
CALL TO ORDER – Call to Order, Agenda Review, Conflict Disclosure
PUBLIC PARTICIPATION MEETING – Paine Short Subdivision ([PLN51574 PRE](#))
REVIEW AND APPROVE MINUTES – September 26, 2019
PUBLIC COMMENT ON OFF AGENDA ITEMS
ORDINANCE 2019-24 SPR/CUP DECISION CRITERIA UPDATE – Recommendation
HOUSEKEEPING CODE CHANGES – Study Session
CITY COUNCIL UPDATE
NEW/OLD BUSINESS
ADJOURN

CALL TO ORDER – Call to Order, Agenda Review, Conflict Disclosure

Chair William Chester called the meeting to order at 6:03 PM. Planning Commissioners in attendance were J. Mack Pearl, Jon Quitslund, Kimberly McCormick Osmond, Don Doman and Joe Paar. Lisa Macchio was absent and excused. City Staff present were Planning Director Heather Wright, Long Range Senior Planner Jennifer Sutton, Planner Ellen Fairleigh and Administrative Specialist Jane Rasely who monitored recording and prepared minutes.

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

PUBLIC PARTICIPATION MEETING – Paine Short Subdivision ([PLN51574 PRE](#))

Chair Chester introduced the public participation meeting at 6:03 PM. Planner Ellen Fairleigh introduced the project and introduced Trey Benson, from Johnson Squared who was representing applicant Howard Paine.

REVIEW AND APPROVE MINUTES – September 26, 2019

Commissioner McCormick Osmond asked to have the last name of public commenter Danielle (Bogardus) added to the minutes.

Motion: Move approval of the minutes as amended by our discussion.

Quitslund/McCormick Osmond: Passed Unanimously

PUBLIC COMMENT ON OFF AGENDA ITEMS

None.

Commissioner Doman provided an update on the Design Review Board meetings he had attended.

ORDINANCE 2019-24 SPR/CUP DECISION CRITERIA UPDATE – Recommendation

Long Range Senior Planner Jennifer Sutton provided a recap of previous work completed and facilitated discussion.

Motion: I recommend forwarding Ordinance Number 2019-24 including Exhibits A, B and C, modified by the discussion as recorded by Jennifer Sutton and Jane Rasely.

Quitslund/McCormick Osmond: Passed Unanimously

HOUSEKEEPING CODE CHANGES – Study Session

Ms. Sutton continued the study session with an overview of specific changes led by the Planning Commissioners.

CITY COUNCIL UPDATE

Planning Director Heather Wright provided an update on City Council actions.

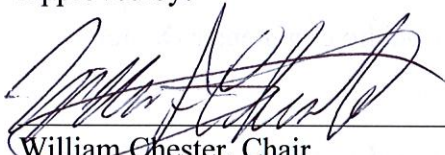
NEW/OLD BUSINESS

National Community Planning Month was introduced and Commissioners were invited to attend a celebration on October 24, 2019 at 1:00 PM.

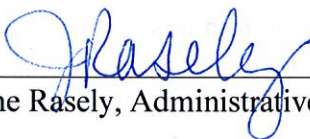
ADJOURN

The meeting was adjourned at 8:55 PM.

Approved by:



William Chester, Chair



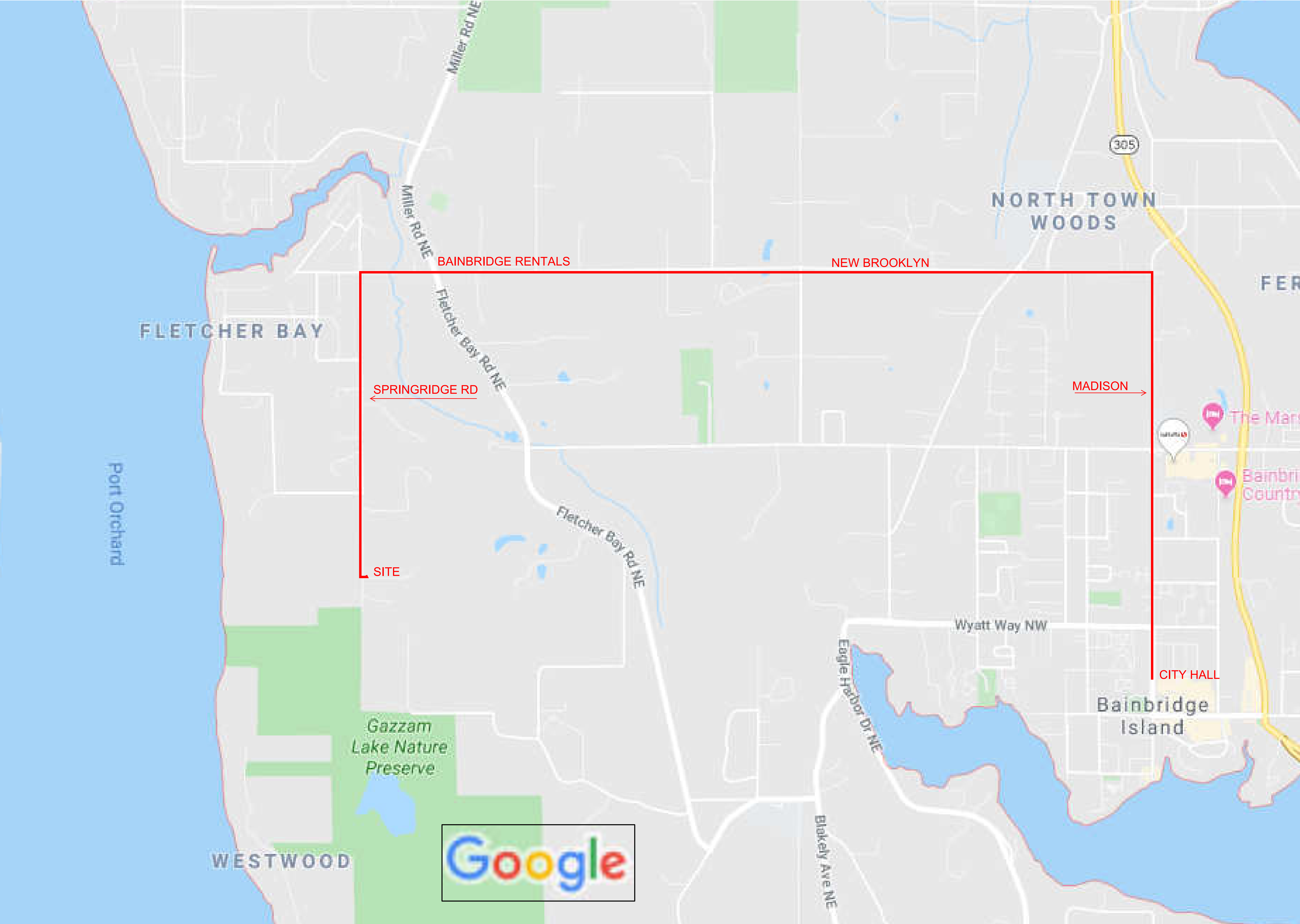
Jane Rasely, Administrative Specialist

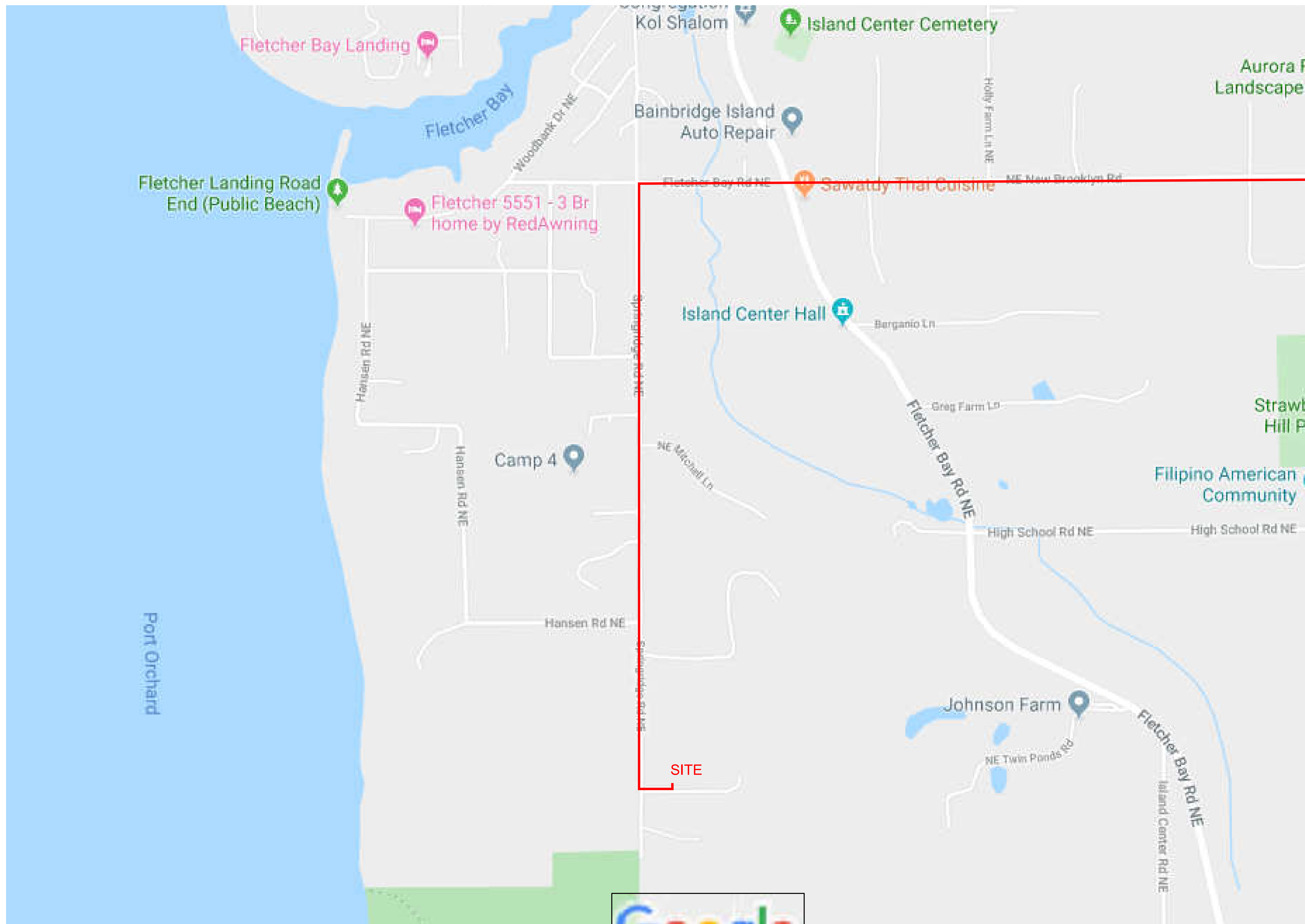


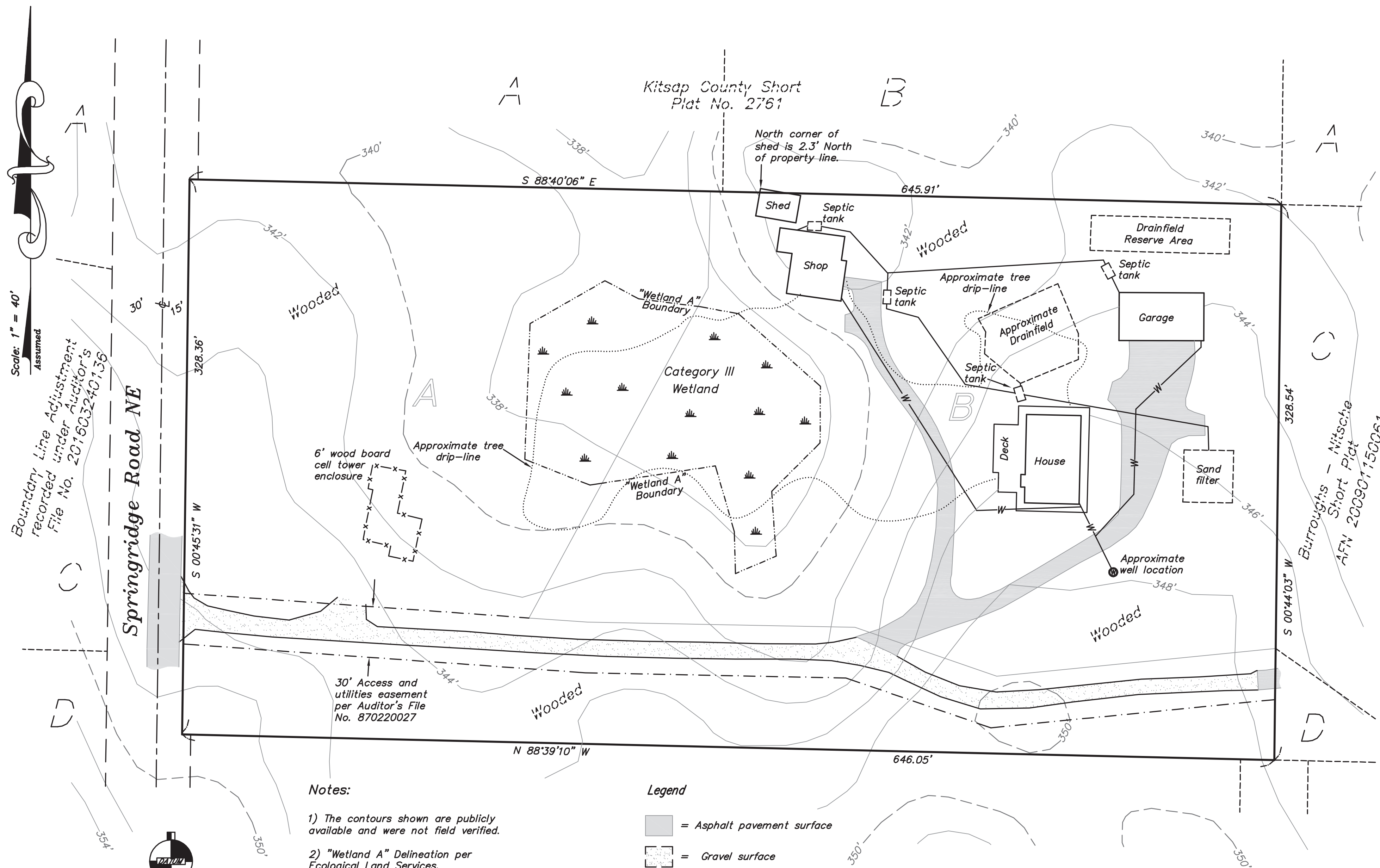
**Public Participation Meeting
and Special Meeting
Thursday, October 10, 2019
6:00 pm – 9:00 pm**

PLEASE PRINT

[illegible]







Notes:

- 1) The contours shown are publicly available and were not field verified.
- 2) "Wetland A" Delineation per Ecological Land Services.
- 3) The approximate tree drip-line was delineated from the aerial photograph and was not field verified.

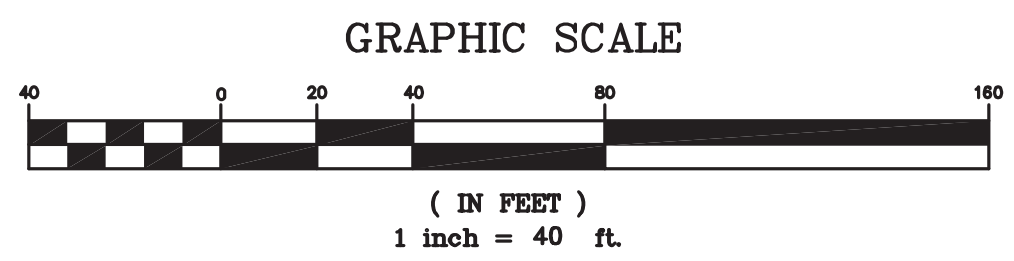
Legend

- = Asphalt pavement surface
- = Gravel surface

Existing Conditions
Preapplication Drawing
Paine Short Plat
 Southeast 1/4 Northeast 1/4
Sec.29, T.25N., R.2E., W.M.
 City of Bainbridge Island, Kitsap County, Washington
Prepared for: Howard Paine



ADAM • GOLDSWORTHY • OAK
 A G O LAND SURVEYING, LLC
 1015 NE HOSTMARK ST. (360)779-4299
 POULSBORO, WA 98370 (206)842-9598
 DATE 9/24/19 FIELD BOOK 1494/30-37
 DRAWING 6536PRE2 SHEET 2 / 3



