

Call to Order (Attendance, Agenda, Ethics)  
Review and Approval of Minutes – May 1, 2023  
Pippinger 4-lot Short Subdivision ([PLN51737 DRB-CON](#))  
New/Old Business  
    Pre-app conference attendees  
    Design for Bainbridge Manual Update  
    General Project Update  
    Board Member Issues/Concerns  
Adjourn

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**Call to Order (Attendance, Agenda, Ethics)**

Chair Todd Thiel called the meeting to order at 2:00 PM. Committee Members in attendance were Kari Anderson, Elaine Liffgens, Marc Aubin, and Vicki Clayton. Bob Russell was absent and excused. City Council member Jon Quitslund was present. City Staff present were Directory, Patty Charnas, Senior Planner Kelly Tayara, and Administrative Specialist Marlene Schubert who monitored recording and prepared minutes.

**Review and Approval of Minutes – May 1, 2023**

Motion: I motion for approval of May 1 minutes  
Anderson/Aubin: Passed Unanimously

Pippinger 4-lot Short Subdivision ([PLN51737 DRB-CON](#))

**#1 Conceptual Review Meeting**

The Design Review Board completed the 3-meeting process during this conceptual review. See *Design for Bainbridge Subdivision Worksheet FINAL - Pippenger Short Subdivision PLN51737 100223.pdf*

**New/Old Business**

- Winslow Mall project update
- Pre-app Conference Attendees
- Design for Bainbridge Manual Updates
- General Project Update
- Board Member Issues/Concerns

**Adjourn**

The meeting was adjourned at 3:20 PM.

Approved by:



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Todd Thiel, Chair



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Marlene Schubert, Administrative Specialist

|                                     |                            |                   |                           |                           |
|-------------------------------------|----------------------------|-------------------|---------------------------|---------------------------|
| <b>Attendee Report</b>              |                            |                   |                           |                           |
| Report Generated:                   | 10/3/2023 7:26             |                   |                           |                           |
| Topic                               | Webinar ID                 | Actual Start Time | Actual Duration (minutes) | Unique Viewers            |
| Design Review Board Regular Meeting | 896 6647 0853              | 10/2/2023 13:33   | 107                       | 3                         |
|                                     |                            |                   | Total Users               | Max Concurrent Views      |
|                                     |                            |                   | 8                         | 2                         |
| <b>Host Details</b>                 |                            |                   |                           |                           |
| User Name (Original Name)           | Email                      | Join Time         | Leave Time                | Time in Session (minutes) |
| Marlene Schubert                    | mschubert@bainbridgewa.gov | 10/2/2023 13:33   | 10/2/2023 15:20           | 107                       |
| <b>Panelist Details</b>             |                            |                   |                           |                           |
| User Name (Original Name)           | Email                      | Join Time         | Leave Time                | Time in Session (minutes) |
| Dan                                 |                            | 10/2/2023 14:01   | 10/2/2023 14:47           | 46                        |
| Adam Wheeler                        |                            | 10/2/2023 14:01   | 10/2/2023 14:47           | 46                        |
| <b>Attendee Details</b>             |                            |                   |                           |                           |
| User Name (Original Name)           | Email                      | Join Time         | Leave Time                | Time in Session (minutes) |
| Dan                                 |                            | 10/2/2023 14:00   | 10/2/2023 14:01           | 1                         |
| Adam Wheeler                        |                            | 10/2/2023 14:00   | 10/2/2023 14:01           | 2                         |
| Sarah B                             |                            | 10/2/2023 14:04   | 10/2/2023 14:21           | 17                        |
| Sarah B                             |                            | 10/2/2023 14:21   | 10/2/2023 14:34           | 14                        |
| Sarah B                             |                            | 10/2/2023 14:39   | 10/2/2023 15:19           | 40                        |



