

Call to Order (Attendance, Agenda, Ethics)
Review and Approval of Minutes – July 1, 2019
Annual Open Government Training
Design Guidelines Update
Moratorium Update
New/Old Business
Adjourn

Call to Order (Attendance, Agenda, Ethics)

Chair Joseph Dunstan called the meeting to order at 2:00 PM. Design Review Board (DRB) Members in attendance were Jane Rein, Todd Theil, Laurel Wilson, Shawn Parks and Michael Loverich. Peter Perry was absent. City Council Liaison Ron Peltier was present, as well as, Planning Commissioner Don Doman. City Staff present were Interim Planning Manager David Greetham and Administrative Specialist Carla Lundgren who monitored recording and prepared minutes.

The agenda was reviewed. No conflicts were disclosed.

Review and Approval of Minutes – July 1, 2019

Motion: I move to approve the minutes.

Loverich/Rien: Passed Unanimously

Rein:

Annual Open Government Training

Robbie Sepler, Deputy City Attorney

Presentation/Discussion Only

Design Guidelines Update

Christy Carr, Long Range Planner & Framework, Consultant

Presentation/Discussion Only

Moratorium Update *Moved to next meeting due to time constraints*****

David Greetham, Interim Planning Manager

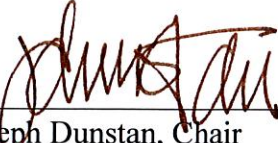
New/Old Business

Council Liaison, Ron Peltier – Does the DRB want to work with the City Council to modify their Workplan to include changes to the guideline checklists and/or the language in the code that describes the purpose of the DRB? The DRB did not feel that this topic needed to be addressed with the City Council at this time.

Adjourn

The meeting was adjourned at 5:25 PM.

Approved by:



Joseph Dunstan, Chair

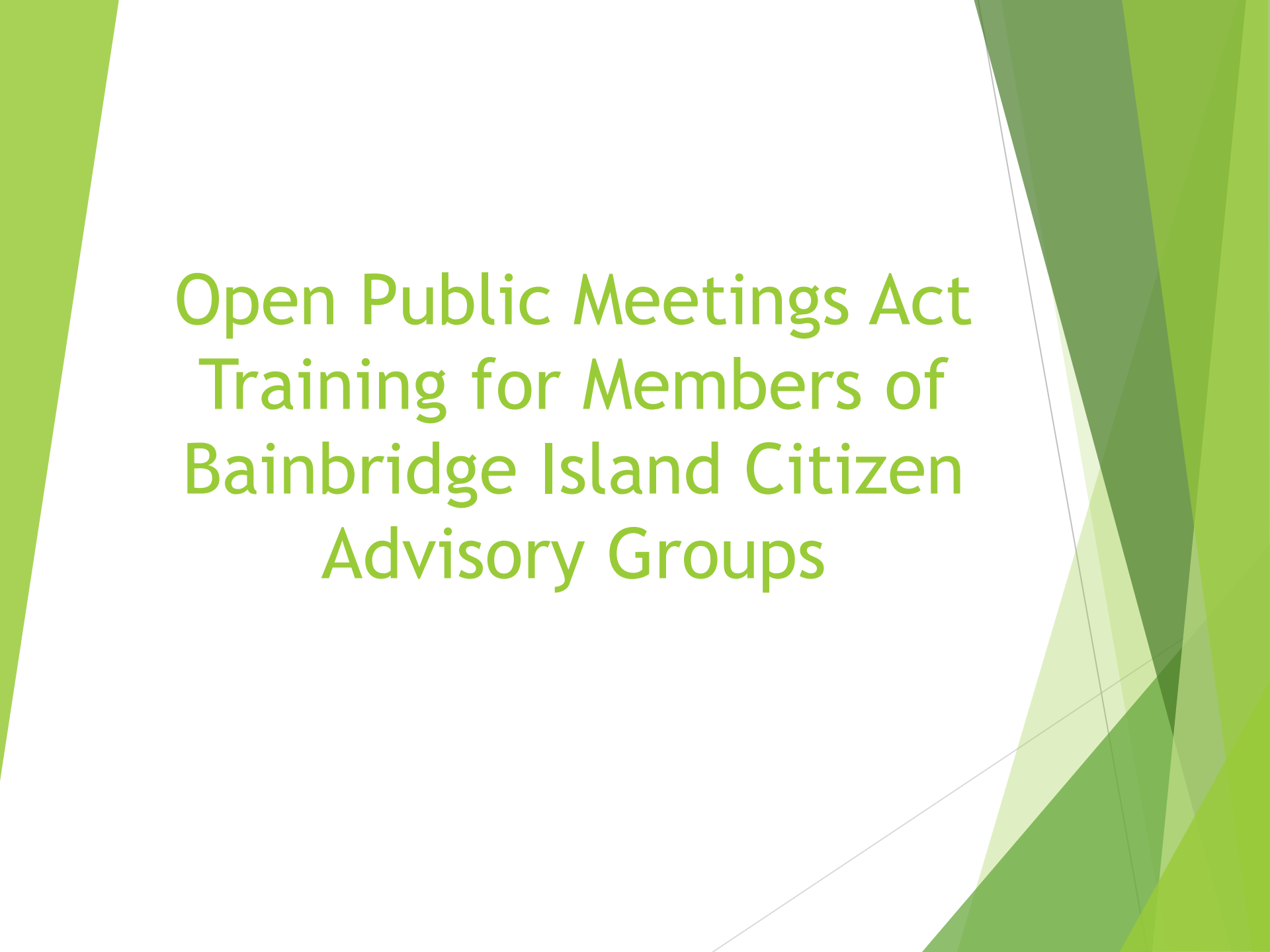


Carla Lundgren, Administrative Specialist



PLEASE PRINT

[illegible]

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic visual effect.

Open Public Meetings Act Training for Members of Bainbridge Island Citizen Advisory Groups

Today's Topics

1. Purposes of the OPMA.
2. General OPMA requirements.
3. Rules on public attendance and conduct during meetings.
4. Regular and special meetings, and public notice.
5. Serial and online meetings, email, and social media.

Purposes of the OPMA

- ▶ People of Washington don't yield sovereignty to local governments and agencies.
- ▶ The people insist on remaining informed.
- ▶ Public servants in the state exist to aid in the conduct of the people's business.
- ▶ It's the intent of the OPMA that the actions of public servants be taken openly and that their deliberations be conducted openly.

3 General OPMA Requirements

1. All meetings of the governing body must be open to the public
2. No secret ballots
3. Ordinances, resolutions, rules, regulations, and orders must be adopted at a public meeting or they are invalid

OPMA – AGENCY OBLIGATIONS: A STARTING POINT

PRACTICE TIPS
For Local Government Success

 MRSC

The basic requirement of the Open Public Meetings Act (OPMA) is that meetings of governing bodies be open and public. Use these practice tips to guide your agency's OPMA compliance.* For more information and resources visit www.mrsc.org/opmapra

Basic Requirements

- All meetings open and public. All meetings of governing bodies of public agencies must be open to the public, except for certain exceptions outlined in the OPMA. RCW 42.30.030.
- Quorum. Generally, a meeting occurs when a quorum (majority) of the governing body is in attendance and action is taken, which includes discussion or deliberation as well as voting. RCW 42.30.020(2) & (3).
- Attendees. All persons must be permitted to attend and attendees cannot be required to register their names or other information as a condition of attendance. Disruptive and disorderly attendees may be removed. RCW 42.30.040 & .050.
- No secret ballots. Votes may not be taken by secret ballot. RCW 42.30.060(2).
- Adoption of ordinances. Ordinances, resolutions, rules, regulations, and orders must be adopted at a public meeting or they are invalid. RCW 42.30.060(1).

Position in Agency	Required to Comply
Member of a governing body	
☐ City or Town Councilmember or Mayor	Yes
☐ County Commissioner or County Councilmember	
☐ Special Purpose District Commissioner/Board Member	
Member of a subagency created by ordinance or legislative act, e.g.:	
☐ Planning Commission	Yes
☐ Library Board	
☐ Parks Board	
☐ Civil Service Commission	
Member of a committee	
☐ Committees that act on behalf of the governing body, conduct hearings, or take testimony or public comment	Yes
Agency staff	No

Penalties for Noncompliance

- Actions null and void. Any action taken at a meeting which fails to comply with the provisions of the OPMA is null and void. RCW 42.30.060(1).
- Personal liability. Potential personal liability of \$100 for any member of a governing body who attends a meeting knowing that it violates the OPMA. RCW 42.30.120(1).
- Agency liability. Any person who prevails against an agency in any action in the courts for a violation of the OPMA will be awarded all costs, including attorney fees, incurred in connection with such legal action. RCW 42.30.120(2).

OPMA Training Requirements, Effective July 1, 2014

- Every member of a governing body of a public agency must complete training requirements on the OPMA within 90 days of assuming office or taking the oath of office.
- In addition, every member of a governing body must complete training at intervals of no more than four years as long as they remain in office.

*DISCLAIMER: These practice tips are meant to provide summary information on basic agency obligations of the OPMA; the practice tips are not intended to be regarded as specific legal advice. Consult with your agency's legal counsel about this topic as well. May 2014

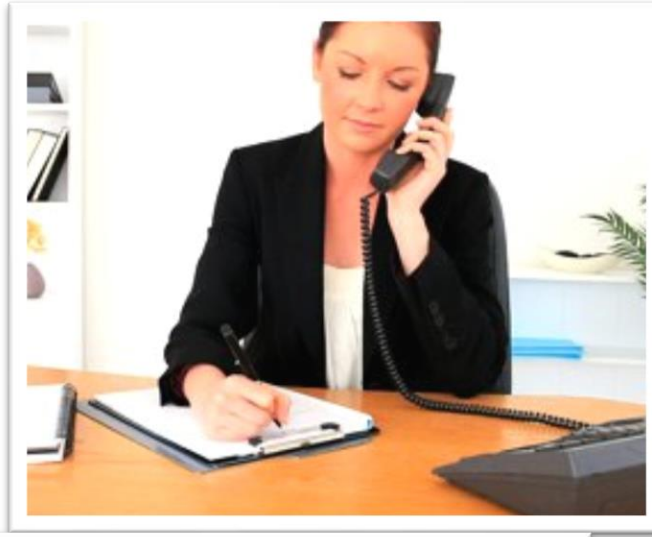
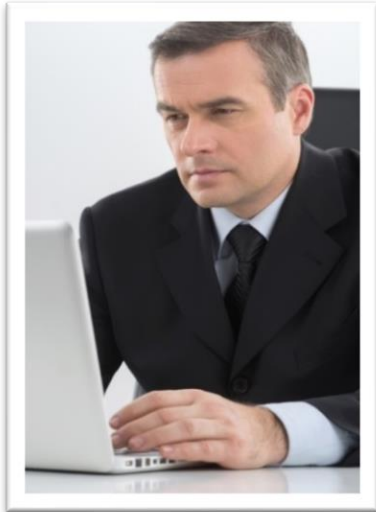
What is a Meeting?



“Action” Under the OPMA

- ▶ Includes discussion, deliberations, public testimony, review, and evaluations
- ▶ Includes, but isn't limited to, final action
- ▶ Final action – a collective decision or voting on motions, resolutions, or ordinances

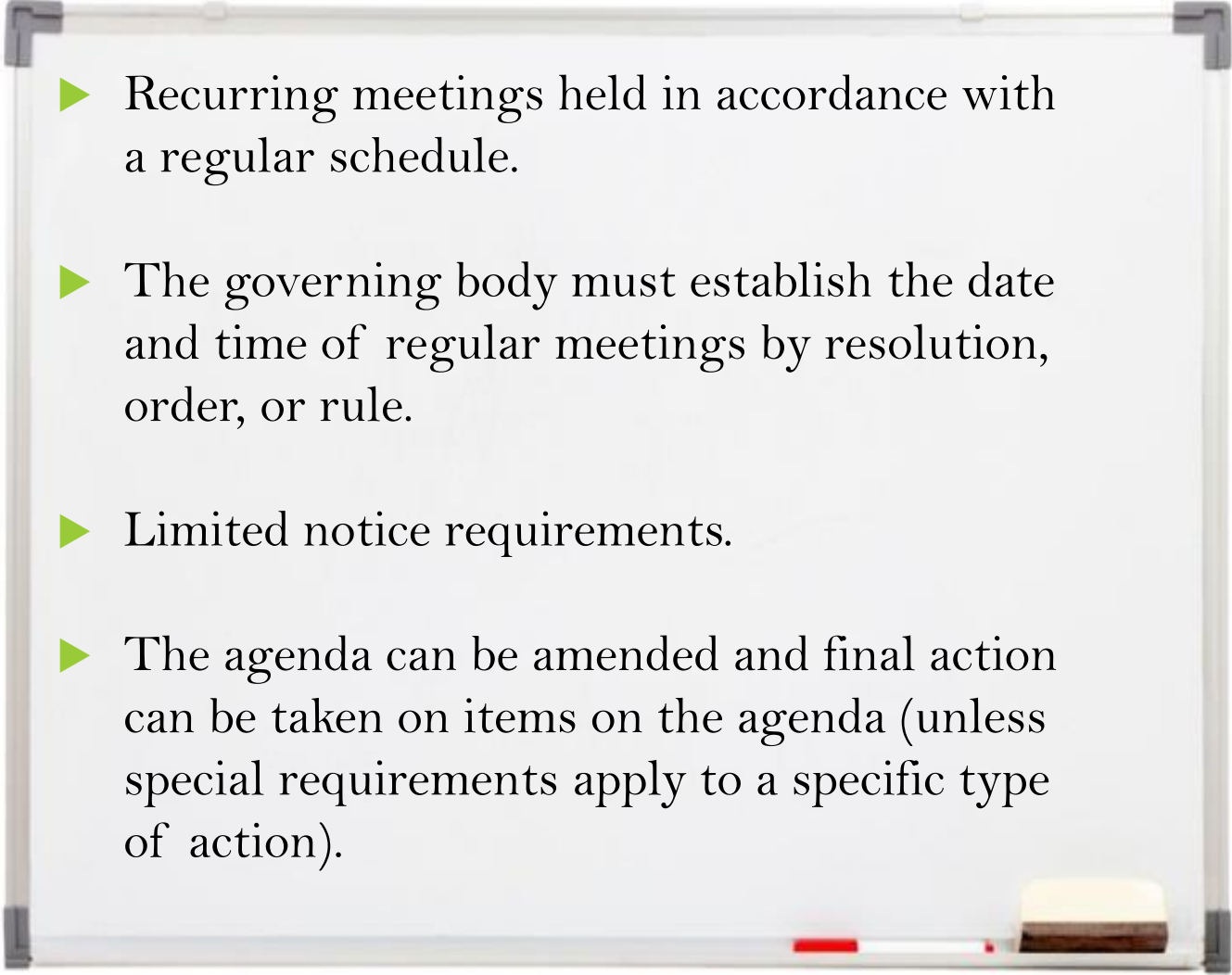
Other Types of Activities that Could be Considered a Meeting



Public Attendance and Conduct During Meetings



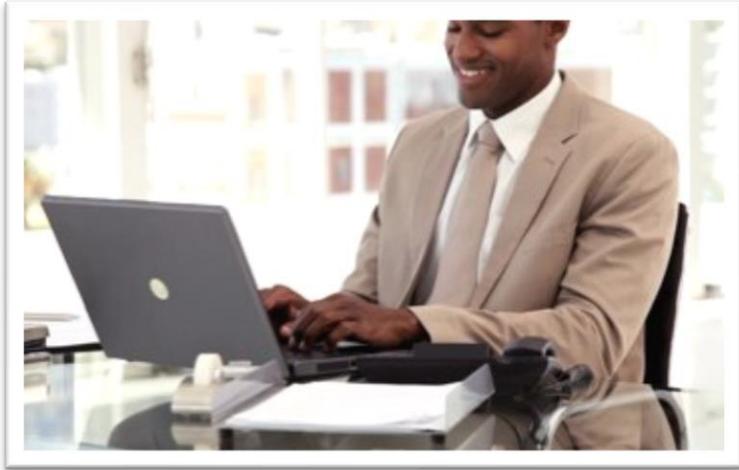
Regular Meeting

- 
- ▶ Recurring meetings held in accordance with a regular schedule.
 - ▶ The governing body must establish the date and time of regular meetings by resolution, order, or rule.
 - ▶ Limited notice requirements.
 - ▶ The agenda can be amended and final action can be taken on items on the agenda (unless special requirements apply to a specific type of action).

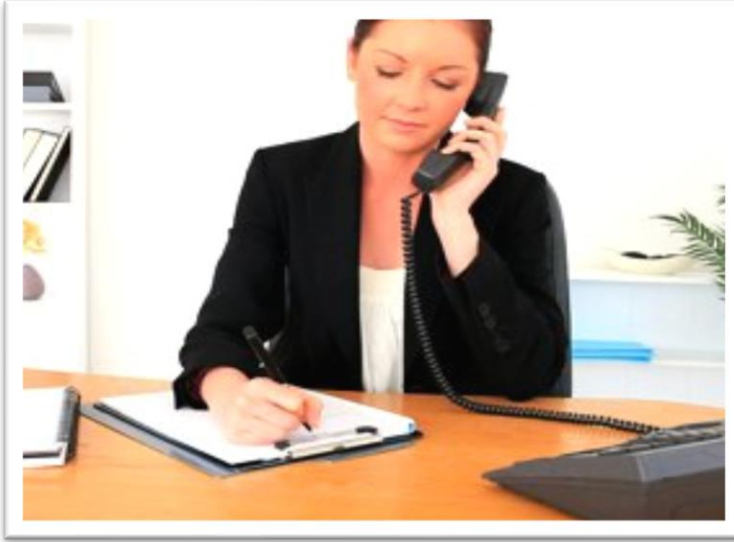
What is a Special Meeting?

- ▶ Any meeting other than a regular meeting, regardless of label.
- ▶ May be called by the presiding officer or a majority of the members of the governing body.
- ▶ Has special notice requirements.
- ▶ The meeting may be about more than one topic.
- ▶ However, **no final action** may be taken on a topic **unless the topic was listed in the notice for the meeting.**

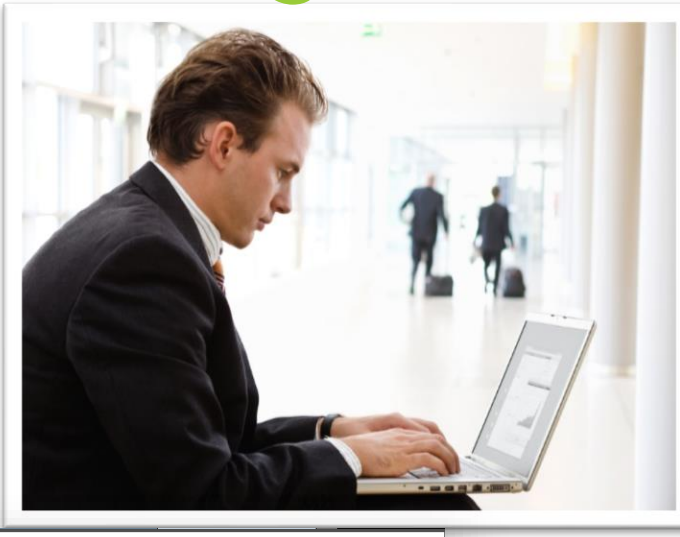
Serial (or “Rolling”) Meetings



Telephone Tree



Practice Tips to Avoid OPMA Violations When Using Email



OPMA – ELECTRONIC COMMUNICATIONS

PRACTICE TIPS

For Local Government Success



These practice tips are intended to provide practical information to local government officials and staff about electronic communications and requirements under the Open Public Meetings Act (OPMA), chapter 42.30 RCW. Electronic communications between members of an agency's governing body can implicate the OPMA, and these practice tips will help guide you in identifying and addressing key issues in this regard.* For more information and resources visit www.mrsc.org/opmapra

An Email Exchange Can Constitute a Meeting

If you, as a member of the governing body (e.g., city council, board of commissioners, planning commission), communicate with other members of the governing body by email, keep in mind that email exchanges involving a majority of members of the governing body can constitute a "meeting" under the OPMA. This principle also applies to text messaging and instant messaging.

