CITY OF
BAINBRIDGE ISLAND

Design Review Board
Regularly Scheduled Meeting Minutes
Monday, March 4, 2019

Call to Order (Attendance, Agenda, Ethics)
Review and Approval of Minutes – January 7, 2019 & February 20, 2019
Ericksen Townhomes (PLN50804B) – Revisions Recommendation
Bainbridge Periodontics Clinic – Design Guidance Review
Pavilion/Blue Canary – Design Guidance Review
Grow Community: Final Phase – Conceptual Proposal Review
New/Old Business
Adjourn

Call to Order (Attendance, Agenda, Ethics)
Chair Joseph Dunstan called the meeting to order at 2:02 PM. Board members in attendance were Jason Wilkinson, Carl Yurdin, Jim McNett and Jane Rein. Alan Grainger and Peter Perry were absent and excused. City Staff present were Planning Manager Heather Wright, Senior Planner Kelly Tayara, Planners Olivia Sontag and Ellen Fairleigh and Administrative Specialist Jane Rasely who monitored recording and prepared minutes.

The agenda was reviewed. There were not any conflicts noted.

Review and Approval of Minutes – January 7, 2019 & February 20, 2019

> **Motion: I move to approve the January 7, 2019 minutes as amended.**
> **Rein/McNett: Passed Unanimously**

> **Motion: I move to approve the February 20, 2019 minutes.**
> **Yurdin/Rein: Passed Unanimously**

Chair Dunstan reminded everyone to use their COBI e-mail accounts for City business.

Ericksen Townhomes (PLN50804B) – Revisions Recommendation
Planner Olivia Sontag introduced minor revisions to the project since the DRB reviewed the project.

> **Motion: The DRB has reviewed on March 4 the applicant's revised site plan. Based on the FAR regulations and we approve of the changes as presented.**
> **Dunstan/McNett: Passed Unanimously**

Bainbridge Periodontics Clinic – Design Guidance Review
Due to some confusion over the new project review process, Chair Dunstan asked that design guidelines be sent to the Design Review Board (DRB) via e-mail and the DRB would review them at the project's next meeting with them for a site plan review.

Pavilion/Blue Canary - Design Guidance Review
John Eisenhauer and Eric Fredricks, both from Madison Ave Real Estate, presented their project. While the DRB agreed the location of the building was acceptable, Chair Dunstan asked the applicants to come back for a second Design Guidance Review meeting due to the lack of specificity in the materials provided and asked for the applicable Design Guidelines Checklist be provided for the next meeting.

Public Comment
Sherry Burke, Citizen – Asked that the roof not be a shiny material that would reflect the sun into the Grow apartments.

Marianne Spur, Citizen – Did not see the drop off "valet" parking as reasonable. She asked for a couple of parking spots right in front of the building.

Pam Cole, Citizen – Asked for ADA consideration in parking in front of the building.

Kimberly McCormick Osmond, Planning Commission – Asked whether they were required to preserve the Grow House. Mr. Eisenhauer stated they were required to preserve the historic front 20 feet built in 1880.

Tom, Citizen – Spoke in favor of the development.

Grow Community: Final Phase – Conceptual Proposal Review
Marja Preston and Jonathan Davis from Davis Studio Architecture + Design presented the final phase of the Grow Community entitled Trillium. The owners of the land were abandoning the original City permitted site plan and Ms. Preston and Mr. Davis were exploring potential development of the site.

New/Old Business
None

Adjourn
The meeting was adjourned at 5:46 PM.

Approved by:

Joseph Dunstan, Chair

Jane Rasely, Administrative Specialist

CITY OF
BAINBRIDGE ISLAND

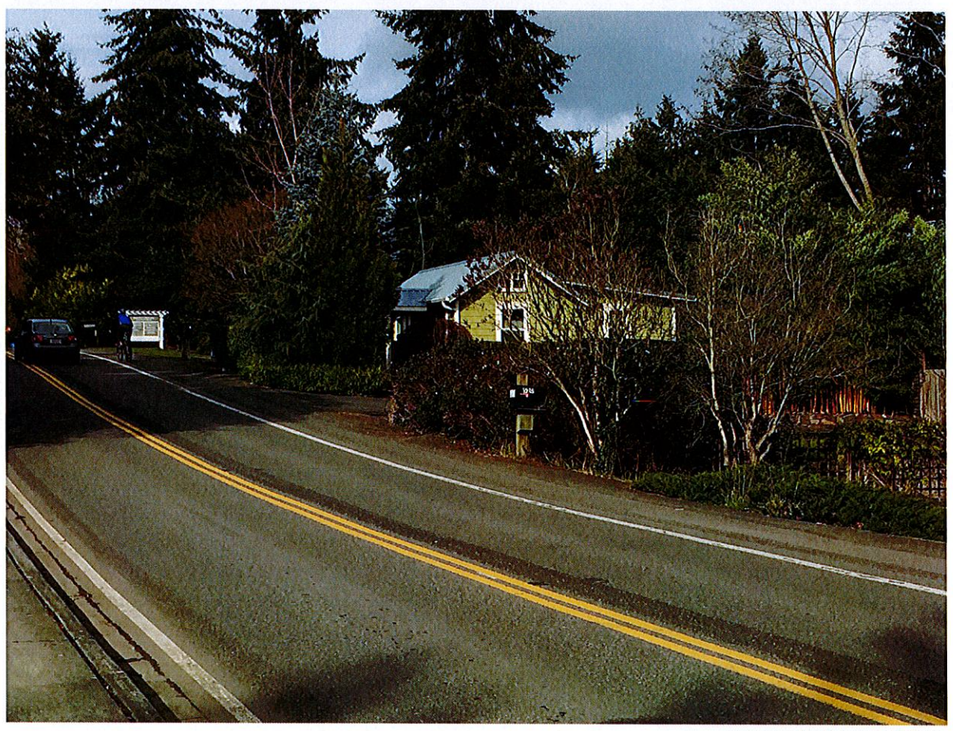
CITY OF BAINBRIDGE ISLAND
DESIGN REVIEW BOARD – REGULAR MEETING
March 4, 2019

PLEASE PRINT

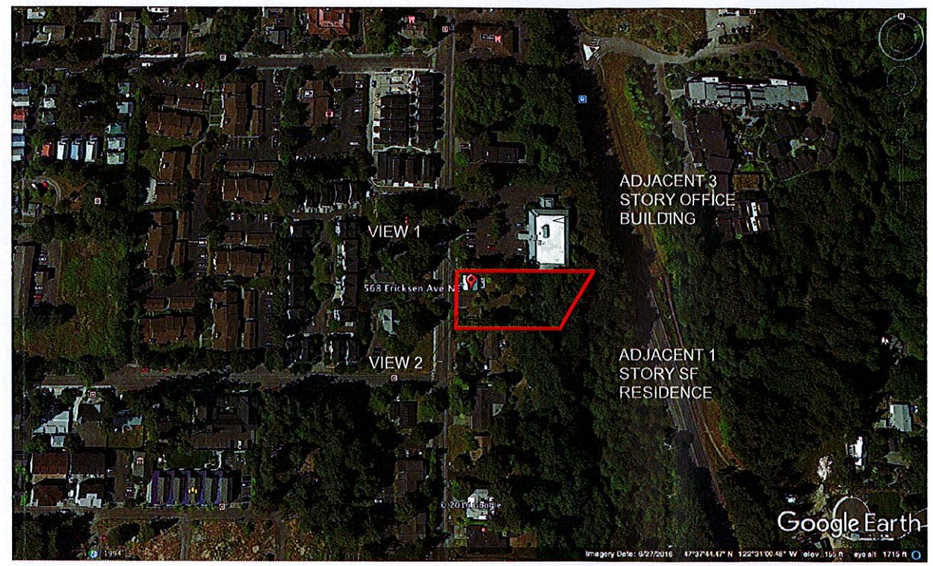
Name	Affiliation	Phone/ E-Mail	Join ListServ Yes/No
Jane Rein	DRB		
JOE DUNSTAN	DRB		
MARC YURDIW	DRB		
Jim McNett	DRB		
JASON WILKINSON	DRB		
Heather Wright	PCD		
Mike Cox	Climate change Adv. Committee		
Olivia Sontag	PCD		
HENRY MOHRMAN	Resident	hjmohrman@gmail.com	Yes
PAM COLE	Resident		
Ron Domon	Planning Commission		
JOHN BIERLY	APPLICANT		
Ron Peltier	City Council		
Ellen Fairleigh	PCD		
Marja Williams	Applicant		
JONATHAN DAVIS	APPLICATION		

OLD

VIEW 2 FROM NORTHWEST



VIEW 1 FROM SOUTHWEST



AERIAL VIEW

EXISTING SITE IMAGES & LOCATION PLAN

ERICKSEN TOWNHOMES
568 ERICKSEN AVENUE
BAINBRIDGE ISLAND, WA 98110

WING POINT ASSOCIATES LLC
JOHN BIERLY AIA
206.793.9469
jtbierly@gmail.com

DATE:
9/12/18

SHEET:
A-1

VIEW FROM SOUTHWEST (SIM. TO VIEW 1/A1)

PERSPECTIVE VIEW

ERICKSEN TOWNHOMES
568 ERICKSEN AVENUE
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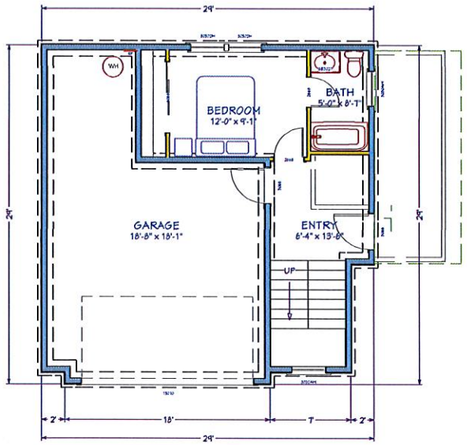
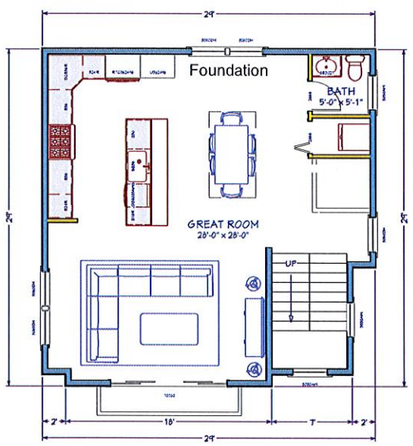
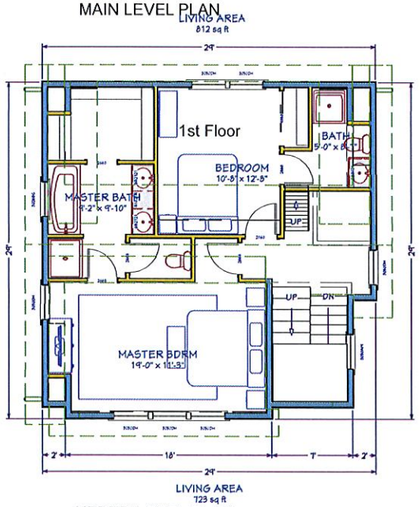
A-6R



LOWER LEVEL PLAN



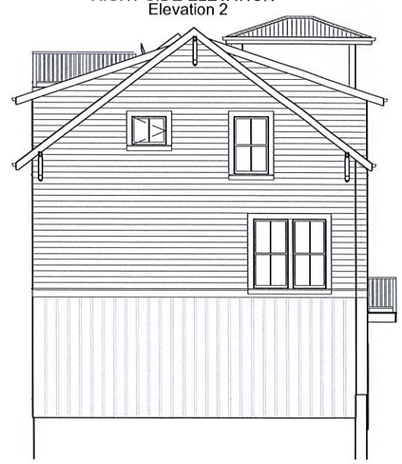
MAIN LEVEL PLAN



UPPER LEVEL PLAN

2nd Floor

RIGHT SIDE ELEVATION
Elevation 2

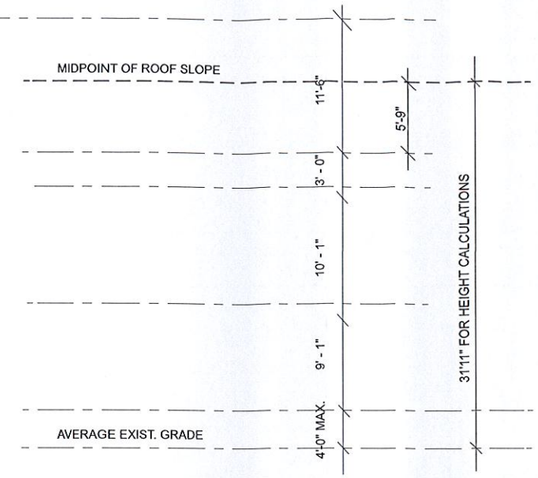


LEFT SIDE ELEVATION

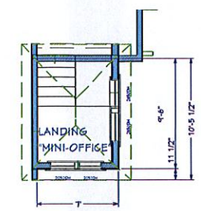
Elevation 3

BACK ELEVATION

Elevation 4



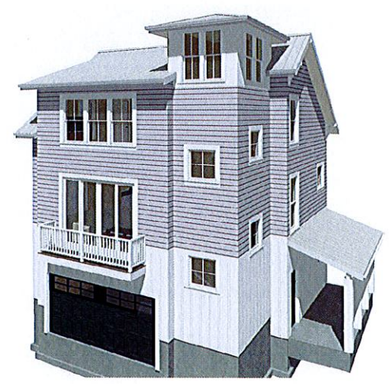
FRONT ELEVATION
Elevation 1

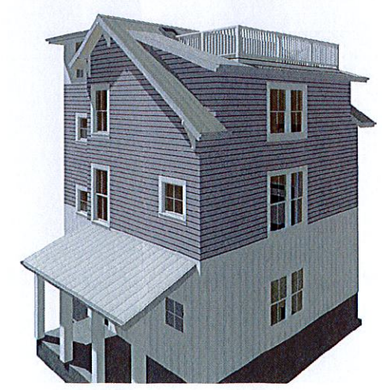


UPPER LANDING PLAN

LIVING AREA
58 SF

3rd Floor





ALL PLANS & ELEVATIONS
1/8" = 1'-0"

TYPE 'A' UNIT PLANS & ELEVATIONS

ERICKSEN TOWNHOMES
568 ERICKSEN AVENUE
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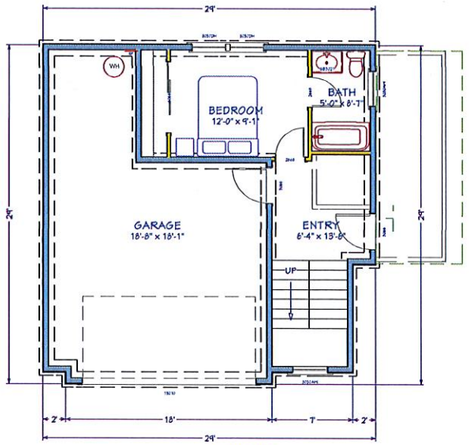
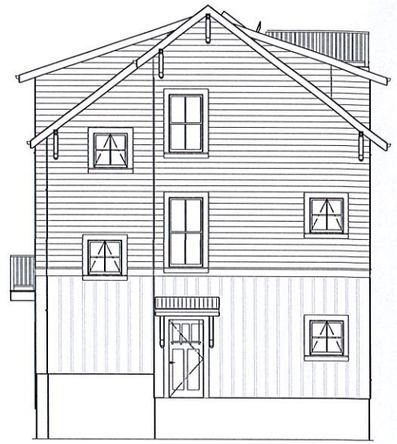
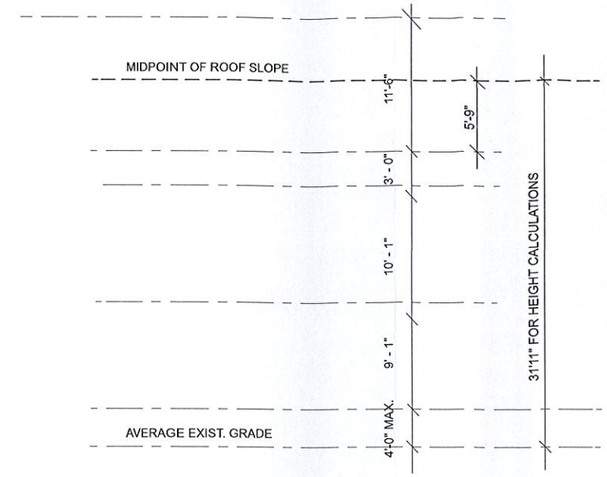
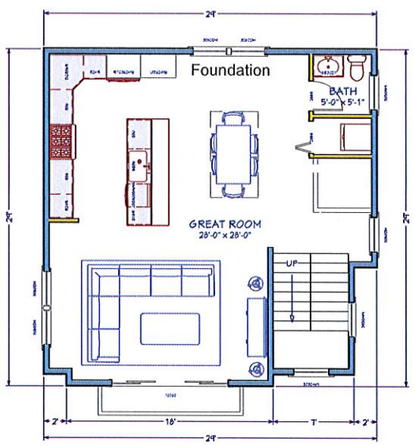


LOWER LEVEL PLAN

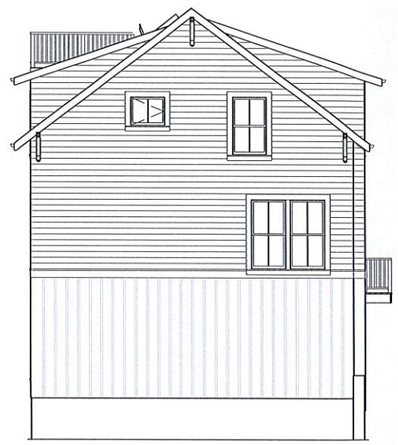


RIGHT SIDE ELEVATION
Elevation 1





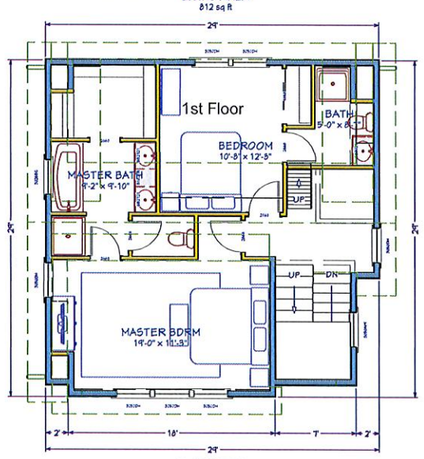
MAIN LEVEL PLAN



LEFT SIDE ELEVATION

FRONT ELEVATION

LIVING AREA
812 sq ft



LIVING AREA
723 sq ft

UPPER LEVEL PLAN

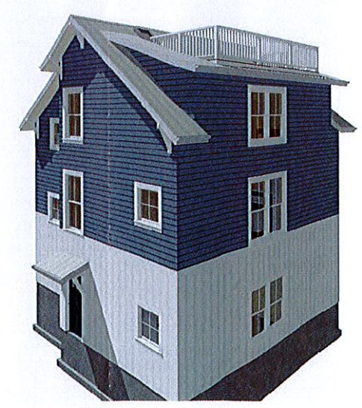
2nd Floor

Elevation 2

BACK ELEVATION

Elevation 3

Elevation 4



ALL PLANS & ELEVATIONS
1/8" = 1'-0"