**CITY OF BAINBRIDGE ISLAND  
DESIGN REVIEW BOARD – REGULAR MEETING  
October 2, 2023**

**PLEASE PRINT**

**Want to be  
added to  
Listserv?  
(Provide Phone  
**AND** Email)**

| Name                                 | Affiliation | Phone / Email |                          |
|--------------------------------------|-------------|---------------|--------------------------|
| Kari Anderson                        | DRB         | 513-502-1900  | <input type="checkbox"/> |
| TOOD THIEL                           | DRB         |               | <input type="checkbox"/> |
| Vicki Clayton                        | DRB         |               | <input type="checkbox"/> |
| ELAINE LIFFGENS                      | DRB         |               | <input type="checkbox"/> |
| MARE ARSON                           | DRB         |               | <input type="checkbox"/> |
| Jon Quitslund                        | Council     |               | <input type="checkbox"/> |
| Staff: Patty Charnas<br>Kelly Tayara | PCD         |               | <input type="checkbox"/> |



## Design for Bainbridge Subdivision Worksheet

**PROJECT:** Pippinger Short Plat

**PROJECT ADDRESS or PARCEL:** 6894 NE Koura Road

**DATE:** 6/27/23

**PROJECT PLANNER:** Kelly Tayara

**Design Review Board Meeting Dates:** 10/02/23 DRB-CON

### 4-STEP DESIGN PROCESS

17.12.030 Four-step design process.  SHARE

The city's approach to planning for subdivisions requires a four-step process that gives the highest priority to identification and conservation of existing natural site features. This process reverses the conventional site planning approach, which typically begins by laying out the streets, lot lines and building footprints. Instead of first identifying the areas to be cleared for development, the design process begins by analyzing on-site resources and the site's relationship to surrounding properties, in order to identify what resources are most worthy of preservation and what areas can best accommodate development.

This design process is required for all residential subdivisions. The process is further defined in BMC [2.16.125.D](#); it consists of four steps: (A) delineate natural area; (B) locate homesites and community space; (C) define access; and (D) draw lot lines. (Ord. 2019-03 § 5 (Exh. A), 2019)

#### 4-Step Design Process Complete:

Yes: ☒ No: ☐ Not Applicable: ☐



## Design for Bainbridge Subdivision Worksheet

### Chapter 3

### CONTEXT ANALYSIS

- 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

|    | Met                                 | Does Not Meet            | Not Applicable           |
|----|-------------------------------------|--------------------------|--------------------------|
| C1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C4 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C5 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C6 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If marked Does Not Meet, additional information required:



## Chapter 5

### STREET TYPES AND FRONTAGES

| Street Types             | Check all that apply                |
|--------------------------|-------------------------------------|
| State Route              | <input type="checkbox"/>            |
| Main Street              | <input type="checkbox"/>            |
| Neighborhood Main Street | <input type="checkbox"/>            |
| Neighborhood Mixed Use   | <input type="checkbox"/>            |
| Mixed Use Arterial       | <input type="checkbox"/>            |
| Rural by Design          | <input type="checkbox"/>            |
| Green Street             | <input type="checkbox"/>            |
| Rural Green Street       | <input checked="" type="checkbox"/> |
| Frontage Types           | Check all that apply                |
| Linear / Storefront      | <input type="checkbox"/>            |
| Landscape                | <input type="checkbox"/>            |
| Plaza                    | <input type="checkbox"/>            |
| Forecourt                | <input type="checkbox"/>            |
| Stoop / Terrace          | <input type="checkbox"/>            |
| Vegetated Buffer         | <input checked="" type="checkbox"/> |
| Parking                  | <input type="checkbox"/>            |

#### Applicant Response – Street Types and Frontages:

Koura Road is a dead-end road, lined with dense trees and understory along the frontage of the subject parcel.

#### DRB Discussion – Street Types and Frontages:

#### DRB Findings – Street Types and Frontages:

|              | Met                                 | Does Not Meet            | Not Applicable           |
|--------------|-------------------------------------|--------------------------|--------------------------|
| Street Types | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Frontages    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## Chapter 6

### **SUBDIVISION GUIDELINES**

#### **ISLAND CHARACTER:** PRESERVE AND MAINTAIN ISLAND CHARACTER

##### **Applicant Response – Island Character:**

The special character of Bainbridge is different for each person. That diversity is to be celebrated. Creating a new homesite will allow a family to add to our community in their unique way.

