



**CITY OF BAINBRIDGE ISLAND
REGULAR PLANNING COMMISSION MEETING
THURSDAY, FEBRUARY 12, 2015
280 MADISON AVE N, BAINBRIDGE ISLAND, WASHINGTON**

- 7:00 PM CALL TO ORDER**
Call to Order, Agenda Review, Conflict Disclosure
- 7:05 PM PUBLIC COMMENT**
Accept public comment on off-agenda items
- 7:15 PM REVIEW AND APPROVAL OF MINUTES**
January 8, 2015 Planning Commission Meeting
- 7:20 PM COPPERTOP PARK (PLN10163BSPRA) - MAJOR ADJUSTMENT TO APPROVED
SITE PLAN & DESIGN REVIEW**
Recommendation
- 8:45 PM NEW/OLD BUSINESS**
- 9:00 PM ADJOURN**

*****TIMES ARE ESTIMATES*****

Public comment time at meeting may be limited to allow time for Commissioners to deliberate. To provide additional comment to the City outside of this meeting, e-mail us at pcd@bainbridgewa.gov or write us at Planning and Community Development, 280 Madison Avenue, Bainbridge Island, WA 98110.

Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact the City Clerk at 206-842-2545 (cityclerk@bainbridgewa.gov) by noon on the day preceding the meeting.



**CITY OF BAINBRIDGE ISLAND
REGULAR PLANNING COMMISSION MEETING
THURSDAY, JANUARY 8, 2015
280 MADISON AVE N, BAINBRIDGE ISLAND, WASHINGTON**

CALL TO ORDER - Call to Order, Agenda Review, Conflict Disclosure
PUBLIC COMMENT - Accept public comment on off-agenda items
REVIEW AND APPROVE MEETING MINUTES - December 18, 2014 Planning Commission Meeting
DICKERMAN OPEN SPACE CLASSIFICATION TRANSFER APPLICATION - Public Hearing, Review
and Recommendation
2016 COMPREHENSIVE PLAN – UPDATE TO PLAN VISION STATEMENT - Review and
Recommendation
NEW/OLD BUSINESS
ADJOURN

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

Commissioner Pearl called the meeting to order at 7:03 PM.
Commissioners Julie Kriegh, Maradel Gale, John Thomas, Michael Lewars and Jon Quitslund were present.
City Staff in attendance were Planning Director Kathy Cook and Special Project Planner Jennifer Sutton.
Administrative Specialist Jane Rasely monitored recording and prepared the meeting minutes.
There were not any conflicts of interest.

PUBLIC COMMENT – Accept public comment on off-agenda items.
None.

REVIEW AND APPROVE MEETING MINUTES - December 18, 2014 Planning Commission Meeting
Motion: I move that we approve the minutes of December 18, 2014
Quitslund/Lewars: The motion carried 6-0

**DICKERMAN OPEN SPACE CLASSIFICATION TRANSFER APPLICATION - Public Hearing,
Review and Recommendation**

Planner Jennifer Sutton gave an overview of the application which requested the Dickerman farm be transferred to a traditional farmland classification. The Commissioners were reminded they need to make a recommendation on behalf of the City, and that the final decision will be made at a joint meeting of Kitsap County Commissioners and Bainbridge Island Council Members.

Commissioner Quitslund had questions about the general area of the farm speaking about the Kalgren family who had a large farm in the same area. He mentioned that City staff is in agreement with the County Assessor in recommending the transfer of the farm's classification. Jennifer stated she did not know that the County Assessor stated that but that they *recommended* Mrs. Dickerman apply for this classification change. Commissioner Pearl asked what exactly it would mean to the property to be changed to this classification (lower taxes). Discussion ensued about liability if the classification is changed in the future and it was

confirmed that if the use of the property changed or became the subjection of a subdivision in the future, the owner would be responsible for the difference in taxes – past and present. One acre will remain taxed at the regular rate as long as there is a residence on the land. The rest of the property will have a lower rate. Mrs. Dickerman spoke about acquiring the property 40 years ago. Her husband's dream was to have a farm, so when he retired from teaching they began an egg farm. When he passed 3 years ago, she struggled to keep the farm going. She would like to maintain the property as a farm and currently donates her land to volunteer farmers for community groups to raise money for charities. It was important to her to maintain a farm status to pass on to her daughter. Commissioner Quitslund inquired as to whether or not she was open to loaning out land to surrounding neighbors to have gardens. Mrs. Dickerman said that was a possibility in the future.

The public hearing was opened for public comment at 7:19 PM.

Patti Dusbabek commented that young farmers were looking for land and there were those that would be eager to use the land for farming purposes as well as raising animals and it would be a shame to lose the land when such people are searching for land to work.

Public comment closed at 7:20 PM.

Commissioner Lewars thought it was admirable to keep the farm status for future generations and offered up the motion below.

Motion: I move that we agree with the recommendation prepared by staff to approve the change in classification and forward that decision to the deciding government bodies.

Lewars/Quitslund: The motion carried 6-0

2016 COMPREHENSIVE PLAN – UPDATE TO PLAN VISION STATEMENT - Review and Recommendation

At 7:21 PM Commissioner Pearl gave a brief overview of what the vision statement is supposed to be: a vision, not the specifics of the plan.

Commissioner Thomas brought up that there are no "should" statements in the previous proposed statement and wondered what people disliked about it. Discussion continued between he and Commissioner Pearl that people seemed to feel the opening paragraph was too bureaucratic and they did not like the tone of the overall statement. Commissioner Lewars said he heard two things from citizens at the workshop: 1. The 2004 Vision was way too wordy and 2) the Vision Statement needs to be an aspirational document.

Commissioner Gale stated she did not hear that length was not an issue, but that it was out of date. She felt the current proposed vision statement was too terse and could represent any area such as Ames, Iowa, for instance. She felt it did not have the juiciness and beauty that is their island. Commissioner Pearl mentioned there were several sets of edits to work with, some proposed by citizens, and that it was a little hard to decide what to do at this point sparking discussion about whether the vision might change once the revisions to the comprehensive plan have been developed. Commissioner Gale did not think so, but Commissioner Thomas wondered if the vision might not need to be tweaked a little once the entire plan is completed and that they need to be open to that possibility. Commissioner Lewars agreed and brought to the table the idea of using two of Commissioner Kriegh's paragraphs and the last four of Commissioner Quitslund's. Commissioner Kriegh spoke about choosing words that would provide inspiration to future generations as well as the island's unique situation and responsibility to address environmental concerns, specifically global warming and climate change.

Commissioner Pearl invited Ron Peltier to speak about his group's version of the vision statement to begin public comment 7:32 PM.

Ron Peltier - What we wanted to do was a group process that we embarked on and some of the people here have seen it and participated in it. What we want to do is include a narrative and that is one of the things I like about our existing vision is it has somewhat of a narrative so that it's about Bainbridge Island. A lot of things in our vision are common to other places, things about sustainability and diverse community, those are things that any community would probably like to have, but we wanted this to obviously be about Bainbridge Island and it was important to retain the parts of the existing vision statement about limited resources and the limited care capacity of the island and also work in some history that included Asian immigrants, Europeans and Native Americans who were here for thousands of years before we came. So that's what you see in our vision. It's been evolving and we're open to people in the community contributing to it and commenting on it. We didn't feel like brevity in itself was a virtue. It's one page long. Who can't read a page? It's going to take up a page in the comp plan regardless if it's two paragraphs or a full page. I would like to think that people can hold a thought long enough to read a page of something that is as important as the vision. I think the vision is important and I think we all agree on that and that the vision will set the tone for how we go about our comp plan update. I don't understand where this thing about shortening it comes from. I know people would like to be concise and to the point with some of the stuff about the service centers and other things that maybe didn't need to be in there.

Commissioner Quitslund asked Mr. Peltier whether he felt it would be the right move for the Planning Commission to adopt his language, set what they have so far been working with aside, adopt your language and then modify because there are things about it they may not like. Should they make a fresh start of it, send it to the Council and see what they make of this move away from what was offered to the Planning Commission to work with. The idea of forging a new definition of development, that's crucial to our whole enterprise here but does that language and some of the language proposed point in that direction? He (Commissioner Quitslund) has embraced the differently conceived briefer vision without the argumentative language presented by the Steering Committee. Mr. Peltier said he has been trying to get other people interested in being a part of this and contributing ideas. He felt the current comp plan vision from 1994 is somewhat dated but fairly eloquent and visionary. How did they come up with that? There were a lot of people involved with that and to replace it with something that doesn't have that much eloquence and vision to it would be rather disappointing. Commissioner Quitslund embraced the purpose that drives their work and questioned whether the ideas in their vision would not serve better in placement within the comp plan itself as opposed to the vision. Mr. Peltier felt the vision needed to have some meat to it, not vague ideas that do not say what the island is about. Commissioner Quitslund stated they hoped they were working toward trying to create something that more people can embrace.

Commissioner Kriegh liked the depth in Mr. Peltier's statement and commended him on their version stating she would like to spend more time with it because this was the first time she had seen it. She felt it captured all the things they had been talking about, expounded on them and reorganized them in a way that does give a lot of depth to the vision statement. She felt the statement has to be representative of this place and what we want for our future and there are a lot of pieces in this statement that do just that. Mr. Peltier stated he would like to see more versions of the vision statement because when people see different versions, they say, "Aha! I like that." and that it sets the tone for more people to contribute to it and sets the tone for how to go about the overall comp plan update. If people could see all the different versions, that would be good. We want something that inspires us, that we're proud of and that says, yeah, that's Bainbridge Island.

Commissioner Pearl stated that the proposed vision statement was the attempt to be aspirational and that the meat or depth would be more in the guidelines and goals. What troubled him was that each one of the visions has a lot of merit are quite interesting, but if we do this with every paragraph in the plan, how are we ever going to get anywhere?

Commissioner Gale said what struck her in everything they were working with is that there is no story there. Kathleen Alcala's vision statement brought a story unique to Bainbridge Island and that no place else could say the same thing. She felt some version of a story as opposed to five sentences is important for community. It has huge merit in bringing a community identity to the fore and to bringing community to supporting that identity. It's the story aspect that was important to her.

Commissioner Thomas agreed that story was important but didn't see a reason not to have both. He felt the short version could be the preface and long version the introduction just like in a book. The a good vision is supposed to engage people who will use that as a guiding light to inform their decisions and actions.

Kathleen Alcala's vision statement was placed on the screen. Commissioner Gale read the statement out loud and commented that Commissioner Kriegh felt it should add a specific sentence recognizing the need to deal with global warming. Commissioner Gale felt it told a story and it would be hard to believe there was anything in it that people would say they don't like. It gave a vision of what is unique about our island. **Commissioner Quitslund** felt it lifted his spirits. Mr. Peltier mentioned he really liked the mention of the indigenous people who lived here before. He liked it and would like to have more people see all these versions to jog some creativity.