The Elevation Datum
 for this project is:
 City of Bainbridge Island
 Vertical Control Network

GRAPHIC SCALE

Scale: 1" = 40'
 Assumed

Boundary Line Adjustment
 Recorded under Auditor's
 File No. 201603240136

Springridge Road NE

Burroughs - Nitsche
 Short Plat
 AFN 200901150061



Scale: 1" = 40'
Assumed

Boundary Line Adjustment
Recorded under Auditor's
File No. 201603240136

Springridge Road NE

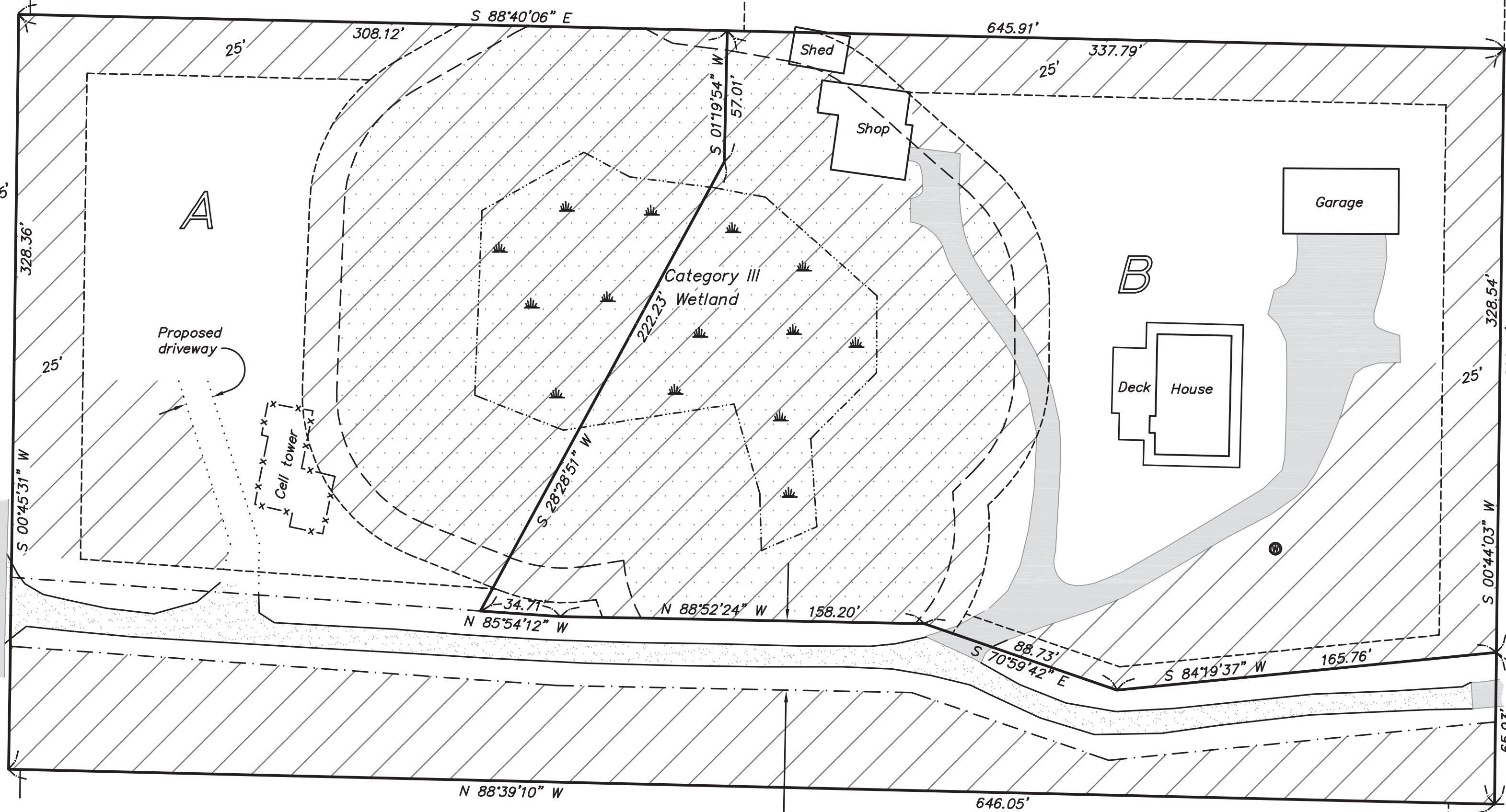
A

Kitsap County Short
Plat No. 2761

B

AREAS		
Total	212,157 sq. ft.	4.87 acres
Lot A	111,303 sq. ft.	2.56 acres
Lot B	100,854 sq. ft.	2.32 acres
Open Space	61,158 sq. ft.	(29%)
ARPA	137,162 sq. ft.	(65%)

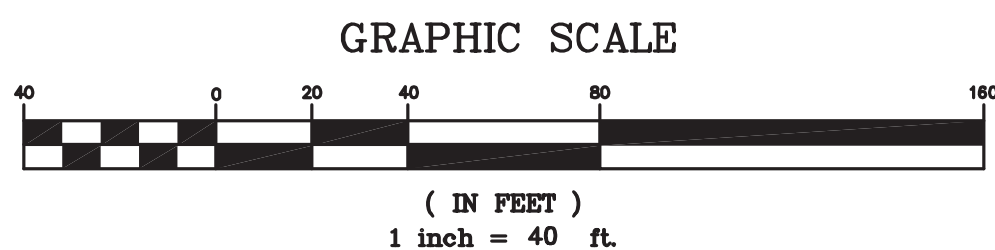
A



Legend

- = Asphalt pavement surface
- = Gravel surface
- = ARPA area
- = Open Space

30' Access and utilities
easement per Auditor's
File No. 870220027



Preapplication Drawing
Paine Short Plat
Southeast 1/4 Northeast 1/4
Sec.29, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington
Prepared for: Howard Paine



9/24/19

ADAM • GOLDSWORTHY • OAK

A G O LAND SURVEYING, LLC

1015 NE HOSTMARK ST. (360)779-4299
POULSBORO, WA 98370 (206)842-9598

DATE 9/24/19 FIELD BOOK 1494/30-37
DRAWING 6536PRE3 SHEET 3/ 3

ADDITIONAL CHANGES SUGGESTD BY CITY ATTORNEY

2.14.020 Planning commission.

C. Composition – Appointments – Terms – Residency – Chairpersons.

1. The commission shall consist of seven members appointed by the mayor and confirmed by the city council. All seven members of the commission shall be residents of the city. The members shall not be employees or officers of the city or appointed to another city committee, board or commission, except for specialized committees or task forces of limited duration. The commission shall reflect the diverse perspectives, work experiences and backgrounds represented in the community. Each commissioner shall endeavor to understand and agree to uphold the city's adopted comprehensive plan.