TYPE 'A' UNIT PLANS & ELEVATIONS

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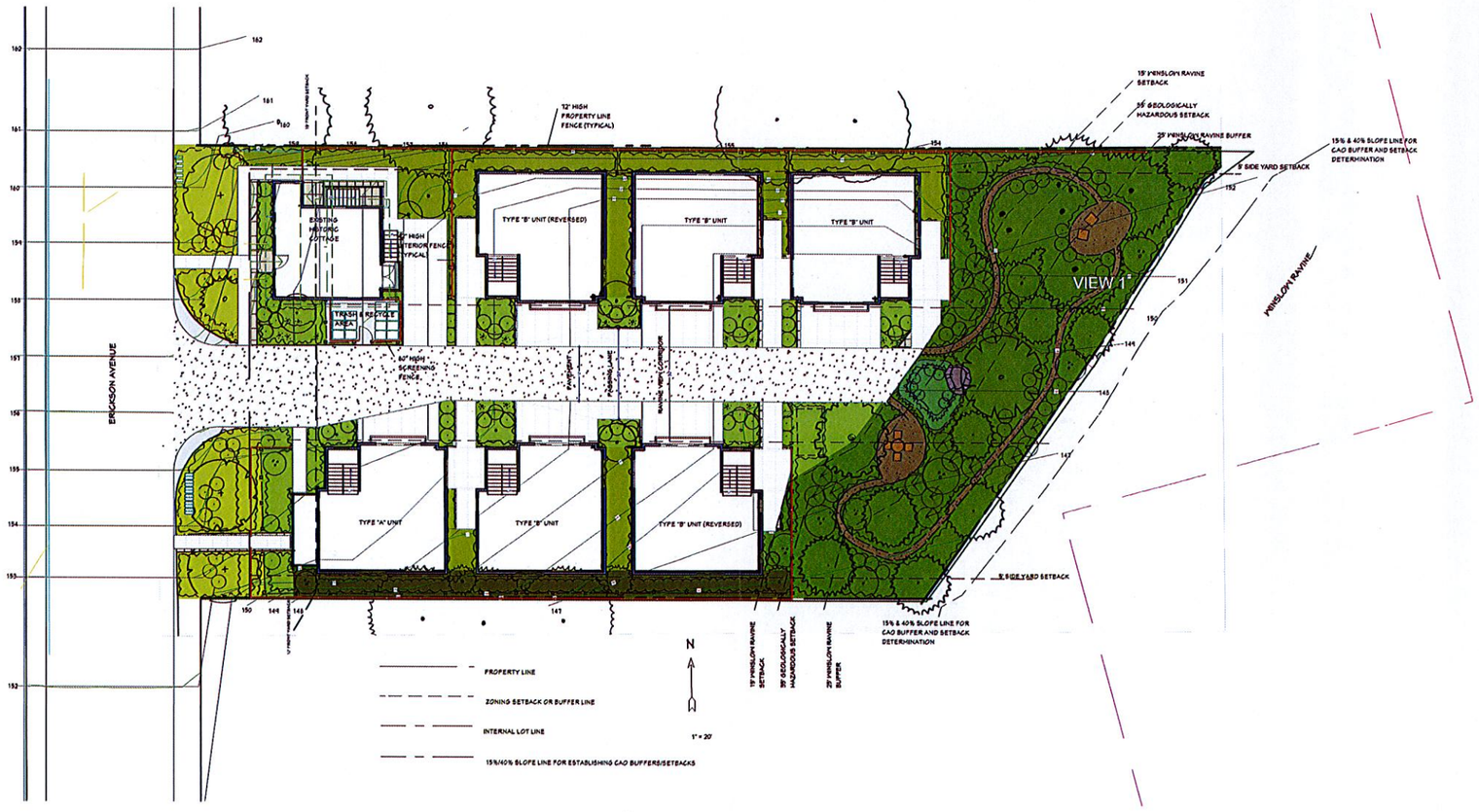

1st Floor

SITE PLAN
1"=20'

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9/12/18

SHEET:
A-2

NEW

ERICKSEN TOWNHOMES MASTER LAND USE APPLICATION DRAWINGS
REVISED 3.04.19

COVER SHEET

ERICKSEN TOWNHOMES
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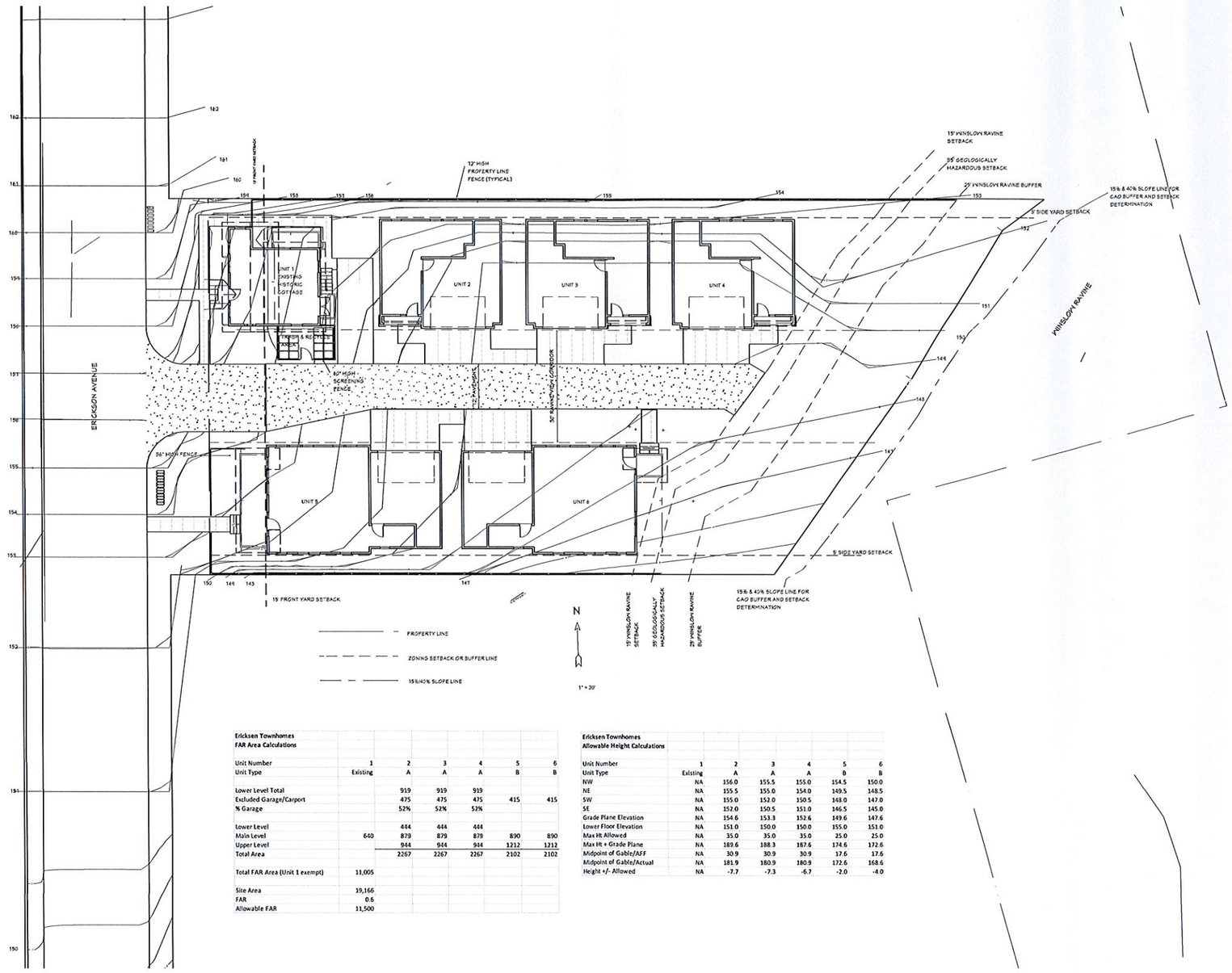
DATE:
3/3/19

SHEET:
A0R



Ericksen Townhomes
FAR Area Calculations

Unit Number	1	2	3	4	5	6
Unit Type	Existing	A	A	A	B	B
Lower Level Total		919	919	919		
Excluded Garage/Carport		475	475	475	415	415
% Garage		52%	52%	52%		
Lower Level		444	444	444		
Main Level	640	879	879	879	890	890
Upper Level		944	944	944	1212	1212
Total Area		2267	2267	2267	2102	2102
Total FAR Area (Unit 1 exempt)	11,005					
Site Area	19,166					
FAR	0.6					
Allowable FAR	11,500					

Ericksen Townhomes
Allowable Height Calculations

Unit Number	1	2	3	4	5	6
Unit Type	Existing	A	A	A	B	B
NW	NA	156.0	155.5	155.0	154.5	150.0
NE	NA	155.5	155.0	154.0	149.5	148.5
SW	NA	155.0	152.0	150.5	148.0	147.0
SE	NA	152.0	150.5	151.0	146.5	145.0
Grade Plane Elevation	NA	154.6	153.3	152.6	149.6	147.6
Lower Floor Elevation	NA	151.0	150.0	150.0	155.0	151.0
Max Ht Allowed	NA	35.0	35.0	35.0	25.0	25.0
Max Ht + Grade Plane	NA	189.6	188.3	187.6	174.6	172.6
Midpoint of Gable/AFF	NA	30.9	30.9	30.9	17.6	17.6
Midpoint of Gable/Actual	NA	181.9	180.9	180.9	172.6	168.6
Height +/- Allowed	NA	-7.7	-7.3	-6.7	-2.0	-4.0

1st Floor

SITE PLAN

ERICKSEN TOWNHOMES
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DATE:
3/3/19

SHEET:
A2R

VIEW FROM NORTHWEST (SIM. TO VIEW 2/A1R)

VIEW FROM SOUTHWEST (SIM. TO VIEW 1/A1R)

PERSPECTIVE VIEWS

ERICKSEN TOWNHOMES
568 ERICKSEN AVENUE
BAINBRIDGE ISLAND, WA 98110

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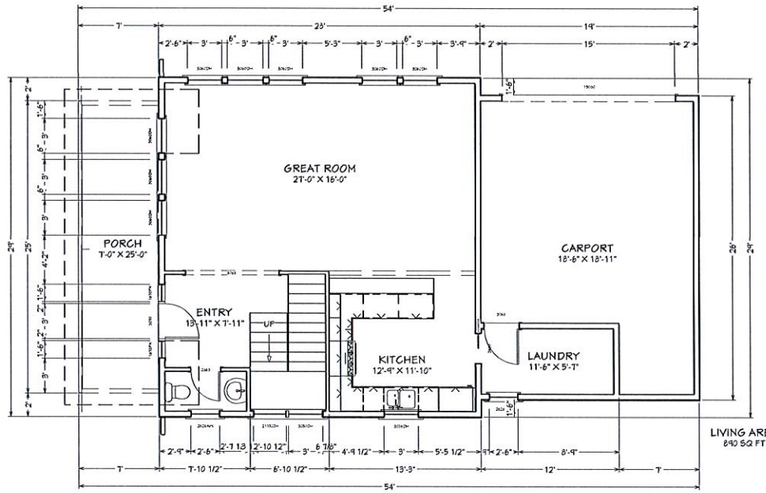
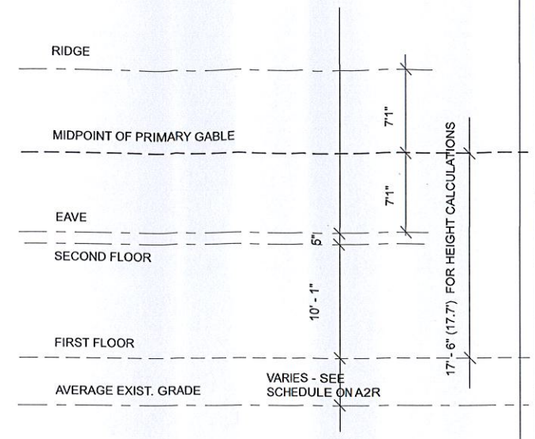
DATE:
3/3/19

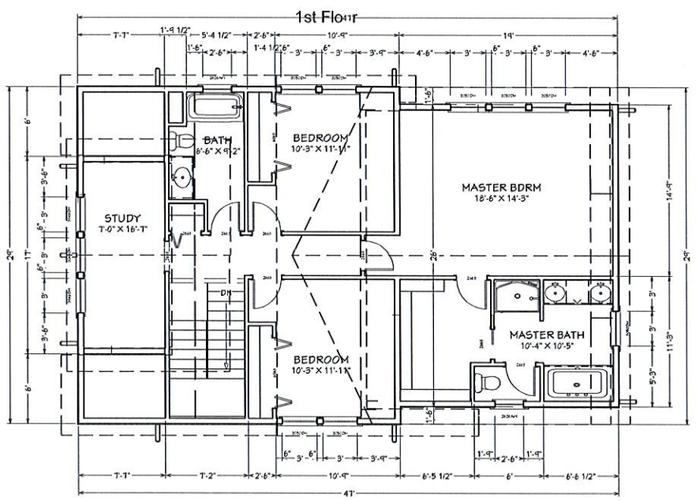
SHEET:
A6R



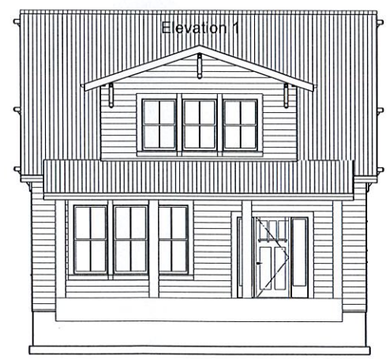
LIVING AREA
840 SQ FT

SIDE ELEVATION



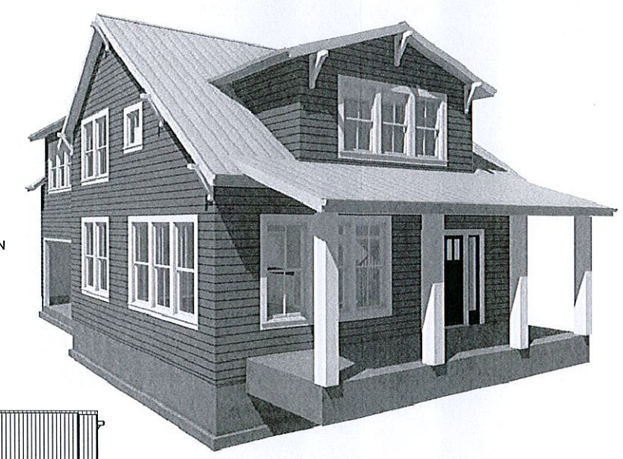


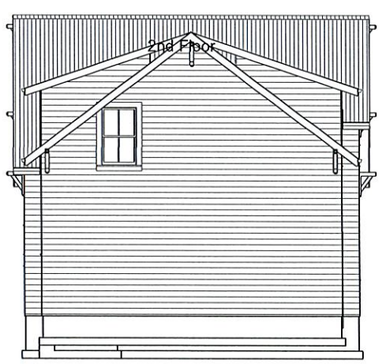
LIVING AREA
1212 SQ FT



FRONT ELEVATION

Elevation 3





REAR ELEVATION

Elevation 4

SIDE ELEVATION

Elevation 2

ALL PLANS AND ELEVATIONS 1/8" = 1' - 0"

UNIT TYPE 'B' PLANS AND ELEVATIONS

ERICKSEN TOWNHOMES
568 ERICKSEN AVE NE
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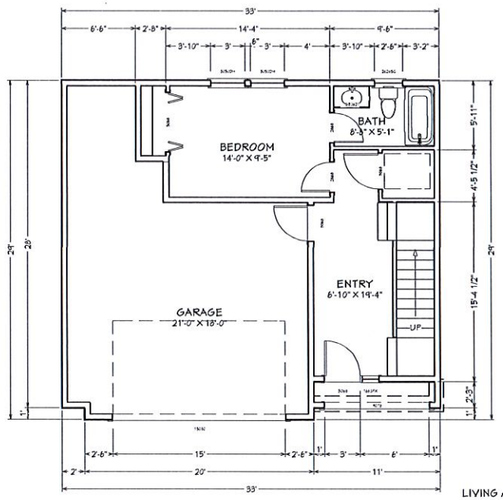
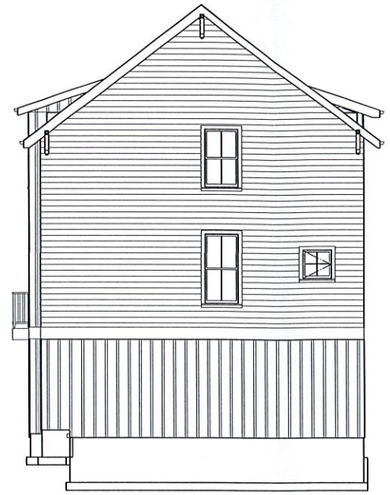
DATE:
3/3/19

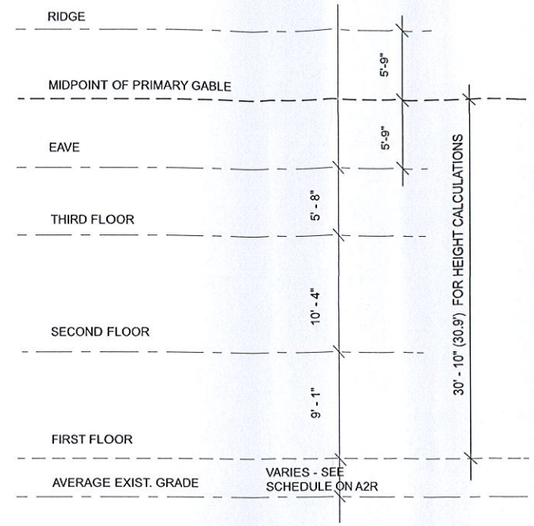
SHEET:
A4R

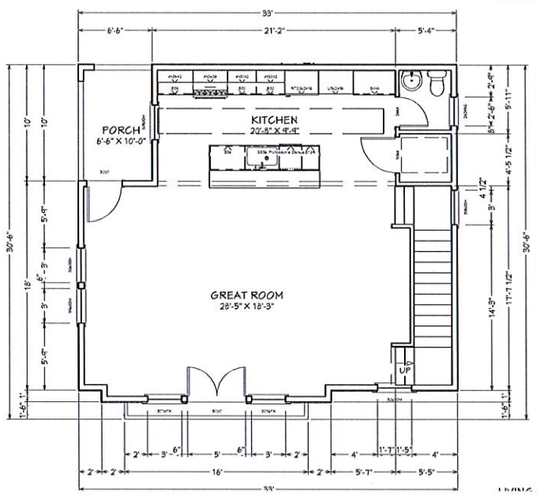


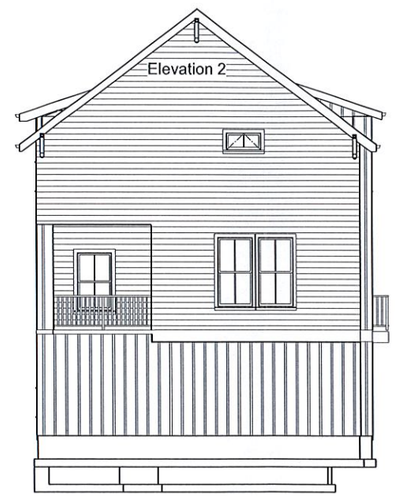
LIVING AREA
444 SQ FT



SIDE ELEVATION

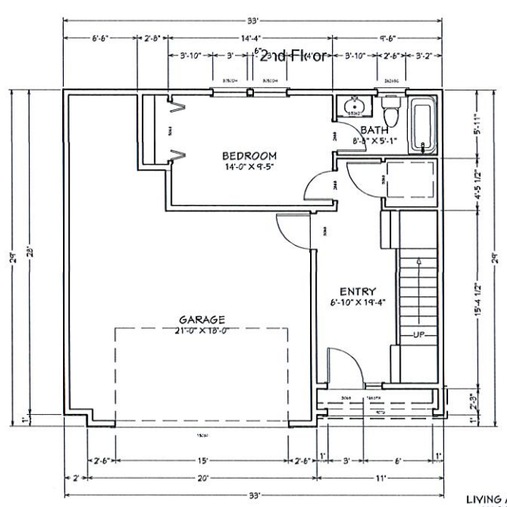






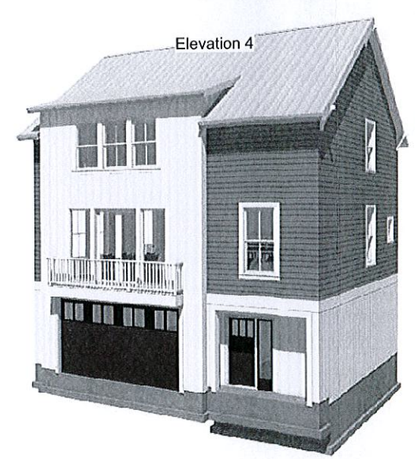
SIDE ELEVATION

FRONT ELEVATION



LIVING AREA
444 SQ FT

REAR ELEVATION



ALL PLANS AND ELEVATIONS 1/8" = 1' - 0"