What types of email exchanges can constitute a meeting? If a majority of the members of the governing body takes "action" on behalf of the agency through an email exchange, that would constitute a meeting under the OPMA. Note that taking "action" under the OPMA can occur through mere discussion of agency business, and that any "action" may be taken only in a meeting open to the public. The participants in the email exchange don't have to be participating in that exchange at the same time, as a "serial" or "rolling" meeting can occur in violation of the OPMA.

Recommendations: As a member of the governing body, consider the following tips to avoid potential OPMA violations:

- Passive receipt of information via email is permissible, but discussion of issues via email by the governing body can constitute a meeting.
- An email message to a majority or more of your colleagues on the governing body is allowable when the message is to provide only documents or factual information, such as emailing a document to all members for their review prior to the next meeting.
- If you want to provide information or documents via email to other members of the governing body, especially regarding a matter that may come before the body for a vote, have the first line of the email clearly state: "For informational purposes only. Do not reply."
- Unless for informational purposes only, don't send an email to all or a majority of the governing body, and don't use "reply all" when the recipients are all or a majority of the members of the governing body.
- Alternatively, rather than emailing materials to your colleagues on the governing body in preparation for a meeting, have a designated staff member email the documents or provide hard copies to each member. It's permissible, for example, for a staff member to communicate via email with members of the governing body in preparation for a meeting, but the staff member needs to take care not to share any email replies with the other members of the governing body as part of that email exchange.

The OPMA and Email - Practice Tips

- ▶ Passive receipt of information via email is permissible – but discussion of issues via Committee email can constitute a meeting.
- ▶ It's generally OK to email a majority or more of the Committee only documents or factual information.
- ▶ For such information-only emails to other members of the governing body, have the first line of the email clearly state: "For informational purposes only. Do not reply."
- ▶ Except for information-only emails, don't send an email to all or a majority of the Committee, and don't use "reply all" when the recipients are all or a majority of the Committee.
- ▶ Alternatively, have a designated staff member email the documents or provide hard copies to each member of the governing body.

Closing Recommendations

OPMA – ELECTRONIC COMMUNICATIONS

PRACTICE TIPS

For Local Government Success



These practice tips are intended to provide practical information to local government officials and staff about electronic communications and requirements under the Open Public Meetings Act (OPMA), chapter 42.30 RCW. Electronic communications between members of an agency's governing body can implicate the OPMA, and these practice tips will help guide you in identifying and addressing key issues in this regard.* For more information and resources visit www.mrsc.org/opmapra

An Email Exchange Can Constitute a Meeting

If you, as a member of the governing body (e.g., city council, board of commissioners, planning commission), communicate with other members of the governing body by email, keep in mind that email exchanges involving a majority of members of the governing body can constitute a "meeting" under the OPMA. This principle also applies to text messaging and instant messaging.

What types of email exchanges can constitute a meeting? If a majority of the members of the governing body takes "action" on behalf of the agency through an email exchange, that would constitute a meeting under the OPMA. Note that taking "action" under the OPMA can occur through mere discussion of agency business, and that any "action" may be taken only in a meeting open to the public. The participants in the email exchange don't have to be participating in that exchange at the same time, as in a "serial" or "rolling" meeting can occur in violation of the OPMA.

Recommendations: As a member of the governing body, consider the following tips to avoid potential OPMA violations:

- Passive receipt of information via email is permissible, but discussion of issues via email by the governing body can constitute a meeting.
- An email message to a majority or more of your colleagues on the governing body is allowable when the message is to provide only documents or factual information, such as emailing a document to all members for their review prior to the next meeting.
- If you want to provide information or documents via email to other members of the governing body, especially regarding a matter that may come before the body for a vote, have the first line of the email clearly state: "For informational purposes only. Do not reply."
- Unless for informational purposes only, don't send an email to all or a majority of the governing body, and don't use "reply all" when the recipients are all or a majority of the members of the governing body.
- Alternatively, rather than emailing materials to your colleagues on the governing body in preparation for a meeting, have a designated staff member email the documents or provide hard copies to each member. It's permissible, for example, for a staff member to communicate via email with members of the governing body in preparation for a meeting, but the staff member needs to take care not to share any email replies with the other members of the governing body as part of that email exchange.

OPMA – EXECUTIVE SESSIONS

CHECKLIST

For Local Government Success



The Open Public Meetings Act (OPMA) requires specific steps be taken in order to hold an executive session. Use this checklist to guide your agency's compliance with the OPMA related to executive sessions.* For more information and resources visit www.mrsc.org/opmapra

	Requirement	Completed/ Applicable
Meeting	An executive session can only be held as part of a regular or special meeting.	Yes
Purpose	The presiding officer announces in open session the purpose of the executive session.	Yes
End Time	The presiding officer announces in open session the time the executive session will end.	Yes
Legal Counsel	Legal counsel is present during the executive session, if required. (See topics below and on the next page for discussions that require the presence of legal counsel.)	Yes
Confidentiality	At the start of the executive session, participants are reminded that discussions are confidential.	Yes
Topics	Related to local governments, the following topics set forth in RCW 42.30.130(1) can be discussed in executive session:	
	• Matters affecting national security. RCW 42.30.130(1)(a).	Yes
	• Lease or purchase of real estate if there's a likelihood that disclosure would increase the price. RCW 42.30.130(1)(b).	Yes
	• Consideration of the minimum offering price for sale or lease of real estate if there's a likelihood that disclosure would decrease the price. RCW 42.30.130(1)(c).	Yes
	• Notice: First action setting or hearing public property must be taken in open session.	Yes
	• Negotiations on the performance of a public bid contract. RCW 42.30.130(1)(d). See back of page.	Yes
	• Complaints or charges brought against a public officer or employee. RCW 42.30.130(1)(f).	Yes
	• Notice: At council's request, discussion must be in open session.	Yes
	• Qualifications of an applicant for public employment. RCW 42.30.130(1)(g). See back of page.	Yes
	• Performance of a public employee. RCW 42.30.130(1)(h). See back of page.	Yes
	• Qualifications of an applicant/candidate for appointment to elective office. RCW 42.30.130(1)(i). See back of page.	Yes
	• Agency enforcement actions. RCW 42.30.130(1)(j). See back of page.	Yes
	• Notice: Requires presence of legal counsel.	Yes
	• Current or potential litigation. RCW 42.30.130(1)(k). See back of page.	Yes
	• Notice: Requires presence of legal counsel.	Yes
	• Legal risks of current or proposed action. RCW 42.30.130(1)(l). See back of page.	Yes
	• Notice: Requires presence of legal counsel.	Yes
Extended End Time	If the executive session is not completed by the originally announced end time, the presiding officer announces the extended end time in open session before returning to executive session.	Yes
Resuspension	Open session is not resumed until after the announced end time.	Yes

Meeting Date: _____
 Attendees: _____
 Form Completed By: _____
 Date: _____

*DISCLAIMER: This checklist is meant to provide summary information on executive sessions; the checklist is not intended to be regarded as specific legal advice. Consult with your agency's legal counsel about this topic as well.

OPMA – AGENCY OBLIGATIONS: A STARTING POINT

PRACTICE TIPS

For Local Government Success



The basic requirement of the Open Public Meetings Act (OPMA) is that meetings of governing bodies be open and public. Use these practice tips to guide your agency's OPMA compliance.* For more information and resources visit www.mrsc.org/opmapra

Basic Requirements

- All meetings open and public. All meetings of governing bodies of public agencies must be open to the public, except for certain exceptions outlined in the OPMA. RCW 42.30.030.
- Quorum. Generally, a meeting occurs when a quorum (majority) of the governing body is in attendance and action is taken, which includes discussion or deliberation as well as voting. RCW 42.30.030(2) & (3).
- Attendees. All persons must be permitted to attend and attendees cannot be required to register their names or other information as a condition of attendance. Disruptive and disorderly attendees may be removed. RCW 42.30.040 & .050.
- No secret ballots. Votes may not be taken by secret ballot. RCW 42.30.060(2).
- Adoption of ordinances, resolutions, rules, regulations, and orders must be adopted at a public meeting or they are invalid. RCW 42.30.060(1).

Position in Agency	Required to Comply
Member of a governing body	
☐ City or Town Councilmember or Mayor ☐ County Commissioner or County Councilmember ☐ Special Purpose District Commissioner/Board Member	Yes
Member of a subagency created by ordinance or legislative act, e.g.:	
☐ Planning Commission ☐ Library Board ☐ Parks Board ☐ Civil Service Commission	Yes
Member of a committee	
☐ Committees that act on behalf of the governing body, conduct hearings, or take testimony or public comment	Yes
Agency staff	No

Penalties for Noncompliance

- Actions null and void. Any action taken at a meeting which fails to comply with the provisions of the OPMA is null and void. RCW 42.30.060(1).
- Personal liability. Potential personal liability of \$100 for any member of a governing body who attends a meeting knowing that it violates the OPMA. RCW 42.30.120(1).
- Agency liability. Any person who prevails against an agency in any action in the courts for a violation of the OPMA will be awarded all costs, including attorney fees, incurred in connection with such legal action. RCW 42.30.120(2).

OPMA Training Requirements: Effective July 1, 2014

- Every member of a governing body of a public agency must complete training requirements on the OPMA within 90 days of assuming office or taking the oath of office.
- In addition, any member of a governing body must complete training at intervals of no more than four years as long as they remain in office.

*DISCLAIMER: These practice tips are meant to provide summary information on basic agency obligations of the OPMA; the practice tips are not intended to be regarded as specific legal advice. Consult with your agency's legal counsel about this topic as well.

May 2014

OPMA – NOTICE REQUIREMENTS

PRACTICE TIPS

For Local Government Success

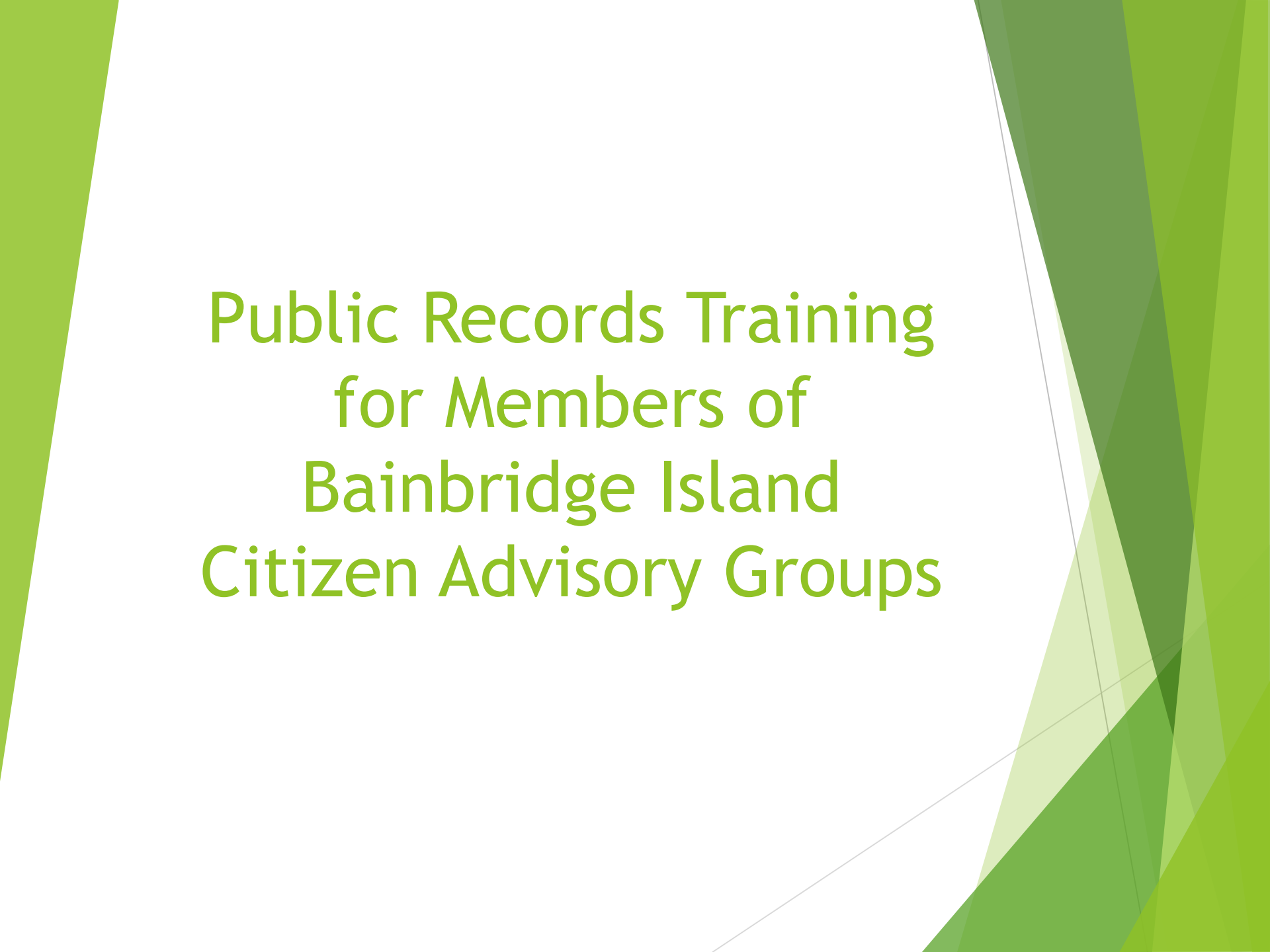


Under the Open Public Meetings Act (OPMA), to ensure that agency deliberations and other actions are conducted and taken openly, agencies are required to provide sufficient public notice of their meetings. Use these practice tips as a starting guide for OPMA notice requirements.* For more information and resources visit www.mrsc.org/opmapra

	Regular Meetings (RCW 42.30.070)	Special Meetings (RCW 42.30.080)
Definition and Agenda	Held in accordance with a schedule fixed by ordinance, resolution, policy, or other rule. Effective June 12, 2014, agendas must be made available on the agency's website at least 24 hours in advance of the meeting unless the agency: 1. Doesn't have a website; or 2. Employs fewer than 10 full-time equivalent employees. There are no other notice requirements for regular meetings in the OPMA. However, other relevant laws apply to some local governments. For example, other laws are required to establish a procedure for notifying the public of the preliminary agenda for the forthcoming council meeting (although not necessarily posted as well as regarding upcoming hearings. RCW 35A.22.150; RCW 35.22.280; RCW 35.23.221; RCW 35.27.205. There are no similar requirements for counties or special purpose districts related to preliminary agendas.	Anything other than a regular meeting. May be called by the presiding officer or a majority of the members of the governing body. The special meeting notice must specify the date, time, and place of the special meeting, and the business to be transacted. • Personal notice. Written notice must be delivered personally, by mail, fax, or e-mail at least 24 hours before the meeting to: 1. Each member of the governing body, unless the member submits a written waiver of notice in advance with the clerk, or the member is actually present at the meeting; and 2. Each member of the news media who has on file with the governing body a written request for notice of special meetings. • Website notice. Notice must be posted on the agency's website 24 hours in advance of the meeting, unless the agency: 1. Doesn't have a website; or 2. Employs fewer than 10 full-time equivalent employees; or 3. Doesn't employ personnel whose duty as defined by a job description or existing contract, is to maintain or update the website. • Notice at agency's principal location. Notice must be prominently displayed at the main entrance of the agency's principal location and the meeting site if the meeting isn't held at the agency's principal location.
Emergency	In an emergency situation (e.g., fire, flood, earthquake, or other emergency), a meeting may be held at a site other than the regular meeting site, and the notice requirements under the OPMA are suspended during such an emergency.	The notices required for special meetings aren't required if a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when those requirements of each notice would make notice impractical and increase the likelihood of such injury or damage.
Holidays	Regular meetings that will be held on a holiday, if a regular meeting falls on a holiday, the meeting must be held on the next business day.	Although not specifically addressed by the OPMA, we recommend that special meetings not be held on holidays out of consideration for public participation.
Resuspension	There are no restrictions on the type of business that may be transacted at regular meetings.	Resuspension cannot be taken on any matter not listed in the special meeting notice.

*DISCLAIMER: These practice tips are meant to provide summary information on the notice requirements of the OPMA; these tips are not intended to be regarded as specific legal advice. Consult with your agency's legal counsel about this topic as well.

May 2014

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic visual effect.

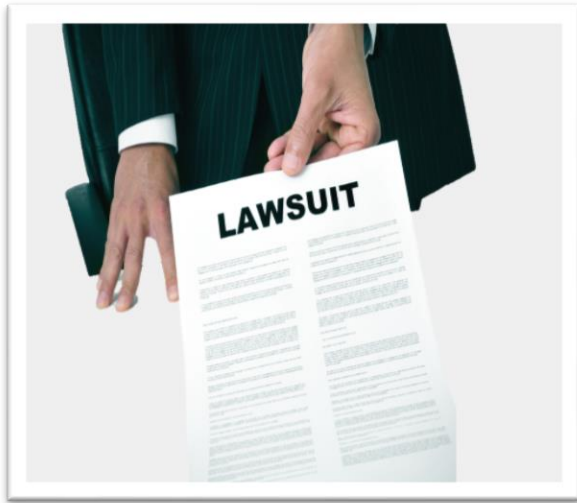
Public Records Training for Members of Bainbridge Island Citizen Advisory Groups

**Thank You for Volunteering
and for Your Commitment to
Open Government.**

Today's Topics

1. What are the penalties for violations of records retention law and the PRA?
2. Complying with the PRA.
3. What is a public record?
4. Responding to a PRA request.
5. Use of email for agency business
6. Exemptions and prohibitions.

Penalties



References: Chapter 42.56 RCW; chapter 40.16 RCW

PRA Penalties

- ▶ Per day penalties from \$0 to \$100
- ▶ Costs and fees

Also, as a committee member, the appointing authority (e.g., the City Council) has the authority to remove you from the committee based on a violation of City policy.



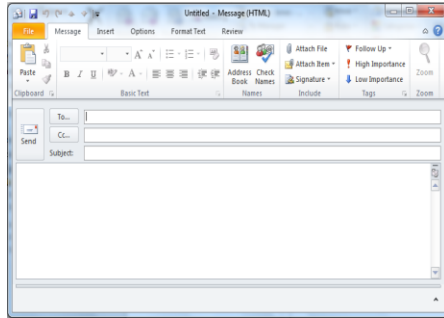
Purposes of the PRA

- People don't yield sovereignty to local government
- Maintain right to know
- People maintain control through access to information
- Fully protect public interest

Prepared
Owned
Used
Retained



Common Types of Public Records



Key Concept

- Consider the content of the record.
- A record is a public record if it relates to the conduct of government or the performance of any governmental or proprietary function, and it meets one of the POUR factors.
- A record is not a public record if it relates solely to personal matters and not to agency business.

“Use” of a Record

- A record is “used” by an agency if the record contains information that the agency either employs for, applies to, or makes instrumental to a governmental purpose.

Using Email for Committee Business

- ▶ Use your City account for all committee business
- ▶ Use your City account only for committee business.
- ▶ If you get a committee-related email message via your personal account, forward the email to your City account, and respond to the sender and indicate to them that all committee-related emails need to be sent to you via your City email address.

Texts Related to Committee Business

- ▶ Do not send texts related to committee business.
- ▶ If you receive a committee-related text message on your personal phone, use the following procedure:
 - 1) Reply with a message stating that all written committee-related communications must be through your City email address.
 - 2) Forward both the original text and your response as an attachment to your City email account.
 - 3) Include the date, sender & recipient name, and brief description of the topic in the subject line of the email.

Social Media and Committee Business

- ▶ Do not use social media for committee business.
- ▶ If you receive a committee-related message on your personal social media account, use the following procedure:
 - 1) Reply with a message stating that all written communication must be through your City email address.
 - 2) Forward both the original message and your response as an attachment to your City email account.
 - 3) Include the date, sender & recipient name, and brief description of the topic in the subject line of the email.