Vanessa Cass - Spoke about her vision statement and that she was working with the original shorter version presented to the Planning Commission and was trying to address sustainability without being too precise.

Mary Clair Kirsten - Spoke about the letter she sent to the Planning Commission earlier today. She spoke to the "juiciness" or story of the island and what makes the vision statement vibrant. She felt the vision statement should be a strong statement of the community because they love this community and it should only reflect Bainbridge Island and that it should be a strong story that sets a tone and sends a message to developers like Visconsi who want to come and leave the island with another atrocity like on the corner of High School Road and Hwy 305. The most important thing is that when someone comes and reads the comprehensive plan that they have a very good understanding of who the citizens are and what their values are. She did not have any problem with how the shorter statements were written, but they were ho-hum. She thought Kathleen Alcala's read beautifully. She would also like to look closely at the Environmental Bainbridge statement that also contained beautiful sentences. The most important thing is that when someone comes and reads the comprehensive plan they have a very clear idea of how special this place is and how we're going to maintain this place is and they can take it from there and understand that.

Jacqueline Young - Thanked the Planning Commission for all the hard work. She likes the two longer vision statements and would like to combine the Alcala and Peltier statements with Commissioner Kriegh's remark about acknowledging our role in the Puget Sound as a part of the future and a model for the rest of the area.

Charles Schmid – Felt it was good to go through this process and spoke about the holes in the short statement and said it was important to have all the elements of the plan in it. He felt it was missing a lot of large important issues. This statement is going to be the base of the comprehensive plan and it is such an important part at the top and needs to have all the elements contained in the plan. He felt what was seen tonight was a good representation and might have a few elements combined to create the vision because the short one was just missing elements. He felt they were on the right path now.

MC Halvorson - Stated she could not find the other statements, but she did like both of the statements read tonight.

Rod Stevens - Said he has struggled with what the vision statement is for? What has come out tonight is having a general description of this place before we get into the planning side. He mentioned E.B. White's writing is a wonderful evocation of place stating that good writing is detailed, specific and colorful. He does not think vagueness is a virtue here and is worried about vagueness leading to another Visconsi. He thinks group writing and strategy are hard work and that it takes place at the front end of the process. Preserving sense of place is important. Bainbridge is about fields and forest and shorelines and a lot of protection he wants to see that sense of place cooked right into the beginning of this process. He felt we have to talk about what makes this place unique and what we really care about. The most important word in all of this is priorities: what are we seeking to protect and preserve. We need to put that at the top of the process and make sure it has a waterfall effect all the way down and we need to be very intentional. This is the point of hard work. There is technical work to be done later in the process by Planners or experts, but there are two points here: 1) Being articulate as a community and 2) Writing it in such a way that people are excited and have high expectations of the rest of the plan. If we can say what defines the sense of place on Bainbridge and put it in particular and unique and colorful words, I think the rest of the process will be much easier and you'll have a lot of community support behind you.

Patti Dusbabek – Felt the statement should be kept simple and should voice concern about sustainability.

Jonathan Davis - Had a question about process. He thought it was essential to have a vision to guide them through the process and liked what Commissioner Quitslund was saying about having lengthier piece or executive summary that holds the essential items. There is a lot of work that will go on that can be guided by the vision, but there may be interesting ideas that come up as the plan is developed that may require re-visiting the vision statement. As that all comes together we can come back and tweak this vision that really ties it to what comes after it.

Debbie Vann – Said one of the things that struck her about the process thus far and all the materials in the Planning packet and Dr. Hansen's (EcoAdapt) recommendations and she did not see where people asked over and over for the statement to be shorter. She felt it was important to take a look at where the community is asking you to go. They didn't ask you to take 5-15 minutes to pen a vision statement and part of the problem is that people are already beginning to lose confidence in the process and they feel like why should they be part of the process if all of it is tossed out for someone else to take 5-10 minutes writing a brief statement. It is critical for the elected officials to take note of what the majority of your citizens are asking you to do. She supports several of the statements that night, but hopes that citizens will not lose confidence that what they are saying and telling you is not going to be taken at value. **Commissioner Quitslund** spoke about the process that has produced group based statements and how she felt about a statement written by one person (Kathleen Alcala) and whether her voice is better than the other groups that presented statements. Ms. Vann was not sure if what was going on was more of a reaction to having the vision statement cut down to nothing or whether it is because people have not seen these statements. She felt there were some very thoughtful writings and that the Planning Commission's job is to keep in mind and hold with value the ideas and input from the citizens. Ms. Vann stated she does not want to go from one extreme to another. It is important to listen to the community.

Commissioner Pearl asked for general consensus from the commissioners at 8:14 PM. He stated he liked the Kathleen Alcala statement. Commissioner Kriegh felt it would take a little more reflection to pull forward a cohesive piece. We should consider the statements presented tonight because a lot of thought had gone into them.

Commissioner Thomas felt there were lots of great ideas but that it needed some more work. The question was asked as to scheduling and if there was a deadline for the vision statement. The question was asked about making a decision and whether or not the vision statement can be decided upon in parallel. It was discussed that the vision statement can be presented as a draft which can be "tweaked" later during the

process. It was suggested that Commissioners Gale and Quitslund work on revising the statement. Kathy Cook reminded the Commission to send any revisions to City staff, not each other.

Commissioner Lewars wanted to see a cross reference between Kathleen Alcala's, Commissioner Kriegh's and Commissioner Quitslund's to make sure final product covers all the bases or points.

It was agreed that all lengthier versions would be sent to all the commissioners. The question was raised about commissioner response being made available to citizens who would like to try writing/editing the vision statement. Jennifer Sutton spoke about the deadline for citizen input is a week before the next Planning Commission. Commissioner Kriegh was also added to the work group tasked with compiling/editing the vision statement.

NEW/OLD BUSINESS

None.

ADJOURN

Commissioner Pearl adjourned the meeting at 8:28PM.

Minutes accepted by:

J. Mack Pearl, Chair

Jane Rasely, Recording Secretary

STAFF RECOMMENDATION

Project: Coppertop Park - Major Adjustment to an Approved Site Plan & Design Review
File number: PLN 10163 B SPRA
Date: February 12, 2015
To: Planning Commission
From: Kelly Tayara, Planner

Applicant: Sportsman Park LLC
PO Box 10666
Bainbridge Island, WA 98110

Request: Revise a Site Plan and Design Review permit approved in 2009 to construct three buildings with 39 parking spaces: The buildings will have a total of 53,828 square feet of floor area and aggregate footprint of 29,885 square feet.

Location: The subject property is located at 9434 Coppertop Loop, Tax Parcel Numbers 8155-000-011-0003 and 8155-000-000-0006, being a portion of Section 22 in Township 25 North, Range 2 East, W.M. in Kitsap County, Washington.

Environmental Review:

The project approved in 2009 was subject to State Environmental Policy Act (SEPA) review as provided in Washington Administrative Code. The analysis reflected in the Mitigated Determination of Non-significance issued in 2009 addressed all likely significant adverse impacts of the revised proposal. This staff report, along with the Notice of Decision and additional project conditions, will serve as addenda to the threshold determination issued in 2009, as provided in WAC 197-11-625.

Background:

Site Plan and Design Review approval was granted in 2004 for Sportsman Park, a light manufacturing business park on a 7.27 acre lot. Sportsman Park included construction of ten commercial buildings and related parking in the south five acres, and required open space area designation of the northern third of the lot. In 2006, the City amended district development standards to eliminate open space area requirements. In 2009, the applicant received approval to remove the open space area designation and construct an additional commercial building with associated parking in the northern third of the lot.

The applicant submitted this application on July 16, 2014 to revise the project approved in 2009, replacing the single building with three buildings and reducing vehicle parking from 155 spaces to 39 spaces. The application was deemed complete on September 2, 2014. Notice of application was published on September 12, 2014. No public comment was received.

Recommendation:

Approval of the revision request subject to the following conditions, in addition to all conditions of approval of for Sportsman Park, City File No. SPRA10163, issued on April 23, 2009:

Project Conditions

1. Prior to any construction activities, appropriate permits, including but not limited to right-of-way permits and license agreements, clearing, grading, and building permits, shall be obtained from the City.
2. Except for modifications reflecting compliance with these conditions of approval, development shall substantially conform to the drawings submitted with this application on July 16, 2014, as modified by the architectural drawings presented to the Design Review Board on November 6, 2014.
3. The applicant shall provide a binding water and sewer system capacity commitment prior to building permit issuance.
4. Construction plans shall demonstrate the following to the satisfaction of the City's Development Engineer:
 - A. SPRA10163 Condition 31 is changed to: The Certificate of Concurrency issued for this project is valid for the uses described in the traffic analysis prepared by Heath & Associates, Inc. dated May 2014, for a total of 251 average daily trips. Any change in use that results in an increase of the average daily trips beyond 251 will require a new traffic study prior to approval.
 - B. SPRA10163 Condition 32 is changed to: Provide a road approach plan for City review and approval prior to the construction of the access. Verification of site distance shall be provided with the final design.
5. Maximum lot coverage shall not exceed 35 percent for the 7.27 acre Sportsman Park property; application for building permit shall provide information adequate to determine compliance with lot coverage limitations prior to building permit issuance.
6. The development shall provide and maintain roadside landscape buffers in conformance with BIMC 18.15.010: The development shall provide a 50 foot width landscape buffer planted to full-screen standards for the full length of the rights-of-way frontage.
7. The development shall provide and maintain a 15 foot width perimeter landscape buffer planted to partial-screen standards along the north boundary.
8. The development shall provide and maintain parking lot landscaping in conformance with BIMC 18.15.010. Required parking lot landscaping shall be in addition to roadside buffer landscaping.
9. The applicant for construction shall submit a landscape plan demonstrating compliance with these conditions of approval as part of a complete building permit application. Required plantings shall be installed and maintenance assured prior to final occupancy permit.
10. Prior to any earth disturbance, an area of prohibited disturbance, generally corresponding to the dripline or critical root zone of trees to be preserved, shall be identified by the applicant's professional arborist and approved by the department. A temporary five-foot high chain link fence with tubular steel poles shall delineate the area of prohibited disturbance.

