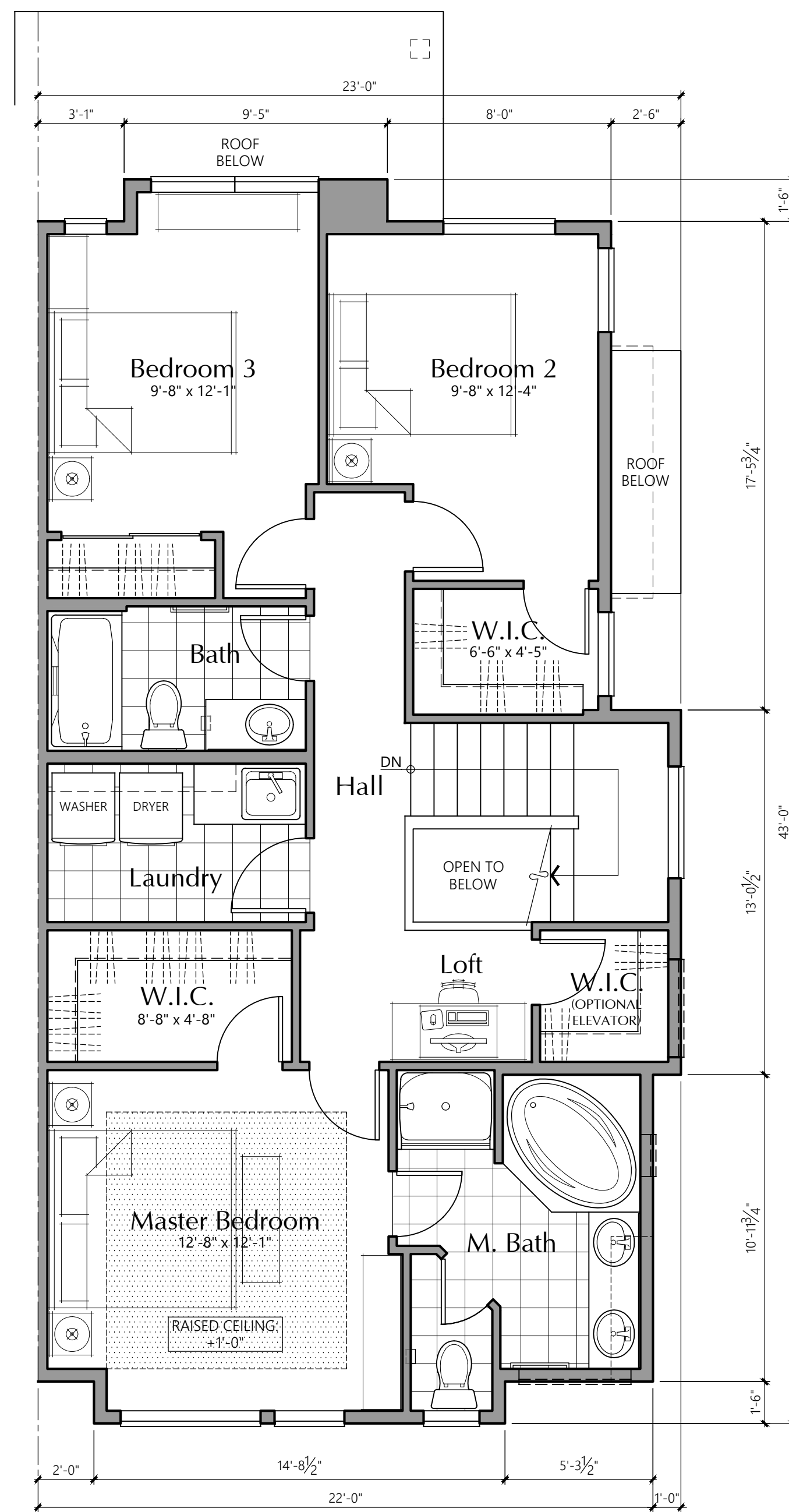
Bainbridge, WA

Madison Landings Inc.

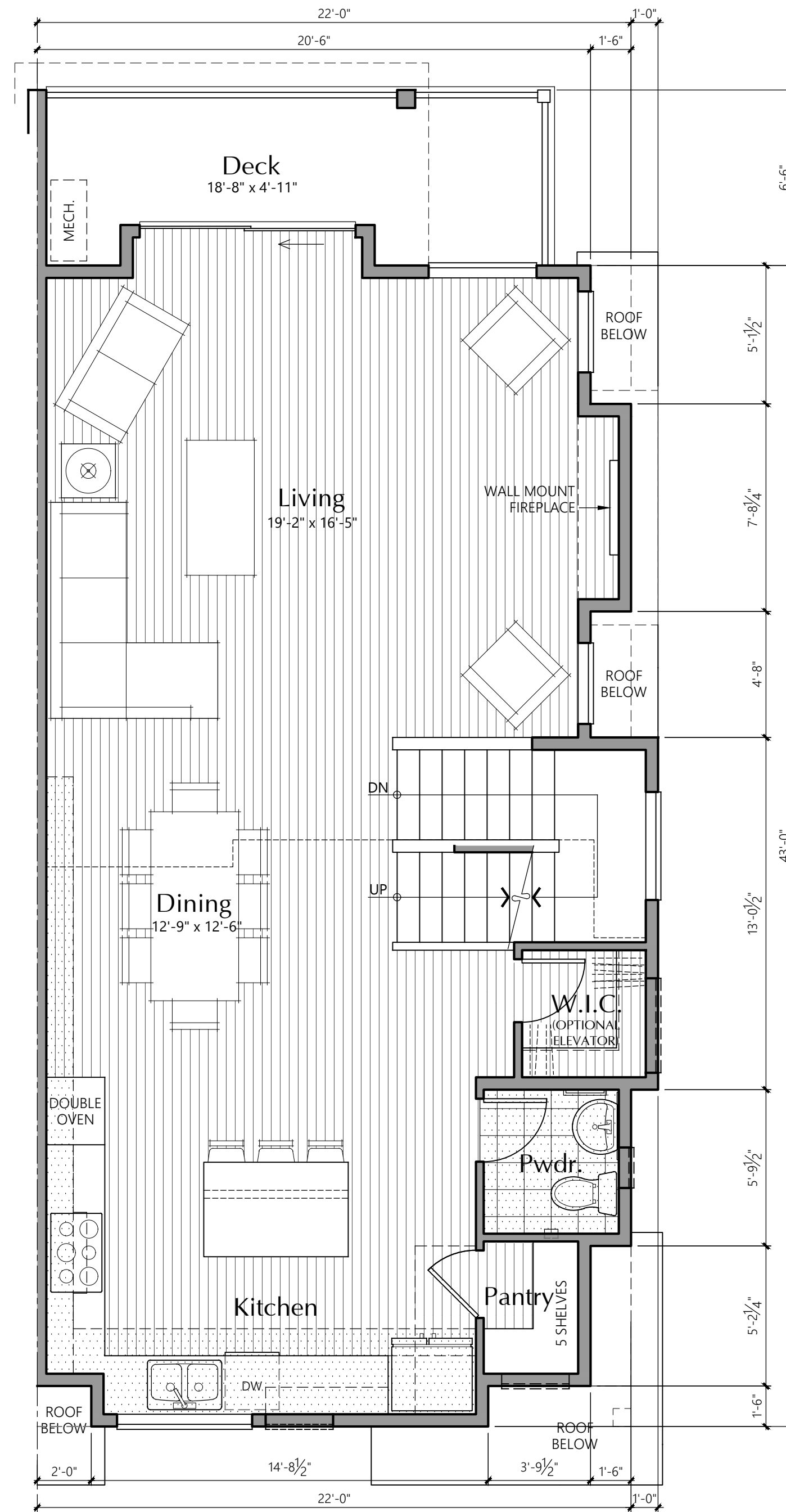
Site Plan

Scale:	1" = 20'	Drawn By:	DRB	Date:	5/10/18	Date Plotted:	5-4-18
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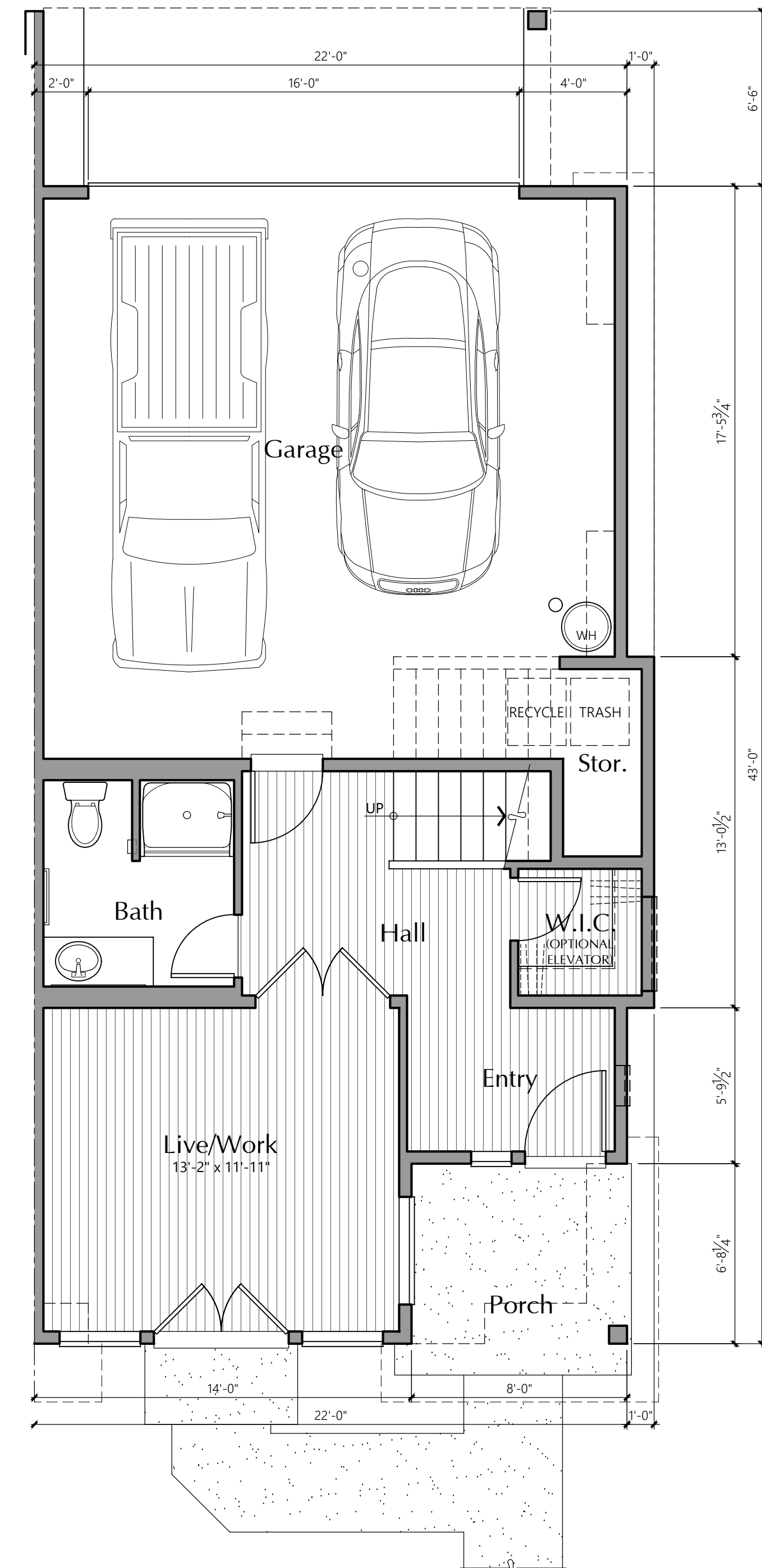
Sheet No.:	B2
Job No.:	17-29



UNIT A UPPER LEVEL PLAN
1/4" = 1'-0"



UNIT A MIDDLE LEVEL PLAN
1/4" = 1'-0"



UNIT A LOWER LEVEL PLAN
1/4" = 1'-0"

AREA SUMMARY			
	Heated SF	Unheated SF	
	Inside Face*	Inside Face*	
Basement	391	474	
First Floor	896	0	
Second Floor	874	0	
Total SF	2161	474	

* Side of exterior walls to which area was measured

Madison Landing

Bainbridge, WA

Madison Landings Inc.

Unit Floor Plans Unit A

Scale:
1/4" = 1'-0"

Drawn By:
DRB/ABYC

Date:
5/10/18

Date Plotted:
5-4-18

Sheet No.:

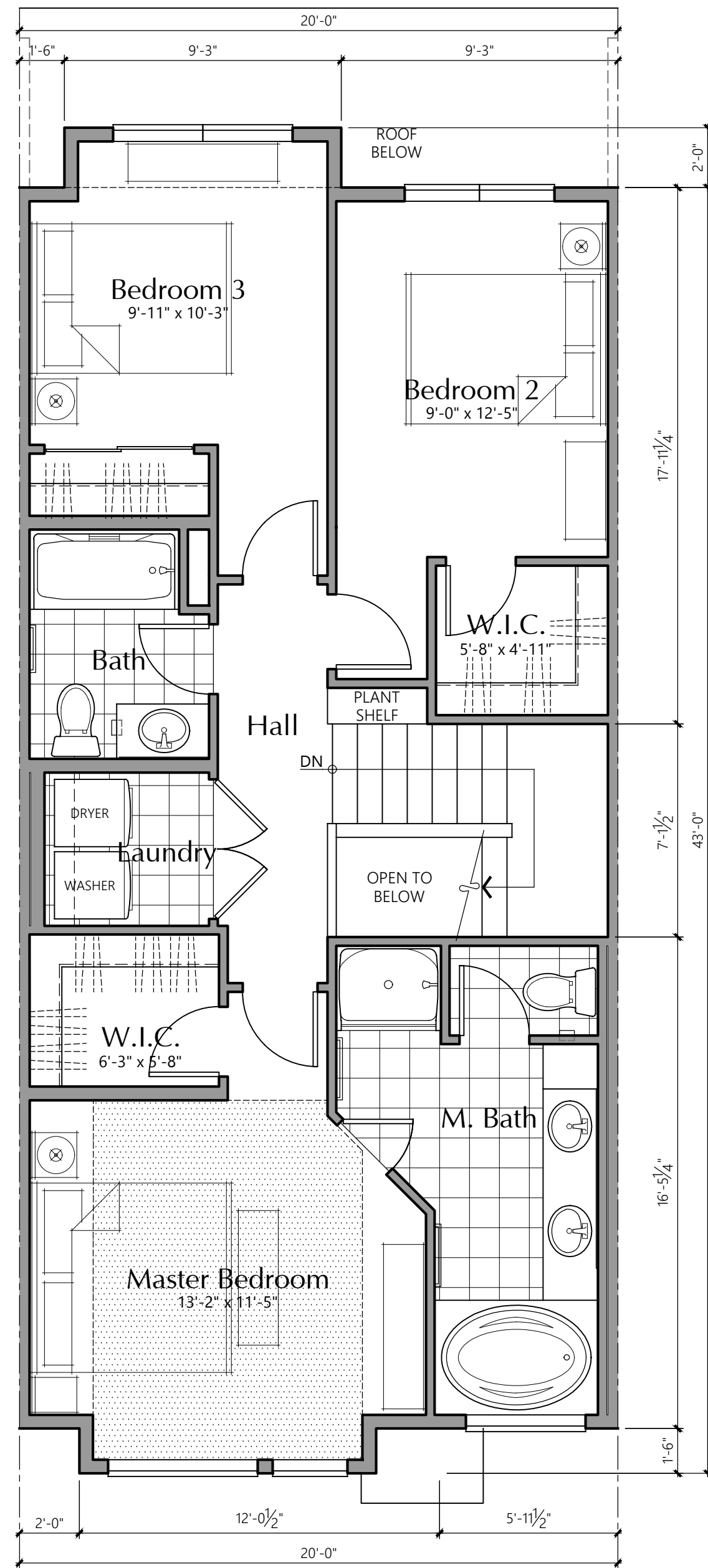
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Job No.:
17-29

