

Call to Order (Attendance, Agenda, Ethics)
Review and Approval of Minutes – March 18, 2019
Development Review Process Update
Pleasant Beach Village – Fairyland
Pavilion/Blue Canary
DRB/PC Review of New Sign Ordinance
Review of Design Guidelines Gap Analysis
New/Old Business
Adjourn

Call to Order (Attendance, Agenda, Ethics)

Chair Joseph Dunstan called the meeting to order at 2:01 PM. Design Review Board members in attendance were Jim McNett, Carl Yurdin, Peter Perry and Alan Grainger. Jane Rein and Jason Wilkensen was absent and excused. Planning Commission liaison Don Doman was present. City Staff present were Planning Director Gary Christensen, Planning Manager Heather Wright, Senior Planner David Greetham, Senior Planner Kelly Tayara and Administrative Specialist Carla Lundgren who monitored recording and prepared minutes.

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

Review and Approval of Minutes – March 18, 2019

Motion: I move that we approve the meeting minutes with the addition of the following,
“New/old business: Chair Dunstan reviewed his meeting with planning manager Heather Wright regarding the new DRB review process. DRB comments included:

1. New applicants should review project with planning staff prior to DRB concept meeting to ensure applicant is aware of critical areas or other regulations.
2. A project planner should attend Mtg #2: Design Guidance and Mtg #3: DRB review/approval”

Dunstan/Perry: Passed Unanimously

Development Review Process Update – Gary Christensen, Planning Director
Discussion Only

Pleasant Beach Village – Fairyland: Conceptual Proposal Review Mtg
Project Manager: David Greetham
Presentation Only

Pavilion/Blue Canary: Design Guidance Meeting
Project Manager: Kelly Tayara

Gary Christensen, Planning Director recapped the requests from the DRB to the applicant as follows:

- The DRB agrees that moving the existing auto repair to another location on the site is supported
- The DRB asked the applicant to come back with a more refined site plan to include: conceptual designs of ingress and egress, how the auto show building will relate to the adjoining properties, design of exterior of buildings, pedestrian access, internal flow, site flow, roads labeled on plans, landscaping (show trees), complete site analysis
- Alternate location of the garage entrance for residence

DRB/PC Review of New Sign Ordinance

Discussion Only

Review of Design Guidelines Gap Analysis

Discussion Only

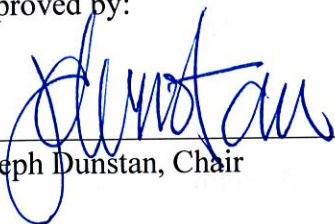
Public Comment: Charles Schmidt asked for a copy of the Gap Analysis Report. Ms. Lundgren agreed to forward a copy of the report to Mr. Schmidt once received from Chair Joe Dunstan.

New/Old Business

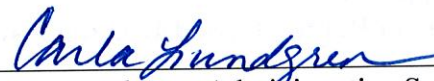
Adjourn

The meeting was adjourned at 4:45 PM.

Approved by:



Joseph Dunstan, Chair



Carla Lundgren, Administrative Specialist



**CITY OF BAINBRIDGE ISLAND
DESIGN REVIEW BOARD – REGULAR MEETING
April 1, 2019**

PLEASE PRINT

**Join
ListServ
Yes/No**

[illegible]

PBV FAIRYLAND

PROJECT DIRECTORY

OWNER:	PBPBS, LLC 5424 SANDPOINT WAY NE SEATTLE, WA 98105 TEL: (206) 527.3801 EMAIL: GGUSTAFSON@WINDERMERE.COM
ARCHITECT:	WENZLAU ARCHITECTS CHARLIE WENZLAU 490 MADISON AVENUE NORTH #105 BAINBRIDGE ISLAND, WA 98110 TEL: (206) 780.6882 FAX: (206) 780.9288 CHARLIE@WENZLAUARCHITECTS.COM
LANDSCAPE ARCHITECT:	FISCHER BOUMA 9141 SALMON RUN LANE BAINBRIDGE ISLAND, WA 98110 TEL: (206) 780.5651
CIVIL ENGINEER:	MAP, LTD. 11309 CLEAR CREEK ROAD SILVERDALE, WA 98383

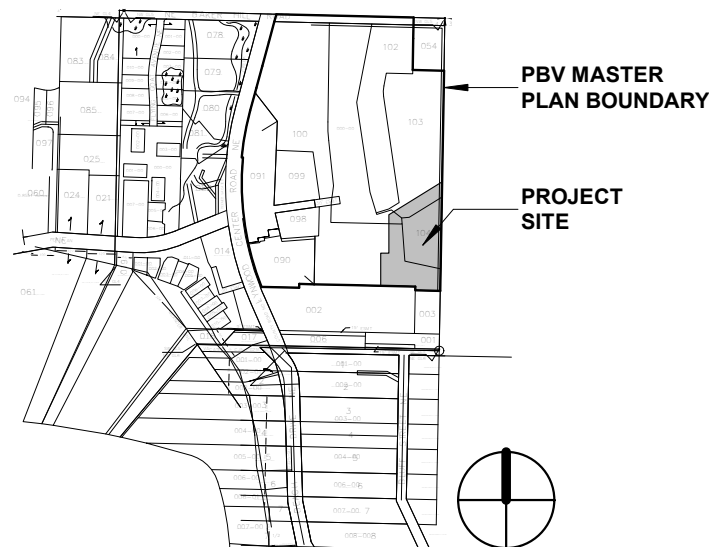
PROJECT INFORMATION

TAX PARCEL:	LOT E: #042402-1-100-2009 LOT H: #042402-1-103-2006 LOT J: #042402-1-104-2005
ADDRESS:	4746 LYNWOOD CENTER DRIVE NE BAINBRIDGE ISLAND, WA 98110
LOT AREA/DENSITY:	LOT E: .78AC (33,976 SF) PER BLA WITH LOT E LOT H: .21AC (9,132 SF) PER BLA WITH LOT H LOT J: .78AC (34,026 SF)
ALLOWABLE DENSITY:	PRE-BLA: 4 UNITS POST-BLA: 9 UNITS
ZONING:	R-5
SURROUNDING ZONING:	NORTH: R-5 SOUTH: R-5/NC EAST: R-1 WEST: R-5
SCOPE OF WORK:	7 RESIDENTIAL UNITS
LOT COVERAGE:	ALLOWABLE: 25% MAX.
HEIGHT LIMIT:	HEIGHT LIMIT: 25'
SETBACKS:	SETBACKS: FRONT: N/A SIDE: 15' COMBINED REAR: 15'
LANDSCAPE:	PERIMETER: NO REQUIREMENT (15' PER SPR APPROVAL)
CRITICAL AREAS:	SEVERE SOILS, SLOPE GREATER THAN 15%

DRAWING INDEX

A 1	COVER
A 2	MASTER PLAN
A 3	BLA
A 4	CONTEXT MAP
A 5	PARTIAL SITE PLAN
A 6	FLOOR PLANS
A 7	ELEVATIONS
A 8	SITE PHOTOS

VICINITY MAP



WENZLAU ARCHITECTS
490 MADISON AVE N., SUITE 105
BAINBRIDGE ISLAND, WA 98110
WWW.WENZLAUARCHITECTS.CO
M
206.780.6882

PBV FAIRYLAND
LYNNWOOD CENTER ROAD, NE
BAINBRIDGE ISLAND, WA 98110
OWNER: PBPBS, LLC

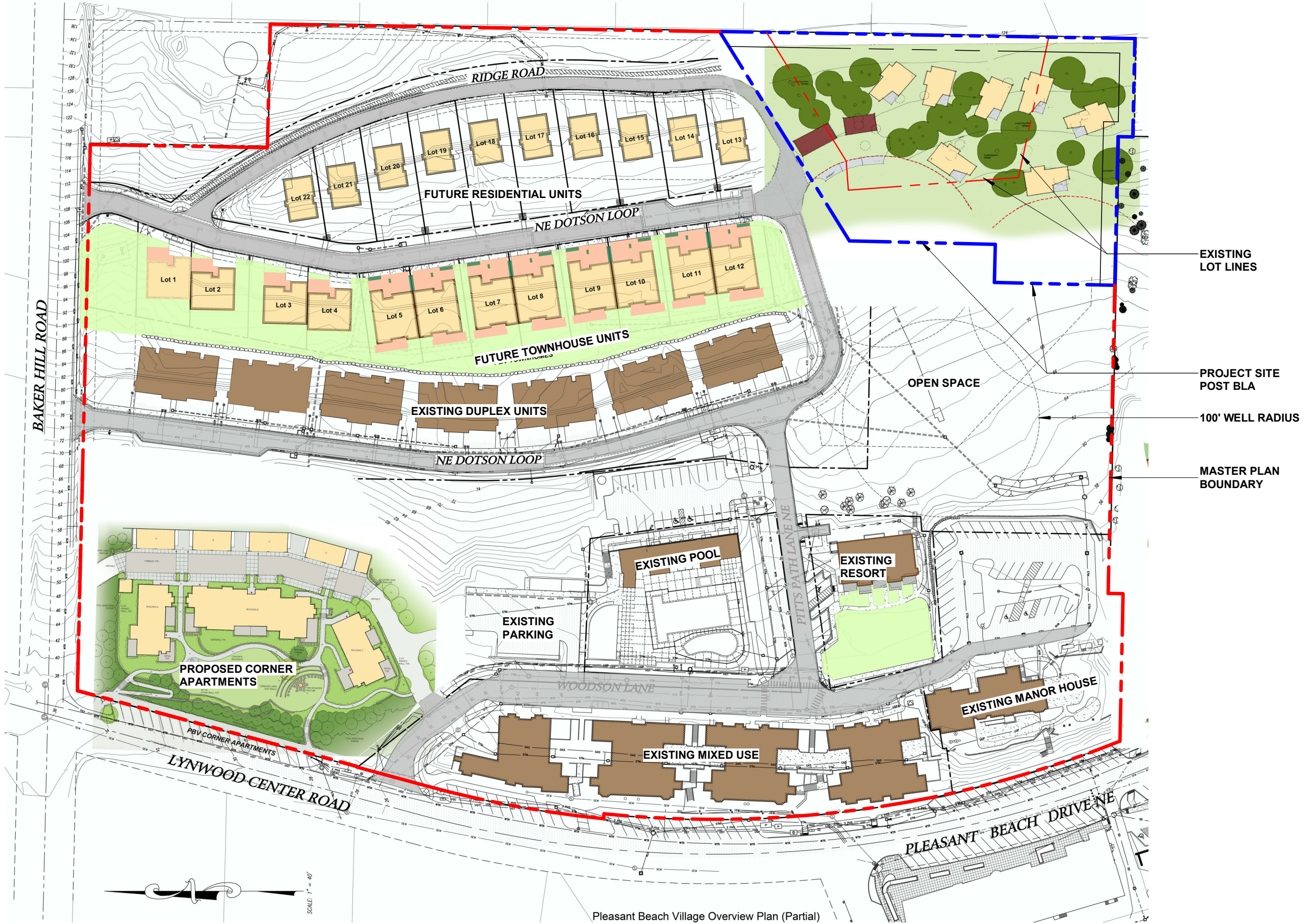
CONCEPTUAL PROPOSAL

PROJECT	1822	
DATE	04/01/19	
NO.	DESCRIPTION	DATE

TO THE FULLEST EXTENT PERMITTED BY LAW, THIS DOCUMENT, REGARDLESS OF FORM, SHALL REMAIN THE EXCLUSIVE PROPERTY OF WENZLAU ARCHITECTS. WENZLAU ARCHITECTS DOES NOT REPRESENT THAT THIS DOCUMENT IS COMPLETE, OR THAT IT IS CONSISTENT WITH CURRENT CONDITIONS THAT MAY AFFECT THE PROJECT, AND MAKES NO REPRESENTATIONS OR WARRANTIES ABOUT THE FITNESS OF THIS DOCUMENT FOR CONSTRUCTION. THIS DOCUMENT SHALL NOT BE USED WITHOUT THE FULL AND UNHINDERED PARTICIPATION OF WENZLAU ARCHITECTS.

COVER

A 1



Pleasant Beach Village Overview Plan (Partial)

CONCEPTUAL PROPOSAL

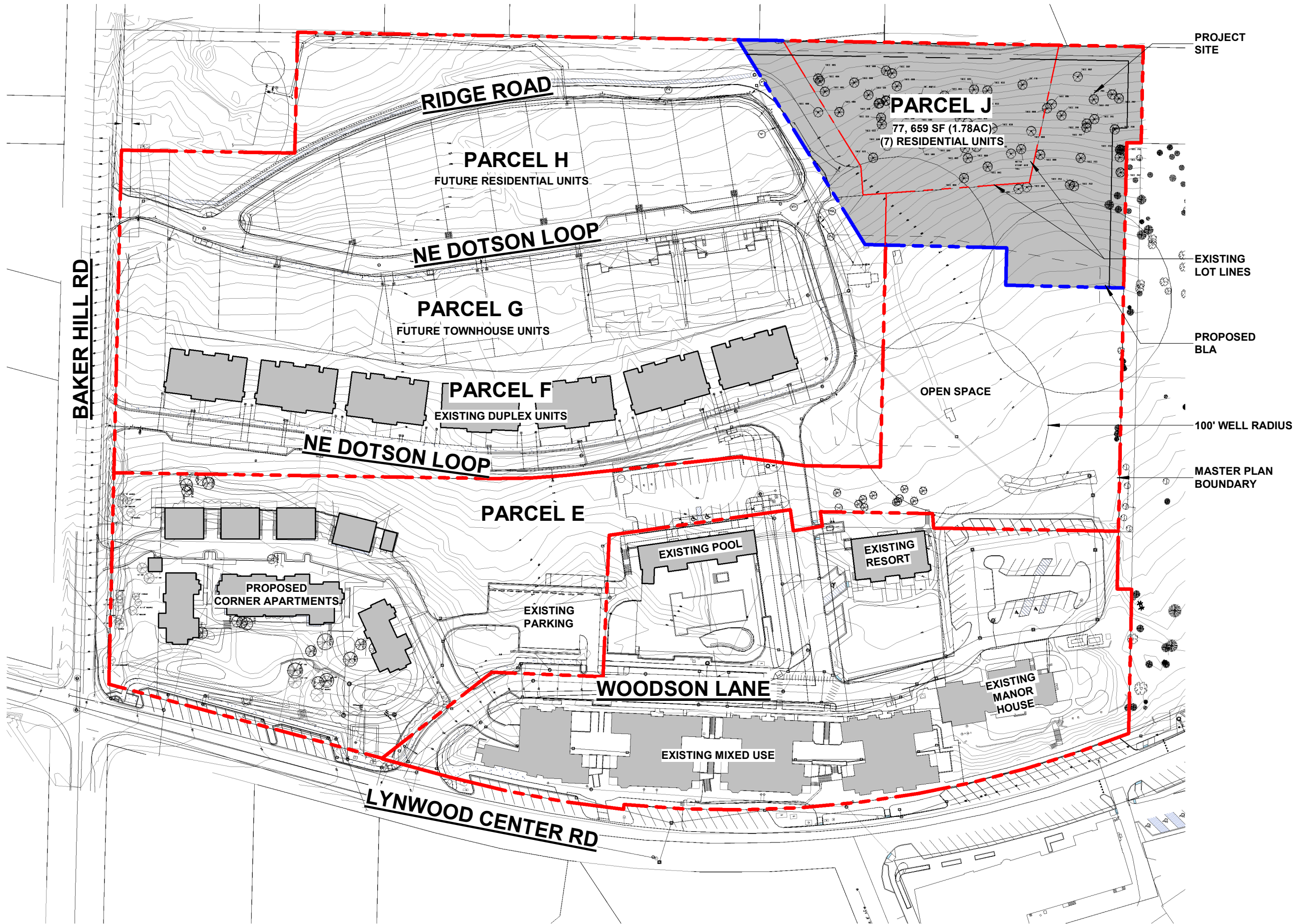
PROJECT	1822	
DATE	04/01/19	
NO.	DESCRIPTION	DATE

TO THE FULLEST EXTENT PERMITTED BY LAW, THIS DOCUMENT, REGARDLESS OF FORM, SHALL REMAIN THE EXCLUSIVE PROPERTY OF WENZLAU ARCHITECTS. WENZLAU ARCHITECTS DOES NOT REPRESENT THAT THIS DOCUMENT IS COMPLETE, OR THAT IT IS CONSISTENT WITH CURRENT CONDITIONS THAT MAY AFFECT THE PROJECT, AND MAKES NO REPRESENTATIONS OR WARRANTIES ABOUT THE FITNESS OF THIS DOCUMENT FOR CONSTRUCTION. THIS DOCUMENT SHALL NOT BE USED WITHOUT THE FULL AND UNHINDERED PARTICIPATION OF WENZLAU ARCHITECTS.

3/28/2019 3:54:09 PM (DRAWING SCALED FOR 11" X 17" PAPER SIZE)

1

SITE MASTER PLAN - PROPOSED BLA
1" = 100'-0"



CONCEPTUAL PROPOSAL

PROJECT	1822	
DATE	04/01/19	
NO.	DESCRIPTION	DATE

TO THE FULLEST EXTENT PERMITTED BY LAW, THIS DOCUMENT, REGARDLESS OF FORM, SHALL REMAIN THE EXCLUSIVE PROPERTY OF WENZLAU ARCHITECTS. WENZLAU ARCHITECTS DOES NOT REPRESENT THAT THIS DOCUMENT IS COMPLETE, OR THAT IT IS CONSISTENT WITH CURRENT CONDITIONS THAT MAY AFFECT THE PROJECT, AND MAKES NO REPRESENTATIONS OR WARRANTIES ABOUT THE FITNESS OF THIS DOCUMENT FOR CONSTRUCTION. THIS DOCUMENT SHALL NOT BE USED WITHOUT THE FULL AND UNHINDERED PARTICIPATION OF WENZLAU ARCHITECTS.