Social Media and Committee Business

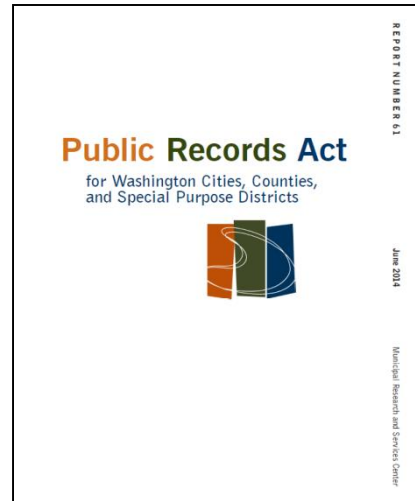
- ▶ Every committee is encouraged to work with Kristen Drew, the City's Communications Coordinator
- ▶ Kristen Drew, Communications Coordinator
kdrew@bainbridgewa.gov
206.780.3741 (office)

Email, Text, and Social Media Recap

- ▶ Use your City email account for all committee business.
- ▶ Use your City email account only for committee business.
- ▶ Do not send texts related to committee business.
- ▶ Do not use social media for committee business.

Exemptions Under the PRA

- ▶ Exemptions are narrowly construed
- ▶ Exemptions are permissive rather than mandatory



Closing Recommendations

ELECTRONIC RECORDS – PRA AND RECORDS RETENTION		
DO'S AND DON'TS		
For Local Government Success		
These Do's and Don'ts are intended to provide summary guidance related to use of electronic records and electronic devices in compliance with the Public Records Act (PRA) (chapter 42.56 RCW) and records retention law (chapter 40.54 RCW). For a more thorough analysis of these issues, please review our related guide: Electronic Records – PRA and Records Retention Practice Tips . [*] For more information and resources also visit www.mrsc.org/opnmapra		
	Do	Don't
Agency Computer	Do use your agency computer to conduct agency business. This allows your agency to retain records appropriately and locate such records in response to a PRA request.	Don't delete records from your agency computer (or any computer) unless you're certain the records aren't public records, or the records are past their required record retention period. (If you have any doubt about deleting records, check with your agency's legal counsel.)
Personal Computer	Do use your personal computer to remotely access your agency's file server and email server (if your agency allows for such remote access).	Don't use your personal computer to conduct agency business unless you do so by accessing your agency's server(s) remotely. If that's not possible and you use your personal computer to conduct agency business, make sure that you: • Retain all public records with retention value; and • Provide those records to your agency so the agency can retain the records appropriately and make them available if a PRA request is made for such records.
Agency Email Account	Do use your agency email account to conduct agency business. This allows your agency to retain its records appropriately and to locate such records in response to a PRA request.	Don't delete emails sent or received from your agency email account unless you're certain the emails aren't public records, or the emails are past their required record retention period. (If you have any doubt about deleting emails, check with your agency's legal counsel.)

PRA – AGENCY OBLIGATIONS: A STARTING POINT	
CHECKLIST	
For Local Government Success	
The Public Records Act (PRA) establishes basic procedural requirements that each agency must adopt. Use this checklist as a start for PRA compliance. [*] For more information and resources visit www.mrsc.org/opnmapra	
☐	Assign a Public Records Officer (PRO) Post the PRO's contact information at the agency's place of business, on the agency's website (if any), and in any relevant publications. RCW 42.56.040.
☐	Adopt a Local Public Records Act Policy The local PRA policy should outline reasonable regulations for the agency's handling of public records requests, such as the agency's response process when it receives a records request. The policy must be prominently displayed. RCW 42.56.045.
☐	Publish a List of Exemptions and Prohibitions Found Outside the PRA Publish a list of exemption and prohibitions to disclosure other than those listed in the PRA. RCW 42.56.070. Examples of these other types of exemption and prohibitions can be found in Appendix C of MRSC's <i>Public Records Act</i> publication.
☐	Maintain an Index of Public Records Maintain a current index of many types of agency records unless to do so would be unduly burdensome for the agency. If it's unduly burdensome, the agency must adopt a formal order specifying the reasons why and the extent to which compliance would unduly burden or interfere with agency operations. RCW 42.56.070.
☐	Adopt a PRA Fee Schedule Establish fees for PRA costs, including costs for hard copies, electronic copies, and mailing costs. RCW 42.56.070 and RCW 40.56.120.
☐	Provide for a Review Procedure for any Denial of Records An agency must provide for review of a denied or limited records. The review can be conducted by the PRO's supervisor, the agency's attorney, or any individual designated by the agency. Review is deemed complete two business days after the initial denial. RCW 42.56.120.
☐	PRA Training Requirements, Effective July 1, 2014 (see Office of the Attorney General: <i>Open Government Training Act</i> (O & A)) • Every local elected official and every local government PRO must receive records training (PRA training concerning chapter 42.56 RCW and records retention training concerning chapter 40.54 RCW). • This training must be completed no later than 30 days after these elected officials and PROs take their oath of office or assume their duties. They must also receive "refresher" training at intervals of no more than four years.

*DISCLAIMER: These practice tips are meant to provide summary information on basic procedural requirements of the PRA; this checklist is not intended to be regarded as specific legal advice. Consult with your agency's attorney about its use as well.

May 2014

ELECTRONIC RECORDS – PRA AND RECORDS RETENTION



PRACTICE TIPS

For Local Government Success

These practice tips are intended to provide practical information to local government officials and staff about electronic records and requirements under the Public Records Act (PRA) (chapter 42.56 RCW) and records retention law (chapter 40.54 RCW). The tips are based on real-world experiences, as played out in our courts and otherwise.^{*} For more information and resources visit www.mrsc.org/opnmapra

Key Initial Point
In the context of these practice tips, it's important to keep in mind that the vast majority of records—including electronic records—that agencies deal with are public records. That said, it's also important to recognize that: (1) not all records prepared, owned, used, or retained by an agency are public records; and (2) not all public records have retention value.

Key Terms as Used in These Practice Tips
Electronic record: An electronic record (e-record) is a record you can access through an electronic device. E-records include documents, emails, voice messages, texts, tweets, instant messages, photos, and videos.
Electronic device: An electronic device (e-device) is any device you can use to access e-records. E-devices include desktop computers, laptops, smart phones, other cell phones, and tablets.

Remember These General Principles for Electronic Records

1. Think before you "POUR." Regardless of the e-device you use to create or access an e-record, if that e-record, no matter its form, is prepared, owned, used, or retained by the agency, and its content relates to the conduct of government or the performance of any governmental or proprietary function, it's a public record.
2. Establish agency policies/procedures. Agencies should adopt effective policies and/or procedures related to e-communications and e-devices, including appropriate use and retention requirements.
3. Failure to comply can be costly. Knowledge of, and compliance with, the rules that apply to production and retention of e-records and use of e-devices is essential, because even inadvertent mistakes can result in serious consequences for your agency.

What kind of consequences? If a PRA requester wins in court, an agency will be subject to daily penalties ranging from \$5-\$100 per day (the trial court decides the amount), and the court will award attorney fees and costs to the requester in the context of records retention requirements. It's a

Check out MRSC's Public Records (and OPMA) Practice Tips and Checklists.

PRA – HOW TO PERFORM AN ADEQUATE SEARCH FOR RECORDS	
PRACTICE TIPS	
For Local Government Success	
The Public Records Act (PRA), chapter 42.56 RCW, requires that agencies perform an adequate search to locate records responsive to a public records request. The PRA itself doesn't provide detailed provisions on how to conduct an adequate search. Rather, such requirements can be found in court decisions interpreting the PRA, including <i>Neighborhood Alliance v. Spokane County</i> , 172 Wn.2d 702 (2013). These practice tips are based on such case law. Use these tips to guide your agency's search for responsive records. [*] For more information and resources visit www.mrsc.org/opnmapra	
Adopt a Standard Methodology to Search for Records	
(This methodology will apply to each search.)	
1	Records organization. Understand how each department within your agency organizes and retains its records.
2	Implement an effective system for locating and collecting responsive records. With an effective system in place, an agency can more efficiently find records responsive to a PRA request and more easily defend itself against a challenge that its search for records was inadequate, especially in situations in which the agency finds no records responsive to a PRA request. a. How does the agency inform applicable staff and officials about a PRA request? - TIP: Consider having the Public Records Officer (PRO) email the records request to applicable staff and officials and require them to actively respond regarding whether they have responsive records via the "reply" function in Microsoft Outlook (or equivalent). b. Who searches for the records? - TIP: If the PRO searches for records, consider developing a "tip sheet" identifying locations to search for commonly-requested records, listing commonly-used search terms, and providing other key information (see below). - Special Search Tip for Incoming PRA Requests
(These tips are generally applicable to all requests and some are particularly useful for non-routine requests.)	
1	Be clear on what the requester is seeking. • In determining the scope of the search, take care not to interpret the request too narrowly. • If the request is unclear, seek clarification from the requester. • Document any communication the agency has with the requester.

*DISCLAIMER: These practice tips are meant to provide tips on how to perform an adequate search; the tips aren't intended to be regarded as specific legal advice. Consult with your agency's attorney about this topic as well.



DESIGN FOR BAINBRIDGE 2019

ACKNOWLEDGMENTS

DESIGN REVIEW BOARD

Jane Rein
Jim McNett
Joe Dunstan
Peter Perry
Alan Grainger
Jason Wilkinson
Carl Yurdin

CONSULTANT TEAM

Lesley Bain, Framework
Jeff Arango, Framework
Daniel S. Harris, Framework
Monica Taylor, Framework
Jonathan Morley, Berger Partnership
Matthew Coates, Coates Design Architects
Robert Hutchinson, Coates Design Architects

PLANNING COMMISSION

Kimberly McCormick
Mack Pearl
Dom Doman
Jon Quitslund
William Chester
Lisa Macchio
Joe Paar
Sarah Blossom

CITY OF BAINBRIDGE ISLAND STAFF

Heather Wright, Director of Planning and Community Development
Christy Carr, Senior Planner
Mark Epstein, Engineering Project Manager
Kristen Drew, Communications Coordinator



STENZ CONTENTS

1 DESIGN FOR BAINBRIDGE

The Island
Design Principles
How to Use this Document
Definitions

2 DESIGN REVIEW

Process
Submittal Requirements

3 CONTEXT ANALYSIS

Components of Analysis

4 DESIGN STANDARDS & GUIDELINES

Site Design
Public Realm
Building Design
Landscape

5 STREET TYPES & FRONTAGES

Street Types
Building Frontages

6 SUBDIVISION GUIDELINES

Subdivision Guidelines

7 SUPPLEMENTAL GUIDELINES

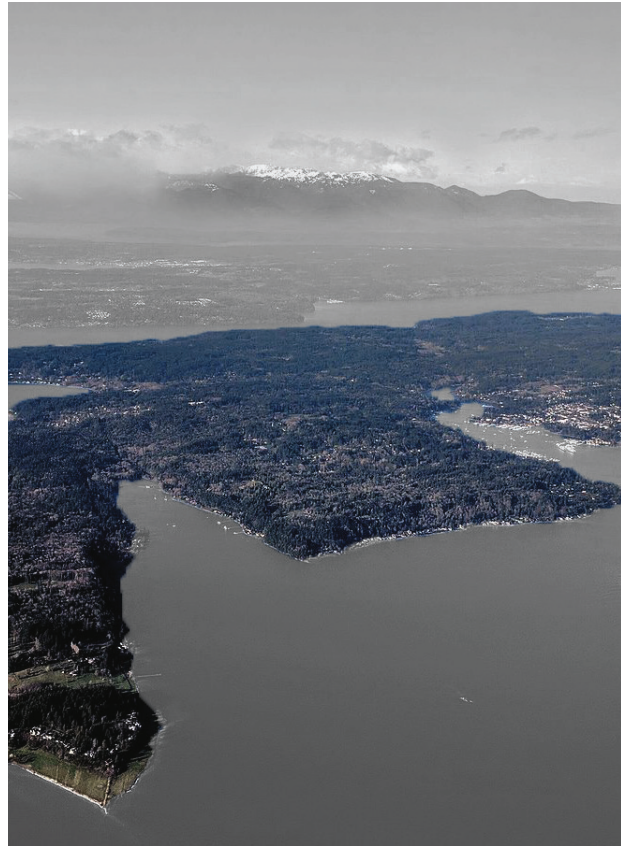
Larger Sites
Historic Places
Civic Uses

1 DESIGN ON BAINBRIDGE

The Island

Bainbridge Island is a close knit community with several neighborhood centers and a lively, walkable downtown in Winslow with a mix of shops, services and activities. The Island attracts residents and visitors with its magnificent natural setting and mix of rural and small-town charm, all a short ferry commute from Downtown Seattle. The City's residents are committed to preserving the Island's sense of community and green spaces, and deeply value the Island's natural lands, coastlines and enduring connection to local agriculture.

The City's Design Guidelines are based on the existing policies, principles and values established in Bainbridge Island's Comprehensive Plan and through community engagement. Each of these values and principles as they relate to the design of new development is articulated in the following section, and the guidelines draw on these principles and offer specific guidance to inform design at various scales and stages, including site design, building design and composition, and architectural detailing. The Guidelines were carefully crafted to ensure that new development reflects Bainbridge Island's common values and culture, and that it contributes to and enhances the City's built environment.





Values + Principles

The Bainbridge Island community values authenticity and design that is specific to Bainbridge. Generic approaches to design for sites, streets, buildings, and other elements are inconsistent with the island character and values.



DESIGN FOR BAINBRIDGE

Bainbridge Island's architecture is diverse, spanning a range of eras and architectural styles, but its urban fabric maintains a defining character and continuity within its varied buildings, streets and neighborhoods. Good design is the thoughtful composition of buildings, landscape and public spaces that creates a meaningful relationship to a building's surroundings and contributes to the public realm and neighborhood fabric. These guidelines define the responsibility of new development to respect neighborhood context, and respond sensitively to the surrounding built and natural environment to contribute to the community.

DESIGN FOR SUSTAINABILITY & CLIMATE RESILIENCE

Bainbridge residents cherish the Island's natural environment and are committed to protecting and restoring the ecological and hydrological functions of its natural lands and water bodies. Sustainable design and green building practices help reduce the burden of development on natural systems, and help ensure Bainbridge Island is climate resilient. Concentrating growth in the Island's urban centers through the zoning code, and around shared infrastructure conserves natural habitat and recreation areas. Specific elements of site design, building design, construction, and operation, such as efficient use of energy and water, integration of renewable energy, use of sustainable and ethical materials can mitigate the environmental toll of new development and address local climate vulnerabilities.

DESIGN FOR A WALKABLE, BIKABLE AND CONNECTED COMMUNITY

Part of a safe, healthy and sustainable community is a walkable, bikable and transit friendly built environment that encourages active transportation. Walkable, bike- and transit-friendly development that reduce reliance on cars can help improve air quality and enhance help residents live healthier more active lives. New development should support alternative travel modes and contribute to the individual's connection to place. Thoughtful design can further both these goals enhancing the public realm that ties together the city's buildings, which in turn improves the quality of the walkable and bikable experience.

DESIGN FOR HEALTH, EQUITY, AND INCLUSION

Healthy housing development and expanding educational and civic institutions support diverse and inclusive growth, and help build thriving neighborhood centers. Design can have an effect not only on the community's look and feel, but also on housing affordability to people of different means, and the comfort of people from different backgrounds. Building an accessible community that can support transit and creates a quality pedestrian experience can help grow employment locally, improve quality of life, and lay the foundation for a more diverse community. New development, such as efficient use of energy and water, integration of renewable energy, use of sustainable and ethical materials.

DESIGN TO FOSTER CULTURE AND SOCIAL WELL-BEING

The contributions of Bainbridge Island's residents through the arts, agriculture, and active organizations are a piece of what defines the City. Bainbridge Island's rich history, and dynamic cultural life are supported by the City's buildings, parks, and public spaces. They represent the community's experiences and foster a robust public life in Bainbridge Island's downtown, in distinct neighborhoods and in the Islands rural areas. New development should contribute to and create spaces that are accessible and reflect local culture and identity.

DESIGN FOR CONNECTIONS TO THE NATURAL ENVIRONMENT

Bainbridge Island's natural environment is not simply a scenic backdrop for its built environment - the two are intimately connected. New development should draw inspiration from and preserve natural areas, responding to natural features like slopes, streams, heritage trees and wetlands in ways that minimize disturbance and leave ecological functions intact.

How to Use this Document

Design for Bainbridge provides guidance for applicants to successfully navigate the design review process. This section highlights several key elements of the design review process to improve clarity and predictability for the City, applicants, and the public.

When is Design Review Required?

The Bainbridge Island Municipal Code (BIMC) specifies the types of development or other activities that require design reviews in Section 2.16.040. Those BIMC rules require design review for the following project types:

- a. Nonresidential Development
 - › A new non-residential building or other structure
 - › A change of use where traffic, parking, noise or other impacts are greater than the previous use; as determined by the direction
 - › The expansion, remodel, or alteration of any building or other structure by more than five percent of its existing floor area, or overall size in cases where floor area is not applicable; or expansion that creates a new dwelling unit; or
 - › The construction of new wireless communications support structures (but not the location of wireless facilities on existing buildings).

- b. Subdivisions

The development of single-family homes and minor activities or improvements like routine maintenance, interior work, or projects that don't require a building permit or a change of use are exempt.

Design Standards vs Guidelines

Design for Bainbridge includes both Design Standards and guidelines. Standards are clearly defined and applied based on the context of the surrounding neighborhood and site. Guidelines are more flexible and provide different approaches to meeting the Design Standards. For a project to be approved it must comply with all applicable Design Standards and demonstrate how the project team has applied the guidelines to meet those standards. Design Standards and guidelines, and the development to which they apply are defined below.

Design Standards: Standards mandate planning and design actions that the applicant must incorporate in their project application. Compliance with standards is mandatory and failure to meet a mandatory standard may be used as a basis for the city's denial of a project application.

Design Guidelines: Guidelines are voluntary and not mandatory; however, compliance with guidelines may be necessary to comply with the Design Standards. Guidelines provide a variety of ways to satisfy the Design Standards based on the specific context and site. Failure to meet a voluntary guideline cannot be used by the city as a basis for a project denial.

Development: Development means all structures and other modifications to the natural landscape above and below ground, on a particular site. Design review applies to all development for major site plan or subdivision review).

Relationship to Other Regulations and Permit Review

Design review is part of an integrated land use and development review process that includes zoning, subdivisions, building permits, and other regulations for shoreline development and critical areas in the State Environmental Policy Action (SEPA). The Design Review Board (DRB) in coordination with City staff is responsible for design review, which focuses solely on compliance with the Design Standards and guidelines contained in this document. Regulations for zoning, subdivisions, and buildings are reviewed and approved by other parties within the City. Design review starts early in the City's permit process and concludes with final review and recommendation from the DRB before Planning Commission review for major site plan and subdivision applications. The final permit decision varies by the permit type but is typically made by the Planning Director or the City's Hearing Examiner. For more information on the permit review processes please refer to the City's Administrative Manual.

Design Review Process

Design review begins with context and site analysis and starts a dialogue between the applicant and the DRB before plans and designs are developed for the site. The process includes three meetings with the DRB and one with the community before the permit application and accompanying materials are submitted. Once the applicant has submitted their final materials to the City, the project undergoes final design review with recommendation of approval or denial from DRB before the project proceeds to the Planning Commission for site plan, subdivision, and related review. This process, detailed in the following section, is intended to align with the Design Standards, guidelines, and analysis requirements in this document.

Departures

Design for Bainbridge is intended to provide flexibility in meeting the Design Standards and applying the Design Guidelines to projects. However, there may be circumstances where the applicant has proposed a design solution that meets the guiding principles and intent of the standards and guidelines but is not in strict compliance. Departures may be approved by the final decision-maker with a recommendation on approval or denial by the DRB for projects under their review.

Definitions

Active means fostering human activity and interaction, often to describe streets and public spaces with pedestrian traffic, events and programming, or uses that draw facilitate or serve as a backdrop for human interactions such as shops and restaurants.

Built Environment means the parts of our physical surroundings that are created by and for humans and serve as the setting for human activity.

Character is the distinctive qualities of a place, building or street.

Civic Uses are public buildings or institutions owned and operated by governmental or other public agencies. This includes government offices, courthouses, police and fire stations, and schools.

Context is the physical and cultural environment around a specific site and how the site relates to those surroundings.

Development means all structures and other modifications of the natural landscape above and below ground, on a particular site.

Design Standards mandate planning and design actions that the applicant must incorporate in their project application. Compliance with standards is mandatory and failure to meet a mandatory standard may be used as a basis for the city's denial of a project application.