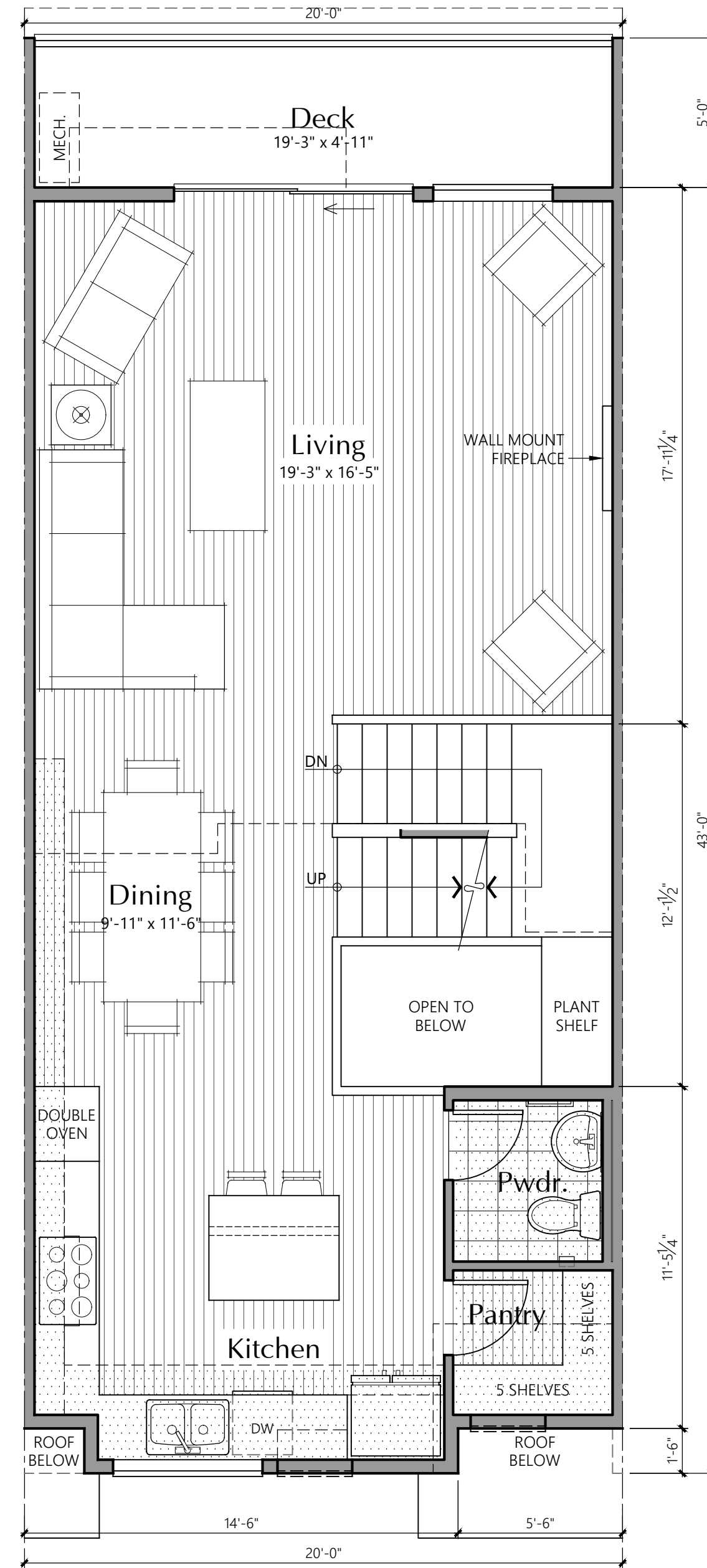


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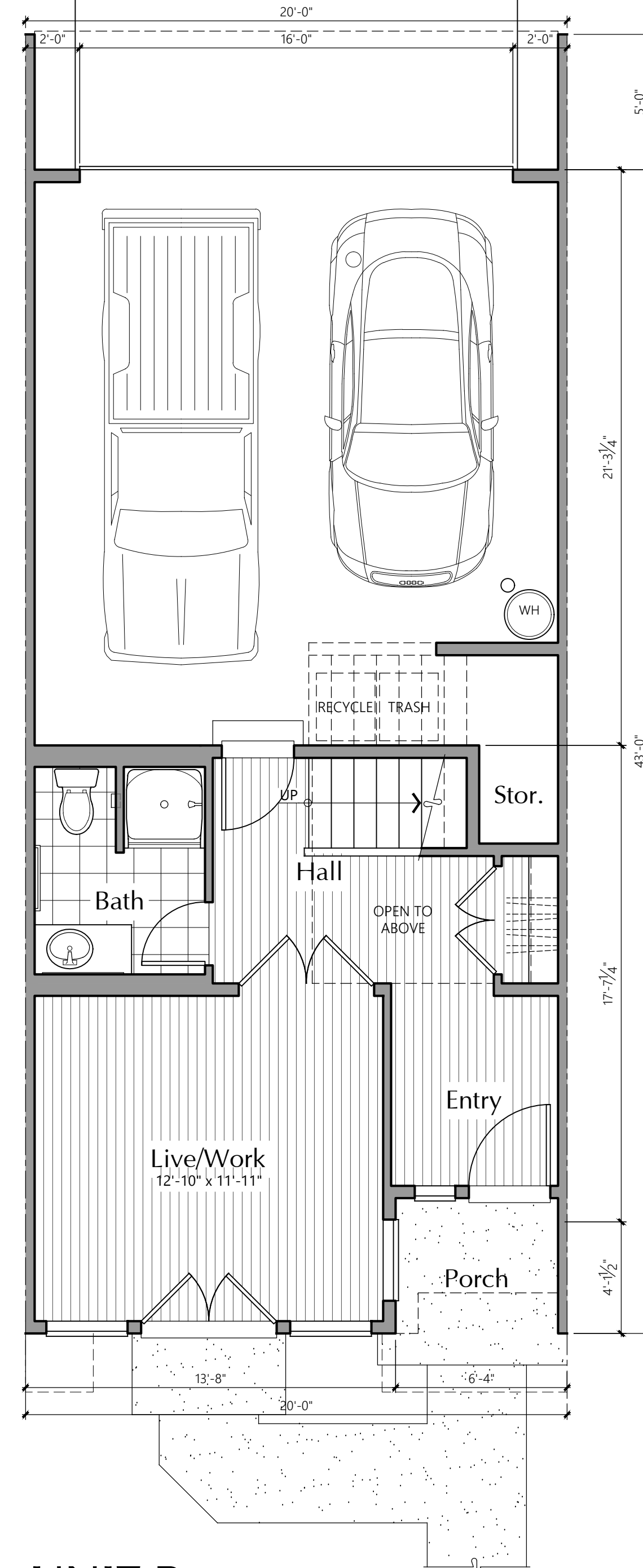
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UNIT B UPPER LEVEL PLAN
1/4" = 1'-0"



UNIT B MIDDLE LEVEL PLAN
1/4" = 1'-0"



UNIT B LOWER LEVEL PLAN
1/4" = 1'-0"

AREA SUMMARY			
	Heated SF	Unheated SF	
	Inside Face*	Inside Face*	
Basement	366	439	
First Floor	797	0	
Second Floor	842	0	
Total SF	2005	439	

* Side of exterior walls to which area was measured

Madison Landing

Bainbridge, WA

Madison Landings Inc.

Unit Floor Plans Unit B

Scale:
1/4" = 1'-0"

Drawn By:
DRB/ABYC

Date:
5/10/18

Date Plotted:
5-4-18

Sheet No.:

B4

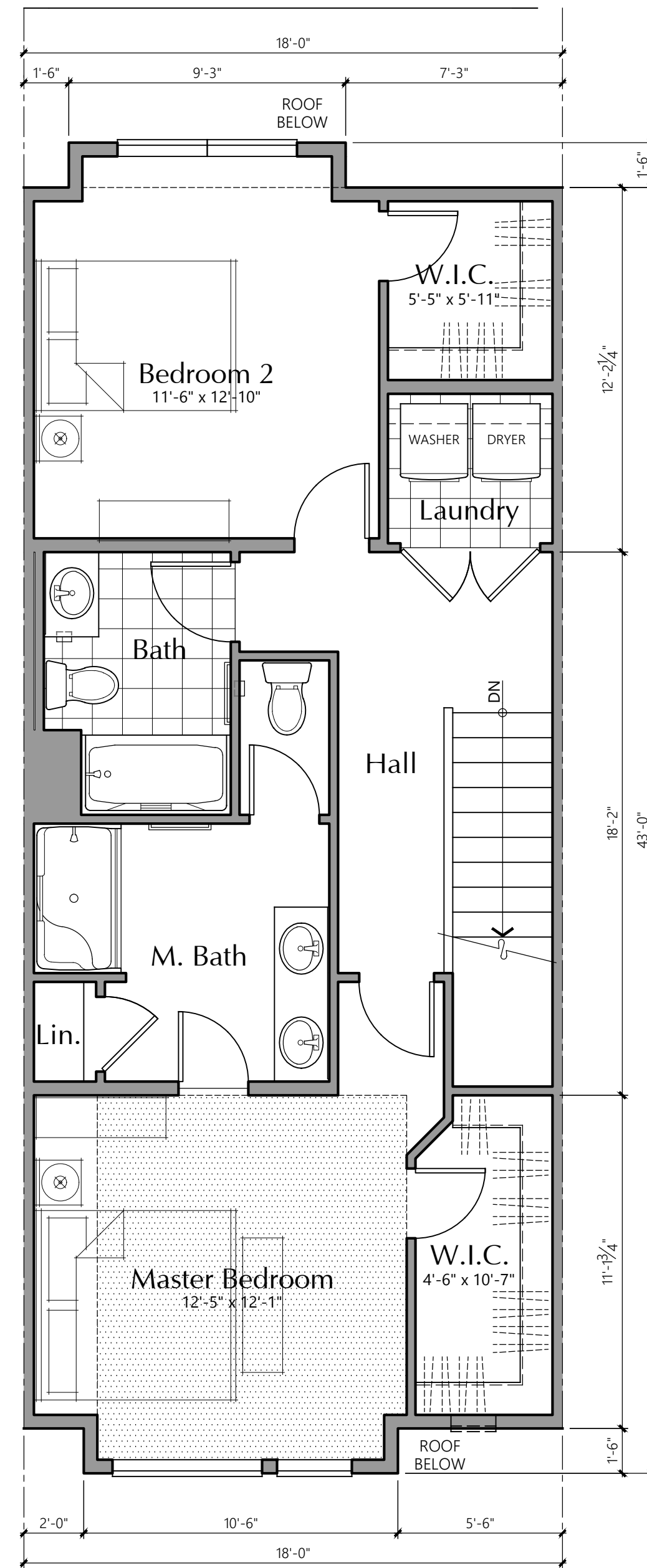
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17-29

H:\1729\UNIT B.DWG

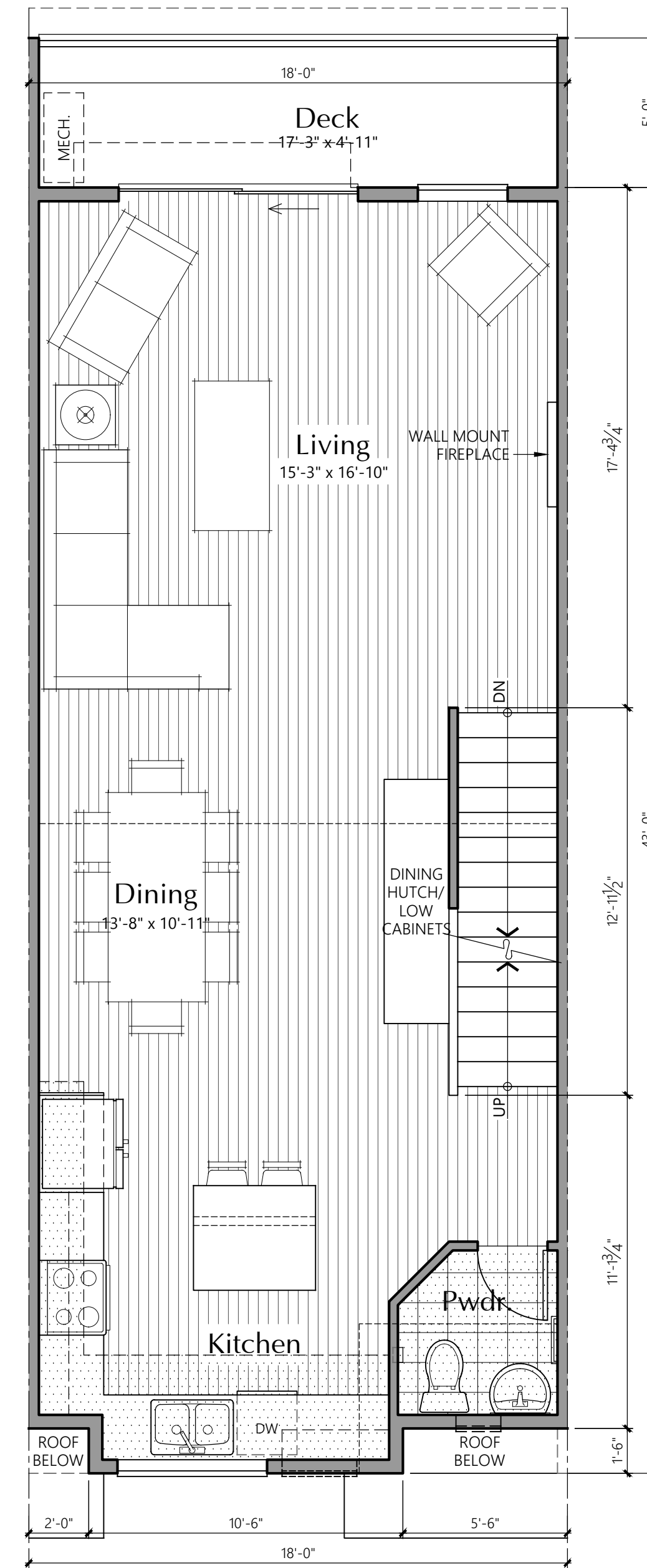


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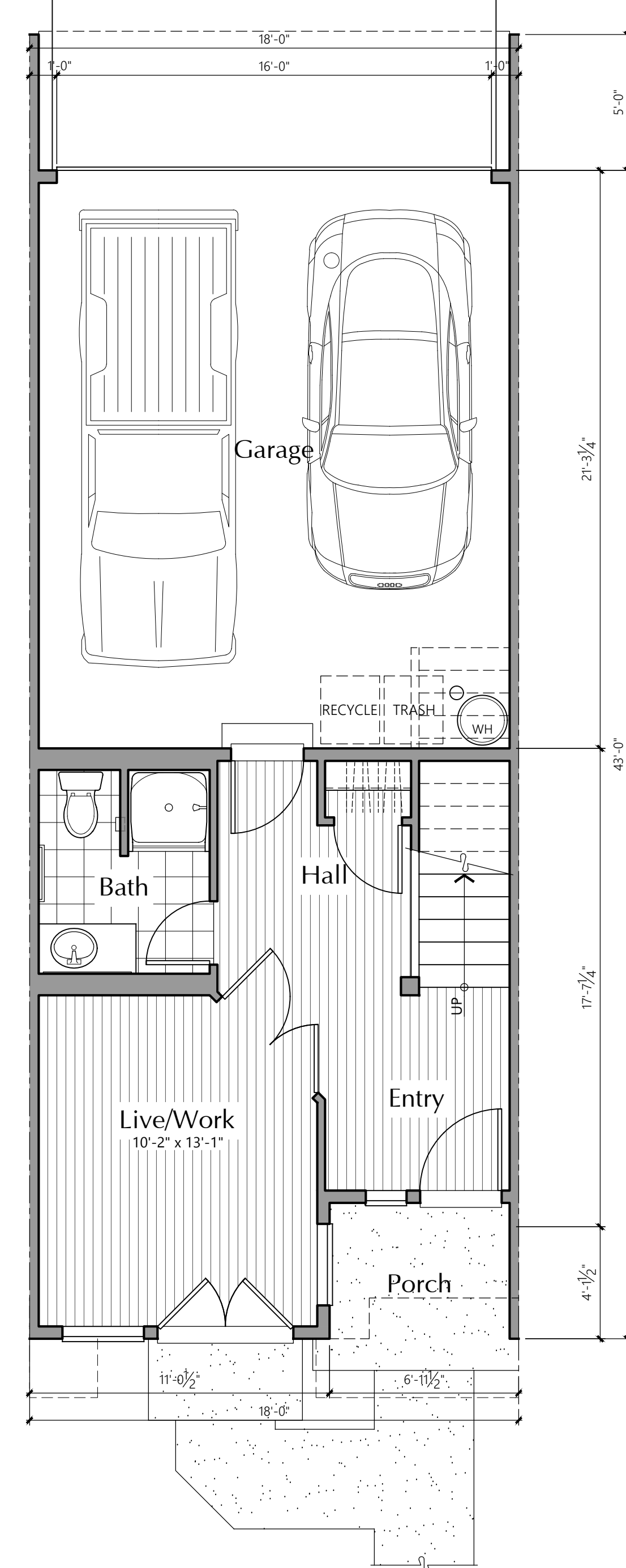
UNIT C UPPER LEVEL PLAN
1/4" = 1'-0"



UNIT C MIDDLE LEVEL PLAN
1/4" = 1'-0"

AREA SUMMARY			
	Heated SF	Unheated SF	
	Inside Face*	Inside Face*	
Basement	322	383	
First Floor	745	0	
Second Floor	730	0	
Total SF	1797	383	

* Side of exterior walls to which area was measured



UNIT C LOWER LEVEL PLAN
1/4" = 1'-0"

Madison Landing

Bainbridge, WA

Madison Landings Inc.