11. Prior to occupancy of any portion of a building, the applicant shall demonstrate compliance with parking requirements with building permit application, and/or through the various approval processes for occupancy of the buildings, such as tenant improvement permits or business licenses.
12. Raised curbs shall be used to define entrances from public rights-of-way, define pedestrian walkways to all buildings, and define ends of parking aisles. Pedestrian walkways shall be provided around buildings to the extent necessary to assure safe access to the building from parking areas and the public right-of-way, and shall be surfaced with nonskid hard surfaces.
13. A minimum of one bicycle space for every five vehicle parking spaces shall be provided for each parking lot. Bicycle parking facilities shall provide for secure locking of both the frame and wheels of a bicycle.

Staff Analyses: Findings of Fact

I Site Characteristics

A. Tax Assessor Information:

1. Tax Lot Numbers: 8155-000-011-0003 & 8155-000-000-0006
2. Owners of record: Coppertop Park LLC
3. Project site / Lot size: The northern 2.3 acres of a 7.27 business park
4. Land use: Business / Industrial / Commercial

B. Terrain / Soils: The project site slopes from west to east, with an average slope of six percent. There are no critical areas on the site.

C. Site Development: The southern portion of the lot contains buildings and parking associated with Sportsman Park, a business / industrial park. The northern portion of the site is undeveloped.

D. Access: The site is accessed via private drive from Sportsman Club Road.

E. Public Services and Utilities:

1. Police: City of Bainbridge Island Police Department
2. Fire: Bainbridge Island Fire District
3. Water: City of Bainbridge Island
4. Sewer: City of Bainbridge Island
5. Storm drainage: On-site stormwater detention system

F. Subject Property - Zoning / Comprehensive Plan Designation: The subject property is zoned Business / Industrial (B/I); the Comprehensive Plan designation is B/I.

G. Surrounding Property - Zoning / Comprehensive Plan Designation: The property to the north and those to the east, across State Route 305, are zoned R-2; the Comprehensive Plan designation for these properties is OSR-2. The properties to the south are zoned Business / Industrial; the Comprehensive Plan designation for these properties is Business / Industrial. The properties to the west, across Sportsman Club Road, are zoned R-0.4; the Comprehensive Plan designation for these properties is OSR-0.4.

H. Surrounding Property Uses: A Puget Sound Energy substation is located on the property to the north. The properties to the south contain Business/Industrial/Commercial buildings. To the east lies State Route 305. To the west lies a Bainbridge Island School District property associated with a middle school and several properties which are developed with single family residences.

II Public / Agency Comment

No public comment was received. Kitsap Public Health District and Bainbridge Island Fire District comments are incorporated into the conditions of approval. The City's Development Engineer and Project Coordinator recommended approval as conditioned. **(Attachments F-H)**

III Comprehensive Plan Goals and Policies

A. Land Use Element

1. Business / Industrial Goal 1: The Business / Industrial (B/I) district is intended to provide opportunities for expansion of existing Island businesses, for diversity of jobs, and for low-impact industrial activity that contributes to well paying jobs, where traffic congestion, visual, and other impacts on the surrounding neighborhood can be minimized.

- a. B/I Policy 1.1: The Business/ Industrial district is for non-polluting, light manufacturing development as well as other uses that add to the diversity of economic activity on the island and are compatible with other uses in the Business/ Industrial District and neighboring zones.

The proposed development provides two storage buildings and one building intended to accommodate permitted uses in the district.

- b. B/I Policy 1.4: Applications for development approval within the Business/ Industrial District must show that adequate water, wastewater, transportation, fire, and storm drainage services are available to serve the development.

The project is conditioned to provide binding water and sewer service capacity letters prior to building permit approval. The City's Development Engineer determined that adequate provisions are made for transportation and storm drainage services, the City's Project Coordinator determined that adequate provisions are made for water and wastewater, and the Fire Marshal determined that adequate fire provisions are available. (Attachments F - H)

- c. B/I Policy 1.7: Business/ Industrial uses shall visually screen the development year-round from adjacent, non-industrial properties and from adjacent roadways.

The project is conditioned to provide appropriate roadside and perimeter full-screen landscape buffers. (Conditions 6 - 10)

IV Land Use Code Analysis

A. BIMC Title 18 Zoning

1. BIMC 18.12.020-3 Dimensional Standards for "Other" Zone Districts

The minimum lot area is 20,000 square feet, and maximum lot coverage is 35 percent of lot area. The minimum front setbacks are 50 feet; minimum side setbacks are ten feet. Maximum building height in the district is 35 feet.

The Sportsman Club property area is 7.27 acres, a lot area of 316,681 square feet. The area covered by existing building is approximately 60,000 square feet, and the proposed buildings add 30,000 square feet, a total of 90,000 square feet, or 28 percent aggregate lot coverage. The project is conditioned to demonstrate compliance with lot coverage limitations for the entire 7.27 acre site prior to building permit issuance. (Condition 5)

The proposed project provides required 50 foot front setbacks from Sportsman Club Road and State Route 305. The properties to the north and south are

Business / Industrial use, and the project provides the minimum 10 foot side setback. As proposed, the buildings meet the height limitation of 35 feet.

2. BIMC 18.15.010 Landscaping, Screening, and Tree Retention, Protection & Replacement

a. Tree Retention

Significant trees and tree stands located in the perimeter areas required to be landscaped pursuant to subsections D and E of this section shall be retained. In the Business/Industrial district, the additional specific intent is to provide a year-round vegetated screen and a noise and site lighting buffer of industrial development from adjacent non-industrial properties and roadways. A 15 foot width partial-screen landscape perimeter buffer must be provided (BIMC 18.15.010-3); a 50 foot width full-screen roadside landscape buffer must also be provided (BIMC 18.15.010-5).

The applicant provided a draft landscape plan depicting appropriate buffer dimensions. The project provides a 50 foot width buffer from Sportsman Club Road and State Route 305, and perimeter buffers 15 feet in width. The project is conditioned to provide a final landscape plan approved by the department prior to any earth disturbance. (Condition 9)

b. Protection During Construction

No cutting of significant trees shall be allowed on a site until tree retention and planting plans are approved. An area of prohibited disturbance, generally corresponding to the dripline or critical root zone of trees to be preserved, shall be identified by a professional arborist and approved by the department. Temporary chain link fencing five feet in height shall delineate the area of prohibited disturbance.

The project is conditioned to protect required landscape buffer areas with chain link fencing. (Condition 10)

c. Parking Lot Landscaping Requirements

i. Parking Lots Located Adjacent to Rights-of-Way

At a minimum, landscaping must provide: One tree for every four parking stalls; 30 percent evergreen trees six feet high at time of planting; deciduous trees must be two-inch caliper at time of planting; evergreen shrubs must be no less than 18 inches at time of planting; evergreen ground cover must be planted and spaced to achieve total coverage within two years. Landscaped areas must be provided at the end of parking aisles.

ii. Parking Lots not Abutting Rights-of-Way

At a minimum, landscaping must provide: One tree for every eight parking stalls; deciduous trees must be two-inch caliper and evergreen trees must be four feet high at time of planting ; evergreen shrubs and evergreen ground cover must be planted and spaced to achieve total coverage within two years. Landscaped areas must be provided at the end of parking aisles.

The applicant provided a draft landscape plan depicting landscape areas at the

end of parking aisles. The project is conditioned to provide a final landscape plan approved by the department prior to any earth disturbance. (Condition 9)

3. BIMC 18.15 Parking and Loading

a. Number of Automobile Spaces Required

For industry and light manufacturing use, BIMC Table 18.15.020-1 requires one space for each employee plus one space for each 250 square feet of office space.

The proposed development provides 39 parking spaces. The three proposed buildings contain 53,828 square feet of floor area. Nearly 70 percent of the floor area is dedicated to storage. The project is conditioned to assure compliance with parking requirements. Compliance shall be determined at building permit application review, and in the future through the various approval processes for use of the space, such as tenant improvement or business license permits. If the proposed parking is determined to be insufficient for an intended use in the future, that use shall be denied and/or the applicant may apply for an amendment to the Site Plan and Design Review permit and/or applicable land use permit approvals. (Condition 11)

4. BIMC 18.15.030 Mobility and Access

a. Circulation and Walkways

Parking lots and driveways shall provide well-defined, safe and efficient circulation for motor vehicles, bicycles and pedestrians. Landscaped islands with raised curbs shall be used to define entrances from public rights-of-way, define pedestrian walkways from the public rights-of-way to all buildings, define ends of parking aisles and indicate the pattern of circulation. Pedestrian walkways shall be provided around buildings to the extent necessary to assure safe access to the building from parking areas and the public right-of-way.

The City Development Engineer found the proposed development provides adequately for internal circulation. The project is conditioned to provide raised curbs to define the entrances from the right-of-way, pedestrian walkways to the buildings, and parking aisles and landscape islands. (Condition 12)

b. Bicycle Facilities

One bicycle space shall be provided for every five parking spaces.

The project is conditioned to meet this requirement. (Condition 13)

5. BIMC 18.41 Design Guidelines

The project is subject to Commercial and Mixed Use, General, and those design guidelines specific to the Business / Industrial District.

After meeting with the Design Review Board (DRB), the applicant revised the proposal to incorporate more prominent principal entrances, which also serve to break up the buildings' scale. The DRB recommended approval of the revised proposal. (Attachment E)

B. BIMC 2.16.040 Site Plan and Design Review

1. Purpose and Applicability

The purpose of this chapter is to establish a comprehensive site plan and design review process which ensures compliance with the adopted plans, policies and ordinances of the City. The overall goal of the chapter is to minimize land alteration, provide greater site development flexibility and consequently provide more creative and imaginative design than generally is possible under conventional regulations. An additional purpose is to promote those specific purposes for each zoning district.

2. BIMC 18.105.060 Site Plan and Design Review – Decision Criteria

Major adjustments to an approved site plan and design review require a new or amended application; major adjustments are those that change the basic design, intensity, density or character of the use (BIMC 2.16.040.G). The decision criteria for a major site plan and design review follows:

- a. The site plan and design is in conformance with applicable municipal code provisions and development standards of the applicable zoning district.

The project is conditioned to assure conformance with applicable municipal code provisions and development standards. (Conditions 1 - 13)

- b. The locations of the buildings and structures, open spaces, landscaping, pedestrian, bicycle and vehicular circulation systems are adequate, safe, efficient and in conformance with the Non-motorized Transportation Plan.

The City Development Engineer determined that the site plan conforms to the “City of Bainbridge Island Design and Construction Standards and Specifications”, that streets and pedestrian ways are adequate to accommodate anticipated traffic, and issued a Certificate of Concurrency. (Attachment H)

- c. The Kitsap County Health District has determined that the proposal conforms to current standards regarding domestic water supply and sewage disposal.

The Health District had no comment.

