



Design Review Board Regular Meeting
Monday, October 21, 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 2:01 PM. Committee Members in attendance were Elaine Liffgens, Howard Howlett, Aidan Bird, Marc Aubin, and Greg Hunt. Marc Aubin was absent and excused. Council member Jon Quitslund was present. City Staff present were Permit & Admin Services Manager Darron Buchanan, Senior Planner Kelly Tayara, 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. Public Comment

No public comments received

4. Regular Business

a) Approve Minutes from October 7, 2024 meeting

Motion: I move to approve minutes from October 7 meeting

Bird/Hunt: Passed Unanimously

b) Brown Bear Car Wash ([PLN52325 DRB-FRR](#))

Project Manager: Kelly Tayara

#3 Final Review and Recommendation Meeting

See Design for Bainbridge Commercial-MF FINAL Worksheet Brown Bear Car Wash

PLN52325 10212024.pdf

c) Bainbridge Island Senior Community Center ([PLN52863 DRB CON](#))

Project Manager: Auburn Lovett

#1 Conceptual Proposal Review Meeting

Discussion only

d) Pre-app Conference Attendees

No pre-app conferences scheduled that require DRB attendance

e) Complying with HB1293 on Design Review Process and Standards

Reviewed and discussed D4B 1293 Proposal APPENDIX A and B.pdf

5. Good of the Order

No new business discussed

6. Adjourn

Chair Todd Thiel adjourned the meeting at 4:35 PM.



Todd Thiel, Board Chair



Marlene Schubert, Administrative Specialist



City of Bainbridge Island
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October 21, 2024

Please Print

Name	Affiliation	Phone & Email
Greg Hunt	DRB	☐
Alex Biron	DRB	☐
Todd Thiel	DRB	☐
Kelly Taylor	Staff	☐
Auburn Lovett	Staff	☐
ELAINE LIFFGELS	DRB	☐
Marilyn Schmidt	Bainbridge Resident	☐

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

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



City of Bainbridge Island
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Please Print

Name	Affiliation	Phone & Email	
Jon Quistlund	City Council		☐
Reed Price	BISCC		☐
DAVID SWENSON	WENZLAW ARCHITECTS		☐
			☐
			☐
			☐
			☐

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

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

Attendee Report				
Report Generated:	11/12/2024 8:51			
Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	Unique Viewers
Design Review Board Regular Meeting - 3rd Monday	813 9257 6299	10/21/2024 13:26	189	7
				Total Users
				13
Host Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Marlene Schubert	mschubert@bainbridgewa.gov	10/21/2024 13:26	10/21/2024 16:34	189
Panelist Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Glenna Mahar		10/21/2024 14:03	10/21/2024 14:54	51
Nick Wecker - Barghausen		10/21/2024 14:03	10/21/2024 14:56	53
Marc	marc.aubin@cobicommittee.email	10/21/2024 14:02	10/21/2024 14:31	29
Attendee Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
hdoyle		10/21/2024 14:01	10/21/2024 14:54	54
Glenna Mahar		10/21/2024 14:01	10/21/2024 14:03	2
bl		10/21/2024 14:49	10/21/2024 15:34	46
marci's iPad		10/21/2024 14:10	10/21/2024 16:00	110
Sarah's iPhone		10/21/2024 15:15	10/21/2024 15:24	10
Sarah's iPhone		10/21/2024 15:25	10/21/2024 15:28	4
Sarah's iPhone		10/21/2024 15:48	10/21/2024 16:00	13
Nick Wecker - Barghausen		10/21/2024 14:02	10/21/2024 14:03	2
eleanorfooteweinel		10/21/2024 14:03	10/21/2024 15:37	94



Design for Bainbridge Commercial / Multi-Family Housing Worksheet

PROJECT: Brown Bear Car Wash – PLN52325

PROJECT ADDRESS or PARCEL: 26250220752001 / 1220 Hildebrand Ln E

DATE: 10/21/2024

PROJECT PLANNER: Kelly Tayara

Design Review Board Meeting Dates: 09/19/22 CON; 09/16/24 DG; 10/21/24 FRR

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: ☐ N/A: ☒



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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

Context Analysis Complete:

	Met	Does Not Meet
C1	☒	☐
C2	☒	☐
C3	☒	☐
C4	☒	☐
C5	☒	☐
C6	☒	☐

If marked Does Not Meet, additional information required:

Click or tap here to enter text.



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Chapter 4

SITE DESIGN STANDARDS

- 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
- S6** SUPPORT AND CONTRIBUTE TO A VIBRANT PUBLIC REALM

Applicant Response – Site Design Standards S1 through S6:

The project team plans to take full advantage of the natural characteristics of the site to guide their design and development approach. By carefully assessing and understanding the existing condition, the team aims to integrate additional landscaping elements into the Brown Bear Car Wash project. This means that paving materials will be used only where necessary, rather than covering large areas with impervious surfaces. While the project is intended for use by vehicles, connections to the surrounding available retail establishments is available for bicyclists and pedestrians.