Design Guidelines are voluntary and not mandatory; however, compliance with guidelines may be necessary to comply with the Design Standards. Guidelines provide a variety of ways to satisfy the Design Standards based on the specific context and site. Failure to meet a voluntary guideline cannot be used by the city as a basis for a project denial.

Fenestration is the arrangement, proportioning, and design of windows and doors in a building.

Frontage means street-facing facade of a building and its relationship to the street.

Heat Island Effect is the tendency for built areas be hotter than their surroundings because of absorbed solar radiation and lack of vegetation, in particular, trees.

Human Scale is the scale at which humans can comfortably interact with their environment based on the physical and cognitive characteristics and capabilities of the human body.

Impervious Surface means a nonvegetated surface area which either prevents or retards the entry of water into the soil mantle as under natural conditions prior to development and/or a hard surface area which causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled macadam or other surfaces which similarly impede the natural infiltration of stormwater.

Massing: the shape, form and size of buildings.

Natural Systems such as ecosystems or water and nutrient cycles, are systems that exist in nature independent of human involvement and are composed of physical and biological materials and processes.

Permeable materials allow stormwater to infiltrate into the ground.

Public Realm mean the spaces around, between and within buildings that are publicly accessible, and support public life and social interaction.

Resilience or climate resilience is the ability to anticipate, prepare for, and respond to hazardous events, trends, or disturbances related to climate.

Stormwater Runoff is the rainfall that flows over land, paved surfaces, building rooftops.

Right-of-Way: means all public streets and property granted or reserved for, or dedicated to, public use for streets, walkways, sidewalks, bikeways, parking, and horse trails, whether improved or unimproved, including the air rights, subsurface rights, and related easements.

Scale means a proportionate size, extent, degree or level of detail typically in relation to a standard point of reference.

Stormwater Infiltration is the process by which rainfall and stormwater runoff flows into and through the subsurface soil

Street Edge is where private property meets the public right-of-way.

Sense of Place is the relationship with the place and its identity as felt by residents and visitors and shaped through experiences of a place's natural, human-made, cultural and historical features.

Street Types are the classifications for each street on the Island according to common functions and existing or desired characteristics. The permitted building frontages for each Street Type specify setbacks requirements and treatments between the building and street edge,

Transpiration is the process by which water moves through a plant and evaporates into the atmosphere from its leaves and exterior surfaces.

SUSTAINABILITY DEFINED

The term “sustainability” has become a frequently-used buzz word. Sometimes it is even used in an attempt to “green wash” a project or a proposal. Because sustainability is such a fundamental value in Bainbridge Island’s design guidelines, a clear definition is needed. In common parlance, sustainability is defined as follows:

The ability to be maintained at a certain rate or level. Common examples are: “the sustainability of economic growth”; “the long-term sustainability of the project.”

In the realm of ecology and the survival of the planet and all its inhabitants, sustainability is best defined in the context of living systems. Thus, “sustainability” means, simply, “to align with natural forces, or at least not to defy them,” and is about everything we do as humans. To use the phrase “environmental sustainability,” for example, or “sustainable agriculture” or a “sustainable economy,” while grammatically correct, does not exemplify the true definition of, nor foster application of the real meaning of, sustainability. Sustainability, properly used, is about the entire planet as a living system, including all life forms.

Viewing a community as a living system recognizes that the “rules of the house” are non-negotiable biophysical principles and the elements of sustainability rest upon those principles.

To further understand this approach to community, it helps to know that “ecology” and “economics” have the same root: eco from the Greek oikos, or home. Ecology is the knowledge or understanding of the house, and economics is the management of the house—and it is the same house. Therefore, understanding our community as a living system—an ecosystem—will give us not only a new understanding of “economy” and “economics,” but also will foster a vision of the future, along with strategies for its realization, that focus on resiliency, adaptability, and attunement with nature.

If we perceive ourselves and all we create as part of an ecosystem, it is easy to understand that our community is a living system within which there are nodes of wealth: social, natural and financial. All interact as a system and are linked together through nutrient cycles and energy flows, and the maintenance and health of these networks is essential to the overall health and prosperity of our community.

- Jane Rein, Design Review Board

2 DESIGN REVIEW

Design Review Process

The design review process, standards, and guidelines are structured to support good design and a deliberate design process from context and site down to design detailing. Design review is an interactive process intended to help applicants comply with relevant standards and guidelines and develop designs for the project that fit Bainbridge Island and the unique context of the site.

1 Conceptual Proposal Review

The conceptual proposal review meeting is an informal meeting between the applicant and the Design Review Board to review site-specific conditions and contextual considerations for the design of development on site. This discussion is intended to inform strategies for site planning and massing that respond sensitively to the neighborhood context.

2 Design Guidance Review

Design guidance review meetings with the Design Review Board offer guidance to potential applicants during the design process on conceptual alternatives. The purpose of the design guidance review meeting is to review how the proposed alternatives fit the surrounding context with a focus on the development's program, uses, site plan, and massing.

3 Pre-Application Review

The design review meeting with the Board is intended to provide input on preliminary, site, building plans and elevations, and ensure design guidelines before the application set is finalized.

4 Final Design Review

At this meeting, the Board will review the final application plans for guidelines compliance and ensure that the project reflects any revisions recommended by the Board at previous meetings. The design review board will also consider any requested departures from the Design Guidelines, the rationale for those departures and their consistency with the intent and principles of the guidelines.

WHAT REQUIRES DESIGN REVIEW:

Nonresidential projects
5+ Unit multifamily projects
Projects in guideline areas

DISCUSSION TOPICS & MATERIALS

1

CONCEPTUAL PROPOSAL REVIEW

Context Analysis
Site Analysis
Statement of Intent



DRB MEETING

2

DESIGN GUIDANCE REVIEW

Concept Design & Alternatives
Massing & Siting Options



PREAPPLICATION SUBMISSION



DRB MEETING

3

PRE-APPLICATION REVIEW

Site and Landscape Plans
Building Plans & Elevations
Guideline Compliance



COMMUNITY MEETING



DRB MEETING



APPLICATION STAGE

4

FINAL DESIGN REVIEW

Submittal Requirements

1 Conceptual Proposal Review

Site Analysis

- a. Aerial map of with property lines marked and street labeled within 500 feet.
- b. Photos of the site;
- c. Topography, physical, and natural features on the site;
- d. Landscaping and tree species 6" or greater in diameter, and an arborist report for any landmark trees;
- e. Vehicular and pedestrian access to the site including curbs;
- f. Summary of applicable zoning standards and Design Guidelines.

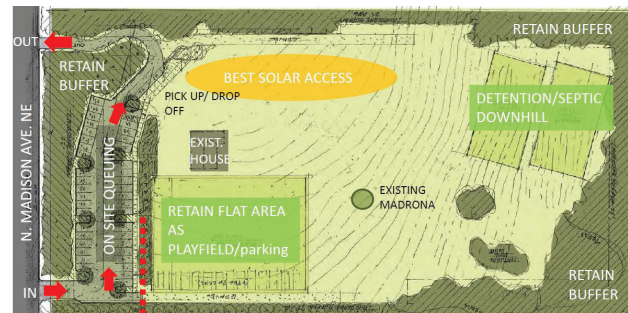
Context Analysis

- a. Vicinity map(s) indicating:
 - › Property lines;
 - › Footprints of structures and existing ground and upper floor uses;
 - › Zoning districts and overlays;
 - › Natural features, recognized landmarks and designated historic sites or structures; and
 - › Roadways, sidewalks, trails, bicycle facilities and transit stations.
- b. Photos of properties, structures, adjacent rights-of-way, natural features, and streetscapes within 500 feet.

Preliminary Development Program (Optional)

- a. Preliminary Development Program (Residential or Live/Work Units, Retail or Office SF, Number of Parking Stalls); and
- b. Description of how the program fits within the context and any sustainability, preservation or conservation goals as part of the project.

Conceptual site analysis



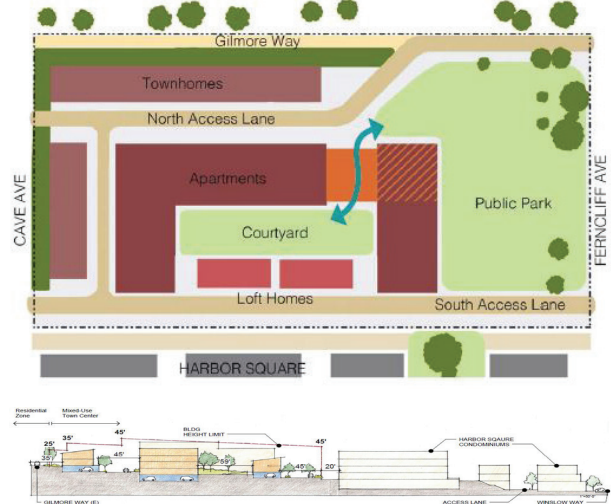
Context analysis map



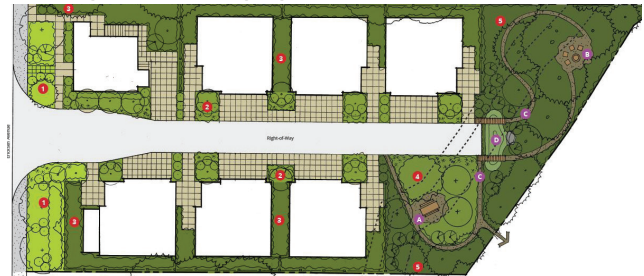
2 Design Guidance Review

- Vision Statement & Design Intent;
- Conceptual site plan and architectural massing concepts, and a description of how these designs respond to the context;
- Development Program (Residential or Live/Work Units, Retail or Office SF, Number of Parking Stalls);
- Description of how the program fits within the context and any sustainability, preservation or conservation goals as part of the project;
- Graphical illustration of the overall massing at street level;
- Narrative explanation of design cues from nearby architectural and natural features;

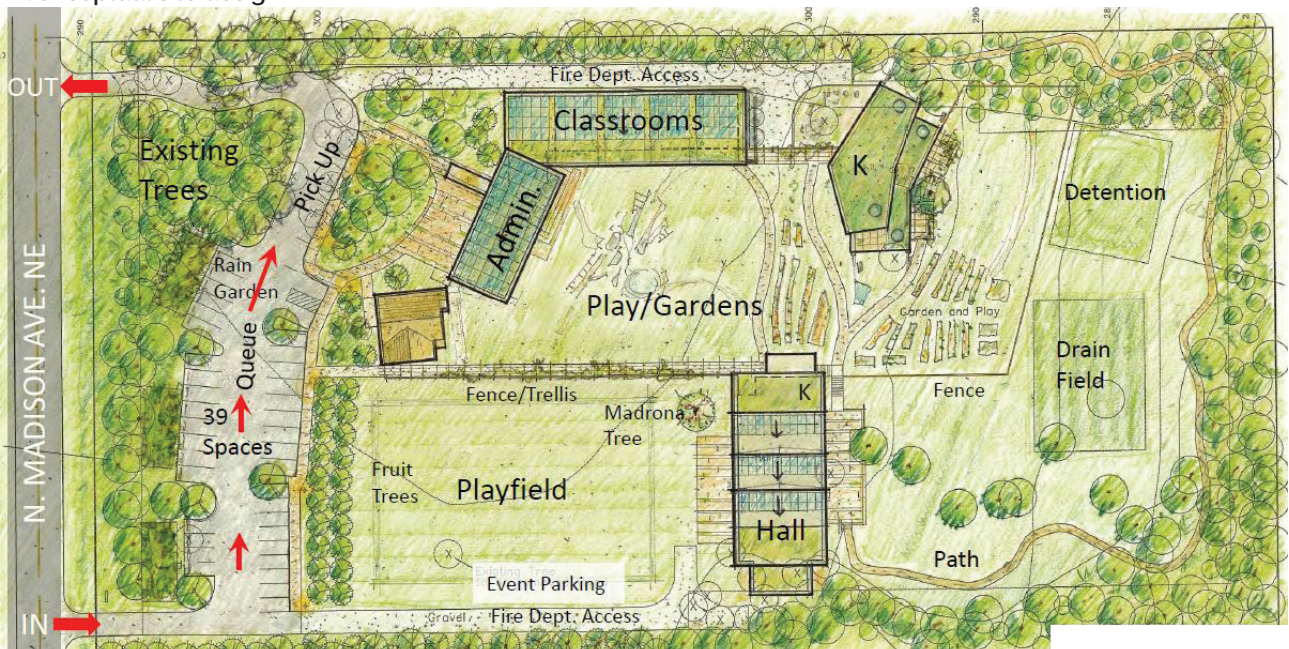
Conceptual site plan & massing cross section



Conceptual landscape plan



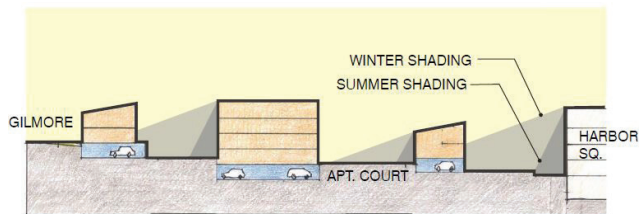
Conceptual site design



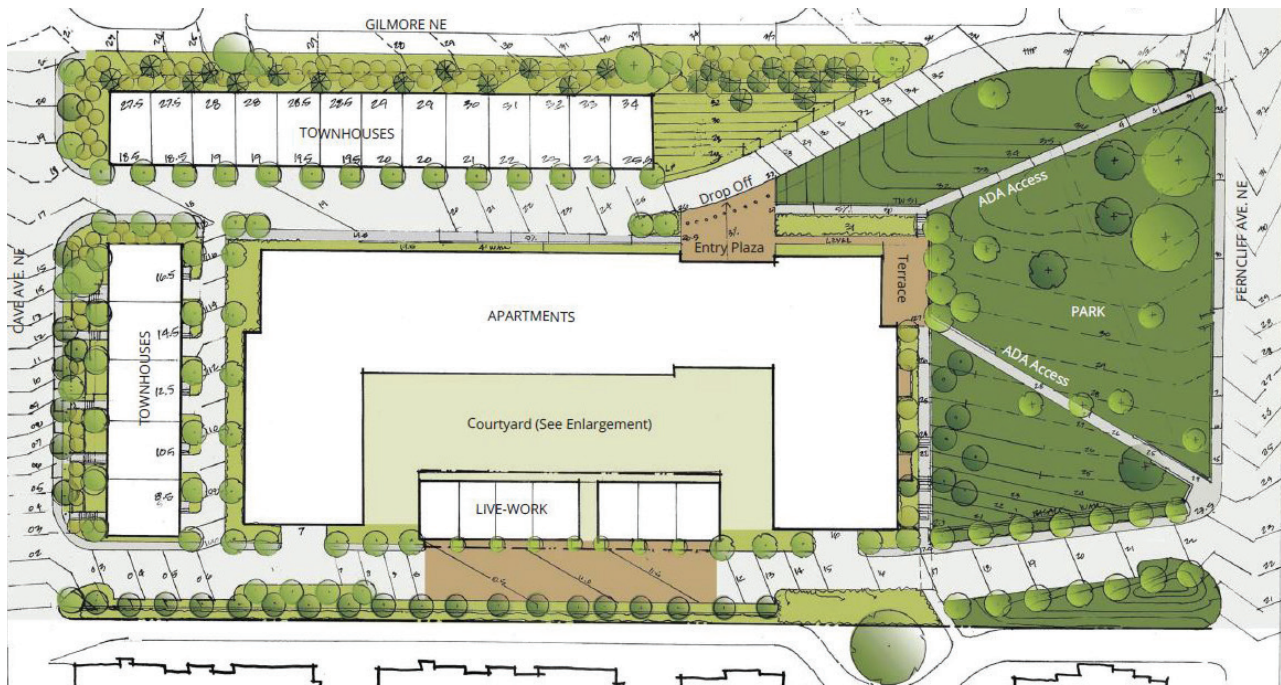
3 Pre-Application Review

- a. Illustrative Site Plan, including:
 - › Property lines and easements and rights-of-way with dimensions;
 - › Footprints of structures on adjacent properties with height in feet and stories;
 - › Topography, physical and natural features on the site;
 - › Vehicular and pedestrian access to the site including curbs; and
 - › Landscaping and tree species 6" or greater in diameter, and an arborist report for any landmark trees.
- b. Conceptual floor plans with uses differentiated by color, including property lines and adjacent properties;
- c. Preliminary building plans and elevations annotated with facade treatments, materials and colors;
- a. Sun/Shadow Graphical Analysis;
- d. Summary of applicable zoning standards and Design Guidelines, and how applicant intends to meet those standards and guidelines as part of the proposed development with conceptual diagrams or graphics;
- e. Description of how the project relates to guiding principles, and meets the intent of applicable Design Guidelines; and
- f. Summary of all anticipated departures from applicable guidelines.

Sun/Shadow Analysis



Illustrative Site Plan



4

Final Design Review

- a. Statement of Design Intent and how the project incorporated applicable guidelines;
- b. Vicinity Map including property lines and rights-of-way with dimensions, footprints of buildings on adjacent properties, and natural features (landmark trees, streams, wetlands and steep slopes);
- c. Final Site Plan Illustration in Color;
- d. Final Landscape and Planting Plans;
- e. Color Rendering or perspective illustration of the Proposed Development from the street and from an axiomatic view;
- f. Final Floor Plan;
- g. Final building plans and elevations for all facades;
- h. Detailed Drawings of Façade Treatments;
- i. Materials Palette, samples and cut sheets for all façade materials included in elevation drawings; and
- j. Full summary and rationale for all requested departures from Design Guidelines and zoning parameters.

Perspective Illustration



Color elevations with materials



APARTMENT - NORTH ELEVATION



APARTMENT - EAST ELEVATION



APARTMENT - WEST ELEVATION



APARTMENT & LOFT HOMES - SOUTH ELEVATION

3

CONTEXT ANALYSIS

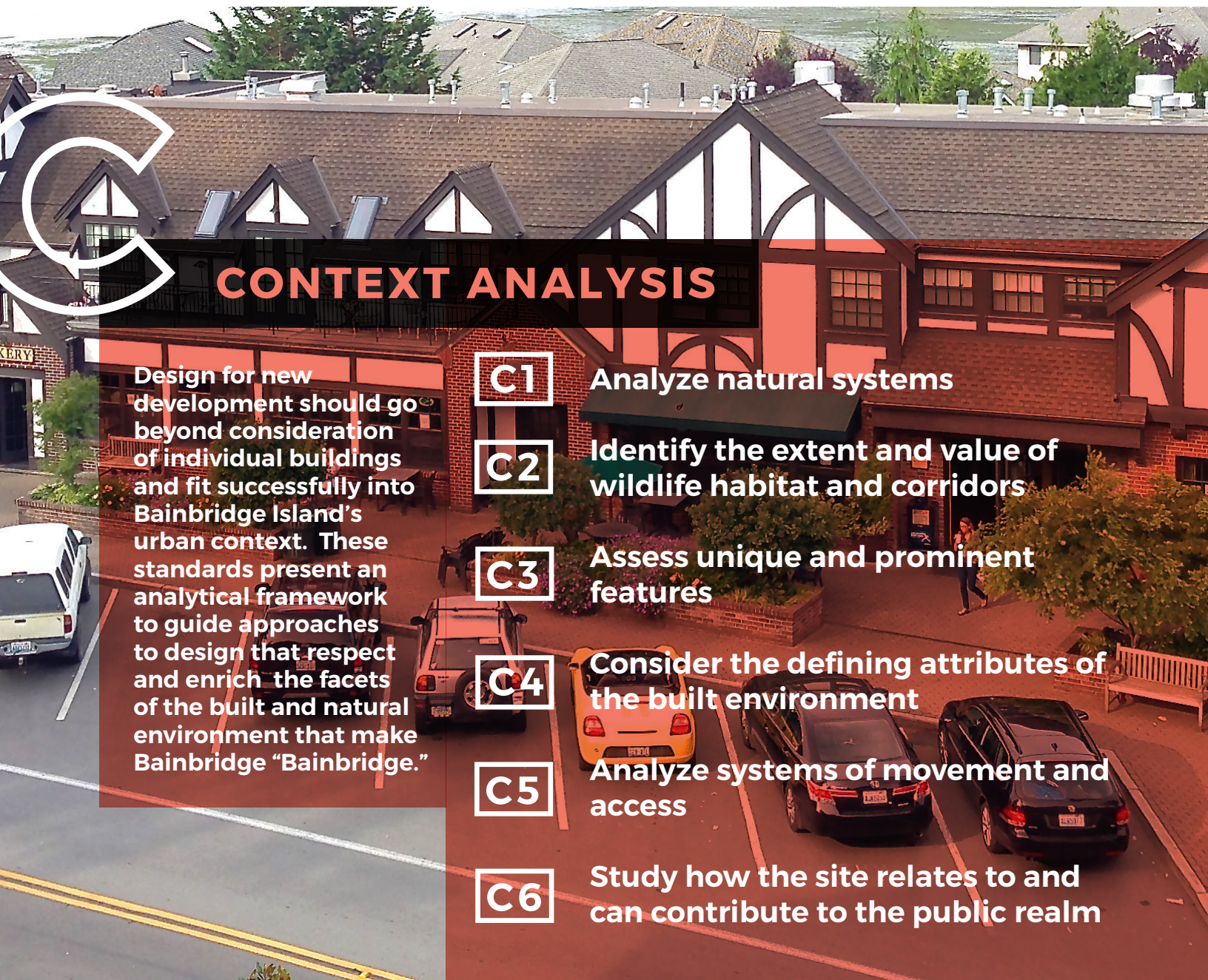
Introduction

Your site is part of our community.