2. All members shall serve without compensation for three-year terms, which begin on July 1st and end on June 30th three years later. Members shall be appointed to a position number, and the terms are to be staggered, with no more than three positions expiring in any given year. Members may be reappointed to additional terms. No member shall serve more than three consecutive terms on the commission unless the city council determines that special expertise is required or there are no other qualified applicants.

3. The officers of the commission shall consist of a chairperson and a vice chairperson elected by the members of the commission for a one-year term. The election of officers shall take place at the first meeting of the year. In the event of the vacancy of the chair, the chairperson would be replaced by the vice chairperson, and the vice chairperson would be replaced by a vote of the members of the commission. Demotion of the chairperson or vice chairperson shall be governed by Chapter [2.01 BIMC](#).

4. The chairperson shall preside over meetings of the commission and may exercise all the powers usually incident to the office. Duties of the chairperson shall include, but not be limited to, committees of the whole, handling meeting items and discussion, conflict of interest, suspension of meetings, timing or discussion of issues, and clarification of issues and questions. The chairperson shall sign all approved commission minutes, reports or other official documents.

5. In the absence of the chairperson, the vice chairperson shall perform all the duties incumbent upon the chairperson. The chairperson and the vice chairperson both being absent, the members present may elect for the meeting a temporary chairperson who shall have the full powers of the chairperson during the absence of the chairperson and the vice chairperson.

