

Call to Order (Attendance, Agenda, Ethics)
New Land Use Review Process
Pavilion CUP Decision ([PLN51232 CUP](#))
Hyla New Building
Bainbridge Periodontics Clinic
New/Old Business
Adjourn

Call to Order (Attendance, Agenda, Ethics)

Chair Joe Dunstan called the meeting to order at 2:32 PM. Design Review Board Members in attendance were Alan Grainger, Jane Rein, and Jim McNett. Peter Perry, Carl Yurdin and Jason Wilkinson was absent and excused. Planning Commission liaison Don Doman was present. City staff present were Gary Christensen Planning Director, Kelly Tayara, Heather Wright Planning Manager and Administrative Specialist Carla Lundgren who recorded and prepared minutes.

The agenda was reviewed. It was noted that the Bainbridge Storage project scheduled for 4:25pm on the agenda was cancelled.

No conflicts were disclosed.

Approval of Minutes: January 7, 2019

Minutes were not approved. Joe Dunstan stated he would like to add the summary discussion that was had after each design guideline checklists. Mr. Dunstan will review the audio recording of the January 7, 2019 meeting and forward each summary to Carla Lundgren to add to the written minutes.

Approval of Minutes: January 22, 2019

Motion: I so move.

Rein/McNett: Passed Unanimously

New Land Use Project Review Process

Heather Wright, Planning Manager
Discussion Only

Pavilion CUP Approval ([PLN51232 CUP](#))

Gary Christensen, Planning Director
Discussion Only

Hyla New Building

Design Guidance Meeting

Review of Schematic Design & Applicable Design Guideline Checklists

Discussion Only

Bainbridge Periodontics Clinic

Conceptual Design Meeting

Review Statement of Intent, Site Analysis and Context Map

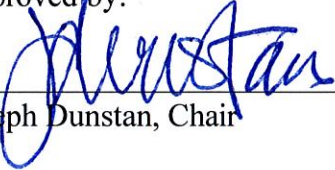
Discussion Only

New/Old Business

Adjourn

The meeting adjourned at 5:43 PM.

Approved by:



Joseph Dunstan, Chair



Carla Lundgren, Administrative Specialist



CITY OF
BAINBRIDGE ISLAND

CITY OF BAINBRIDGE ISLAND
DESIGN REVIEW BOARD – SPECIAL MEETING
February 20, 2019

PLEASE PRINT

Join
ListServ
Yes/No

Name	Affiliation	Phone/ E-Mail	Join ListServ Yes/No
JIM MCNEEL	DRB		
AN GRANGER	DRB		
Don Doman	Plan Comm.		
JANE REIN	DRB		
PAM COLE	CITIZEN	pam.cole@gmail.com	
CHARLES SCHMID	ABC		
BRANDON HOGG	STUDIO HANUET ARCHITECTS		
DE DUNSTAN	DRB		
Kelsey Laughlin	Seabold Engineering	kelsey.seaboldeng.com	
Deborah Wink	COBI		
CORY CHRISTENSEN	COBI		
Catherine Micaud	Catherine Micaud Landscape Architects	kiamicaud@gmail.com	
THOMAS COATES	COATES DES.	matthew@coatesdesign	Yes.
Annette Rohde	Coates Design.	Annette@coatesdesign	
ROB WINNER RHES	C.D.	ROB@COATESDESIGN.COM	