BLA



CONTEXT MAP (NOT TO SCALE)



PBV FAIRYLAND
LYNNWOOD CENTER RD, NE
BAINBRIDGE ISLAND, WA 98110
OWNER: PBPBS, LLC

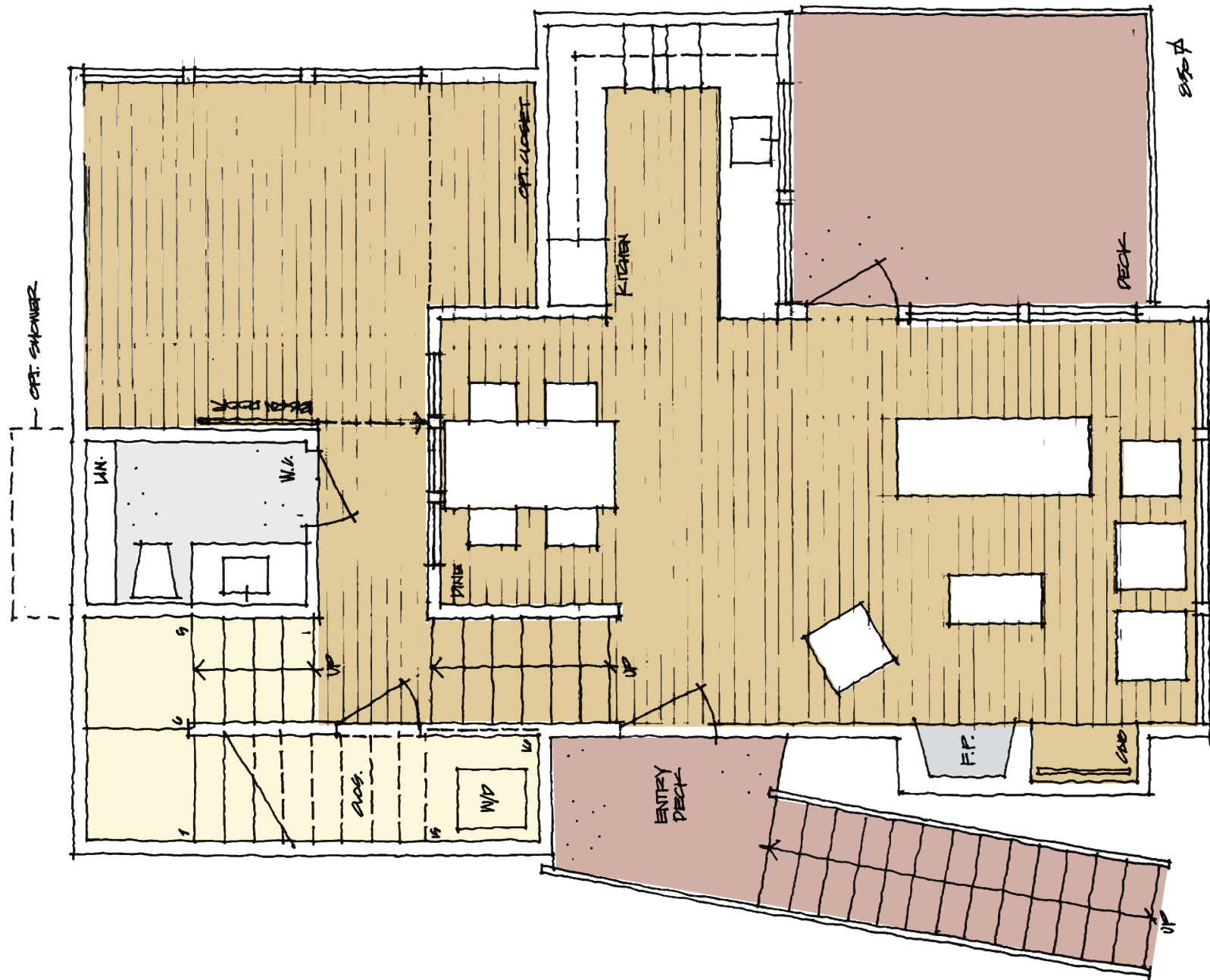
CONCEPTUAL PROPOSAL

PROJECT	1822
DATE	04/01/19

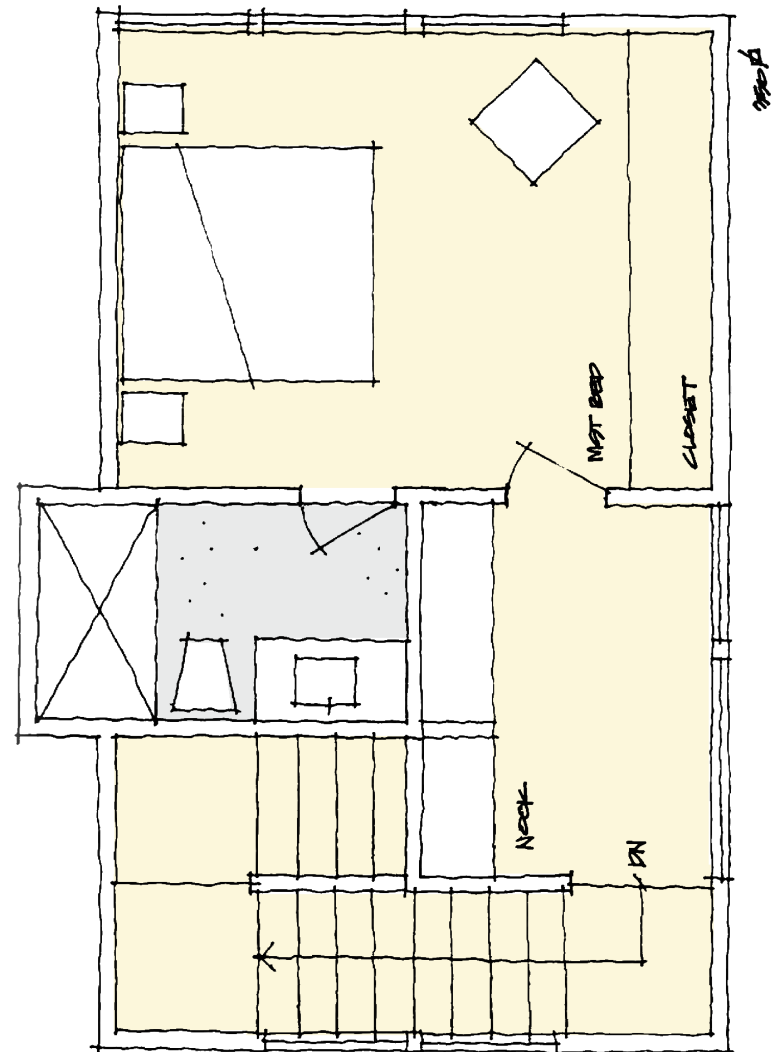
ALL RIGHTS RESERVED. NO PORTION OF THIS DRAWING
MAY BE USED, ALTERED, DUPLICATED OR TRANSFERRED
WITHOUT THE EXPRESSED WRITTEN PERMISSION OF
WENZLAU ARCHITECTS.
COPYRIGHT 2013 BY WENZLAU ARCHITECTS.

CONTEXT MAP





FIRST FLOOR



SECOND FLOOR

PBV FAIRYLAND

LYNWOOD CENTER RD, NE
BAINBRIDGE ISLAND, WA 98110

OWNER: PBPBS, LLC

CONCEPTUAL PROPOSAL

PROJECT 1822
DATE 04/01/19

WENZLAU ARCHITECTS
490M ADISONA VE N, SUITE 105
BAINBRIDGE ISLAND, WA 98110
WWW.WENZLAUARCHITECTS.COM
T. 206.780.688

ALL RIGHTS RESERVED. NO PORTION OF THIS DRAWING
MAY BE USED, ALTERED, DUPLICATED OR TRANSFERRED
WITHOUT THE EXPRESSED WRITTEN PERMISSION OF
WENZLAU ARCHITECTS.
COPYRIGHT 2013 BY WENZLAU ARCHITECTS.

FLOOR PLANS

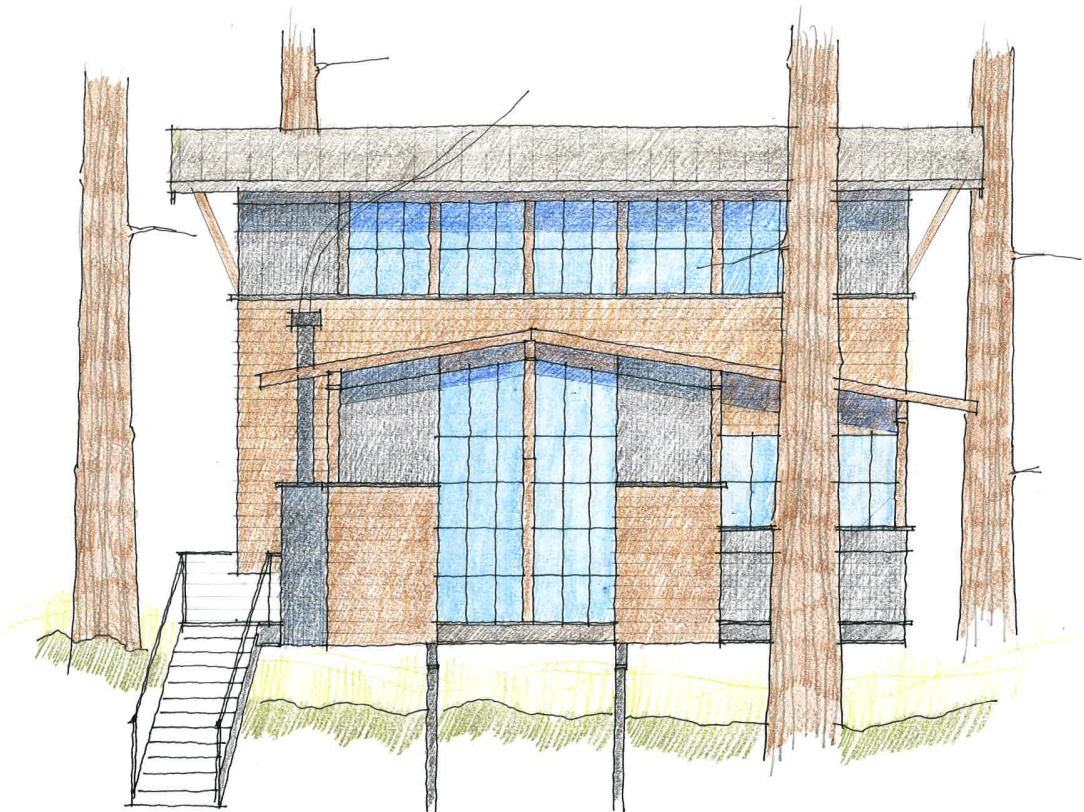
A 6



WEST ELEVATION - OPTION 1



NORTH ELEVATION - OPTION 2



WEST ELEVATION - OPTION 2



DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

MEMORANDUM

Date: April 1, 2019
To: Design Review Board
From: Kelly Tayara, Senior Planner
Subject: Design Guidance meeting for the Blue Canary (Pavilion) project

Mr. Fredericks and Mr. Eisenhower have requested today's Design Guidance meeting to construct an automotive repair facility on the Pavilion site. They would also like to discuss redevelopment of the Grow House while they are at the meeting.

In 2018, the City conducted a preapplication conference for redevelopment of the entire Pavilion site, and as part of that process, the Design Review Board reviewed the preapplication proposal. Part of the confusion surrounding today's agenda may be that the information submitted for this Design Guidance meeting was uploaded into Smartgov, the City's permitting center, and attached to the preapplication conference request proposal from 2018. The meeting agenda links the DRB members to the 2018 Smartgov case which is described as follows: "Construct 33 unit apartment bldg with guest suites and garage. Demolish auto center and construct mixed use building. Renovate restaurant bld and add basement. Demolish movie theater. Construct 16 unit apt bld , park and plaza."

The Design Guidance meeting is a relatively new requirement, part of the land use review procedures which were adopted in December of 2018. When the new land use procedures were adopted, the initial procedure required that proponents bring the materials directly to the meeting(s). Proposals which are associated with Design Guidance (or Conceptual) meetings are not tracked in the permitting database. The Department of Planning and Community Development is working to refine the procedures necessary to implement the recent changes while making reasonable accommodation for the Design Review Board to access the materials before the meeting.

To the question of whether a licensed architect is required to design a building: The Revised Code of Washington (RCW) governs the practice of architecture (see excerpts below). The City Building Official, Todd Cunningham, determines compliance with the RCW. While it may be helpful for the DRB to remind project proponents that compliance with Chapter 18.08 RCW is required, Mr. Cunningham makes this determination and provides that information to proponents at the preapplication conference. Please consult Building Official Todd Cunningham if you have questions about whether a licensed architect is required.

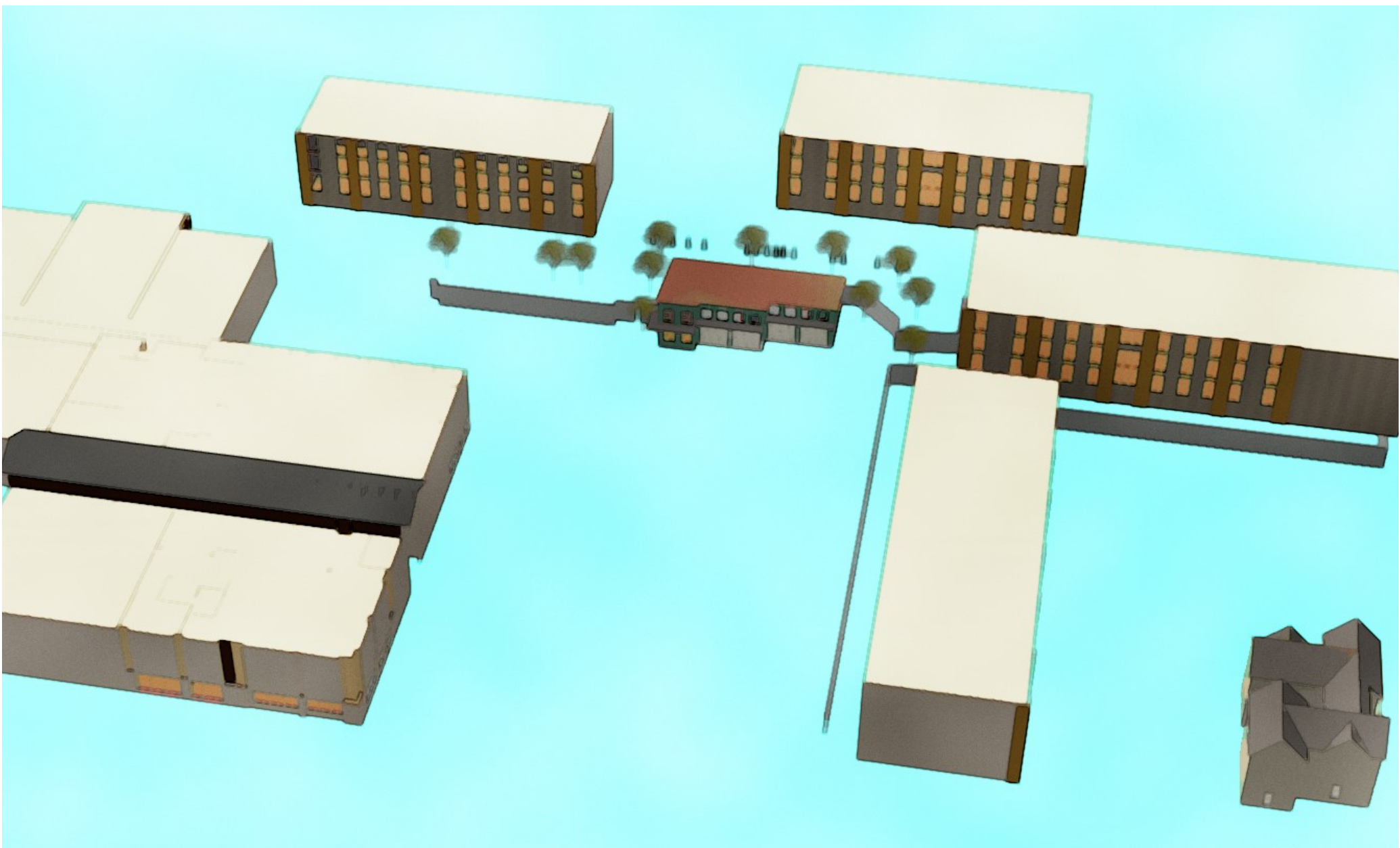
Chapter 18.08 RCW ARCHITECTS

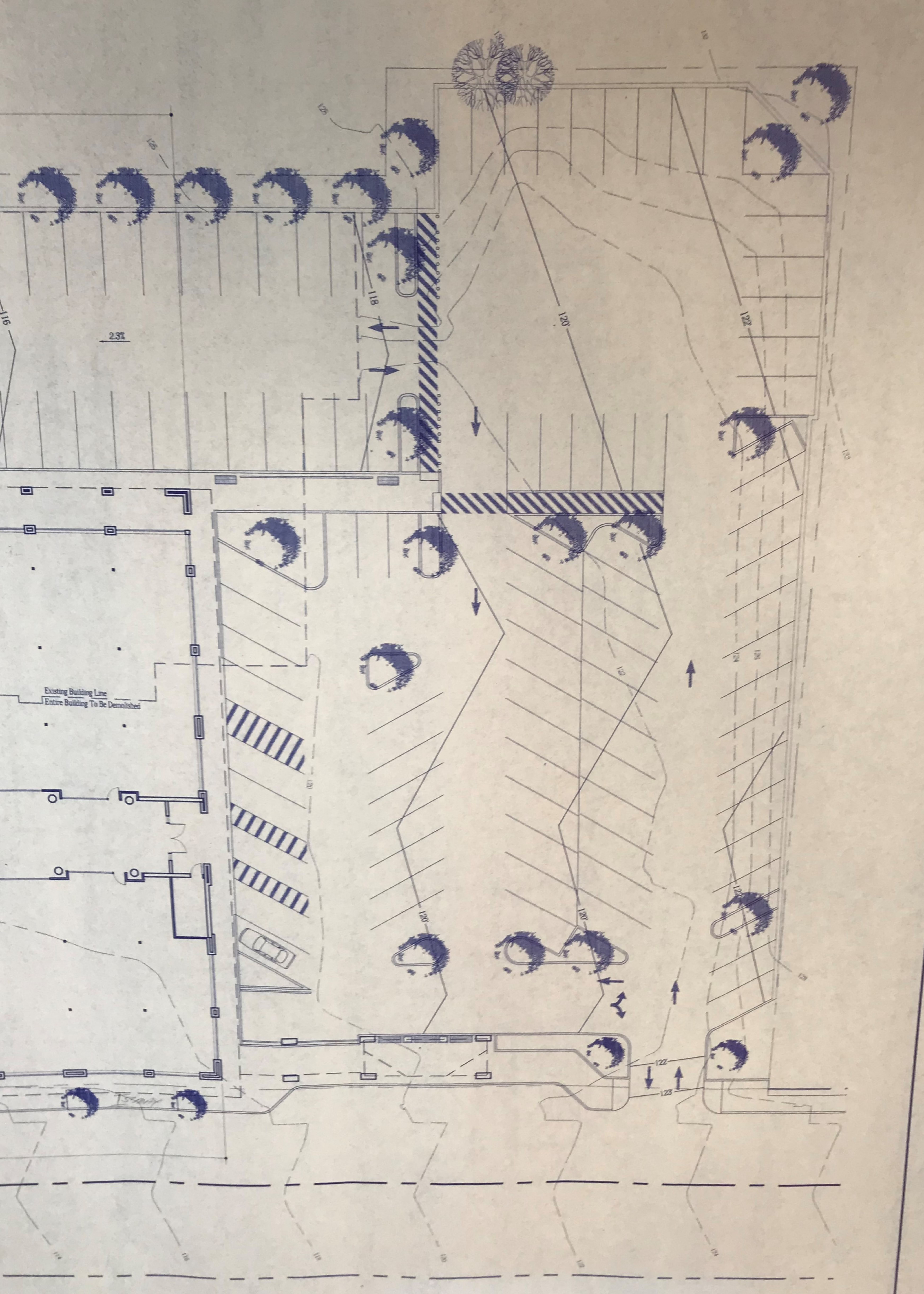
RCW 18.08.410 Application of chapter.

This chapter shall not affect or prevent:

(6) Except as otherwise provided in this section, any person from doing design work including preparing construction contract documents and administering the contract for construction, erection, enlargement, alteration, or repairs of or to a building of any occupancy up to a total building size of four thousand square feet; or

(7) Any person from doing design work, including preparing construction contract documents and administration of the contract, for alteration of or repairs to a building where the project size is not more than four thousand square feet in a building greater than four thousand square feet and when the work contemplated by the design does not affect the life safety or structural systems of the building. The combined square footage of simultaneous projects allowed under this subsection (7) may not exceed four thousand square feet.