DRB Discussion - Site Design Standards S1 through S6:

Click or tap here to enter text.

DRB Findings – Site Design Standards:

	Met	Does Not Meet
S1	☒	☐
S2	☒	☐
S3	☒	☐
S4	☒	☐
S5	☒	☐
S6	☒	☐



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**Commercial / Multi-Family Housing
Worksheet**



Design for Bainbridge Commercial / Multi-Family Housing Worksheet

Chapter 4

PUBLIC REALM STANDARDS

- 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

Applicant Response – Public Realm Standards P1 through P6:

Although the primary focus of the project is vehicular uses, there are opportunities to incorporate pedestrian and bicycle connections. Sidewalks along the site's frontage provide a pathway for connecting to the intersection of Highschool Road NE and Hildebrand Lane NE and the surrounding retail sites, ensuring accessibility and integration for all users.

DRB Discussion - Public Realm Standards P1 through P6:

[Click or tap here to enter text.](#)

DRB Findings – Public Realm Standards:

	Met	Does Not Meet
P1	☒	☐
P2	☒	☐
P3	☒	☐
P4	☒	☐
P5	☒	☐
P6	☒	☐



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Chapter 4

BUILDING DESIGN STANDARDS

- 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 MATERIALS AND WELL - CRAFTED DETAILS

Applicant Response – Building Design Standards B1 through B5:

Great care and attention were invested in the design of the proposed Brown Bear Car Wash building. The structure features an appealing, wood-themed design that is both visually striking and proportionately suited to its intended function.

DRB Discussion - Building Design Standards B1 through B5:

- Simplify roof line, remove small gable element on east and west elevation, remove/reduce face size of fascia, remove vertical extension of parapet wall above the sloped roof, extend the angle of the roof up to make a shallow hip roof.
- Remove green light/signage that rings the fascia
- Move signage from roof to vertical exterior wall
- Clarify intent of overhead doors, fully clear glass, fully frosted glass, or solid. Review light spill from interior lighting at night.
- Provide exterior lighting information: site lighting plan, fixtures, coverage. Provide information on noise levels

DRB Findings – Building Design Standards:

	Met	Does Not Meet
B1	☒	☐



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B2	☒	☐
B3	☒	☐
B4	☒	☐
B5	☒	☐



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Chapter 4

LANDSCAPE STANDARDS

- 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** SUPPORT HEALTHY HABITAT IN THE LANDSCAPE
- L6** PRESERVE AND ENHANCE IMPORTANT VIEWS AND VIEW CORRIDORS

Applicant Response - Landscape Standards L1 through L6:

The proposed landscape design has been thoughtfully crafted to complement both the car wash building and its site. Plantings have been carefully selected to thrive in the Pacific Northwest environment, enhancing the building's aesthetics while harmonizing with the natural beauty of Bainbridge Island.

DRB Discussion – Landscape Standards L1 through L6:

Click or tap here to enter text.

DRB Findings – Landscape Standards:

	Met	Does Not Meet
L1	☒	☐
L2	☒	☐
L3	☒	☐
L4	☒	☐
L5	☒	☐
L6	☒	☐



Design for Bainbridge Commercial / Multi-Family Housing 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:

Landscaped setbacks/buffers are provided along High School Road NE as well as Hildebrand Lane NE.

DRB Discussion – Street Types and Frontages:

Restore the 50' vegetated buffer for the entire length of the property along WA 305: From the property line along High School Road to the property line of the lot to the South.

DRB Findings – Street Types and Frontages:

	Met	Does Not Meet
Street Types	☒	☐
Frontage Types	☒	☐



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Chapter 7 LARGER SITES

STANDARD 1 DESIGN THE SITE BY CLUSTERING BUILDINGS AND ARRANGING THEM WITH FRONTAGES ON PUBLIC STREETS, PUBLIC SPACES, OR OPEN SPACE.

STANDARD 2 DESIGN SITES TO MINIMIZE THE VISUAL IMPACT OF PARKING ON THE PUBLIC REALM.

Applicant Response - Larger Sites Standard 1 and 2:

The project site is not over one acre and is not defined as a "Larger Site"

DRB Discussion - Larger Sites Standard 1 and 2:

Click or tap here to enter text.

DRB Findings - Larger Sites:

	Met	Does Not Meet	Not Applicable
Standard 1	☐	☐	☒
Standard 2	☐	☐	☒



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Chapter 7

HISTORIC PLACES

- STANDARD1** DESIGN THE SITE, BUILDING(s), AND LANDSCAPE TO BE COMPATIBLE WITH HISTORIC BUILDINGS WITHOUT DIRECTLY MIMICKING HISTORIC ARCHITECTURAL STYLES.
- STANDARD2** MAINTAIN THE HISTORIC INTEGRITY OF BUILDINGS OVER 50 YEARS OLD LISTED OR ELIGIBLE FOR THE NATIONAL OR LOCAL REGISTER OF HISTORIC PLACES.