Unit Floor Plans Unit C

Scale: 1/4" = 1'-0"	Drawn By: DRB/ABYC	Date: 5/10/18	Date Plotted: 5-4-18
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Sheet No.:

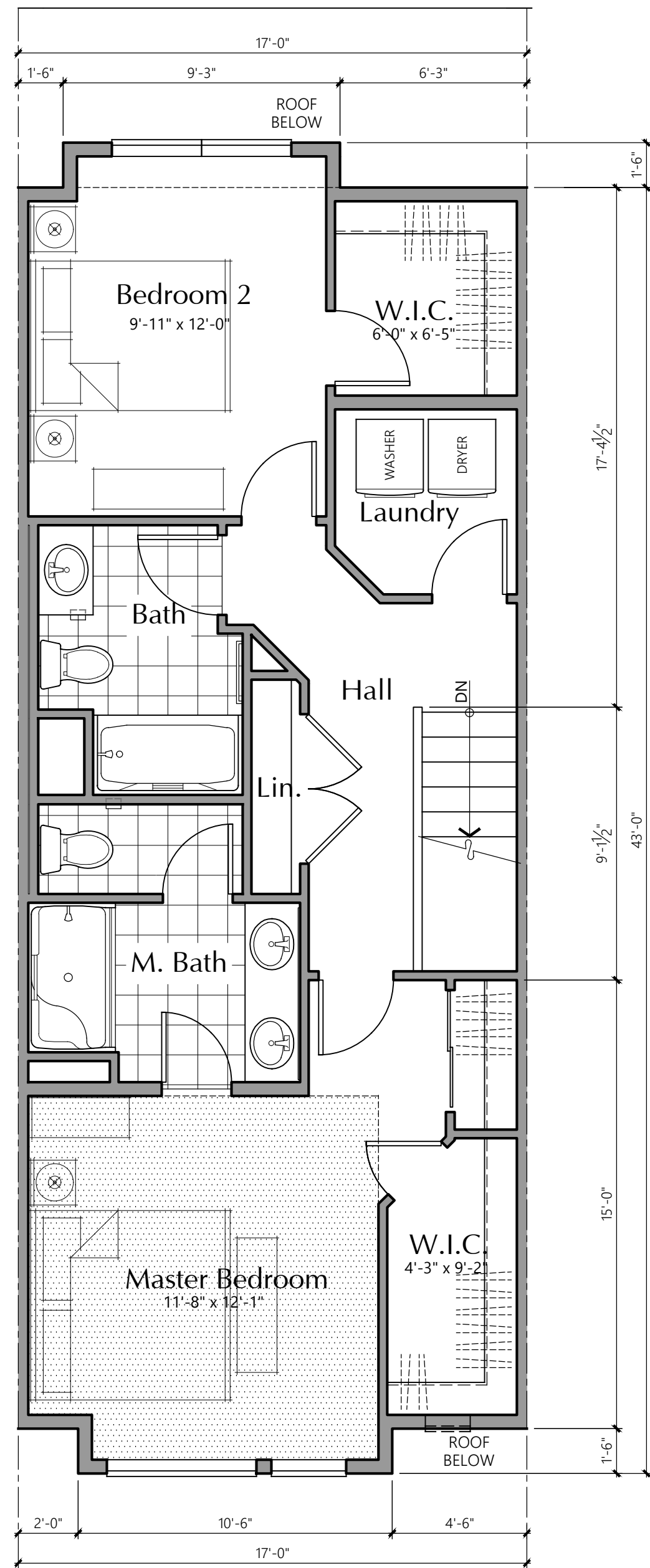
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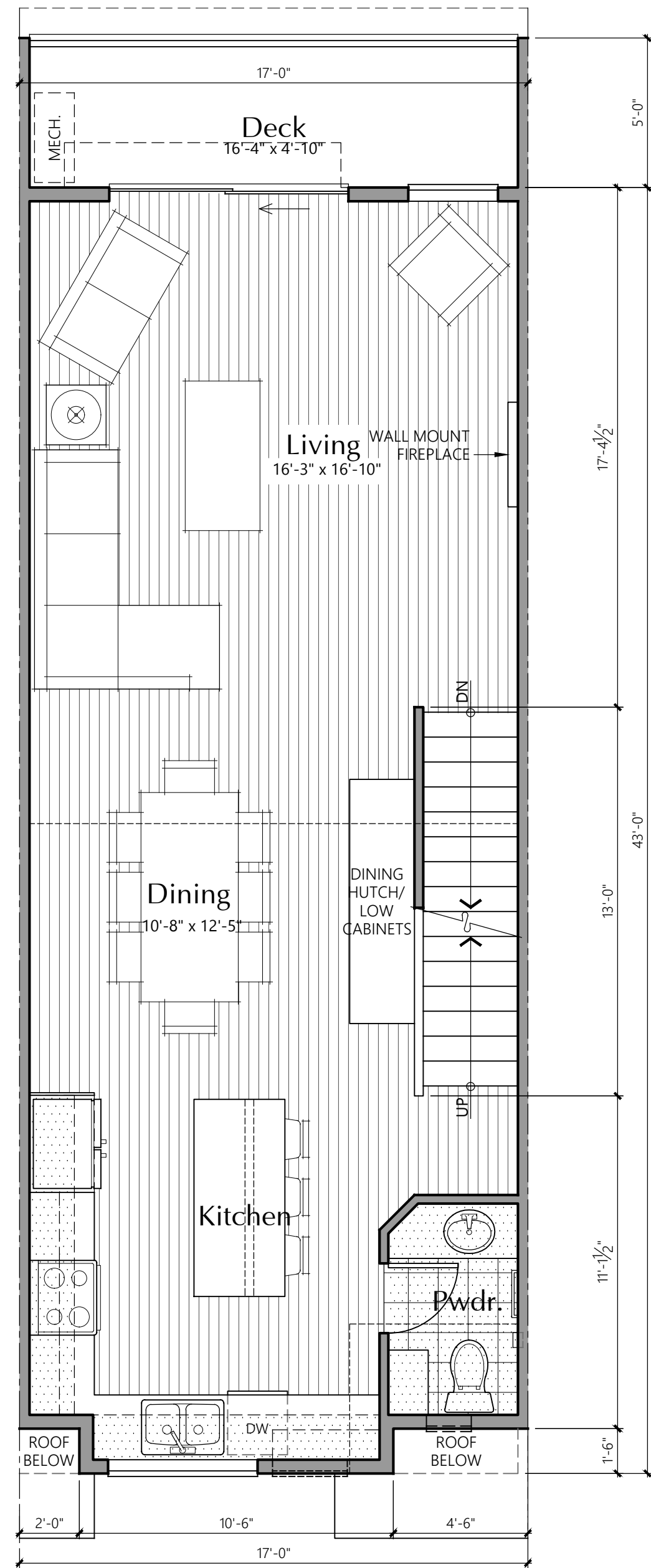


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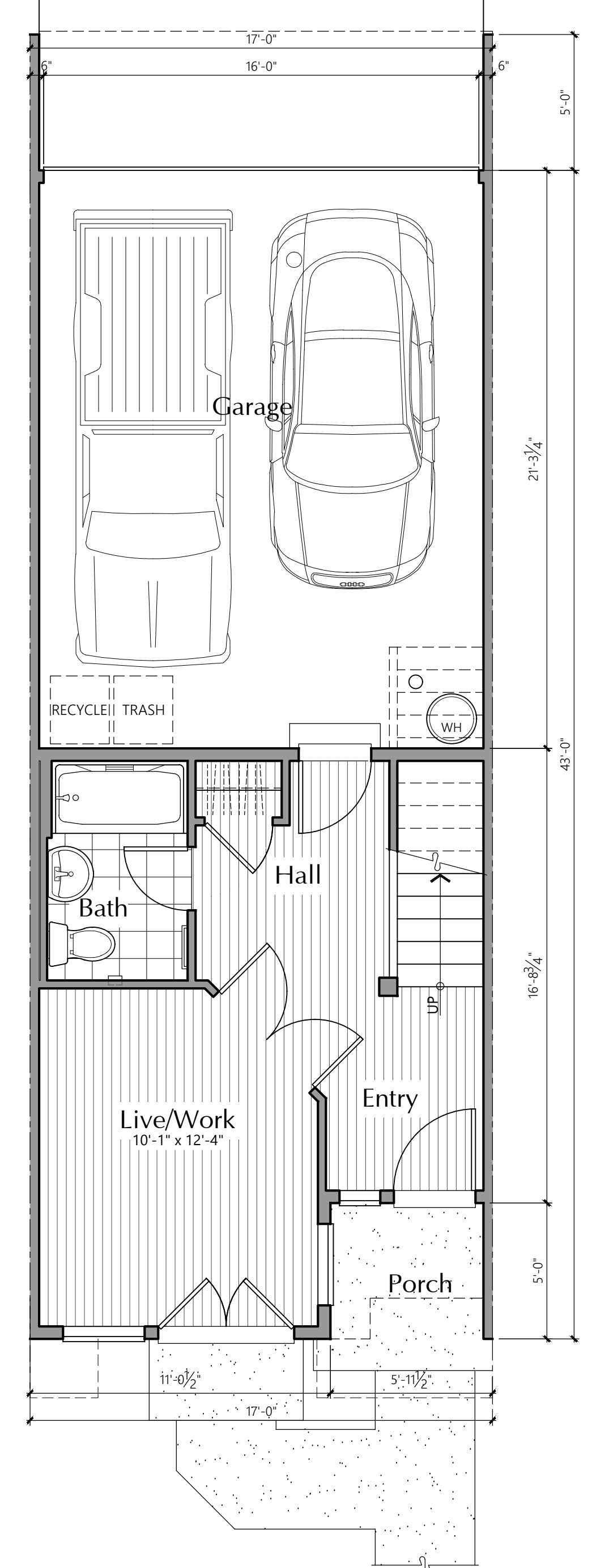
UNIT C.1 UPPER LEVEL PLAN
1/4" = 1'-0"



UNIT C.1 MIDDLE LEVEL PLAN
1/4" = 1'-0"

AREA SUMMARY			
	Heated SF	Unheated SF	
	Inside Face*	Inside Face*	
Basement	306		362
First Floor	704		0
Second Floor	687		0
Total SF	1697		362

* Side of exterior walls to which area was measured



UNIT C.1 LOWER LEVEL PLAN
1/4" = 1'-0"

Madison Landing

Bainbridge, WA

Madison Landings Inc.

Unit Floor Plans Unit C.1

Scale:	1/4" = 1'-0"	Drawn By:	DRB/ABYC	Date:	5/10/18	Date Plotted:	5-4-18
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Sheet No.:

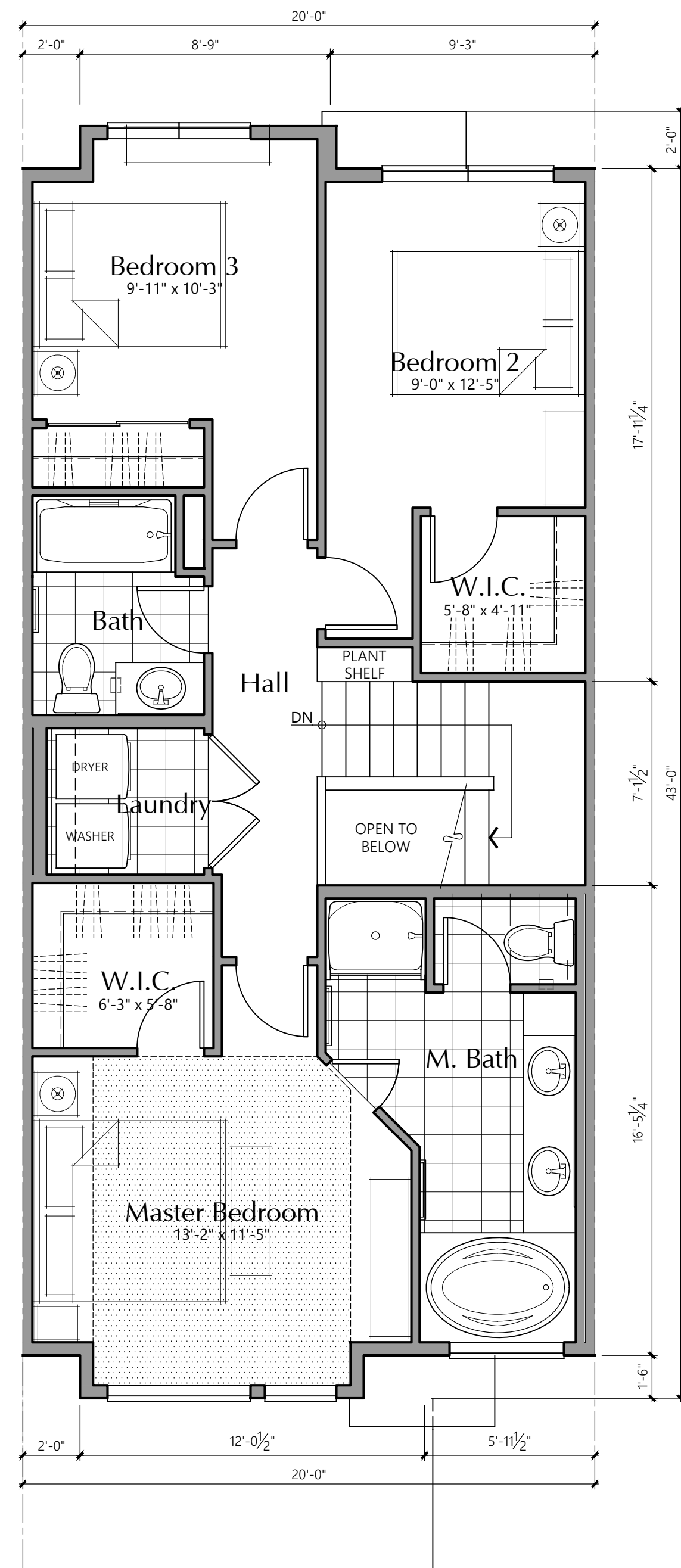
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Job No.: 17-29

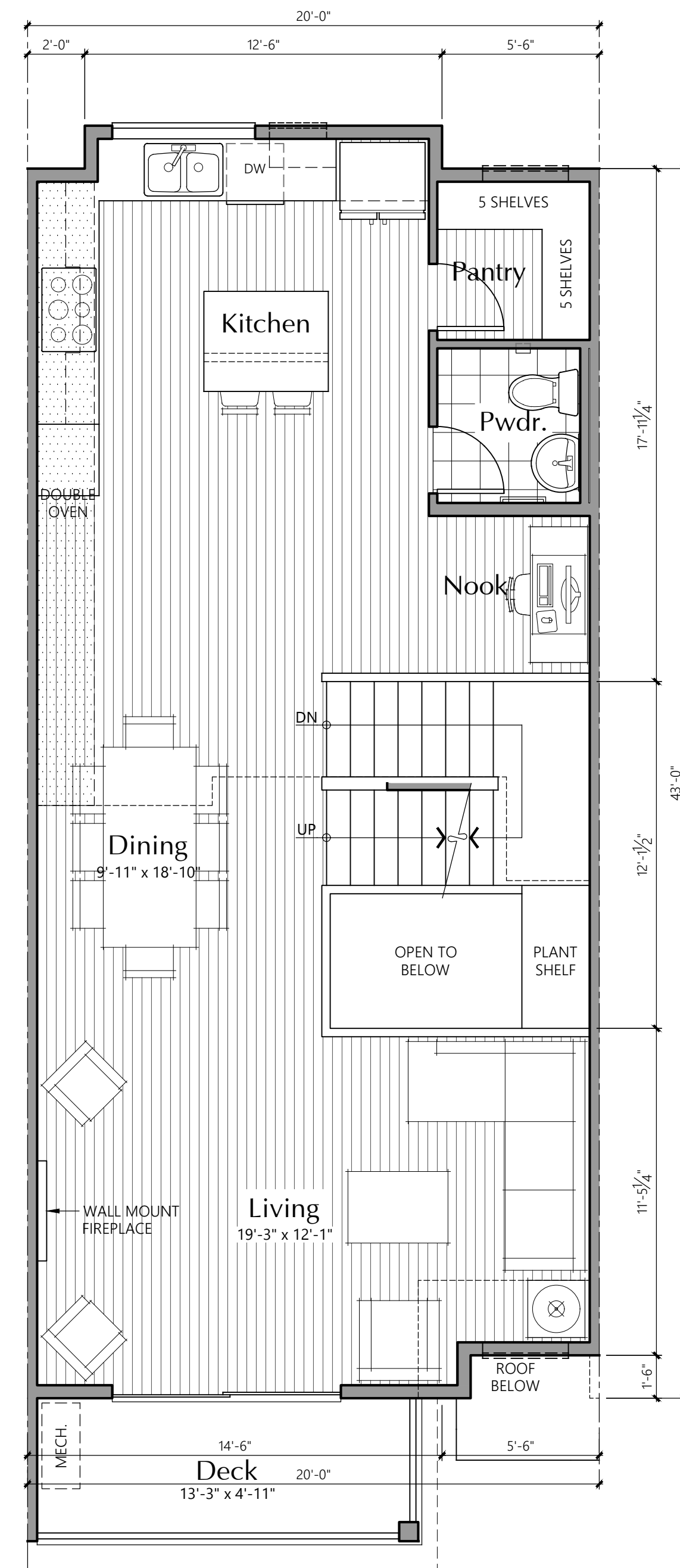


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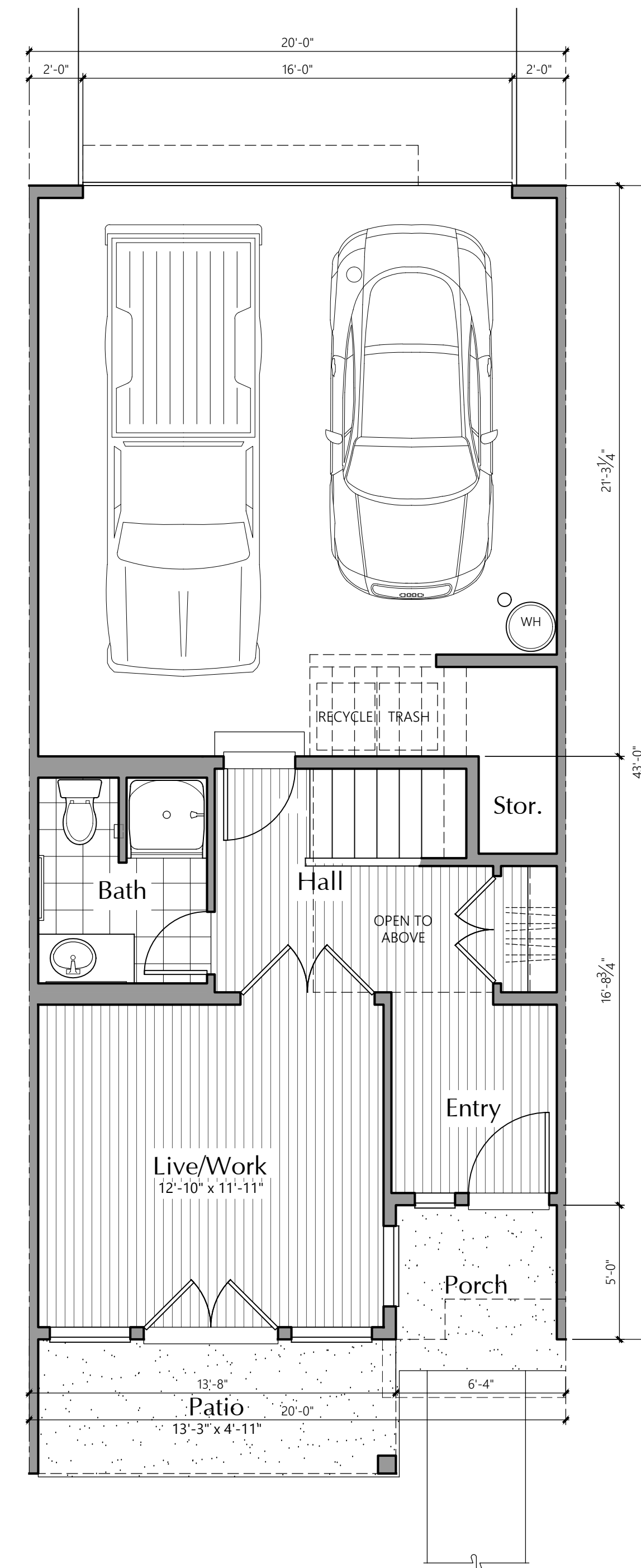
UNIT E UPPER LEVEL PLAN
1/4" = 1'-0"



UNIT E MIDDLE LEVEL PLAN
1/4" = 1'-0"

AREA SUMMARY			
	Heated SF	Unheated SF	
	Inside Face*	Inside Face*	
Basement	366	439	
First Floor	809	0	
Second Floor	837	0	
Total SF	2012	439	

* Side of exterior walls to which area was measured



UNIT E LOWER LEVEL PLAN
1/4" = 1'-0"

Madison Landing

Bainbridge, WA

Madison Landings Inc.