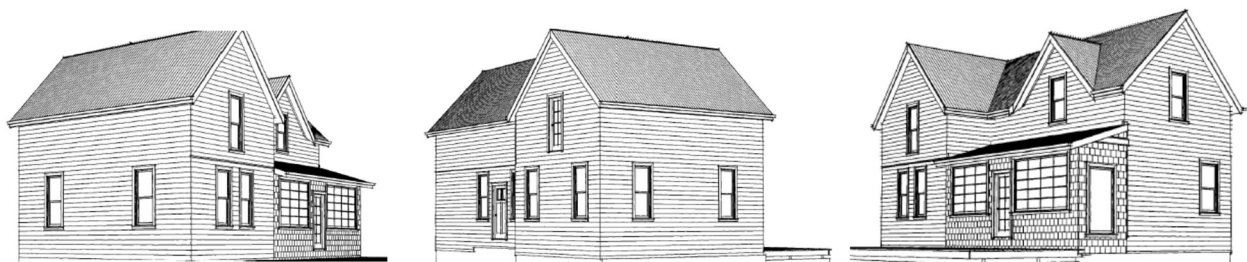
Drawings of Original, Existing and Proposed Renovated Grow House with non-historic rear additions replaced with an addition closely matching the architecture of the original Grow House.

Purpose:

Save historic Grow House by first installing a new foundation (likely full basement) under original farmhouse which would be moved to the corner of Wyatt and Madison from its current location. Remove non-historic rear add-ons and replace with a new addition which closely mimics the architecture of the original structure. Overall footprint of renovated structure with the new rear addition would be smaller than the existing footprint, but by allowing use of the 2nd story of the original farmhouse with a code compliant staircase as well as creating additional 2nd story space over the addition the overall useful area of the building would be increased. The renovated Grow House would be complementary to the newly created round-about Wyatt/Madison intersection. The renovated building would be a focal point of this new improved and important intersection featuring both modern residential and historic commercial structures. It would emphasize a village look to this important Winslow intersection.

The Original Grow House:

Seen below are drawings of the original Grow House without its many haphazard and structurally unsound additions added over the years. The largest of the rear additions was likely a garage which was then connected to the main house over the years and remodeled into a bar. Other shed roof additions added space to the kitchen for the restaurant located in the building, plus a walk in cooler. The roofs are sagging and floor systems failing in these add-on structures. It is not feasible to move the entire structure as it currently exists. It is feasible to remove these structures and then move the original farmhouse to its new location.



SE view of Original Grow House SW view (estimated) of Original Grow House NE view of Original Grow House



Photo of North Entry



Drawing of same North Entry

The proposed New Grow House Renovation:

Below are drawings of various views of the existing Grow House with its various rear building add-ons compared to the look of the proposed renovation of the original historic structure with replacement addition to the rear for overall smaller footprint but improved utilization.



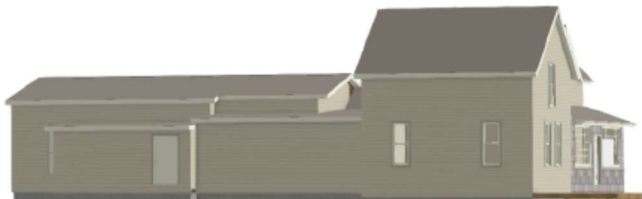
Current Grow House from SSW view with existing rear add-ons Proposed Grow House with replacement of rear section



Existing Grow House from WSW view



Proposed Grow House from WSW view



Existing Grow House from SSE view



New Grow House from SSE view



Existing Grow House NE view



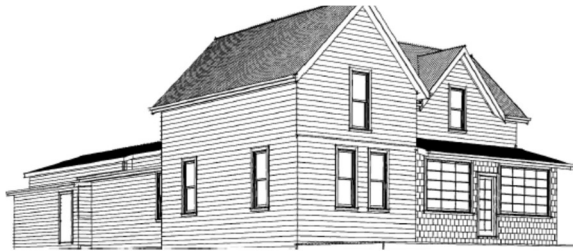
Proposed Grow House NE view



Existing Grow House North Elevation



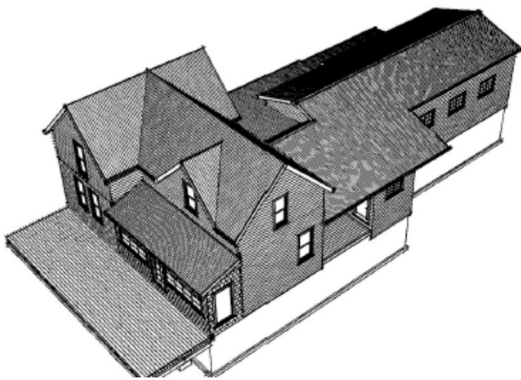
New Grow House North Elevation



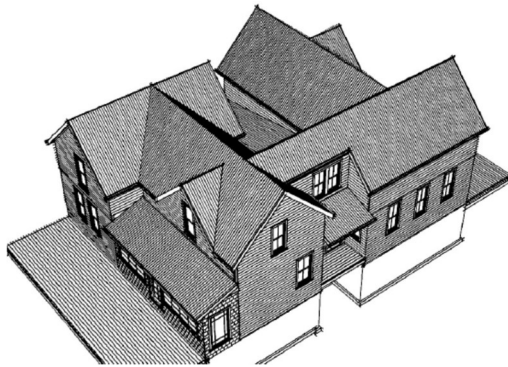
Existing Grow House SE View (Front)



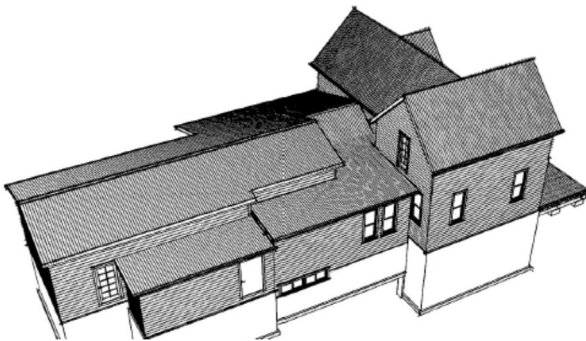
New Grow House SE View (Front)



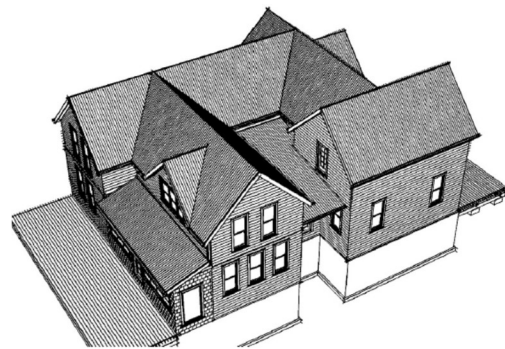
Existing Grow House with add-ons in back



New Grow House with replacement addition



Existing Grow House birds eye view from SW



New Grow House birds eye view from SW

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.	

Design Review Board Design Guideline Checklist
Commercial and Mixed-Use Design Guidelines for All Zoning Districts– BIMC 18.18.030

	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:**

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

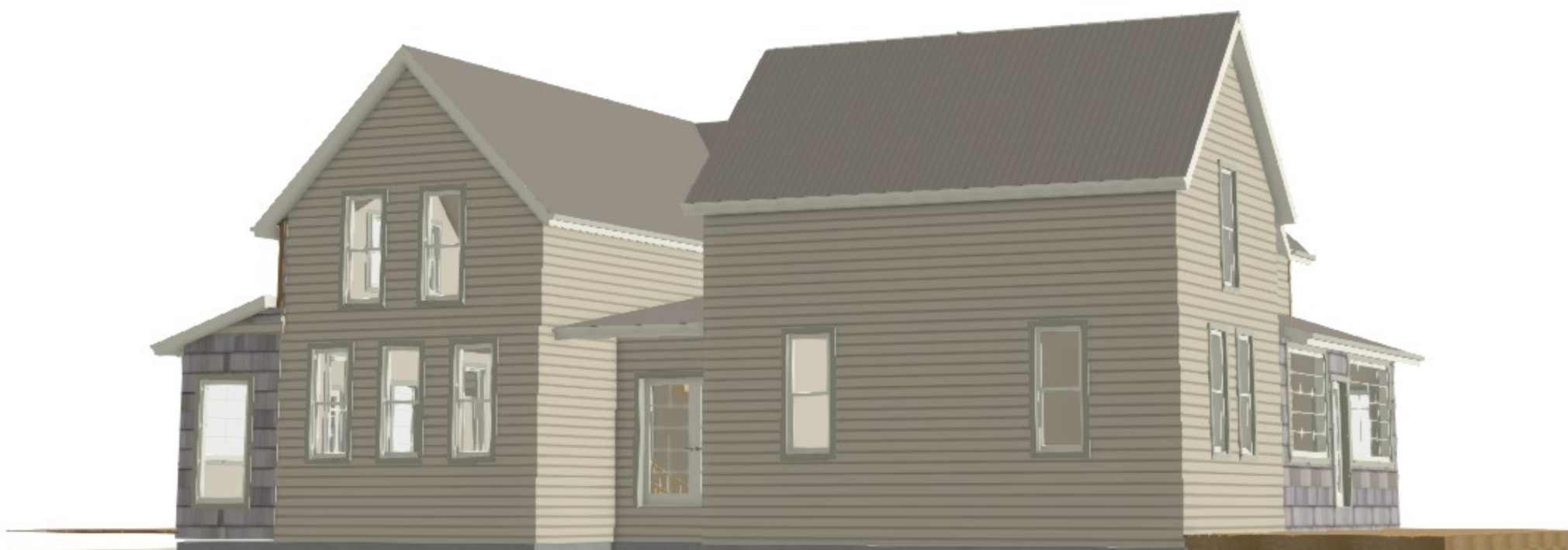
Applicable Design Guidelines				
Design Guideline	Intent	Description	Applicant Response	DRB Action (Y/N)
5. Screen Service Areas	To conceal loading, trash, and storage areas from view.	Trash containers should be enclosed on all sides with solid walls and gates. Loading docks, outdoor storage and staging 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

Applicable Design Guidelines				
Design Guideline	Intent	Description	Applicant Response	DRB Action (Y/N)
12. Integration	To ensure that signage is a part of the overall design approach to a project and not an afterthought.	The design of signs should be integrated with the architecture and site design of a project.	Signage scope, placement and design has not yet been considered however its design will be integrated and interesting.	
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

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

Applicable Design Guidelines				
Design Guideline	Intent	Description	Applicant Response	DRB Action (Y/N)
12. Integration	To ensure that signage is a part of the overall design approach to a project and not an afterthought.	The design of signs should be integrated with the architecture and site design of a project.	Signage scope, placement and design has not yet been considered however its design will be integrated and interesting.	
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:

REVISED AUTO REPAIR FACILITY IN PAVILION PARKING LOT
1ST FLOOR PLAN

Scale 1 inch = 1 foot

BATH
91 SQ FT

UP

GARAGE
1662 SQ FT

OFFICE
400 SQ FT

37'-3 1/8"

14'-8 1/4"

19'-9 1/4"

3'-8 7/8"

52'

27'-1"

9'-8 5/8"

1'-8"

13'-4"

7'

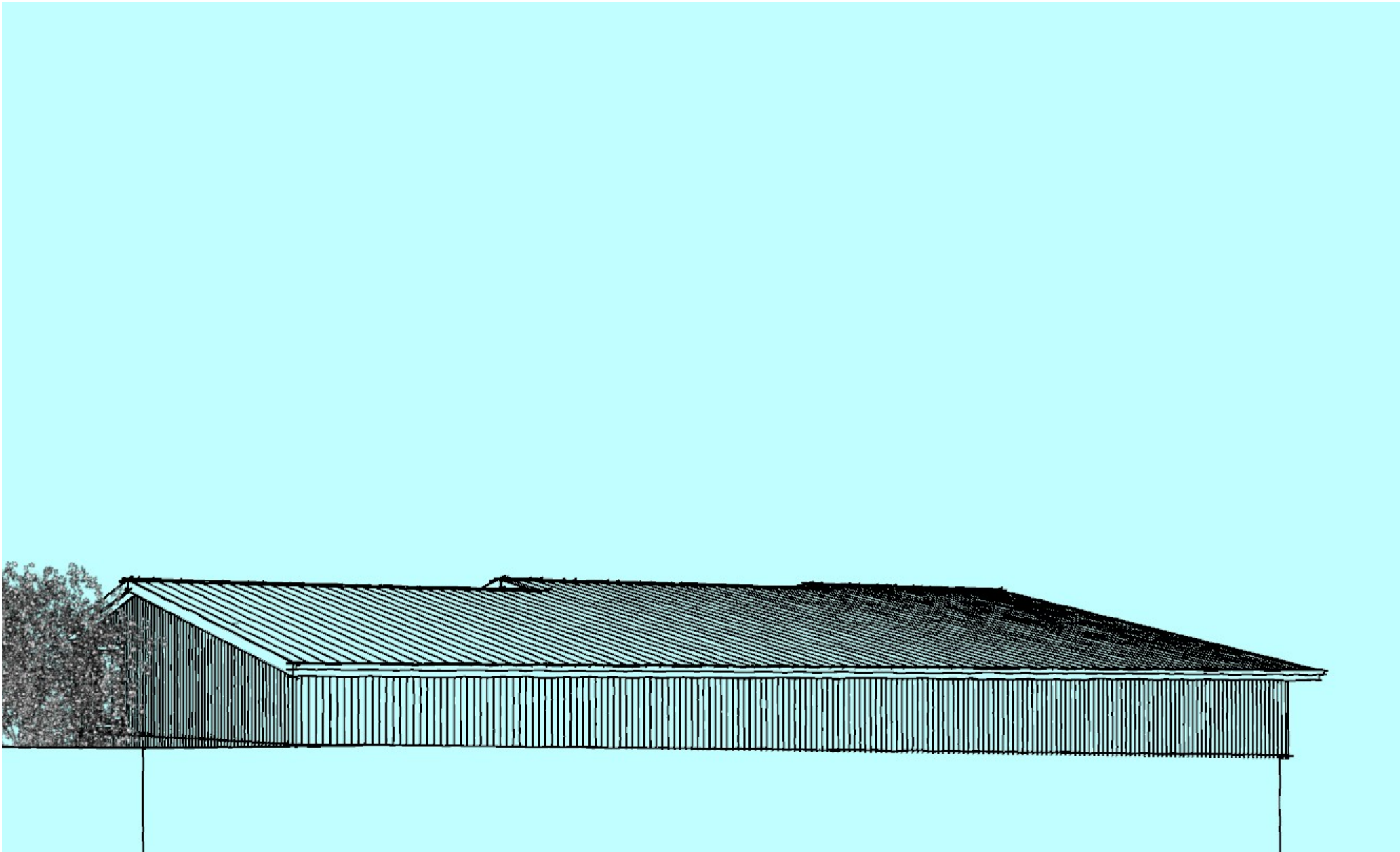
3'

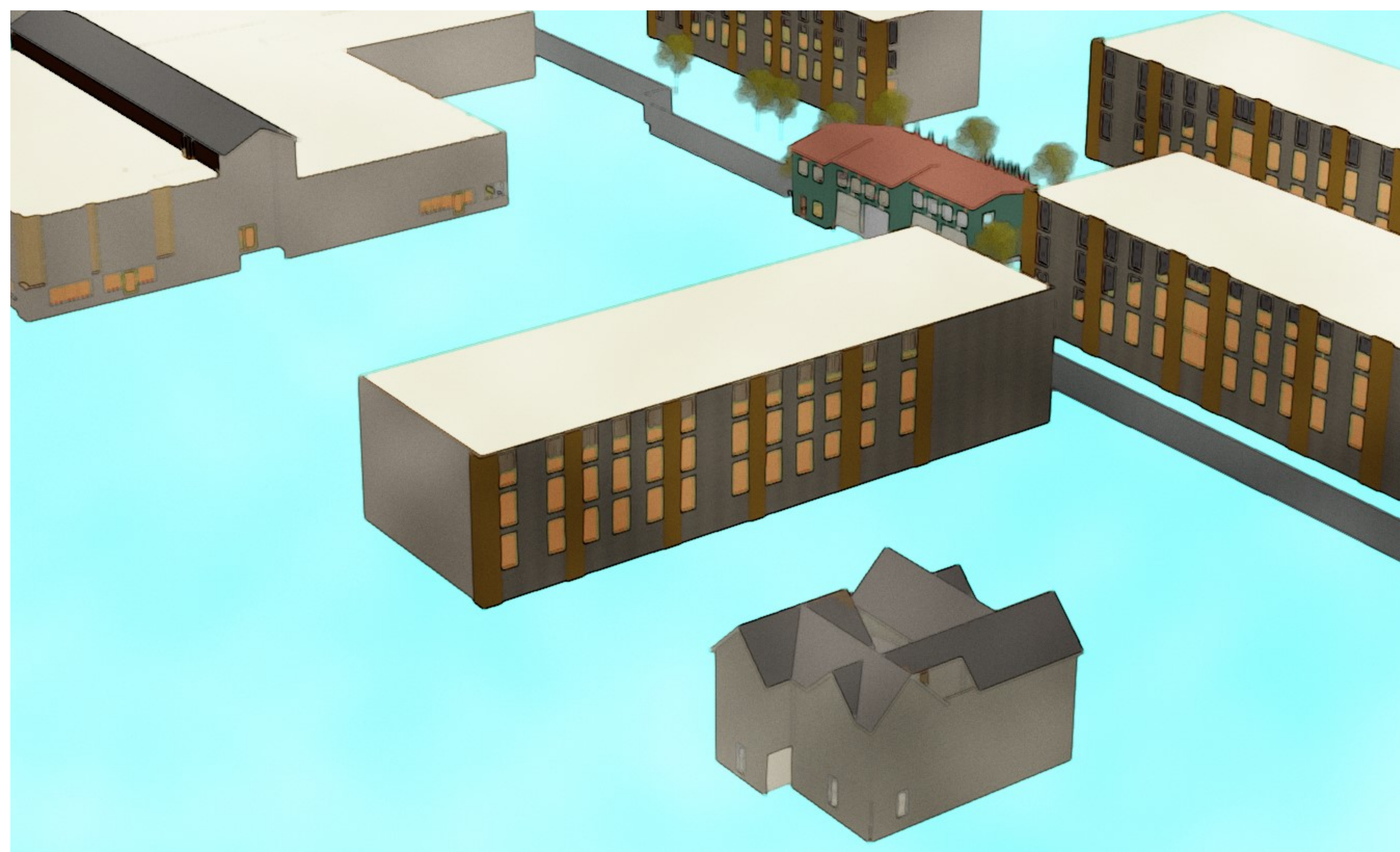
25'-9 3/8"