The character along Koura Road will be preserved and maintained at the project site, and specifically by the following measures:

- 1) The existing area between the road pavement and the existing ROW line (approximately 10') is now densely vegetated and will not change, other than at the location of the 18'-wide proposed new driveway.
- 2) The additional 10' dedication as part of this project -- also densely vegetated -- will further preserve and maintain the existing island character.
- 3) The one proposed new home near Koura Road will be further obscured from the road by an additional 40'-deep natural area.

##### **DRB Discussion – Island Character:**

##### **DRB Findings – Island Character:**

| Met                                 | Does Not Meet            | Not Applicable           |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## Design for Bainbridge Subdivision Worksheet

**NEIGHBORHOOD CONTEXT:** REFLECT AND/OR ENHANCE THE CONTEXT PROVIDED BY EXISTING ROADWAY CHARACTER AND NEIGHBORING PROPERTIES

### **Applicant Response – Neighborhood Context:**

In terms of the context provided by neighboring properties: The "context" at this particular location could be described as "mixed, but mostly forested", as follows:

- 1) Across Koura Road to the south is a portion of the Grand Forest, densely forested presumably forever.
- 2) To the west of the project site are several homes with the same sort of dense foliage buffer along Koura Road as the subject parcel.
- 3) To the east of the project site is Miller Road, a very busy arterial across which is a home directly fronting on the road, with very little foliage and only few dispersed large trees.

### **DRB Discussion – Neighborhood Context:**

### **DRB Findings – Neighborhood Context:**

| Met                                 | Does Not Meet            | Not Applicable           |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## Design for Bainbridge Subdivision Worksheet

**NATURAL AREA:** 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

**Applicant Response – Natural Area:**

In addition to the measures taken to incorporate forested and/or natural areas along Koura Road as described above, the following measures were taken on the site design of the interior of the property:

- 1) The delineated Natural Area is connected to forest area to the west, north and east
- 2) The delineated Natural Area protects the Type NP stream to the west by adhering to a 100' stream buffer and additional 15' building setback.
- 3) Perimeter buffers of Natural Area are maintained around all four of the proposed homesites.

**DRB Discussion – Natural Area:**

**DRB Findings – Natural Area:**

| Met                                 | Does Not Meet            | Not Applicable           |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## Design for Bainbridge Subdivision Worksheet

**NATURAL SITE CONDITIONS:** PRESERVE AND INTEGRATE EXISTING NATURAL SITE PATTERNS AND FEATURES THROUGHOUT THE SITE

**Applicant Response – Natural Site Conditions:**

In addition to the measures described in previous sections, the locations and configurations of the homesites were undertaken so as to provide as much open space between them as possible. Because those areas are currently forested with dense understory, their preservation will mean preservation and integration of the existing natural site patterns and features.

**DRB Discussion – Natural Site Conditions:**

**DRB Findings – Natural Site Conditions:**

| Met                                 | Does Not Meet            | Not Applicable           |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## Design for Bainbridge Subdivision Worksheet

**HISTORIC AND CULTURAL RESOURCES:** PRESERVE IMPORTANT HISTORIC AND CULTURAL RESOURCES

**Applicant Response – Historical and Cultural Resources:**

There are no known important historic or cultural resources on the site. All indications are that -- other than the existing house and immediate surroundings -- there has been no previous occupancy or use of the site other than historic logging.

**DRB Discussion – Historical and Cultural Resources:**

**DRB Findings – Historical and Cultural Resources:**

| Met                      | Does Not Meet            | Not Applicable                      |
|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |



## Design for Bainbridge Subdivision Worksheet

**STORMWATER:** INTEGRATE STORMWATER FACILITIES IN SITE DESIGN WITH EMPHASIS ON INFILTRATION AND DISPERSION PRACTICES

**Applicant Response – Stormwater:**

Runoff from each of the three new proposed lots and new driveway will be managed by a set of rain gardens.