Unit Floor Plans

Unit E

Scale:	Drawn By:	Date:	Date Plotted:
1/4" = 1'-0"	DRB/ABYC	5/10/18	5-4-18

Sheet No.:

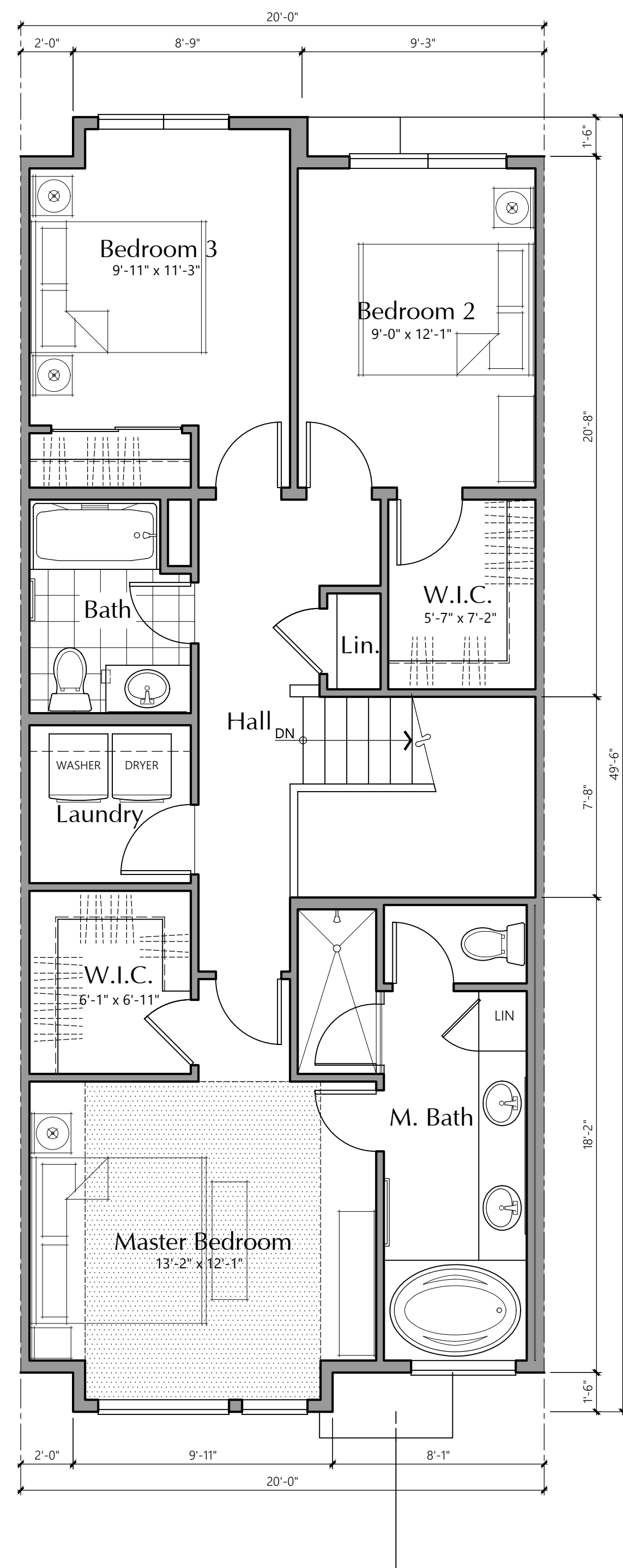
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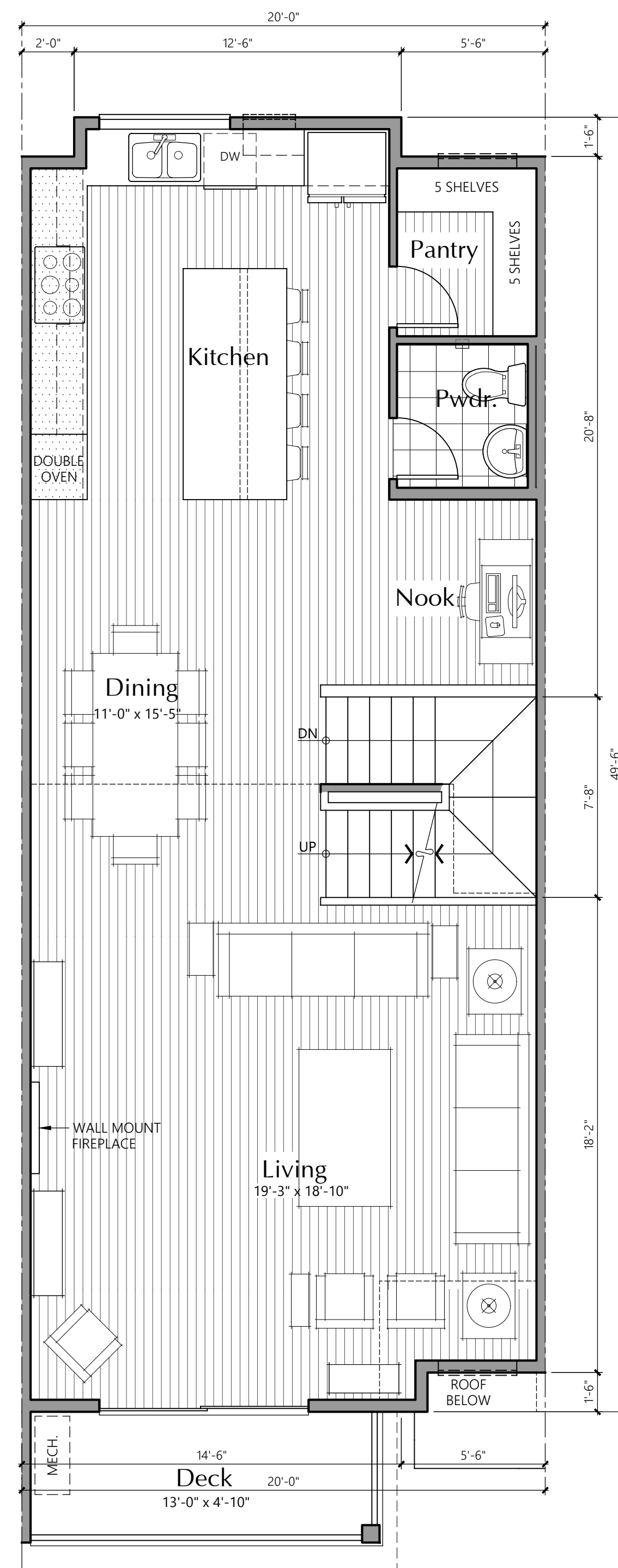


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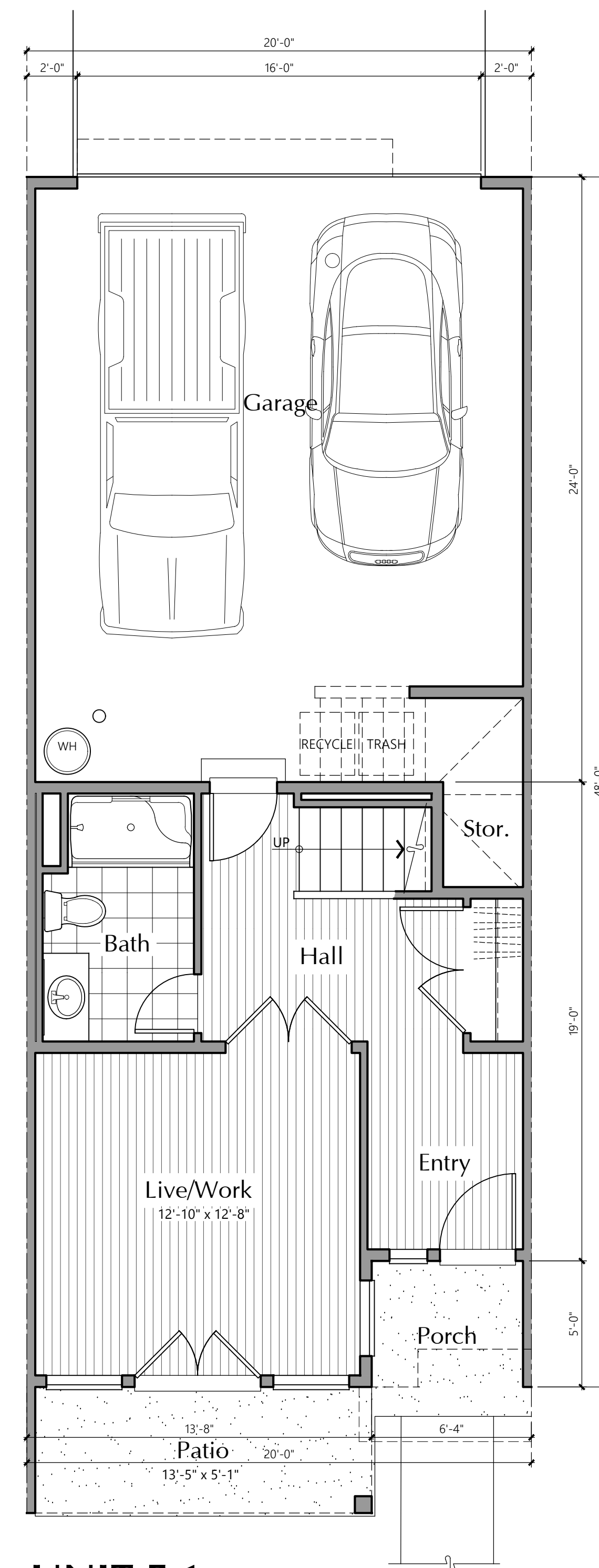
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UNIT E.1 UPPER LEVEL PLAN
1/4" = 1'-0"



UNIT E.1 MIDDLE LEVEL PLAN
1/4" = 1'-0"



UNIT E.1 LOWER LEVEL PLAN
1/4" = 1'-0"

AREA SUMMARY		
	Heated SF	Unheated SF
	Inside Face*	Inside Face*
Basement	408	496
First Floor	952	0
Second Floor	937	0
Total SF	2297	496

* Side of exterior walls to which area was measured

Madison Landing

Bainbridge, WA

Madison Landings Inc.

Unit Floor Plans

Unit E.1

Scale: 1/4" = 1'-0"	Drawn By: DRB/ABYC	Date: 5/10/18	Date Plotted: 5-4-18
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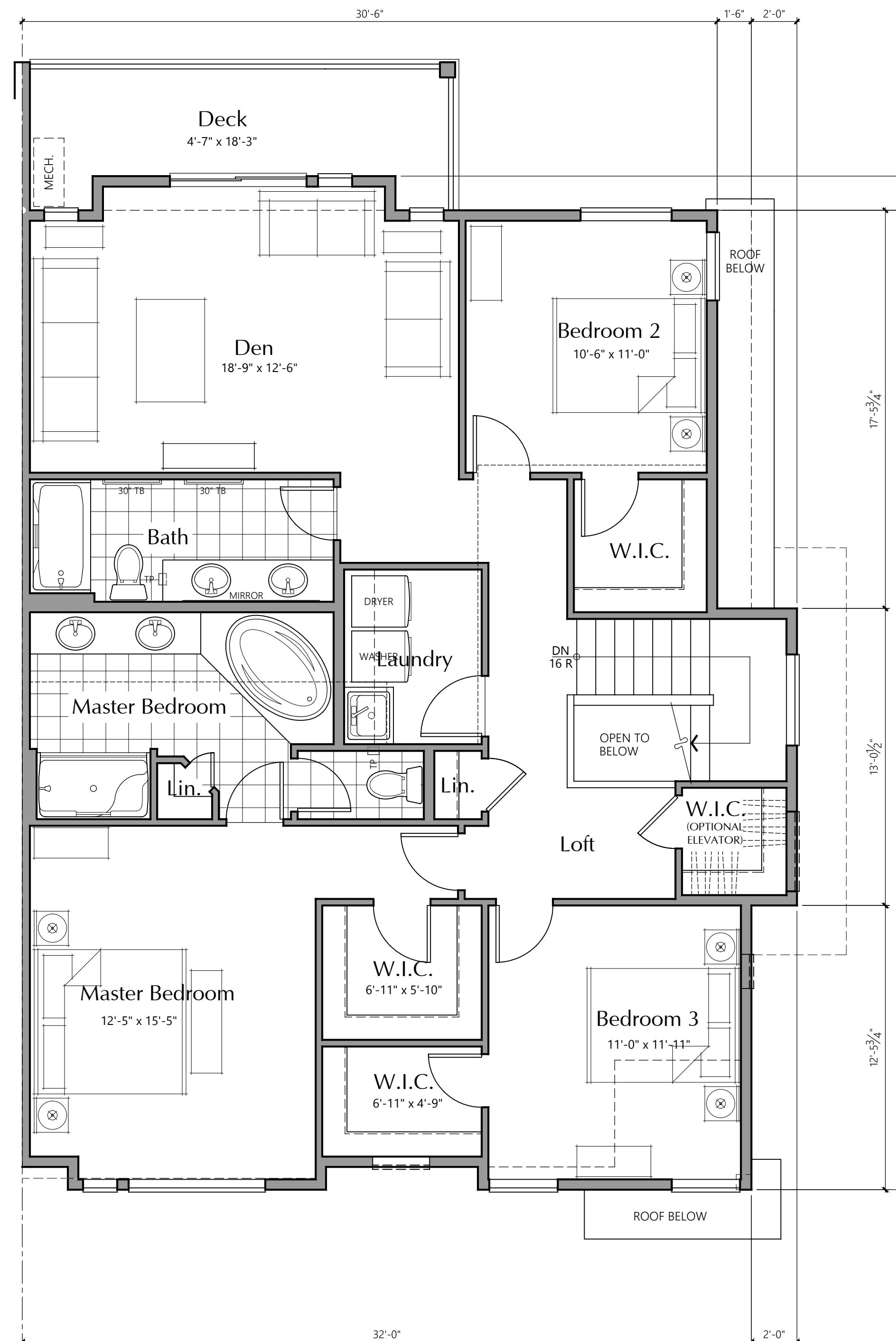
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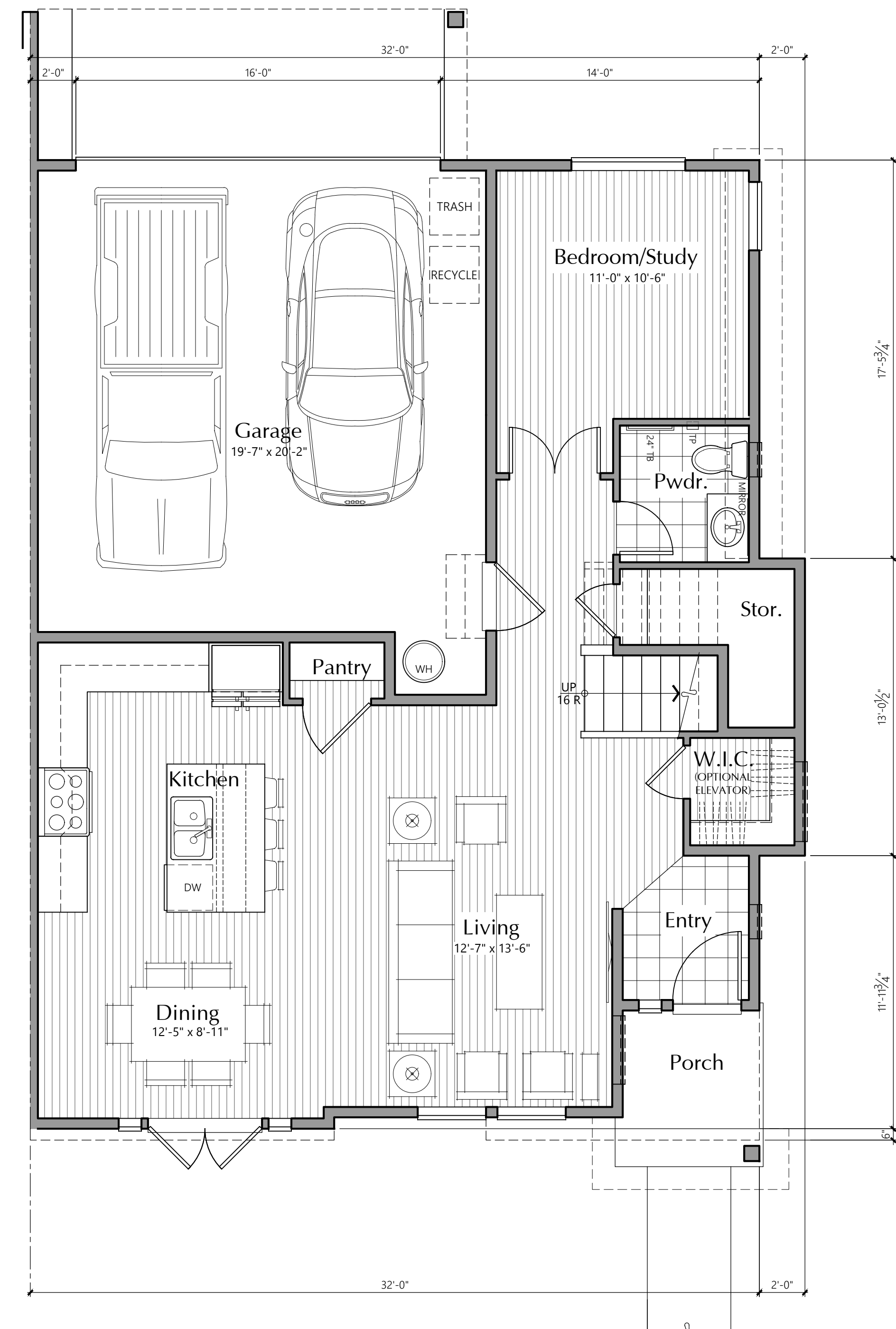


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UNIT G.1 UPPER LEVEL PLAN
1/4" = 1'-0"



UNIT G.1 LOWER LEVEL PLAN
1/4" = 1'-0"

AREA SUMMARY		
	Heated SF Inside Face*	Unheated SF Inside Face*
Basement	861	437
First Floor	1306	0
Total SF	2167	437

* Side of exterior walls to which area was measured

Madison Landing

Bainbridge, WA

Madison Landings Inc.