Wink

When	What	Who	Where	Why	How	Materials Required	Outcome
Step 1	Conceptual Proposal Review Meeting* (30 mins)	Applicant DRB	DRB Mtg	The DRB will provide the applicant(s) an introduction/review of the design guidelines, comprehensive plan goals and policies applicable to the site, as well as, an opportunity to explore design concepts and/or options. BIMC 2.16.040.D.1	Applicant Schedule	Statement of Intent, Site Analysis and Context Map (pg 9)	Project recommendations at this meeting are subject to review with City staff, the Comp Plan and the municiple code and will be discussed at the preapplication conference (Step 4).
Step 2	Design Guidance Review Meeting (60 mins)	Applicant DRB Planner	DRB Mtg	The DRB will provide input and guidance to the applicant on consistency with applicable design guidelines and comprehensive plan goals and policies, including recommendation for how the project could be revised to achieve greater consistency. BIMC 2.16.040.D.2	Planner Schedule	Schematic Design & completed applicable design guidelines (pg 9)	Determination of project consistency with design guidelines.
Step 3	Preapplication Intake Appointment (60 mins)	Applicant Permit Specialist Planner	PCD	The applicant shall provide all required submittal materials outlined in Admin Manual for the City staff to review prior to the Preapplication Conference. City staff will familiarize themselves with the proposed project and come prepared to review the project with the applicant at the Preapplication Conference (Step 4).	Applicant Schedule	Refer to Admin Manual (pg 10)	A permit specialist will schedule the Preapplication Conference approximately three weeks after the date of this meeting. This will allow the City staff to review the submitted materials prior to the next meeting with the applicant.
Step 4	Preapplication Conference (60 mins) \$	Applicant Planner DE	PCD	The preapplication conference is an informal discussion between a potential applicant, interested citizens, and city staff regarding a proposed project. A preapplication conference shall not include extensive field inspection or correspondence. BIMC 2.16.020.I.2	Permit Specialist Schedule	Refer to Admin Manual (pg 10)	The planner will send a summary of this meeting to the applicant post meeting. The preapplication conference application shall be provided to the Design Review Board (Step 7). BIMC 2.16040. D.3
Step 5	Public Participation Meeting (60 mins)	Applicant Planner PC	PC Mtg	As part of the preapplication phase, applicants are required to participate in a community meeting through the City's public participation program outlined in Resolution No. 2010-32, except that the community meeting shall be held at a Planning Commission meeting. BIMC 2.16.040.D.3	Planner Schedule	Materials submitted at Preapplication Conference	The applicant (with City staff support) will present the project to the public at a Planning Commission meeting. A summary of the meeting will be distributed by the planner to those that attended, requested a summary and to the applicant.
Step 6	Application Submittal** (60 mins) \$	Applicant Permit Specialist Planner	PCD	An application for a specific type of land use decision shall be filed with the planning department on forms prescribed by the department and shall include fees as required by resolution of the city council. Each application has specific submittal requirements that are described in the administrative manual. Additional requirements may be requested on the application form. BIMC 2.16.020.J.1.a	Applicant Schedule	Refer to Admin Manual (pg 13-14)	A land use application shall be deemed complete when all submittal requirements and all required fees as set forth in the administrative manual or by resolution of the city council have been submitted to the appropriate department and staff has confirmed that the level of detail in submitted materials is sufficient to allow accurate review, even though additional information may be required or subsequent project modifications may occur (see subsection L.4 of this section for timelines). BIMC 2.16.020.J.2.a
Step 7	Design Review Board Review & Recommendation (60 mins)	Applicant DRB Planner	DRB Mtg	The DRB will review the proposed project for compliance with applicable design guidelines and to ensure that the project reflects any revisions recommended at the design guidance meeting (Step 2). The project is presented to the DRB after incorporating the recommendations from the Pre-application Project Review and can include other refinements that have occurred to the design.	Planner Schedule	Refer to Admin Manual (pg 13-14)	The DRB will forward written findings, their determination of the project's consistency with the design guidelines, design guideline checklists and their recommendation, including any conditions, to the staff planner. The staff planner will include these findings and recommendations in the Staff Report to be presented to the Planning Commission.
Step 8	Planning Commision Review & Recommendation (60 mins)	Applicant Planner PC	PC Mtg	The PC will review the proposed project for consistency with applicable design guidelines, BIMC Title 17, and the comprehensive plan. The PC will take into consideration the recommendation from the DRB, any public comment received and the City staff recommendation.	Planner Schedule	Recommended, however, optional presentation by applicant	The Planning Commission shall issue a written recommendation that contains a statement recommending that the proposed project be approved, approved with conditions or denied. A statement of facts upon which the recommendation is based and the conclusions derived from those facts must be provided by the Planning Commission to the Director.
Step 9	Decision	Director	N/A	The Director gives consideration to public comment, decision criteria and substantial weight to the PC & DRB recommendations.	N/A	Staff report from planner to the Director	Decisions distributed to the commenters. Any administrative decision can be appealed.

DRB = Design Review Board

PCD = Planning & Community Development

PC = Planning Commission

DE = Development Engineer

* Waiver available

**120 day review period begins

\$ Fee Due



Proposed Design Review Board Meeting Timelines

Conceptual Proposal Review Meeting (*30 mins*)

- 10 mins** – DRB introduce/review the design guidelines, comprehensive plan goals and policies applicable to the site.
- 10 mins** – Applicant presents project concept
- 10 mins** – Questions/Feedback/Public Comment

Design Guidance Review Meeting (*60 mins*)

- 5 mins** – Planner intro
- 15 mins** – Applicant presentation
- 30 mins** – Review design guideline checklists & complete facts/findings
- 10 mins** – Questions/Public Comment

DRB Review & Recommendation Meeting (*60 mins*)

- 5 mins** – Planner Intro
- 15 mins** – Applicant presentation
- 25 mins** – DRB review design guidelines checklist, compliance to recommended revisions & establish formal facts/findings
- 10 mins** – Questions/Public Comment
- 5 mins** – DRB makes motion to “Recommend Approval”, “Recommend Approval with Conditions”, or “Recommend Denial”



8 Guiding Principles of the City of Bainbridge Island 2016 Comprehensive Plan

The city's Comprehensive Plan guides the growth and establishes the long-range vision for the Island, identifying important characteristics that the community desires to retain, promote, or foster. The Comprehensive Plan incorporates goals and policies that guide the community toward that vision, including the eight overriding principles of the plan:

Guiding Principle #1 Preserve the special character of the Island, which includes downtown Winslow's small-town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



10 Elements of the Comprehensive Plan

Taken together, the following Elements balance the Island's highly held values of environmental stewardship with the needs of its people for housing, health, safety, economic opportunity and access to goods, services, recreation and cultural amenities. All of these Elements are guided by the eight Guiding Principles set forth in the Introduction Chapter of this Comprehensive Plan. These Principles emphasize the importance of shaping future growth and redevelopment in a way that retains the Island's character and quality of life that its residents so highly value.

The **Land Use Element** addresses the general location and distribution of land uses within the City and, in combination with other Plan Elements, guides the use of land on Bainbridge Island.

The **Environment** and **Water Resources Elements** addresses the protection and conservation of natural systems including the Island's sole source aquifer, the quality and quantity of water, habitat, vegetation and air.

The **Housing Element** identifies strategies to increase the diversity of housing types and the supply of affordable housing on the Island.

The **Economic Element** encourages programs and policies to support economic vitality and opportunity for Island residents.

The **Transportation Element** provides mobility and safety for all users while respecting neighborhood character and climate resilience.

The **Capital Facilities** and **Utilities Elements** address the infrastructure needed to serve the planned land uses.

The **Cultural Element** recognizes the arts and humanities, significantly contributes to the City's identity, sense of place and economy.

The **Human Services Element** is defined as those services that assist people in meeting the essential life needs of food, clothing, shelter and access to health care.

