



Design Review Board Regular Meeting
Monday, August 19, 2024 2:00 PM
Council Conference Room, City Hall
280 Madison Ave N
Bainbridge Island, WA 98110

Meeting Minutes

1. Call to Order/Roll Call

Chair Todd Thiel called the meeting to order at 2:00 PM. Committee Members in attendance were Howard Howlett, Aidan Bird, and Greg Hunt. Elaine Liffgens and Marc Aubin were absent and excused. Council member Jon Quitslund was present. City Staff present were Planning Manager, HB Harper, Planner Joanne Mendenhall, and Administrative Specialist Marlene Schubert who monitored recording and prepared minutes.

2. Conflict of Interest Disclosure

No conflicts of interest disclosed

3. Regular Business

a) Approve Minutes from July 29, 2024 meeting

Motion: I move to approve minutes from July 29 meeting

Howlett/Bird: Passed Unanimously

b) **257 Wood Ave (PLN52437 DRB Final)**

Project Manager: Joanne Mendenhall

#3 Final Review and Recommendation Meeting

*See Design for Bainbridge Subdivision Worksheet FINAL - 257 Wood Ave PLN52437
08192024.pdf*

c) **Pre-app Conference Attendees**

Guterson Short Plat Preapplication Conference - PLN52867

08/20/24 11:00 am

Howard Howlett

BAINBRIDGE ISLAND SENIOR COMMUNITY CENTER PRE-APP Conference - PLN52863

08/27/24 11:00 am

Aidan Bird

Clark Short Plat Preapplication Conference - PLN52860

09/10/24 11:00 am

Todd Thiel

d) Complying with HB1293 on Design Review Process and Standards

Reviewed the proposed plan to work through the different elements of Design for Bainbridge to align process with HB1293 requirements.

4. Good of the Order

Next scheduled meeting falls on the Labor Day holiday (September 2). Special meeting will be scheduled for September 3 if there are projects ready for review.

5. Adjourn

Chair Todd Thiel adjourned the meeting at 3:46 PM.



Todd Thiel, Board Chair



Marlene Schubert, Administrative Specialist

Attendee Report				
Report Generated:	8/20/2024 7:45			
Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	Unique Viewers
Design Review Board Regular Meeting - 3rd Monday	813 9257 6299	8/19/2024 13:15	153	3
				Total Users
				4
Host Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Marlene Schubert	mschubert@bainbridgewa.gov	8/19/2024 13:15	8/19/2024 15:47	153
Panelist Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Attendee Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
wildmanwilson		8/19/2024 14:02	8/19/2024 14:43	42
Vicki Clayton		8/19/2024 14:02	8/19/2024 14:40	38
Ashley Mathews		8/19/2024 14:04	8/19/2024 14:37	34



CITY OF
BAINBRIDGE ISLAND

City of Bainbridge Island
Design Review Board – Regular Meeting
August 19, 2024

Please Print

Name	Affiliation	Phone & Email
Jon Quitzberg	City Council	☐
Howard T. Howlett.	DRB	☐
Joanne Mendenhall	PCD	☐
Greg Hunt	DRB	☐
Todd Thiel	DRB	☐
Aidan Bird	DRB	☐
Ran Stevens	Architect Applicant	☐

****Want to be added to Listserv?****

Check the box and Provide Phone **AND** Email



Design Review Board Special Meeting
Monday, July 29, 2024, 2:00 PM
Council Conference Room, City Hall
280 Madison Ave N
Bainbridge Island, WA 98110

Meeting Minutes

1. Call to Order/Roll Call

Chair Todd Thiel called the meeting to order at 2:00 PM. Committee Members in attendance were Howard Howlett, Aidan Bird, Elaine Liffgens, and Marc Aubin. Bob Russell and Greg Hunt were absent and excused. Council member Jon Quitslund was absent. City Staff present were Planning Manager, HB Harper, Planner Auburn Lovett, and Administrative Specialist Marlene Schubert who monitored recording and prepared minutes.