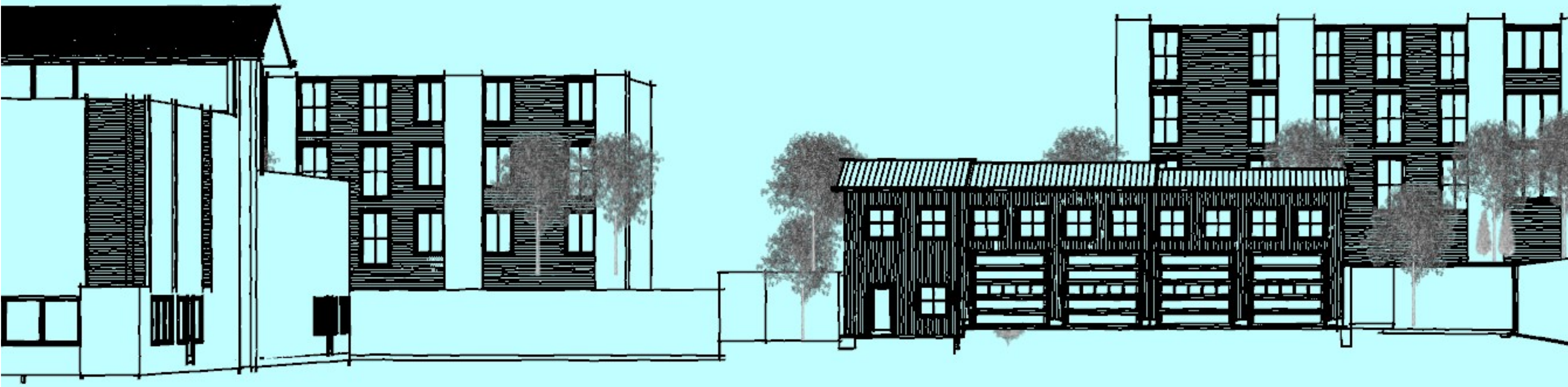
26'-1"

15'-4"

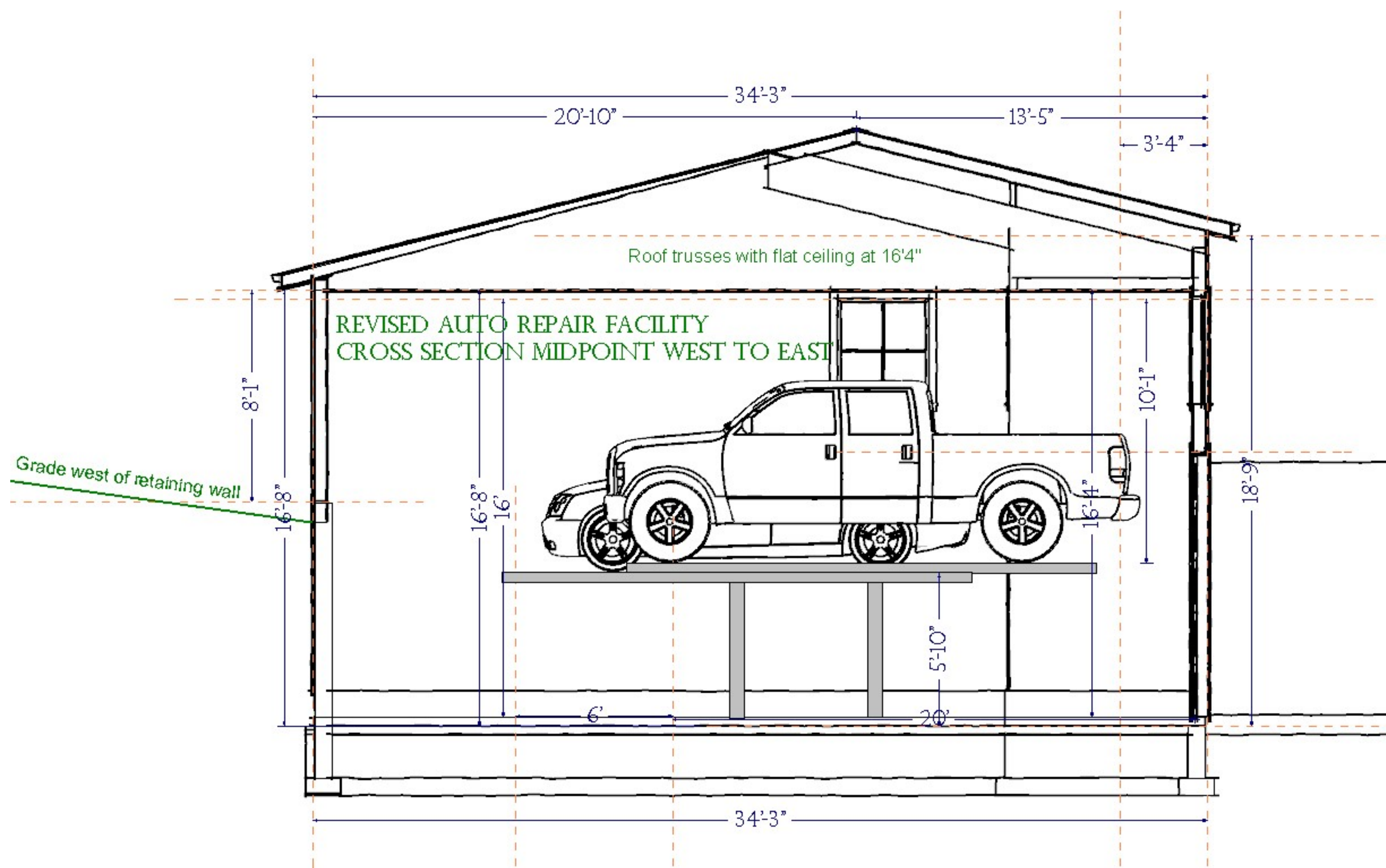
67'-2 3/8"











REVISED AUTO REPAIR FACILITY IN PAVILION PARKING LOT
EAST ELEVATION

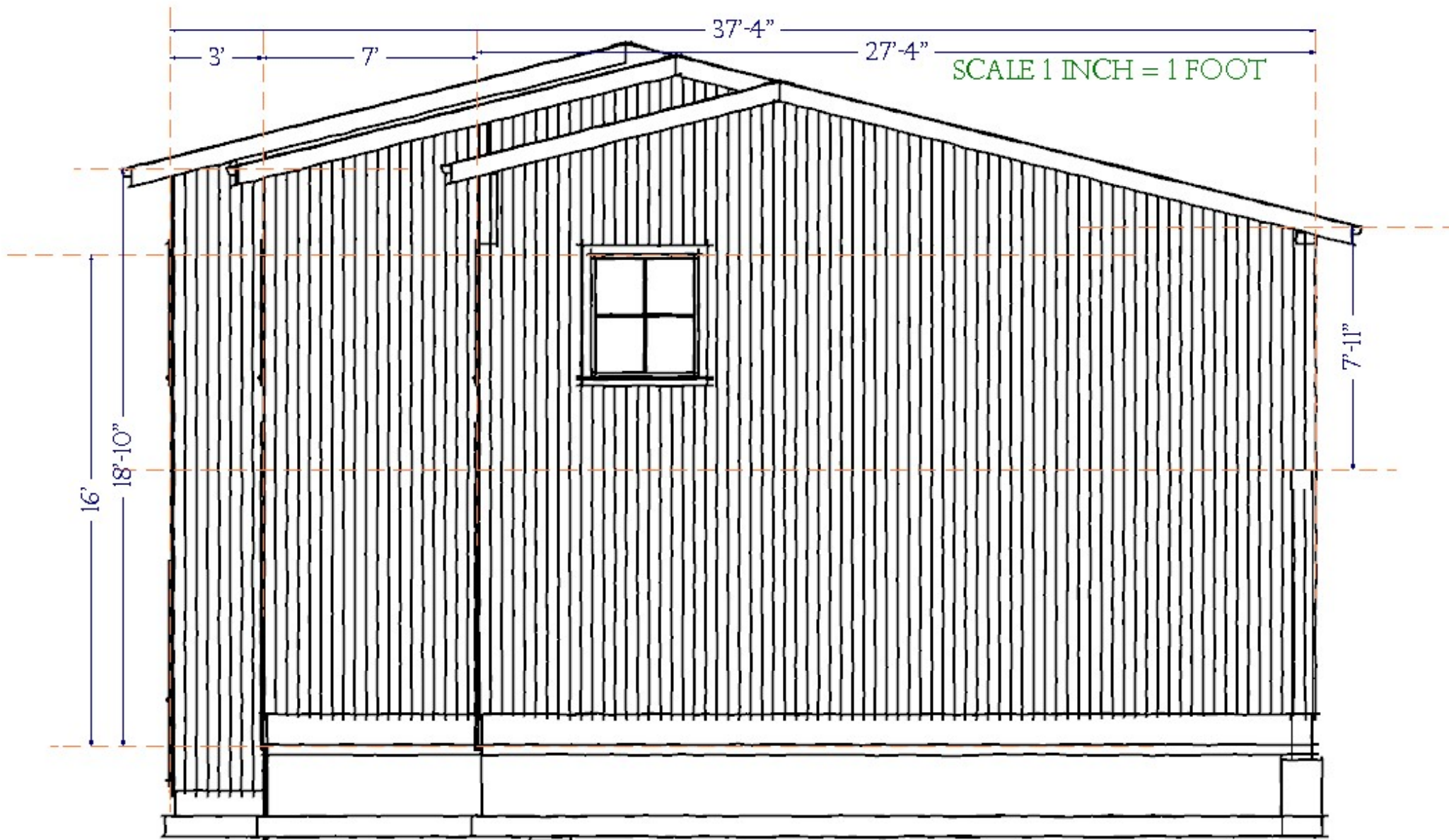
SCALE 1/4 INCH = 1 FOOT

SIDING WILL BE CORRUGATED METAL SAME COLOR AS PAVILION; TRIM COLOR SAME WHITE AS PAVILION
WINDOWS WILL BE WHITE VINYL, TEMPERED WHEN REQUIRED, WITH WHITE TRIM MATCHING PAVILION
GARAGE DOORS WILL BE WHITE OR ALUMINUM, FULL GLASS PANELS (NOT SHOWN THE WAY ON
DRAWING)
ROOF WILL BE 3/12 PITCH, RED STANDING-SEAM METAL, GUTTERS WILL BE WHITE



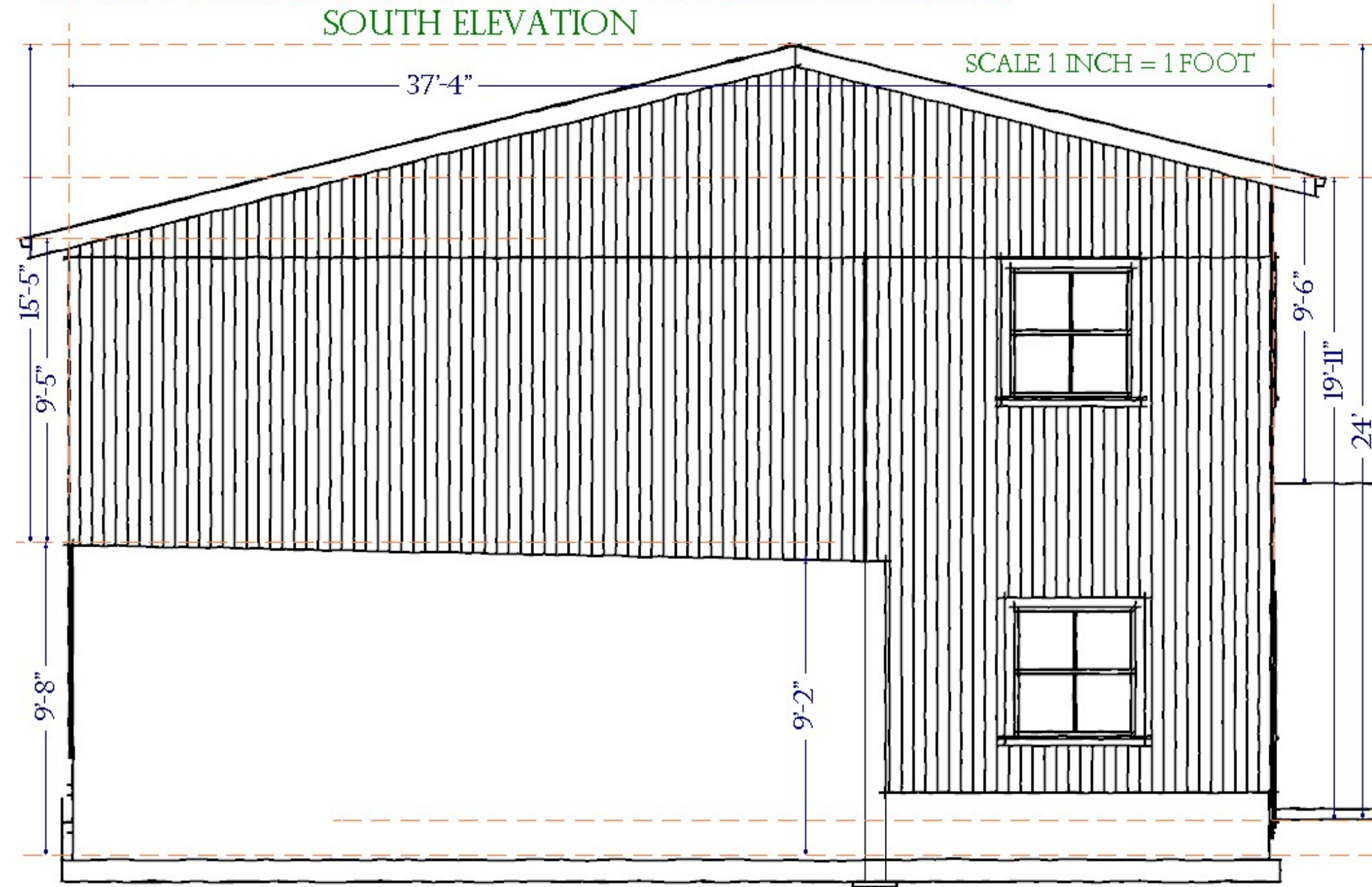
REVISED AUTO REPAIR FACILITY IN PAVILION PARKING LOT

NORTH ELEVATION



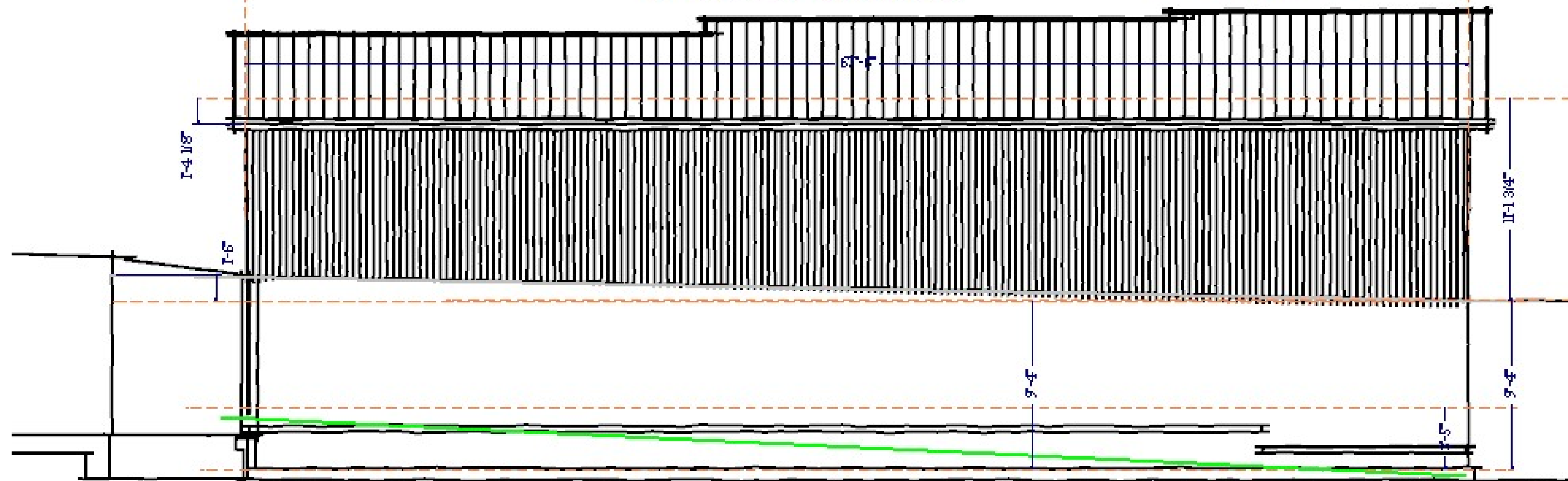
REVISED AUTO REPAIR FACILITY IN PAVILION PARKING LOT
SOUTH ELEVATION

SCALE 1 INCH = 1 FOOT

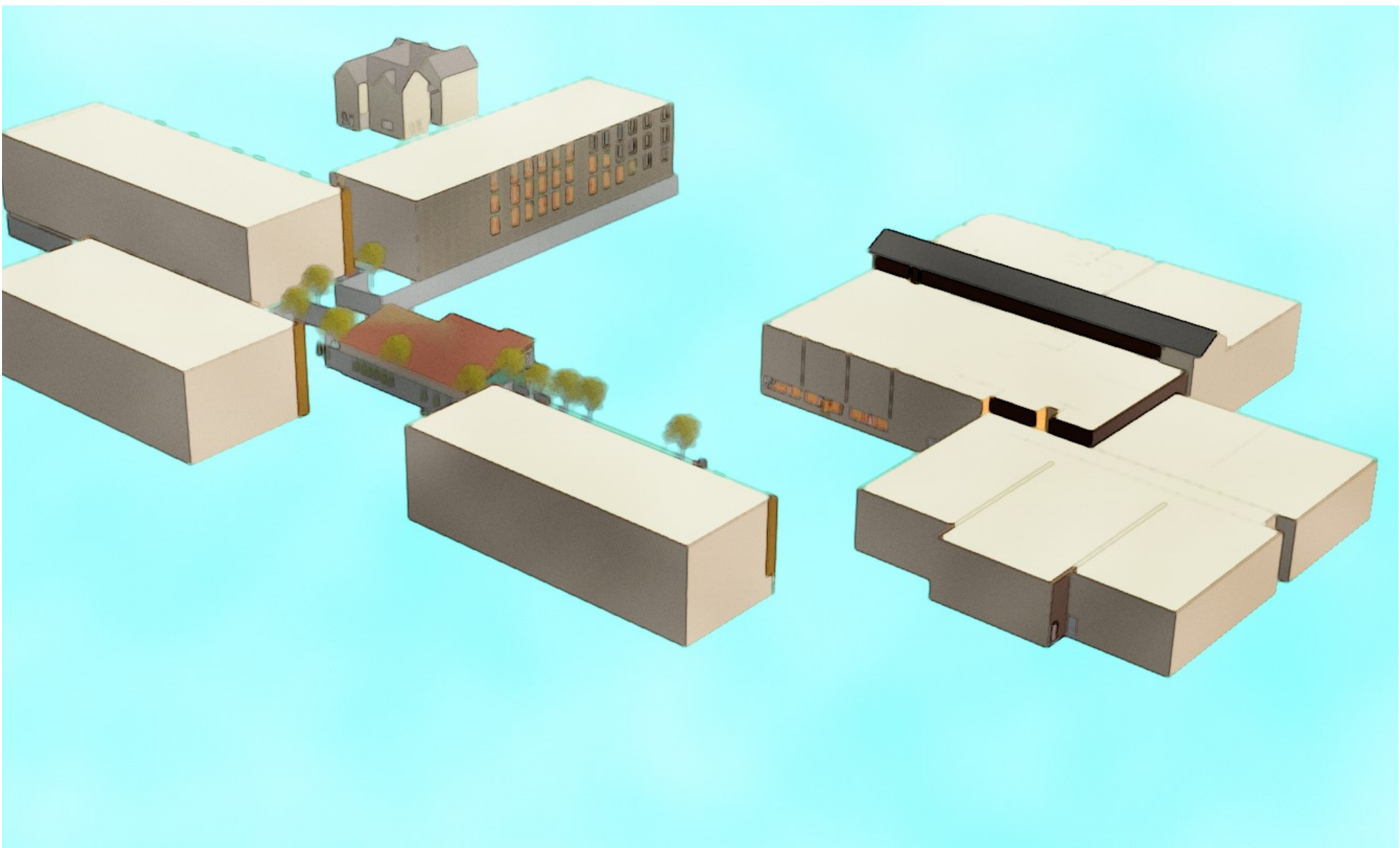


REVISED AUTO REPAIR FACILITY IN PAVILION PARKING LOT
WEST ELEVATION

Scale 1 inch = 1 foot









DESIGN GUIDELINES UPDATE

EXISTING CONDITIONS +
GAP ANALYSIS

Contents

Overview	1
Key Takeaways	2
Focus Groups.....	4
Overview	4
Key Themes	5
Design Guidelines.....	7
Findings Across All Guidelines	7
Central Core Overlay	8
Commercial and Mixed Use – Neighborhood Service Centers Design Guidelines	12
Erickson Avenue Overlay Design Guidelines	13
Fort Ward Design Guidelines	14
Light Manufacturing Design Guidelines	17
Mixed Use Town Center and High School Road Design Guidelines	18
R-8SF Urban Single-Family Overlay District Design Guidelines.....	20
Multi-family Design Guidelines for R-8 and R-18 Districts	22
Bainbridge Island Municipal Code – Titles 2, 17, and 18	23
Design Review Case Studies + Permit Review Procedures	27
Madison Landing (PLN50879 SPR)	28
Wyatt Apartments (PLN 50165B SPR)	29
Madison Avenue Development (PLN50958)	30