UNIT TYPE 'A' PLANS AND ELEVATIONS

ERICKSEN TOWNHOMES
568 ERICKSEN AVE NE
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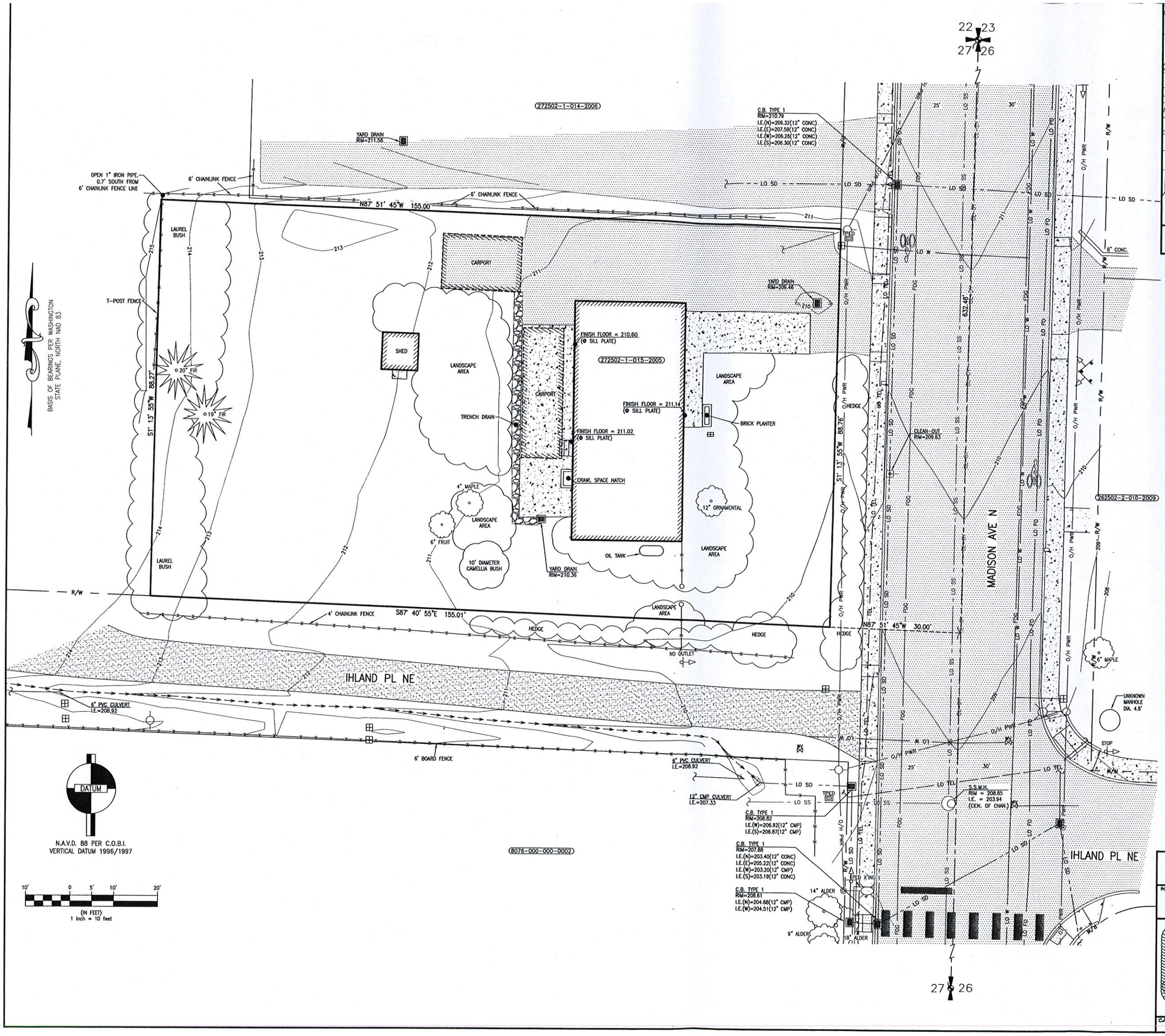
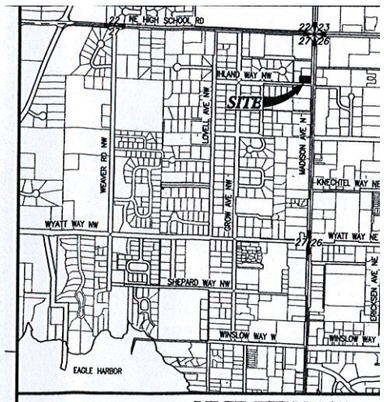
DATE:
3/3/19

SHEET:
A3R





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DESCRIPTION

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27, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., IN KITSAP COUN
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BEGINNING AT A POINT 632.48 FEET SOUTH AND 30 FEET WEST
CORNER COMMON TO SECTIONS 27, 26, 23 AND 22, THENCE NO
THENCE WEST 165 FEET; THENCE SOUTH 88.24 FEET; THENCE EA
POINT OF BEGINNING;

EXCEPT THE WEST 10 FEET THEREOF.

LEGEND

- CATCH BASIN TYPE 1
- CLEAN-OUT
- SANITARY SEWER MANHO
- WATER IRRIGATION VALVE
- WATER METER
- WATER VALVE
- LIGHT STANDARD
- TPED TELEPHONE PEDESTAL
- UTILITY POLE
- UTILITY POLE w/ LIGHT
- MAILBOX
- SIGN – ADVERTISEMENT
- SIGN – STREET
- DITCH LINE
- FENCE LINE (AS NOTED)
- CL-DY CENTER LINE – DOUBLE
- FOG FOG LINE
- LO FO LOCATION – FIBER OPTIC
- O/H PWR LOCATION – OVERHEAD
- LO SS LOCATION – SANITARY S
- LO SD LOCATION – STORM DRA
- LO TEL LOCATION – TELEPHONE
- LO W LOCATION – WATER
- R/W RIGHT OF WAY LINE
- CONIFEROUS TREE
- DECIDUOUS TREE
- ASPHALT
- CONCRETE
- GRAVEL

TOPOGRAPHIC SURVE

A PORTION OF THE NE ¼, NE ¼, SECTION 4, TOWNSHIP 27 NORTH
CITY OF BAINBRIDGE ISLAND, KITSAP COUNTY WASHI

FOR
DR. LAURA CARDENAS
525 HIGH SCHOOL RD
BAINBRIDGE ISLAND, WA 98110

CONTAC

JOHN D. KING
STATE OF WASHINGTON
PROFESSIONAL LAND SURVEYOR
01-30-19

MAP LTD
P.O. Box 130
Silverdale, W
Silverdale 6
Fax (360) 61
ENG

CALCULATED	DESIGN	DRAWN	CHECKED	DATE	SCALE
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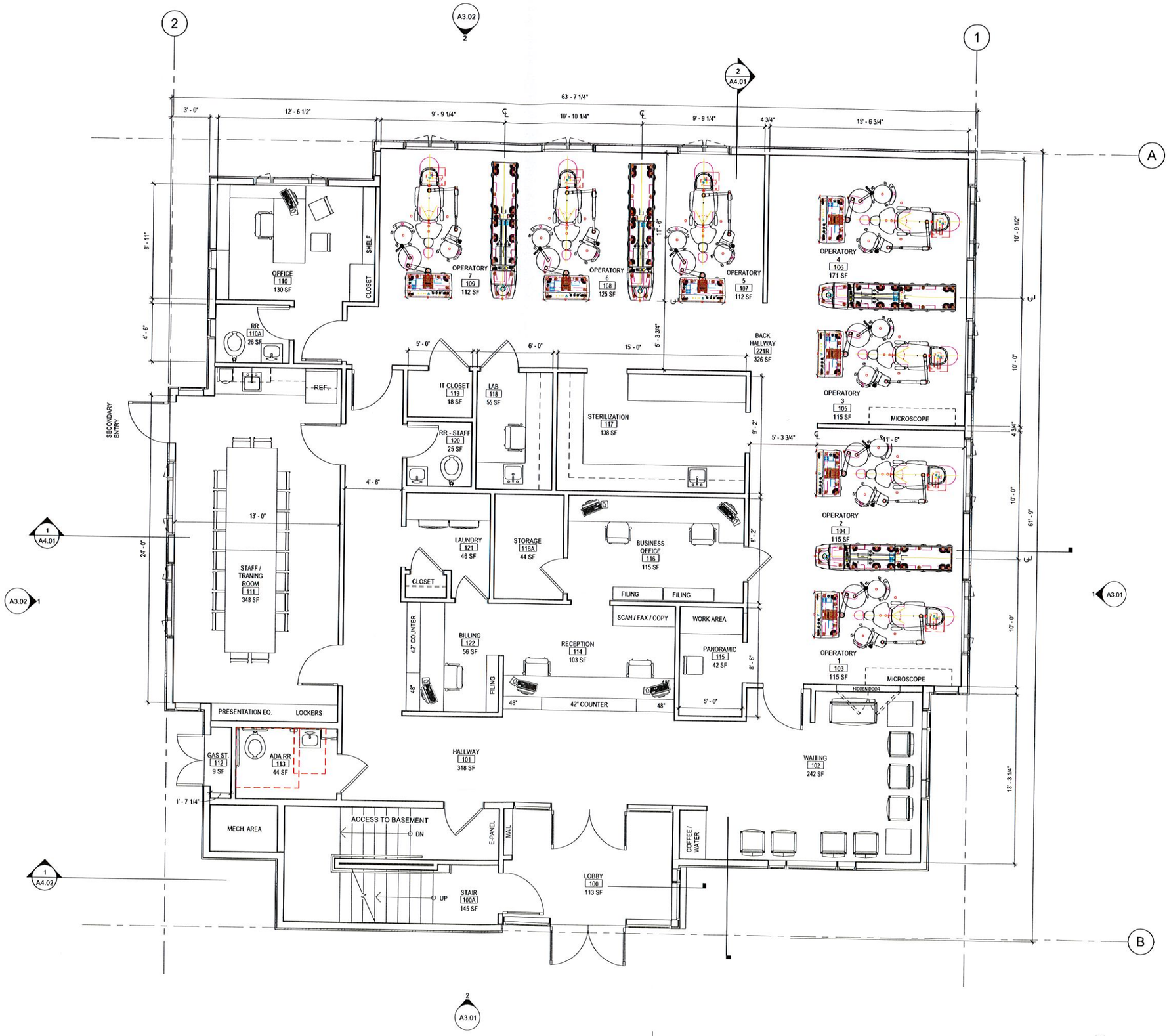

1 FIRST FLOOR - OPTION 1

SCALE 1/4" = 1'-0"

0' 2' 4' 8'

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Project Number

BAINBRIDGE PERIODONTICS CLINIC

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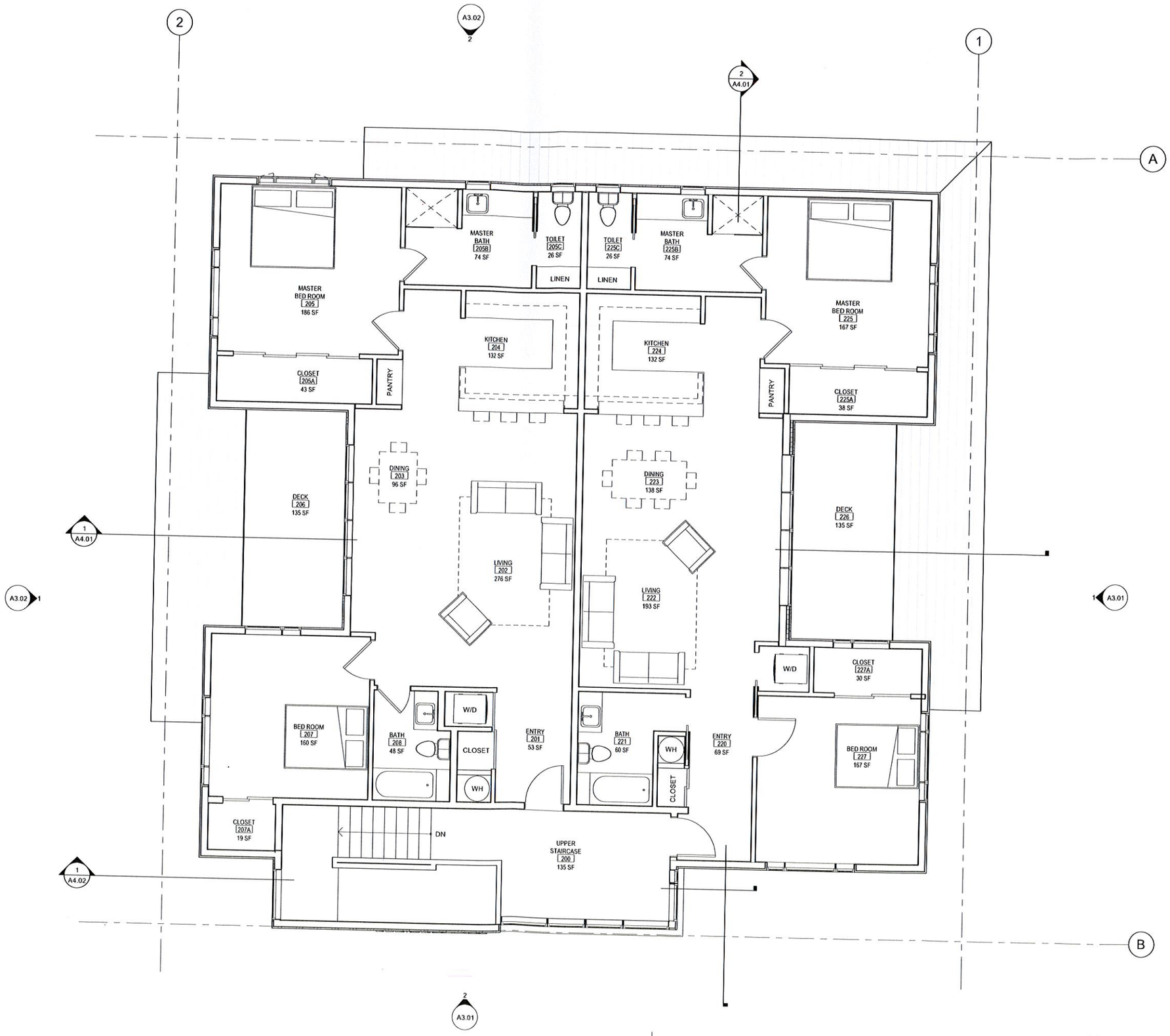

1 SECOND FLOOR - OPTION B

SCALE 1/4" = 1'-0"

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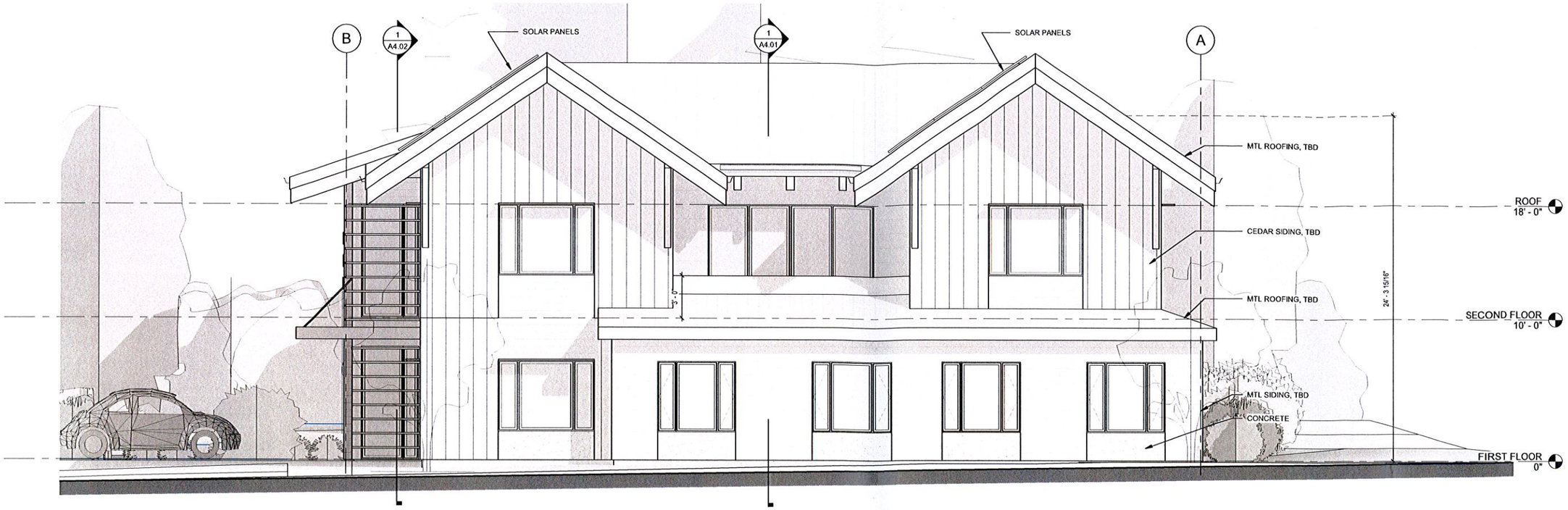
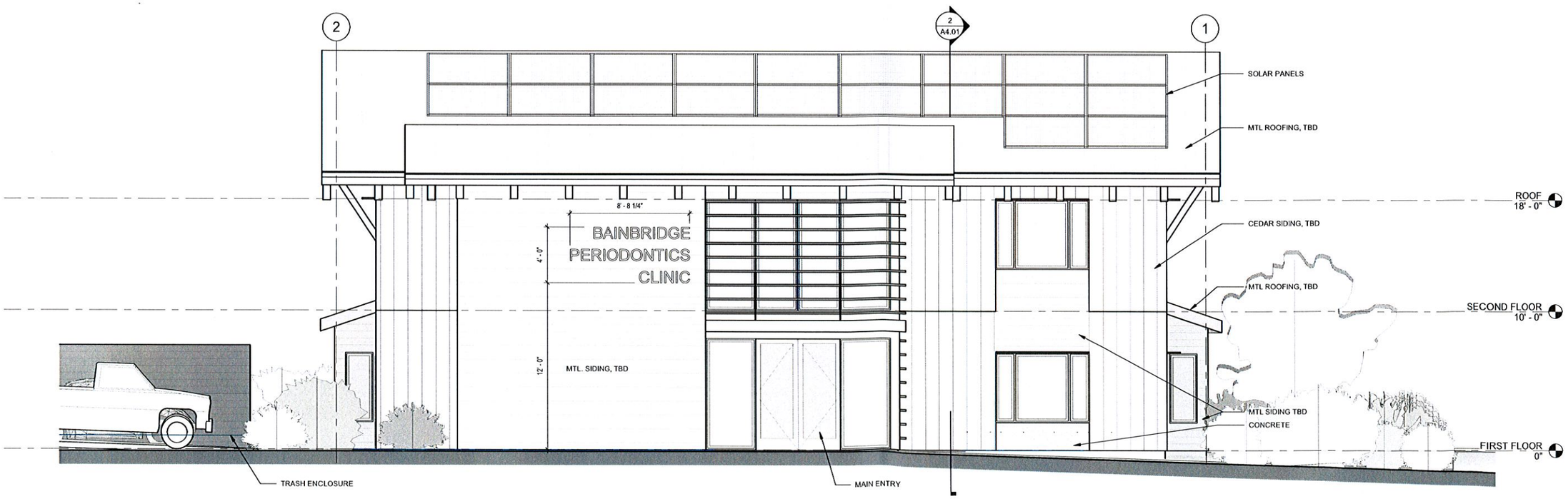


1 EAST ELEVATION - MADISON AVENUE

SCALE 1/4" = 1'-0"



2 SOUTH ELEVATION

SCALE 1/4" = 1'-0"

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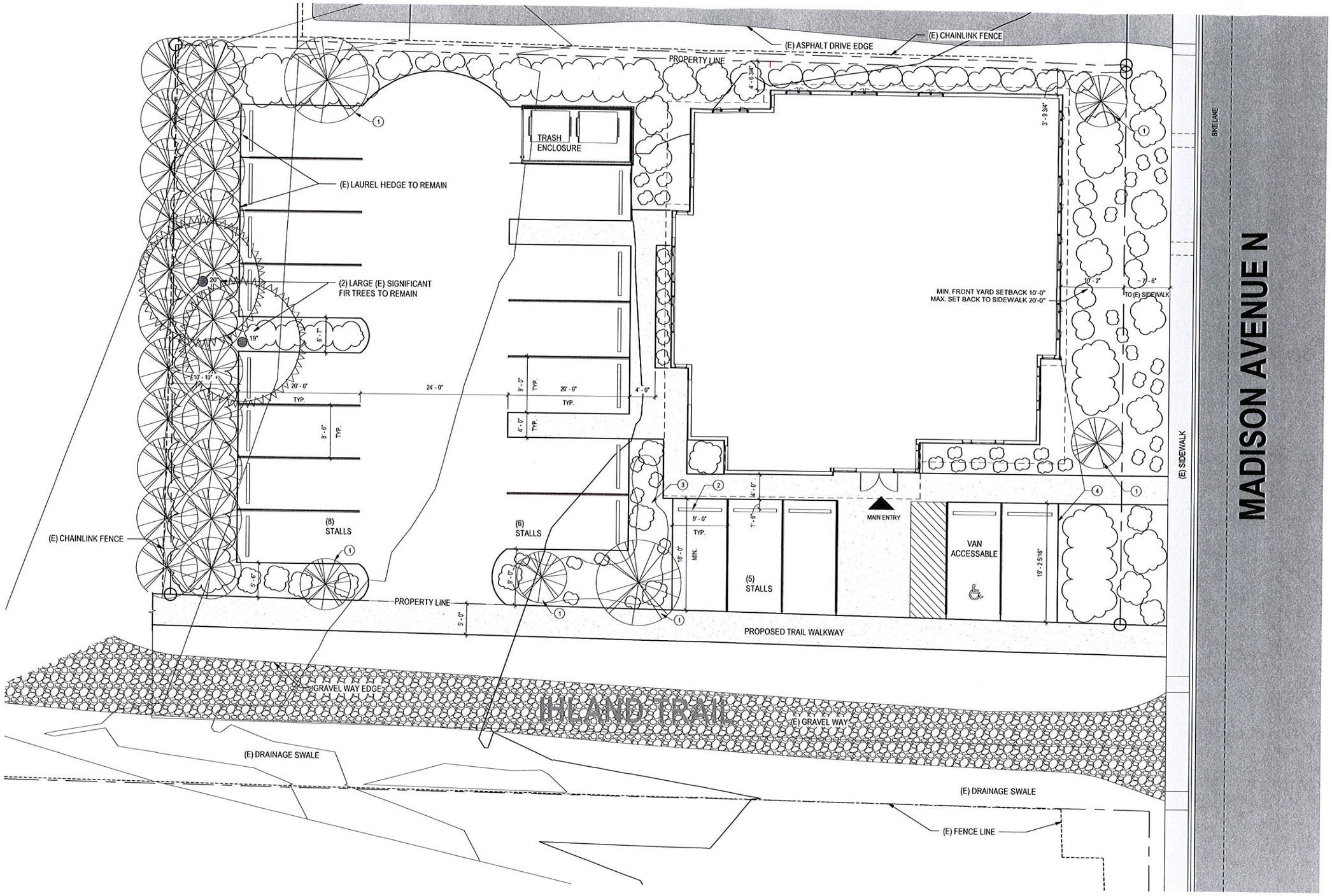