Unit Floor Plans Unit G.1

Scale:
1/4" = 1'-0"

Drawn By:
ABYC

Date:
5/10/18

Date Plotted:
5-4-18

Sheet No.:

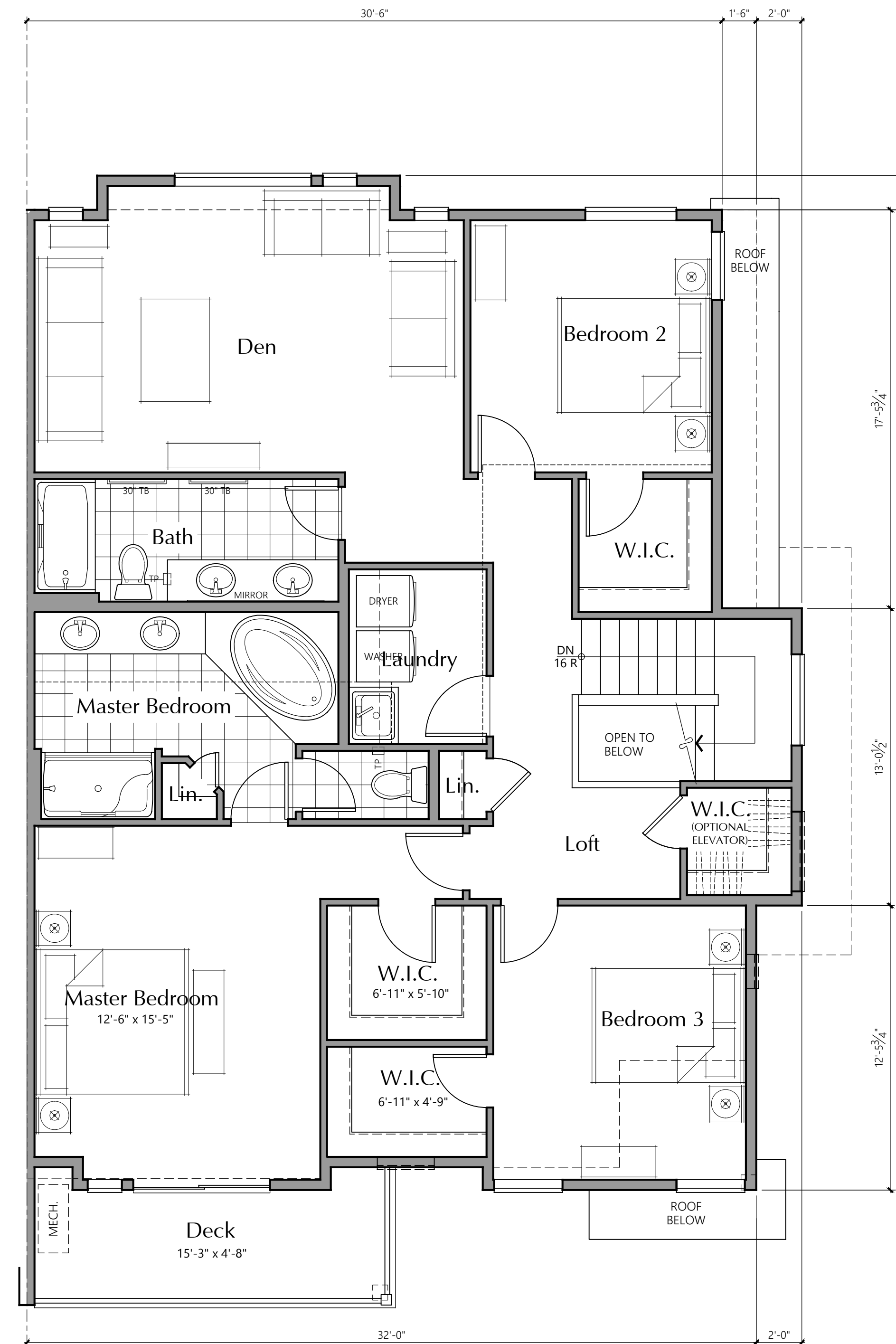
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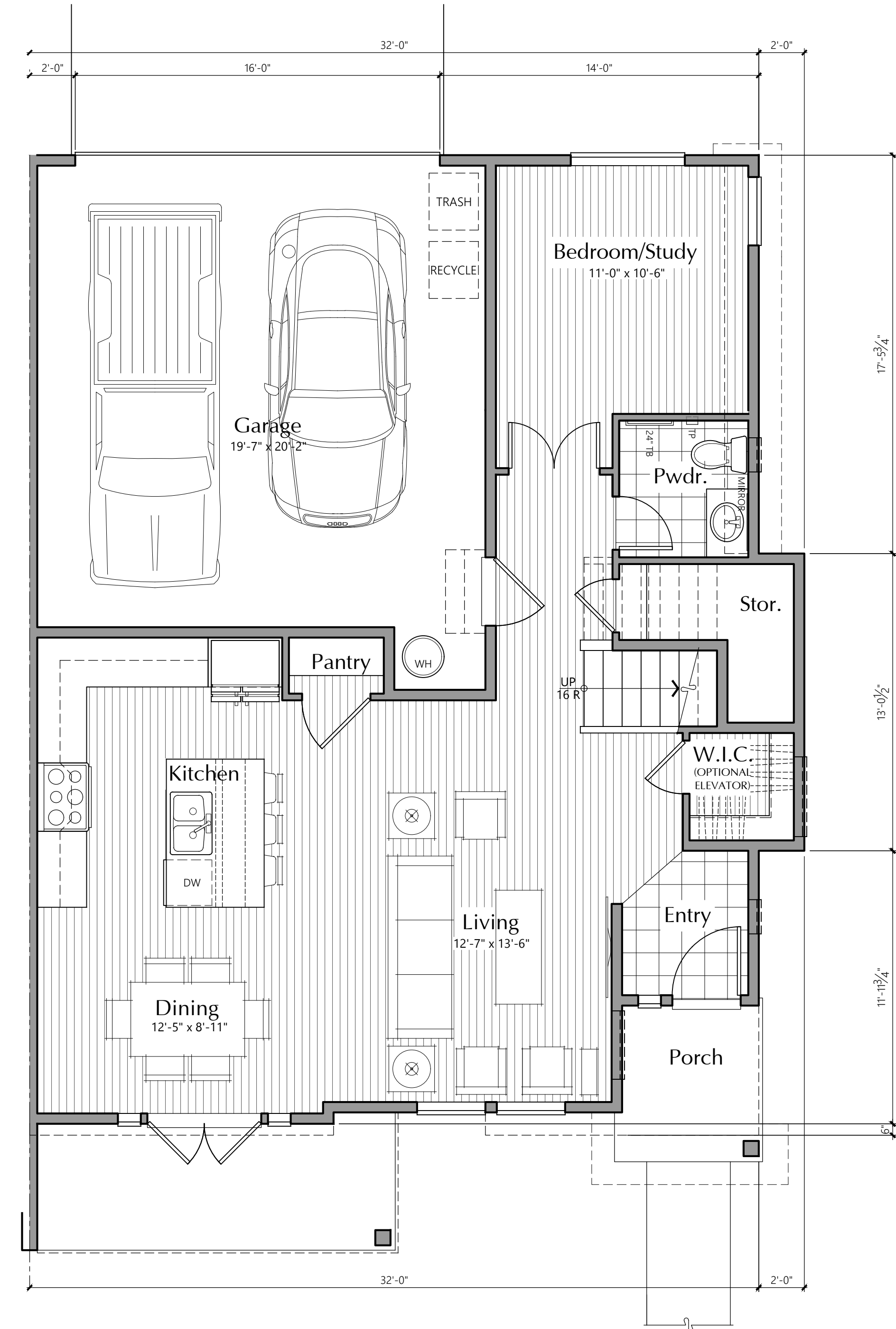


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UNIT G.2 UPPER LEVEL PLAN
1/4" = 1'-0"



UNIT G.2 LOWER LEVEL PLAN
1/4" = 1'-0"

AREA SUMMARY		
	Heated SF	Unheated SF
	Inside Face*	Inside Face*
Basement	861	437
First Floor	1307	0
Total SF	2168	437

* Side of exterior walls to which area was measured

Madison Landing

Bainbridge, WA

Madison Landings Inc.

Unit Floor Plans

Unit G.2

Scale: 1/4" = 1'-0"

Drawn By: ABYC

Date: 5/10/18

Date Plotted: 5-4-18

Sheet No.:

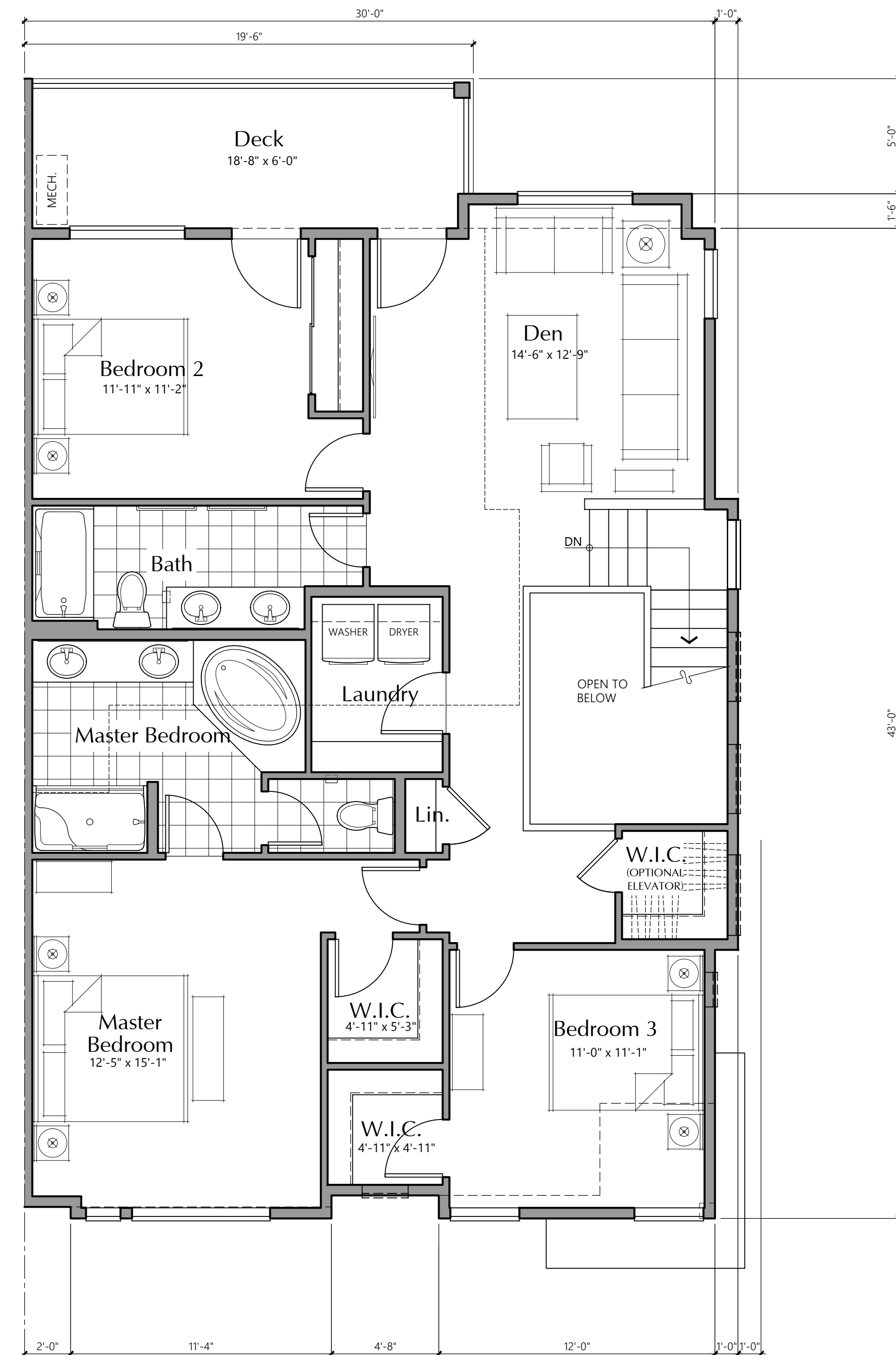
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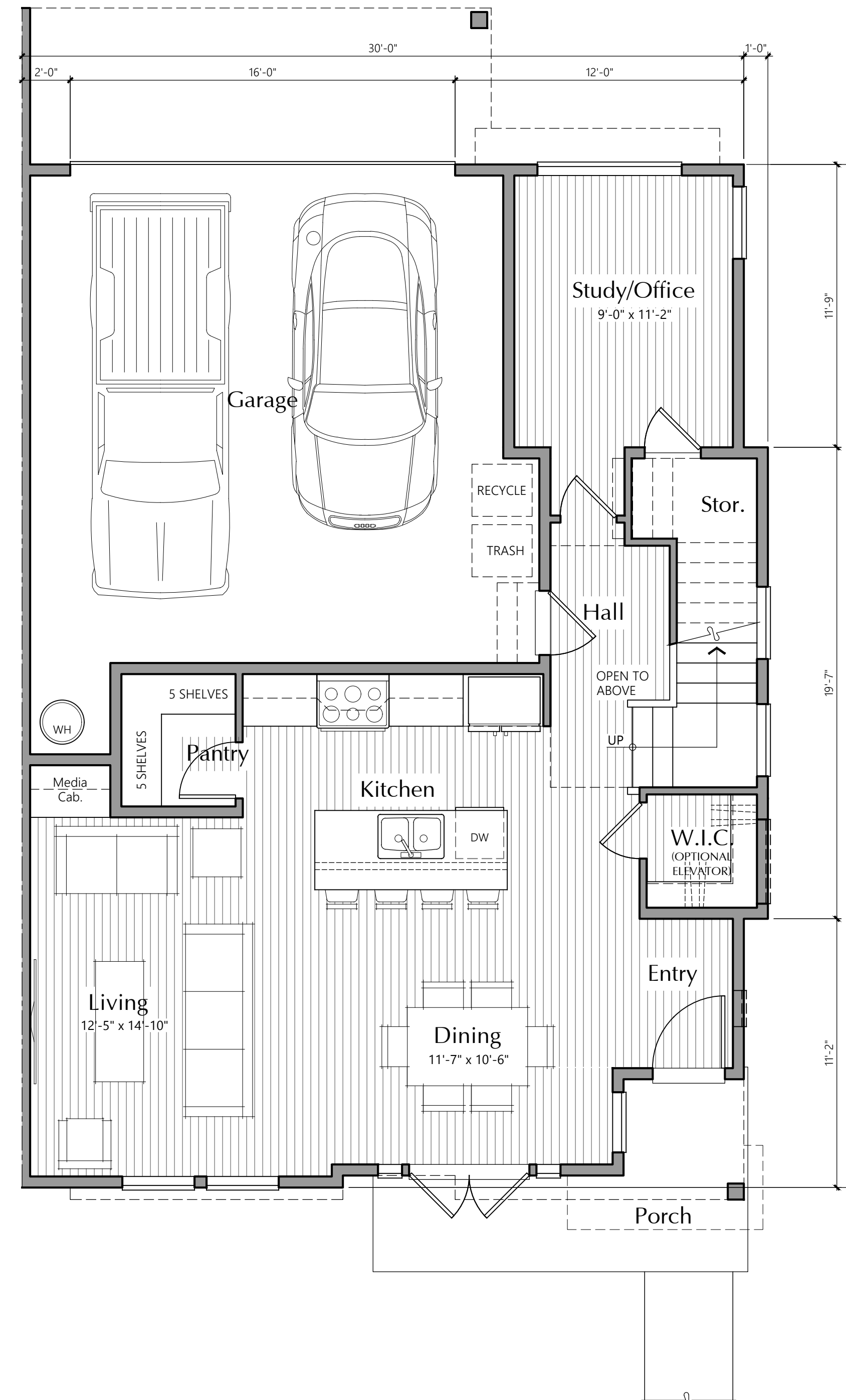


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UNIT H.1 UPPER LEVEL PLAN
1/4" = 1'-0"



UNIT H.1 LOWER LEVEL PLAN
1/4" = 1'-0"

AREA SUMMARY		
	Heated SF Inside Face*	Unheated SF Inside Face*
Basement	765	453
First Floor	1184	0
Total SF	1949	453

* Side of exterior walls to which area was measured

Madison Landing

Bainbridge, WA

Madison Landings Inc.