A thorough understanding of all aspects of the site and its context is fundamental to design that fits and contributes to Bainbridge Island's unique built and natural environments. Development affects its setting through each facet of their design in ways that can be striking or largely invisible to the public. It is not enough to simply describe the context, but to analyze the qualities of the context to understand and their implications for design.

An effective context analysis will carefully examine the relationship between the site, potential development, and the surrounding environment. This creates a foundation for design that takes cues from patterns in the surroundings and contributes to the Island's unique character, while preserving and repairing the natural environment. Sustainability is an overarching goal for design on Bainbridge, and will be a key component in all respects of this analysis.

Context analysis is a pre-requisite for application of Design Standards and guidelines. This section outlines requirements for applicants to present their understanding of the site's context. The components of the analysis included here are intended to be part of the review process, and will be the focus of the Conceptual Proposal Review, the first meeting of the design review process.



CONTEXT ANALYSIS

Design for new development should go beyond consideration of individual buildings and fit successfully into Bainbridge Island's urban context. These standards present an analytical framework to guide approaches to design that respect and enrich the facets of the built and natural environment that make Bainbridge "Bainbridge."

C1

Analyze natural systems

C2

Identify the extent and value of wildlife habitat and corridors

C3

Assess unique and prominent features

C4

Consider the defining attributes of the built environment

C5

Analyze systems of movement and access

C6

Study how the site relates to and can contribute to the public realm

C1

NATURAL SYSTEMS

Natural systems include water and hydrology; vegetation, forestry and soils; solar access and wind conditions. The natural systems analysis is the basis of designing a project that minimizes impacts and maximizes sustainable solutions for each project.

Analyze

Water:

stormwater, streams, wetlands, aquifers, shorelines

Soil:

stormwater infiltration, geological hazards, soil stability

Vegetation:

major trees, forested areas, and plant communities

Solar Access:

sun and shadow conditions on and near site

Wind:

prevailing wind direction

Resiliency:

current and future flood risk and tidal inundation, heat vulnerability and heat waves

C2

WILDLIFE HABITAT & CORRIDORS

Bainbridge's exceptional ecosystem and wildlife habitat is highly valued by the community, and development must be balanced with the diversity and abundance of native plants and animals. Habitat includes the terrestrial and marine environment, not only along the shoreline, but for upland sites as well.

Analyze

Habitat:

known species, identified key habitat

Connectivity:

existing or desired connections between key habitat areas

Shoreline:

existing conditions of waterfront sites



UNIQUE & PROMINENT FEATURES

Some sites merit special attention because of how they relate to features that make Bainbridge distinct and memorable. These include a variety of natural and human-made features including views and vistas, bluffs, shorelines, bodies of water, historic buildings and working farms. The design review process will focus on minimizing impact on the visibility or character of these valued features as experienced from the public realm.

Analyze

Natural Features:

views and view corridors, significant trees, forested areas, outcroppings, waterfront and beaches

Human-made Features:

civic or publicly significant buildings or structures, working farms, harbors and marinas

Historic Sites:

past human activity, historic sites and buildings



BUILT ENVIRONMENT

The patterns of human-made buildings and spaces around the site inform project design. Appropriate design responses are not encouraged to mimic the built context of the site, but to find ways to be compatible and contribute to the surroundings.

Analyze

Massing:

height, bulk, and form of nearby buildings

Siting:

setbacks from property lines, access points, relationship between buildings and open spaces

Scale:

how features, design elements and proportions relate to the human experience

Uses:

services, schools, special populations

C5

PUBLIC REALM

Public realm includes streets, sidewalks, parks, civic buildings and other places that are accessible to the public. These spaces are often enlivened by adjacent retail or other privately-owned entities. The public realm is at the heart of civic life, and the relationship of projects to the public realm is a fundamental design issue.

Analyze

Building Frontages:

relationship of nearby buildings to the sidewalk and streets

Activities:

nearby retail or other activities

Open Space:

location and type of nearby public and private open spaces

Landscape:

patterns of trees or other significant vegetation

Utilities

utility poles, junction boxes, utility meters, stormwater

C6

SYSTEMS OF MOVEMENT & ACCESS

The site context includes its connection to streets, sidewalks, open spaces, and trails. Appropriate approaches to site design will prioritize pedestrians, transit and principles of universal design, and will strive to create new connections wherever possible.

Analyze

Streets:

street classification, width, traffic levels, parking

Sidewalks:

pedestrian network, materials

Transit:

nearby transit facilities

Bicycles:

nearby bike facilities

Access

patterns of nonmotorized and motorized access

4 DESIGN STANDARDS & GUIDELINES

Introduction

Design Standards establish the minimum requirements for Design for Bainbridge to take advantage of the opportunities of the surrounding context and site while contributing to the neighborhood. To provide some flexibility, creativity in design, and address the specifics of each site the Design Guidelines provide a variety of ways to meet the standards. Design Standards and guidelines are defined in Section 1 as a part of *How to Use this Document* - and are repeated below.

Design Standards: Standards mandate planning and design actions that the applicant must incorporate in their project application. Compliance with standards is mandatory and failure to meet a mandatory standard may be used as a basis for the city's denial of a project application.

Design Guidelines: Guidelines are voluntary and not mandatory; however, compliance with guidelines may be necessary to meet Design Standards. Guidelines provide a variety of ways to satisfy the Design Standards based on the specific context and site. Failure to meet a voluntary guideline cannot be used by the city as a basis for a project denial.

SITE DESIGN

- S1** Natural Systems
- S2** Wildlife Habitat
- S3** Unique Features
- S4** Built Environment
- S5** Systems of Movement

PUBLIC REALM

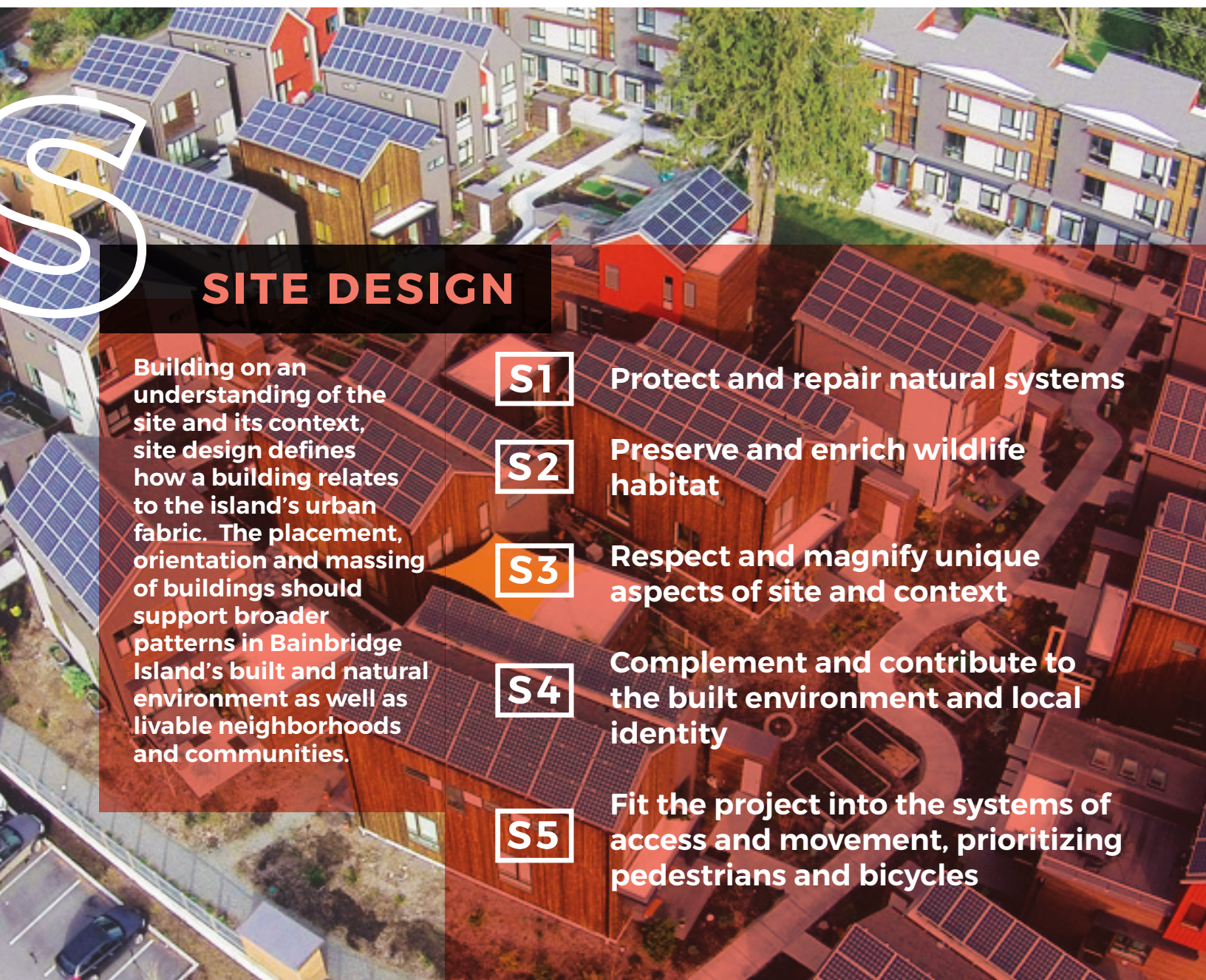
- P1** Walking & Cycling
- P2** Vehicles in the Public Realm
- P3** Hierarchy of Public Spaces
- P4** Connections to Public Spaces
- P5** Block & Frontage Patterns
- P6** Activity on Commercial Streets

BUILDING DESIGN

- B1** Clear Organizing Concept
- B2** Appropriate Architectural Language
- B3** Facade Composition & Scale
- B4** Sustainable Design
- B5** Materials & Detailing

LANDSCAPE

- L1** Landscape & Architecture
- L2** Public Realm
- L3** Sustainable Features
- L4** Green Infrastructure
- L5** Wildlife Habitat
- L6** Views & View Corridors



SITE DESIGN

Building on an understanding of the site and its context, site design defines how a building relates to the island's urban fabric. The placement, orientation and massing of buildings should support broader patterns in Bainbridge Island's built and natural environment as well as livable neighborhoods and communities.

S1

Protect and repair natural systems

S2

Preserve and enrich wildlife habitat

S3

Respect and magnify unique aspects of site and context

S4

Complement and contribute to the built environment and local identity

S5

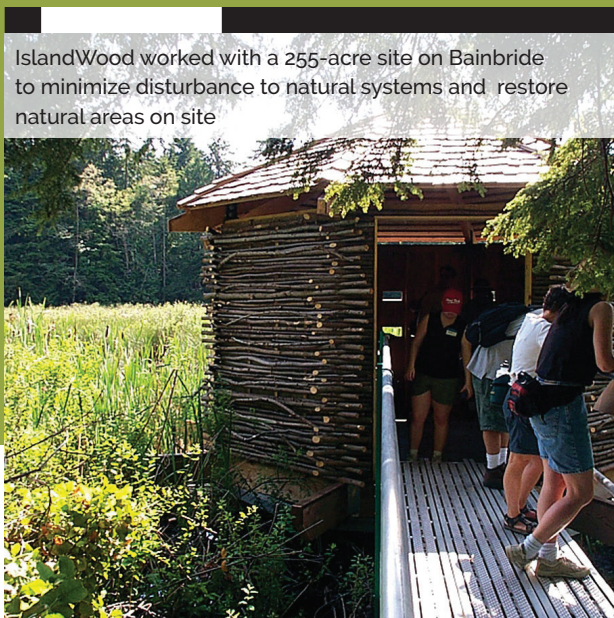
Fit the project into the systems of access and movement, prioritizing pedestrians and bicycles

S1 PROTECT AND REPAIR NATURAL SYSTEMS

Intent

Design for new development should protect existing natural systems and mitigate disturbance to the maximum extent possible. In addition, designers should look for ways to heal and repair the Island's natural systems that have been impacted by previous development. Site design should embrace relationships to larger natural systems, and use these systems to inform sustainable design at the site and building level.

- a. Use natural topography to inform project design, stepping up or down hillsides .
- b. Minimize soil disturbance and excavation, and preserve natural topsoil.
- c. Preserve the hydrological functions of the site and create opportunities for natural stormwater infiltration.
- d. Incorporate natural water features, habitat, and native plant communities on-site into project design so that they are ecologically functional.
- e. Minimize and disconnect impervious cover to reduce runoff.



S2 PRESERVE, RESTORE AND ENRICH WILDLIFE HABITAT

Intent

Urban growth often comes at the expense of natural habitat, degrading and fragmenting sensitive plant communities, wetlands, and riparian corridors that provide habitat for local fish, wildlife and pollinators. New development on Bainbridge Island should protect and restore habitat on site and connect to local habitat corridors.

- a. Incorporate existing natural habitat and landscape into site design.
- b. Connect new landscaped areas and fragmented habitat to networks of open space and larger habitat corridors wherever possible.
- c. Consider porous fencing, hedging and shrubs to define property edges, or gaps in fencing and reduce barriers to wildlife
- d. Promote continuous habitat through private or communal landscaped areas and repair gaps in identified wildlife corridors wherever possible.

Cedar Creek Watershed Education Center in North Bend, maintains a continuous wildlife habitat along the shore of Rattlesnake lake with green roofs and native plantings.



Dockside Green in Victoria, BC is built around system of stormwater treatment ponds that run into the upper harbor and create a network of wetland habitat.



S3

RESPECT AND MAGNIFY UNIQUE ASPECTS OF THE SITE AND CONTEXT

Intent

The character of Bainbridge is comprised by many kinds of natural and man-made features: historic buildings, views of water and mountains, rolling landscapes, forests, and farms. Development should recognize these features, avoid detracting from their prominence, and highlight them whenever possible.

- a. Work with the particular features of the site—shape, ecology, views, vegetation, hydrology and topography—to create a unique solution for the project.
- b. Preserve and highlight public views of unique features that contribute to Bainbridge's character.
- c. Support visual connections to nearby landmarks.

Madison Square in Bainbridge Island preserved older trees on the site and integrated them into landscape, while framing views of nearby buildings.



The site plan for the BelRoy in Seattle integrated an existing historic apartment into the new project with interior courtyards and pedestrian circulation.



S4

COMPLEMENT AND CONTRIBUTE TO THE BUILT ENVIRONMENT AND LOCAL IDENTITY

Intent

Buildings and open spaces should be designed to create a sense of place and contribute to neighborhood identity. Projects should be built to feel like they "belong" to their site and context, becoming part of the fabric of beloved places on Bainbridge.

- a. Site access and new structures to complement patterns in the built environment with attention to setbacks, spaces between buildings, scale, and entries along the street.
- b. Create or reinforce a well-defined rhythm of intervals of built and open spaces, designed for the human scale.
- c. Develop frontages with quality, interest and variety, using multiple smaller scale buildings if needed for to fit with neighborhood character.
- d. Avoid visually impermeable fencing, high fencing or other monolithic features along publicly visible edges of the site.

Bainbridge Island City Hall is distinct but not out of place, with a fontage fits well with the proportions of nearby buildings and a clear public entrance.



The San Juan building on Ferncliff Avenue in Bainbridge Island keeps the rhythm and scale of its surroundings with a primary facade broken into smaller sections.



S5

FIT THE PROJECT INTO THE SYSTEMS OF ACCESS AND MOVEMENT, PRIORITIZING PEDESTRIANS AND BICYCLES

Intent

Livable and sustainable communities are walkable and bikeable. Good design on Bainbridge will favor pedestrian and bicycle scale, and carefully consider the project's place in the network of streets, sidewalks and trails in decisions about entries and location of vehicular access. Projects should prioritize the pedestrian environment and encourage sustainable transportation choices.

- a. Locate and orient primary pedestrian access to the site toward major pedestrian and bicycle travel routes and transit facilities.
- b. Incorporate dedicated pedestrian access that connects and aligns with existing public and private pedestrian infrastructure.
- c. Integrate access for people of all abilities into the project design so that all visitors can be welcome through primary entries and access points.
- d. Locate at-grade parking and vehicular access away from active pedestrian areas wherever possible and screen at-grade parking from public view.
- e. Provide bicycle parking near access points to and active areas to maximize visibility and convenience.
- f. Consider including pedestrian-oriented public spaces and spaces for informal community gathering in non-residential projects.

The Ericksen Cottages in Bainbridge Island connect to Ericksen Ave with a network of pedestrian paths and shared parking areas that minimize impacts on pedestrian areas



The Winslow has integrated pedestrian access that connects the building's courtyard to surrounding streets and the building's smaller public space on Winslow Way.



S6

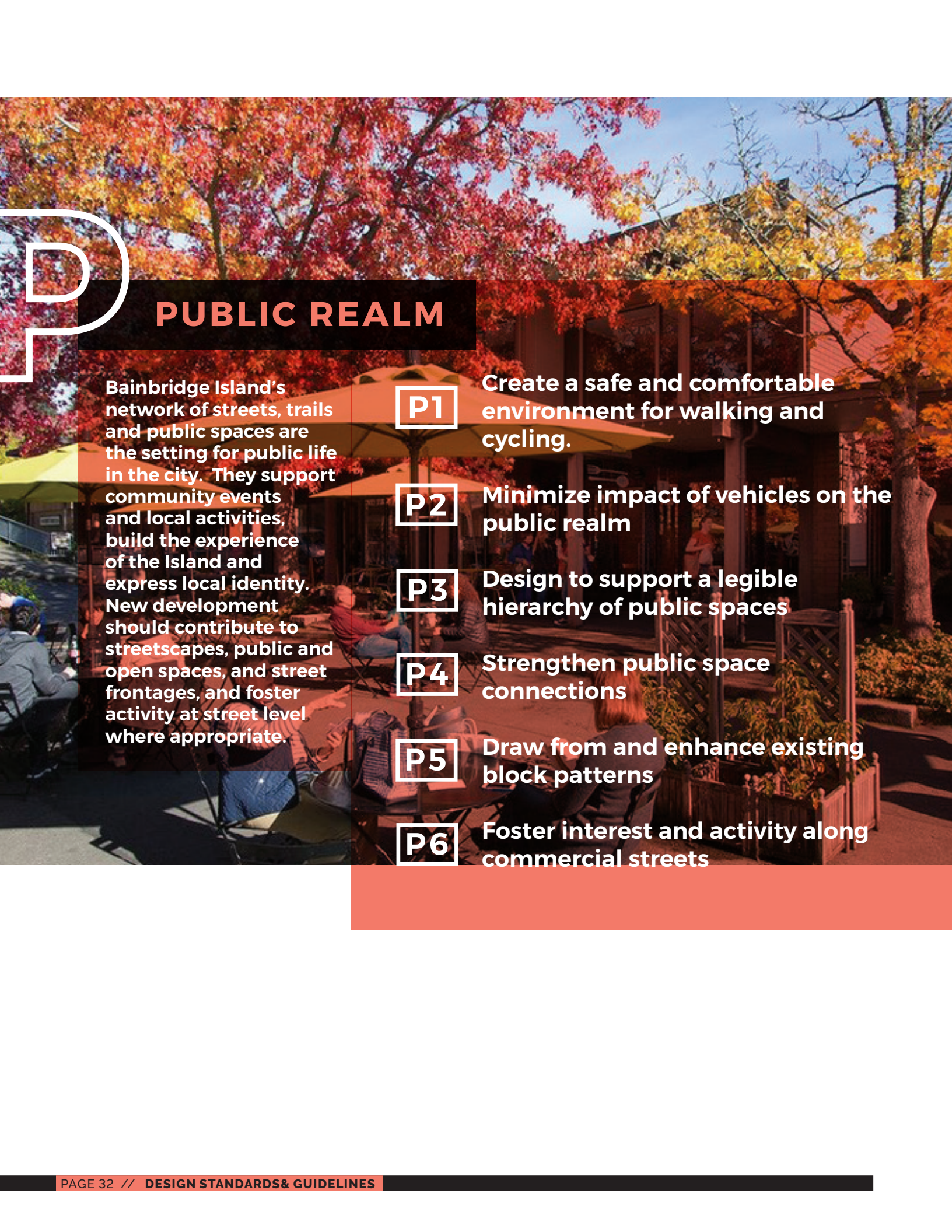
SUPPORT AND CONTRIBUTE TO A VIBRANT PUBLIC REALM

Intent

The public realm should be considered at the site planning level. Some projects will be fully private, but experienced from people passing by. Residential development will have a relationship to passers-by and visitors as well as the residents. Retail buildings and civic buildings have important relationships to the public realm, where dedicated space may be warranted. For all of these project types, the visual and physical relationship to the public realm begins at the site planning level for the most appropriate and beneficial interaction with the community.