PARKING CALCULATION:

REQUIRED 4 PER 1000 SQFT COMMERCIAL USE	3,396 SQFT COMMECIAL 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. RAIN GARDEN
4. ALIGNED WITH FACE OF BUILDING

1 SITE PLAN - PROJECT NORTH

SCALE 1/8" = 1'-0"

0' 4' 8' 16'

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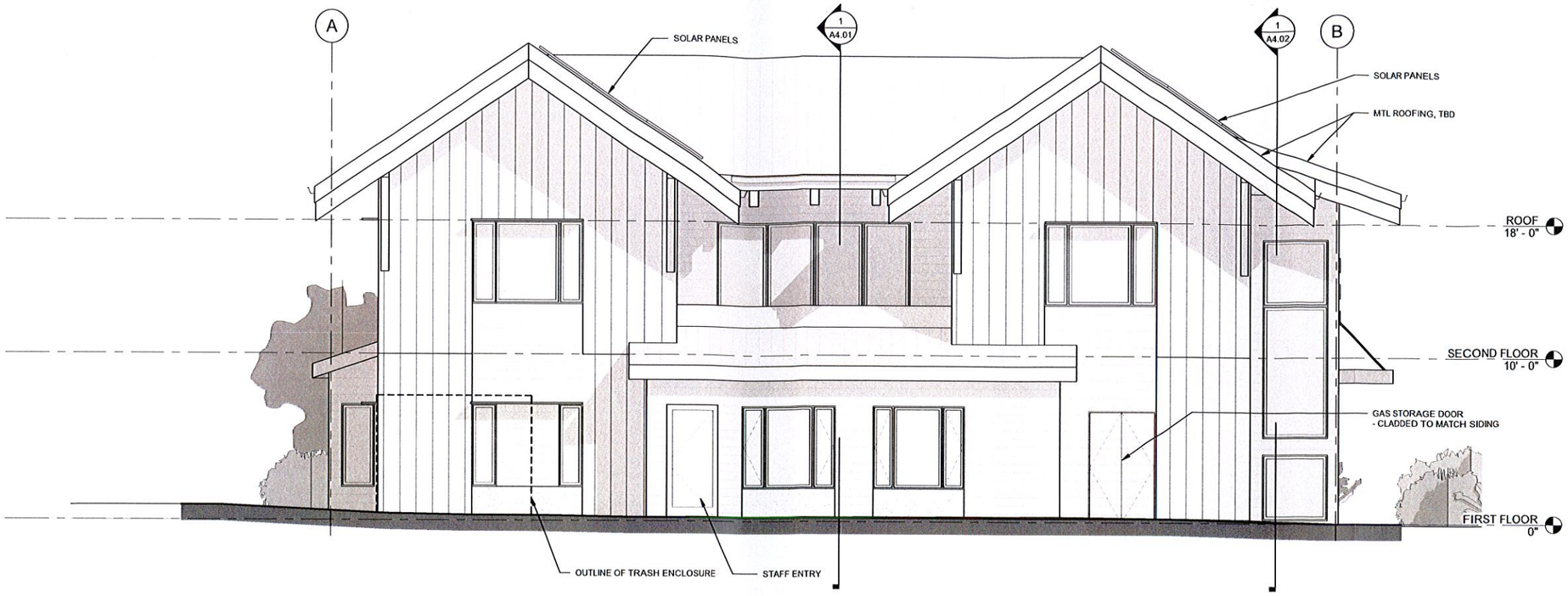
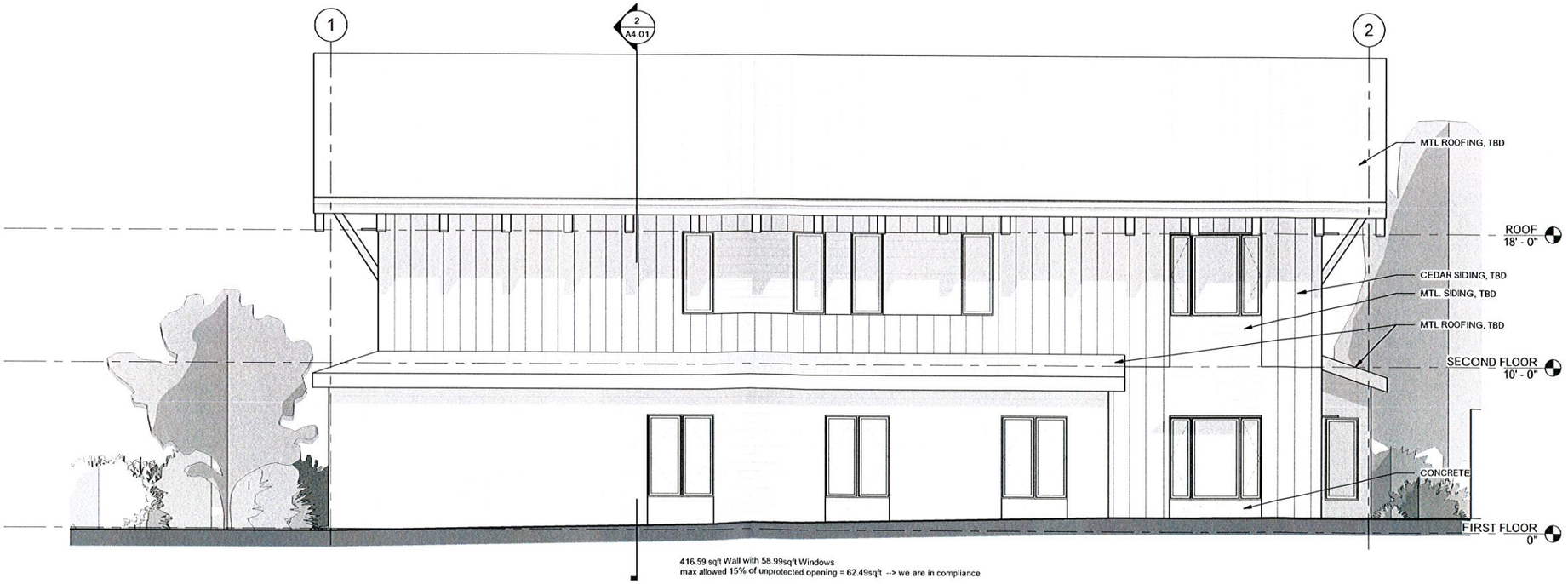


1 WEST ELEVATION

SCALE 1/4" = 1'-0"



2 NORTH ELEVATION

SCALE 1/4" = 1'-0"

0' 2' 4' 8'

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Project Number

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Notes for the Design Review Board Meeting March 4, 2019

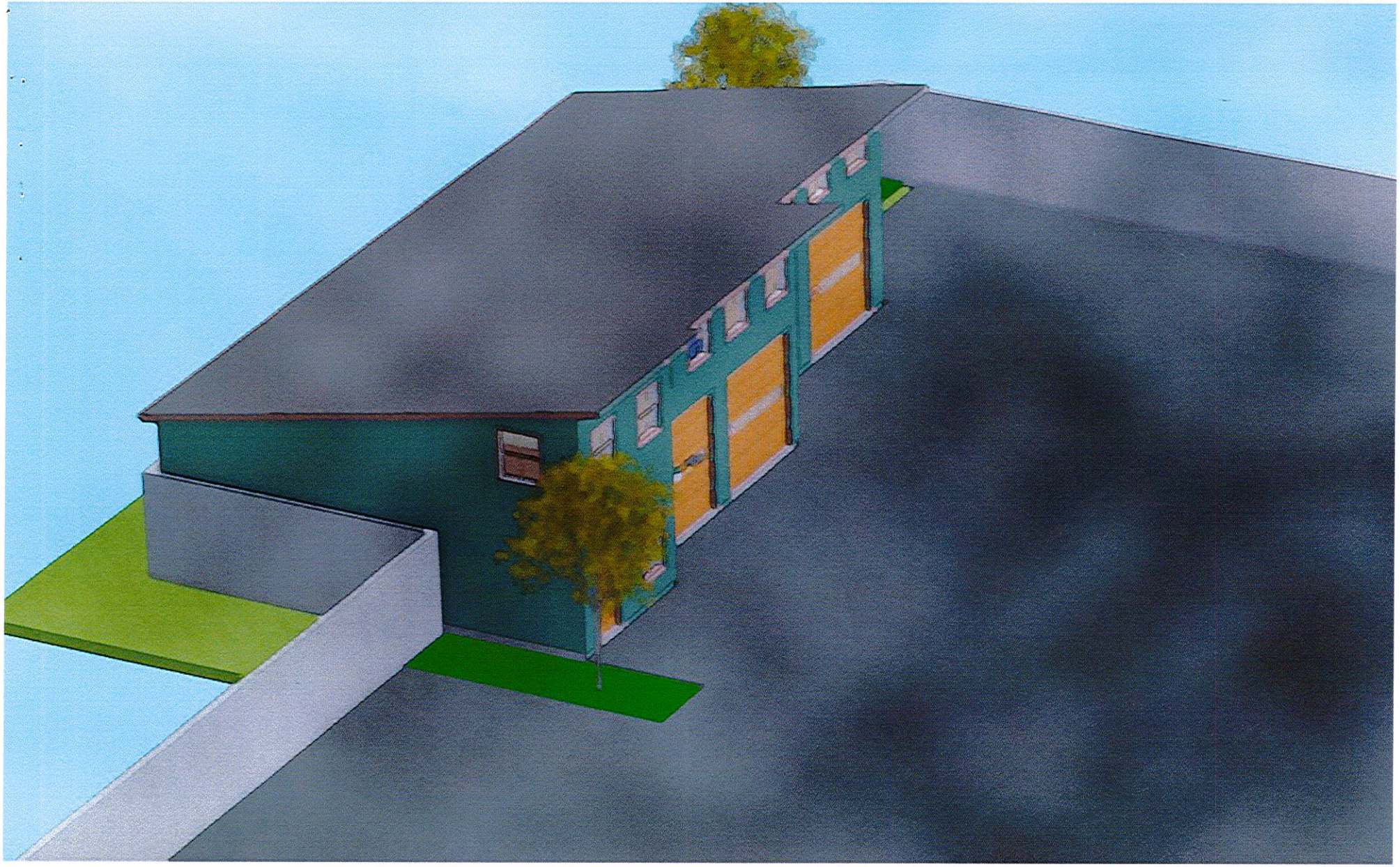
Regarding the proposed construction of a new Auto Repair Facility within the Pavilion Parking Lot to replace the current Auto Repair Facility on the SW corner of Madison and Wyatt.

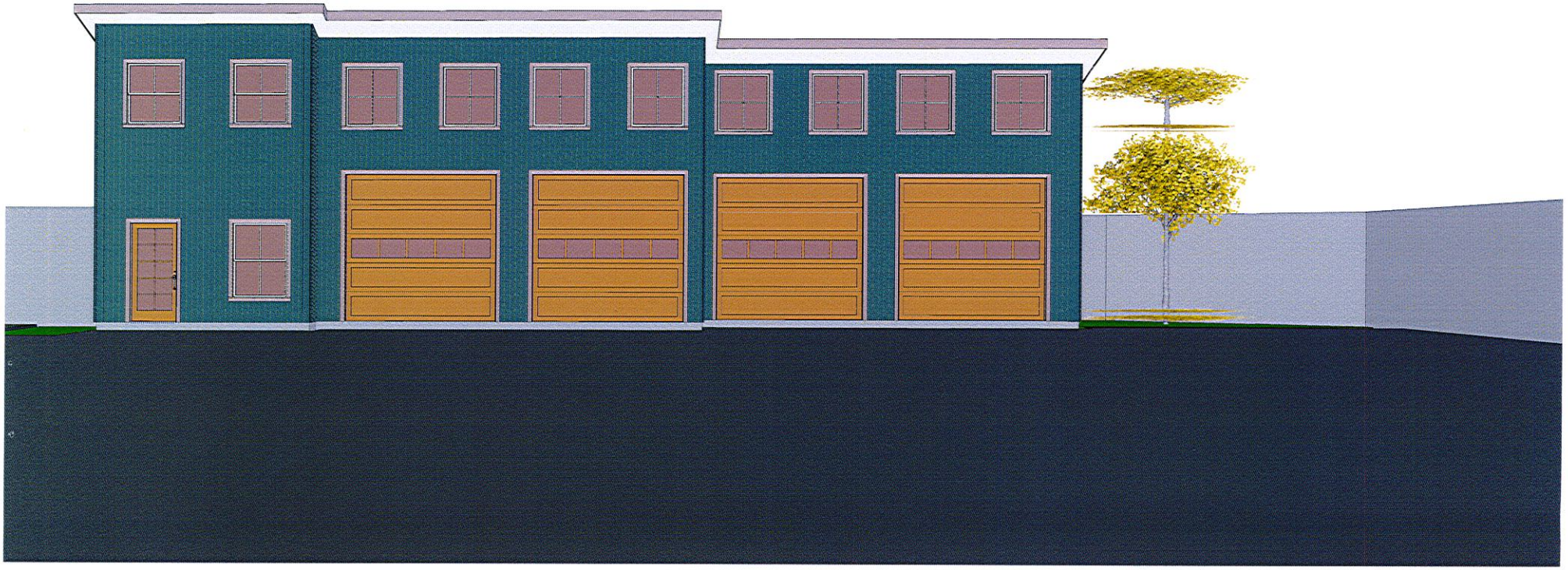
Applicant: Madison Avenue Real Estate, LLC (MARE)

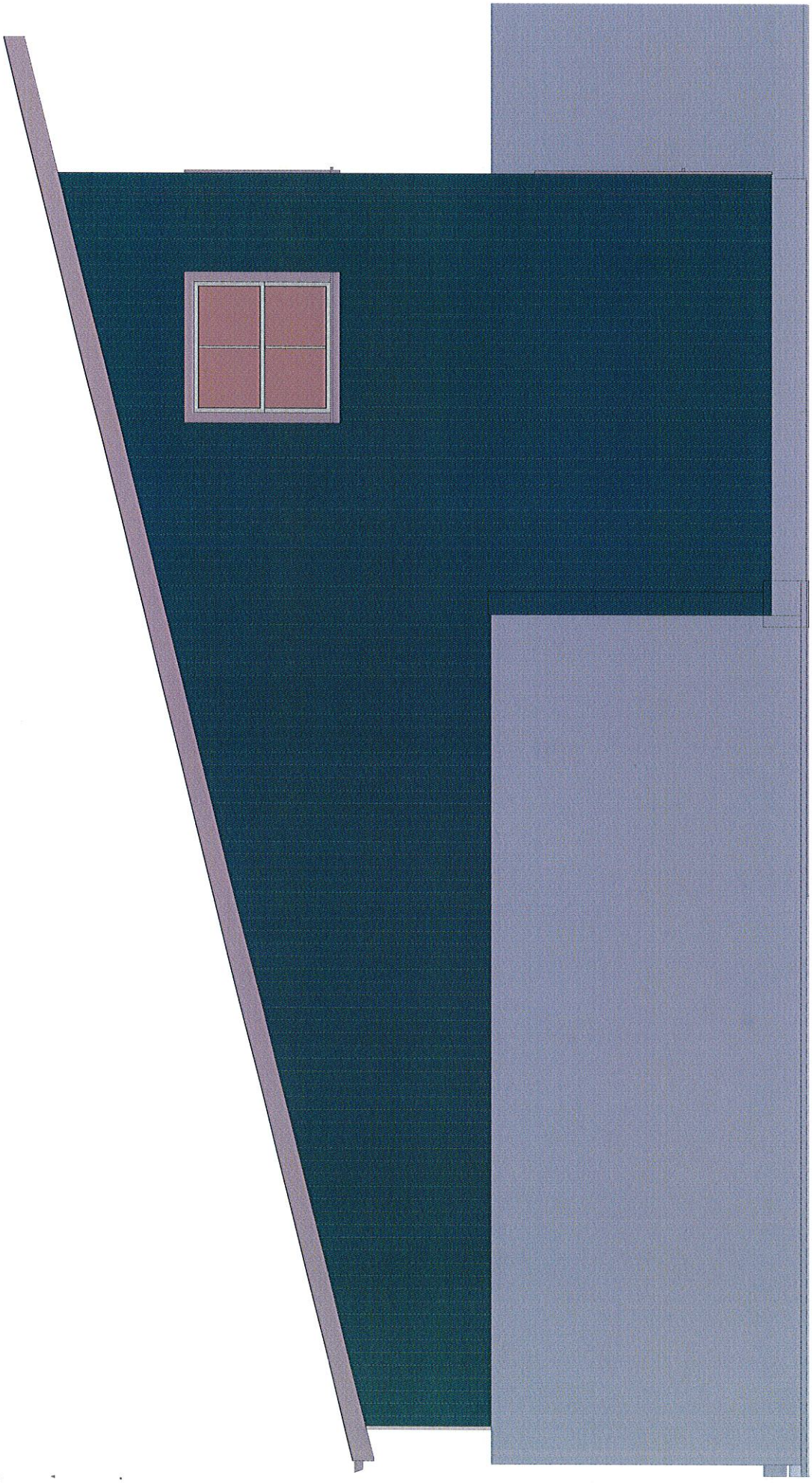
1. The current facility sits on slightly over 2,600 sf of land on that parcel of land immediately SW of the intersection of Madison and Wyatt.
2. The new roundabout to be constructed at this intersection will severely impact traffic flow in and out of this facility.
3. The existence of this current structure on the Madison Wyatt intersection has been considered to not coexist aesthetically or in use to the residential use and look of this intersection.
4. The City will allow the relocation of the current auto repair building under terms of its January 24th Notice of Administrative Decision.
5. The new structure will have a smaller footprint than the current building it will replace.
6. The new structure will cause the existing Pavilion parking lot to lose 8 spaces; however, approximately 40 new spaces will be immediately available and easily accessible due to the construction of a stairwell connecting the parking lot behind the Grow House to the Pavilion. Additional proposed development of the three parcels to the north of the Pavilion parcel will create still more parking opportunities for the overall development of the Mixed Use Development of the 4 parcels owned by MARE.
7. The functions of the new Auto Repair Facility dictate its form, but we believe its form will be compatible with the architecture of the Pavilion and enhance the use and appearance of its large parking lot.