- d. The City Engineer has determined that the site plan and design meets the following decision criteria:

The site plan and design conforms to regulations concerning drainage in BIMC 15.20 and BIMC 15.21; The site plan will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use and enjoyment of properties downstream; The streets and pedestrian ways align with and are otherwise coordinated with streets serving adjacent properties, and are adequate to accommodate anticipated traffic; There is capacity in the public water and sewer system to serve the site; The site plan and design conforms to the “City of Bainbridge Island Engineering Design and Development Standards” manual, unless the City Engineer has approved a variation to the road standards that meets the purposes of BIMC Title 18.

The City Development Engineer determined that, as conditioned, the development meets the Municipal Code and conforms to the City Design and Construction Standards and Specifications manual, that the project plan conforms to regulations concerning drainage in BIMC 15.20 and 15.21, will not cause an undue burden on the drainage basin or water quality, and will not unreasonably interfere with the use and enjoyment of properties downstream.

According to the Heath & Associates Traffic Impact Analysis (TIA) dated May 2014, traffic counts were collected on April 22, 2014 from the hours of 4:00 PM through 6:00 PM. The traffic study included the traffic to and from the existing buildings in Sportsman Park.

The Development Engineer found that the streets and pedestrian ways as proposed are adequate to accommodate anticipated traffic, and issued a Certificate of Concurrency. (Attachment H; Condition 4)

The City Utilities Project Coordinator issued a non-binding commitment for water and sewer system capacity, and conditioned the project to obtain a binding commitment prior to building permit issuance. (Attachment G; Condition 3)

- e. The site plan and design is consistent with all applicable design guidelines contained in BIMC Title 18.

The Design Review Board recommended approval of the revised proposal. (Attachment E)

- f. No harmful or unhealthful conditions are likely to result from the proposed site plan.

No potential harmful or unhealthful conditions are identified by the reviewing agencies or the Design Review Board.

- g. The site plan and design is in conformance with the comprehensive plan and other applicable adopted community plans.

As conditioned, the proposal is in conformance with the comprehensive plan and other applicable adopted community plans. The project provides for permitted uses within a Business / Industrial district. (Conditions 1 – 13)

- h. Property which contains a critical area as defined in BIMC 16.20 conforms to all requirements of that chapter.

The subject property is not encumbered by critical areas.

- i. Property within shoreline jurisdiction conforms to all requirements of BIMC 16.12.

The property is not within shoreline jurisdiction.

- j. The site plan and design has been prepared consistent with the purpose of the site design review process and open space goals.

There are no applicable open space goals identified in the municipal code; however, the project provides roadside landscape buffers that contain

significant trees and native vegetation. The application is consistent with the purpose of the site design process.

- k. For applications in the Business / Industrial district, the site plan and development proposal includes means to integrate and reuse on-site stormwater as site amenities.

The City's Development Engineer determined that, as conditioned, the development complies with the municipal code. (Attachment H)

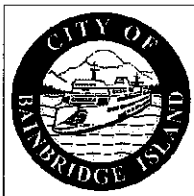
V Conclusions

As conditioned, the proposed development is consistent with the Comprehensive Plan and the applicable standards contained in BIMC 2.16.040 Site Plan and Design Review. Appropriate notice of application was made and comments were considered.

A land use permit automatically expires and is void if the applicant fails to file for a building permit or other necessary development permit within three years of the effective date of the permit unless the applicant has received an extension for the permit in accordance with the provisions of BIMC 2.16.020.2.

Attachments

- A. Site Plan and Design Review Application
- B. Project Narrative
- C. Revised Plan Sheets
- D. Notice of Application
- E. Design Review Board Minutes
- F. Bainbridge Island Fire District Comment
- G. City Project Coordinator Conditions of Approval and Non-binding Water/Sewer Letter
- H. City Development Engineer Conditions of Approval and Certificate of Concurrency
- I. Sportsman Park SPRA10163 Notice of Decision / SEPA Determination Issued April 23, 2009



CITY OF BAINBRIDGE ISLAND
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
280 Madison Avenue North
Bainbridge Island, Washington 98110-1812
Phone: 206-842-2552 Email: pcd@bainbridgewa.gov

APPLICATION – PAGE 1

DATE STAMP

Bainbridge Island

JUL 16 2014

Dept. of Planning &
Community Development

DATE SUBMITTED 07/16/2014		PROJECT NUMBER PLN10163B	SUFFIX SPRA
PROJECT NAME COPPERTOP PARK			
PROJECT TYPE Site Plan Review Major Adjustment			
PROJECT ADDRESS OR ACCESS STREET 9434 Coppertop Loop			
TAX PARCEL NUMBER 8155-000-000-0006		TAX PARCEL NUMBER	
TAX PARCEL NUMBER		TAX PARCEL NUMBER	
TAX PARCEL NUMBER		TAX PARCEL NUMBER	
REVISION RECEIVED			
FEE HISTORY		AMOUNT	PAID
Site Plan Review Major Adjustment		\$2160.00	\$2160.00

PROJECT DESCRIPTION

Revise the approved site plan review to construct 3 buildings (29,880 sf footprint; 53,208 sf floor area) and 39 parking spaces. 40,000 sf to be used for storage and 13,000 sf for office/warehouse.

Design Review Board: date and time to be determined.

PEOPLE ASSOCIATED WITH CASE

COBI PROJECT MANAGER

KELLY TAYARA – PHONE: 206-780-3787 E-MAIL: ktayara@bainbridgewa.gov

OWNER

COPPERTOP PARK LLC, Post Office Box 10666, Bainbridge Island, WA 98110

PHONE: 206-780-6060

E-MAIL: doug@americanproperty.com

CONTACT

DOUG NELSON, Coppertop Park LLC, Post Office Box 10666, Bainbridge Island, WA 98110

PHONE 206-780-6060

E-MAIL ADDRESS doug@americanproperty.com

CITY OF BAINBRIDGE ISLAND

MAJOR ADJUSTMENT APPLICATION

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.

PENCIL WILL NOT BE ACCEPTED.



DATE STAMP FOR CITY USE ONLY C.O.B.I. JUL 16 2014 RECEIVED	TO BE FILLED OUT BY APPLICANT PROJECT NAME (if any): <u>Copper-top Park (AKA Sportsman Park)</u> ORIGINAL PROJECT NUMBER: <u>SPRA10163 (PRE 10163B)</u> TAX ASSESSOR'S NUMBER(S): <u>8155-000-000-0006</u> PROJECT STREET ADDRESS OR ACCESS STREET: <u>Sportsman Club Rd.</u> ENVIRONMENTAL CHECKLIST SUBMITTED: YES ☒ NO ☐ Original ☐ FOR CITY USE ONLY FILE NUMBER: <u>PLN10163B SPRA</u> PROJECT NUMBER: <u>PLN10163</u> DATE RECEIVED: <u>7.16.2014</u> APPLICATION FEE: <u>\$2160.00</u> TREASURER'S RECEIPT NUMBER: <u>14-00368</u>														
SUBMITTAL REQUIREMENTS <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center; font-weight: bold;">APPLICATION</td> <td><i>One original (which must contain an original signature) and six copies must be provided. Whenever possible, originals must be signed in blue. Please identify the original document.</i></td> </tr> <tr> <td style="text-align: center; font-weight: bold;">SUPPORTING DOCUMENTS</td> <td><i>One original (which must contain an original signature, where applicable), and six copies (if an original is not applicable, seven copies must be provided).</i></td> </tr> <tr> <td style="text-align: center; font-weight: bold;">FULL-SIZE DRAWINGS</td> <td><i>Four copies of the required drawings must be provided. Drawings must be folded and must be no greater than 18" x 24" in size.</i></td> </tr> <tr> <td style="text-align: center; font-weight: bold;">REDUCED DRAWINGS</td> <td><i>Two copies of the proposed drawings reduced to 11" x 17" must be provided (if full-size drawings are larger than 11" x 17").</i></td> </tr> <tr> <td style="text-align: center; font-weight: bold;">SUBMITTING APPLICATIONS</td> <td><i>Applications must be submitted in person by either the owner or the owner's designated agent. Should an agent submit the application, a notarized Owner/Agent Agreement must accompany the application.</i></td> </tr> <tr> <td style="text-align: center; font-weight: bold;">FEES</td> <td><i>Please call the Department of Planning & Community Development for submittal fee information.</i></td> </tr> <tr> <td style="text-align: center; font-weight: bold;">ATTACHED SUBMITTAL CHECKLIST</td> <td><i>Please refer to attached Submittal Checklist for further information. (Note: when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.)</i></td> </tr> </table>		APPLICATION	<i>One original (which must contain an original signature) and six copies must be provided. Whenever possible, originals must be signed in blue. Please identify the original document.</i>	SUPPORTING DOCUMENTS	<i>One original (which must contain an original signature, where applicable), and six copies (if an original is not applicable, seven copies must be provided).</i>	FULL-SIZE DRAWINGS	<i>Four copies of the required drawings must be provided. Drawings must be folded and must be no greater than 18" x 24" in size.</i>	REDUCED DRAWINGS	<i>Two copies of the proposed drawings reduced to 11" x 17" must be provided (if full-size drawings are larger than 11" x 17").</i>	SUBMITTING APPLICATIONS	<i>Applications must be submitted in person by either the owner or the owner's designated agent. Should an agent submit the application, a notarized Owner/Agent Agreement must accompany the application.</i>	FEES	<i>Please call the Department of Planning & Community Development for submittal fee information.</i>	ATTACHED SUBMITTAL CHECKLIST	<i>Please refer to attached Submittal Checklist for further information. (Note: when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.)</i>
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APPLICATIONS WILL NOT BE ACCEPTED unless these basic requirements are met and the submittal packet is deemed counter complete.															

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812
PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov
www.ci.bainbridge-isl.wa.us

CITY OF BAINBRIDGE ISLAND

MAJOR ADJUSTMENT APPLICATION

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.

PENCIL WILL NOT BE ACCEPTED.



A. GENERAL INFORMATION

Sportsman Park LLC

1. Name of property owner: AKA - Coppertop Park LLC (Doug Nelson)
 Address: P.O. Box 10666 Bainbridge Is. WA 98110
 Phone: 206-780-6660 Fax: 206-780-6098
 E-mail: doug@americanproperty.com

Name of property owner: _____
 Address: _____
 Phone: _____ Fax: _____
 E-mail: _____

Name of property owner: _____
 Address: _____
 Phone: _____ Fax: _____
 E-mail: _____

If the owner(s) of record as shown by the county assessor's office is (are) not the agent, the owner's (owners') signed and notarized authorization(s) must accompany this application.