- a. Arrange site elements to define a clear 'public front' facing toward the primary street.
- b. Minimize vehicular presence in the public realm, with driveways and garages de-emphasized in terms of location, width and design.
- c. Consider the hierarchy of uses in site design, with important uses or features emphasized.
- d. Incorporate natural systems into public spaces in the site where possible and appropriate.
- e. Give prominence to pedestrian entrances over vehicle access.
- f. Reinforce defined and active street edges and design public facing frontages to interact directly with the public realm as appropriate.





P

PUBLIC REALM

Bainbridge Island's network of streets, trails and public spaces are the setting for public life in the city. They support community events and local activities, build the experience of the Island and express local identity. New development should contribute to streetscapes, public and open spaces, and street frontages, and foster activity at street level where appropriate.

P1

Create a safe and comfortable environment for walking and cycling.

P2

Minimize impact of vehicles on the public realm

P3

Design to support a legible hierarchy of public spaces

P4

Strengthen public space connections

P5

Draw from and enhance existing block patterns

P6

Foster interest and activity along commercial streets

P1

CREATE A SAFE AND COMFORTABLE ENVIRONMENT FOR WALKING AND CYCLING

Intent

Whether a project is located in the Island's downtown, neighborhood centers, or rural areas, new development should consider the site's relationship to the pedestrian environment, and how the project can contribute to safety, comfort and continuity in the pedestrian realm.

- a. Connect on-site pedestrian walkways with existing public or private routes where projects can improve the network for people walking.
- b. Integrate universal design in pedestrian routes, access points and entries, with multi-sensory cues where appropriate in public spaces and access points using visual, auditory and tactile signals.
- c. Integrate lighting for pedestrian pathways and entrances to provide safety, mark entry locations and highlight design features.
- d. Orient primary entrances toward the site's most active public street frontage.
- e. Contribute to the network of safe bicycle routes where possible.
- f. Provide bicycle parking at access points to open spaces and buildings, and coordinate bike racks and fixtures with other outdoor furniture on site, along adjacent streets, or nearby public spaces.



P2 MINIMIZE THE IMPACT OF VEHICLES ON THE PUBLIC REALM

Intent

Public realm design should focus on people rather than cars and vehicular access. Projects should strive to keep conflicts between motorists and people walking and biking to a minimum, and support active and inviting streets by reducing the visual impact service areas, parking, and vehicular access.

- a. Encourage non-polluting transportation options, such as shared vehicle access and parking in multiple ownership circumstances.
- b. Minimize the size and number of curb cuts and locate curb cuts away from active pedestrian areas wherever possible.
- c. Screen service uses and parking when near public space using ground floor uses and/or landscaping.
- d. Reduce conflicts between pedestrians and motorists through design elements such as planters, paving patterns, or lighting.
- e. Create clearly defined pedestrian paths through parking areas with sidewalks or other dedicated facilities.



P3

DESIGN TO SUPPORT A LEGIBLE HIERARCHY OF PUBLIC SPACES

Intent

Projects should understand their location in the hierarchy of public space and respond accordingly. For example, a site that terminates a vista would be designed as a focal point, while a project that is part of the urban fabric would be designed to fit well with adjacent properties. Design to support a hierarchy of public spaces will help wayfinding and character.

- a. Use buildings to help shape and define public spaces where appropriate.
- b. Consider vistas, views and irregularities in the street network and block pattern to retain views or to create focal points.
- c. Highlight important crossings, intersections, and transitions where appropriate.



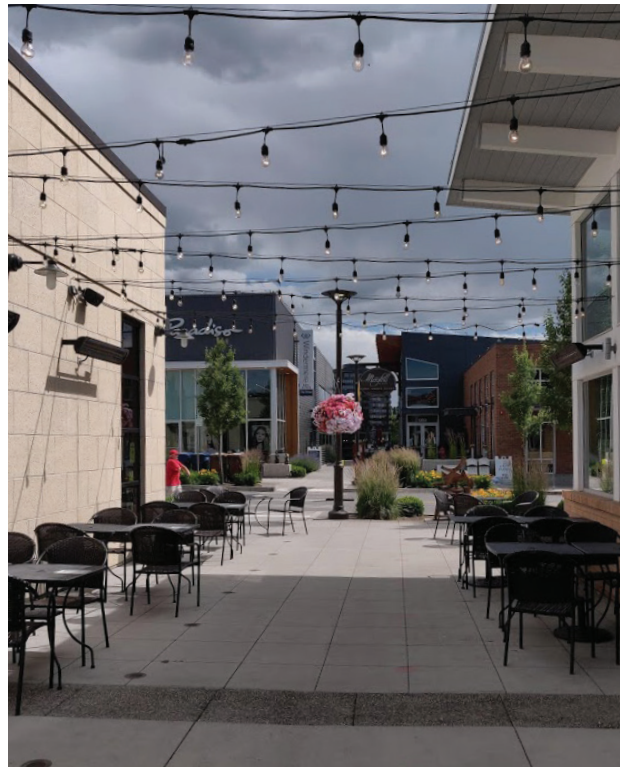
P4

STRENGTHEN PUBLIC SPACE CONNECTIONS

Intent

Design for new development on Bainbridge should pay careful attention to how the building will interact with the public realm—street, sidewalk, open spaces and landscape. Projects should look for opportunities to make stronger connections in the Island's network of public spaces wherever possible.

- a. Locate primary entrances along the main street, and contribute to the character of the street.
- b. Align public spaces, passages and access with existing pedestrian paths or desire lines where no formal paths exist. Public through-routes in Winslow are excellent examples of pedestrian-scale connections.
- c. Where appropriate, provide open spaces adjacent to the sidewalk and design public frontages to support direct engagement with the street and pedestrian activity.



P5

DRAW FROM AND ENHANCE EXISTING BLOCK AND FRONTAGE PATTERNS

Intent

Regardless of how people get around, everyone is a pedestrian at some point. Pedestrian-oriented design creates safe, accessible and welcoming for spaces for all in ways that are contextually appropriate for Bainbridge's varied environments. Whether it is in the Island's downtown, neighborhood centers, or rural areas, new development should contemplate the site's relationship to the pedestrian environment, and how the project can contribute to safety, comfort and continuity in the pedestrian realm.

- a. Seize on the prominent location of corner sites to create focal points with careful detailing and integrated public spaces.
- b. Create a porous site with public pedestrian routes through larger developments.
- c. Break down the massing of buildings and the scale of long facades to fit the rhythm of the surrounding block.
- d. Create a human scale environment at street level with detailing that adds variety and rhythm to the facade.



P6 FOSTER INTEREST AND ACTIVITY ALONG COMMERCIAL STREETS

Intent

Bainbridge is fortunate to have strong and active retail "main streets" in Winslow, Lakewood and Rolling Bay. New development should reinforce the scale and positive attributes of these commercial streets with pedestrian-scale interest and activities.

- a. Support adjacent sidewalks and public spaces with active ground floor uses and amenities such as displays, seating and public art.
- b. Place doors, windows, balconies and street-level uses to provide lines of sight for natural surveillance of the street, private and public realm.
- c. Build in multiple entries to allow for smaller storefronts, and design to allow retail facades to be adapted to the particular users to give spaces interest and character.
- d. Locate utility areas away from active spaces on commercial streets.



B

BUILDING DESIGN

Bainbridge Island's diverse buildings types and architectural styles work together with the Island's unique natural setting to create a beloved character. New development should reinforce the character of Bainbridge with thoughtful, well-designed, high quality buildings.

B1

Express a clear organizing architectural concept

B2

Use an architectural language appropriate to Bainbridge Island

B3

Create well composed facades at all scales

B4

Celebrate and prominently feature sustainable design

B5

Use high quality, sustainable materials and well-crafted details

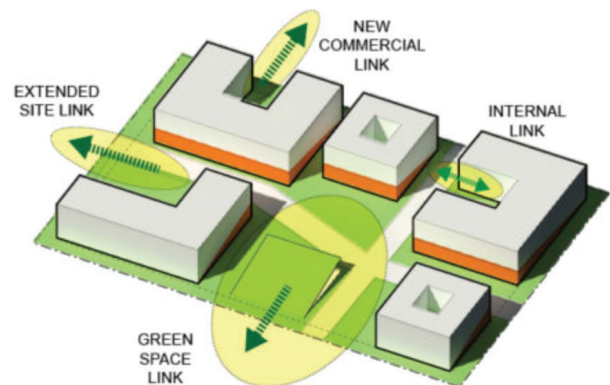
B1

EXPRESS A CLEAR ORGANIZING ARCHITECTURAL CONCEPT

Intent

Buildings are expected to have a clear architectural concept that is internally consistent, appropriate to the building's site and functions, and elegantly expressed.

- a. Base the design on a thoughtful organization of uses in plan, taking into account the arrangement of program and its relationship to the context of the site.
- b. The architectural concept should be rooted in and express sustainable design principles.
- c. The architectural concept should be appropriate to the Pacific Northwest's climate and materials, as well as to the specific conditions of the site.
- d. In the building concept and floor plan, consider the relationship of building uses and public space; for example, locating an entry lobby along the street, or designing residential windows to have a degree of privacy from passers-by.
- e. Express the rhythm of the building's structural organization in the facades.
- f. The architectural concept should make the building's uses and hierarchy legible.



B2

USE AN ARCHITECTURAL LANGUAGE APPROPRIATE TO BAINBRIDGE ISLAND

Intent

The Design Guidelines do not proscribe architectural styles, but projects are expected to have an attractive and coherent style that fits well with the climate and context of Bainbridge Island.

- a. Consider the context and history of Bainbridge Island in the building's massing, roof forms, and siting.
- b. Use materials that are locally sourced and regenerative wherever possible.
- c. Include weather-protection and other climate appropriate design as an integral part of the architectural language and detailing.



B3

CREATE WELL COMPOSED FACADES AT ALL SCALES

Intent

Projects on Bainbridge Island should be designed and built to be environmentally responsible and resource efficient throughout their life cycle. Choosing building materials, processes and systems that conserve resources can help support the health of natural systems and reduce overall environmental impact.

- a. Design all facades visible to the public to be attractive and well-proportioned, with a graceful composition of fenestration and opaque areas and a sense of texture and depth along building surfaces.
- b. Create an architectural concept appropriate to Bainbridge Island and the character of the building's surroundings.
- c. Design the building to be attractive from vantage points near and far, with all visible facades receiving full attention to design.
- d. Design the building to be pleasing and coherent at multiple scales—from massing and roof form to secondary features such as fenestration and balconies, to details, textures and finishes.
- e. Give attention to the level of human scale experienced from the public realm, including detailing at doors and windows and other architectural features such as porches, canopies, balconies, and the like.
- f. Incorporate design detail, articulation and quality materials and a sense of human scale in all building facades.
- g. Integrate utilities and service functions into architectural concept for building, screening mechanical equipment and trash facilities from view.



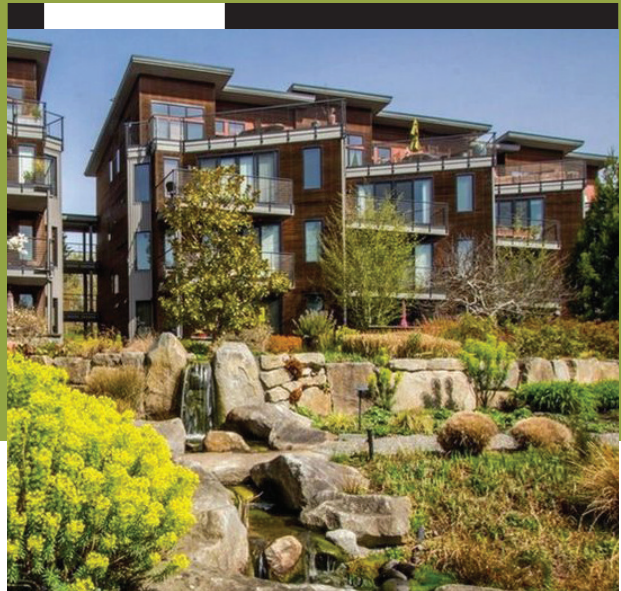
B4

CELEBRATE AND PROMINENTLY FEATURE SUSTAINABLE DESIGN

Intent

Projects on Bainbridge Island are expected to be environmentally responsible and resource efficient throughout their life cycle. Buildings will need to meet the requirements of the City and County that require sustainable design; the Design Guidelines are intended to express the values of a healthy environment in the design expression of each project.

- a. Reuse existing structures whenever possible, recognizing that the most sustainable buildings are those that already exist.
- b. Use building materials that reflect a sense of place, favoring recycled or renewable resources and/or local sources.
- c. Highlight regenerative materials and renewable energy generation such as solar panel or turbines as visible expressions of the community's aesthetic and values.
- d. Offer access to natural light and ventilation in living and working spaces for comfort and reduced energy consumption.
- e. Manage direct sunlight with solar control and shading devices, and integrate these features into the overall design, with each facade responding to solar orientation.
- f. Consider green or living walls and/or roofs with plants adapted to Bainbridge Island's microclimate; make them visible where possible.
- g. Design for flexibility so that the building can be adapted in the future, including reuse of structured parking for non-vehicular future uses.



B5

USE HIGH-QUALITY MATERIALS AND WELL-CRAFTED DETAILS

Intent

Building materials should be selected for their appropriateness to place, a minimal ecological footprint, and long-term aesthetic value. Thoughtful composition and detailing of will express a level of quality and a sense of scale inherent in excellent architectural design.

- a. Choose durable, low-impact materials that are appropriate for the climate and seasonal shifts in weather conditions.
- b. Select materials that are locally sourced and supportive of Bainbridge's economy where possible.
- c. Express the architectural concept of the building and provide a sense of human scale through thoughtful detailing.





LANDSCAPE

Landscape design is expected to fit the building into its setting, contribute to a comfortable and welcoming pedestrian environment, and support natural systems with habitat-friendly and sustainable features.

L1

Integrate the landscape concept to complement the architectural concepts

L2

Support the public realm with the landscape design

L3

Integrate sustainable features into the landscape and make them visible wherever possible

L4

Integrate and highlight green infrastructure practices

L5

Contribute healthy habitat in the landscape

L6

Preserve and enhance important views and view corridors

L1

INTEGRATE THE LANDSCAPE CONCEPT TO COMPLEMENT THE ARCHITECTURAL CONCEPT

Intent

Landscape architecture and building architecture are expected to be mutually complementary, working together toward an overall design that is functional, sustainable and pleasing. To this end, the landscape should be designed in tandem with the architecture, rather than as an afterthought.

- a. Design the landscape to enhance elements of the site and architectural concept by strategies such as defining pathways, zones and edges; creating focal points; softening building massing; highlighting entries, and adding scale, texture and interest to the site.
- b. Locate deciduous trees to compliment passive solar strategies, providing shade in summer and allowing sun in the winter.
- c. Use plantings where privacy is needed for more intimate and private spaces, or for screening traffic and/or service uses.
- d. Choose plantings that complement the proportions and scale of the building, and offer color and interest throughout the year.
- e. Landscape consideration should include porches, balconies, and roof areas.



L2

SUPPORT THE PUBLIC REALM WITH THE LANDSCAPE DESIGN

Intent

Landscape design is expected to be an integral part of public spaces, enhancing the functions, activities and character of the public realm..

- a. Use landscape design to connect a network of open spaces, appropriate to the project context. This open space network could include the streetscape and building frontages, spaces between buildings, or a series of planted areas and hardscape intended for outdoor use.
- b. Encourage interaction between the building's interior uses and exterior public space, Including plazas, seating areas and other hardscape areas to support positive public activities appropriate to the context and building use.
- c. Select plantings that reflect a sense of care, providing scale and seasonal color and interest.
- d. Consider elements of continuity along streets to provide a level of character along a corridor, and unique elements of distinction that can serve as landmarks or wayfinding.



L3

INTEGRATE SUSTAINABLE FEATURES INTO THE LANDSCAPE AND MAKE THEM VISIBLE WHEREVER POSSIBLE

Intent

Sustainable landscape design helps build a network of productive ecosystems that promote local biodiversity, water and energy conservation, and provide a natural experience for the public in the built environment. Manmade landscapes on Bainbridge Island should strive to conserve water and material resources, support healthy and porous soils, and reduce the need for fertilizers and pesticides that damage natural ecosystems.

- a. Promote water conservation with landscape design that prioritizes native and/or drought tolerant species.
- b. Use plantings to provide shade and buffer from wind exposure.
- c. Locate trees to provide shading of paved surfaces and reduce heat island effect
- d. Accommodate planting space for trees where there not enough space for trees in the right-of-way.
- e. Use local, low-impact, recycled, or sustainably sourced materials and/or repurpose non-hazardous waste materials in the landscape.
- f. Utilize vegetative roofs to mitigate stormwater, grow food, provide habitat, reduce heat island effect, improve views and air quality.
- g. Design landscape to absorb and reduce particulate matter.



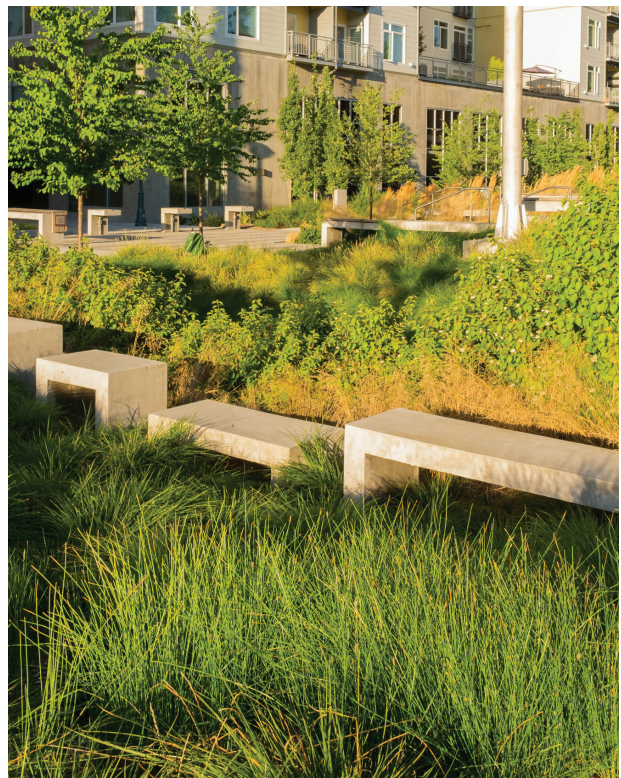
L4

INTEGRATE AND HIGHLIGHT GREEN INFRASTRUCTURE PRACTICES

Intent

Landscaped design is expected to embrace hydrological functions and reduce the impact of development with green infrastructure. Green spaces offer opportunities for water treatment, infiltration and storage on developed sites in order protect water quality, relieve the burden on stormwater infrastructure, and reduce water use and heating and cooling costs.