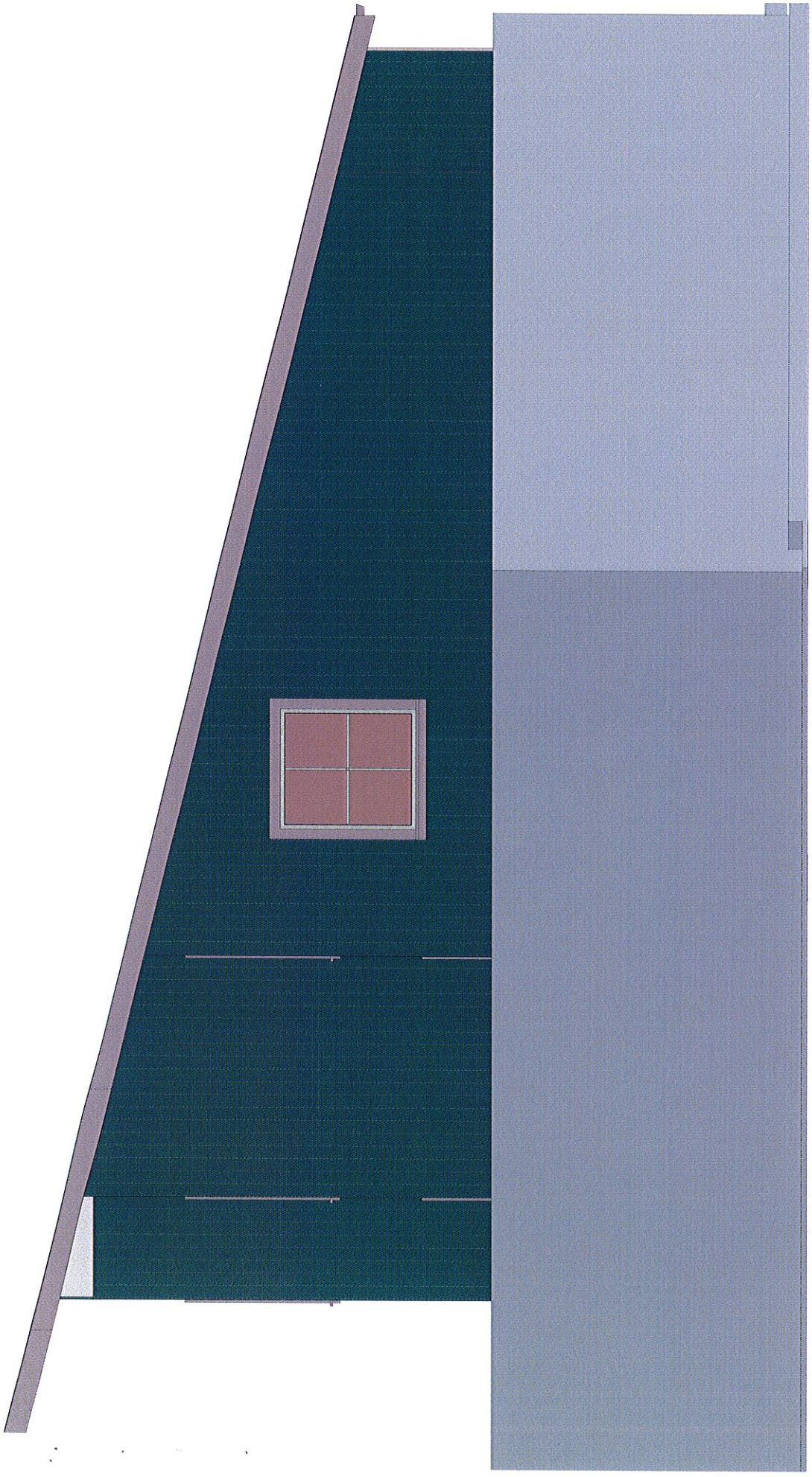
Functions required of the new building include:

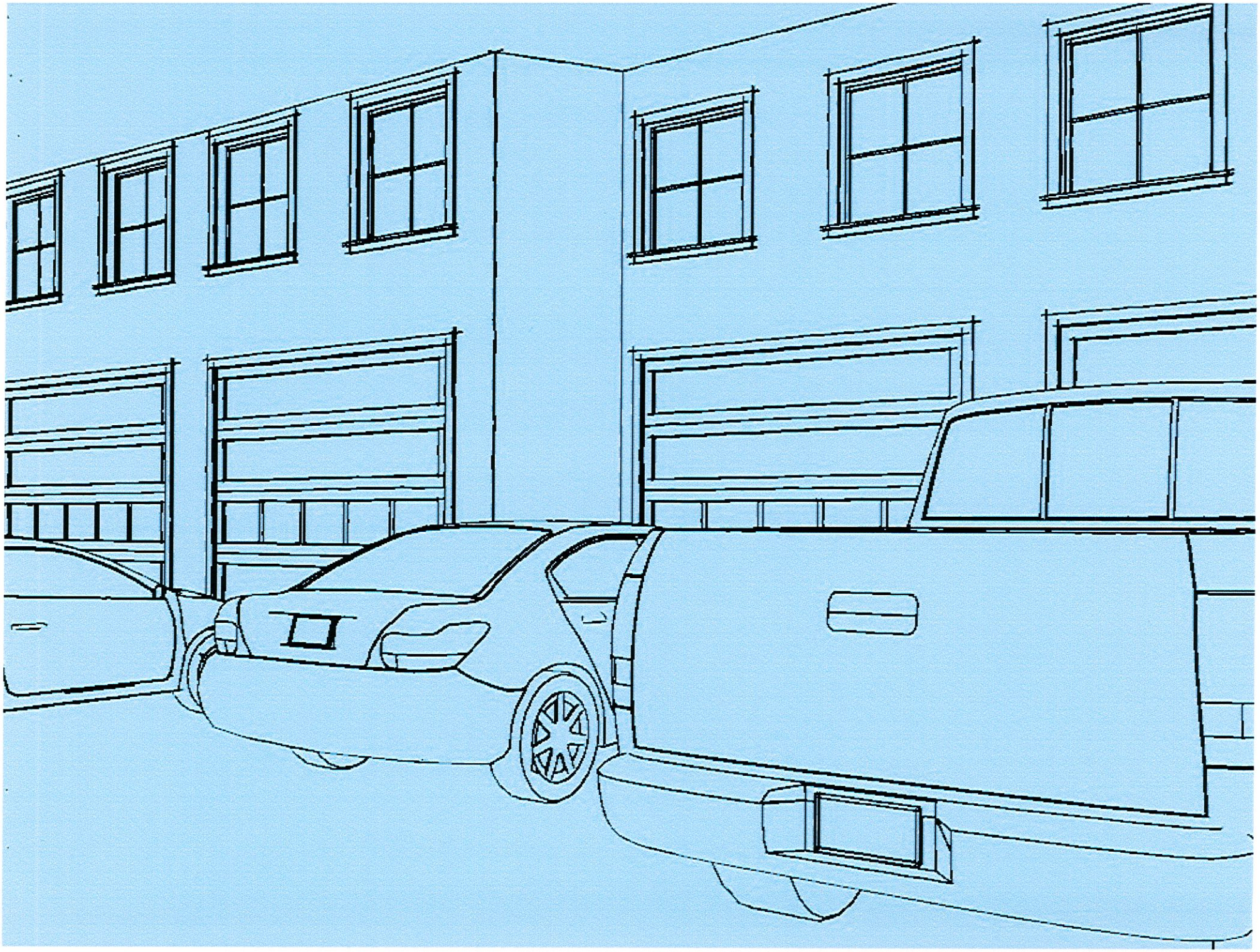
a. The East Wall containing garage doors must be 22' tall to accommodate 10 ft wide by 10 ft tall garage doors that open straight up to permit utilization of lifts within for the performance of auto repairs.
b. The ceiling clearance of the first 20 ft of the garage bays must be 15 ft to accommodate vehicle lifts.
c. The depth of the auto bays and space for tools and supplies needed for the performance of repair work dictate that at least two bays be 33' in depth and 2 bays 27' in depth.
d. Articulation of the East Wall is required to allow a future entrance to parking located under a future 34-36 unit apartment building.
e. Height of the West wall needs to be high enough to minimize people from easily accessing the west edge of the roof, since it will be 8-9 ft lower in grade that the west side of the existing retaining wall of the parking lot.
f. A level floor for the workshop area will require some regrading of the adjoining parking lot to the east of the building.
g. Siding, door and window treatment will be made to match the Pavilion.
h. Landscaping in the Pavilion parking lot will be made and added to around the new building. A new tree will be established in the planting strip to the South of the building where one was lost a couple of years ago.

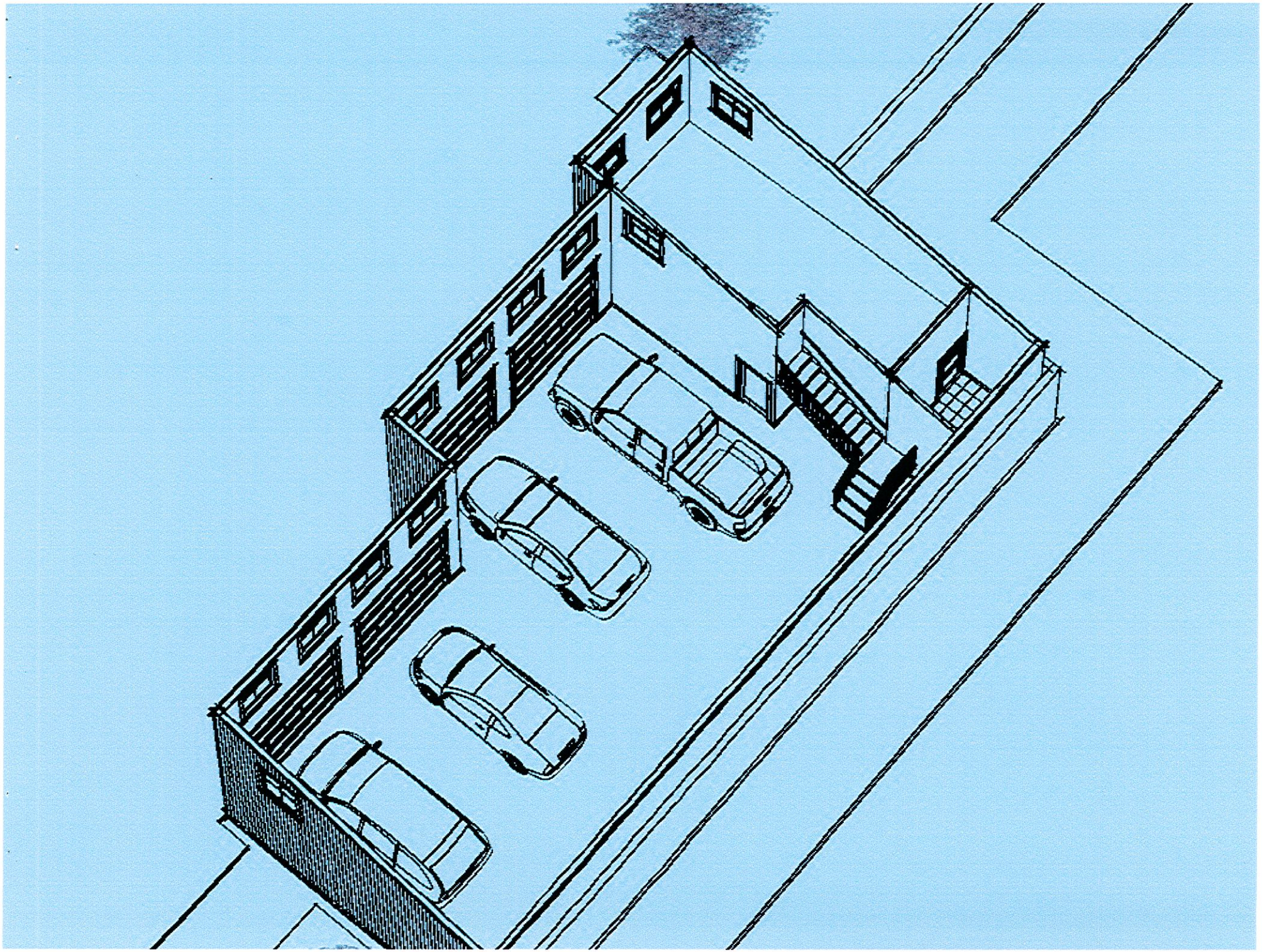


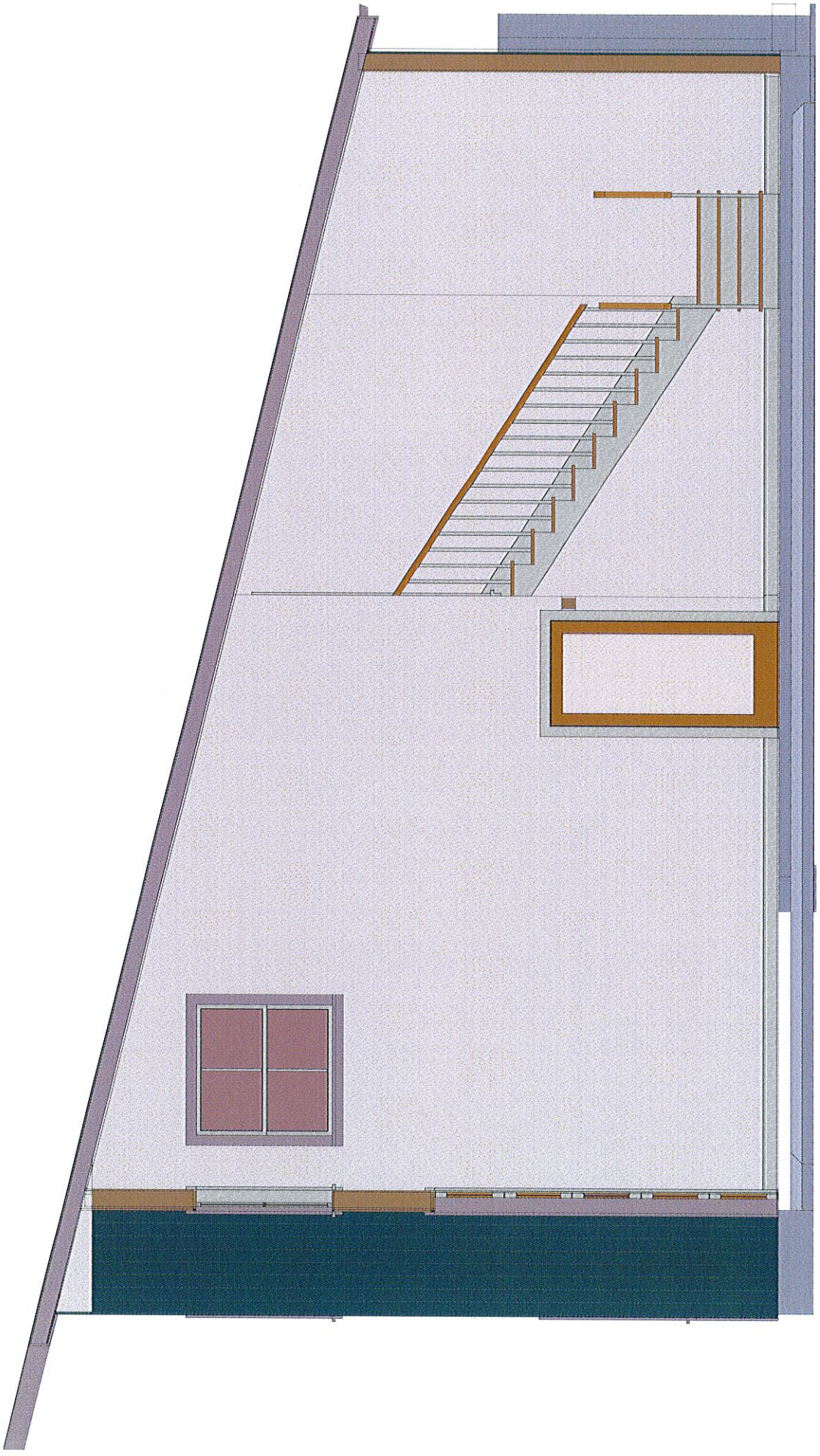


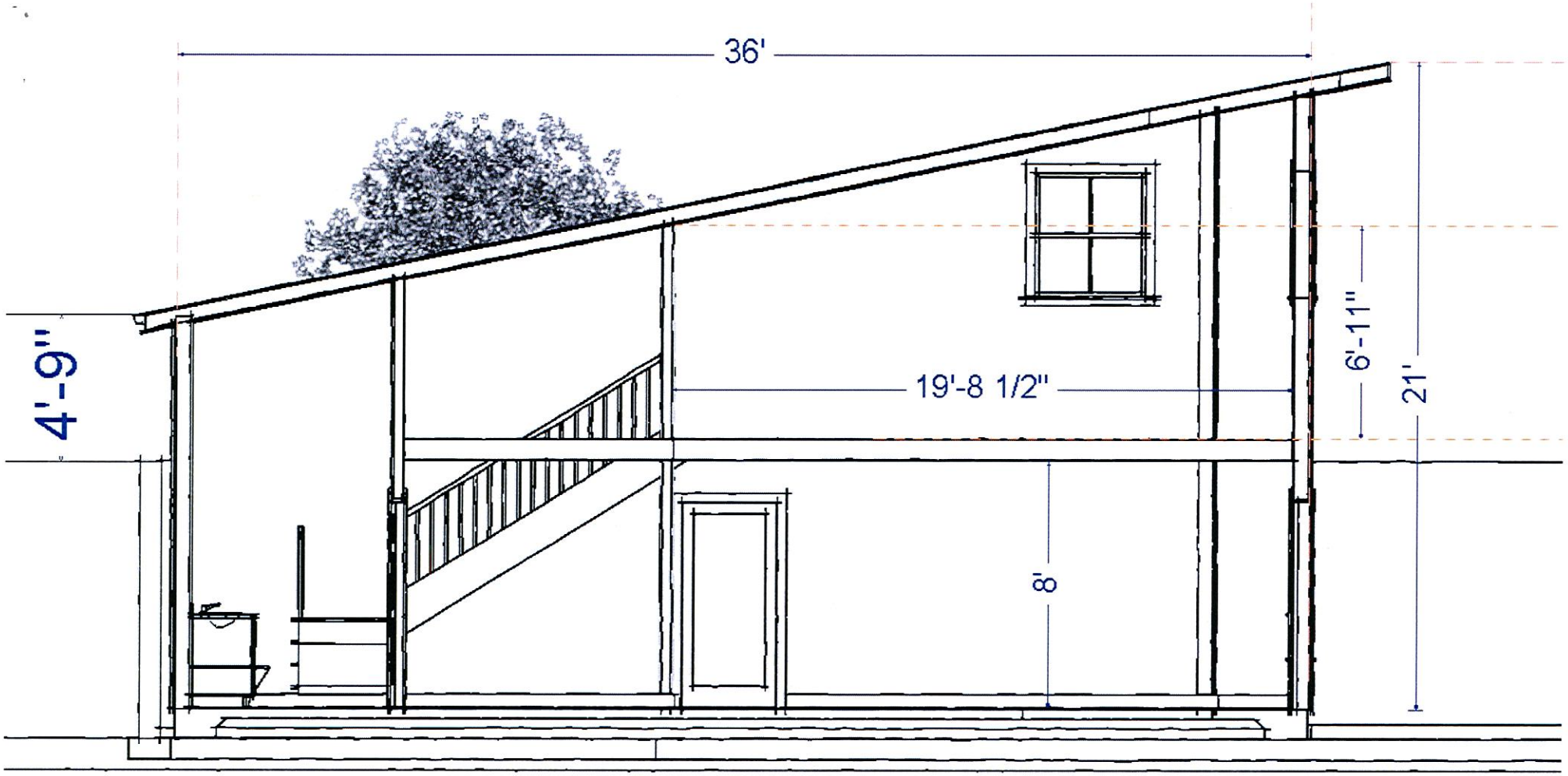


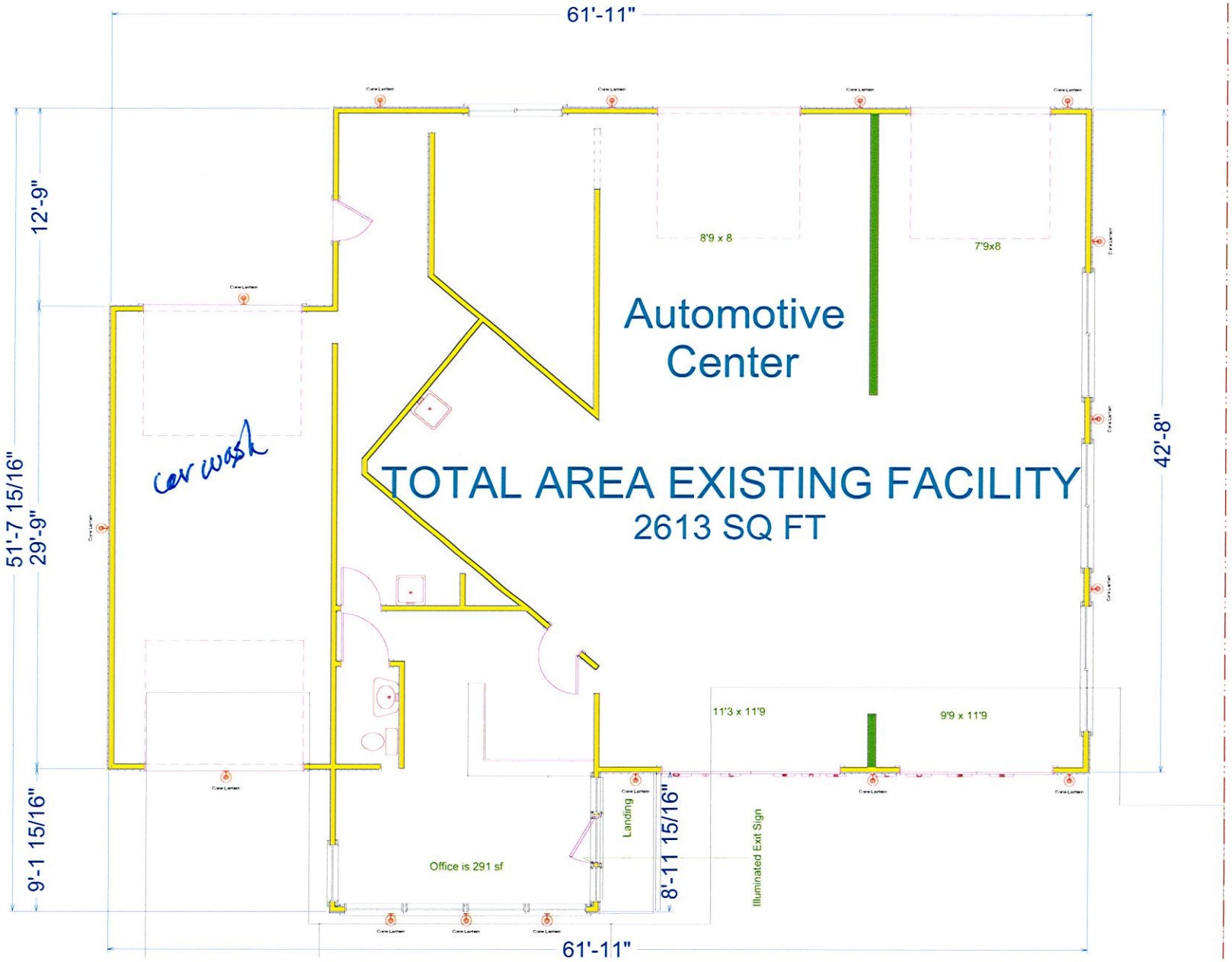









36'
4'-9"
19'-8 1/2"
6'-11"
21'
8'


61'-11"
12'-9"
51'-7 15/16"
29'-9"
9'-1 15/16"
42'-8"
8'9 x 8
7'9x8
Automotive
Center
car wash
TOTAL AREA EXISTING FACILITY
2613 SQ FT
11'3 x 11'9
9'9 x 11'9
Landing
8'-11 15/16"
Illuminated Exit Sign
Office is 291 sf
61'-11"

Design Review Board Design Guideline Checklist

Commercial and Mixed-Use Design Guidelines for All Zoning Districts– BIMC 18.18.030

☐ **"Pre-App" Meeting Checklist**

☐ **"Post-App" Meeting Checklist**

Project Name/Case #: **Pavilion Auto Repair Facility**

Land Use Application (Pre-app, Site Plan Review etc.): **Pre-App**

Project Description: **Construct a 2,500 sf Auto Repair Facility in the Northwest corner of the Pavilion parking lot with footprint of 2,150 sf, 4 auto repair bays, and two level office. Current auto repair facility is located on the corner of Madison and Wyatt and will be negatively impacted by the construction of a new round about by the City.**

Applicable Design Guidelines				
Design Guideline	**Intent**	**Description**	**Applicant Response**	**DRB Action (Y/N)**
1.	To develop variation in façade treatment to provide visual interest.	Vary building materials or patterns to produce variations in texture.	The Pavilion Auto Repair Facility utilizes siding materials and windows that mirror the exterior of the Pavilion. Because it is primarily a one story building, the east exposure of the building will be straight up walls, but there will be two setbacks in the wall facing the public to visually break it up. Most of the South, West and North walls will be set below the adjacent grade so that the structure will appear from those views to be at least 50% reduced in height.	
2.	To modulate the scale of building masses.	Building elevations shall be vertically modulated in no more than 20' increments or horizontally in no more than 30' increments. Modulation is defined as a change in plane or articulation (such as bands, cornices, setbacks or changes in material).	This is basically the case with this small building's design. The tallest east wall is slightly over 20 ft in height. It is horizontally modulated in less than 30' increments. The west wall is slightly over 12' but buried 8-9' against an existing retaining wall.	