Unit Floor Plans Unit H.1

Scale:
1/4" = 1'-0"

Drawn By:
DRB/ABYC

Date:
5/10/18

Date Plotted:
5-4-18

Sheet No.:

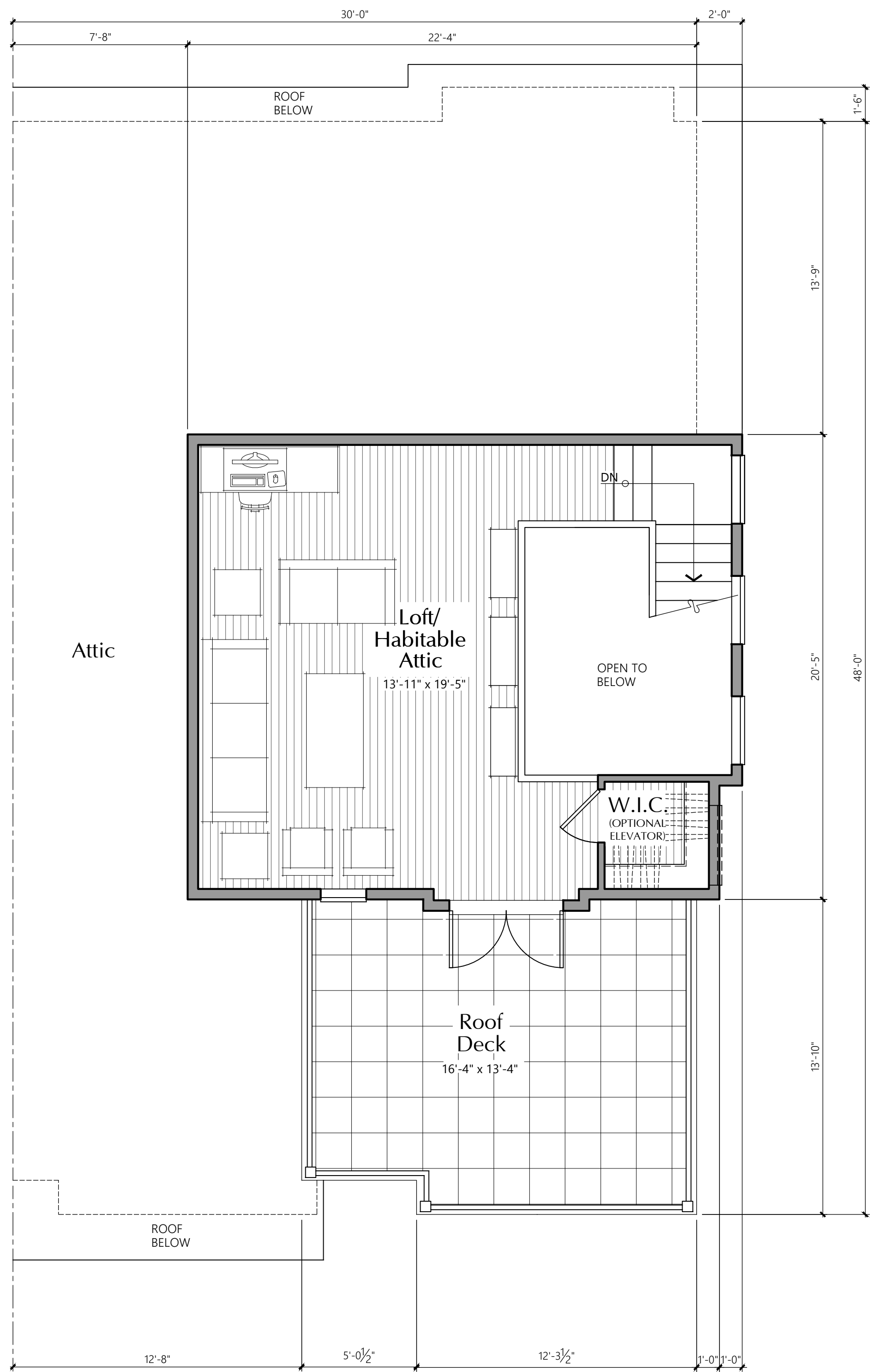
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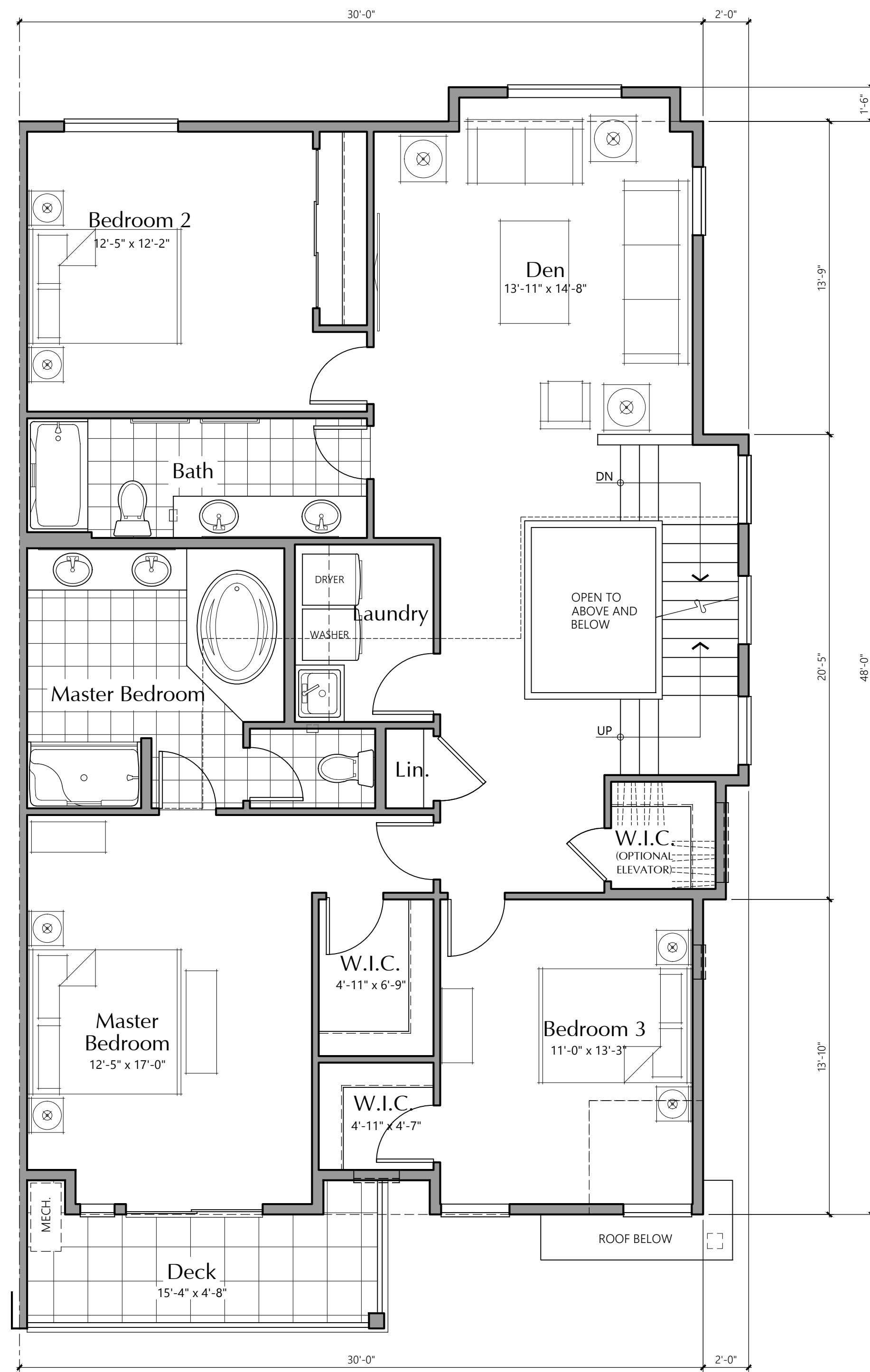
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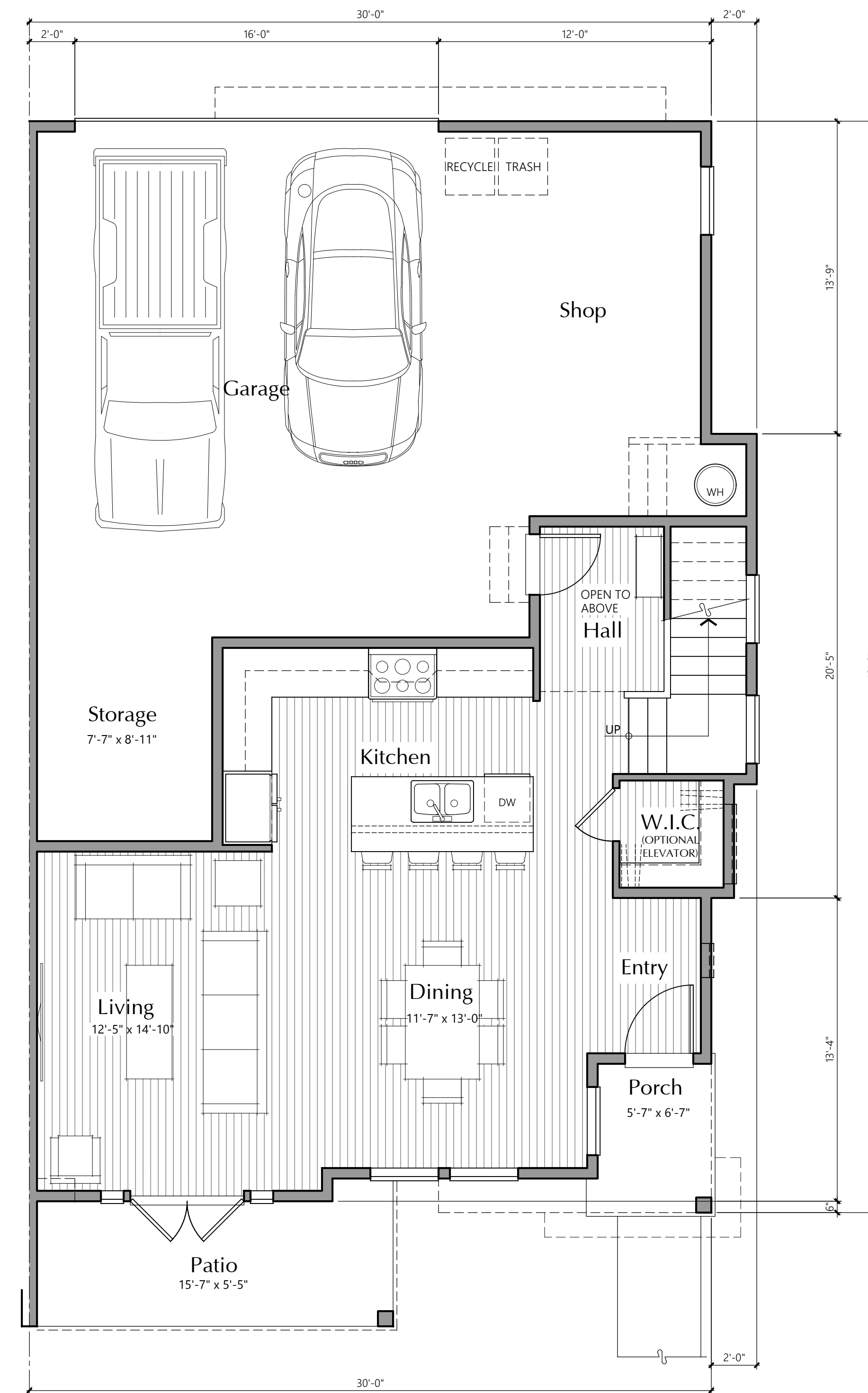
UNIT H.2
1/4" = 1'-0"

UPPER LEVEL PLAN



UNIT H.2
1/4" = 1'-0"

MIDDLE LEVEL PLAN



UNIT H.2
1/4" = 1'-0"

LOWER LEVEL PLAN

	AREA SUMMARY	
	Heated SF Inside Face*	Unheated SF Inside Face*
Basement	647	716
First Floor	1379	0
Second Floor	354	217
Total SF	2380	933

* Side of exterior walls to which area was measured

Madison Landing

Bainbridge, WA

Madison Landings Inc.

Unit Floor Plans Unit H.2

Scale:
1/4" = 1'-0"

Drawn By:
DRB/ABYC

Date:
5/10/18

Date Plotted:
5-4-18

Sheet No.:

B12

Job No.:
17-29

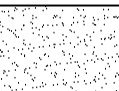
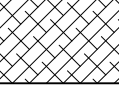
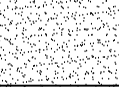
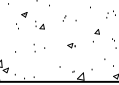


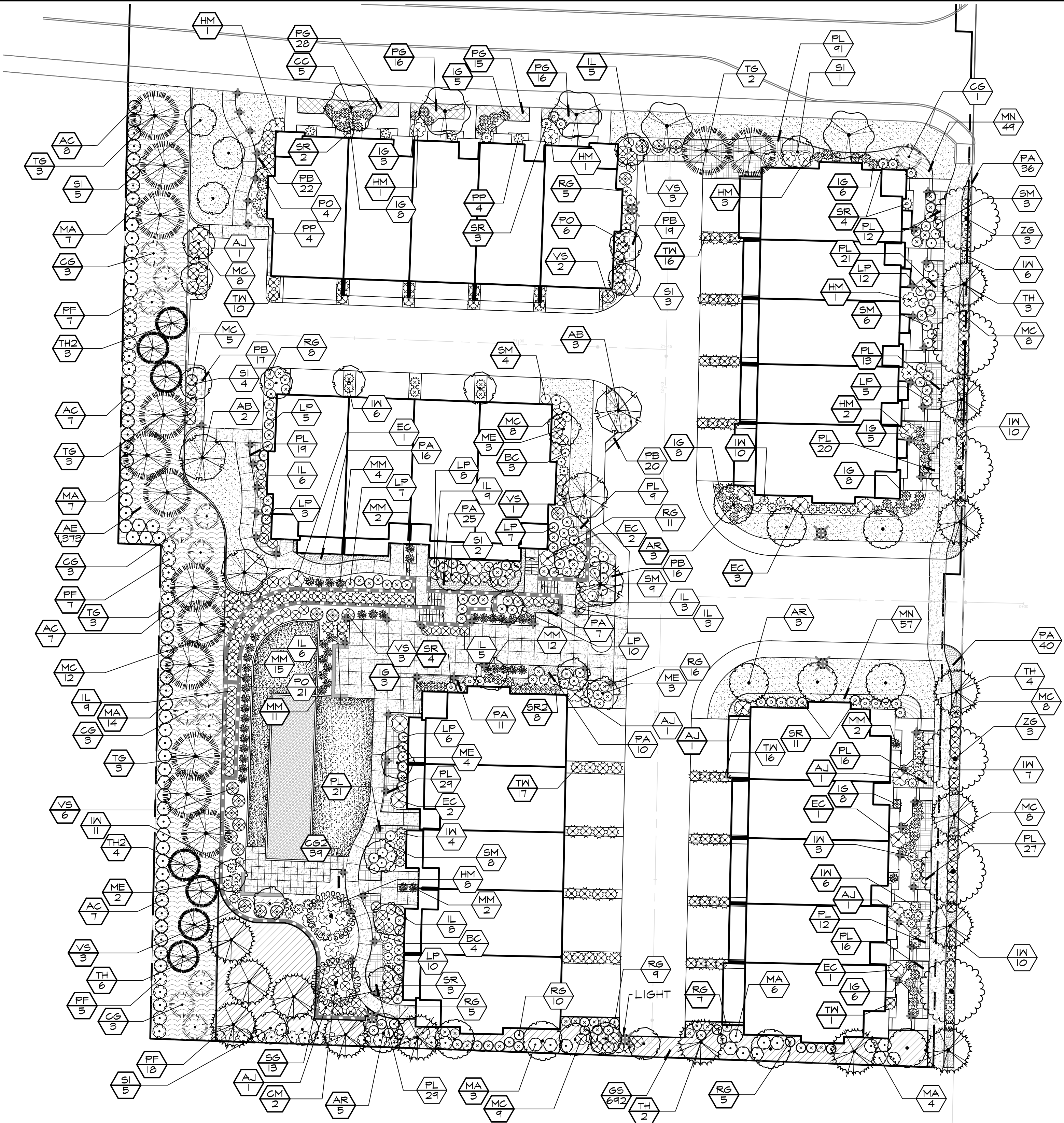
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PLANT SCHEDULE				
TREES	QTY	BOTANICAL NAME	CAL.	DESC.
AB	5	ACER BUERGERIANUM TRIDENT MAPLE	B&B/CONT.	
AR	11	ACER RUBRUM 'BONHALL' BONHALL MAPLE	2" CAL.	8'-10', B&B OR CONT.
CC	5	CARPINUS BETULUS 'COLUMNARIS' COLUMNAR EUROPEAN HORNBEAM	B&B/CONT.	
CG	13	CHAMAECYPARIS NOOTKATENSIS 'GLAUGA PENDULA' WEeping NOOTKA FALSE CYPRRESS	B&B/CONT.	6'-8' HT.
CM	2	CORNUS MAS CORNELIAN CHERRY DOGWOOD	B&B/CONT.	
ME	12	MAGNOLIA GRANDIFLORA 'EDITH BOGUE' EDITH BOGUE SOUTHERN MAGNOLIA	2" CAL.	8'-10', B&B OR CONT.
SI	20	SYRINGA RETICULATA 'IVORY SILK' IVORY SILK JAPANESE TREE LILAC	15 GAL	
TG	14	THUJA PLICATA 'GREEN GIANT' WESTERN RED CEDAR	B&B/CONT.	6'-8' HT.
TH	15	THUJA PLICATA 'HOGAN' HOGAN CEDAR	B&B/CONT.	
TH2	7	TSUGA HETEROPHYLLA WESTERN HEMLOCK	15 GAL	
ZG	6	ZELKOVA SERRATA 'GREEN VASE' SAWLEAF ZELKOVA	15 GAL	
SHRUBS	QTY	BOTANICAL NAME	SIZE	SPACING
AC	24	ARBUTUS UNEDO 'COMPACTA' DWARF STRAWBERRY TREE	B&B/CONT., MIN. 21" HT.	4' O.C.
AJ	6	AUCUBA JAPONICA AUCUBA	5 GAL	5' O.C.
BC	7	BERBERIS THUNBERGII 'CRIMSON PYGMY' CRIMSON PYGMY BARBERRY	2 GAL	3' O.C.
EC	10	ENKIANTHUS CAMPANULATUS ENKIANTHUS	5 GAL	5' O.C.
HM	17	HYDRANGEA MACROPHYLLA LARGELEAF HYDRANGEA	5 GAL	4.5' O.C.
IG	60	ILEX CRENATA 'GREEN ISLAND' GREEN ISLAND JAPANESE HOLLY	2 GAL	3' O.C.
IN	73	ILEX VERTICILLATA WINTERBERRY	5 GAL	3' O.C.
IL	54	ITEA VIRGINICA 'LITTLE HENRY' VIRGINIA SWEETSPIRE	2 GAL	3' O.C.
LP	73	LONICERA PILEATA PRIVET HONEYSUCKLE	5 GAL	3' O.C.
MA	41	MAHONIA AQUIFOLIUM OREGON GRAPE	B&B/CONT., MIN. 21" HT.	4' O.C.
MC	66	MAHONIA AQUIFOLIUM 'COMPACTA' COMPACT OREGON GRAPE	5 GAL	3-1/2' O.C.
MM	48	MISCANTHUS SINENSIS 'MORNING LIGHT' MORNING LIGHT GRASS	5 GAL	3' O.C.
PF	37	PHOTINIA DAVIDIANA STRANGEVAESIA	B&B/CONT., MIN. 21" HT.	4' O.C.
PP	8	PIERIS JAPONICA 'PRELUDE' PRELUDE PIERIS	2 GAL	3' O.C.
PO	31	PRUNUS LAUROCERASUS 'OTTO LUYKEN' OTTO LUYKEN LAUREL	B&B/CONT. 18" MIN. HT./WIDE	4' O.C.
RG	76	RHUS AROMATICA 'GRO-LOW' GRO-LOW FRAGRANT SUMAC	2 GAL	3' O.C.
SR2	8	SARCOCOCCA RUSCIFOLIA SWEETBOX	5 GAL	3' O.C.
SR	27	SKIMMIA REEVESIANA REEVES SKIMMIA	3 GAL	3-1/2' O.C.
SG	13	SPIRAEA JAPONICA 'GOLDFLAME' GOLDFLAME SPIREA	2 GAL	3' O.C.
SM	30	SPIRAEA JAPONICA 'MAGIC CARPET' MAGIC CARPET SPIREA	2 GAL	3' O.C.
TN	60	THUJA OCCIDENTALIS 'WOODWARDII' WARD ARBORVITAE	B&B/CONT. 18" MIN. HT./WIDE	4' O.C.
VS	18	VIBURNUM TINUS 'SPRING BOUQUET' SPRING BOUQUET VIBURNUM	5 GAL	4' O.C.
GROUND COVERS	QTY	BOTANICAL NAME	SIZE	SPACING
AE	1373	ARCTOSTAPHYLOS UVA-URSI 'EMERALD CARPET' KINKINNICK	1 GAL	24" O.C.
CG2	39	CAREX AUREA GOLDEN SEDGE	1 GAL	24" O.C.
GS	692	GAULTHERIA SHALLON SALAL	1 GAL	24" O.C.
MN	106	MAHONIA NERVOSA OREGON GRAPE	1 GAL	18" O.C.
PG	75	PACHYSANDRA TERMINALIS 'GREEN CARPET' JAPANESE SPURGE	1 GAL	24" O.C.
PB	94	PENNISETUM ALOPECUROIDES 'LITTLE BUNNY' LITTLE BUNNY FOUNTAIN GRASS	1 GAL	24" O.C.
PA	145	POLYGONUM AFFINE 'DARJEELING RED' HIMALAYAN FLEECEFLOWER	1 GAL	24" O.C.
PL	335	PRUNUS LAUROCERASUS 'MOUNT VERNON' MOUNT VERNON LAUREL	1 GAL	24" O.C.

