CITY OF BAINBRIDGE ISLAND

DESIGN REVIEW BOARD

Regularly Scheduled Meeting Minutes
Monday, November 17, 2014 at 2:00 p.m.
City Council Conference Room
280 Madison Avenue North
Bainbridge Island, Washington 98110

Call to Order (Attendance, Agenda, Ethics)
Approval of Minutes – October 20 and November 3, 2014 meetings
Coppertop Park (PLN10163B SPRA) – Continued Discussion
Public Records Act and Open Public Meetings Act – Training
Submittal Requirements for DRB Review Discussion
Old and New Business
Adjournment

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1. Meeting was called to order at 2:03 PM by Mark Levine. DRB members also in attendance were Chuck Depew, Alan Grainger, Jim McNett and Adrian Sawyer. City staff present: City Attorney Lisa Marshall, Planning and Community Development Director Kathy Cook, Planning Manager Josh Machen, Associate Planner Heather Beckmann and Planner Kelly Tayara. Citizen Bill Chester was also in attendance. Administrative Specialist Jane Rasely monitored recording of meeting and prepared minutes.
2. Heather Beckmann asked to discuss the Grow Community conversation about the ADA accessible trail. She requested the DRB add a reference to the October 20, 2014 minutes about the "goat trail" or secondary pathway to the Pavilion for the able bodied person to show intent of complying with request from the Hearing Examiner. Discussion ensued about rather than having two concrete pathways, they could have a secondary trail that goes straight down the hill that is not concrete, but is a series of stepping stones, etc., that is landscaped and a "soft" trail. Alan stated it would be nice to have an incidental goat path to the ADA trail. The DRB asked Heather to submit her preferred language and they would hold the minutes for the 20th in abeyance until then.
3. Mark asked to accept the November 3rd minutes as written. Minutes for the November 3, 2014 meeting were unanimously approved.
4. Chuck asked whether there will or will not be another meeting with the Grow Community project to see a final plan for the path. It was confirmed there will not be another meeting but that staff will handle the required changes.
5. Developers Doug and Karina Nelson were invited in at 2:15 PM to discuss roof modifications previously requested to their Coppertop business park. Doug presented changes made to roofline and Kelly passed out plans/drawings for the DRB's review. Karina mentioned that you may be able to "have a peek of it" during the winter, but in the summer when the leaves grow in, you will probably not be able to see the building from Highway 305. Mark stated the setbacks looked good and there were not any questions or concerns from the other board members. Mark thanked

the developer and asked for a motion to approve the revised plans which were unanimously approved at 2:19 PM.

6. Kelly offered to provide date stamped copies of plans for the DRB. Jim replied they did not need the copies since they were simply FYI.
7. At 2:25 PM Lisa Marshall entered and introduced herself to the DRB. Lisa provided handouts to the DRB as well as guest Bill Chester and stated that all City committees are receiving Public Records and Open Meeting Acts training. (Copies of these handouts are attached to the minutes for the record.) The DRB was provided with an overview of Christine Brown's role in the PRR process with Lisa stating that 90% of Christine's time is spent on public record requests. During the overview of the Public Records Act" RCW 42.56, Mark asked about the COBI e-mails created to conduct business of the DRB. Lisa replied they were to protect their privacy, ease of record discovery for Christine and Steve Miller when a PRR is received as well as providing record retention for the proper amount of time. Alan asked about all the e-mail he has accrued for the last 4.5 years since he started working with the DRB. Lisa stated she would like him to forward them to his COBI Committee account. Mark reiterated that they should try to do everything on their e-mail account. Jane asked what should be done when e-mail attachments are not received by committee members. Lisa stated not to send anything to personal e-mail addresses period, but to call Steve about problems with attachments and get information to committee member another way. There followed a brief discussion of other types of communication such as voicemail, twitter, etc. All are public record.
8. In discussing the Open Public Meetings Act, the definition of a public meeting was defined as any time a quorum of committee members are discussing City business. This would be considered a public meeting and must be noticed. A quorum of committee members can be together as long as they are not speaking to each other about City business. Sending e-mails to "everyone" with a reply all response can constitute a public meeting if City business is being discussed. Definitions of Regular and Special Meetings were discussed. During a Special meeting, no decisions can be made that are not on the agenda.
9. Lisa asked for questions. There were none.
10. Discussion moved to submittal requirements for DRB review at 3:00 PM. Mark stated to the DRB that when he sent out the requirements there were not any responses to the information and that Kathy had asked via e-mail that members send revisions they would like to her before the meeting today. Mark asked Josh if he had anything to add. Josh did not.
11. Kathy stated she updated the document with her notes from the last meeting the DRB had about this subject. Mark asked everyone to look at the 2 page document for site plan review and asked if there were any changes anyone thought were needed. Jim asked about whether there were major changes from the previous document and Kathy stated no. Mark was concerned about how the document will get handled by someone coming in and applying for a permit. Josh replied that he has worked with his staff to make sure they are taking in only complete projects as opposed to requiring an applicant to come back with missing pieces of an application. Josh spoke about the submittal checklist planners use that lists the required documents, so they can make sure the application is complete. Alan interjected that one of the things applicants and DRB are sometimes confused about is the action the DRB is going to take based on the information provided."When people are making an application, do they understand what we (DRB) are going to do?" Josh replied that it depended upon the situation. Some people have been through the process more frequently. Alan would like to see some sort of statement about what the DRB will be doing so the applicant is aware of that. Adrian agreed with Alan and Mark thought that was a good idea.

Kathy said it would be easy to add a statement regarding the DRB's role in each section of submittal requirements.

12. Kathy asked for clarification on what the DRB is asking and that staff is onboard with the submittal requirements and trying to educate applicants. Adrian asked for City staff to report as to the quantity/type of pushback they may receive from applicants. All agreed the Pre-app review was fine.
13. Mark asked for questions. Site drawings were discussed and which drawings are desired for review by the DRB. Kathy asked if the DRB would stress in Pre-app meetings what they would like to see at the Site/Drawing review meeting. Josh stated that the DRB's power lies in their recommendation. Chuck replied that the DRB's power lies in NOT making a decision because once they have made a decision City staff have to work with that decision regardless of what it is. DRB members asked for Planners/City Staff to emphasize that they strongly recommend they provide the information requested by the DRB.
14. Mark asked for any concerns or questions on Final Site Plan requirements. There were none. Requirements were unanimously approved and it was reiterated that after staff is educated at the Thursday staff meeting, they will expect applicants to be informed of their expectations.
15. Mark asked for any new or old business besides Jim's e-mail problems.
16. Mark adjourned the meeting at 3:28 PM.

Approved by:

Mark Levine, Chairperson

Jane Rasely, Administrative Specialist