Design Review Board Design Guideline Checklist

Commercial and Mixed-Use Design Guidelines for All Zoning Districts– BIMC 18.18.030

Applicable Design Guidelines				
Design Guideline	**Intent**	**Description**	**Applicant Response**	**DRB Action (Y/N)**
3.	To limit the visual impact of blank walls and facades and better assure aesthetic appeal.	Blank walls shall not be visible to public spaces. Blank facades should otherwise be limited to the back of buildings or where required by the building code. Treatments to alleviate blank walls shall be similar in materials to facades normally in view of the public.	**1.** The East Wall will have both windows and glass doors. Existing landscaping will remain and the new building will not cause the removal of any of this landscaping. **2.** Windows and doors will be incorporated on 3 of 4 of the elevations to create warm and friendly facades to the public. The West elevation is mostly below grade.	
4.	To establish visually prominent ground floor facades.	The first floor of multi-storied buildings should be taller than upper floors. Minimum ceiling height should be at least 10' to allow transom or larger display windows. Other elements such as transom windows, canopies, cornices, and prominent entries are encouraged. First floor uses shall be pedestrian oriented and include substantial shop windows. Display windows on the first floor of retail and commercial buildings should be the predominant surface of the first floor.	This is a relatively small single purpose building but will complement the architecture of the nearby Pavilion Building and give the existing Pavilion parking lot more interest.	
5.	To maintain pedestrian scale	Facades facing public ways shall incorporate setbacks or articulation that establishes a pattern of bays or window openings. Facades	The project does not propose any commercial frontage abutting the sidewalk.	

	along facades facing public ways.	shall include features such as display windows, columns or bays, recessed entries or canopies or other recesses. The use of a variety of materials at the sidewalk level is encouraged. Multiple building entrances are encouraged.		
Applicable Design Guidelines				
Design Guideline	**Intent**	**Description**	**Applicant Response**	**DRB Action (Y/N)**
6.	To maintain the pedestrian activities by encouraging continuous frontages along sidewalks.	Where parking fronts onto a public street, the maximum separation between buildings shall be 80 feet. Greater separations are permitted if landscape setbacks are increased or other design features such as low walls, trellises and public spaces are created along the street frontage.	No change will occur in the Pavilion pedestrian activities and this building does not front on the Madison Avenue sidewalk.	
7.	To reduce overall scale of the building into multiple building masses.	Facades over 128' in length shall be separated by pedestrian passage or open space. Passages should be at least 12' wide and two stories in height if covered. Façade setback should be expressed at the roof line by changes in plane. Passage should connect to public open space.	The proposed building is not 128 ft, but does incorporate setbacks in its east elevation which is visible to the public. It is well set back from the main public street.	
8.	To encourage the creation of public outdoor spaces.	Building setbacks may be increased for the creation of public outdoor seating areas. Entry alcoves and small outdoor spaces may be located between the building and the sidewalk.	The proposed building will not change existing Pavilion public spaces, primarily located on the South side of the Pavilion. The Pavilion parking lot is buffered from Madison Avenue with existing landscaping and a Bus Shelter which will not change.	
9.	To soften the impact of the built environment.	Encourage public pedestrian passageways and vegetation between buildings.	This building will not change existing pedestrian passageways or vegetation as it is being located in place of 8 unadorned parking spaces and in front of blank concrete retaining walls. It will be set	

			between two landscaped areas of this part of the Pavilion parking lot.	
10.	To encourage compatibility of development with both community and neighborhood characteristics.	Building designs should respond to nearby buildings that meet the upgraded design standards by using shared elements, materials or massing.	This building is intended to mimic the architecture of the Pavilion, but in a small, more interesting style of a boathouse with green metal corrugated siding and large windows and glazed garage doors.	
Applicable Design Guidelines				
Design Guideline	**Design Guideline**	**Design Guideline**	**Applicant Response**	**DRB Action (Y/N)**
11.	To minimize the intrusiveness of commercial signage.	Signage, corporate colors and other icons of the business may not dominate the exterior of the building. including canopies and separate outdoor structures covering activities associated with the business. Color should be used to express changes in detail or material but exterior building or structure colors may not be used as signs, or the extension of signs. When businesses are sold or tenants are changed, any sign modification shall trigger this requirement.	Signage scope, placement and design has not yet been considered however its design will be integrated and interesting.	
12.	To improve the pedestrian environment around buildings and minimize curb cuts.	Where a drive through facility is allowed, drive throughs must be in conjunction with a parking lot that serves the same business, must be to the side or rear of the building and should not be visible from public streets. Drive throughs should consist of no more than a single vehicle lane.	No drive throughs are proposed.	

Design Review Board Design Guideline Checklist

Commercial and Mixed-Use Design Guidelines for All Zoning Districts– BIMC 18.18.030

13.	To provide pedestrian access to buildings.	Provide multiple entrances along streets. Pedestrian passageways are encouraged.	This building utilizes existing parking lot walkways.	
14.	To provide weather protection for pedestrians.	Recessed entries and/or overhead weather protection above the sidewalk entrances shall be used.	There is a 4 foot roof overhang on the east side of this building.	
15.	To maintain smaller scale commercial buildings.	Buildings in excess of a 10,000 square foot footprint should be visually split into two or more distinct elements.	The proposed footprint is approximately 2,150 sf.	
Applicable Design Guidelines				
Design Guideline	**Design Guideline**	**Design Guideline**	**Applicant Response**	**DRB Action (Y/N)**
16.	To reduce the visual impact of parking areas.	Create small parking clusters connected by vegetated landscaping and pedestrian walkways. Internal streets that connect or serve parking areas shall be designed as streets with sidewalks, planters and pedestrian scale lighting.	No new parking area is proposed. Additional parking will be provided behind the adjacent existing Grow House.	

Guidelines Requiring Action per DRB: _____

DRB Summary Motion on Actions: _____

_____

_____

Design Review Board Design Guideline Checklist

Commercial and Mixed-Use Design Guidelines for All Zoning Districts– BIMC 18.18.030

Design Review Board Design Guideline Checklist

Mixed Use Town Center and High School Road Districts / General Design Guidelines– BIMC 18.18.030

☐ **"Pre-App" Meeting Checklist**

☐ **"Post-App" Meeting Checklist**

Project Name/Case #: **Pavilion Auto Repair Facility**

Land Use Application (Pre-app, Site Plan Review etc.): **Pre-App**

Project Description: **Construct a 2,500 sq Auto Repair Facility in the Northwest corner of the Pavilion parking lot with footprint of 2,150 sq ft, 4 auto repair bays, and two level office. Current auto repair facility is located on the corner of Madison and Wyatt and will be negatively impacted by the construction of a new round about by the City.**

Applicable Design Guidelines				
Design Guideline	**Intent**	**Description**	**Applicant Response**	**DRB Action (Y/N)**
1. Parking Lot Location	To have parking lots be as visually unobtrusive as possible.	Parking lots should not front upon intersections. Parking lots should be located behind or to the side of buildings.	The new building will be located away from Madison and Wyatt in the NW corner of the Pavilion which is currently 8 parking spaces. This will allow for future construction of residences on the corner of Madison and Wyatt and the removal of a "sea" of asphalt from this corner. Parking for the customers of this building's tenants will share in existing day time parking for the Pavilion. Additional parking for the Pavilion will be in the short term the west side of the parcel currently containing the Grow House and a new staircase has been added for Pavilion customers to access this additional parking to make up for lost parking in the Pavilion parking lot.	
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.	The project displaces a portion of an existing parking lot which has already been landscaped. No new paved areas are proposed.	
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.	No change in pedestrian connections is proposed. However, a new staircase from the Pavilion parking lot connects residents of the Grow Community to the Pavilion retail spaces and the owners of the Pavilion have already deeded a public walkway for Grow residents to cross the southern portion of the Pavilion development.	
4. Shielded Lighting	To ensure that the source of lighting for parking, service and loading areas is not visible from neighboring development.	Freestanding light fixtures should not exceed 14' in height. All exterior lighting fixtures should incorporate cutoff shields to prevent spillover.	Project plans do require additional exterior lighting, as sufficient lighting is in place to serve this new building.	

Design Review Board Design Guideline Checklist

Mixed Use Town Center and High School Road Districts / General Design Guidelines– BIMC 18.18.030

Applicable Design Guidelines				
Design Guideline	**Intent**	**Description**	**Applicant Response**	**DRB Action (Y/N)**
5. Screen Service Areas	To conceal loading, trash, and storage areas from view.	Trash containers should be enclosed on all sides with solid walls and gates. Loading docks, outdoor storage and staging areas should be screened with fencing and vegetation, such as evergreen hedges. Chain link fencing is not acceptable.	Trash containers already exist on the Pavilion site and are adequate to serve this new building. There are two pickups by Bainbridge Disposal scheduled per week and there could be three scheduled if needed.	
6. Common 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.	All the common areas allow walking access.	
6a. Conceal Garage Doors	To ensure that street frontages are not dominated by vehicular storage facilities.	Entrances to parking garages and structures should be from alleys, access lanes, or minor side streets, rather than from principal through streets. If access from a principal street is unavoidable, such access should be restricted to a single, two-way curb cut for each development.	This new building will move garage entrances from the building it replaces so that they no longer front directly on a street.	
7. Overall Form	To create visual continuity among buildings having potentially different styles.	Buildings should utilize elements such as massing, materials, windows, canopies, and pitched or terraced roof forms to create both a visually distinct “base” as well as a “cap”.	The new building will incorporate elements of the Pavilion Building with fenestration, siding, and a pitched roof. The building’s east elevation will incorporate two articulations in its façade.	
8. Entrances	To make it apparent from the street where major entrances to buildings are located.	Principal entrances to buildings should be visually prominent and located within close proximity to the public sidewalk. Entrances should incorporate elements such as setbacks, recesses, balconies, porches, arches, trellises, or other architectural devices.	The new building’s entrances will be visually prominent as one enters the Pavilion parking lot.	
9. Conceal Mechanical Equipment	To ensure that larger pieces of mechanical equipment are visually unobtrusive.	Rooftop mechanical equipment should be concealed by and integrated within the roof form of a building. Simply surrounding it with a parapet wall is not sufficient.	There will be no rooftop mechanical equipment.	
10. Structured Parking	To diminish the visual impact of parking as viewed from streets.	Any level of parking contained within or under a structure that is visible from a public street shall fully screen the parking with either another use, a facade that incorporates artwork, or trees and other vegetation.	The building’s parking area will be shared with the Pavilion and there will be no change in the appearance of the Pavilion’s parking from Madison Avenue, except that there will be less of it.	
11. Encouraging Varied Details	To ensure that denser types of housing include details that create a sense of human scale and that break down the bulk of larger buildings.	Buildings containing residential dwellings should incorporate most, if not all, of the following elements: • Front porches or stoops • Bay windows or dormers • Visible trim around windows and building corners • Base articulation, such as a plinth or first floor raised above grade	The proposed new building will have windows on three sides, three sides will be largely hidden by existing 8-9 ft retaining walls against which the building will be erected and the office entrance will feature a landscaped entry area. The 4 large 10ft by 10ft bay doors will be glazed.	

Design Review Board Design Guideline Checklist

Mixed Use Town Center and High School Road Districts / General Design Guidelines– BIMC 18.18.030

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Design Guideline	**Intent**	**Description**	**Applicant Response**	**DRB Action (Y/N)**
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13. Creativity	To encourage interesting and even unusual approaches to graphic design.	Signs should be expressive and even whimsical, exhibiting a graphic design approach to form and lighting. Standard, back-lighted, metal frame and plastic panel signs are discouraged.	Signage scope, placement and design has not yet been considered however its design will be integrated and interesting.	
14. Awning Signs	To produce a visual effect that emphasizes buildings and vegetation, not advertising.	Signs painted on awnings are allowed, but awnings should not be internally illuminated.	The project does not propose awnings; however the east elevation of the building features a 4ft overhanging shed roof.	

Guidelines Requiring Action per DRB:

DRB Summary Motion on Actions:

Design Review Board Design Guideline Checklist

Commercial and Mixed-Use Design Guidelines for All Zoning Districts– BIMC 18.18.030

☐ **"Pre-App" Meeting Checklist**

☐ **"Post-App" Meeting Checklist**

Project Name/Case #: **Pavilion Auto Repair Facility**

Land Use Application (Pre-app, Site Plan Review etc.): **Pre-App**

Project Description: **Construct a 2,500 sf Auto Repair Facility in the Northwest corner of the Pavilion parking lot with footprint of 2,150 sf, 4 auto repair bays, and two level office. Current auto repair facility is located on the corner of Madison and Wyatt and will be negatively impacted by the construction of a new round about by the City.**

Applicable Design Guidelines				
Design Guideline	**Intent**	**Description**	**Applicant Response**	**DRB Action (Y/N)**
1.	To develop variation in façade treatment to provide visual interest.	Vary building materials or patterns to produce variations in texture.	The Pavilion Auto Repair Facility utilizes siding materials and windows that mirror the exterior of the Pavilion. Because it is primarily a one story building, the east exposure of the building will be straight up walls, but there will be two setbacks in the wall facing the public to visually break it up. Most of the South, West and North walls will be set below the adjacent grade so that the structure will appear from those views to be at least 50% reduced in height.	
2.	To modulate the scale of building masses.	Building elevations shall be vertically modulated in no more than 20' increments or horizontally in no more than 30' increments. Modulation is defined as a change in plane or articulation (such as bands, cornices, setbacks or changes in material).	This is basically the case with this small building's design. The tallest east wall is slightly over 20 ft in height. It is horizontally modulated in less than 30' increments. The west wall is slightly over 12' but buried 8-9' against an existing retaining wall.	

Design Review Board Design Guideline Checklist

Commercial and Mixed-Use Design Guidelines for All Zoning Districts– BIMC 18.18.030

Applicable Design Guidelines				
Design Guideline	**Intent**	**Description**	**Applicant Response**	**DRB Action (Y/N)**
3.	To limit the visual impact of blank walls and facades and better assure aesthetic appeal.	Blank walls shall not be visible to public spaces. Blank facades should otherwise be limited to the back of buildings or where required by the building code. Treatments to alleviate blank walls shall be similar in materials to facades normally in view of the public.	**1.** The East Wall will have both windows and glass doors. Existing landscaping will remain and the new building will not cause the removal of any of this landscaping. **2.** Windows and doors will be incorporated on 3 of 4 of the elevations to create warm and friendly facades to the public. The West elevation is mostly below grade.	
4.	To establish visually prominent ground floor facades.	The first floor of multi-storied buildings should be taller than upper floors. Minimum ceiling height should be at least 10' to allow transom or larger display windows. Other elements such as transom windows, canopies, cornices, and prominent entries are encouraged. First floor uses shall be pedestrian oriented and include substantial shop windows. Display windows on the first floor of retail and commercial buildings should be the predominant surface of the first floor.	This is a relatively small single purpose building but will complement the architecture of the nearby Pavilion Building and give the existing Pavilion parking lot more interest.	
5.	To maintain pedestrian scale	Facades facing public ways shall incorporate setbacks or articulation that establishes a pattern of bays or window openings. Facades	The project does not propose any commercial frontage abutting the sidewalk.	

	along facades facing public ways.	shall include features such as display windows, columns or bays, recessed entries or canopies or other recesses. The use of a variety of materials at the sidewalk level is encouraged. Multiple building entrances are encouraged.		
Applicable Design Guidelines				
Design Guideline	**Intent**	**Description**	**Applicant Response**	**DRB Action (Y/N)**
6.	To maintain the pedestrian activities by encouraging continuous frontages along sidewalks.	Where parking fronts onto a public street, the maximum separation between buildings shall be 80 feet. Greater separations are permitted if landscape setbacks are increased or other design features such as low walls, trellises and public spaces are created along the street frontage.	No change will occur in the Pavilion pedestrian activities and this building does not front on the Madison Avenue sidewalk.	
7.	To reduce overall scale of the building into multiple building masses.	Facades over 128' in length shall be separated by pedestrian passage or open space. Passages should be at least 12' wide and two stories in height if covered. Façade setback should be expressed at the roof line by changes in plane. Passage should connect to public open space.	The proposed building is not 128 ft, but does incorporate setbacks in its east elevation which is visible to the public. It is well set back from the main public street.	
8.	To encourage the creation of public outdoor spaces.	Building setbacks may be increased for the creation of public outdoor seating areas. Entry alcoves and small outdoor spaces may be located between the building and the sidewalk.	The proposed building will not change existing Pavilion public spaces, primarily located on the South side of the Pavilion. The Pavilion parking lot is buffered from Madison Avenue with existing landscaping and a Bus Shelter which will not change.	
9.	To soften the impact of the built environment.	Encourage public pedestrian passageways and vegetation between buildings.	This building will not change existing pedestrian passageways or vegetation as it is being located in place of 8 unadorned parking spaces and in front of blank concrete retaining walls. It will be set	

Design Review Board Design Guideline Checklist

Commercial and Mixed-Use Design Guidelines for All Zoning Districts– BIMC 18.18.030

			between two landscaped areas of this part of the Pavilion parking lot.	
10.	To encourage compatibility of development with both community and neighborhood characteristics.	Building designs should respond to nearby buildings that meet the upgraded design standards by using shared elements, materials or massing.	This building is intended to mimic the architecture of the Pavilion, but in a small, more interesting style of a boathouse with green metal corrugated siding and large windows and glazed garage doors.	
Applicable Design Guidelines				
Design Guideline	**Design Guideline**	**Design Guideline**	**Applicant Response**	**DRB Action (Y/N)**
11.	To minimize the intrusiveness of commercial signage.	Signage, corporate colors and other icons of the business may not dominate the exterior of the building. including canopies and separate outdoor structures covering activities associated with the business. Color should be used to express changes in detail or material but exterior building or structure colors may not be used as signs, or the extension of signs. When businesses are sold or tenants are changed, any sign modification shall trigger this requirement.	Signage scope, placement and design has not yet been considered however its design will be integrated and interesting.	
12.	To improve the pedestrian environment around buildings and minimize curb cuts.	Where a drive through facility is allowed, drive throughs must be in conjunction with a parking lot that serves the same business, must be to the side or rear of the building and should not be visible from public streets. Drive throughs should consist of no more than a single vehicle lane.	No drive throughs are proposed.	