Development Review Issues + Gaps	32
Administrative Manual for Planning Permit Submittal Requirements.....	35
Best Practices Review.....	36
Washington Examples	36
City of Kirkland.....	36
City of Redmond.....	37
City of Seattle.....	39
Other WA Examples.....	42
National and International Examples	42
San Francisco, CA	42
Calgary, Alberta.....	45
Auckland, New Zealand.....	49
Splinter Creek, Mississippi.....	52

Figure List

Figure 1. Gap Analysis Key Takeaways	2
Figure 2. Central Core Overlay District.....	8
Figure 3. Guidelines applicable to the Core District.....	9
Figure 4. Central Core Overlay District Gaps.....	9
Figure 5. Commercial and Mixed- Use Guidelines Gaps	12
Figure 6. Ericksen Avenue Overlay District Map and Guidelines Structure	14
Figure 7. Erickson Avenue Overlay Gaps.....	14
Figure 8. Fort Word District Map	15
Figure 9. Fort Ward Design Guidelines	15
Figure 10. Light Manufacturing Design Guidelines.....	17
Figure 11. Mixed Use Town Center and High School Road Design Guidelines	18

Figure 12. R-8SF Overlay District Boundaries	20
Figure 13. Urban Single-Family Design Guidelines Gaps.....	21
Figure 14. Multi-family Design Guidelines Gaps	22
Figure 15. BIMC Gaps	25
Figure 16. Madison Landing Plans.....	28
Figure 17. Wyatt Apartments Rendering	29
Figure 18. Madison Avenue Development Rendering	31
Figure 19. Permit Review and Approval Issues and Gaps	32
Figure 20. Administrative Manual	35
Figure 21. Washington Cities Design Process.....	36
Figure 21. Graphic examples for guideline on window design and massing	37
Figure 22. Graphic Example for service element guideline	38
Figure 23. Downtown Design Districts	38
Figure 24. Updated design review process	39
Figure 25. City of Seattle City-Wide Design Guidelines structure	40
Figure 26. Document layout and graphic examples from the city-wide guidelines.....	41
Figure 27. Values for San Francisco.....	43
Figure 28. The guidelines are organized around objectives	44
Figure 29. Guidelines examples to orient the user	45
Figure 30. Design guidelines update framework.....	46
Figure 31. Design review process in relation to the design guidelines.....	47
Figure 32. Street Typology Sections	48
Figure 33. Auckland Design Manual Online Interface	49
Figure 34. Sustainability is woven into the Design Manual.....	50
Figure 35. Design guideline examples.....	51
Figure 36. Street design case studies	52
Figure 37. Photo examples of guidelines.....	53

Overview

This gap analysis contains a comprehensive review of the City of Bainbridge Island's existing design standards, relevant sections of the City's municipal code, and a review of the City Design Review Board's decision-making process through permit documents and other materials. The purpose of this analysis is to identify elements of the City's existing design guidelines, and design review process that can be improved to address missing elements and current best practices through updated standards and guidelines.

The following documents and information were used to assess the current gaps:

- 1. Bainbridge Island Municipal Code (BIMC) Title 18**
- 2. Focus Groups**
- 3. Design Guidelines**
 - a. Central Core Overlay Design
 - b. Commercial and Mixed Use – Neighborhood Service Centers Design Guidelines
 - c. Erickson Avenue Overlay
 - d. Fort Ward Design
 - e. Light Manufacturing Design
 - f. Mixed Use Town Center and High School Road Design
 - g. Urban Single-Family Design
 - h. Multi-family
- 4. Development Review + Permit Case Studies**
- 5. Administrative Manual for Planning Permit Requirements**
- 6. Meetings with the Design Review Board and City Staff**

Key Takeaways

The following are the key takeaways (See Figure 1) from the gap analysis and will be used to inform the design guidelines update and future community outreach during the project.

Figure 1. Gap Analysis Key Takeaways

Support the vision

The Design Guidelines need to be crafted to best support the vision for the community described in the Comprehensive Plan, including the five overriding principles:

- Preserve the special character of the Island
- Protect fragile water resources
- Foster diversity
- Consider costs and benefits to property owners when making land use decisions
- Promote sustainable development

Incorporate sustainability

The Design Guidelines should support and encourage sustainable design strategies for storm water, energy, water use, tree canopy, habitat, materiality, and reduction of fossil fuel use through walkable & transit-oriented communities. Making sustainability visible could also be encouraged as a design strategy.

Be specific to Bainbridge Island and the Districts

Bainbridge residents highly value the presence of its long-standing architecture and its landscape. The design guidelines should recognize that preservation retains Island character, and the update should incorporate guidelines that are more specific to the Island as whole and the districts subject to design review.

Be understandable and aligned with the design process

Design Guidelines need to have a clear role in the entitlement process that is user-friendly for project proponents and the broader community. Guidelines should be written in clear language that supports a productive conversation among stakeholders and the Design Review Board while supporting the standards in the Municipal Code.

Be effective and implementable

Feedback indicates that the guidelines need to be more enforceable. Legal parameters for design review and preference for standards as opposed to guidelines require clarity. Design standards require better coordination and integration with the Municipal Code. In addition, training and resources should be provided for new staff, board members, and applicants.

Simplify and coordinate current guidelines and checklists

The update will reorganize the City's seven sets of design guidelines and thirteen design checklists into a unified structure and format for city-wide and neighborhood-specific guidelines that is user-friendly.

Monitor the Program

An ongoing monitoring program is needed to understand if the program is achieving its intended purpose or if further revisions are needed. The monitoring program may include an annual report, design awards, educational events, and other activities to promote good design on Bainbridge.

Focus Groups

Overview

Two focus group meetings were held on Wednesday December 19, 2018 from 10am to 12pm and 1pm to 3pm at Bainbridge Island City Hall. The following people participated in the focus groups in addition to City staff and consultants from Framework:

Focus Group Meeting #1 – 10am to 12pm

Belinda Thornberg

Jeb Thornberg

Charlie Wenzlau

Jonathan Davis

Russ Hamlet

Brandon Hogg

Jane Rein

Peter Brachvogel

Charles Schmid

Kelsey Laughlin

Eric Dieffenbach

Jared Moravec

Brian Wilkinson

Tim Spenser

Focus Group Meeting #2 – 1pm to 3pm

Hank Teran

Rick Blumenthal

LT Yoson

Key Themes

- A. Site Planning.** Site planning is not adequately addressed in current guidelines and can create design concerns for new development in the community.
- B. Sustainability.** Sustainability is a core goal in the City's Comprehensive Plan and should be supported and incentivized where feasible in the update to the design guidelines. Participants discussed related efforts such as the upcoming green building code, the Living Building Challenge as a standard to aspire to in the green building code, and the importance of building enclosures for reducing energy use.
- C. Regionalism and its Adaptation to Bainbridge.** The "Northwest Style" and its application to Bainbridge are important elements of the design guidelines update.
- D. The Public Realm and Urban Design.** Design guidelines should focus on the public realm, the relationship between public spaces and private development such as along a street, and on human experience as a pedestrian within streets and public spaces.
- E. Regulating Architectural Style.** Regulating specific architectural styles is a less important part of the design guidelines update but improving standards for building materials should be a focus of the update.
- F. Density for Walkability and Human Scaled Design.** The design guidelines update will not change zoning or allowed density, however the group agreed that low-density development may contribute to design challenges from larger house sizes and high land prices. Without changes to overall density, collocating sites and buildings allows for more sustainable and human scaled development.
- G. Current Design Guidelines are Generally Acceptable.** Current design guidelines support the right intent, but the structure, formatting, and communication of the design guidelines and review process should be improved in the update.

- H. Design must be Specific to Bainbridge.** The design guidelines and ultimately the design of new development should be unique to Bainbridge including the Island, the neighborhood, and the site. The design guidelines should prohibit or discourage stock designs for housing and architecture.
- I. Design Principles are Important.** Design principles are important to guide community discussions during the review process and must be guided by clear design principles that illustrate what is important for any new design or project such as sustainability, regionalism, high-quality materials, human scale, and walkability.
- J. Neighborhood Centers are Unique.** The design guidelines should expand neighborhood specific design guidelines based on the understanding that each neighborhood center has a unique character and identity that all new development should contribute to.
- K. Design Review should include Subdivisions.** The new subdivision design guidelines are under development and must be integrated with the other guidelines and overall review process.
- L. Public Art and Affordable Housing Opportunities.** Integrating public art and providing for more affordable housing should be supported in the design guidelines update. Opportunities to expand public art and affordable housing through incentives should be considered in the design guidelines update. Recent interactive public art projects have been highly used and regarded by the community such as in Lynwood Center.
- M. Guidance for Public Projects.** Design review is not currently required for most public projects, but some have been brought to the Design Review Board (DRB) for advisory review. Design guidelines could better support review of public projects.

Design Guidelines

Findings Across All Guidelines

The City's various sets of design guidelines share a few fundamental gaps that should be addressed across all the City's existing use- and district-specific guidelines.

Specificity: Bainbridge Island's existing design guidelines use general statements that lack specificity and are not quantifiable. They are not well tailored to specific districts and are difficult to apply to development proposals or specific design elements in a way that can drive productive conversation and improve design.

Distinguishing between Standards and Guidelines: Standards and guidelines are used interchangeably with no clear distinction, including parameters that fit better under zoning requirements than design guidelines. If standards are intended to serve as requirements for new development, they should be integrated into the Municipal Code.

Tying Guidelines to the Zoning Code: Design guidelines tie into general standards contained in the Municipal, should reference related provisions of the code explicitly, and should elaborate on requirements for site design, landscaping and access.

Review Process: Breakdowns in the review process are a consequence of a lack of formal procedures and submission requirements. In some cases, design lacks written and actionable decisions from the Design Review Board (DRB) for the Planning Commission or hearing examiner to reference.

Graphics: Graphic illustrations of design concepts are inconsistent in the existing design guidelines, and often lack specificity or quantification necessary to help improve design. Illustrations should be specific and diagrammatic so that they are clear and relate to specific guidelines.

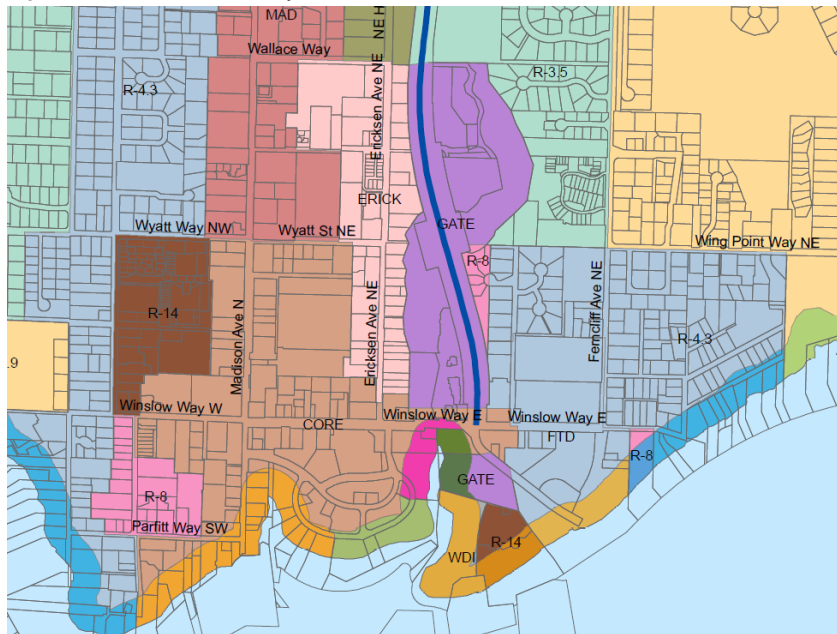
Contextualization: Existing guidelines often lack an introduction that sets forth a design intent, process and how each set of guidelines is to be used. An introduction and context should unify the document and provide a basis from which to consider deviations from specific guidelines to honor a broader design intent.

Central Core Overlay

Summary: The Central Core Overlay Design Guidelines apply to all new development in the overlay district (See Figure 2). In addition, development within the district is also subject to the General Guidelines for the Mixed-Use Town Center and Guidelines for Commercial and Mixed-Use Projects (See Figure 3). Gaps in the existing guidelines and recommendations are listed in Figure 4. The guidelines include the following sections:

- Streetscape Design
- Public Space
- Building Design
- Parking Design

Figure 2. Central Core Overlay District



City of Bainbridge Island, 2018

Figure 3. Guidelines applicable to the Core District

Guidelines Applying to the Core District	
General Guidelines- All Districts	
1. Parking Lot Location	○
2. Outdoor Spaces and Amenities	○
3. Pedestrian Connections	○
4. Shielded Lighting	○
5. Screen Service Areas	○
6. Common Open Space	○
6a. Conceal Garage Doors	○
7. Overall Form-Building Styles	○
8. Building Entrances	○
9. Conceal Mechanical Equipment	○
10. Structured Parking	○
11. Encouraging Varied Details	○
12. Integration of Signs with Architecture	○
13. Creative Signs	○
14. Awning Signs	○
Commercial/Mixed Use Guidelines	
1. Variation in Façade Treatment	○
2. Modulate Scale of Building Mass	○
3. Limit Visual Impact Blank Facades	○
4. Visually Prominent Ground Floor Facades	○
5. Pedestrian Scale Along Facades	○
6. Encouraging Frontages Along Sidewalks	○
7. Reduce Bulk by Multiple Masses	○
8. Encourage Public Outdoor Space	○
9. Vegetate Between Buildings and Ped Paths	○
10. Respond to Neighbor Buildings	○
11. Minimize Intrusive Commercial Signage	○
12. Minimize Curb Cuts	○
13. Building Entrances Along Street	○
14. Recessed Entries or Weather Protection	○
15. Small Commercial Scale Buildings	○
16. Parking Screening Vegetated Ped Paths	○

Core District Guidelines	
Streetscape Design	
1. Pedestrian Connections	○
2. Sidewalk Areas	○
3. Street Trees	○
Public Spaces	
1. Plazas and Courtyards	○
2. Designated Intersections	○
Building Design	
A. Massing and Articulation	
1. Articulation	○
2. Variety in Form	○
3. Varied Frontages	○
4. Multi-Frontages	○
B. Street Level Elements	
1. First Floor Height	○
2. Transparency	○
3. Weather Protection	○
4. Architectural Features	○
C. Upper Level Stepback	
1. Stepback	○
2. Distinguish Stepback	○
3. Alternative to Stepback	○
D. Treatment of Blank Walls	
1. Creative Approach	○
2. Variety and Detail	○
E. Roof Appearance	
1. Roof Design	○
2. No Mansard Roofs	○
Parking Design	
A. Surface Parking Lots	
1. Screened Structures	○
B. Parking Structures	
2. Lighting Fixtures	○

Figure 4. Central Core Overlay District Gaps

Gap	Recommendation	Code/Guideline Reference	Status
Site Planning. The guidelines lack a section on site planning.	■ Add a section on site plan that addresses the relationship between public and private space, circulation, pedestrian oriented design, access, landscape integration,		

Gap	Recommendation	Code/Guideline Reference	Status
	stormwater, and other features.		
Context. The guidelines do not provide any information on the context for the Core and how it should influence the design of streets, sites, and public spaces.	■ Add a section to the design guidelines that provides an overview of existing physical conditions and overall design in the Central Core District.		
Design Intent. The guidelines should provide a more holistic design intent statement that is applicable to all of the design guideline sections. Currently, the design intent statements are specific to each section of the guidelines.	■ Update the design intent section to provide an overall design intent statement that is connected to the City's comprehensive plan goals.		
Applicability. It is unclear how and when the guidelines are applied to specific projects. For example, the guidelines require internal walkways, which are an important feature in the Core area, but most properties lack the ability to provide these types of connections due to site and building constraints.	■ Provide more information on when the guidelines are applied. For example, require the through block pedestrian connections when necessary to improve connectivity, site design, or building design by creating more pedestrian building frontage.		
Hierarchy. The current guidelines lack a hierarchy that follows the design process such as neighborhood context streets and public spaces, site design, building design, landscaping.	■ Develop a consistent format and hierarchy of information and guidelines during the update. The structure of the design guidelines should be generally consistent throughout the		

Gap	Recommendation	Code/Guideline Reference	Status
	different district specific guidelines.		
Relationship between streets and building frontage. The building design section lacks focus on the relationship between the building edge and streetscape and how they should be designed in unison. Streetscapes may vary in response to street level uses and the current guidelines are insufficient in this regard.	In general, the guidelines should be updated to increase the focus on urban design and the space between buildings.		
Building Design Standards. The guidelines for building design are vague. It is difficult to interpret how they would be applied in the review of specific projects. The building design standards are not specific to Bainbridge Island or the Core District. More guidance on context and materials is needed.	Update the building design standards to be more specific and effective in promoting good design. The standards should be more specific to Bainbridge Island and the Core District.	Building Design – Pgs. 47-52	
Guidelines vs. Standards. Several of the design guidelines are more commonly addressed by cities as standards in their zoning code such as those for weather protection, sidewalk widths, building setbacks, and transparency requirements.	- Clearly indicate design guidelines and standards - Integrate standards meant to serve as requirements or those that require uniformity (e.g. sidewalk width) into the BIMC.	Streetscape – Pg. 45	

Commercial and Mixed Use – Neighborhood Service Centers Design Guidelines

Summary: The Commercial and Mixed-Use Guidelines apply to all commercial and mixed-use development and are considered the “General” guidelines for the City. Gaps in the existing guidelines along with recommendations are listed in Figure 5.