2. Applicant/agent: _____
 Address: _____
 Phone: _____ Fax: _____
 E-mail: _____

3. Name of land surveyor: Pat Fuhre @ Map Limited
 Address: PO Box 720 Silverdale WA 98383
 Phone: 206-682-5574 Fax: 360-698-0546
 E-mail: patf@map-limited.com

4. Planning department personnel familiar with site: Kelly Tayara

5. Description of proposal: Revise approved SPR to construct
3 buildings (29,880 SF Footprint / 53,208 SF Floor area)
and 39 parking stalls, 40,000 sft to be for storage and 13,000
for office/warehouse.

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6. General location of site:

East side of Sportsman Club Rd.
directly north and adjacent to Coppertop Park

7. Please give the following existing parcel information:

Assessor's Parcel Number	Parcel Owner	*Lot Area
8155-000-000-0006	Coppertop Park	2.3 ac
	FKA Sportsman Park	
Use additional sheet if necessary		Total of all parcels: 2.3 ac

* As defined in Bainbridge Island Municipal Code 18.12.050

10. Legal description (or attach):

Unit 11, Sportsman Park Condominium, as
recorded in volume 8, pages 188190, inclusive under
Auditors File 2008032 10187 being an amendment
of volume 7 of the condominiums pages 47-49
inclusive under auditor file 2005062 30300 and
amended under auditor file 200710100079 or 2008032
10188

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11. Current comprehensive plan, zoning and shoreline designations and use of subject parcel(s):

Lot Number	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
Lot 11	BI	LM	N/A	Vacant Land
Lot				
Lot				
Lot				

12. Current comprehensive plan, zoning and shoreline designations and use of adjacent properties:

Property	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
North	BI	Utility	N/A	Power Station
South	BI	LM	N/A	Business
East	Res	Highway	N/A	Highway
West	School	School	N/A	School

13. Does the site contain an environmentally sensitive area as defined in Critical

Areas Ordinance (*Bainbridge Island Municipal Code Chapter 16.20*)?☐ yes ☒ no ☐ unknown

If yes, check as appropriate:

☐ wetland*	☐ geologically hazardous area**	☐ stream*
☐ wetland buffer*	☐ zone of influence**	☐ stream buffer*
☐ slope buffer**	☐ fish and wildlife habitat area	☐ fish and wildlife habitat area

* If your site includes a wetland or wetland buffer, a wetland report may be required with your application.

** If your site includes a geologically hazardous area or is within the zone of influence as defined in *Bainbridge Island Municipal Code 16.20*, a geotechnical report may be required with your application.

14. Is construction planned within 200 feet of ordinary high water (usually where shoreline vegetation changes from salt tolerant to upland plants)?

☐ yes ☐ no ☐ unknown15. Are there underlying/overlying agreements on the property? ☐ yes ☐ no ☐ unknown

If yes, check as appropriate and provide a copy of the decision document:

☐ CUP Conditional Use Permit	☒ SPR Site Plan Review
☐ MPD Master Planned Development	☐ SPT Short Plat
☐ PUD Planned Unit Development	☐ SSDP Shoreline Permit
☐ REZ Contract Rezone	☒ SUB Prior Subdivision
☐ RUE Reasonable Use Exception	☐ VAR Zoning Variance
	☐ Other: _____

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4. Maximum lot coverage of proposed parcels:

Lot <u>0</u> % <u>29</u> SF <u>29880</u>	Lot ___ % SF	Lot ___ % SF
Lot ___ % SF	Lot ___ % SF	Lot ___ % SF
Lot ___ % SF	Lot ___ % SF	Lot ___ % SF
Lot coverage to be calculated at time of final plat.		Total maximum lot coverage: <u>35,000</u> SF

5. Landscaping (See Chapter 18.15.010 of the Bainbridge Island Municipal Code). Please provide a description of the existing and proposed landscaping.

The landscaping will be a continuation of much the same landscaping in Coppertop Park as it exists and the 50' buffer will be supplemented to meet code requirements. (See Landscaping Plan)

I hereby certify that I have read this application and know the same to be true and correct.

[Signature] AKA Coppertop Park LLC 1/16/14
 *Signature of owner or authorized agent Date

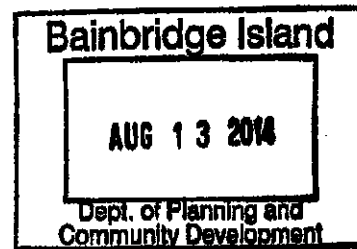
Doug Nelson for Coppertop Park
 Please Print Name

*If signatory is not the owner of record, the attached "Owner/Agent Agreement" must be signed and notarized.

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
 280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812
 PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov
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SPRA 10163B



PROJECT NARRATIVE

Coppertop Park Phase II is an extension of the existing Coppertop Park where we have nine existing commercial buildings. Users are primarily manufacturing, educational, civic, medical, and others permitted within the zone. Phase II is designed to continue the theme of the existing project while integrating a storage component. A large multi-use building will be built on the western side of the property which can be used for any one of the permitted uses in the underlying zone. (Currently a large solar energy company plans to take occupancy when complete.) The two building on the east side of the project shall be ministorage. Vehicular access will be by a separate entry to the north. Pedestrian access will be by a sidewalk connecting phase I & II. Forklift access will be provided through a secured access point in the middle of the projects for existing tenants to utilize for stored goods. The architectural theme, colors, and use of material will be similar to Phase I. It is the intent to integrate a second phase to the existing project that will appear seamless in look, control, and use.

Area Calcs:

Land Size of Phase II	2.3 acres (100,500)
Building 10 (Main Floor)	11,885 sf
Building 10 (Mezzanine)	5,942 sf
Building 11 (Main Floor)	9,000 sf
Building 11 (Lower Level)	9,000 sf
Building 12 (Main Floor)	9,000 sf
Building 12 (Lower Level)	9,000 sf
Total Building Lot Coverage	29,885 (29.7%)
Total Pavement & Sidewalks	39,370 (39.2%)

The project will be served by City water and sewer, both of which are available for connection. There will be a trail installed within the vegetative buffer to connect to the existing trail leading from the NW corner so that Island Church users can park when overflow parking is needed on Sundays. There are no planned sidewalks or bike paths. The shoulder along Sportsman Club Rd is wide and accommodates current use and future use.

The project will be completed in one step with no phasing. The estimated time for completion is 8 months from the date of commencement. Coppertop Park is the owner of all properties and Doug Nelson is the manager / owner representative. There are no dwelling units planned at this time.

ADDITION TO COPPERTOP PARK

OWNER
SPORTSMAN PARK, LLC
9434 COPPERTOP LOOP NE
P.O. BOX 10666
SEATTLE, WA 98110
PH: 206-780-6000
EMAIL: doug@americanproperty.com

BUILDING DESCRIPTION: NEW MIXED USE OFFICE, LM AND STORAGE
PROJECT: TBD
ADDRESS: BAINBRIDGE ISLAND, WA 98110

TAX I.D. #: 8155-000-000-0006
JURISDICTION: CITY OF BAINBRIDGE ISLAND, WA
ZONING: LM - LIGHT MANUFACTURING

CODE: 2012 EDITION OF THE INTERNATIONAL BUILDING CODE (IBC) AS MODIFIED BY THE STATE OF WASHINGTON AND CITY OF BAINBRIDGE ISLAND

LOCATION: NE¹/₄, NE¹/₄, SEC22, T25N, R2E, W.M.

LEGAL DESCRIPTION:
SPORTSMAN PARK
COMMON ELEMENT, SPORTSMAN PARK CONDOMINIUMS, AS RECORDED IN VOLUME 7 OF CONDOMINIUMS, PAGES 47 - 49, INCLUSIVE, UNDER AUDITOR'S FILE NO. 200506230299, AND AS AMENDED IN VOLUME 8 OF CONDOMINIUMS, PAGES 188 - 190, INCLUSIVE, UNDER AUDITOR'S FILE NO. 200803210187, ACCORDING TO THE DECLARATION THEREOF RECORDED UNDER AUDITOR'S FILE NO. 200506230300, AN AS AMENDED UNDER AUDITOR'S FILE NOS. 200710100079 AND 200803210188, RECORDS OF KITSAP COUNTY, WASHINGTON.

LOT INFORMATION: North Half Undeveloped Portion
Approx. 2.3 Acres 100,500 sf

PROPOSED BUILDING AREAS:	Proposed Buildings Conditioned Area Summary:	
	Building #10	
	Main Floor Level:	11,885.5 sf
	50% Max Loft Level:	5,942.75 sf
	Total Conditioned Space:	17,828.25 sf
	Building #11	
	Main Floor Level:	9,000 sf
	Lower Level:	9,000 sf
	Total Conditioned Space:	18,000 sf
	Building #12	
	Main Floor Level:	9,000 sf
	Lower Level:	9,000 sf
	Total Conditioned Space:	18,000 sf

LOT COVERAGE AREA SUMMARY:	
Lot Area:	100,500 sf
Proposed Building Lot Coverage:	29,885.5 sf
Actual Lot Coverage:	
29,885.5/ 100,500 = 0.297 x 100 = 29.7	
	29.7 %

Impervious Calculations:	
Buildings	31,785 sf
Pavement & Sidewalks	39,370 sf
Total Impervious Area:	71,155 sf (70.8%)

THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF CHARLES RITTER DESIGNWORKSHOP, INC. AND ARE NOT TO BE REPRODUCED OR USED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF CHARLES RITTER DESIGNWORKSHOP, INC. ANY REUSE OR MODIFICATION OF THESE PLANS WITHOUT THE WRITTEN PERMISSION OF CHARLES RITTER DESIGNWORKSHOP, INC. IS STRICTLY PROHIBITED. THESE PLANS AND SPECIFICATIONS ARE PROVIDED AS A SERVICE TO THE CLIENT AND ARE NOT TO BE USED FOR ANY OTHER PURPOSE.