Design Review Board Design Guideline Checklist

Commercial and Mixed-Use Design Guidelines for All Zoning Districts– BIMC 18.18.030

13.	To provide pedestrian access to buildings.	Provide multiple entrances along streets. Pedestrian passageways are encouraged.	This building utilizes existing parking lot walkways.	
14.	To provide weather protection for pedestrians.	Recessed entries and/or overhead weather protection above the sidewalk entrances shall be used.	There is a 4 foot roof overhang on the east side of this building.	
15.	To maintain smaller scale commercial buildings.	Buildings in excess of a 10,000 square foot footprint should be visually split into two or more distinct elements.	The proposed footprint is approximately 2,150 sf.	
Applicable Design Guidelines				
Design Guideline	**Design Guideline**	**Design Guideline**	**Applicant Response**	**DRB Action (Y/N)**
16.	To reduce the visual impact of parking areas.	Create small parking clusters connected by vegetated landscaping and pedestrian walkways. Internal streets that connect or serve parking areas shall be designed as streets with sidewalks, planters and pedestrian scale lighting.	No new parking area is proposed. Additional parking will be provided behind the adjacent existing Grow House.	

Guidelines Requiring Action per DRB: _____

DRB Summary Motion on Actions: _____

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Design Review Board Design Guideline Checklist

Mixed Use Town Center and High School Road Districts / General Design Guidelines– BIMC 18.18.030

☐ **"Pre-App" Meeting Checklist**

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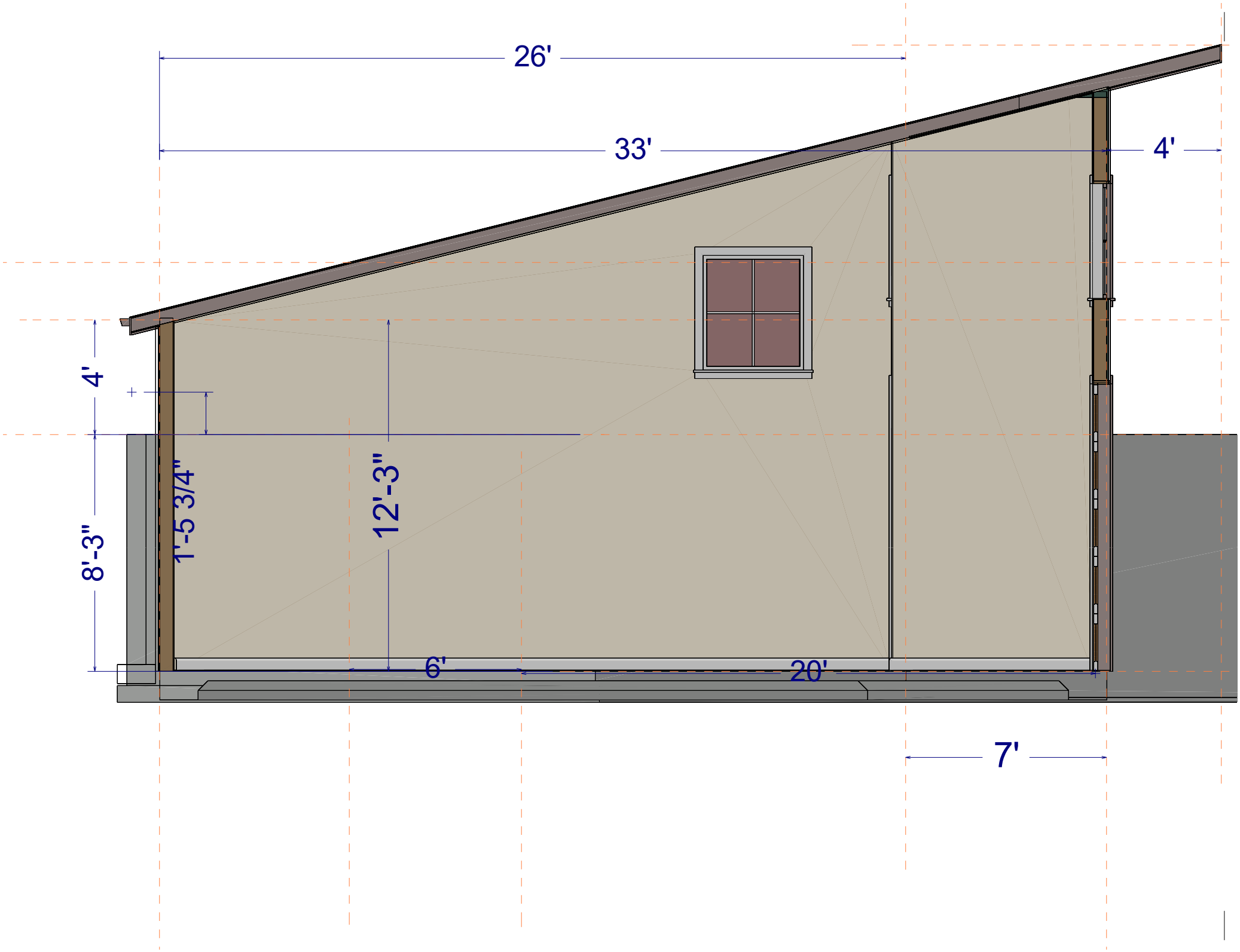
DRB Summary Motion on Actions: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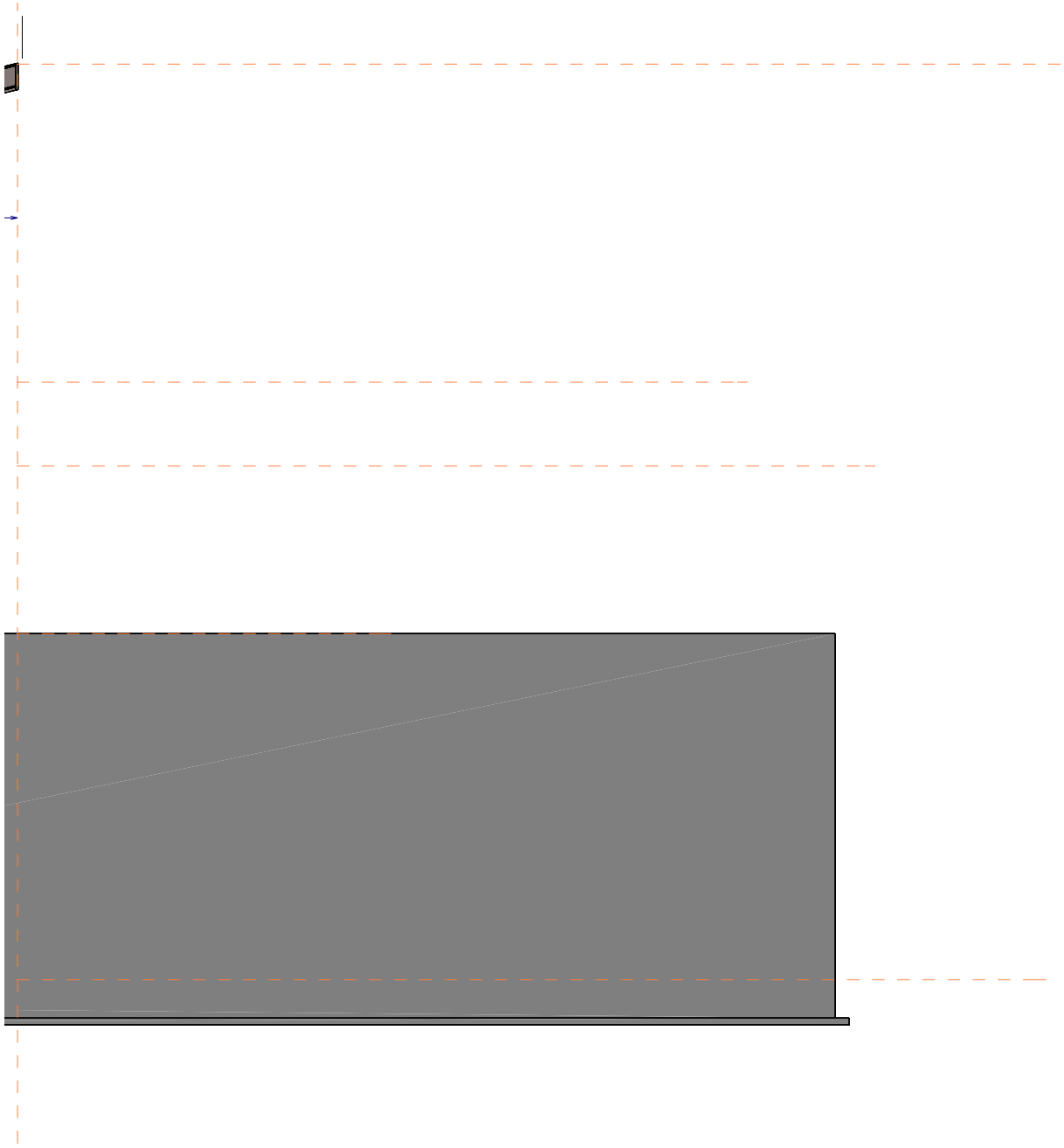
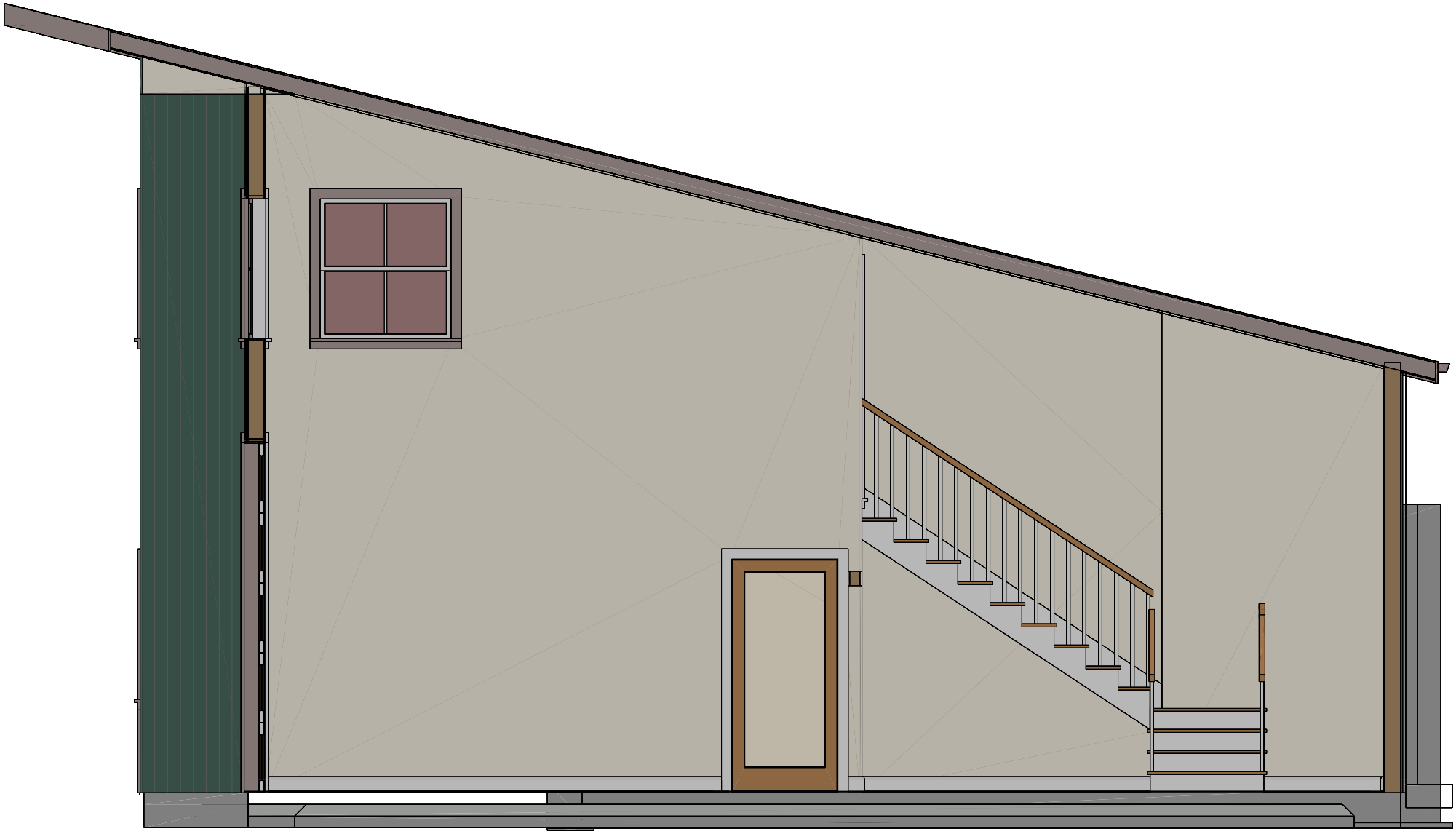
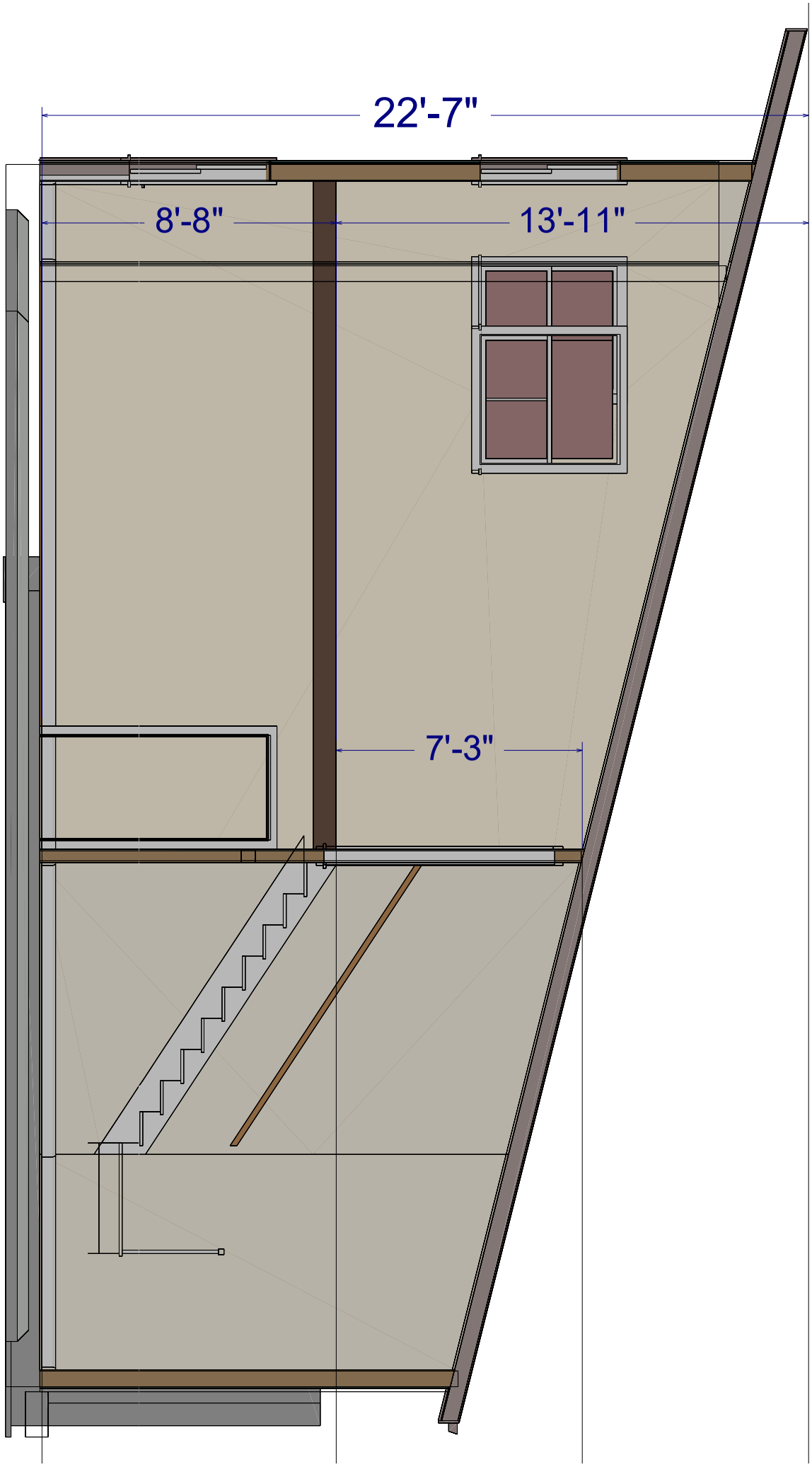
7'