2. Conflict of Interest Disclosure

No conflicts of interest disclosed

3. Regular Business

a) Approve Minutes from July 1, 2024 meeting

Motion: I move to approve minutes from July 1 meeting
Liffgens/Howlett: Passed Unanimously

b) Wing Point Golf & Country Club ([PLN52754 DRB CON](#))

Project Manager: Auburn Lovett
#1 Conceptual Proposal Review Meeting
Discussion only

c) Pre-app Conference Attendees

No new conferences to assign attendees

d) Complying with HB1293 on Design Review Process and Standards

Reviewed the proposed plan to work through the different elements of Design for Bainbridge to align process with HB1293 requirements.

4. Good of the Order

No new business to discuss

5. Adjourn

Chair Todd Thiel adjourned the meeting at 4:30 PM.

Todd Thiel, Board Chair

Marlene Schubert, Administrative Specialist



Design for Bainbridge Subdivision Worksheet

PROJECT: 257 Wood Ave Cottage Development

PROJECT ADDRESS or PARCEL: 257 Wood Ave SW / 27250240622001

DATE: 08/19/24

PROJECT PLANNER: Joanne Mendenhall

Design Review Board Meeting Dates: 02/06/23 DRB CON; 05/06/24 DRB DG;
08/19/24 DRB Final

4-STEP DESIGN PROCESS

17.12.030 Four-step design process. 

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 BIMC [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	☒	☐	☐
C2	☒	☐	☐
C3	☒	☐	☐
C4	☒	☐	☐
C5	☒	☐	☐
C6	☒	☐	☐

If marked Does Not Meet, additional information required:



Design for Bainbridge Subdivision Worksheet

Chapter 5

STREET TYPES AND FRONTAGES

Street Types	Check all that apply
State Route	☐
Main Street	☐
Neighborhood Main Street	☐
Neighborhood Mixed Use	☒
Mixed Use Arterial	☐
Rural by Design	☐
Green Street	☐
Rural Green Street	☐
Frontage Types	Check all that apply
Linear / Storefront	☒
Landscape	☒
Plaza	☐
Forecourt	☒
Stoop / Terrace	☐
Vegetated Buffer	☐
Parking	☒

Applicant Response – Street Types and Frontages:

Street frontages along Wood Avenue vary considerably from approximately 20 feet to 75 feet. The majority of the east and western sides of the street is zoned R-8 with the exception of the northeast corner, zoned "CORE"

DRB Discussion – Street Types and Frontages:

DRB Findings – Street Types and Frontages:

	Met	Does Not Meet	Not Applicable
Street Types	☒	☐	☐
Frontages	☒	☐	☐



Design for Bainbridge Subdivision Worksheet

Chapter 6

SUBDIVISION GUIDELINES

ISLAND CHARACTER: PRESERVE AND MAINTAIN ISLAND CHARACTER

Applicant Response – Island Character:

The proposed three lot short plat is consistent with density levels throughout the neighborhood. Presently, the intention is to relocate the existing 1938 built home to one of the three lots with two new complimentary structures built, not exceeding 1,600 sf in size, on the remaining two lots. The relocated home is 1,876 sf in size. An administrative departure is requested from the R-8 subdivision home size requirement to preserve this home.

DRB Discussion – Island Character:

DRB Findings – Island Character:

Met	Does Not Meet	Not Applicable
☒	☐	☐



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:

Wood Avenue serves as a sort of transition zone between urban, close to Core on the northeast corner, and more rural, with R-4.3 zoning to the west. Consistent with the description of it as a "neighborhood center" the proposed development will have a similar urban density feel shared by its neighbors. The proposed short plat is designed with a single road access with a common parking structure to the back to maintain this "in-town" residential feel.