Full Comprehensive Plan can be found here: <https://www.bainbridgewa.gov/432/Plan-Elements>

Project Type	Zoning District																		
	Neighborhood Service Center			R-14	R-8	R-5	R-4.3	R-3.5	R-2.9	R-6, R-2, R-1, R-0.4	Ft. Ward Overlay	Mixed Use Town Center						Business/Industrial	WDI
	Rolling Bay	Island Cntr.	Lynwood Cntr.									Core	Madison	Ericksen	Gateway	Ferry T	HS Rd 1 & 2		
Commercial	1, 9	1, 8	1, 7	NP	NP	NP	NP	NP	NP	NP	NP	1, GEN,C	1, GEN,M	1, GEN,E	1, GEN,G	1, GEN,F	1, GEN, HS	5	1
Multi-Family	9	8	7	4	4	—	—	—	—	—	3	GEN, C	GEN, M	GEN, E	GEN, G	GEN, F	GEN, HS	NP	NP
Mixed-Use	1, 9	1, 8	1, 7	1	1	1	1	1	1	1	1, 3	1, GEN,C	1, GEN,M	1, GEN,E	1, GEN,G	1, GEN,F	1, GEN, HS	5	NP
Government/ Cultural/ Religious/ Educational	1, 9	1, 8	1, 7	1	1, 5	1, 5	1, 5	1, 5	1, 5	1, 5	1, 3	GEN, C	GEN, M	GEN, E	GEN, G	GEN, F	GEN, HS	5	1
Health care Facility	1, 9	1, 8	1, 7	1	1	1	1	1	1	1	1, 3	1, GEN,C	1, GEN,M	1, GEN,E	1, GEN,G	1, GEN, F	1, GEN, HS	5	NP
R-8 /w/ TDR Single-family Subdivision	NP	NP	NP	NP	NP	NP	6	6	6	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP

Design Standards and Guidelines BIMC Section 18.18.030

NOTE: Blank cells indicate design guidelines don't apply in that zone; NP= use not permitted in zoning district
BIMC Section 18.36.030.55 "Commercial Use: means the providing of goods or services for compensation".

Design Guideline Matrix Key

- Guidelines for Commercial and Mixed Use Projects
- Guidelines for Mixed Use Town Center/ HS Road Overlay Districts
 - GEN General Guidelines for all Overlay Districts
 - G Gateway Overlay District Guidelines
 - C Core Overlay District Guidelines
 - E Ericksen Overlay District Guidelines
 - M Madison Overlay District Guidelines
 - F Ferry Terminal Overlay District Guidelines
 - HS High School Road 1 & 2 Overlay District Guidelines
- Guidelines for Fort Ward
- Guidelines for Multi-family
- Guidelines for Business/ Industrial (formerly Light Manufacturing)
- Guidelines for R-8 Urban Single Family Overlay District
- Guidelines for Lynwood Center
- Guidelines for Island Center
- Guidelines for Rolling Bay

DESIGN REVIEW BOARD Procedural Steps for Review

#1: Concept Meeting - Add: Site Address

Applicant provides:

- Statement of Intent and vision for the project
- site analysis describing appropriateness of proposed use for the subject property
- context map (showing property and surrounding uses)

Staff provides:

- Vision for Bainbridge Island
- Comp Plan goals and objectives (relevant to specific project)
- design guidelines the project must follow.

COMP PLAN GUIDING
PRINCIPLES

1. DRB provides:

- Comments regarding the most significant (urban) design issues for the proposed use on the subject property and its relationship to neighboring parcels of land.
- Identify any "hot topic" issues that may influence the direction of the design as it proceeds.
- Key items that should be addressed at the Design Guidance meeting.

#2: Design Guidance

Applicant provides:

- Conceptual design/bubble diagram/site plan
- Relationship of proposed development to significant site features and trees
- General traffic patterns, trails, facilities, proposed infrastructure
- Relative scale to neighboring properties – site section and/or street elevation(s)

Staff provides:

- Explanation of design guidelines,
- departures from guidelines, if any

DRB provides:

- Comments regarding the most significant (urban) design issues for the proposed use on the subject property and its relationship to neighboring parcels of land.
- Review of concept site plan and building scale and massing
- Identify any outstanding "hot topic" issues that may influence the direction of the design as it proceeds.
- Key items that should be addressed at the Pre-Application meeting.
-

#3: Pre-application

Applicant provides:

- preliminary site plan
- landscape plan/streetscape elements
- four elevations (all four sides of proposed building)
- See checklist list previously recommended by DRB
-

DRB provides:

- Suggestions to be incorporated into proposal to satisfy Guidelines and smooth approval process at Site Plan Review

#4: Site Plan Review and Recommendation**Applicant Provides:**

- final site plan
- final landscape plan/streetscape elements
- Minimum of four elevations (all four sides of proposed building)
- color boards, building materials list, roof materials/color
- other landscape elements (as needed)
- Complete set of design guideline(s) and applicant's notes
- Items required in Administrative Manual (staff)
- See checklist list previously recommended by DRB
-

DRB provides:

- Indication by straw poll of approval or denial
- If denial is likely, an opportunity for the applicant to revise and return
- final approval or denial
- list of final recommendations/conditions for approval (if needed)
- list of project shortcomings if denial is recommended
- Summary of findings/decisions to Planning Commission

NOTICE OF ADMINISTRATIVE DECISION

The City of Bainbridge Island is issuing a decision concerning the following land use application:

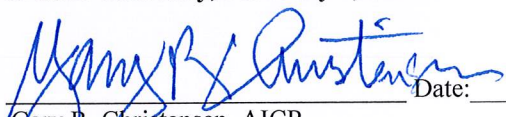
Date of Issuance: January 24, 2019
Project Name & Number: Pavilion Redevelopment PLN51232 CUP
Project Type: Conditional Use Permit for Automotive Service Use
Owner: MADISON AVE REAL ESTATE LLC
Project Site & Tax Parcel: 403 MADISON AVE N, TA#272502-4-009-2007; 272502-4-185-2003; 272502-4-184-2004; 272502-4-010-2004

Project Description: Allow automotive use on the William Grow House property.