Figure 5. Commercial and Mixed- Use Guidelines Gaps

Gap	Recommendation	Code/Guideline Reference	Status
Generic and Vague Language. The guidelines include mostly generic standards that are not specific to Bainbridge Island or the neighborhood centers with limited exceptions (e.g. Tudor style in Lynwood Village). To be legal and enforceable the language needs to be more specific and measurable to ensure compliance and meet the City’s goals for development and sustainability.	- Relate character to specific design elements and quantifiable guidelines. - Include diagrams, images or other visual illustrations to accompany and clarify guidelines.		
Non-binding. Some guidelines are overly specific and may not be enforceable.. For example, the guidelines appear to require a public green at specific intersection in Rolling Bay, but no property is identified and it’s unclear how this provision would legally be required of the property owner during development.	Remove design guidelines that address specific conditions or requirements for open space or other site elements. Consider adding these elements to a subarea plan for the BIMC to be more effective.	Rolling Bay – Pg. 20	
Neighborhood Center Standards Lack Specific Guidance. The standards for the neighborhood centers of Lynwood Center, Rolling Bay, and Island Center are not specific enough to be usable by the design review process. The guidelines also reference subarea	- Clearly define a design intent for each neighborhood center and develop guidelines that reflect that intent. - Appropriate site and building design guidelines should be		

Gap	Recommendation	Code/Guideline Reference	Status
plans that may or may not exist or provide enough guidance to be used in the design review process. Each neighborhood center has 5 or fewer guidelines.	developed for each center based on context and intent.		
No Introduction or Context. Following the cover page, the document goes straight to the first guideline without any additional context or guidance for the reader.	Develop a unified introduction applicable to the entire set of guidelines, that includes the design objectives, intent, process, and how to use the guidelines effectively.		
Guidelines should be Standards in BIMC. Some of the guidelines include specific standards that are better suited to the BIMC.	Add all standards to the BIMC.	- Building Modulation – Pg. 3 - Blank Walls – Page 4 - Ground Floor Facades – Pg. 5 - Pedestrian Scale Lighting – Pg. 6 - Parking Frontage – Pg. 7 - Building Massing – Pg. 8 - Outdoor Public Spaces – Pg. 9 – does this authorize exceeding the maximum setback in BIMC?	

Erickson Avenue Overlay Design Guidelines

Summary: The Ericksen Avenue Design Guidelines apply within the overlay district within the Mixed-Use Town Center Zoning District (See Figure 6). The Mixed-Use Town Center Design Guidelines also include guidelines specific to Ericksen Avenue. Gaps in the existing guidelines are shown in Figure 7.

Figure 6. Ericksen Avenue Overlay District Map and Guidelines Structure

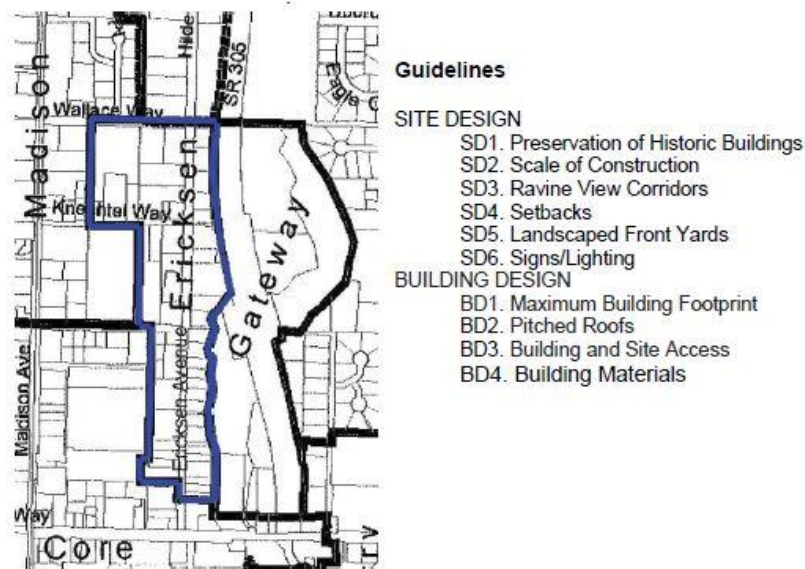


Figure 7. Erickson Avenue Overlay Gaps

Gap	Recommendation	Code/Guideline Reference	Status
Design Standards. This is the only set of design guidelines that specifically includes standards.	Consider moving all standards to the BIMC.		

Fort Ward Design Guidelines

Summary: The Fort Ward Design Guidelines apply within the Fort Ward Zoning District as shown in Figure 8. Fort Ward is a former army fort and navy installation that is now primarily a historic residential neighborhood on the south end of the island. Figure 9 lists the gaps in the existing guidelines that should be addressed during the update.

Figure 8. Fort Word District Map



Figure 9. Fort Ward Design Guidelines

Gap	Recommendation	Code/Guideline Reference	Status
Image Examples and Context. The design guidelines do not include any Images of the existing context or examples of development that demonstrates elements of the design guidelines.	■ Add images and information the neighborhood context to better inform design that will respect the history and contribute to the future of the neighborhood.		
Standards better suited for the BIMC. For example, sidewalks are required to be between 6' and 8',	■ Move all specific standards (e.g. sidewalk or trail width) to the BIMC.	■ Public Space – Pg. 4	

Gap	Recommendation	Code/Guideline Reference	Status
which is more of a design standard than a guideline since it appears to be required.			
Many guidelines not specific to Fort Ward. The guidelines should be specific to Fort Ward and many of the standards are generic and could be utilized as standards in the BIMC.	Update the guidelines to be more specific to Fort Ward and the issues important to residents and other stakeholders.	- Trails – Pg. 4 - Lighting – Pg. 7	
History of Fort Ward. The history of Fort Ward is an important design consideration and the current design guidelines do not direct the reader to this information.	Add summary of Fort Ward history, Images, graphics, and updated graphics.	Pg. 1	
Guidelines don't reflect actual physical conditions. The requirement for a trail along streets (right-of-way) in Fort Ward appears to conflict with existing conditions and may not be desirable. The existing streets reflect a "rural by design" aesthetic that doesn't include a curb or gutter and pedestrians and vehicles can share the street due to the low volume and speed of vehicles. Sidewalks or trails along the street edge may not be desired by residents and it's unclear how the system would be connected without it being a City-led capital project to add trails and sidewalks.	Better align the design guidelines with the physical conditions of the neighborhood or district. Also consider the desires of neighborhood stakeholders for the elements that are addressed in the design guidelines (e.g. adding trails on the edge of existing streets).	Public Space – Pg. 4	

Light Manufacturing Design Guidelines

Summary: The Light Manufacturing Design Guidelines apply to the Business/Industrial Zoning District. The District is intended to support the Island economy including business retention, a diversity of jobs, and compatibility with adjacent residential neighborhoods. Figure 10 lists the observed gaps in the existing guidelines and recommendations for the update.

Figure 10. Light Manufacturing Design Guidelines

Gap	Recommendation	Code/Guideline Reference	Status
Standards. The guidelines include standards that are better suited for the BIMC.	Move specific standards such as for lighting and tree preservation to the BIMC	- Maintain Woodland Character – Pg. 5 - Shielded Lighting – Pg. 10	

Mixed Use Town Center and High School Road Design Guidelines

Summary: The Mixed-Use Center and High School Road Design Guidelines address development within the High School Road District and the Mixed-Use Town Center District including the overlay districts within its boundaries including the Erickson Avenue, Central Core, Ferry Terminal, Gateway, and Madison Avenue Districts. General and district specific guidelines are included. Figure 11 identifies the gaps in the existing guidelines that should be addressed in the update.

Figure 11. Mixed Use Town Center and High School Road Design Guidelines

Gap	Recommendation	Code/Guideline Reference	Status
Central Core Guidelines. Guidelines specific to the Central Core are included, yet there is also another standalone set of design guidelines for the Central Core District. Currently, projects in the Central Core are required to comply with three sets of guidelines.	Consolidate all the central core guidelines in a single location during the design guidelines update.		
More and Better Examples and Image Graphics. The current guidelines are in black and white and the photo examples are not very legible and lack captions explaining what the reader is important about the image. The graphics should be updated to a clear contemporary format with a greater level of detail.	- Add color image examples with captions and annotations. - Updated the graphics and diagrams to include additional detail.		
Open Space Guidelines aren't connected to BIMC standards. There are many legal, procedural, and design related issues with open space requirements and standards. For example, the guideline on page 18 states the intent is to establish overtime a	Develop new multi-family open space requirements that would apply during site plan review.	General 2 – Site Design, Pg. 18	

Gap	Recommendation	Code/Guideline Reference	Status
variety of open spaces within the Town Center. However, it's unclear how this would apply to the creation of additional open space in the Town Center since it's a guideline and not a standard. Also, this guideline is in the general section, but appears to only apply to the Town Center.			
Pedestrian Circulation Standards Duplicative with BIMC 18.15.030. The guidelines to provide pedestrian walkways are already required in BIMC and should be a standard and not a guideline.	Eliminate duplicative standards/guidelines and locate all standards in the BIMC.	- BIMC 18.15.030 - General 3 – pg. 19	
Building Design Guidelines Lack Specificity. The building design guidelines are generic, not specific to Bainbridge Island, and lack specificity to be effective in supporting good design.	Update the building design guidelines to be more specific to the MUTC District as a whole, and each overlay district.	General Guidelines – Pgs. 24-28	
Sidewalk requirements and dimensions should be standards. For example, in the Gateway District Guidelines it states that new development should provide a 12' wide sidewalk with street trees. This currently appears optional and if the intent is to require these improvements for new development it should be standard in the BIMC.	Add all specific dimensional standards to the BIMC.	Sidewalks and street trees – Pg. 35	

R-8SF Urban Single-Family Overlay District Design Guidelines

Summary: The R-8SF Urban Single-Family Overlay District is intended for medium-density single-family residential areas and is a receiving area for the City's transfer of development rights program. Figure 12 shows the boundaries of the R-8SF Overlay District and Figure 13 highlights the gaps in the existing guidelines that should be addressed in the update.

Figure 12. R-8SF Overlay District Boundaries

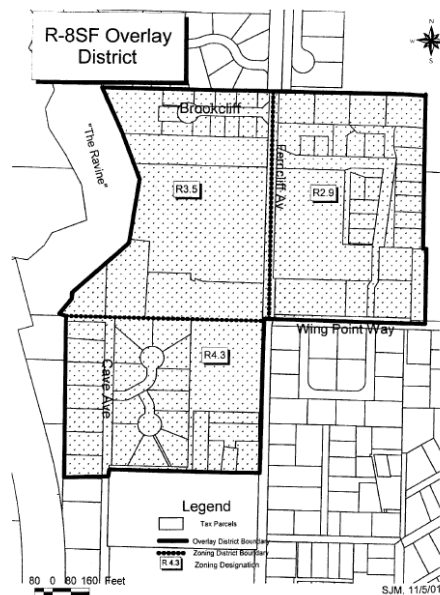


Figure 13. Urban Single-Family Design Guidelines Gaps

Gap	Recommendation	Code/Guideline Reference	Status
Landscaping requirements for single-family homes. Zoning ordinances and design guidelines typically do not address landscaping requirements for single-family lots. The BIMC exempts single-family developments from the landscaping requirements except under limited circumstances.	Address any specific buffer or landscaping requirements in the BIMC and support implementation through design guidelines.	BIMC 18.15.010	
Tree Preservation. The design guidelines address tree preservation that is now included in the City's tree ordinance. Removing a tree on a single-family lot may not be subject to design review.	Update the design guidelines for consistency with the City's adopted tree ordinance.	Tree preservation – Pg. 6	
Standards vs. Guidelines. Standards should be in the BIMC and the guidelines should be focused on implementing the design standards.		- Residential streets – Pg. 12 - Lighting – Pg. 11	

Multi-family Design Guidelines for R-8 and R-18 Districts

Summary: The Multi-family Design Guidelines apply to multi-family development within the R-8 and R-18 Districts. These districts are intended to provide for medium-density (R-8) and high-density (R-14) residential development. Both districts also allow single-family residential development as a permitted use. Single-family development and subdivisions are currently exempt from design review. Figure 14 identifies the gaps in the existing guidelines.

Figure 14. Multi-family Design Guidelines Gaps

Gap	Recommendation	Code/Guideline Reference	Status
Standards vs. Guidelines. Several of the guidelines are better suited to be standards in the BIMC. Examples include specific land use buffers, landscaping, and setbacks. In addition, the guidelines reference open space design, but the City has no open space requirements in the BIMC for multi-family development.	Move specific standards to the BIMC and update guidelines to support implementation of the development standards. Anything related to a specific standard or dimensional requirement should be in the BIMC.	- Tree preservation – Pg. 4 - Parking screening – Pg. 4 - Open space requirements – Pg. 6 - Clustering requirements – Pg. 6	
Add images and improve graphics. The design guidelines have no Image examples, provide no context on the R-8 and R-14 districts that might help inform good design and conformance with the design guidelines.	Overhaul the graphics and add phot examples that demonstrate conformance to the design guidelines with a focus on local examples as available.		

Bainbridge Island Municipal Code – Titles 2, 17, and 18

Summary: The Bainbridge Island Municipal Code (BIMC) contains the City's administrative permit requirements (Title 2), subdivision standards (Title 17) and Zoning Code (Title 18). Title 18 also includes the applicability of the City's design guidelines. Currently, subdivisions are not subject to design review and multi-family projects, including townhouses, have been reviewed under the site plan review process. Figure 15 identifies the gaps in the BIMC to be addressed in the guidelines update.

The following design guidelines apply in specific zoning districts and for certain types of development (BIMC 18.18.030):

A. Detached Single-Family Residential Developed Using the R-8SF Urban Single-Family Overlay District. Detached single-family residential developed in accordance with the R-8SF urban single-family overlay district transfer of development rights program shall comply with those regulations contained in "Design Guidelines for R-8SF Urban Single-Family Overlay District" if they want to develop at overlay zone densities.

B. Multifamily Residential. Multifamily development in the R-8 and R-14 zones shall comply with those regulations contained in "Design Guidelines for Multifamily"; provided, that applications submitted prior to December 8, 1999, shall not be subject to the requirements of this section.

C. Commercial and Mixed Use – General. Development, redevelopment, and exterior renovation in commercial and mixed-use projects in all zoning districts except the B/I district shall comply with the general guidelines in "Guidelines for Commercial and Mixed-Use Projects – Including Guidelines for Lynwood Center, Island Center, and Rolling Bay," as well as any specific guidelines applicable to that type of development in the subsections below.

D. Nonresidential Uses in Residential Zones. Educational, cultural, governmental, religious or health care facilities in residential zones shall comply with the general guidelines in "Design Guidelines for Commercial and Mixed-Use Projects – Including Guidelines for Lynwood Center, Island Center, and Rolling Bay."

E. Mixed Use Town Center and High School Road Districts. Development, redevelopment, or exterior renovation in the Mixed-Use Town Center overlay districts and the High School Road districts shall comply with regulations contained in "Design Guidelines for Mixed Use Town Center and High School Road Zoning Districts."

F. Lynwood Center NC Design Guidelines. Development, redevelopment, and exterior renovation in the Lynwood Center NC zone district shall comply with those regulations contained in the Lynwood Center NC-specific portion of "Guidelines for Commercial and Mixed-Use Projects – Including Guidelines for Lynwood Center, Island Center, and Rolling Bay."

G. Island Center NC Design Guidelines. Development, redevelopment, and exterior renovation in the Island Center NC zone district shall comply with those regulations contained in the Island Center NC-specific portion of "Guidelines for Commercial and Mixed-Use Projects – Including Guidelines for Lynwood Center, Island Center, and Rolling Bay."

H. Rolling Bay NC Design Guidelines. Development, redevelopment, and exterior renovation in the Rolling Bay NC zone district shall comply with those regulations contained in the Rolling Bay NC-specific portion of "Guidelines for Commercial and Mixed-Use Projects – Including Guidelines for Lynwood Center, Island Center, and Rolling Bay."

I. Business/Industrial District Design Guidelines.

1. Development, redevelopment, and exterior renovation of facilities in the B/I zone district shall comply with those regulations contained in "Design Guidelines for Light Manufacturing."
2. In addition, development, redevelopment, and exterior renovation of facilities in the B/I district shall be subject to the following requirements governing its relationship to adjoining and nearby uses. A proposed development must be sited and designed to minimize potential safety hazards to adjoining and nearby developments. Specifically, a project shall be designed in a manner that minimizes conflicts between vehicular and nonmotorized traffic. Additionally, a development shall be fenced and buffered, as necessary, to impede potentially dangerous travel between different types of uses, such as between a manufacturing operation and day care center. Outdoor operations, such as loading docks and playgrounds, shall be located as far away as possible from residences and other noise-sensitive uses.

J. Fort Ward Design Guidelines. Development, redevelopment, or exterior renovation in the Fort Ward historic overlay district shall comply with regulations contained in "Design Guidelines for Fort Ward." (Ord. 2017-02 § 1, 2017; Ord. 2016-28 § 21, 2016; Ord. 2016-01 § 2, 2016; Ord. 2013-07 § 1, 2013; Ord. 2011-02 § 2 (Exh. A), 2011)

Figure 15. BIMC Gaps

Gap	Recommendation	Code/Guideline Reference	Status
Use-Based Standards. BIMC Title 18 is structured primarily around use-based standards, which some zone specific standards. Many cities have moved away from use-based zoning and more towards a form-based code. Some elements of the existing design guidelines hint at form-based standards, but generally lack sufficient detail to provide effective guidance.	■ The City should consider restructuring its zoning code to move towards place-based zoning and design standards that focus more on site and building design and less on land-use. All existing standards within the design guidelines should be transferred to the BIMC with appropriate graphics and examples.	■ BIMC 18.12.10-50	
Open Space Standards for Multi-Family Development. The City's open space requirements are contained in BIMC Title 17 Subdivisions. However, the City has been reviewing multi-family projects, including townhouses, under the site plan review procedures in BIMC 2.16.040. The design guidelines for site plan review address open space planning and design, yet the BIMC has not open space standards or requirements for either public, common, or private open spaces.	■ Develop open space standards for multi-family development and clarify the relationship between site plan review and subdivision review for multi-family projects.	■ BIMC 2.16.040 ■ BIMC 17.12 ■ BIMC 17.20	
Parking Standards. The parking standards regarding the location and design of parking stalls is redundant with several of the design guidelines about parking, particularly in the Town Center and Overlay District specific guidelines	■ All standards should be in the BIMC and with guidelines as necessary. For example, if parking is prohibited between the building and the street then that should be a standard in the BIMC. Another example is the BIMC lists the required number of spaces, but the guidelines could include examples of how		

Gap	Recommendation	Code/Guideline Reference	Status
	the parking lot could be designed to cluster parking, integrate pedestrian walkways, stormwater management, and minimize its visual impact		
Clarify Zoning Districts and Overlay Districts. Some overlay districts are shown on the City's official Zoning Map while others are not. The Town Center Overlay Districts are shown on the map, but not identified as overlay districts while the Town Center District is not shown on the Zoning Map.	Update the Zoning Map to include all base zoning districts and overlay districts with hatching or other special markings to indicate an overlay district.		

Design Review Case Studies + Permit Review Procedures

Summary: Design review is only required for certain types of development or in specific districts within the City. Subdivisions are not currently subject to design review and the City is in the process of developing new design guidelines for subdivisions. The City identified a few recent permits to review as part of the existing conditions analysis for this project.

The developments discussed in this section are shown on the map below in Figure 16:

Figure 16. Development Locations



Madison Landing (PLN50879 SPR)

Madison Landing is a 24-unit townhouse development located on Madison Ave N directly north of Wallace Way NE. See Figure 16 for a project rendering.