REFERENCE NOTES SCHEDULE

SYMBOL	DESCRIPTION	QTY
	HYDROSEED LAWN, TYP.	4,328 SF
	BOCCE BALL COURT	650 SF
	ARTIFICIAL TURF AREA, TYP	123 SF
	CONCRETE, TYP	4,918 SF

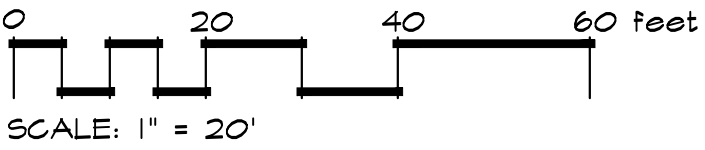


SHEET NOTES

- REFER TO DETAILS AND SPECIFICATIONS FOR ADDITIONAL INFORMATION.
- ALL LANDSCAPE AREAS SHALL BE IRRIGATED WITH AN AUTOMATIC UNDERGROUND IRRIGATION SYSTEM. THE MAINLINE WILL INCLUDE A STATE APPROVED BACKFLOW DEVICE. THE SYSTEM WILL BE CONTROLLED BY A SOLID STATE CONTROLLER THAT WILL AUTOMATICALLY ADJUST UTILIZING ON SITE ET DATA AND RAIN SENSOR.
- NO PLANT SUBSTITUTIONS SHALL BE PERMITTED WITHOUT PRIOR APPROVAL OF LANDSCAPE ARCHITECT/OWNER.
- ALL WORK SHALL BE PERFORMED TO THE SATISFACTION OF THE LANDSCAPE ARCHITECT/OWNER.
- PLANT LIST QUANTITIES ARE SHOWN FOR REFERENCE ONLY. CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL QUANTITIES IN LIST WITH ACTUAL PLAN CALL-OUTS, AND INSTALLING PLANTINGS PER THE LANDSCAPE PLAN. GROUNDCOVER QUANTITIES SHALL BE ADJUSTED AS REQUIRED FOR FIELD CONDITIONS AT THE SPECIFIED SPACING.
- ALL PLANTS MUST BE APPROVED BY LANDSCAPE ARCHITECT OR OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION.

TREE CALCULATIONS

TREES REQUIRED- 40 PER ACRE
ACRES 1.81 (81654 SF /43560 SF)
1.81 X 40
TREES PROVIDED
75 EA.
78 EA.



BY

DATE

REVISIONS

SCJ ALLIANCE
CONSULTING SERVICES

8730 TALLON LANE NE SUITE 200, LACEY, WA 98516
P: 360-352-1465 F: 360-352-1509
SCJALLIANCE.COM

LANDSCAPE PLAN

MADISON LANDING
BAINBRIDGE, WA

SHEET TITLE:

PROJECT NAME:

SEAL

STATE OF WASHINGTON
JEFFREY B. GLANDER
LANDSCAPE ARCHITECT
NO. 405 EXP. 02/06/2019

DESIGNER:
T. GRANTHAM

DRAWN BY:
DRAWN BY

APPROVED BY:
J. GLANDER

DATE:
DECEMBER 22, 2017

JOB NO:
2490.01

DRAWING FILE NO:
2490.01 X-LS

DRAWING NO:
LS-01

SHEET NO:
1 OF 3



Thuja plicata 'Hogan'



Zelkova serrata 'Green Vase'



Acer buergerianum



Acer rubrum 'Bowhall'



Syringa reticulata 'Ivory Silk'



Magnolia grandiflora 'Edith Bogue'



Cornus mas



Thuja plicata 'Green Giant'



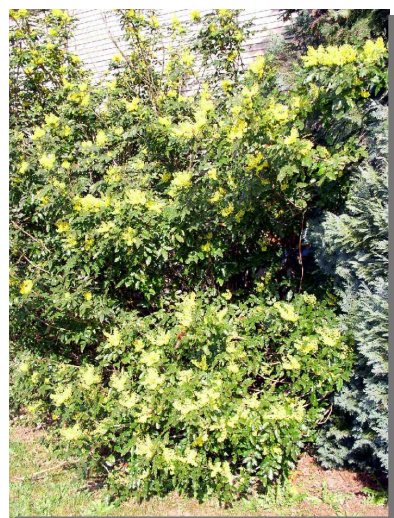
Chamaecyparis n. 'Glauca Pendula'



Tsuga heterophylla



Carpinus betulus 'Columnaris'



Mahonia aquifolium



Spiraea japonica 'Goldflame'



Pieris japonica 'Prelude'



Prunus laurocerasus 'Otto Luyken'



Ilex verticillata



Mahonia aquifolium 'Compacta'



Spiraea japonica 'Magic Carpet'



Skimmia reevesiana



Hydrangea macrophylla



Prunus laurocerasus 'Mount Vernon'



Ilex crenata 'Green Island'



Miscanthus s. 'Morning Light'



Aucuba japonica



Thuja occidentalis 'Woodwardii'



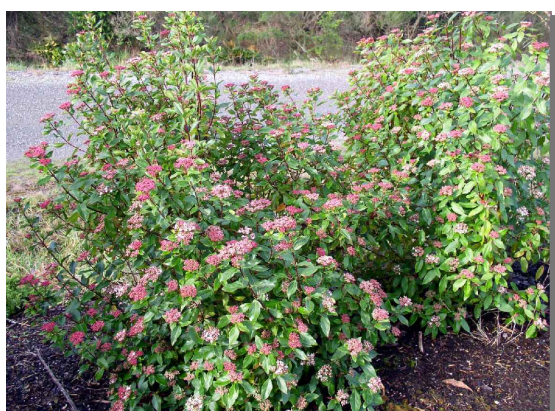
Pennisetum alopecuroides 'Little Bunny'



Sarcococca ruscifolia



Itea virginica 'Little Henry'



Viburnum tinus 'Spring Bouquet'



Carex aurea



Lonicera pileata



Gaultheria shallon



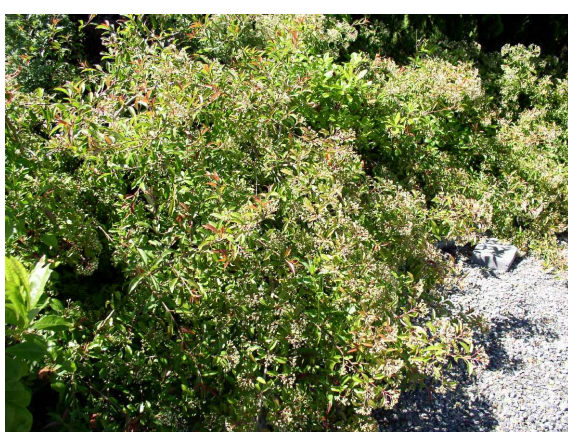
Berberis thunbergii 'Crimson Pygmy'



Ilex verticillata



Arbutus unedo 'Compacta'



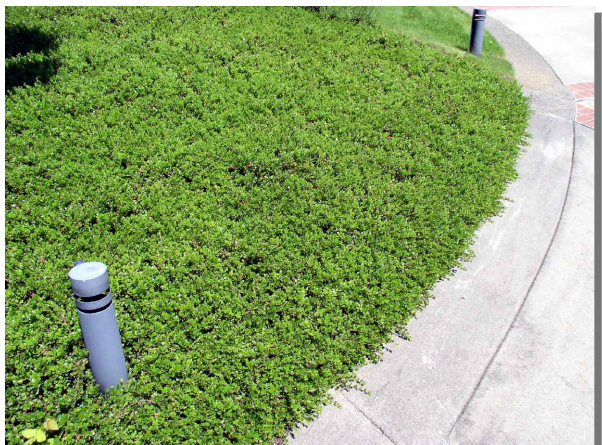
Photinia davidiana



Pachysandra terminalis 'Green Carpet'



Polygonum affine 'Darjeeling Red'



Arctostaphylos uva-ursi 'Emerald Carpet'



Rhus aromatica 'Gro-Low'



Mahonia nervosa



Enkianthus campanulatus

REVISIONS	DATE	BY



SCJ ALLIANCE
CONSULTING SERVICES
8730 TALLON LANE NE SUITE 200, LACEY, WA 98516
P: 360-352-1465 F: 360-352-1509
SCJALLIANCE.COM

PLANT PHOTO

MADISON LANDING
BAINBRIDGE, WA

SEAL



DESIGNER:

T. GRANTHAM

DRAWN BY:

DRAWN BY

APPROVED BY:

J. GLANDER

DATE:

DECEMBER 22, 2017

JOB NO:

2490.01

DRAWING FILE NO:

2490.01 X-LS

DRAWING NO:

LS-02

SHEET NO:

2 OF 3



BOCCE BALL COURT



SYNTHETIC TURF



FOUNTAIN



FIRE PIT



PERGOLA, TYP.



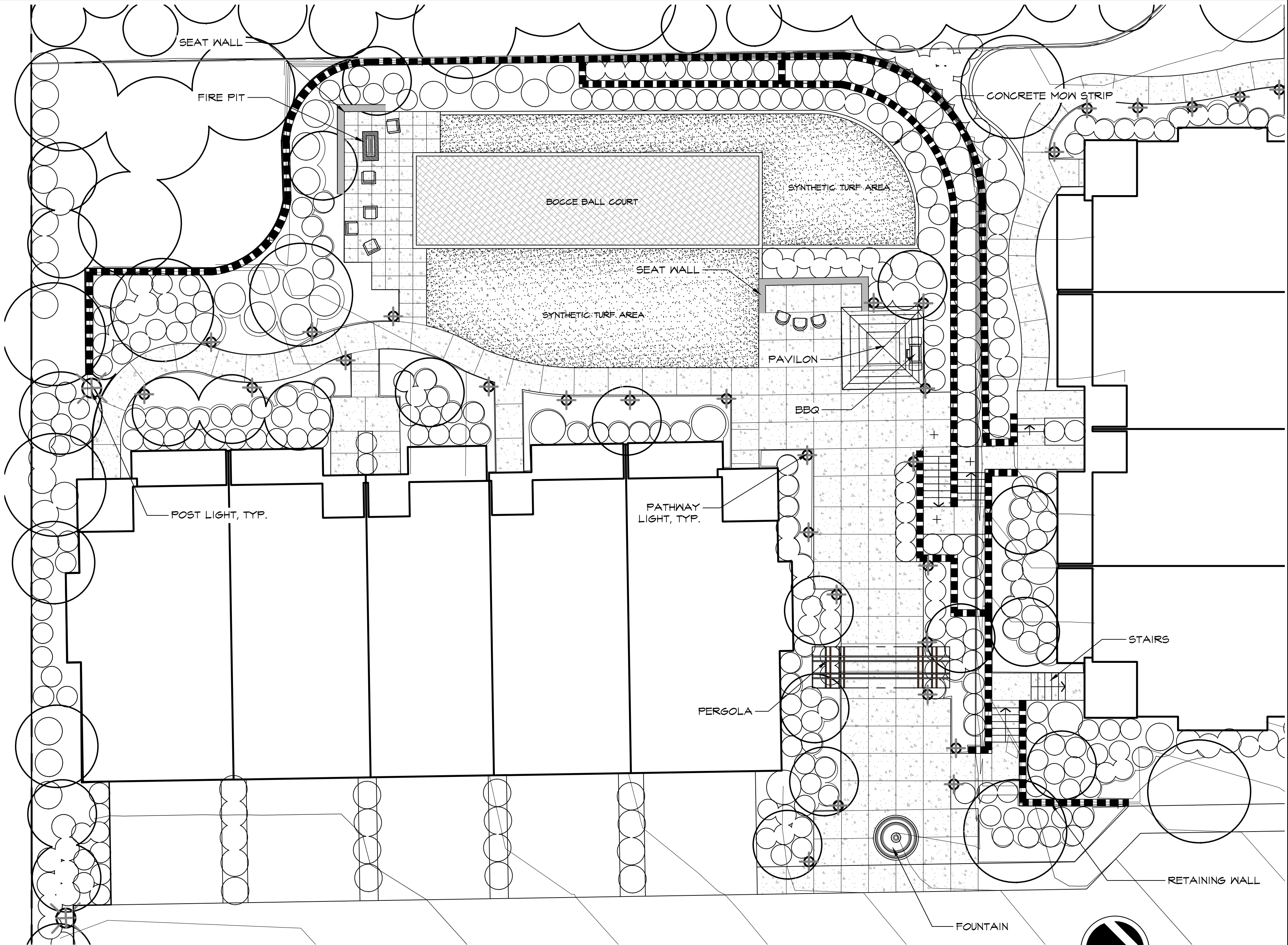
MISSION STYLE LAMP ON 8' POST

REFERENCE NOTES SCHEDULE

SYMBOL	DESCRIPTION
	SEAT WALL
	RETAINING WALL
SYMBOL	DESCRIPTION
	FOUNTAIN, TYP.
	PERGOLA, TYP.
	FIRE PIT
	PAVILION
SYMBOL	DESCRIPTION
	BOCCE BALL COURT
	SYNTHETIC TURF AREA, TYP.
	CONCRETE, TYP.

LIGHTING SCHEDULE

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY	DETAIL	MATERIAL	FINISH	ELECTRICAL	LAMP	WATTS	COLOR TEMP	LENS	BALLAST	OPTICS/GLARE	MOUNTING	OPTIONS
	8' HEIGHT SQUARE POLE WITH MISSION STYLE LED LAMP AND COVER WITH DARK SKY LAMP MOUNT OPTIC.	5												
	FX LUMINAIRE TM - LED	58		ALUMINUM ALLOY	(FB) FLAT BLACK	10 TO 15 VOLTS	3LED	4.2W	N/A	(F) FROSTED	N/A	N/A	(PM) POSTMOUNT	RISER 18"



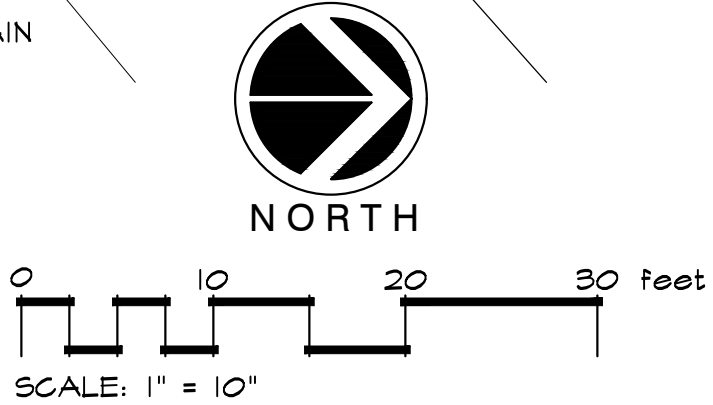
SEAT WALL



PAVILION



FX Luminaire TM - LED



BY	DATE	REVISIONS
 SCJ ALLIANCE CONSULTING SERVICES 8730 TALLON LANE NE SUITE 200, LACEY, WA 98516 P: 360-352-1465 F: 360-352-1509 SCJALLIANCE.COM		
OPEN SPACE LAYOUT		
MADISON LANDING BAINBRIDGE, WA		
SHEET TITLE: PROJECT NAME: SEAL:		
DESIGNER: T. GRANTHAM		
DRAWN BY: DRAWN BY		
APPROVED BY: J. GLANDER		
DATE: DECEMBER 22, 2017		
JOB NO: 2490.01		
DRAWING FILE NO: 2490.01 X-LO		
DRAWING NO: LS-03		
SHEET NO: 3 OF 3		

PUBLIC BENEFIT, DEVELOPMENT AND PERMIT PROCESSING AGREEMENT

(Ohrt, CCHD, Mattis, and City)

THIS PUBLIC BENEFIT, DEVELOPMENT AND PERMIT PROCESSING AGREEMENT (“**Agreement**”) is made and entered into by and between the City of Bainbridge Island, a Washington municipal corporation (“**City**”), Gary and Susan Ohrt, a married couple (“**Ohrt**”), Madison Landings Inc., a Washington corporation (“**Madison Landings Company**”), CCHD LLC, a Washington limited liability company (“**CCHD**”), and Mattis Consulting Group LLC, a Washington limited liability company (“**Mattis**”) (each a “**Party**” and together the “**Parties**”). The effective date (“**Effective Date**”) of this Agreement shall be the date of complete execution hereof.