PLANS BY
CHARLES RITTER
DESIGNWORKSHOP
13906 Lone Maple Lane NW, Poulsbo, WA 98370
(phone) 360-271-5540

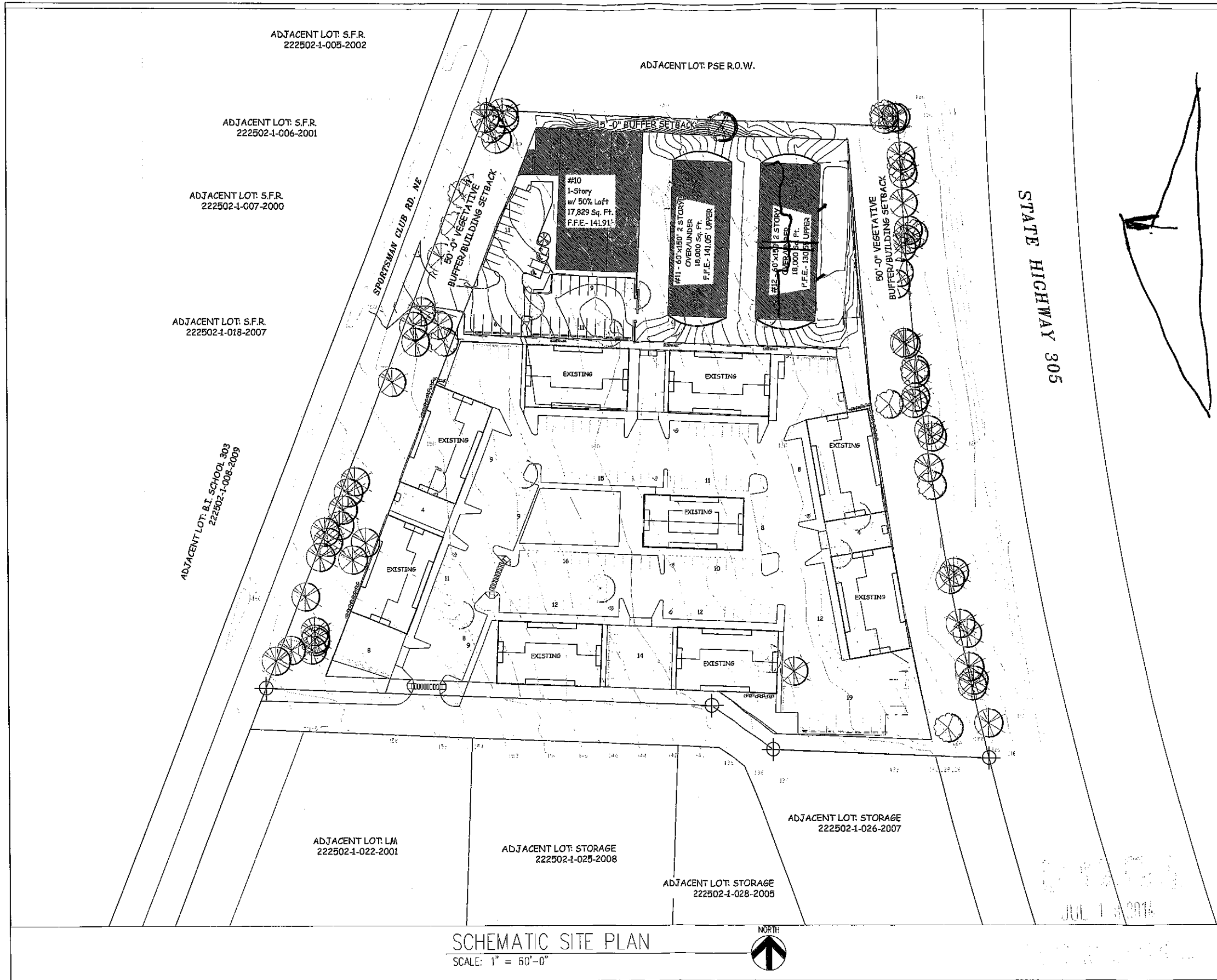
JOB NO.	
© 2014 ALL RIGHTS RESERVED	
REVISION DATES	
DATE	PHASE
10-24-13	PRELIMINARY PLANS
7-15-14	MAJOR ADJUSTMENT APP. SUBMITTAL

SPORTSMAN PARK, LLC.
COPPERTOP PARK II
9434 COPPERTOP LOOP NE
BELFAIR, WA 98528

PAGES
1 of 2

SHEET NO.
MA-0

A-2
TO
A-9
REV PER
C.O.B.I. D.R.
BOARD COMMENTS
11-6-14
(CER)



SCHEMATIC SITE PLAN
SCALE: 1" = 60'-0"



SPORTSMAN PARK, LLC.
COPPER TOP PARK II
9434 COPPER TOP LOOP NE
BELFAIR, WA 98528

MA-1

DATE
10-24-13
4-1-14

PLUSE
PRELIMINARY PLANS
MAJOR ADJUSTMENT APP.
SUBMITTAL

REVISION DATES

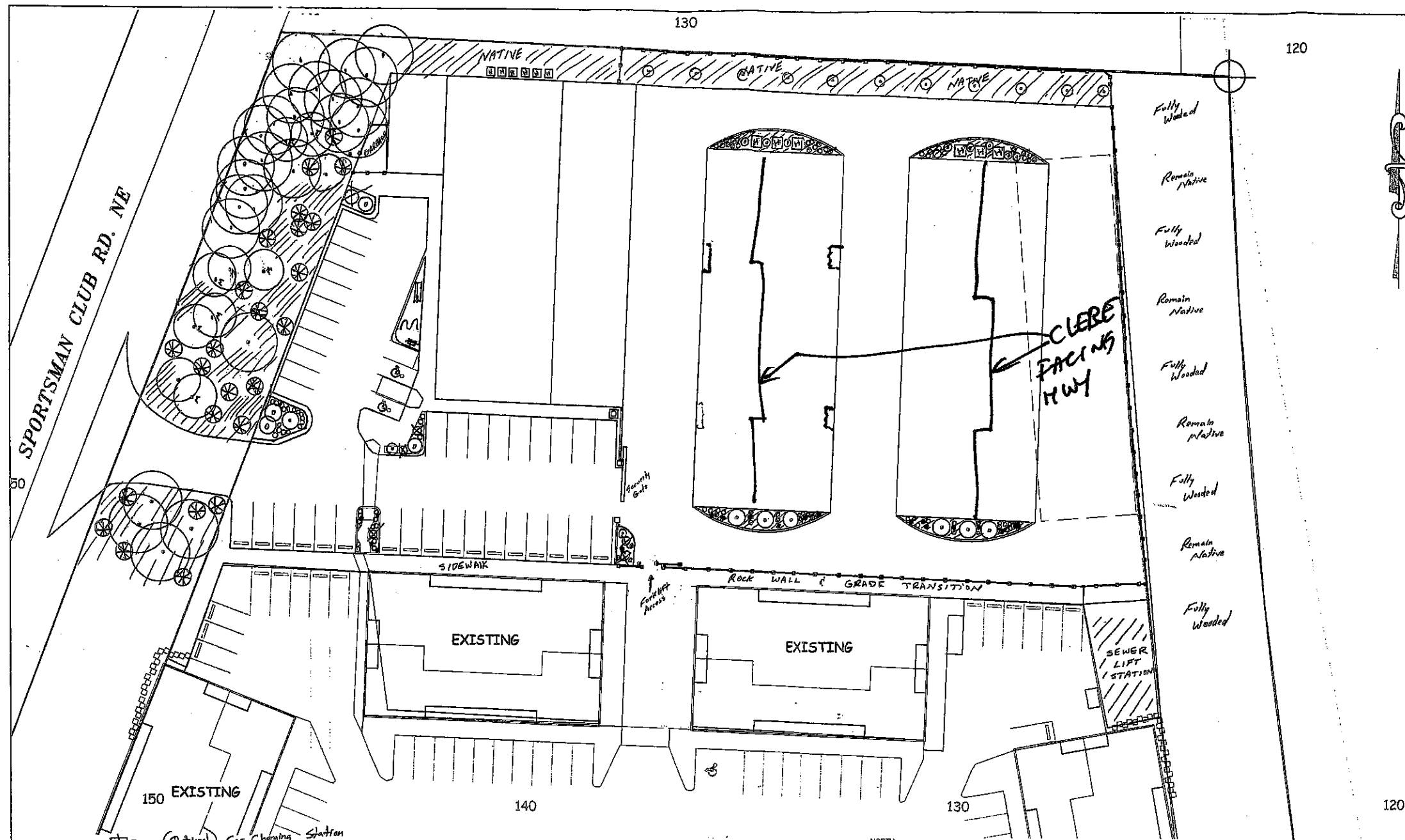
JOB NO.

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PLANS BY
CHARLES RITTER
DESIGNWORKSHOP
13906 Lone Maple Lane NW, Poulsbo, WA 98370
(phone) 360-271-5540

THESE DRAWINGS ARE PREPARED TO MAKE THE PROJECT
CONFORM TO THE CITY OF BELFAIR ZONING ORDINANCE AND
ALSO BE USED AS A GUIDE FOR CONSTRUCTION. ALL NOTES AND
REVISIONS SHALL BE MADE TO THESE DRAWINGS. THESE DRAWINGS
SHALL BE USED IN CONJUNCTION WITH THE CITY OF BELFAIR
ZONING ORDINANCE AND CITY ENGINEER'S APPROVAL.
THE CLIENT SHALL NOT USE THE DRAWINGS
FOR THIS PROJECT WITHOUT PRIOR
WRITTEN PERMISSION FROM THE DESIGNER.
APPROPRIATE CONSENTS HAVE BEEN MADE.

SITE PLAN



- 150 EXISTING
- (Optional) Car Charging Station
Bike Stand
- 4" pot - Salal
21" Evergreen Shrubs (Assorted)
6" - Vine Maple
5 gallon - Rhododendron
5 gallon - Japanese Maple
1 gallon - Cornus
1 gallon - Day Lilies
Existing Madroa Tree
Existing Evergreen Tree
- II - Berch
- NOTE: The landscaping theme in Copper Top Phase I will be carried through to Copper Top Phase II.

SCHEMATIC PLAN
SCALE: 1" = 30'-0"

Landscape Plan for Phase II Supplemental

Right of Ways { Native vegetation will be preserved. Scotch broom and other invasives will be removed. Eastern boundary will have low to mid height ground cover enhancements. The existing salal will be enhanced to ensure ground cover is saturated every 3' on center. Cornus additions will be used for mid height additions.

North Boundary { Remain native with salal and Rhododendron additions to help fill in the low to mid height plants. Salal ever 3' on center and Rhodod every 8' on center in linear pattern.

Mechanical - To be on north side of buildings facing PSE and landscaped around so not to interfere with operation.

Improvements Made During Phase I

Right of Ways { 55 evergreen trees were added to the buffers to supplement the existing 62 trees. 300 evergreen shrubs at least 21" in height were planted in clusters to enhance the existing vegetation in the buffers.

North & South { 32 evergreen/deciduous trees were added to the north/south buffers to supplement the existing trees. 210 evergreen shrubs at least 21" in height were added in clusters to enhance the buffers.

SPORTSMAN PARK, LLC.
COPPER TOP PARK II
9434 COPPER TOP LOOP NE
BELFAIR, WA 98528

SHEET NO.