Project Decision: The application is **conditionally approved**. This proposal is subject to administrative review under Chapter 2.16.030 of the Bainbridge Island Municipal Code. The staff report containing the findings of facts upon which the decision is based, including the conclusions of law derived from those facts and the conditions of approval, is available to the public upon request. **The decision becomes final after 14 days from the date of issuance, or after Thursday, February 7, 2019.**

Decision Maker:

Signature

 Date: 1/24/19

Gary R. Christensen, AICP
City of Bainbridge Island

Director of Planning and Community Development

Appeal Procedure: This administrative decision may be appealed by filing a written appeal containing a summary of grounds for the appeal and paying a \$530.00 filing fee to the City Clerk at 280 Madison Avenue North, Bainbridge Island, WA 98110, in accordance with the procedures set forth in the Bainbridge Island Municipal Code, Section 2.16.020. **An appeal must be filed no later than 4:00 p.m., Thursday, February 7, 2019**

If you have any questions, contact:

Kelly Tayara, Senior Planner
City of Bainbridge Island
280 Madison Ave North
Bainbridge Island, WA 98110
206-780-3787 or pcd@bainbridgewa.gov

Project Conditions

1. Site redevelopment is subject to Site Plan and Design Review permit approval which includes Design Review Board, Planning Commission and Historic Preservation Commission review.
2. The Grow House and the relocated automotive services must be located on the same property. Prior to site redevelopment, the applicant must submit complete application for Boundary Line Adjustment (BLA) and obtain BLA approval from the Department of Planning and Community Development: Subject to approval by the Director of Planning and Community Development, the City may accept similar legal instrument, such as a condominium declaration (RCW 64.34).

February 20, 2019

Design Review Board
Special Meeting
Wednesday, 4:55 pm Council Conference Room

Re: Bainbridge Periodontics Clinic.

Conceptual Proposal Review Meeting

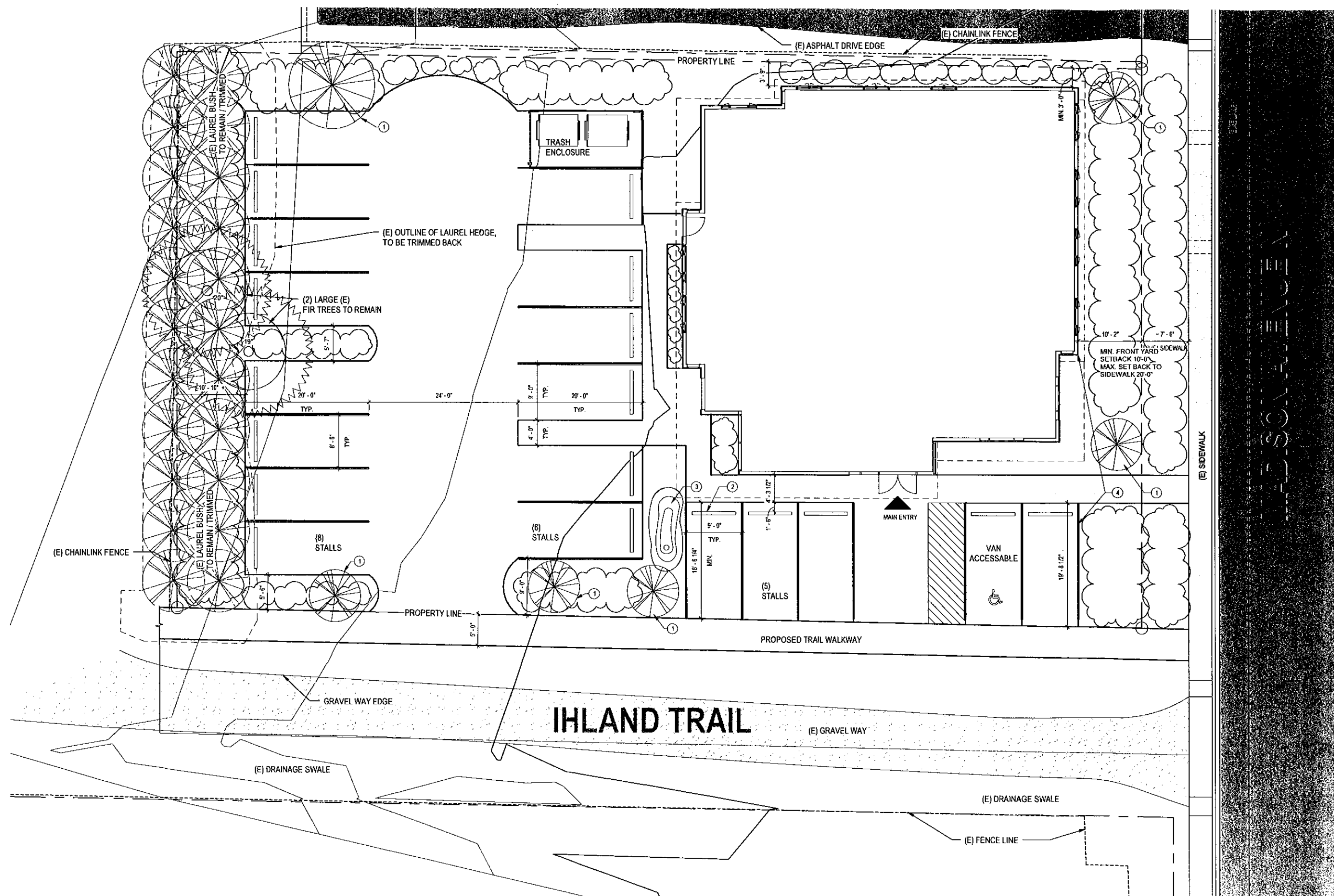
Statement of Intent

The proposed 2 story wood frame multiuse project combines ground floor dental clinic with two second floor residential units. Project is located at the north end of Madison Avenue just south of the High School roundabout. Adjacent uses are dental clinic, multifamily and single family residential. The neighborhood is comprised of similar multiuse projects, medical clinics, multifamily, the library and a church. Access to the site will be off Ihland Trail from Madison.