6. The ~~chair~~ **Planning Commission** shall have full power to create subcommittees that would include up to three commissioners. Standing or temporary committees may be charged with such duties, examinations, investigations and inquiries relative to one or more subjects of interest to the commission. ~~No committee shall have the power to commit the commission to the endorsement of any plan or program without the approval of a quorum of the commission.~~

F. Quorum and Voting.

1. A simple majority of the appointed members shall constitute a quorum for the transaction of business.

~~2. The chairperson shall be entitled to vote on a matter when it is necessary to break a tie or to make a quorum.~~

3. When a commissioner has stepped down because of a potential conflict of interest, he or she shall not be counted for purposes of establishing a quorum during considerations undertaken while he or she is not sitting with the commission.

JQ's Guide to the Hot Parts of Decision Criteria and Housekeeping Code Changes

In 2.16.040 (Site Plan & Design Review), #9 (top of p. 2 of strikeout, p. 1 of clean copy), delete "permit."

In 2.16.050 (Minor conditional use permit):

Item 8.f. (p. 3 of strikeout, p. 2 of clean copy): "Construction" instead of Development.

Near the end of this subsection (p. 3 of strikeout, p. 3 of clean copy), for Agricultural CUP decision criteria, I think we should discuss the allowance of "up to 25 percent" expansion of animal agriculture without a new CUP. In the round numbers used in the zoning code, 1000 sq. ft. = ¼ acre. Let's consider "up to 25 percent or 500 sq. ft., whichever is less." Is that allowing too little expansion without a CUP review? Should we go as high as 1000 sq. ft.?

In 2.16.110 (Major conditional use permit):

On p. 5 of strikeout, p. 4 of clean copy, Kim caught the mistake in #9, referring to requirements of the Kitsap Public Health District. Language used for the Minor CUP in #9 is also adequate.

In H (Approval of Additional Height), I had some questions. In paragraph 1, first line, should this also apply to mixed use development? In paragraph 2, the term "substantially" is used several times; should it also be used in (c) with reference to reduction of solar access? In paragraph 3, use "WD-I" not "WDI"? And in this paragraph add "substantially" to (c)?

Exhibit C moves amendments from Decision Criteria into BIMC 18.09.030 (Use Specific Standards). Regarding the sentence after "**C. Public and Institutional**," I suggest a reorganizing of the sentence that improves its coherence and clarity, with the addition of reference to the appropriate decision criteria:

"Applications to locate in residential zones uses categorized in Table 18.09.020 as educational facilities, governmental facilities, religious facilities, health care facilities, cultural facilities, or clubs shall be subject to the following use-specific standards and the decision criteria for major conditional use permits, pursuant to BIMC 2.16.110."

In the lot coverage allowed for educational facilities in 18.09.030.1.e. & f., I don't see why private and public facilities should be treated differently: what is the harm in allowing a private school 100 percent of the coverage allowed for the zone? (Lot coverage percentages for residential uses range from 10% in R-0.4 to 25% in R-2.9 to R-8.)

A question arises: Are these percentages based on the standard lot size for the zone, such that a nonconforming lot would be allowed the same square footage of lot coverage as a standard lot in the same zone?

In the compendium of "Housekeeping" code changes, I noticed nothing that raised questions until I got to p. 16, and there the typo was about as small as it could be. In #1 under 2.16.060, note that "a us" should be "a use."

Regarding 2.16.165 (Shoreline master program administration), on pp. 47-55, I did not take the time to look for trouble there.

Regarding the page devoted to Temporary Construction Staging, I sent an email to Jennifer, mostly concerned with a few typos. The inclusion of "noticing requirements" in connection with administrative review and approval of the permit application is welcome, but vague: the reference to BIMC 2.16.020 is not informative, and perhaps Jennifer can add some specificity.

No comments on the remaining pp. 1-12, dealing with portions of BIMC 18.09 to 18.36.

Jane Rasely

From: Lisa Macchio <lisamacchio@gmail.com>
Sent: Wednesday, October 9, 2019 1:40 PM
To: Jennifer Sutton
Cc: Lisa Macchio; Jane Rasely; David Greetham; William Chester
Subject: Re: FW: SPR/CUP code revisions

Jennifer et al -

I'm not certain I will be able to make it to tomorrow night's meeting but I will try. If I am not able to attend I wanted you to know I have some real concerns with the following suggested change to the definition of passive recreation:

"193. Park, Passive Recreation. "Passive recreation park" means a park where the primary uses are hiking, bird watching, picnicking, camping and other low impact activities."