DRB Discussion – Neighborhood Context:

DRB Findings – Neighborhood Context:

Met	Does Not Meet	Not Applicable
☒	☐	☐



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:

The *north edge of* the site contains a drainage swale and is vegetated with some trees and natural understory. This area provides a healthy environment for birds and natural wildlife. Invasive ivy will be removed as necessary to help promote the health of the undergrowth and bring more sunlight and air to the existing plants. The area will be fenced during construction to prevent damage and will remain in its natural state into perpetuity. Signage is proposed to identify the Natural Area boundary and the area will be held in common-interest by a Homeowner's Association to be formed. Existing trees will remain where possible and new trees will be planted to achieve the COBI tree standards for developed property will be met. Native plants that encourage butterfly, bee and bird health will be used as part of a future landscaping plan.

8/24 UPDATE:

A new landscape plan and preliminary utility plan has been created and included in the latest submitted DRB documents. The plans integrate a proposed rain garden and infiltration trenches at the center of the site.

*added language in response to 5/24 second round DRB meeting suggestion shown above, typical.

DRB Discussion – Natural Area:

DRB Findings – Natural Area:

Met	Does Not Meet	Not Applicable
☒	☐	☐



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:

The site is developed with yard area encompassing much of the area. The site features a grouping of trees in the northwest corner- considered a Secondary Natural Area (SNA) per BIMC 17.12.050 and two large fir trees on the north and south corners along the street edge which are not considered SNA as they are considered landmark trees. Nonetheless, efforts to maintain the health of these areas will reinforce a connection to the natural environment in general. By making a concerted effort to preserve the two fir trees on the street edge, clearing the dense laurel hedge at the street, and clearing out vegetation that is choking out the normal tree growth in the northwest corner, we hope to create a visual connection with other large trees off site farther north and west of the lot.

DRB Discussion – Natural Site Conditions:

DRB Findings – Natural Site Conditions:

Met	Does Not Meet	Not Applicable
☒	☐	☐



Design for Bainbridge Subdivision Worksheet

HISTORIC AND CULTURAL RESOURCES: PRESERVE IMPORTANT HISTORIC AND CULTURAL RESOURCES

Applicant Response – Historical and Cultural Resources:

Our intent although unrelated to this short plat entitlement action is to move and renovate an existing house, moving it slightly west to facilitate the creation of the two additional lots. By preserving the house, we are saving resources that would otherwise have been used building an entirely new house and preserving the existing history of the site. As previously indicated, an Administrative Departure from the Chapter 17.12 Subdivision Standards given the home size is requested to allow for the home preservation.

DRB Discussion – Historical and Cultural Resources:

DRB Findings – Historical and Cultural Resources:

Met	Does Not Meet	Not Applicable
☒	☐	☐



Design for Bainbridge Subdivision Worksheet

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

Applicant Response – Stormwater:

The proposal seeks to minimize impervious surface area by using pervious pavers for the roadway to the parking structure. Storm drainage from the garage structure will be addressed through infiltration. Storm drainage for the homes will be addressed at the time of individual building permit but is expected to rely on infiltration where feasible. Storm drainage design shall comply with LID standards and are subject to approval by COBI.

8/24 UPDATE:

A new landscape plan and preliminary utility plan has been created and included in the latest submitted DRB documents. The plans integrate a proposed rain garden and infiltration trenches at the center of the site.

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:

New structures will tie into the existing sewer line that runs north and south along Wood Avenue.

DRB Discussion – Septic Systems:

DRB Findings – Septic Systems:

Met	Does Not Meet	Not Applicable
☒	☐	☐



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 homes will connect to City of Bainbridge Island Winslow service.

DRB Discussion – Water Conservation:

DRB Findings – Water Conservation:

Met	Does Not Meet	Not Applicable
☒	☐	☐



Design for Bainbridge Subdivision Worksheet

COMMUNITY SPACE: PROMOTE A SHARED SENSE OF COMMUNITY

Applicant Response – Community Space:

Community Space areas, although not required by Chapter 17.12, are planned and are expected to include a common landscaped garden area for the enjoyment of the three homes. The common area will be held by a Homeowner's Association rather than included in the respective lots.