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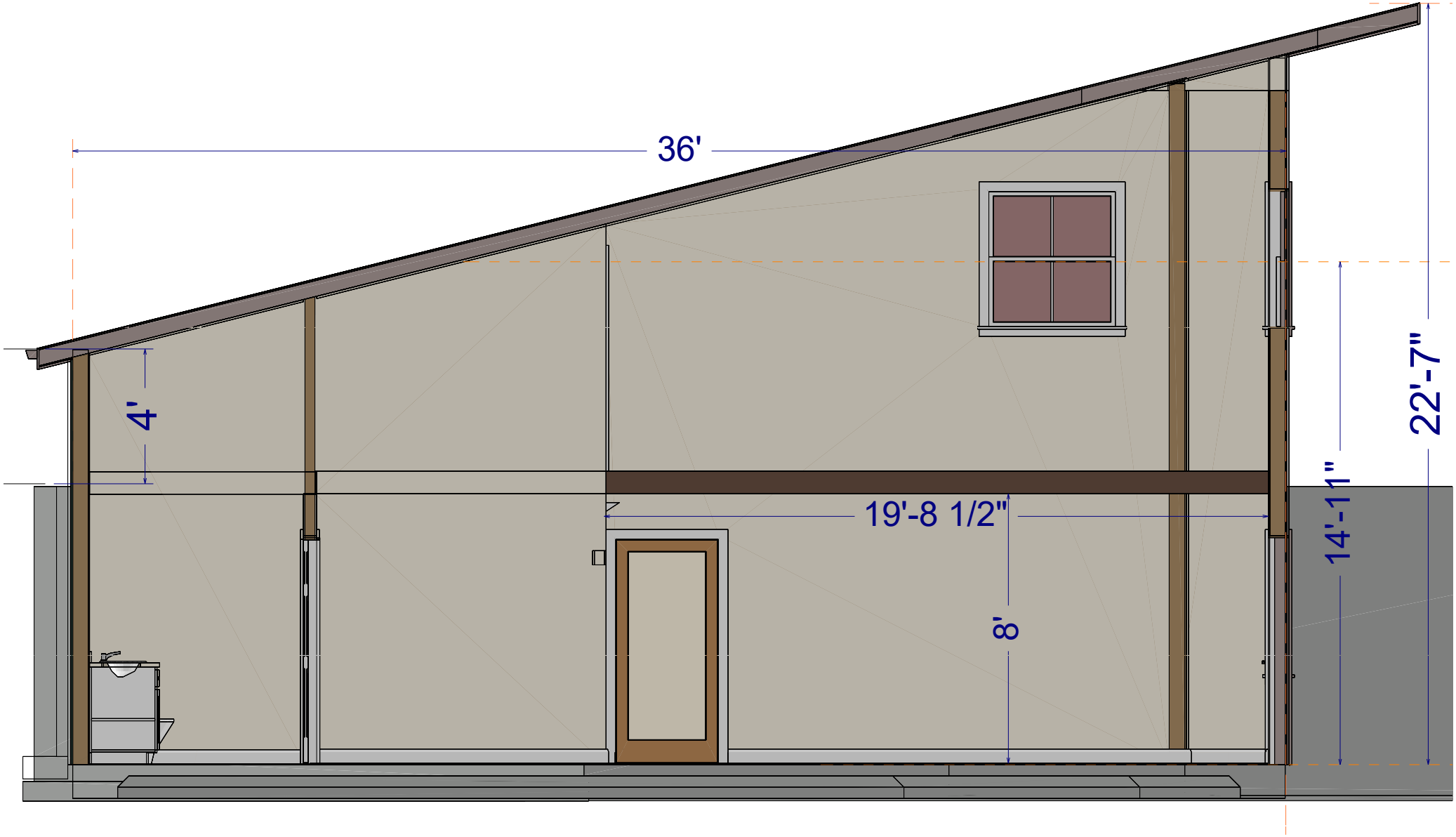
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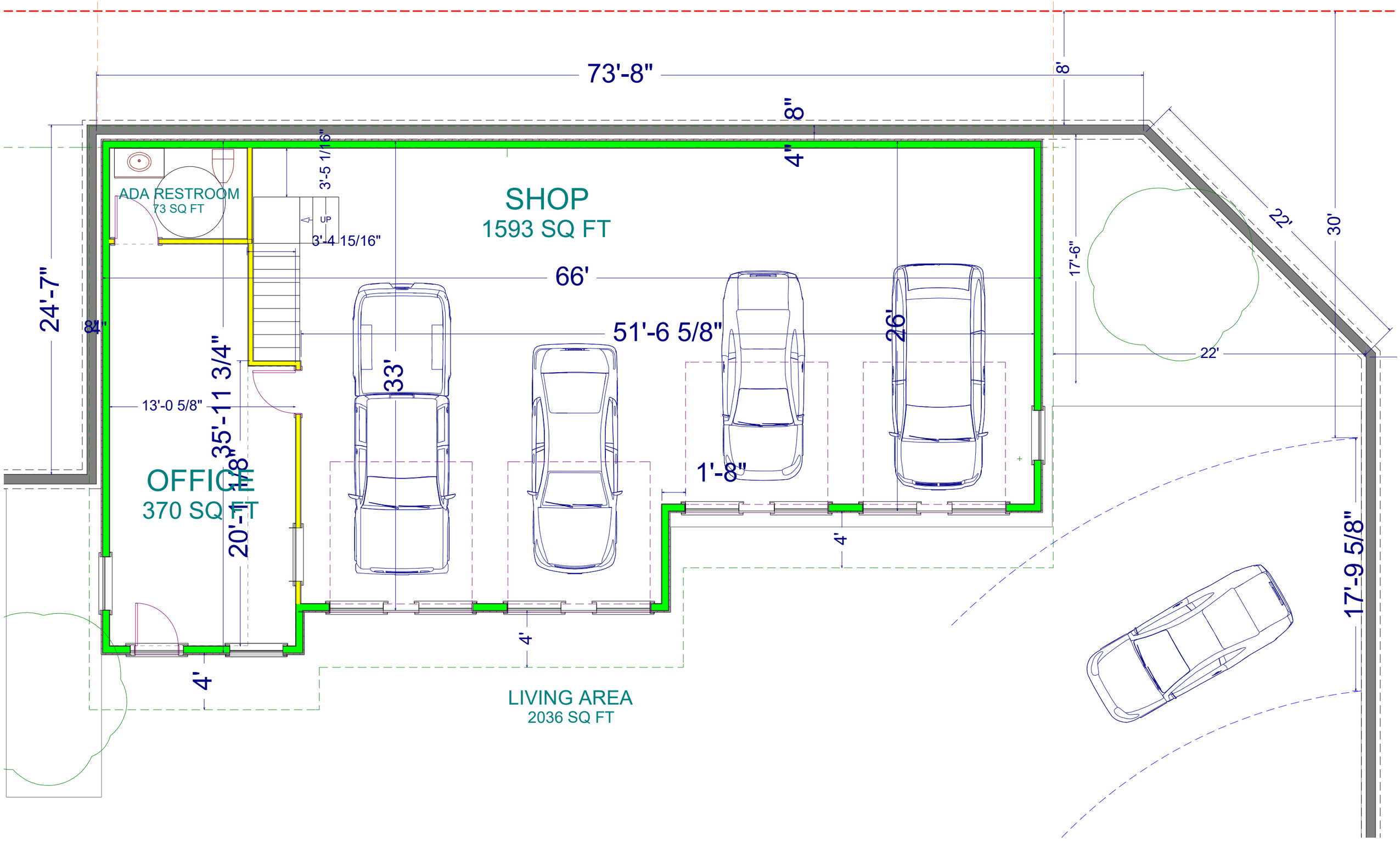
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8"
4"
ADA RESTROOM
73 SQ FT
3'-5 1/16"
UP
3'-4 15/16"
SHOP
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66'
51'-6 5/8"
26'
33'
24'-7"
84"
35'-11 3/4"
13'-0 5/8"
OFFICE
370 SQ FT
20'-1 1/8"
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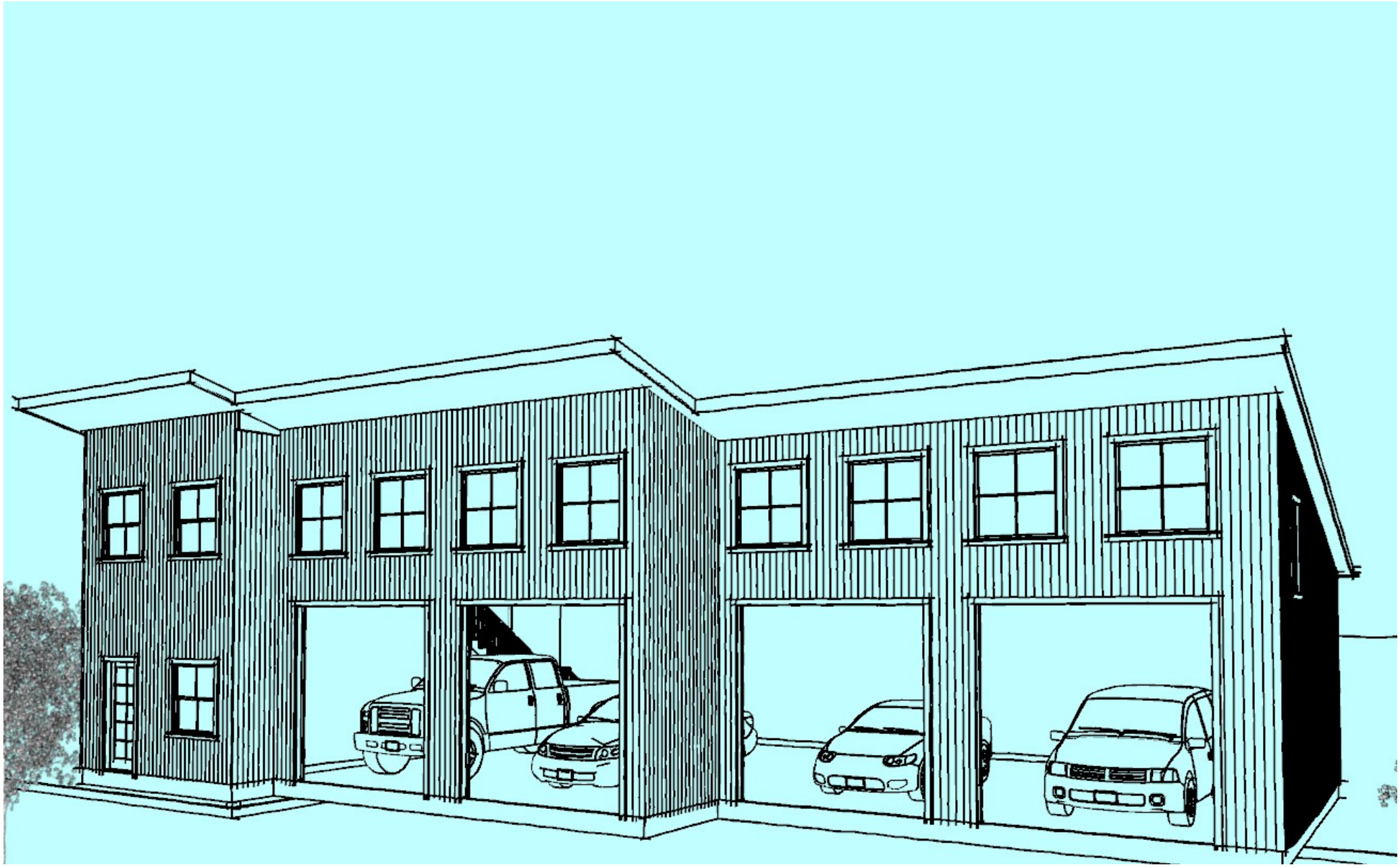
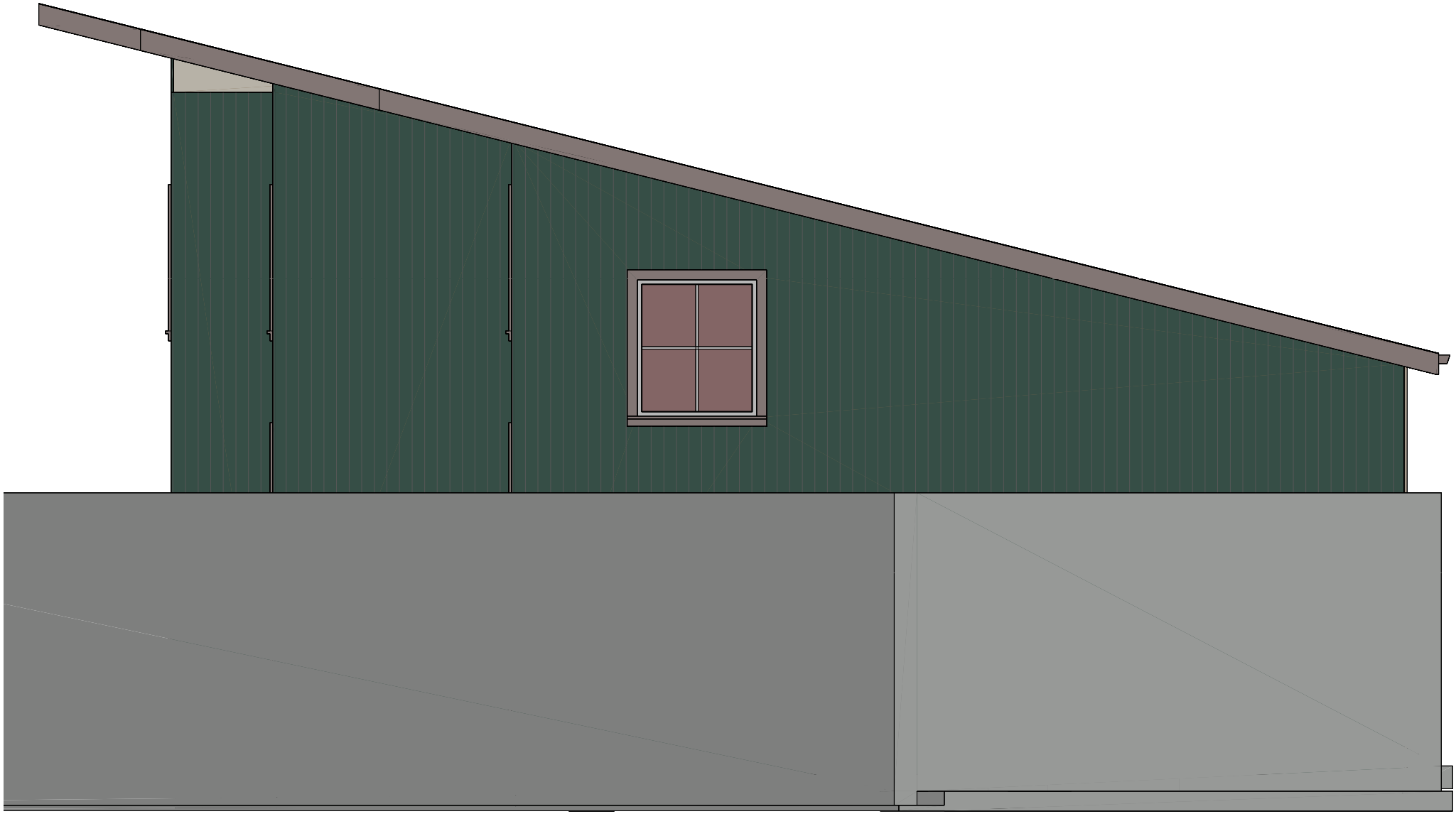
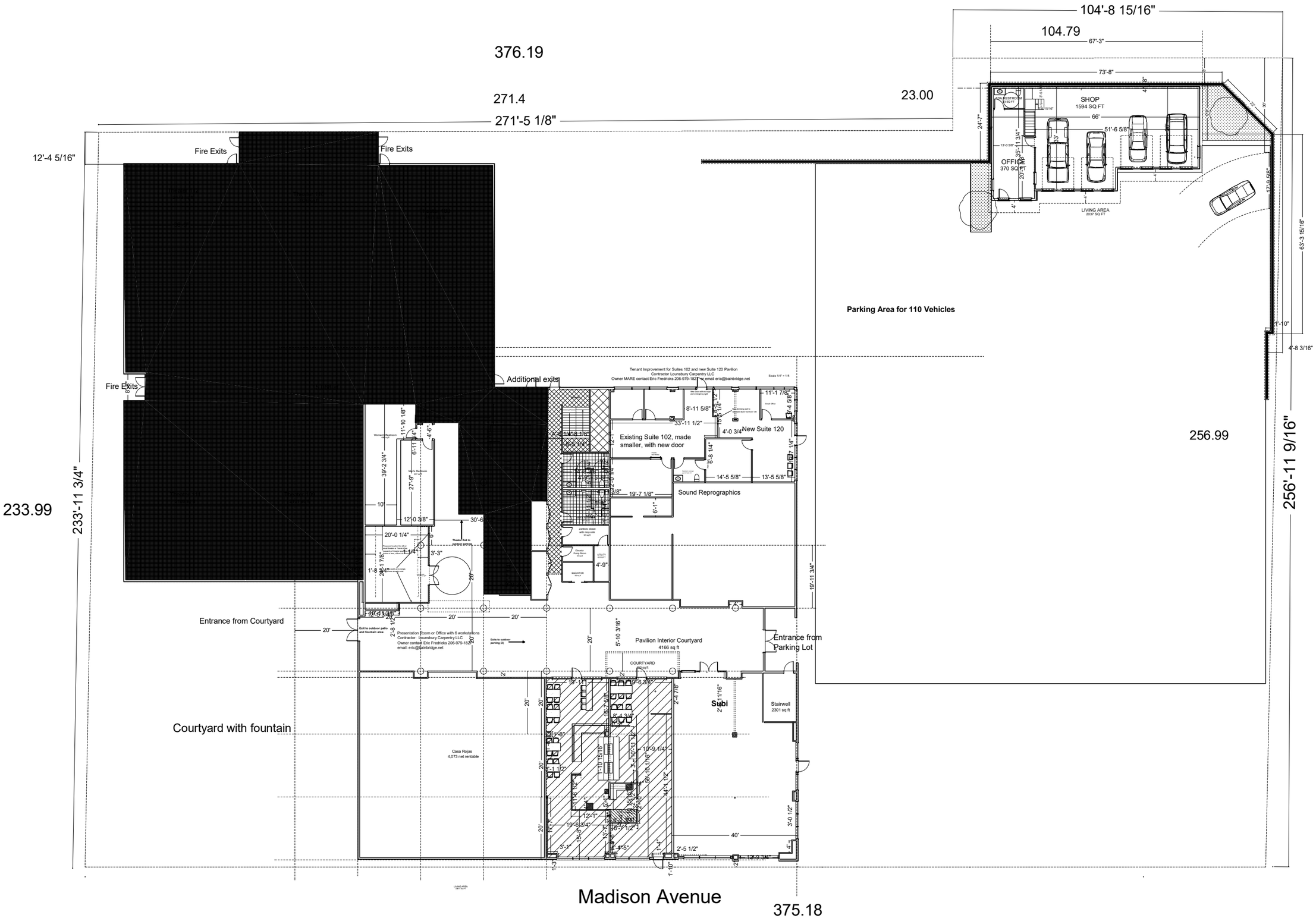
22'
12'
30'
17'-9 5/8"



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104'-8 15/16"
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73'-8"
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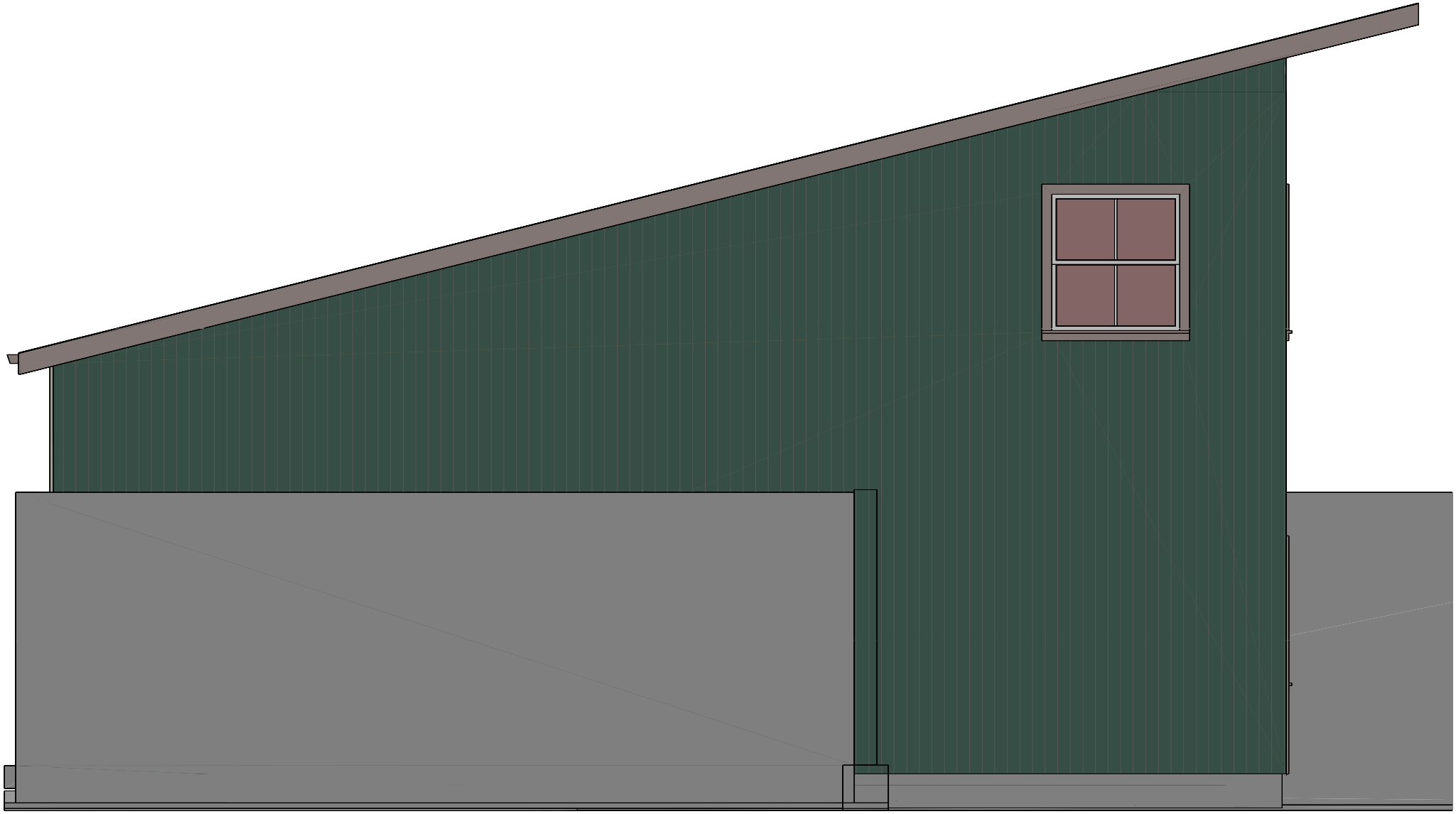
51'-6 5/8"
OFFICE
370 SQ FT
LIVING AREA
203' SQ FT
12'-4 5/16"
Fire Exits
Fire Exits
Fire Exits
Additional exits
Parking Area for 110 Vehicles
256.99
233.99
233'-11 3/4"
256'-11 9/16"
63'-3 15/16"
Existing Suite 102, made smaller, with new door
New Suite 120
Sound Reprographics
Entrance from Courtyard
Pavilion Interior Courtyard
Entrance from Parking Lot
Courtyard with fountain
Casa Rojas
4,073 net rentable
Subi
Stairwell
2301 sq ft
Madison Avenue
375.18



Winslow Hotel Project PLN50880 SPR
DRB review - January 7, 2019
Minutes Amendment prepared by Joe Dunstan, Chair

Summary of Decision and Site Plan Approval:
The DRB approves the site plan with the following conditions/recommendations as identified in the checklists below.

The DRB review three sets of guidelines identified for this project:
1. Mixed Use Town Center and High School Road Districts/General Design Guidelines
2. Mixed Use Town Center/Core District Design Guidelines
3. Commercial and Mixed-use Design Guidelines for all Zoning Districts

DRB approved checklists #1 and 2 above without conditions or changes.
DRB approved checklist #3 above with the following conditions/recommendations;

Landscaping - Checklist item # 9 Soften the impact of the built environment.
Applicant agrees in principle to provide two feet of landscaping along an east-west direction adjacent to the parking lot. Applicant further agrees to provide for DRB approval a revised parking layout to increase landscaping.

Building materials (colors and palette) checklist item # 9, 15: relating to scale of building and softening impact on surrounding uses.
Applicant has not made a final decision on building materials and colors. Applicant is leaning towards unfinished cedar with reverse Board and batten exterior. Applicant agrees to provide a description of materials palate for DRB review in the next several weeks.

Roof Drainage including downspouts and gutters. Checklist item # 9, 15: relating to scale of building and softening impact on surrounding uses.
Applicant states that the roof drainage is critical to the performance of this building (to meet LEED guidelines) and will propose a zoned roof drainage system. If water is removed from roof via internal building system, no further DRB review is required.

If applicant proposes and external drainage system (i.e., downspouts and gutters), the DRB would like to review proposed system for building scale, building articulation and impact on surrounding uses.

DRAFT