Applicant Response – Historic Places Standards 1 and 2:

The site is listed as a “Historic Place” in the City of Bainbridge Islands Design Manual.

DRB Discussion - Historic Places Standard 1 and 2:

Click or tap here to enter text.

DRB Findings - Historic Places:

	Met	Does Not Meet	Not Applicable
Standard 1	☐	☐	☒
Standard 2	☐	☐	☒



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Chapter 7 CIVIC USES

STANDARD1 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.

STANDARD2 DESIGN CIVIC SITES AND BUILDINGS TO SERVE MULTIPLE FUNCTIONS SUCH AS PUBLIC SPACE, COMMUNITY GATHERINGS, PUBLIC ART, AND OTHER COMPATIBLE USES.

Applicant Response – Civic Uses Standards 1 and 2:

Click or tap here to enter text.

DRB Discussion - Civic Uses Standard 1 and 2:

Click or tap here to enter text.

DRB Findings - Civic Uses:

	Met	Does Not Meet	Not Applicable
Standard 1	☐	☐	☒
Standard 2	☐	☐	☒



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This project is recommended for:

Approval ☐

Approval with the following conditions: ☒

The Design Review Board conditions their approval on the following items that must be included in the project: 1.) Extension of full screen buffer along 305 to the property line at High School Road: The concentration of low height Oregon Grape and Pacific Wax Myrtle at the corner of High School Road and 305 to be augmented with evergreens (Douglas Fir and Western Red Cedar that will achieve full height) as depicted in the landscape plan to the south. 2.) The "Box" massing that is centered on the roof is to be removed to create a simple, uniform hip roof across the entire structure. 3.) The vertical dimension of the roof fascia around the entire base of the roof is to be limited to 12": "brown bear" sign may extend above this fascia. 4.) The lower four panels of the roll-up door are to be clear transparent glass: It is understood that the blue coloration was a rendering technique, not the proposed branding colors. 5.) EV charging stations along High School Road to be relocated to be as far away from the sidewalk as possible: They are to be moved further to the east along the curblane without disturbing existing tree roots. 6.) The parking and vacuum stations along High School Road is to be in compliance with City regulations for planters breaking up long lines of parking: In this instance, the vacuum stations are considered as parking stalls.

Denial with the following deficiencies: ☐

Click or tap here to enter text.

SIGNATURE:

DATE: 10/21/2024

Chair, Design Review Board

A

APPENDIX

DOCUMENTS REQUIRED FOR DESIGN REVIEW

1. Written Project Overview
 - Project name and description
 - Zoning requirements summary including number of units and parking stalls
2. Context Analysis Drawing
 - Property lines
 - Topography including contours
 - Physical and natural features on site including critical areas per BMC 16.20, prevailing wind, tidal inundation
 - Trees
 - Surrounding properties' uses, zoning, and structures
 - Unique and prominent features including views
 - Known wildlife habitat
 - Streets, nearby active transportation facilities, and existing formal and informal trails
3. Site Plan
 - Label streets and property lines
 - Show roadways, parking areas, pedestrian and vehicular circulation
 - Label square footage for commercial/residential space
4. Landscape Plan
 - All streetscape and landscape elements
5. Written Architectural Narrative
 - Define a clear design narrative that guides all aspects of the project, including aesthetics, materials, and form.
 - Explain how the project meets sustainability goals of page X
- Explain how the following were informed by the context analysis and design narrative:
 - Building form
 - Site design
 - Façade design choices and detailing
 - Materials and landscaping
6. Site Section Drawings
 - Minimum of two site sections (both longitudinal and transverse) extending to adjacent buildings within 100 feet of the property line
 - Show preliminary floor to floor heights and overall height
7. Building Elevation Drawings
 - Elevations of each structure (all sides) and of adjacent structures at same scale.
8. Rendering Drawings
 - At least one eye level perspective from major street location.
 - At least one 3-dimensional rendering of entire project
9. Exterior Lighting Plan
 - final location of exterior lights and indication of light spillage at night
10. Materials Palette
 - Color and materials board with reference to drawings
 - Landscape color and materials board

B

APPENDIX

PRESENTATION REQUIRED AT DESIGN REVIEW BOARD MEETING

Presentation Objectives

- Present Design Vision: Clearly articulate the architectural narrative and goals of the project, including how the design aligns with community values and needs.
- Showcase Key Features: Highlight relevant aspects of the design such as unique architectural elements, sustainable practices, and functional spaces.
- Demonstrate Compliance: Provide evidence that the design meets municipal code, building codes, and other regulatory requirements.
- Visual Representation: Use submitted visuals to effectively convey design intent and context.
- Address Community Impact: Discuss how the project will affect the community, including economic, social, and environmental considerations.
- Outline Next Steps: Clearly define the project's timeline and immediate next steps post-review, setting expectations for further review by staff.

Presentation Parameters

- Presentations should take approximately 30 minutes.
- Afterward, the Design Review Board will facilitate a discussion that encourages feedback from board members. Applicants are expected to hear and discuss concerns and suggestions.