

Call to Order (Attendance, Agenda, Ethics)
Review & Approve Minutes
Update from Director
BI High School Bldg 100 ([PLN51159](#))
Design Guidelines Scope of Service
New/Old Business
Adjourn

Call to Order (Attendance, Agenda, Ethics)

Chair Alan Grainger called the meeting to order at 2:03 pm. Design Review Board (DRB) members in attendance were Alan Grainger, Jim McNett, Joe Dunstan, and Peter Perry. Jason Wilkensen was absent and excused. City staff in attendance were Gary Christensen, Christy Carr Senior Planner, and Administrative Specialist Carla Lundgren who recorded the meeting and prepared minutes.

Review & Approve Minutes

Motion: I move to approve the June 4, 2018 minutes.

McNett/Perry: Motion passed 4-0.

Update from the Planning Director: Gary Christensen

(Discussion Only)

BI High School Bldg 100 ([PLN51159](#))

Project Manager: David Greetham, Senior Planner *(See Presentation Materials.)*

Design Guidelines Scope of Service: Christy Carr, Senior Planner

(Discussion Only - See handout.)

New/Old Business

All members agreed to cancel the July 2, 2018 meeting due to the Fourth of July holiday that week.

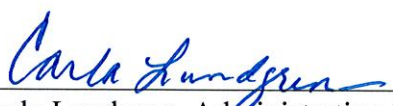
Adjourn

The meeting adjourned at 4:45pm.

Approved by:



Alan Grainger, Chair
interim chair



Carla Lundgren, Administrative Specialist



**CITY OF BAINBRIDGE ISLAND
DESIGN REVIEW BOARD – REGULAR MEETING
June 18, 2018**

PLEASE PRINT

**Join
ListServ
Yes/No**

[illegible]

Alan Grainger
Chair, Design Review Board
COBI

Date: June 12, 2018
Re: Design Review Summary of Meeting with Madison Landing
Applicants - April, 2018

From: Joe Dunstan DRB member

The following summary was compiled from DRB April meeting notes and audio tape of April meeting.

The following DRB comments were stated to the applicant:

1. More creativity in design: This is a general comment based on the fact that the project facilities virtually cover the entire site and is maxed out and doesn't allow for impervious cover or adequate open space.
2. Increased effort to preserve the current landscape: Existing landscape is deemed to be of historical interest. This project will remove all landscape minus one tree. The DRB requested on a number of occasions that the applicant provide a existing plant survey overlay on their site plan so we could understand the impact to the culturally significant plantings and to try to work with them to save these resources where possible. The applicant did not provide such a drawing.
3. Reduce the number of guest parking spaces per unit and lessen the garage apron by 10 feet:
 - to decrease the amount of impervious surface
 - To allow for additional setback/landscaping along Madison Avenue
4. Make Duane Lane a one-way road traveling north to exit onto Madison via Duane Lane to lessen the restriction of the fire turn around:
 - create a more meandering walk way
 - Decrease impervious cover
 - Increase landscape and open space between units
5. Reduce project by two less units to decrease the footprint of the project and increase amount of landscaping
6. Reduce the footprint of the two-story units and make them three stories

7. Community open space is located in far SW corner of property and is not central to the residences.

The DRB gave the applicant the option of returning for an additional review and applicant declined. A major concern of the DRB was and is the street character of Madison Avenue. The Applicant never demonstrated any understanding or concern regarding DRB's concern for the development character along Madison.

DRB Motion: unanimously recommend non-approval of this site plan as presented.

Relevant Design Guidelines and Checklist

Design Review Board Design Guideline Checklist Mixed Use Town Center and High School Road Districts / General Design Guidelines-- BIMC 18.18.030

2. Outdoor Open Spaces and Amenities

To establish, over time, a variety of open spaces within the town center New development and redevelopment should provide facilities near or visible from the sidewalk for outdoor public use. Examples of such facilities include seating areas, courtyards, and small plaza spaces. Generally, the larger the development, the greater the number and size of such spaces. Furthermore, it is desirable to locate these spaces where they can receive sun and where they can easily be connected to adjacent concentrations of land use.

See DRB comments #1, 2, 4, 5, 6 and 7

Applicant Response:

Due to the private nature of the residences a public plaza or courtyard is undesirable when directly adjacent to the public way. However, courtyards, seating, plaza spaces, and other amenities are provided within the site. These elements are intended for the use of residents and will aid in creating a sense of community and engaging the residents to participate in the community of their larger neighborhood. The location of the main plaza area is located on the southern portion of the site and will maximize solar exposure.

3. Pedestrian Connections

To create a network of safe, comfortable and attractive linkages for people on foot New development and redevelopment should include pedestrian walkways, raised and/or separated from traffic lanes, that offer access from the public sidewalk to the main entrance to the building. (Locating a building

entrance directly on the sidewalk satisfies this guideline.) In addition, connections to adjoining properties should be provided. Furthermore, within parking lots, there should be pedestrian walkways that allow people to traverse the lot without being forced to use vehicular aisles.