- a. Preserve the or restore hydrological functions of the natural landscape, improving stormwater quality through sustainable landscape and civil design practices including stormwater retention and infiltration where appropriate.
- b. Use green stormwater infrastructure (GSI) strategies to reduce flooding by slowing and reducing stormwater discharges.
- c. Include vegetative roofs and permeable paving for on-site stormwater management.
- d. Capture rainwater for reuse for irrigation.



L5

CONTRIBUTE HEALTHY HABITAT IN THE LANDSCAPE

Intent

Creating habitat strengthens a network of ecologically productive landscapes. Designing landscapes that are well adapted to unique microclimates of a project can help provide natural food sources and cover from predators and inclement weather and mitigate the effects of human disturbance on wildlife populations.

- a. Preserve large trees and other significant existing vegetation that contributes to larger biological and ecological systems.
- b. Design plantings to support stormwater retention, infiltration and aquifer recharge.
- c. Promote biodiversity through plantings that attractive to birds, pollinators and other wildlife.
- d. Prioritize low maintenance, drought resistant native plantings.



L6

PRESERVE AND ENHANCE IMPORTANT VIEWS AND VIEW CORRIDORS

Intent

For some sites on Bainbridge, views of the water, mountains and forested areas are defining features. Landscape design should be sensitive to existing view corridors, take advantage of views, and reinforce visual connections with the public realm.

- a. Preserve existing views and view corridors, locating new trees to frame, focus and/or complement views and view corridors.
- b. Take care to prevent view blockage from the public realm, using lower scale plantings where appropriate and pruning existing trees with best practices of limbing-up rather than topping.
- c. Design landscaped areas to complement territorial views, using vegetated roofs where appropriate to mitigate views of roofs.
- d. Locate streets to capture distinctive views and create new viewpoints.



5

STREET TYPES & FRONTAGES

Introduction

Each public street in Bainbridge has a distinct character that is defined by the configuration of the right-of-way and the building frontages, public and open spaces and landscape that form the edges of each street. This section focuses on improvements related to new development or redevelopment that shape the pedestrian realm and the buildings that contribute to a distinct streetscape, and together reflect a desired future state for the street. It is intended to inform design decisions. It is intended to inform design decisions on-site and in the public right-of-way that contribute to the character and experience of the streetscape.

Key streets on the island are categorized into street types that are not defined by the same conditions, but share a similar vision and raise similar design considerations. Each street type defines common characteristics and guidelines that offer design direction align with the vision for these streets. The street types regulate building orientation and façade design through specific building frontage typologies that are permitted only on certain street types. These building frontages outline how buildings should relate to each street and contribute to the public realm through greenery, public spaces, and entries consistent with the character of each street type.

STREET TYPES

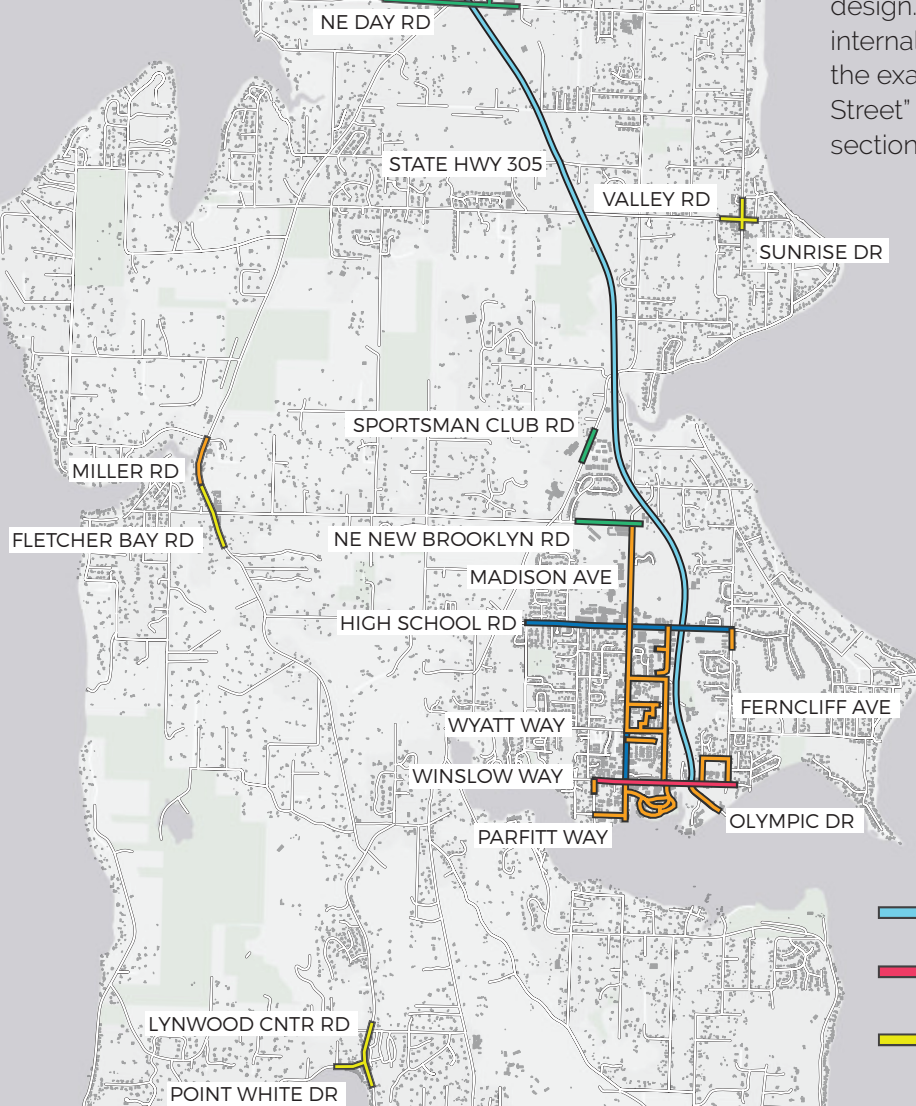
- 1 State Route
- 2 Main Street
- 3 Neighborhood Main Street
- 4 Neighborhood Mixed Use
- 5 Mixed Use Arterial
- 6 Rural by Design
- 7 Green Street
- 8 Rural Green Street

FRONTAGE TYPES

- 1 Linear / Storefront
- 2 Landscape
- 3 Plaza
- 4 Forecourt
- 5 Stoop / Terrace
- 6 Vegetated Buffer
- 7 Parking

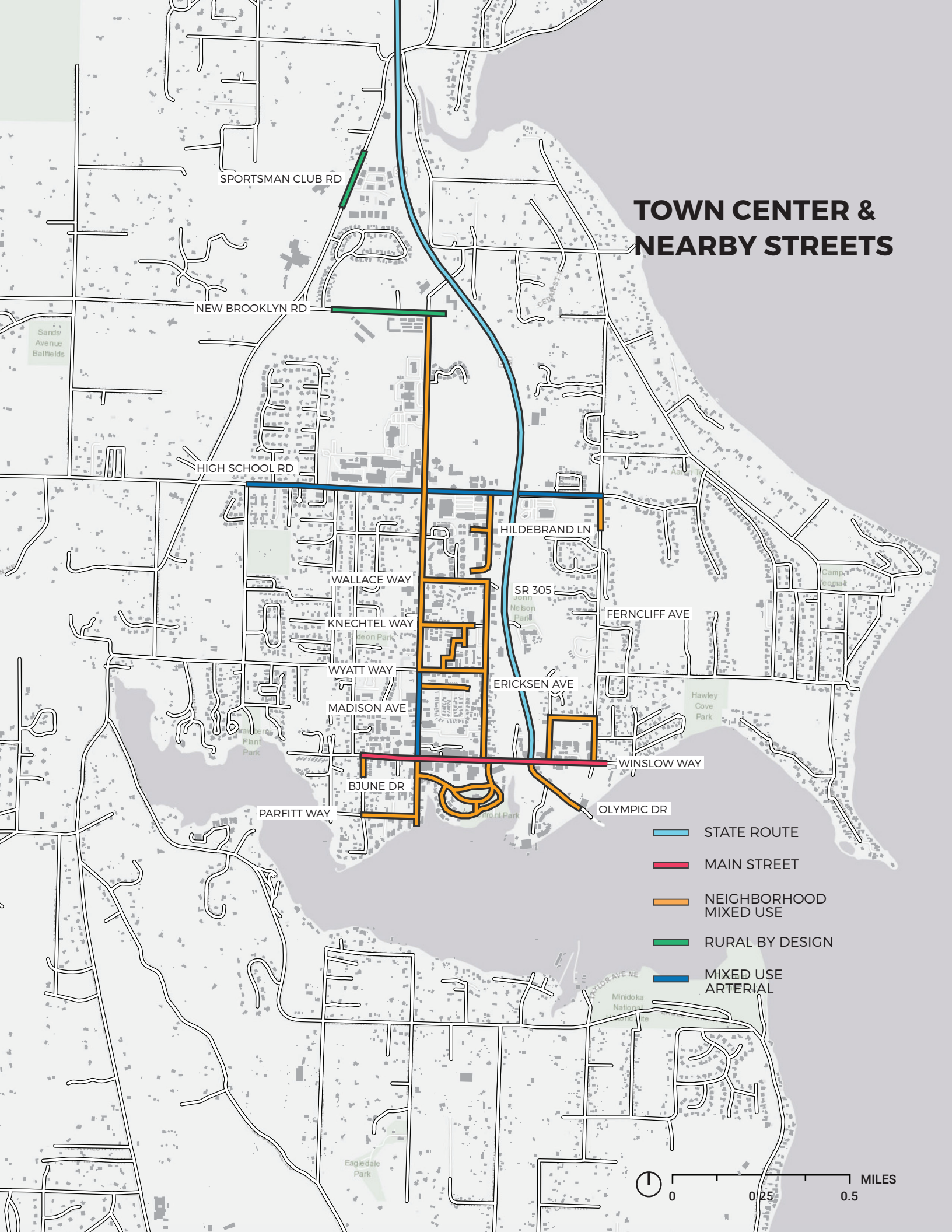
Street Types

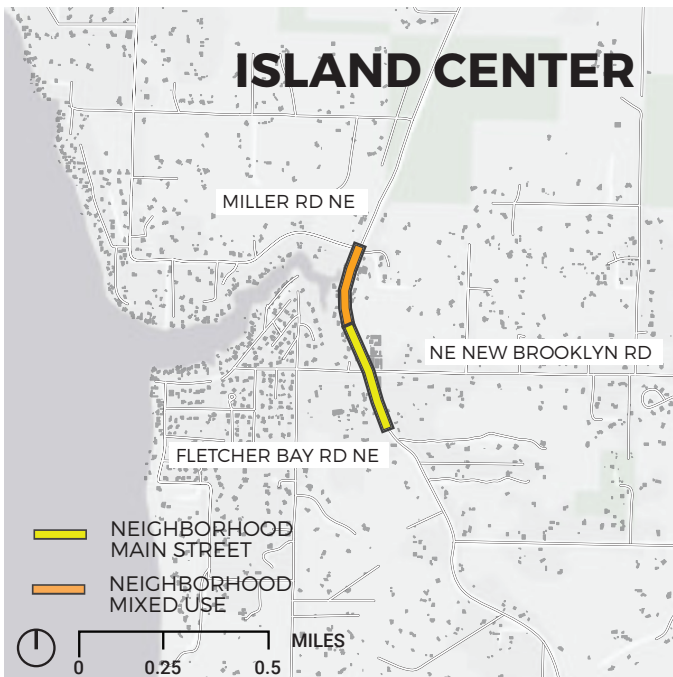
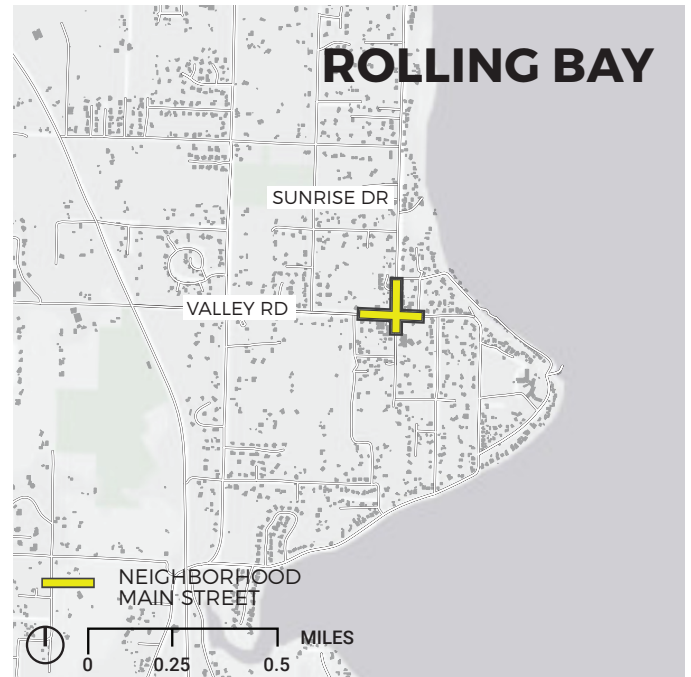
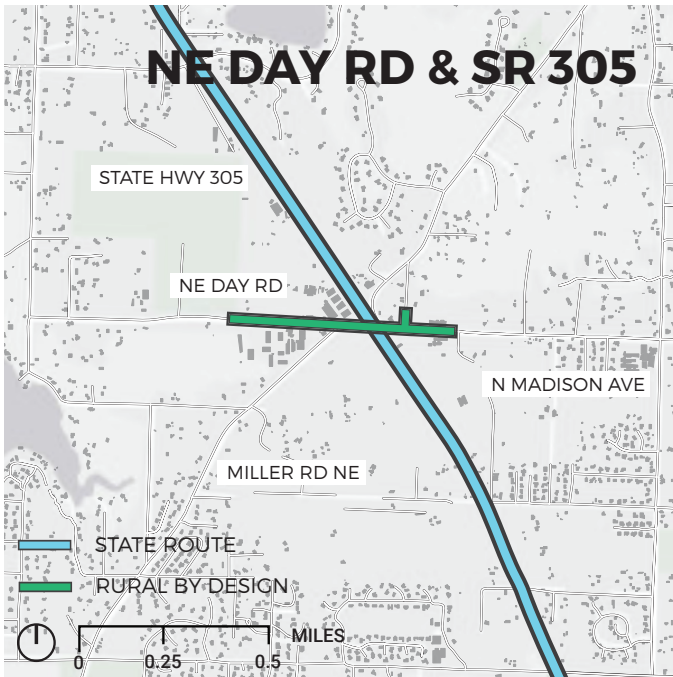
This map shows the assigned street types for sections Bainbridge Island's major thoroughfares. Streets without a type designation are considered rural by design. The design of new internal streets should follow the example of the "Green Street" type included in this section.



- STATE ROUTE
- MAIN STREET
- NEIGHBORHOOD MAIN STREET
- NEIGHBORHOOD MIXED USE
- RURAL BY DESIGN
- MIXED USE ARTERIAL

TOWN CENTER & NEARBY STREETS





1**STATE ROUTE****CHARACTERISTICS**

- a. Lane configuration per WSDOT
- b. No pedestrians or activation at edge
- c. Limited access

GUIDELINES

- a. Minimize direct access from private property
- b. Support off-road trail system
- c. Restore native vegetation
- d. Preserve + enhance Pacific NW forested character
- e. Minimize site disturbance

2

MAIN STREET



CHARACTERISTICS

- a. On-street parking
- b. Wide sidewalks
- c. Building to property line
- d. Many glazed storefronts
- e. Varied architectural style
- f. Pedestrian through-routes
- g. Fine-grained scale

GUIDELINES

- a. Encourage activation of street frontage
- b. Encourage through-routes
- c. Integrate landscape and public art

3

NEIGHBORHOOD MAIN STREET



CHARACTERISTICS

- a. Walkable neighborhood node
- b. Sidewalk or other dedicated pedestrian facilities

GUIDELINES

- a. Develop on-street parking
- b. Building frontage types to property line will activate the streetscape
- c. Building frontage types requiring setback will be inactive in use
- d. Encourage sidewalks or other high quality pedestrian facilities

4

NEIGHBORHOOD MIXED USE



CHARACTERISTICS

- a. Lower traffic volume
- b. Typically walkable/bikeable route to access the downtown and ferry
- c. Varied building frontage types
- d. Generally landscaped edges

GUIDELINES

- a. Infill or add to pedestrian + bike connections
- b. All building frontage types except parking
- c. Landscaped setback to buffer residential uses
- d. Enhance the varied character

5

MIXED USE ARTERIAL

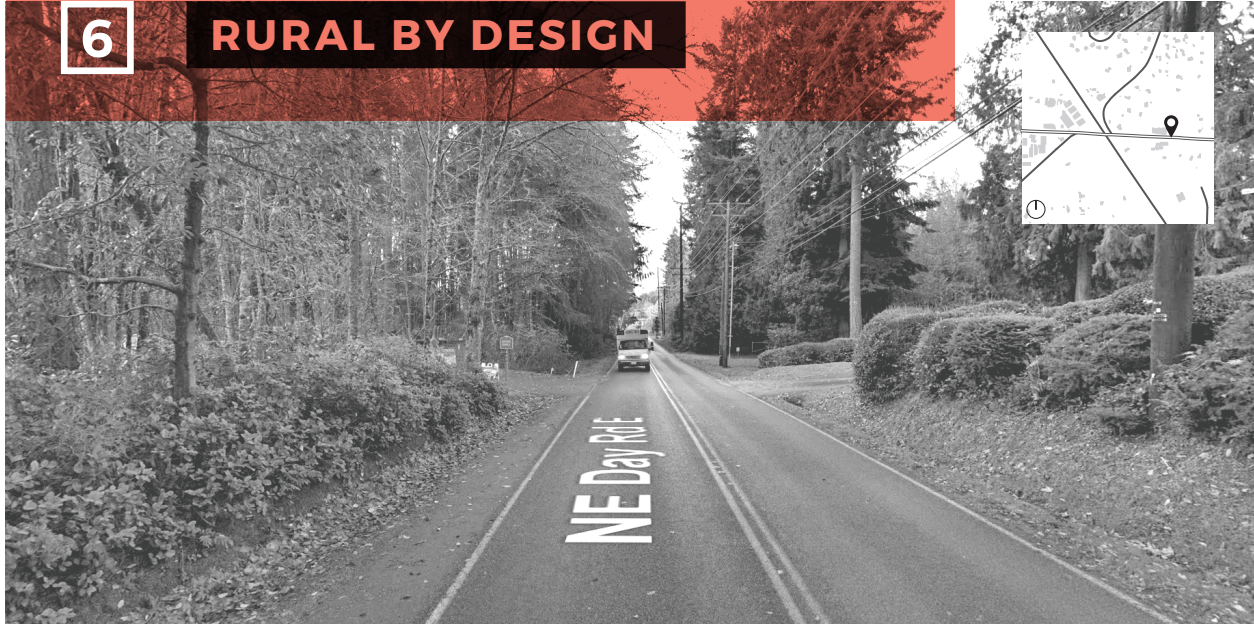


CHARACTERISTICS

- a. Arterial level street capacity
- b. Varied land uses
- c. Varied edge conditions

GUIDELINES

- a. All building frontage types except parking
- b. Landscaped setback to buffer residential uses
- c. Curb gutter sidewalk bike lane
- d. Minimize curb cuts
- e. On-street parking where appropriate



CHARACTERISTICS

- a. Pedestrian shoulder or trail wherever possible
- b. Green edge conditions
- c. Narrow travel lanes

GUIDELINES

- a. Retain green edge conditions and character
- b. Swale drainage
- c. Retain pedestrian shoulder or trail wherever possible
- d. Maintain native vegetation

7

GREEN STREET



DESCRIPTION

The urban green street is intended to serve as a model for interior streets as part of subdivisions and larger commercial developments within the urban growth area. It is not a designation for existing public streets, but included to guide street design as part of new development.