Project Review: The project is subject to major site plan review including review and recommendation by the Design Review Board and Planning Commission. The Planning Director issues the final decision on the project.

Status: The project application materials were submitted on 12/28/2017 and deemed complete on 1/23/2018. The project was approved by the Planning Director on 6/22/2018 and the permit expired on 12/19/2018.

DRB Recommendation: Denial following review on 4/2/2018. The following are highlights from the DRB recommendations:

- More creativity in design
- Increased efforts to preserve the existing landscape
- Reduce the number of parking stalls
- Decrease the number of units by two and reduce the footprint of the two-story units and increase the height to three stories

Design Guidelines: The project was subject to the Mixed-Use Town Center and Commercial and Multi-family design guidelines

Figure 16. Madison Landing Plans



Wyatt Apartments (PLN 50165B SPR)

Wyatt apartments is a 42-unit multi-family development with a 36-unit apartment building and six townhomes. The project is located at the northeast corner of Wyatt and includes a relatively large surface parking lot to the rear of the apartment building and in front of the townhouses. See Figure 17 for a project rendering.

Project Review: The project is subject to major site plan review including review and recommendation by the Design Review Board and Planning Commission. The Planning Director issues the final decision on the project.

Status: The project application materials were submitted on 6/28/2017 and deemed complete on 8/21/2017. The project was approved by the Planning Director on 7/9/2018 and the permit expired on 1/5/2019.

DRB Recommendation: Approval on 9/18/2017 with some recommended modifications to the plans. The designer submitted revised plans in response to DRB recommendations.

Design Guidelines: The project was subject to the Mixed-Use Town Center and Commercial and Multi-family design guidelines.

Figure 17. Wyatt Apartments Rendering



Madison Avenue Development (PLN50958)

The Madison Avenue Development is a 10-unit courtyard multi-family development with parking beneath the building. The project is located at on Madison Avenue S just south of Bjune Dr SE. See Figure 18 for a rendering of the project.

Project Review: The project is subject to major site plan review including review and recommendation by the Design Review Board and Planning Commission.

Status: The project application materials were submitted on 2/28/2018 and deemed complete on 4/23/18. However, the project application expired on 10/28/2018.

DRB Recommendation: Approval on 4/23/18 with some recommended modifications to the plans. The designer submitted revised plans in response to DRB recommendations. The DRB recommended the following modifications:

- Discuss intention with neighbor's property at earliest convenience.
- Sidewalk down driveway to separate from driveway
- Use landscaping to create boundaries for an outside play area
- Incorporate environmental learning through design
- Awareness of potential increased cost in separation of vehicle and pedestrian areas, as well as a fenced/contained play area

Design Guidelines: The project was subject to the Mixed-Use Town Center and Commercial and Multi-family design guidelines.

Figure 18. Madison Avenue Development Rendering



Development Review Issues + Gaps

Figure 19 lists the issues and gaps that were identified in the review of the above referenced development permit submittals.

Figure 19. Permit Review and Approval Issues and Gaps

Issue/Gap	Recommendation	Reference	Status
Subdivision review vs. Site Plan Review. The Madison Landing development was reviewed under the site plan review provisions of the BIMC and not under Title 17 as a subdivision.	- Based on the definitions and review requirements in BIMC the scope of site plan and subdivision reviews should clarified. - Ensure that site plan and subdivision standards are appropriate to the type of projects being reviewed. For examples, open space standards are needed for multi-family projects not subject to the subdivision standards.	- BIMC 2.16.040 – Land Use Review Procedures - BIMC 18.36.030 – Definitions (refer to definition of 'subdivision')	
Inconsistency between DRB recommendations the final decision. The DRB recommended that the Planning Director deny approval of the project due to not complying with the design guidelines. The project was ultimately approved essentially as reviewed by the DRB.	Improve the process of decision-making on the DRB to better articulate the factual and legal basis for denying the project.		
Lack of written decisions. The DRB relies primarily on the meeting minutes to document the DRB's recommendation to the decision-making body. The meeting minutes lack detail to be effective at conveying the boards recommendation and how it is	The DRB should issue formal written recommendations to the decision-making body that addresses their findings and recommendations.		

Issue/Gap	Recommendation	Reference	Status
supported by factual information specific to the guidelines.			
Approval Timeline. In accordance with the Revised Code of Washington (RCW) local permit review must be completed within 120 days unless specific conditions are met. This project and others exceeded the 120 timeline significantly.	Assess the factors that are resulting in longer review and approval times and update the City's review processes to better comply with the timeframe.	RCW 36.70B.080	
3rd Party Review. The City has the ability to request 3 rd Party review of design review applications to get additional input on consistency with design standards and guidelines.	Authorize 3rd party review on a case-by-case basis and as requested by the design review board. The review should be focused solely on a project's conformance to the design standards and guidelines. In addition to design, the review should consider legal issues and precedents.		
Design Review Submittal Requirements. The City's submittal requirements for site plan and design review are listed in the administrative manual, but are not in the BIMC.	Develop a list of specific submittal requirements for design review including high-quality site plans, elevations, project renderings, diagrams, and other materials.	Submittal requirements are listed on the site plan and design review application.	

Administrative Manual for Planning Permit Submittal Requirements

Summary: The administrative manual is a resource for permit applicants regarding permit types and submittal requirements, Figure 20 identifies the gaps and recommendations for the administrative manual.

Figure 20. Administrative Manual

Gap	Recommendation	Status
Design Review Section. The administrative manual includes the design review requirements in the section on site plan review rather than a standalone section on design review. The design review submittal requirements do not include any graphic examples. Materials for design review should be related, but somewhat distinct from the site plan submittal requirements.	■ Develop a specific section in the administrative manual on design review including graphic examples. Also consider making the optional submittal items required for all applicants or at the request of the design review board or city staff. Emphasis on consistent high-quality materials will improve the design review process. ■ Develop a model design review submittal package as a resource for applicants. ■ Consider developing a separate standalone design review manual or integrate submittal requirements and examples into the design guidelines document and website.	

Best Practices Review

The best practices review includes local and national examples of design guidelines and design review programs. The national examples are reviewed primarily for document design, formatting, approach, and graphics as the type of development in these cities differs substantially from Bainbridge Island. Some examples are provided not as a best practice, but as a contrast to understand the range of approaches that cities take to regulating and administering design review programs.

Washington Examples

Figure 21. Washington Cities Design Process

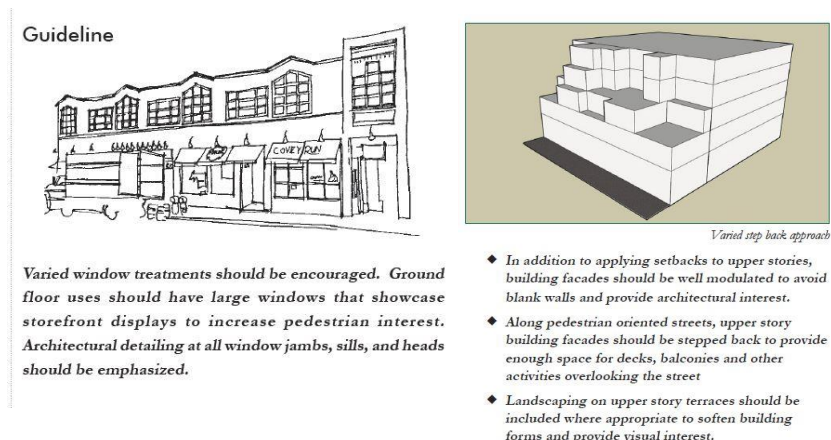
Jurisdiction	Authority	Design Guideline Integration	Process
City of Kirkland	Quasi-Judicial decision-making	Separate sets of design guidelines	Three step design process with pre-application meeting, concept review and response meeting
City of Redmond	Quasi-Judicial decision-making	Integrated into municipal code	Optional pre-application and prep review followed by formal review
City of Seattle	Advisory	Separate sets of design guidelines, with one overarching set of guidelines	Pre-submittal coaching followed by early design guidance meetings.
City of Bellevue	No Design Review Boards	Design standards integrated into code	Single review process administered by the City's Department of Development Services
City of Poulsbo		No Design Review	
City of Tacoma		No Design Review	

City of Kirkland

The City of Kirkland has a design review program including a review board with quasi-judicial decision-making authority. The City has several sets of design guidelines including for pedestrian-oriented business districts and district specific guidelines such as for the Totem Lake and Rose Hill Districts. Design review is required in eight districts in the City and certain residential development. The graphics are a mix of hand sketches, 3d modeling, diagrams, and photos. Design review is a three-step process

including a pre-application meeting with staff, a conceptual design conference with the Design Review Board (DRB), and a design response conference with the DRB. Administrative design review is required for minor projects.

Figure 22. Graphic examples for guideline on window design and massing

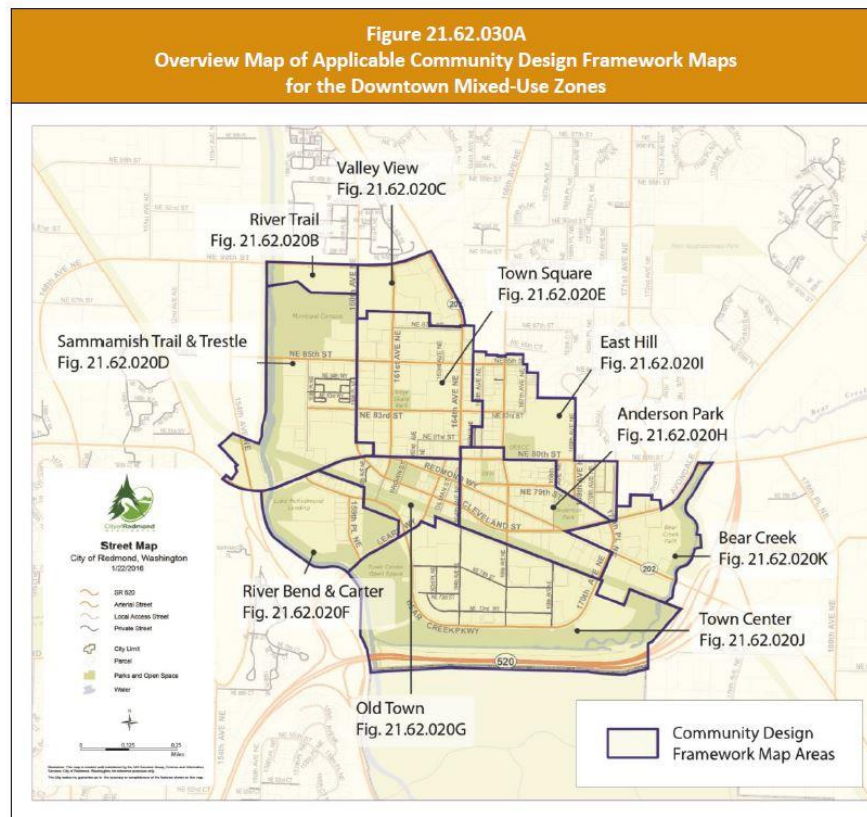


City of Kirkland, 2019

City of Redmond

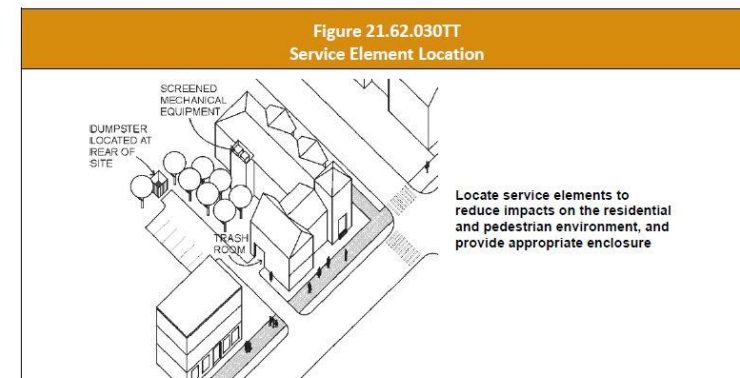
The City of Redmond has had a design review program since 1981. The Design Review Board (DRB) like the board in Kirkland has quasi-judicial decision-making authority. Design review standards are contained with the Redmond Municipal Code (RMC) and include specific standards such as for the Downtown Districts. The DRB is comprised of five professionals and two residents.

Figure 24. Downtown Design Districts



City of Redmond, 2019

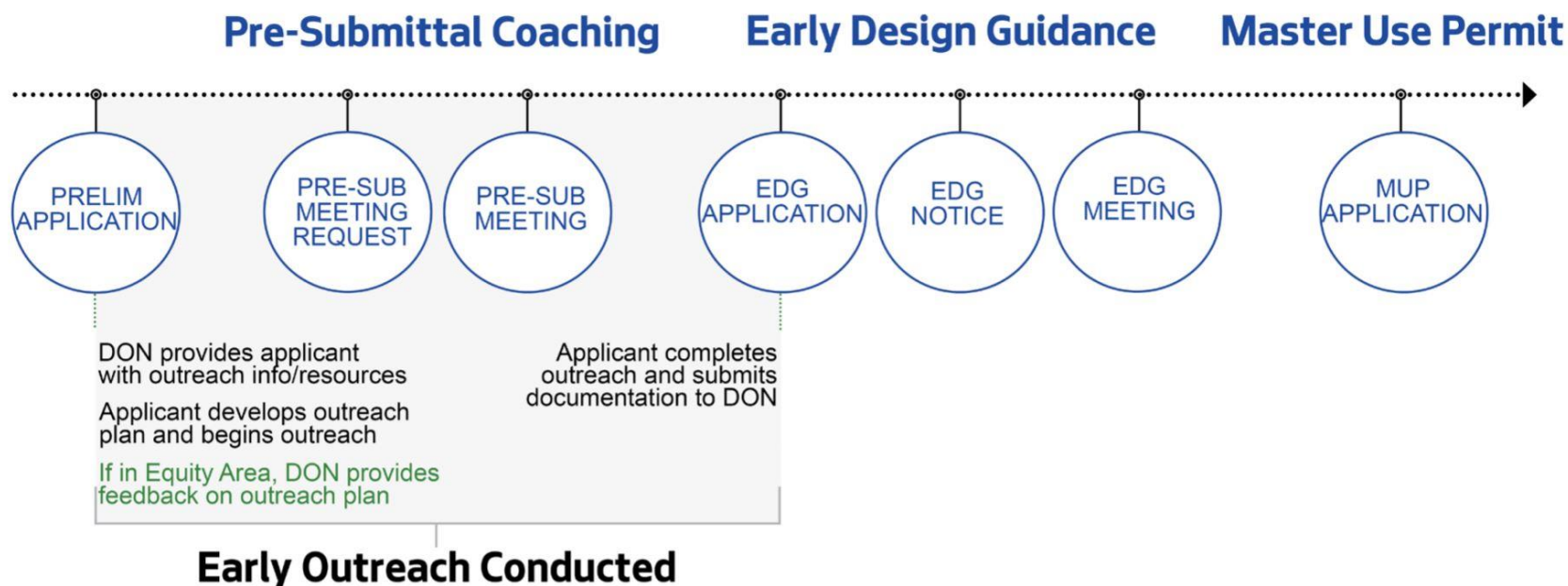
Figure 23. Graphic Example for service element guideline



City of Seattle

The City of Seattle has both city-wide design guidelines and neighborhood specific guidelines. The City has a design review board for each district that reviews projects. Design review is advisory to the administrative permit decision, but in practice the design review boards are de facto decision-makers. The City recently adopted updates to the program that became effective on July 1, 2018. Changes include a new requirement for early community outreach and updates to the review thresholds.

Figure 25. Updated design review process



City of Seattle, 2019

The City of Seattle's city-wide guidelines are organized by Context and Site, Public Life, and Design Concept. The neighborhood guidelines are following the same structure as they are updated. The table of contents for the city-wide guidelines are shown below.

Figure 26. City of Seattle City-Wide Design Guidelines structure

Introduction	ii
Context and Site	1
CS1. Natural Systems and Site Features	2
CS2. Urban Pattern and Form	4
CS3. Architectural Context and Character	7
Public Life	10
PL1. Open Space Connectivity	11
PL2. Walkability	12
PL3. Street-Level Interaction	15
PL4. Active Transportation	18
Design Concept	20
DC1. Project Uses and Activities	21
DC2. Architectural Concept	23
DC3. Open Space Concept	25
DC4. Exterior Elements and Finishes	27

City of Seattle, 2019

The city-wide guidelines have a mix of diagrams, graphics, and photos that demonstrate consistency with the guidelines as shown below in Figure 27.

Figure 27. Document layout and graphic examples from the city-wide guidelines.



CS1

Natural Systems and Site Features

Use natural systems and features of the site and its surroundings as a starting point for project design.

Design Approaches and Strategies to Consider:

A. ENERGY USE

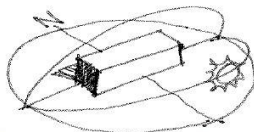
- Energy Choices:** At the earliest phase of project development, examine how energy choices may influence building form, siting, and orientation, and factor in the findings when making siting and design decisions.

B. SUNLIGHT AND NATURAL VENTILATION

- Sun and Wind:** Take advantage of solar exposure and natural ventilation available onsite where possible. Use local wind patterns and solar gain as a means of reducing the need for mechanical ventilation and heating where possible.
- Daylight and Shading:** Maximize daylight for interior and exterior spaces and minimize shading on adjacent sites through the placement and/or design of structures on the site.
- Managing Solar Gain:** Manage direct sunlight falling on south and west facing facades through shading devices and existing or newly planted trees.

C. TOPOGRAPHY

- Land Form:** Use the natural topography and/or other desirable land forms or features to inform the project design.
- Elevation Changes:** Use the existing site topography when locating structures and open spaces on the site. Consider "stepping up or down" hillsides to accommodate significant changes in elevation.



Siting longer facades east to west brings the most consistent solar exposure and daylighting into a building, providing comfortable spaces for users and potential energy savings.

i The Seattle Energy Code regulates energy-use features of new and remodeled buildings. For applicable energy standards and requirements, see the code at <http://www.seattle.gov/dpd/codesrules/codes/energy/overview/>

i See also guideline DC1.A.1 Arrangement of Uses for related guidance.

i See also CS2.B1 Site Characteristics, CS2.D2 Existing Site Features, and DC2.A1 Site Characteristics and Uses for related guidance.



Louvers on the windows help moderate the amount of sunlight received into this building as do the deciduous trees.

CS1. Natural Systems and Site Features 2

City of Seattle, 2019

Other WA Examples

It should be noted that many cities in Washington state either do not have design review or conduct design review entirely administratively. The City of Poulsbo does not have a design review program and all design standards are reviewed and approved administratively by the Planning Director. Similarly, the City of Tacoma does not currently have a design review program but is about to start the process to create the program and new design guidelines. Similarly, the City of Bellevue does not have design review boards or a public process for design review. All design standards are administered by the Director of the Development Services Department.

National and International Examples

The examples of design guidelines included in this section are primarily meant to serve as a guide for how to organize or illustrate design guidelines, many of these examples are from larger cities within the U.S. and abroad that have integrated a complex set of guidelines into clearly understandable documents with simple compelling graphics. The design guidelines included below are not intended to serve as an example of what would be appropriate guidelines for Bainbridge Island's unique character and setting.