See DRB comments # 1, 4, 5, 6

Applicant Response

A significant network of pedestrian pathways are integrated into the site and are separated from the traffic lanes. The pedestrian pathways connect to the public sidewalks and to the adjacent properties where possible. No parking lots exist on the site that would require pedestrians to traverse vehicular aisles.

6. Open Space:

To ensure that open spaces within a development containing dwelling units are truly usable by all residents. While some portions of common open space may be dedicated to specific amenities such as pools and tennis courts, most of it should be designed in such a manner as to allow walking throughout the development, to any adjacent commercial or recreational areas, and to surrounding streets. Except for designated senior housing, some place for children to play should also be provided.

See DRB comments # 5, 6, 7

Applicant Response:

Open green spaces are provided throughout the site with more sizable recreation areas positioned centrally within the site for communal gathering/ use and children's play. The remaining front and side yards are connected via a pedestrian pathway and available for walking throughout the development.

Design Review Board Design Guideline Checklist Mixed Use Town Center/ Madison Avenue Overlay District- BIMC 18.18.030

1. Landscaped Front Setbacks To reinforce the predominant visual image of abundant vegetation along this portion of Madison For the portion of Madison Avenue situated within this overlay district, landscaped front setbacks are encouraged

See DRB #3. Comments:

- Unnecessary full car length aprons in front of double car garages resulting in up to 4 cars per unit – will the garages be ever used for their intended purpose?
- Aprons described above forces a minimum setback condition along Madison, rather than accommodating both façade setback variety and more substantial planting on both the east and west sides of those buildings.

Applicant Response:

As shown on the landscaping plan the buildings fronting onto Madison Ave N are setback and the frontage is landscaped per BIMC.

Discussion: BIMC requires between min 10 ft to 20 ft DRB wanted interior aprons shortened or removed to allow increase in landscaping on Madison avenue. Applicant refused to shorten interior aprons.

Note: the following comments were not shared with the applicant but should be discussed with the City:

1. Design Review Board has concerns regarding the interaction and sharing of information with the the city engineering and planning departments and DRB:
 - During the Madison Landing process, DRB was neither informed of nor included in discussions/agreements with the applicant and city engineers regarding the overall traffic circulation on this and adjacent sites.
 - These road agreements undercut DRB's effort to:
 1. Improve the built environment and pedestrian experience along the Madison Avenue corridor.
 2. Hindered efforts to retain and not lose heritage trees and plants
 3. Road agreement resulted in additional road width on site to accommodate two way traffic, rather than a reduction to one way circulation as proposed by DRB, which would reduce impervious cover and increase landscaping throughout the site.



Design Guidelines Update

June 18, 2018

Draft Scope of Services – DRB Meeting

Purpose/anticipated outcomes of today's meeting

- The purpose of today's meeting is to share staff's initial thinking and gather DRB input and recommendations on a draft scope of services for an update to the City's design guidelines.
- Anticipated outcomes include direction (agreement) on specific deliverables and demonstrated (consultant) skills needed for scope of services.

Goals and objectives of design guidelines update

- Assess community preferences and appropriate aesthetic and design standards through public education and outreach efforts.
- Analyze the existing design guidelines and develop a recommended outline of reorganized and updated guidelines that serves the island as a whole and individual commercial, mixed use, and neighborhood districts.
- Produce an adoptable set of new or updated design guidelines that will preserve and enhance the Island's special character, and ensure sustainability, affordability, and appropriateness for the community, neighborhood, and environment while allowing for variety and creativity.
- Maximize the effectiveness of the guidelines as a tool in encouraging better design while keeping the guidelines clear and easy to use by applicants, Design Review Board members, and the public.
- Identify ways to improve administration of the design guidelines.

Pre-consultant work

It is anticipated this work will be completed by staff and DRB with a community engagement component before the consultant begins. The outcome would be a set of findings that will inform the approach taken by the consultant in developing options for the update and, likely, influence the new/updated guidelines themselves. The intent is to do some baseline level of work to provide better direction and priorities to the consultant.

- Conduct public education and outreach to assess community preferences and appropriate aesthetic and design standards for neighborhood centers (and City-wide?).
- Assess adequacy of existing guidelines in terms of content, format and graphics and identify where revisions are most needed.
- Identify important categories for design guidelines (e.g., site planning, site elements, building design, building performance, streetscape, public/private space, pedestrian/vehicle space, etc.).
- Review design guidelines from other cities to better understand current practices in design review and design guidelines – identify qualities of other design guidelines and review process to consider in update.

Consultant scope of services

Provide recommendations for:

- Additional categories for design guidelines not considered through pre-consultant work.
- Including broader issues of appropriateness of design from the standpoint of site design, resource consumption, energy efficiency, and new materials and architectural styles; integrating (or separating) future green building code.
- Integrating (or separating) new subdivision design guidelines.
- Integration and timing of design guidelines for ongoing and future neighborhood center planning efforts (e.g., Island Center).
- Improving preservation and fit of existing historic buildings, properties, and features
- Considering landscape design standards.
- Procedural improvements for design review, including improved/updated checklist(s), developing a process for departures from design guidelines, resolving conflicts with land use (zoning) code, creating new information materials for applicants to facilitate the review process, differentiating between “should” and “shall” and considering incentives to make design guidelines more flexible and effective.
- Improving submittal requirements in Administrative Manual.