GUIDELINES

- a. Minimize impervious cover and consider permeable paving
- b. Integrate stormwater infiltration and retention into landscaped areas
- c. Use curb alternatives to channel runoff into landscaping
- d. Keep traffic speeds low with narrower traveled way
- e. Emphasize pedestrians and open space as part of a shared space
- f. Minimize paved area with shared driveways, access and parking areas.
- g. Use trees to transpire water and mitigate heat island effects

EXAMPLE: SHARED STREET



Heavily landscaped shared pedestrian, bike, and vehicle street with large rain gardens and infiltration areas, and curb alternatives that channel stormwater into drainage and landscape areas

EXAMPLE: SHARED ALLEY ACCESS



Internal garage access via a shared alleyway with distinct paving and substantial rain gardens without curbs or with gaps in curbs and grading to direct runoff into landscape areas.

8

RURAL GREEN STREET



DESCRIPTION

The rural green street is intended to serve as a model for interior streets as part of subdivisions outside the urban growth area. It is not a designation for existing public streets, but included to guide street design as part of new development.

GUIDELINES

- a. Minimize impervious cover and consider permeable paving
- b. Create a soft edge along the street and direct runoff into landscaped areas
- c. Mitigate erosion along slopes and banks with vegetation and permeable stone fill
- d. Integrate stormwater infiltration and retention into landscaping
- e. Create a comfortable walking environment with lower traffic speeds
- f. Use trees to transpire water and mitigate heat island effects

Building Frontages

Each street type is associated with a set of building frontages that would be permitted along streets of that type. Those frontage types are shown permitted for each designated street typology are shown in Table 1.

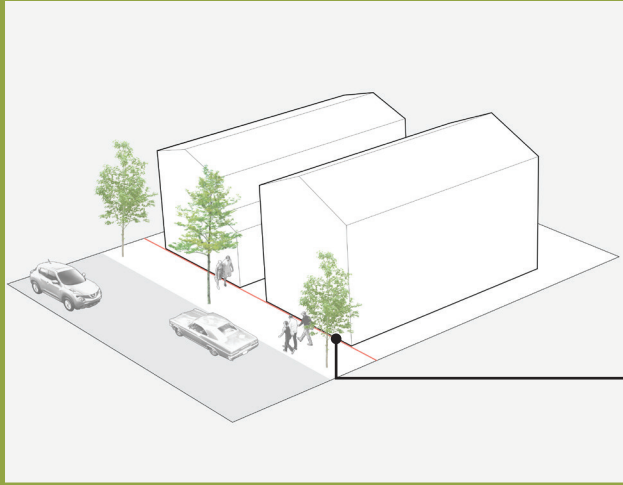
Each building frontage specifies an appropriate setback that applies across all street types. On designated streets these required setbacks will supersede setback requirements contained in the Bainbridge Island Municipal Code.

PERMITTED FRONTAGES BY STREET TYPE & SETBACKS	LINEAR / STOREFRONT	LANDSCAPE	PLAZA	FORECOURT	STOOP / TERRACE	VEGETATED BUFFER
STATE ROUTE						✔
MAIN STREET	✔		✔	✔		
NEIGHBORHOOD MAIN STREET	✔		✔	✔		
NEIGHBORHOOD MIXED-USE		✔	✔	✔	✔	
MIXED-USE ARTERIAL	✔	✔	✔	✔	✔	
RURAL BY DESIGN		✔				✔
SETBACK BY FRONTAGE	0 FT	10 FT - 20 FT	10 FT - 20 FT	0 FT	5 FT - 15 FT	25 FT - 50 FT

COURTYARD WIDTH: 10 FT - 30 FT
COURTYARD DEPTH: 10 FT - 30 FT

1

LINEAR / STOREFRONT

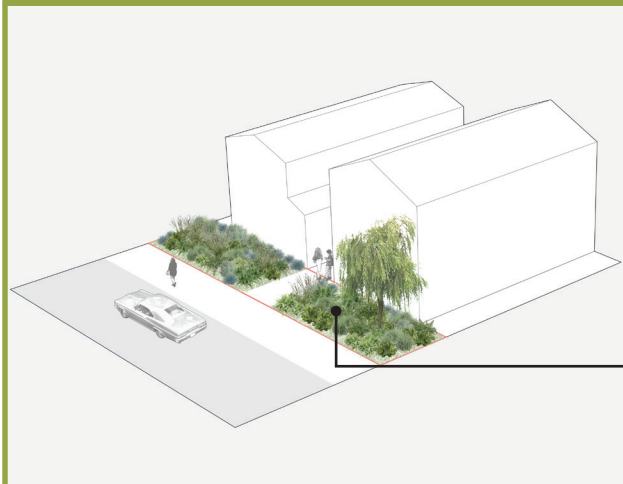


The linear or storefront building frontage has no setback from the street edge. It is the primary building frontage for pedestrian-oriented retail street and is appropriate for active ground floor uses as part of non-residential or mixed-used development.

SETBACK: 0 Feet

2

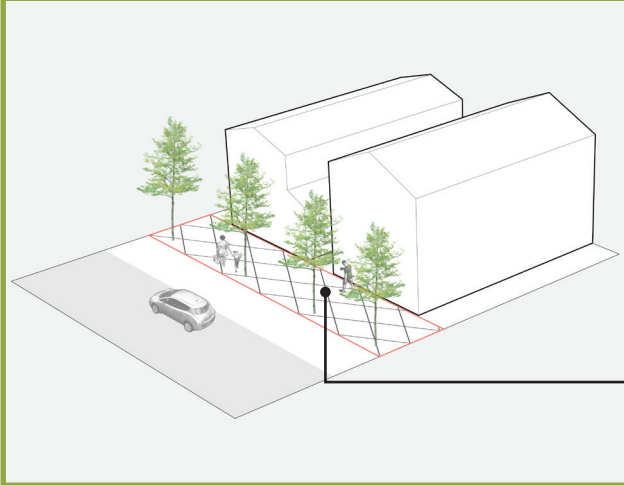
LANDSCAPE



The landscape building frontage includes a landscaped setback between the building and the street edge. This frontage type is permitted on mixed-use and residential streets and is appropriate for office and residential uses particularly when on the

SETBACK: 10 - 20 Feet

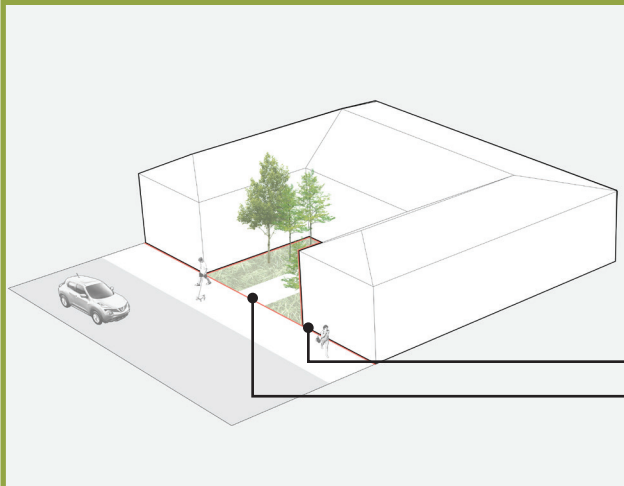
3 PLAZA



The plaza building frontage includes a pedestrian-oriented public space in the setback between the building and the street edge. This frontage type is permitted on retail and mixed-use streets and is appropriate for active uses such as retail, dining or civic and cultural uses. The plaza must contribute to a welcoming streetscape, and should support human activity, with amenities such as seating, outdoor dining and activation.

SETBACK: 10 - 20 Feet

4 FORECOURT



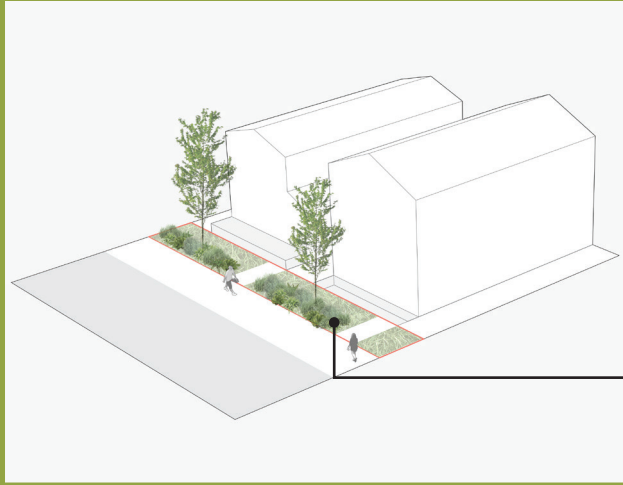
The forecourt building frontage has a defined open or public space at the entrance along the street edge. This frontage type is permitted along retail and mixed-use streets and is appropriate for a wide range of land uses and mixed-use development.

SETBACK: 0 Feet

COURTYARD: 10 - 30 Feet Depth
10 - 30 Feet Width
Must contain primary building entrances and open onto the primary public street

5

STOOP / TERRACE

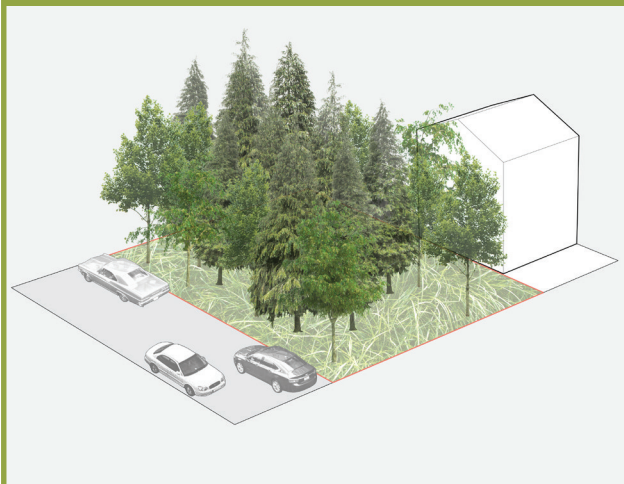


The stoop / terrace building frontage includes a landscaped setback from the street edge that accommodates a porch, stoop or terrace at the building's primary entrance. This frontage type is permitted on mixed-use and residential streets and is appropriate for residential and non-retail commercial uses.

SETBACK: 5 - 15 Feet

6

VEGETATED BUFFER



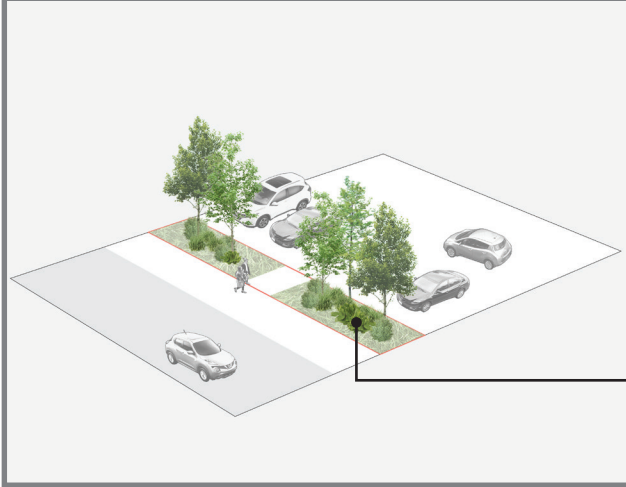
The vegetated buffer building frontage uses a deep setback to screen development from the right-of-way. This is the only frontage type permitted on SR 305, where access is limited, and it also appropriate for light industrial and inactive non-residential uses on Rural by Design streets. Vegetated buffers can be either natural, where vegetation has arisen naturally or deliberately landscaped to provide an effective screen where there is little natural context.

SETBACK: 25-50 Feet

NATURAL: Preserve or restore native vegetation consistent with conditions and species nearby

LANDSCAPE: Create a landscaped screen with trees and understory plantings that are native or drought tolerant and compatible with the local microclimate

PARKING



The parking frontage is the only frontage type with parking along the street edge. This frontage type is permitted only as an interim condition, where other frontages may be infeasible with parking requirements where a departure may be necessary. A landscaped area with trees and understory plantings is required between the street edge and the parking area.

SETBACK: 10 Feet Minimum

6 SUBDIVISION GUIDELINES

Introduction

The subdivision guidelines, in addition to other relevant standards and guidelines in Design for Bainbridge, support implementation of the City's subdivision standards contained BMC Title 17.12. The subdivision guidelines provide additional guidance and flexibility in meeting the subdivision standards based on the site and surrounding context. However, design review is focused on the standards and guidelines contained in Design for Bainbridge.

TOPIC	GUIDELINE
ISLAND CHARACTER	Intent: Preserve and maintain Island character. Guideline: Subdivisions should advance <i>Design for Bainbridge's</i> values and guiding principles reflect the special character of the island which includes downtown Winslow's small town atmosphere and function, neighborhood centers, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.
NEIGHBORHOOD CONTEXT	Intent: To reflect and/or enhance the context provided by existing roadway character and neighboring properties. Guideline: Site design should be informed by the context analysis and support the purpose of the zoning district in which the development is located, complement the existing character of specific neighborhoods, provide continuity with adjoining properties and, where necessary, provide transition between land uses and protect privacy of residents on adjacent properties.
NATURAL AREA	Intent: To incorporate forested and/or other natural areas into site design in such a way that ecological and aesthetic integrity, qualities, and values are preserved or restored. Guideline: The required natural area shall be treated as a feature intrinsic to the subdivision design in order to maintain existing on- and off-site ecological processes and provide an asset of value to subdivision residents.
NATURAL SITE CONDITIONS	Intent: To preserve and integrate existing natural site patterns and features throughout the site. Guideline: Site development should be designed to preserve and integrate the natural conditions of the site, including existing topography, native trees and vegetation, drainage patterns, and ecological features based on an inventory and analysis of existing conditions. Homesite and infrastructure placement should complement natural topography and retain native vegetation to the maximum extent feasible.

TOPIC	GUIDELINE
HISTORIC AND CULTURAL RESOURCES	Intent: To preserve important historic and cultural resources. Guideline: Site design should maximize opportunities for preserving historic and cultural structures, and retain historic landscape features and connections
STORMWATER	Intent: Integrate stormwater facilities in site design with emphasis on infiltration and dispersion practices Guideline: Stormwater facilities should utilize existing drainage patterns and be designed as a site amenity, where feasible. Low impact development practices should be used throughout the site to minimize the size of ponds or vaults. Open stormwater facilities (ponds and bioswales) should provide a natural appearance through layout, design and landscape treatment, including shallow side slopes, curvilinear configuration, and use of native vegetation.
SEPTIC SYSTEMS	Intent: To minimize impact of septic facilities. Guideline: Design and locate sewage facilities to minimize site disturbance and native vegetation removal and utilize shared systems where feasible.
WATER CONSERVATION	Intent: To protect the Island's finite groundwater resources and adapt to the impacts of a changing climate. Guideline: Water conservation measures shall be considered in site design including use of native and drought tolerant vegetation, rainwater capture, and water reuse.
COMMUNITY SPACE	Intent: To promote a shared sense of community. Guideline: Community spaces should function as an integral part of the development and be located adjacent to as many homesites as is feasible.
CLUSTER HOMESITES	Intent: To promote interaction within the community and facilitate the efficient use of land by reducing disturbed areas, impervious surfaces, utility extensions and roadways. Guideline: The preferred design for homesites is to cluster them and, to the extent feasible, to locate infrastructure efficiently to maximize the undeveloped area.

TOPIC	GUIDELINE
SOLAR ACCESS	Intent: To provide solar access for wellbeing and energy production. Guideline: Site design, including street, lot, and homesite layout and orientation, should allow for passive and active solar access. Massing of buildings, tree retention, and introduced vegetation should take into account the effects of shade.
ACCESS AND CIRCULATION	Intent: To provide a practical and pleasant network of multi-modal circulation. Guideline: Pedestrian and bicycle connections to various parts of the development, the surrounding road or trail network, and adjacent parcels should be included in site design. Where possible these connections should take advantage of significant views.
MOTOR VEHICLES	Intent: To minimize the prominence of motor vehicle use and storage. Guideline: Site design and features related to motor vehicle use and storage should be minimized. Site design should consider shared driveways, minimum road widths, traffic calming measures such as Woonerfs and chicanes, and shared or clustered parking areas or structures.
HOMESITE DESIGN	Intent: To efficiently configure building footprint(s) and allowed uses within a homesite. Guideline: Homesite configuration should consider compact and energy-efficient home and site design with massive houses on small lots strongly discouraged.
DIVERSITY IN HOUSE DESIGN	Intent: To provide a range of home sizes and designs to achieve diversity in visual appearance and affordability. Guideline: House designs should be varied in size, massing, and frontage character using methods such as varied floor plans, staggered front yard setbacks, building modulation, and changes in exterior materials. Houses should display shared architectural features to establish continuity and harmony.
FACING PUBLIC STREETS	Intent: To reinforce neighborliness of homes along a public street. Guideline: Houses along interior public streets should orient the entry toward the street and avoid the use of solid walls and fences. Garages along the front façade should be de-emphasized by recessing vehicular entrances or locating the garage behind or on the side of the house.

7 SUPPLEMENTAL GUIDELINES

Introduction

The supplemental guidelines are intended to address specific conditions of the site and surrounding context that require additional design guidance to ensure compatibility for new development. These conditions include larger sites (those over the 1 acre in size), historic places, and civic uses that each present unique design challenges and opportunities. New and redevelopment that include these specific conditions are required to conform to the design standards and guidelines in this section.



Larger Sites

Intent: To develop larger sites (1 acre or larger) to fit within the surrounding context and reinforce desired patterns of development including street typologies, frontage types, and minimizing the visual and physical impact of parking on the public realm.

1 Design the site by co-locating buildings and arranging them with frontages on public streets, public spaces, or open space.

- a. Design the site so buildings front on a public street
- b. Design the site with buildings fronting on a public space with a variety of activities and functions
- c. Design the site with buildings fronting on public or semi-public open space with human-scaled design elements



2 Design sites to minimize the visual impact of parking on the public realm

- a. Parking is not visible from the public realm
- b. Use landscaping to buffer and minimize the visual impact of parking
- c. Locate parking under the building
- d. Provide on-street parking on public streets
- e. Provide a series of smaller groupings of parking to minimize the visual and functional impacts.



Historic Places

Intent: To ensure that new and infill development are compatible with historic areas, sites, and buildings on the Island. Historic properties are those that are more than 50 years old and would be eligible for the national, state or local register of historic places.

1 Design sites, buildings, and landscapes to be compatible with historic buildings without directly mimicking historic architectural styles.

- a. Use site design, massing, height and rooflines, pedestrian entrances, scale (particularly at street level), materials and colors to complement historic places.
- b. Design sites and buildings in historic areas to meet the Secretary of the Interiors standards for modifications to existing historic buildings and infill development.
- c. Design buildings to be consistent with the scale of nearby historic buildings or areas based on the context analysis.



A new building in Rolling Bay complements the scale and architecture of the historic Bay Hay & Feed.

2 Maintain the historic integrity of buildings over 50 years old listed or eligible for the national or local register of historic places.

- a. Minimize alterations to historic buildings and properties that are inconsistent with the original design of the building.
- b. Restore buildings to their original historic design elements when previously altered.

Reference the City of Bainbridge Island's website for historic listings on the local and state registers:
<https://www.bainbridgewa.gov/234/Historic-Registers>



A conversion of a historic guardhouse in Fort Ward retains the historic facade and detailing of the original building.

Civic Uses

Intent: The design of civic uses and public spaces should be prominent, highlight their unique role in the community and reflect local values and civic identity. Civic projects should maximize opportunities for public benefits through integrated design.

1 Design civic uses and sites to reflect and contribute to their function and role in the community while being clearly identifiable as a civic use.

- a. Locate civic uses in prominent locations (such as in Downtown Winslow) in the City and design them to serve as landmarks in the City unless their use and function warrants another location.

City Hall, located in Downtown Winslow, is a clearly identifiable public building with glazing and a clear public entrance along Madison Ave.



2 Design civic sites and buildings to serve multiple functions such as public space, community gatherings, public art, and other compatible uses.

- a. Civic uses may use unique frontage types to highlight uses, and public amenities with larger open spaces, gardens, art and other elements between the street and the building.
- b. Integrate public open space in the design of civic sites including plazas, parks, seating areas, natural areas, and other amenities.

The Historical Museum offers a gathering space and a place to interact with parts of the Island's history.



DESIGN FOR BAINBRIDGE

**BAINBRIDGE ISLAND
DESIGN GUIDELINES**