**DRB Discussion – Stormwater:**

**DRB Findings – Stormwater:**

Met

Does Not Meet

Not Applicable





## Design for Bainbridge Subdivision Worksheet

### **SEPTIC SYSTEMS:** MINIMIZE IMPACT OF SEPTIC FACILITIES

#### **Applicant Response – Septic Systems:**

Each new lot will have an on-site septic system including primary and reserved drainfields, located and designed by a professional septic system designer and in a manner aimed at minimizing the impact.

#### **DRB Discussion – Septic Systems:**

#### **DRB Findings – Septic Systems:**

| Met                                 | Does Not Meet            | Not Applicable           |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## Design for Bainbridge Subdivision Worksheet

**WATER CONSERVATION:** PROTECT THE ISLAND'S FINITE GROUNDWATER RESOURCES AND ADAPT TO THE IMPACTS OF A CHANGING CLIMATES

**Applicant Response – Water Conservation:**

The overall design of the configuration of the lots and the homesites within them is undertaken so as to preserve as much of the existing environment as possible. At this site, because the existing environment is heavily wooded, those preserved trees will serve to continue the protection of the groundwater absorption in the area. Additionally, the preservation of the trees in close proximity to the proposed homes will provide shade, and thus minimize the need for watering.

**DRB Discussion – Water Conservation:**

**DRB Findings – Water Conservation:**

| Met                                 | Does Not Meet            | Not Applicable           |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## Design for Bainbridge Subdivision Worksheet

### **COMMUNITY SPACE:** PROMOTE A SHARED SENSE OF COMMUNITY

#### **Applicant Response – Community Space:**

Community space is not required on short plats that provide the maximum required natural area. This project provides the maximum area; therefore community space is not required.

#### **DRB Discussion – Community Space:**

#### **DRB Findings – Community Space:**

| Met                      | Does Not Meet            | Not Applicable                      |
|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |



## Design for Bainbridge Subdivision Worksheet

**CLUSTER HOMESITES:** PROMOTE INTERACTION WITHIN THE COMMUNITY AND FACILITATE THE EFFICIENT USE OF LAND BY REDUCING DISTURBED AREAS, IMPERVIOUS SURFACES, UTILITY EXTENSIONS AND ROADWAYS

**Applicant Response – Cluster Homesites:**

The homesites are configured such that the houses on them could be designed and situated to foster interaction among the residents of the three new houses. As described in previous sections, the location and configuration of the lots and the homesites within them have been undertaken so as to preserve as much of the existing woods as possible, and to minimize disturbed areas and the introduction of impervious surfaces. The utility easement along the shared driveway will enable the provision of utilities in the most efficient manner possible.

**DRB Discussion – Cluster Homesites:**

**DRB Findings – Cluster Homesites:**

| Met                                 | Does Not Meet            | Not Applicable           |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## Design for Bainbridge Subdivision Worksheet

**SOLAR ACCESS:** PROVIDE SOLAR ACCESS FOR WELL BEING AND ENERGY PRODUCTION

**Applicant Response – Solar Access:**

While the preservation of trees -- in part to assist in maintaining the absorption of groundwater -- will minimize solar access on the site overall, each homesite has been carefully designed to provide as much solar access as possible to each future home while still preserving as much natural area as possible.

**DRB Discussion – Solar Access:**

**DRB Findings – Solar Access:**

| Met                                 | Does Not Meet            | Not Applicable           |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## Design for Bainbridge Subdivision Worksheet

**ACCESS AND CIRCULATION:** PROVIDE A PRACTICAL AND PLEASANT NETWORK OF MULTI-MODAL CIRCULATION

**Applicant Response – Access and Circulation:**

Bicyclists and pedestrians at this location are fortunate to have direct access to several serviceable routes (or a "network") to many desired destinations such as Winslow, Lynwood Center, Battle Point Park, all the parts of Grand Forest, and more. Specifically, Winslow can be reached via roads with full shoulders and/or low motor vehicle volumes (Miller Road to Fletcher Bay Road to High School Road to Madison Ave) or via more indirect routes using smaller roads and trails through the sections of the Grand Forest. Regarding transit: There are two Kitsap Transit bus access points nearby, one at the intersection of Koura Road and Miller Road, which is adjacent to the southeast corner of the project site. A second Kitsap Transit access point is at the intersection of Miller Road and Arrow Point Drive, 900 feet south of the project site.