RECITALS

- A. Mattis is the consulting company working with DeNova Northwest LLC, a Washington limited liability company (“**DeNova**”) regarding its approved 12-lot preliminary plat subdivision (Project No. PLN50622 SUB) located at 7340 Finch Road NE (“**The Reserve at Winslow**”).
- B. CCHD is the consulting company working with Ohrt, the applicant for the proposed 8-lot Madison Grove subdivision (Project No. PLN50667 SUB) (“**Madison Grove Project**”) and forthcoming townhouse project (PLN50879SPR) (“**Madison Landing**”). Both the Madison Grove Project and Madison Landing will occur on property located between Madison Avenue N. and Nakata Avenue NW in the City of Bainbridge Island. The Madison Grove subdivision is planned to include tax parcels 27250211262001, 27250211402003, 27250211412002, and 27250212142004 (“**Madison Grove Property**”). Madison Landing is planned to include tax parcels 27250210662003, 27250210212007, and 27250210222006 (“**Madison Landing Property**”).
- C. Ohrt is a party to a purchase and sale agreement for the purchase of Kitsap County parcel no. 27250210222006 (the “**Vet Clinic Property**”), which is the southernmost lot of the Madison Landing Property. Ohrt anticipates closing on the Vet Clinic Property on March 21, 2018. Ohrt anticipates conveying the Madison Landing Property to the Madison Landings Company.
- D. Central Highlands Inc., a Washington corporation (“**Central Highlands**”) and Wallace Cottages, LLC, a Washington limited liability company (“**Wallace**”), are proposing a 19-lot preliminary plat subdivision (Project No. PLN50589 SUB) located on tax parcels 27250210232005, 27250211552005, 27250211542006, and 27250211532007 (“**Wallace Cottages**”). Wallace Cottages is proposed to obtain access from the existing right-of-way located at the intersection of Nakata Ave NW, Wallace Way NW and Taurnic PL NW (“**Wallace Cottages Wallace Way Access**”). The homeowners in the community adjacent to the Wallace Cottages Wallace Way Access objected to authorizing access through their neighborhood and requested that Central Highlands find a way to obtain primary access from Madison Avenue (“**Wallace Cottages Madison Avenue Access**”). The Wallace Cottages property includes a lot that connects to Madison Avenue but the

portion of that property that connects to Madison Avenue is only 15 feet wide and therefore is not wide enough to provide the desired Wallace Cottages Madison Avenue Access.

- E. The City, Ohrt, CCHD, and Mattis are parties to that certain Agreement for Improvement to Public Trail and Processing of Vacation of Disputed Street, dated December 1, 2017 (the “**Trail Connection Agreement**”). The Trail Connection Agreement was entered into, in part, to resolve a dispute between the parties thereto regarding whether a right-of-way (the “**Disputed Street**”) exists on the Madison Grove Property. Among other things, the Trail Connection Agreement provides that the City would process a street vacation for the Disputed Street and, in exchange, Ohrt, CCHD and Mattis would waive their potential claims against the City and Ohrt would construct certain public trail improvements which would result in a continuous public trail system between Sportsman Club Road and Weaver Road (“**Public Trail Connection**”), which trail would include a bridge over Hirawaka Creek.
- F. The City approved the street vacation in City Ordinance No. 2018-04 (“**Vacation Ordinance**”) within the initial time required by the Trail Connection Agreement but, in doing so, imposed a condition on the vacation. The ordinance provides that the vacation is effective upon the satisfaction of the following condition: “The vacation of [the Disputed Street] is conditioned upon the grant of a right-of-way consisting of the south 15 feet of parcel number 272502-1-022-2006.” In imposing the condition, the City Council indicated that the public benefit related to the vacation of Duane Lane would best be served if Ohrt granted sufficient right-of-way to allow Central Highlands and Wallace to achieve the Wallace Cottages Madison Avenue Access described in Recital D above.
- G. Ohrt’s Madison Landing already has been designed and building permits have been submitted. If Ohrt granted the right-of-way requested by the City in the Vacation Ordinance, then Ohrt would need to redesign Madison Landing at a significant additional cost, which Ohrt estimates to be more than \$100,000. To incentivize Ohrt to enter into this Agreement, the City and Central Highlands have proposed certain terms under which Ohrt’s additional project costs would be mitigated.
- H. Ohrt, CCHD, and Mattis are entering into this Agreement in order to effectuate the vacation of the Disputed Street and resolve and fully consummate the Trail Connection Agreement, as well as to mitigate their losses and provide for certain assurances regarding the processing of permits and for clear permit processing timelines for Madison Grove, The Reserve at Winslow and Madison Landing.
- I. Central Highlands, Wallace and Madison are entering into a separate agreement with Ohrt, CCHD, and Mattis titled “Madison Avenue Access Agreement” (“**Madison Avenue Access Agreement**”). The Madison Avenue Access Agreement is intended to achieve the construction and use of the Wallace Cottages Wallace Way Access.
- J. Central Highlands, Wallace and Madison are entering into another separate agreement with the City titled “Central Highlands Permit Processing Agreement” (“**Central Highlands Permit Processing Agreement**”). The Central Highlands Permit Processing

Agreement is intended to resolve the City's concerns and the neighbors' concerns regarding the Wallace Cottages Wallace Way Access, as well as mitigate their losses and provide for certain assurances regarding the processing of permits and for clear permit processing timelines for Wallace.

- K. The City is entering into this Agreement and the Central Highlands Permit Processing Agreement to achieve certain public benefits, including the completion of the Public Trail Connection, the release of potential claims by Ohrt, CCHD, Mattis, and to achieve the Wallace Cottages Madison Avenue Access desired by the City and the neighborhood.
- L. The Parties are entering into this Agreement to set forth the terms and conditions under which the issues described above shall be resolved to their mutual satisfaction.

AGREEMENT

NOW THEREFORE, in consideration of the mutual promises and considerations set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Madison Avenue Access. Pursuant to the Madison Avenue Access Agreement, Central Highlands, Wallace, CCHD, Ohrt, and the Madison Landings Company have agreed to process a boundary line adjustment to incorporate the eastern panhandle portion of Kitsap County parcel no. 272502-1-023-2005 (approximately the eastern 240 feet thereof) (the "**Panhandle**") into the Vet Clinic Property, and CCHD, Ohrt and the Madison Landings Company have agreed to grant a thirty (30) foot right-of-way (the "**ROW Property**") over the south boundary of the Vet Clinic Property (as enlarged by inclusion of the Panhandle via the boundary line adjustment). The City shall process a boundary line adjustment prior to the vacation of the Disputed Street, which shall incorporate into the Madison Landing Property those portions of Kitsap County parcel no. 272502-1-126-2001 and 272502-1-214-2004 that are zoned Madison Avenue District ("**Duane Lane BLA Property**"). The boundary line adjustments involving the ROW Property and the Duane Lane BLA Property may be included in the same application or applications submitted together. Prior to the vacation of the Disputed Street and prior to or after the dedication of a right-of-way on the ROW Property, the City shall allow Madison Landing to include the ROW Property and the Duane Lane BLA Property in its calculation of the floor area ratio for Madison Landing. The City agrees that the ROW Property, once dedicated, shall be sufficient to serve both Wallace Cottages and Madison Landing, and no additional right-of-way shall be required for the Madison Landing project. The City shall not require stormwater detention related to the ROW Property to occur within the ROW Property or within the Madison Landing Property; provided that a bioretention system may be located within the portion of the roadway located on the ROW Property. The City shall require setbacks no greater than 7.5 feet on the Madison Landing Property from the ROW Property and from any right-of-way along the north boundary of the Madison Landing Property. If the applicant applies for a variance to authorize a 5-foot setback from such adjacent rights-of-way, then the City shall support such variance application throughout the City's variance processing procedures.

2. City Confirmation Regarding Vested Rights. The City hereby confirms that the City's Moratorium Ordinance (Ord. No. 2018-05, as amended by Ord. No. 2018-09) and the

City's newly adopted Critical Areas Ordinance (Ord. No. 2018-01) do not and will not apply to The Reserve at Winslow, Madison Grove Project, and Madison Landing, and future building permits related thereto, because pursuant to state law said projects became vested to the applicable regulations in effect at the time of submitting a complete preliminary plat application and/or complete building permit applications, as applicable. The City further confirms that the projects described in this Section 2 shall remain vested despite any revision to the Madison Landing Project or its associated building permits resulting from actions necessary or convenient to provide the Wallace Cottages Madison Avenue Access.

3. City Waiver of Transportation Impact Fees. The City shall waive and not require any payment of transportation impact fees associated with Madison Grove and Madison Landing.

4. City Permit Processing. The City shall process the permits and approvals for the following projects as stated in this Section 4. All review times stated below shall commence on the later of the execution date of this agreement, submittal date, or resubmittal date.

Important Note: Regarding the timelines to follow in this Section 4:

The City's commitments (including timelines) are predicated on timely submittal of complete new or revised documentation from the applicant. City staff do not control the recommendations or action that will be taken by the DRB or the Planning Commission, including the availability of those bodies for meetings and the number of meetings those bodies regard as necessary as part of their consideration of subject projects.

a. The Reserve at Winslow.

- i. Section 2(a) of that certain Agreement Regarding Permit Processing by and between Ohrt, CCHD, Mattis and the City dated March 8, 2018, is adopted by this reference as if fully set forth herein, and is hereby ratified and affirmed.
- ii. The City shall complete its reviews and provide its response to the applicant for all building permits submitted for lots within The Reserve at Winslow within thirty (30) days of submission of a fully completed building permit application. The City shall complete its reviews and provide its response to the applicant within fourteen (14) days of receiving from the applicant a response to a correction notice.
- iii. Building Permit BLD22874 (lot 7 of The Reserve at Winslow) shall be allowed to submit a new plan and site plan and use the current fees for the revised plan. The City has not yet begun to review the current plan. The City's review of the new plan shall be subject to the 30-day and 14-day review timeline described in Section 5(a)(ii) above.

b. Madison Grove.

- i. Section 2(b) of that certain Agreement Regarding Permit Processing by and between Ohrt, CCHD, Mattis and the City dated March 8,

2018, is adopted by this reference as if fully set forth herein, and is hereby ratified and affirmed.

- ii. The boundary line adjustment filed under Project Number PLN51005 shall be processed on an expedited basis and approved for recording within fourteen (14) days of submittal of the required documents, if the requested BLA is found to be in compliance with the required criteria.
- iii. The City shall schedule a preliminary plat hearing date with the Hearing Examiner as soon as practicable and shall make best efforts to schedule such hearing no later than April 20, 2018.
- iv. Public Works review and comments including bond quantity amounts, permit fees, and related matters shall be ready within fourteen (14) days of the Hearing Examiner's preliminary plat decision and shall allow construction to start as soon as possible upon the City obtaining the required bonds, fees, and agreements. However, if the Hearing Examiner's decision includes conditions that require changes to the civil improvement drawings, the 14-day period will commence at the time of resubmittal of the revised civil improvement drawings to the City. The City shall allow construction to start as soon as possible upon the City obtaining the required bonds, fees, and agreements.
- v. The City shall complete its reviews and provide its response to the applicant for all building permits submitted for lots within Madison Grove within thirty (30) days of submission of a fully completed building permit application. The City shall complete its reviews and provide its response to the applicant within fourteen (14) days of receiving from the applicant a response to a correction notice.
- vi. The applicant for those certain current Building Permits (BLD22875 Lot 1), (BLD22876 Lot 7) and (BLD22877 Lot 8) shall be allowed to submit a new plan and site plan and use the current fees for the revised plan. The City has not yet begun to review the current plans. The City's review of the new plans shall be subject to the 30-day and 14-day review timeline described in Section 5(b)(v) above.

c. Madison Landing.

- i. The City shall process to approval as soon as possible the boundary line adjustment involving the Panhandle, as described in Section 1 of this Agreement. The City shall approve the boundary line adjustment for recording within fourteen (14) days of receiving the documents required for such approval, if the requested BLA is found to be in compliance with the required criteria.
- ii. Site Plan Review
 - A. If Ohrt submits complete revised site plan drawings to the City to adjust the building location, open space, and site access regarding the Madison Landing project by March 23, 2018, review by the Design Review Board ("DRB") will be scheduled for April 2, 2018, subject to the DRB's availability.

- iii. If the DRB makes their recommendation on April 2, 2018, City staff will schedule the project for Planning Commission consideration at the Planning Commission's May 10, 2018, meeting, subject to Planning Commission availability.
 - A. Within ten (10) days of the Planning Commission recommendation, the Director of Planning and Community Development will consider the revised Site Development Permit and will approve the permit if it meets all of the requirements applicable to such permits.
 - B. The City (Public Works) shall complete review of civil drawings and provide comments to the applicant within fourteen (14) days of submittal. The City shall complete its reviews and provide its response to the applicant within fourteen (14) days of receiving from the applicant a response to a correction notice.
 - C. Current Building and Site Development Permits currently submitted will need to be re-submitted. Such resubmittal shall not result in the waiver or loss of any vested rights previously obtained.
 - D. Once revised building permit drawings have been submitted, the City shall complete its reviews and provide its response to the applicant for all building permits submitted within thirty (30) days of submission of a fully completed building permit application. The City shall complete its reviews and provide its response to the applicant within fourteen (14) days of receiving from the applicant a response to a correction notice.
- iv. Applicant shall be authorized to re-grade the twenty-foot (20') open space buffer along the western boundary of the Madison Landing Property to accommodate the revised site plan. There are no trees to be retained within the buffer except for two (2) fir trees on the southwest corner which will be removed during construction of the new right-of-way on the ROW Property. The twenty-foot (20') buffer will be replanted to achieve the appropriate screening.
- v. The City shall not require more than the minimum code-required number of parking stalls per unit.

5. Severability. If any clause, sentence, paragraph, section or part of this Agreement shall be adjudged by any court of competent jurisdiction to be invalid, such order or judgment shall be confined in its operation to the controversy in which it was rendered and shall not affect or invalidate the remainder of any part of this Agreement and to this end the provisions of each clause, sentence, paragraph, section or part of this Agreement are hereby declared to be severable.

6. Relationship to Other Agreements. The default by Central Highlands or Wallace under the Madison Avenue Access Agreement shall not excuse the performance of an obligation under this Agreement.

7. Cooperation. The Parties agree to cooperate and work together in good faith and without delay to take the actions and issue the approvals described in this Agreement.

8. Attorneys' Fees. In any court proceeding brought to enforce or interpret this Agreement, the substantially prevailing party (as determined by the court) shall recover from the other party its costs and reasonable attorneys' fees, including costs and fees on appeal.

9. Governing Law. This Agreement shall be governed and interpreted in accordance with the laws of the State of Washington. In any action brought to enforce or interpret the provisions of this Agreement, venue shall be exclusively in Kitsap County Superior Court.

10. Time. Time is of the essence for all provisions of this Agreement.

11. Headings. The headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.

12. Binding Effect. This Agreement shall be binding on and inure to the benefit of the parties and their respective successors and assigns.

13. Entire Agreement; Amendment. This Agreement represents the entire agreement of the Parties and supersedes any prior communications, written or oral. This Agreement is the product of negotiation and shall not be construed against either party as the drafter hereof. No amendment, modification, or waiver of any rights hereunder shall be binding unless in writing and signed by the party or parties potentially adversely affected hereby.

14. Counterparts. This Agreement may be executed in any number of counterparts, all of which taken together shall constitute one instrument.

15. Authority. Each party signing this Agreement, whether signing individually or on behalf of an entity, represents that he/she has full authority to sign this Agreement on behalf of himself/herself or such entity.

16. Calculation of Time. Unless clearly stated otherwise in this Agreement, all references to days shall be to calendar days, not business days.

17. Notices. All notices, requests, and other communications that may be or are required to be given hereunder or with respect hereto shall be in writing and shall be given by overnight delivery service and by electronic mail, and shall be deemed to have been given on the next day following the date such notice was sent by overnight delivery service. Such notices, requests, and other communications shall be addressed as follows:

If to **Ohrt, CCHD, Madison Landings Company** or **Mattis:**

Randall P. Olsen
Cairncross & Hempelmann, P.S.
524 Second Ave., Suite 500
Seattle, WA 98104-2323
Phone: 206-254-4418
Email: rolsen@cairncross.com

With a copy via email to:

Todd McKittrick
Email: todd@millennialbuilders.com

If to **City:**

Joe Levan
City Attorney, City of Bainbridge Island
280 Madison Ave. N
Bainbridge Island, WA 98110
(206) 780-8622
Email: jlevan@bainbridge.wa.gov

With a copy via email to:

Doug Schulze
City Manager, City of Bainbridge Island
Email: dschulze@bainbridgewa.gov

[Signature Pages Follow]

EXECUTED by the Parties on the dates set forth below.

CITY:

The City of Bainbridge Island, a
Washington municipal corporation

By: 
Print name: **DOUGLAS SCHULZE**
Its: **CITY MANAGER**
Date signed: **3/15/18**

OHRT:

Gary and Susan Ohrt, a married couple


Date signed: **03/15/2018**

MADISON LANDINGS COMPANY:

Madison Landings Inc., a
Washington corporation

By: 
Print name:
Its:


Date signed: **03/15/2018**

CCHD:

CCHD, a Washington limited liability
company

By: 
Print name: **Lanya McKittrick**
Its: Manager
Date signed: **03/15/2018**

MATTIS:

Mattis, a Washington limited liability
company

By: 
Print name: **Todd McKittrick**
Its: Manager
Date signed: **03/15/2018**