San Francisco, CA

The City of San Francisco adopted new urban design guidelines in 2018. The updated design guidelines are user-friendly and provide a great deal of context on what is important to the City and community for design. The values statement shown in Figure 28 appears early in the document.

Link to: [San Francisco Urban Design Guidelines](#)

Figure 28. Values for San Francisco.

Built Environment Values for the City of San Francisco

Being a Good Neighbor

Good urban design is characterized by the thoughtful orchestration of buildings, landscape, open space, and streets. Such compositions result from fundamental principles that apply universally, as well as a deep understanding and response to site-specific conditions. San Francisco's architecture spans various eras and architectural styles, but its urban fabric maintains a high degree of continuity and consistency within the variety of buildings. The Urban Design Guidelines establish that new buildings have the responsibility to sensitively respond to their context and existing patterns of development while being of their moment.

San Francisco's urban design policy supports contextual sensitivity for two primary reasons: the first is that site-responsive design enhances our connection to our environment by maintaining a sense of orientation and familiarity. The second is that buildings that unduly distinguish themselves in form, materials, or character compete for attention with the larger urban fabric or buildings of greater public significance.

This expression of context occurs at three scales:

- *Site design*, where massing, open space, and site organization patterns respond to these values;
- *Architecture*, where design organization reflects adjacent volumes, proportions, and facade rhythms; and lastly,
- *Details*, where context informs the appropriate use of particular materials, tones, detailing, and placement of elements.

While projects should address all three scales, a context-specific response is not a prescription and each project should be evaluated on balance. The guidelines are especially important to help large projects with significant frontages contribute to fine-grained neighborhoods and new projects avoid creating substantial contrasts in scale or expression with existing neighborhoods. Over time, appropriate design will result in thoughtful layers that both uphold San Francisco's unique neighborhoods and support their evolution.

Designing Sustainably

With the inclusion of sustainable design principles and practices, dense urban development is inherently environmentally-friendly. Concentrating people near shared infrastructure reduces environmental burdens and conserves natural areas for habitat, recreation, and undisturbed ecological function. Walkable and transit-friendly development reduces energy use, improves air quality, and enhances the health of individuals.

Preservation is a key piece of sustainable development. As the city grows, retaining significant and irreplaceable buildings or fabric may be as much a measure of achievement as building the new. Not only is it resource-conserving, it retains, refreshes, and infuses the future with the city's historical values, culture, and identity.

Supporting Human Needs

People interact with the built environment in and between their homes and workplaces, neighborhood streets, and public open spaces. Urban form that considers the quality and functionality of the building fabric, streets, and open spaces contributes to the livability of San Francisco. Buildings and building features that are scaled for human interaction such as steps, doors, windows, and seating contribute to physical and psychological well-being. Buildings that enhance the connection between the inner life of buildings and the outer public realm also help engage people to the larger sense of activity and spirit of place. All of these goals support an experience of urban life in which people are the measure.

Endeavor. San Francisco is a global hub for invention, creativity, and economic vibrancy supported by density, diversity, and places for people to interact. This healthy economy depends on promoting and balancing a diverse range of options for housing, work, and recreation as well as physical and cultural infrastructure.

A beautiful, diverse, and sustainable city encourages thriving neighborhood commercial districts, healthy housing development, and the growth of educational and cultural institutions. Enhancing the quality of the pedestrian experience and transportation supports employment and quality of life, and encourages people to shop locally, which in turn supports small businesses and local jobs.

Though better design need not cost more, a well-designed building with high-quality construction ensures longer term value and promotes a higher

City of San Francisco, 2019

The guidelines are organized around specific objectives for design in the City. Figure 29 shows the organization of the design guidelines.

Figure 29. The guidelines are organized around objectives

Establish relationships and logics	
S1	Recognize and Respond to Urban Patterns
A1	Express a Clear Organizing Architectural Idea
P1	Design Public Open Spaces to Connect with and Complement the Streetscape
Respond to context	
S2	Harmonize Relationships between Buildings, Streets, and Open Spaces
A2	Modulate Buildings Vertically and Horizontally
P2	Locate and Design Open Spaces to Maximize Physical Comfort and Visual Access
Enhance unique neighborhoods	
S3	Recognize and Enhance Unique Conditions
A3	Harmonize Building Designs with Neighboring Scale and Materials
P3	Express Neighborhood Character in Open Space Designs
Engage larger viewpoints and systems	
S4	Create, Protect, and Support View Corridors
A4	Design Buildings from Multiple Vantage Points
A5	Shape the Roofs of Buildings
P4	Support Public Transportation and Bicycling
Design the building interface with the public realm	
S5	Create a Defined and Active Streetwall
A6	Render Building Facades with Texture and Depth
A7	Coordinate Building Elements
P5	Design sidewalks to Enhance the Pedestrian Experience
Use program to support the urban experience	
S6	Organize Uses to Complement the Public Environment
A8	Design Active Building Fronts
P6	Program Public Open Spaces to Encourage Social Activity, Play, and Rest
Support sustainability	
S7	Integrate Common Open Space and Landscape with Architecture
S8	Respect and Exhibit Natural Systems and Features
A9	Employ Sustainable Principles and Practices in Building Design
P7	Integrate Sustainable Practices into the Landscape

City of Calgary, 2019

The graphics have a modern look and easy to interpret as shown in Figure 30.

Figure 30. Guidelines examples to orient the user



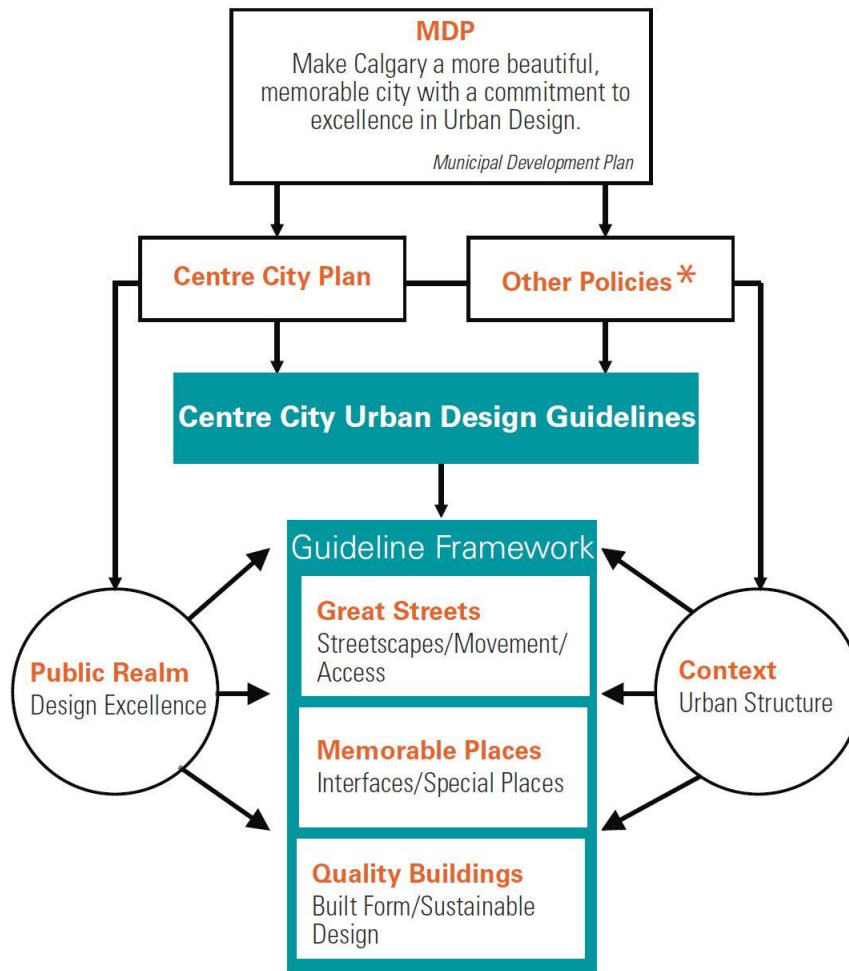
City of Calgary, 2019

Calgary, Alberta

The City of Calgary recently developed new design guidelines for the City. The guidelines are intended to support “making Calgary a more beautiful, memorable city with a commitment to excellence in Urban Design.” Figure 31 shows the framework for the design guidelines update project.

Link to: [Calgary Centre City Urban Design Guidelines](https://www.calgary.ca/urban-design-guidelines)

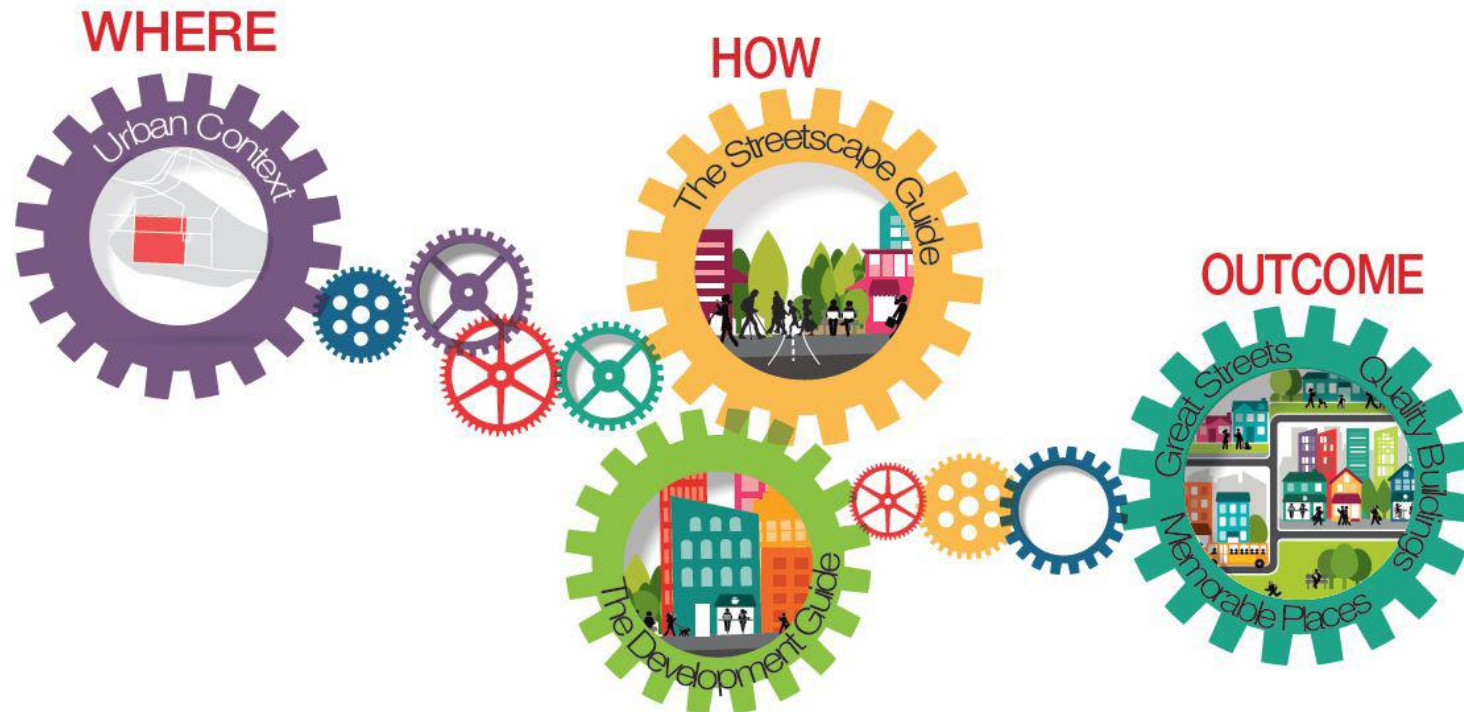
Figure 31. Design guidelines update framework



City of Calgary, 2019

The design guidelines are graphically oriented and user-friendly. The following diagram in Figure 32 shows the design process in relationship to the different types of guidelines.

Figure 32. Design review process in relation to the design guidelines



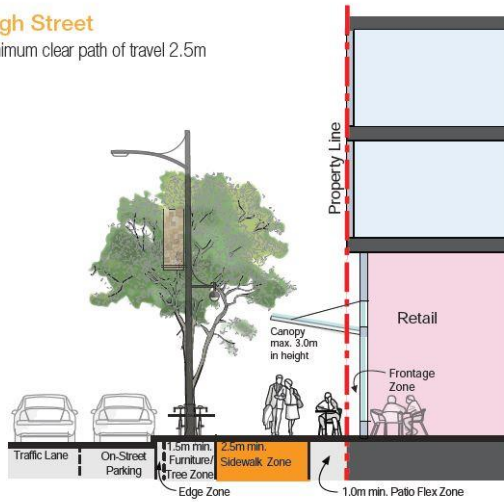
City of Calgary, 2019

The plan has a section on streetscapes including several street typology designations and related sections as shown in Figure 33. The diagrams highlight how development along the street relates to the design and use of the street.

Figure 33. Street Typology Sections

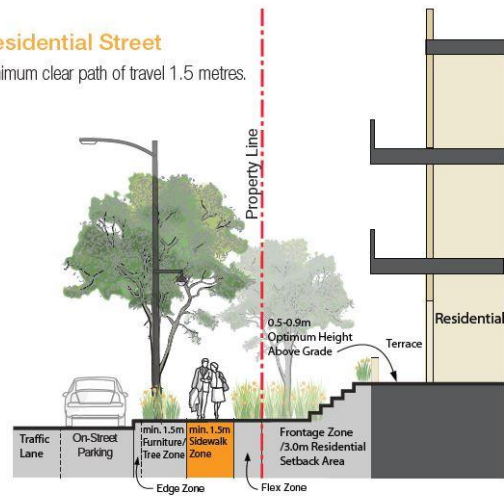
High Street

Minimum clear path of travel 2.5m



Residential Street

Minimum clear path of travel 1.5 metres.



City of Calgary, 2019

Auckland, New Zealand

The Auckland Design Manual is an online resource and guide for the design development process in the City of Auckland. The resource is very user-friendly and provides case studies of projects demonstrating compliance with the guidelines.

Link to: [Auckland Design Manual](#)

Figure 34. Auckland Design Manual Online Interface



City of Auckland, 2019

The Auckland Design Manual is more a resource for the community and is less formal than a typical set of regulatory guidelines. Sustainability practices are woven directly into the guidelines and offer a variety of examples and other resources as shown below.

Figure 35. Sustainability is woven into the Design Manual

**Check out our
expanding
sustainable home
design resouces >**



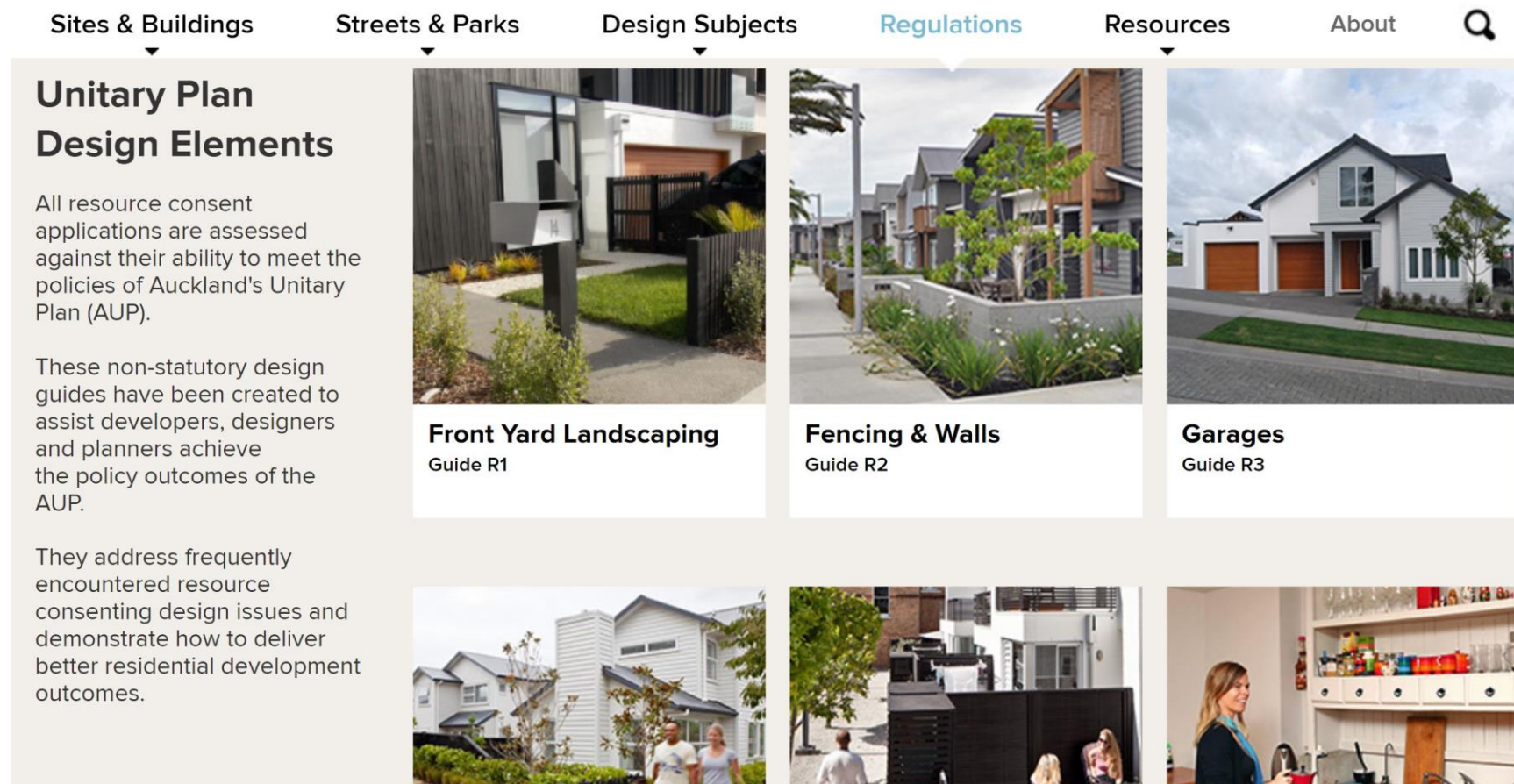

Sustainable Home Design Guide
How to get started building a sustainable home

Free Eco Advice
Sustainable design advice for your next build

City of Auckland, 2018

The Design Manual highlights elements of the Unitary Plan that are being implemented and provides guidance to applicants.

Figure 36. Design guideline examples



City of Auckland, 2019

For those designing streets the Auckland Design Manual has several resources including case studies. The City is in the process of developing a formal street design guide.

Figure 37. Street design case studies



City of Auckland, 2019

Splinter Creek, Mississippi

Splinter Creek is a planned community outside of Oxford, MS that has a set of architectural guidelines for new development. Splinter Creek has a significant amount of waterfront development and integrates sustainability principles directly into the guidelines. The three main sections of the guidelines are site planning, architectural design, and landscape guidelines. The guidelines use mostly photos with supporting maps and diagrams to illustrate the guidelines as shown in Figure 38. The architectural design guidelines for the community reflect a similar character to some neighborhoods on Bainbridge Island and could serve as a relevant precedent for site and building design.

Link to: [Splinter Creek Architectural Guidelines](#).

Figure 38. Photo examples of guidelines



The combination of a thin roof and permeable construction of structural elements makes for a graceful and subtle design which does not detract from the visual integrity of the lake.



The dock wraps around the home seamlessly as a simple and unobtrusive connection between the built structure and the water.