Deliverables:

- Assistance with meeting facilitation, including preparation of materials appropriate to the purpose of the meeting such as handouts, large exhibits, presentation and other displays. Public meetings and meetings with City staff as necessary. Presentations to the Design Review Board, Planning Commission and City Council.
- Summary of recommendations (from above).
- Outline of design guidelines update including identification of absent content, content to be eliminated, revision of standards, and improved administrative processes.
- Production of internal (working) draft and public review draft of design guidelines document.
- Production of internal (working) draft and review draft of improved/updated checklist(s).
- Production of a final design guidelines document (electronic only?) that will be appealing and useful for a range of users including property owners, community members, design professionals, and City staff and review bodies. Document will include images, both photographic and illustrative, of sufficient quality and quantity to graphically convey the intent and meaning of the design guidelines.

Applicable Comprehensive Plan Language

Policy LU 5.7

Encourage the design of buildings in designated centers for a long life and adaptability to successive uses over time.

Policy LU 8.6

To ensure visual appeal and pedestrian and bicycle safety, the land development regulations include design standards for:

- Building height, bulk and placement.
- Landscaping including screening of parking lots and development of pedestrian-oriented streetscape with building and landscaping (including trees) located at the street edge.
- Lot coverage.
- Open space.
- Road access and internal circulation including pedestrian connections, developing more pedestrian crossings and requiring parking in the rear wherever possible.
- Signage.
- Additional transit stops on both sides of SR 305.

Standards for all Neighborhood Centers

The following standards ensure that development will be designed to fit into the scale and character of the existing centers and the adjacent residential neighborhoods. The City developed design prototypes or illustrated design guidelines for each of the three Neighborhood Centers to serve as a visual reference for the future development of the community. These design guidelines can be crafted to recognize the distinct qualities of each designated center.

Policy LU 9.81.6

The Neighborhood Centers achieve a mix of neighborhood-scale businesses, public uses and housing which are compatible with the scale and intensity of the surrounding residential neighborhood and which minimize the impact of noise, odor, lighting, fire safety and transportation on the neighborhood.

Policy LU 9.9

Mixed use development is encouraged.

Policy LU 9.11

The development regulations should include design standards for:

- Building height, bulk, massing and articulation to promote a pedestrian scale.
- Parking requirements including location of parking to the rear or side yards unless otherwise provided for in a Subarea Plan.
- Landscaping including parking lots and buffer areas between higher and lower intensity uses and consideration of trees that allow solar access.
- Lighting standards that prevent unnecessary glare and light trespass on neighboring residential properties.
- Noise level limits appropriate for mixed use development.
- Location and screening of service areas such as dumpsters.
- Open space.
- Pedestrian linkages.

Policy LU 9.12

Encourage neighborhood participation in defining the design standards for each Neighborhood Center.

Policy LU 9.13

Establish and implement a street tree plan and planting program for major roadways at the Neighborhood Centers.

Policy LU 9.16

To minimize visual and environmental impacts, encourage parking in the rear or side yards or underground of multifamily, commercial and mixed use developments. Design parking lots to be pedestrian-oriented and provide pedestrian and bicycle routes between the street, parking area and main entrance. Consider solar access when planning size and type of trees within a parking lot.

GOAL LU-13

Adopt landscape design standards and identify and protect public vantage points, view corridors and scenic vistas to support the Island's sense of place, identity and orientation.

Policy LU 13.1

Manage existing vegetated buffers to preserve the Island's character and the forested view from the road. Remove invasive species in order to keep the native vegetation healthy.

Policy LU 13.2

Design and site new development to cause the least visual and environmental impact on the Island landscape. Encourage the retention of features that enhance the Island's character such as barns, fences, fruit and vegetable stands.

Policy LU 21.3

Develop design guidelines for projects within or adjacent to significant historic properties and/or neighborhoods to ensure compatible development.

Policy LU 21.4

Develop guidelines to ensure review of potential direct and indirect impacts to significant historic properties when planning and/or permitting projects.

LU Action #12 Review and update design standards and guidelines for the neighborhood centers.

mahlum

18 JUNE 2018

CITY OF BAINBRIDGE ISLAND DESIGN REVIEW BOARD PRESENTATION I

BHS 100 Building Replacement

Bainbridge Island School District No. 303

PROJECT DESCRIPTION

A new central commons on campus will share work space with a modern CTE and fine arts facility, which also houses the music program.

PROJECT SCOPE

Site Area (acres) :	3.4
Building Size (GSF):	34,000

PROJECTED CONSTRUCTION TIMELINE:

September 2019 – January 2021

PROJECTED COMPLETION

March 2021