Regards,



Bob Miller-Rhees, AIA LEED BD+C
COATES DESIGN, INC.



PARKING CALCULATION:

REQUIRED 4 PER 1000 SQFT COMMERCIAL USE	3,396 SQFT COMMERCIAL USE	14 PARKING STALLS
REQUIRED 1 PER DWELLING UNIT DIRECTLY ABOVE COMMERCIAL USE	(2) CONDOS	2 PARKING STALLS
TOTAL REQUIRED / PROVIDED		16 PARKING STALLS
CURRENTLY SHOWN 19 PARKING STALLS		

TREE UNIT CALCULATION:

REQUIRED 40 TREE UNITS PER ACRE	13,504 SQFT LOT SIZE = 12.4 TREE UNITS = 13 TREE UNITS REQ'D
(2) EXISTING FIR TREES 19" / 20" EQUAL 3.8 TREE UNITS EACH	2 X 3.8 TREE UNITS = 7.2 TREE UNITS COUNTED AS 7 TREE UNITS EXISTING
NEW TREES	6 NEW TREES

SITE PLAN NOTES

- ① NEW TREE
- ② TYP. WHEEL STOPS
- ③ RAINWATER BASIN
- ④ ALIGNED WITH FACE OF BUILDING

1 SITE PLAN - PROJECT NORTH

SCALE 1/8" = 1'-0"



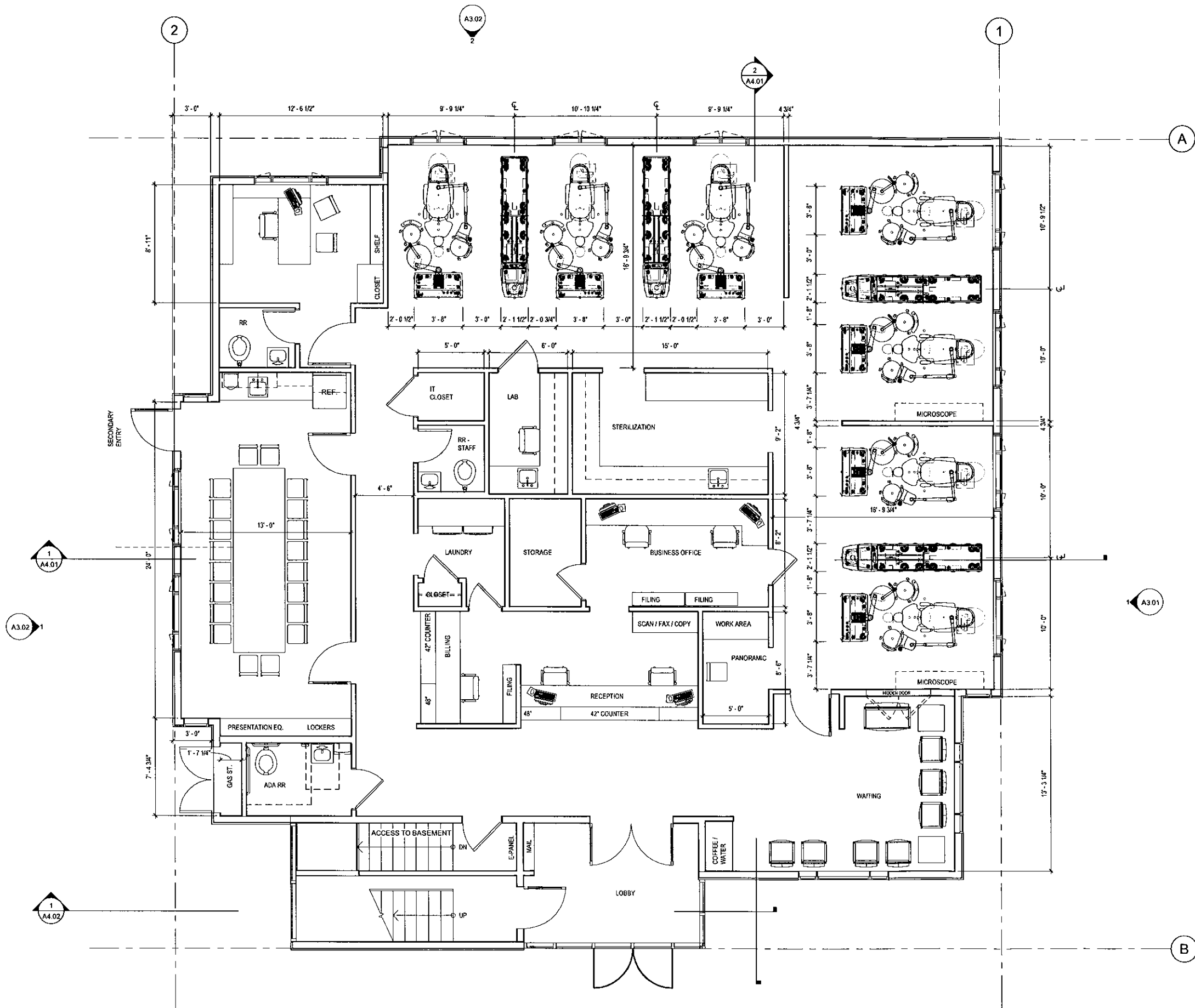
ISSUED FOR:

SCHEMATIC DESIGN

NOT FOR CONSTRUCTION

BAINBRIDGE
PERIODONTICS
1129 Madison Ave
Bainbridge Island,

FIRST FLOOR



1 FIRST FLOOR - OPTION 1

SCALE 1/4" = 1'-0"

0' 2' 4' 8'



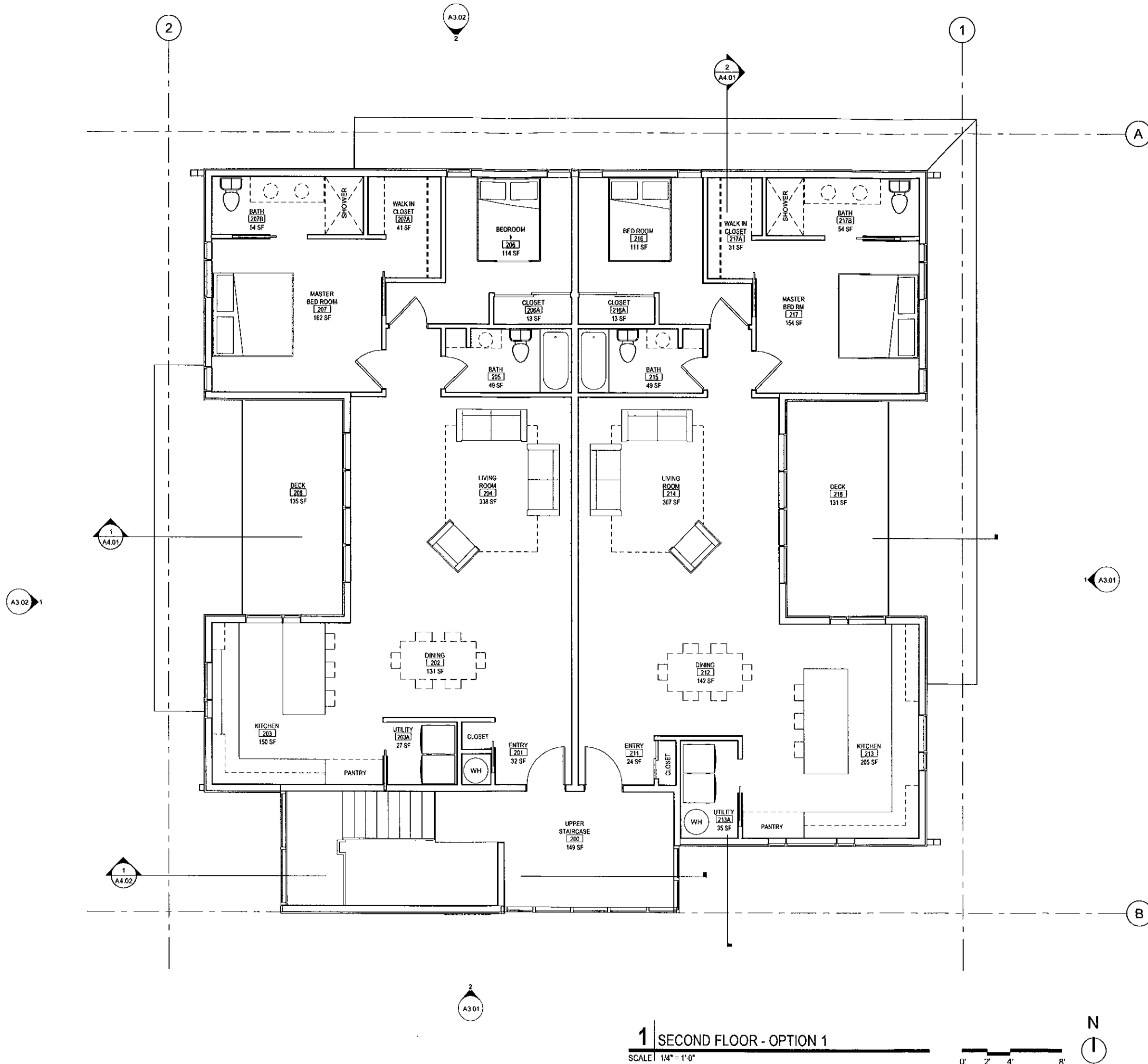
ISSUED FOR:

SCHEMATIC DESIGN

NOT FOR CONSTRUCTION

BAINBRIDGE
PERIODONTICS
1129 Madison Av
Bainbridge Island

SECOND FLOOR

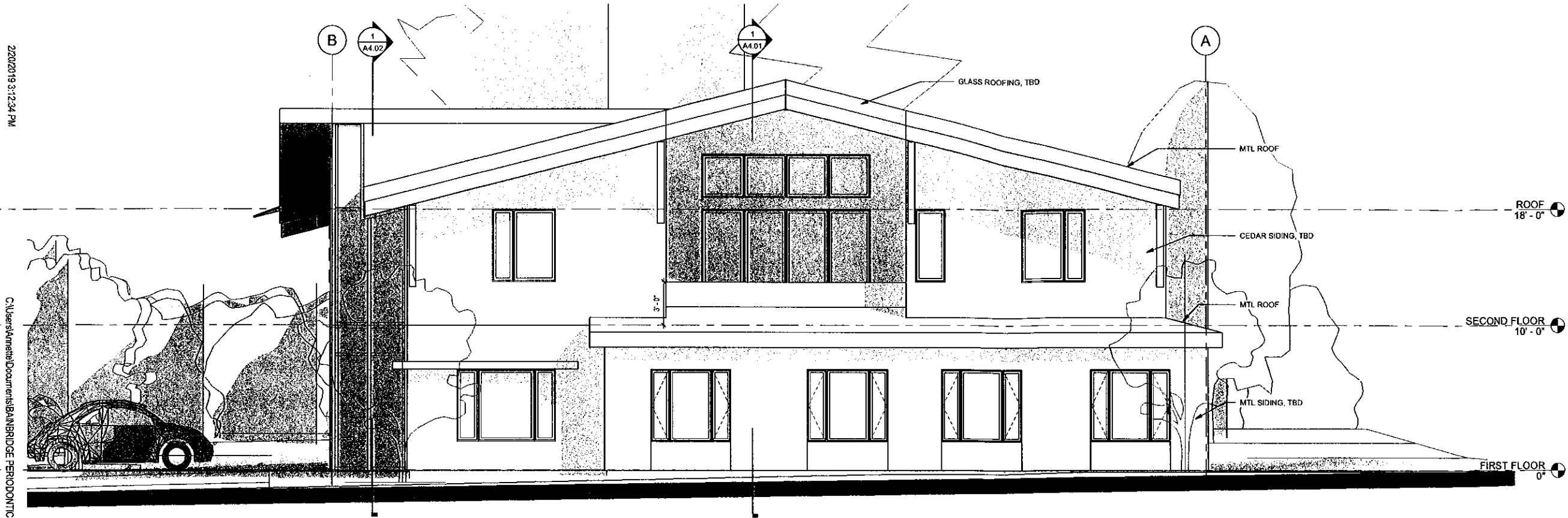


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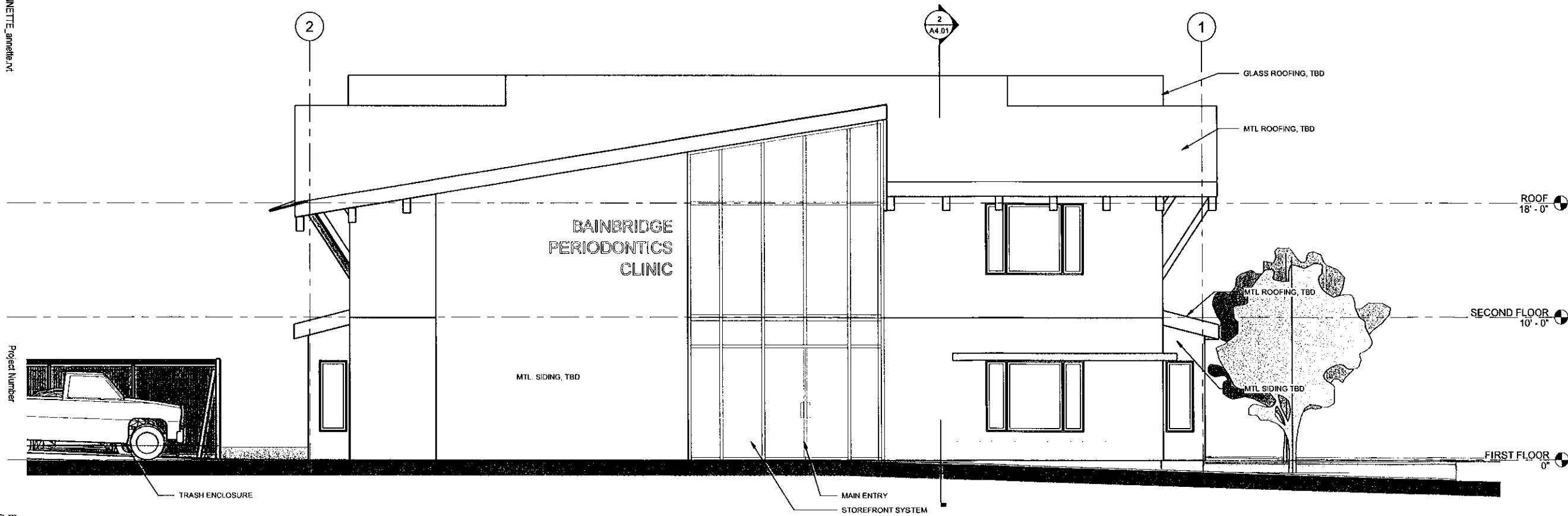
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Project Number