DRB Discussion – Community Space:

DRB Findings – Community Space:

Met	Does Not Meet	Not Applicable
☒	☐	☐



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 proposal involves the reconfiguration of an already developed property. During the course of design the proposal has been reconfigured to resituate the parking to the east to temper the development impact along Wood Ave. While greater road surface results from this change, this impact will be tempered through the use of pervious pavers rather than asphalt.

DRB Discussion – Cluster Homesites:

DRB Findings – Cluster Homesites:

Met	Does Not Meet	Not Applicable
☒	☐	☐



Design for Bainbridge Subdivision Worksheet

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

Applicant Response – Solar Access:

Typically, solar panels perform best on unshaded, south-facing roofs with a slope between 15 and 40 degrees. The development is shielded by tall trees along the entire south edge of the property, which creates significant shade to the north.

DRB Discussion – Solar Access:

DRB Findings – Solar Access:

Met	Does Not Meet	Not Applicable
☒	☐	☐



Design for Bainbridge Subdivision Worksheet

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

Applicant Response – Access and Circulation:

We are proposing to separate the pedestrian and vehicular entry points to create safer environments for walking from or into the development off of Wood Avenue. An existing dense hedge along Wood Avenue will be removed to improve view lines for pedestrians, bicycles or vehicles entering or exiting the driveway. A pedestrian entry gate will encourage pedestrian traffic. Low level lighting fixtures at the driveways and pedestrian path off of Wood Avenue will make the development more approachable. Existing biking and walking areas will not be significantly affected. A proposed bike structure near the shared parking structure will encourage bicycle use. The existing driveway will be resurfaced and extended into the site.

DRB Discussion – Access and Circulation:

DRB Findings – Access and Circulation:

Met	Does Not Meet	Not Applicable
☒	☐	☐



Design for Bainbridge Subdivision Worksheet

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

Applicant Response – Motor Vehicles:

Per Table 18.15.020-1, Footnote 1, the number of off-street residential parking requirements may be reduced. *25 percent for dwelling units located within one-half mile and a one mile radius of the ferry terminal providing scheduled service to Seattle With three units, a reduction of 25%, $=6 \times .75 = 4.5$, rounding up=5.* We are proposing one covered parking spot per residence and one two guest parking spots along the north edge of the proposed driveway, which will connect to a pedestrian path in the common space.

*8/24 UPDATE: Notes above are in response to a correction from COBI to our calculations from the previous DRB drawing submittal.

DRB Discussion – Motor Vehicles:

DRB Findings – Motor Vehicles:

Met	Does Not Meet	Not Applicable
☒	☐	☐



Design for Bainbridge Subdivision Worksheet

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

Applicant Response – Homesite Design:

The three lots are arranged in an inverted u shape to frame the proposed central common area, with an entry gate along the eastern edge to create a pedestrian human scaled formal edge to the street.

DRB Discussion – Homesite Design:

DRB Findings – Homesite Design:

Met	Does Not Meet	Not Applicable
☒	☐	☐



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:

This evaluation regards the property configuration only and diversity in house design is not applicable.

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:

One lot only will abut Wood Avenue. The configuration contemplates a center-oriented pedestrian access with entry gate from Wood to a common area fronting the three homes. The shared garage structure will be tucked at the back of the site, essentially hidden from the street edge.

DRB Discussion – Facing Public Streets:

DRB Findings – Facing Public Streets:

Met	Does Not Meet	Not Applicable
☒	☐	☐



Design for Bainbridge Subdivision Worksheet

This project is recommended for:

Approval: ☐

Approval with the following conditions: ☒

Board supports the depature. Thank you for full and complete documentation and good dialogue and presentation.

Denial with the following deficiencies: ☐

SIGNATURE: Todd Thiel
Chair, Design Review Board

DATE: 08-19-2024