**DRB Discussion – Access and Circulation:**

**DRB Findings – Access and Circulation:**

| Met                                 | Does Not Meet            | Not Applicable           |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## Design for Bainbridge Subdivision Worksheet

**MOTOR VEHICLES:** MINIMIZE THE PROMINENCE OF MOTOR VEHICLE USE AND STORAGE

**Applicant Response – Motor Vehicles:**

The placement of the homesites -- at a distance from the road, and shielded by the 60 feet of woods along the road -- will obscure the parking of motor vehicles from the road. The convenient access to both transit and bicycling routes will avail residents of the opportunity to minimize the use of motor vehicles.

**DRB Discussion – Motor Vehicles:**

**DRB Findings – Motor Vehicles:**

| Met                                 | Does Not Meet            | Not Applicable           |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## Design for Bainbridge Subdivision Worksheet

**HOMESITE DESIGN:** CONFIGURE BUILDING FOOTPRINTS AND ALLOWED USES  
EFFICIENTLY WITHIN A HOMESITE

**Applicant Response – Homesite Design:**

As described in earlier sections, the homesites are configured with respect to the following considerations, in approximate order of priority: 1) stream, tree or natural area preservation/ARPA 2) minimization of new impervious surface area 3) providing adequate area on each lot for proper stormwater management 4) providing adequate area on each lot for septic infrastructure 5) providing the greatest efficiency possible for location of utilities 6) providing solar access

**DRB Discussion – Homesite Design:**

**DRB Findings – Homesite Design:**

| Met                                 | Does Not Meet            | Not Applicable           |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## Design for Bainbridge Subdivision Worksheet

**DIVERSITY IN HOUSE DESIGN:** PROVIDE A RANGE OF HOME SIZES AND DESIGNS TO ACHIEVE DIVERSITY IN VISUAL APPEARANCE AND AFFORDABILITY

**Applicant Response – Diversity in House Design:**

The proposal is to create new building lots. No specific homes are proposed at this time.

**DRB Discussion – Diversity in House Design:**

**DRB Findings – Diversity in House Design:**

Met

☐

Does Not Meet

☐

Not Applicable

☒



## Design for Bainbridge Subdivision Worksheet

**FACING PUBLIC STREETS:** REINFORCE NEIGHBORLINESS OF HOMES ALONG A PUBLIC STREET

**Applicant Response – Facing Public Streets:**

Because nearly all adjoining and nearby properties are completely wooded along Koura Road, the preservation of the frontage trees is paramount in the goal of reinforcing neighborliness. In other words, the most neighborly course of action in this particular neighborhood will be the preservation of the frontage trees, as is prescribed for this project.

**DRB Discussion – Facing Public Streets:**

**DRB Findings – Facing Public Streets:**

| Met                                 | Does Not Meet            | Not Applicable           |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## Design for Bainbridge Subdivision Worksheet

### This project is recommended for:

Approval: ☒

The Design Review Board approves this project without conditions. We commend the applicant on their complete verbal presentation and supporting documentation. The DRB does not typically approve subdivisions in a single meeting. However, the thoroughness of intent, clarity of discussion, and fact that the applicant is proposing subdividing the lot into just four parcels, rather than the allowable 7, which will maintain the wooded character of the plot has heavily influenced the need for a single meeting.

Approval with the following conditions: ☐

Denial with the following deficiencies: ☐

**SIGNATURE:**

*Todd Thiel*

Chair, Design Review Board

**DATE:** 10/03/2023