BAINBRIDGE PERIODONTICS CLINIC



1 EAST ELEVATION - MADISON AVENUE
SCALE 1/4" = 1'-0"



2 SOUTH ELEVATION
SCALE 1/4" = 1'-0"

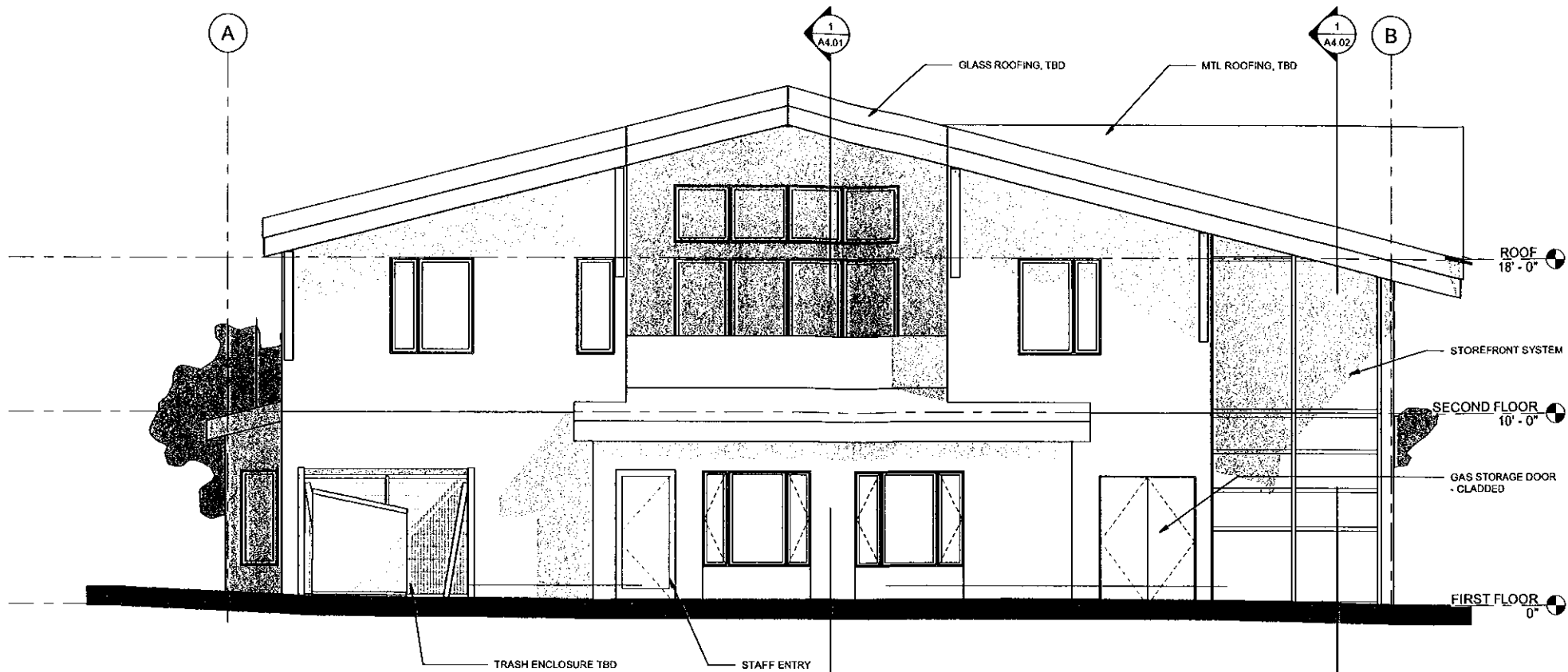
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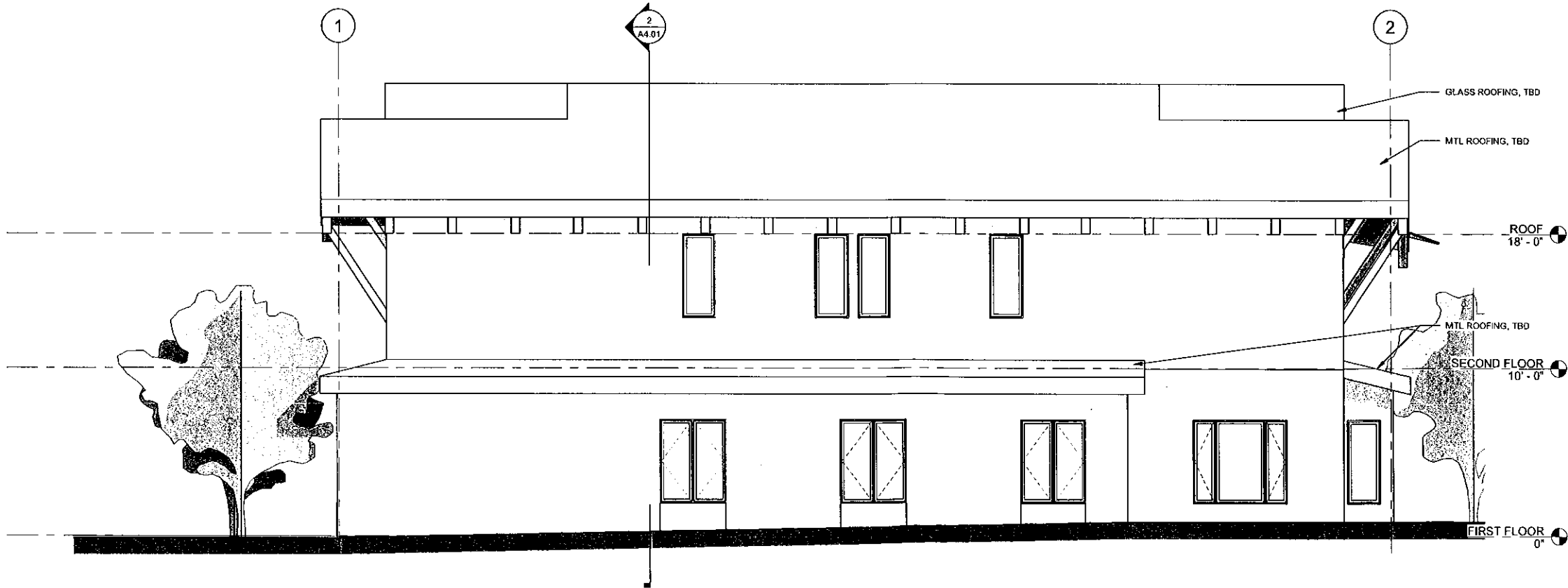
SCHEMATIC DESIGN

NOT FOR CONSTRUCTION

BAINBRIDGE
PERIODONTICS
1129 Madison Avenue
Bainbridge Island, WA



1 WEST ELEVATION
SCALE 1/4" = 1'-0"



2 NORTH ELEVATION
SCALE 1/4" = 1'-0"

0' 2' 4' 8'