MA-12

LANDSCAPE PLAN

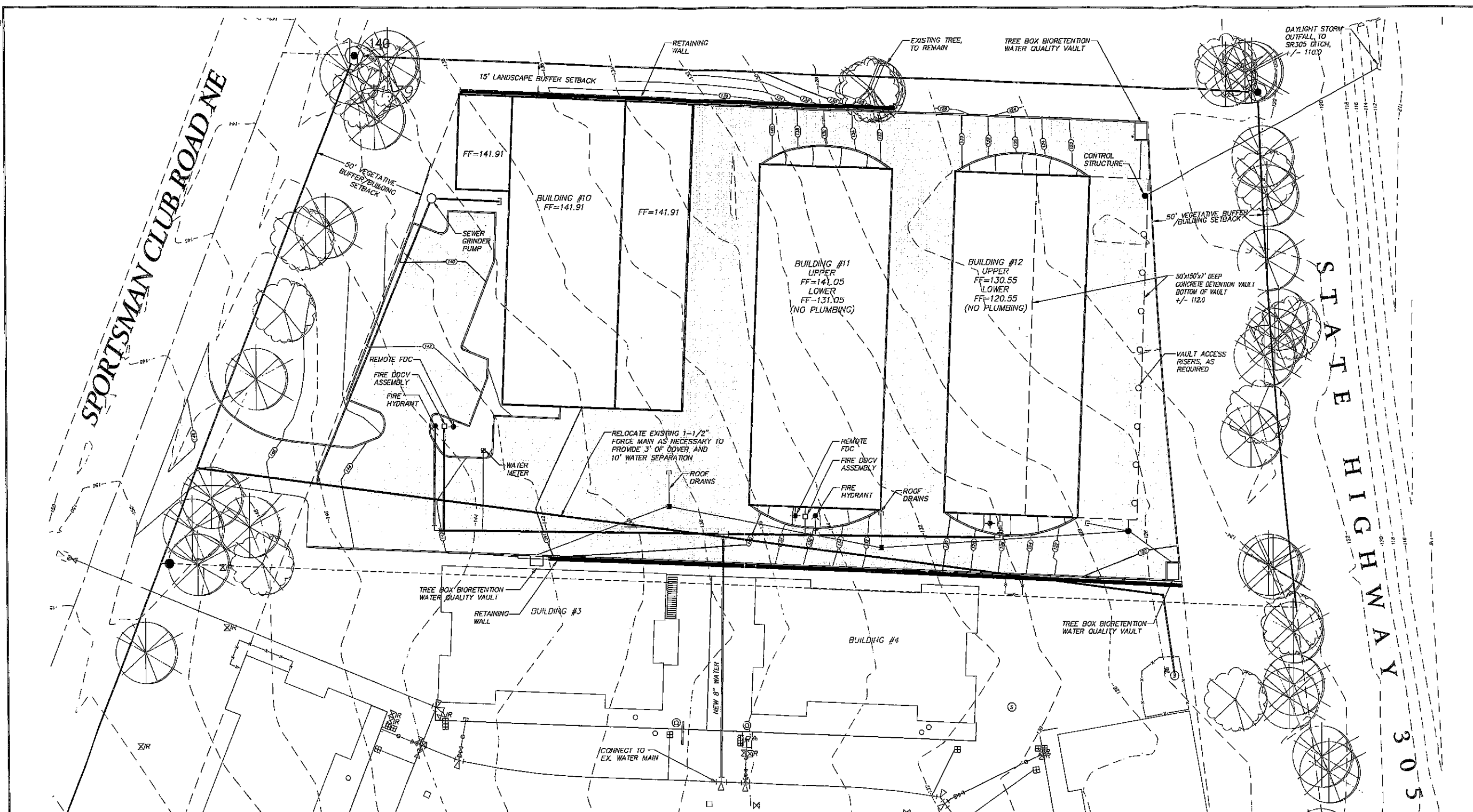
THE CLIENT SHALL NOT USE THE DRAWINGS FOR ANY OTHER PROJECT WITHOUT THE WRITTEN APPROVAL OF DESIGNWORKSHOP AND APPROPRIATE COMPENSATION IS MADE.

PLANS BY
CHARLES RITTER
DESIGNWORKSHOP
13895 Lone Maple Lane NW
Bellevue, WA 98007
(phone) 360-271-5540

DATE	PHASE	REVISION DATES	DESIGN NO.
10-24-13	PRELIMINARY PLANS		
4-1-14	MAJOR ADJUSTMENT APP.		
	SUBMITTAL		

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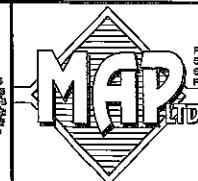
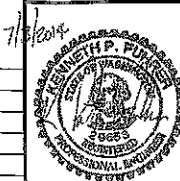
RECEIVED
JUL 16 2014



SPORTSMAN S LIGHT MANUFACTURING PARK

AMENDED SITE PLAN REVIEW PRELIM. GRADING AND UTILITY PLAN

FOR COPPERTOP, LLC
PO BOX 10666
SEATTLE, WA 98110
C/O DOUG NELSON, MANAGER



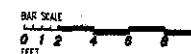
P.O. Box 110 • 1500 Clear Creek Road NE
Silverdale, Washington 98133
Silverdale 425-3920 • Seattle 206-1 683-5674
Fax 206-1 683-5645

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PLANNING

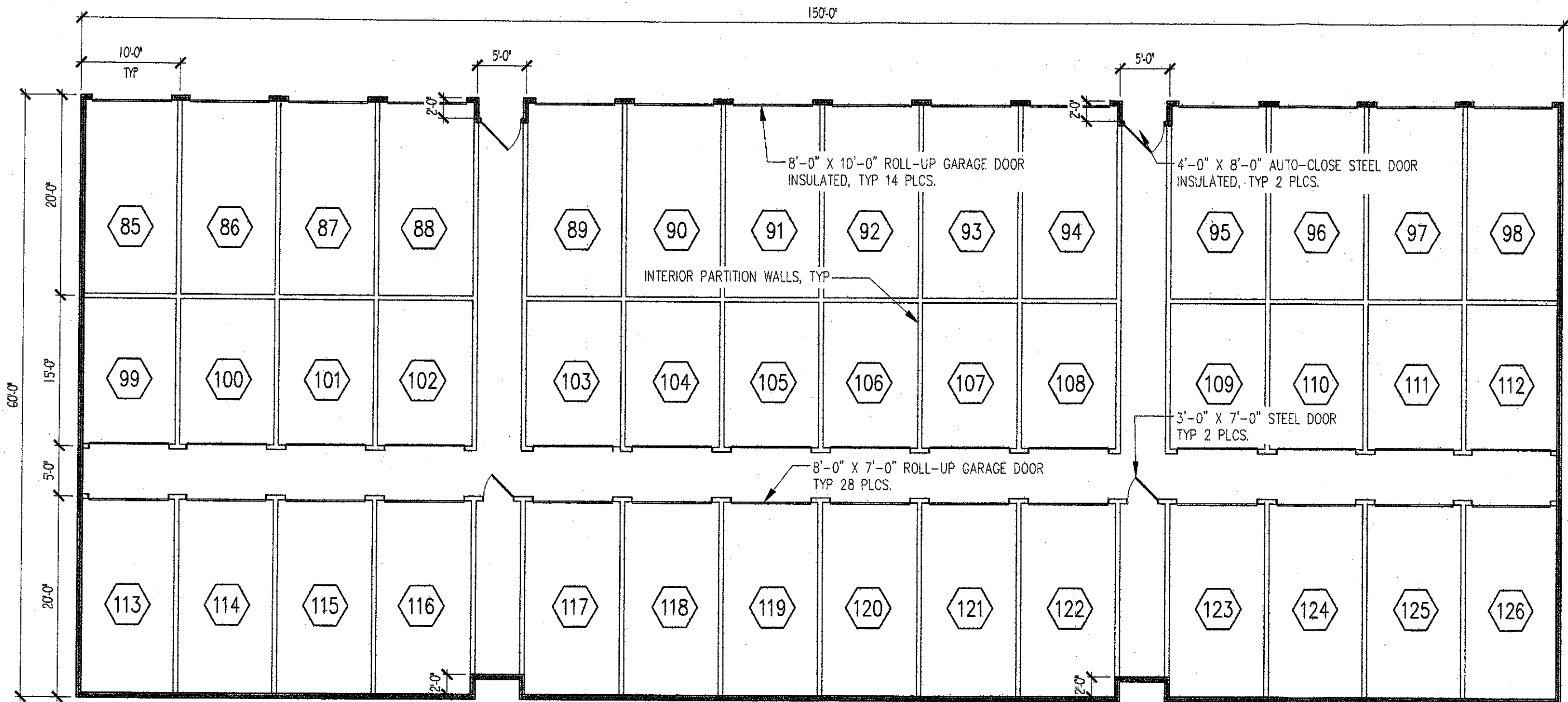
NO.	DATE	DESCRIPTION	BY

CALCULATED	DESIGN	DRAWN	CHECKED	DATE	SCALE	JOB NO.	SHEET
		JEH	KPF	6/12/14	1"=20'	5916.02	1 OF 1

CIVIL



A3



SCHEMATIC UPPER FLOOR PLAN - BLDG. #12
SCALE: 3/32" = 1'-0"



BAR SCALE
0 1 2 4 6 8 10
FEET

SPORTSMAN PARK, LLC
COPPERTOP PARK ADDITION
9434 COPPERTOP LOOP NE
BAINBRIDGE ISLAND, WA 98110

PLANS BY
CHARLES RITTER
DESIGNWORKSHOP
13956 Lone May's Lane NW Portland, WA 98270
(phone) 360-271-5540

CHARLES RITTER
DESIGNWORKSHOP

DATE: 10-24-13
7-16-14

REVISION DATES

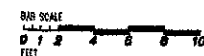
PAGE: 1
PRELIMINARY PLANS
PERMIT SUBMITTAL

JOB NO.