It appears that "camping" is proposed to be added to this definition. Camping is not a "passive or low impact" activity. Passive recreation does include bird watching and other wildlife observation type activities as well as walking and hiking. Not sure about picnicking but I could go for that. Camping is more of an intensive use and so I am not supportive of including camping in "passive recreation park". Perhaps there needs to be a separation of definitions. One definition for "passive recreation" and other definition for parks. If a "passive recreational park" needs a definition, I'd like to understand how it is used the the code.

Thanks for your consideration of my thoughts and opinions. Please share this email with the full commission.

Again, sorry I'm not certain yet whether I can make tomorrow's meeting.

Lisa

On Wed, Oct 9, 2019 at 8:55 AM Jennifer Sutton <jsutton@bainbridgewa.gov> wrote:

Planning Commissioners, see email below from Commissioner Osmond re: small revision to the Kitsap Public Health District decision criteria in revised meeting materials.



JENNIFER SUTTON, AICP

Senior Planner

www.bainbridgewa.gov

facebook.com/citybainbridgeisland/

206.780.3772 (office)

Planning and Community Development new service hours:

- Walk-in customers: 8 a.m. - 12 p.m. Monday-Friday
- Appointments: 8 a.m. – 3 p.m. Monday-Friday

Appointments may be scheduled here: [Planning and Building Submittal Appointment Calendar](#)

From: Kimberly McCormick Osmond <Kimberly.McCormick.Osmond@cobicommittee.email>

Sent: Tuesday, October 8, 2019 6:06 AM

To: Jennifer Sutton <jsutton@bainbridgewa.gov>

Cc: William Chester <william.chester@cobicommittee.email>

Subject: SPR/CUP code revisions

Hi Jennifer,

On pg. 4 of Exhibit A "Clean Copy," there are some words missing in Paragraph 9 at the top. I believe the sentence should read: "The conditional use meets any applicable requirements of the Kitsap Public Health District and the Kitsap Public Health District has determined that the following decision criteria have been met:"

Thanks!

Kim

Sent from [Mail](#) for Windows 10

Jane Rasely

From: Jennifer Sutton
Sent: Thursday, October 10, 2019 11:06 AM
To: Jane Rasely
Subject: FW: re; Temporary Construction Staging

To attach with other email.

 CITY OF
BAINBRIDGE
ISLAND
JENNIFER SUTTON, AICP
Senior Planner
www.bainbridgewa.gov

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From: Jon Quitslund <jon.quitslund@cobicommittee.email>
Sent: Wednesday, October 9, 2019 10:05 AM
To: Jennifer Sutton <jsutton@bainbridgewa.gov>
Cc: William Chester <william.chester@cobicommittee.email>
Subject: re; Temporary Construction Staging

Hello Jennifer,

Working through the packet, I've come to the page in Housekeeping Code Changes devoted to 18.09.030.J.2 Temporary Construction Staging.

At the end of paragraph "b." I note the reference to Title 2.16.020 and "including notification requirements." Perhaps the reference to Code requirements in conjunction with this administrative approval could be made more precise and informative. As it is, .020 refers forward to .030, and as I look through that I don't see where noticing requirements are mentioned. If, in fact, noticing requirements are stipulated in the permit application rather than in the Code, that could be said.

I don't have much invested in the suggestion that the Minor Conditional Use procedure is better than administrative approval, but advance notice to neighboring property owners is essential, and the Director should their concerns into account in placing conditions on approval of the permit.

There are a few slip-ups in subsections f., g., and h.:

In the second line of "f." I would say "temporary" rather than "a temporary." In the fourth line I would eliminate the hyphen in "eighteen-months."

In the second line of "g." I would say "to BIMC" rather than "the BIMC."

In the first line of "h." I would strike out "related."

In "c.," I appreciate the insertion of "minimize the inconvenience to neighboring properties."

Elsewhere in the packet, I noticed the same glitch that Kim called to our attention, and there are some others -
- I may make a list to simplify the process in Thursday's meeting -- but most of the pages are clean as a whistle.

Best wishes,

Jon