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SHEET NO.
A5

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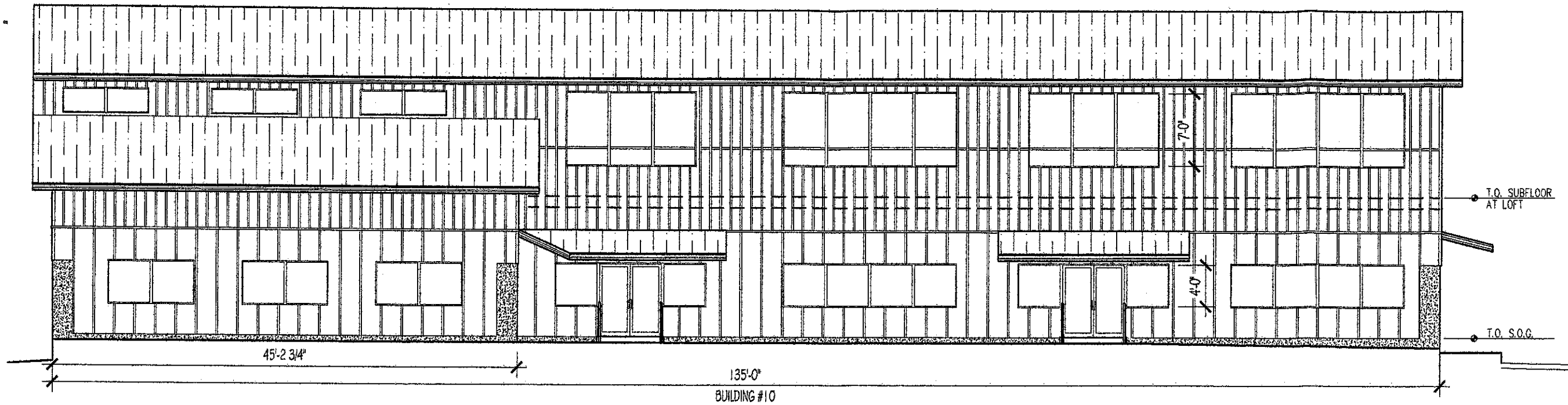
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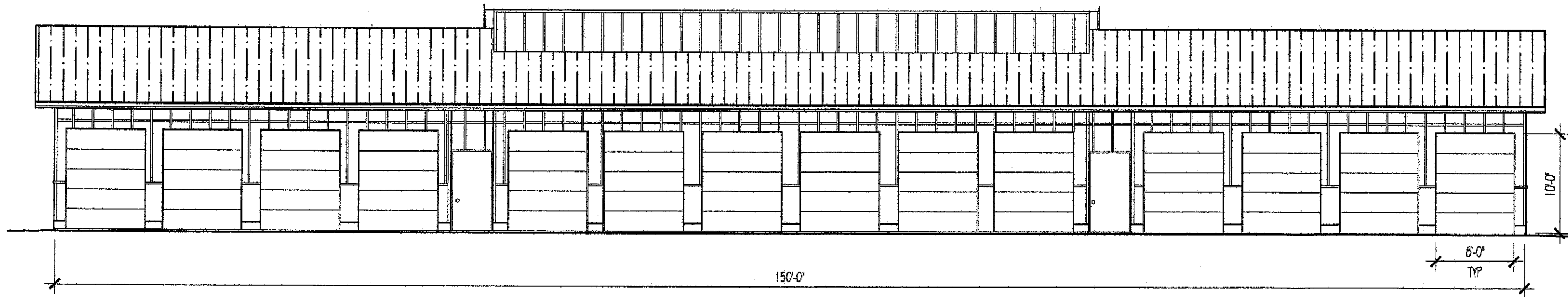
THE CLIENT SHALL NOT USE THE DRAWINGS FOR THIS PROJECT, FURTHER PLANNING OR ANY OTHER PROJECT WITHOUT PRIOR APPROVAL OF DESIGNWORKSHOP AND APPROPRIATE COMPENSATION IS MADE.

PLANS BY
CHARLES RITTER
DESIGNWORKSHOP
13986 Lone Maple Lane NW Poulsbo, WA 98333
(phone) 360-271-5540



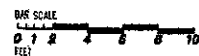
WEST ELEVATION - BLDG. #10

SCALE: 3/32" = 1'-0"



WEST ELEVATION - BLDG. #11 & #12

SCALE: 3/32" = 1'-0"



SPORTSMAN PARK, LLC
COPPERTOP PARK ADDITION
9434 COPPER TOP LOOP NE
BAINBRIDGE ISLAND, WA 98110

PLANS BY
CHARLES RITTER
DESIGNWORKSHOP
13906 Loop Maple Lane NW, Poulsbo, WA 98370
(phone) 360-271-5540

DATE	FACE	REVISION DATES	JOB NO.
10-24-13	PRELIMINARY PLANS		
7-16-14	PERMIT SUBMITTAL		

SPORTSMAN PARK, LLC
COPPERTOP PARK ADDITION
9434 COPPER TOP LOOP NE
BAINBRIDGE ISLAND, WA 98110

SHEET NO.
A8

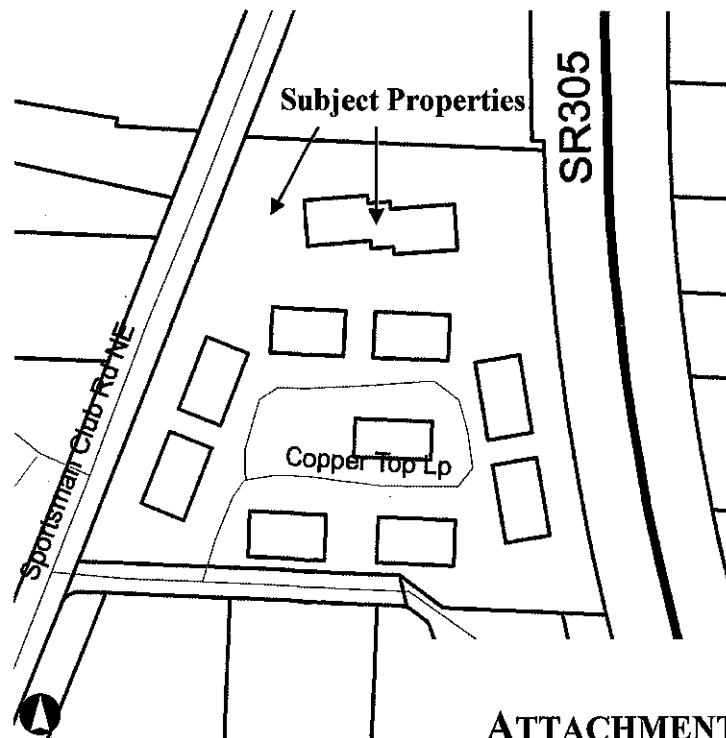
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NOTICE OF APPLICATION

The City of Bainbridge Island received the following land use application:

Date: SEPTEMBER 12, 2014
Owner/Applicant: COPPERTOP PARK LLC
Permit Request: AMENDMENT TO AN APPROVED SITE PLAN AND DESIGN REVIEW PERMIT
File name & number: COPPERTOP PARK LLC / PLN 10163B SPRA
Description of Proposal: CONSTRUCT THREE BUILDINGS WITH 53,208 SQ FT FLOOR AREA / 29,880 SQ FT FOOTPRINT, ALONG WITH 39 PARKING SPACES.
PROPOSED USE: 40,000 SF STORAGE / 13,000 SF OFFICE/WAREHOUSE
(ORIGINALLY APPROVED IN 2009: CONSTRUCTION OF A BUILDING WITH 22,800 SQ FT FLOOR AREA AND 155 PARKING SPACES)
Location of Proposal: 9434 Coppertop Loop / T.P.N. 8155-000-011-0003 & 8155-000-000-0006
Date of Application: July 16, 2014
Complete Application: September 2, 2014
Environmental Review: This project **is not** subject to review under the State Environmental Policy Act (SEPA) pursuant to WAC 197-11-800(6).
Other permits/studies: Traffic Impact Analysis
Public Meeting / Hearing: The City of Bainbridge Island **may** conduct a public **meeting / hearing** concerning this proposal
Comment Period: Any person may comment on the proposed application, request a copy of any decision or appeal any decision, request notice of and participate in a public hearing, if any. **The city will not act on the application for 21 days from the date of this notice. Comments must be submitted by no later than 4:00 p.m. on October 3, 2014.**

Vicinity Map:



If you have any questions or comments concerning this application, contact:

Kelly Tayara, Planner
Department of Planning & Community Development
280 Madison Avenue North
Bainbridge Island, WA 98110
Direct 206-780-3787 Main 206-842-2552
Email: pcd@bainbridgewa.gov

ATTACHMENT D



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

COPY

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

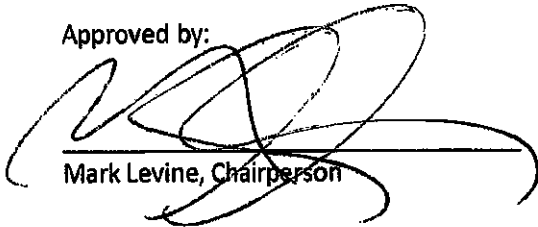
-
1. Meeting was called to order at 2:03 PM by Mark Levine. DRB members also in attendance were Chuck Depew, Alan Grainger, Jim McNett and Adrian Sawyer. City staff present: City Attorney Lisa Marshall, Planning and Community Development Director Kathy Cook, Planning Manager Josh Machen, Associate Planner 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



CITY OF BAINBRIDGE ISLAND
DESIGN REVIEW BOARD
Regularly Scheduled Meeting Minutes
November 3, 2014 - 2:00 PM
City Council Conference Room
280 Madison Avenue North
Bainbridge Island, Washington 98110



Call to Order (Attendance, Agenda, Ethics)
Approval of Minutes - October 20, 2014 meeting
Pleasant Beach Village Pool (PLN13880C SPRA) and Resort (PLN13880D PRE)
Pleasant Beach Village Pool (PLN13880 SPRA) and Resort (PLN13880D PRE)
Coppertop Park PLN10163B SPRA – Site Plan Review Amendment
Coppertop Park PLN10163B SPRA
Old and New Business
Adjournment

1. Meeting was called to order at 2:05 PM by Mark Levine. Design Review Board (DRB) members also in attendance were Jim McNett, Adrian Sawyer, Alan Grainger and Chuck Depew. City staff present: Planning Manager Josh Machen and Planner Kelly Tayara. Administrative Specialist Jane Rasely monitored recording and prepared minutes.
2. No minutes to approve at this time. Minutes for today and last meeting will be provided by end of next week.
3. Pleasant Beach Village Pool (PLN13880C SPRA) and Resort (PLN13880D PRE) Planner Josh Machen provided an overview of project addition and pool. Developer is planning a second story addition and storage areas for bicycles, pool chemicals, garbage, etc. Second floor usage is proposed to be a gym space. Discussion ensued as to what the space will be utilized for. There is overall a sufficient amount of parking. Jim brought up whether there are parking landscape plans. Josh replied that there will be trees planted around the parking lot based upon the number of parking stalls.
4. Discussion on Resort began at 2:13 PM. Josh defined an Inn (according to City Code) as 15 sleeping rooms or less. Adrian asked if the new resort's affiliation will be with the already existing Inn or separate. Josh stated that the new inn is on a separate lot from the existing inn. The lot on which the new inn is proposed is the "donut hole" of various properties purchased around it. There will be a primary building on the north side and 7 cottage units with various styles of sleeping arrangements from 2 bedrooms to open sleeping loft areas. Discussion ensued about whether the sleeping loft can really be called an open space or is really by definition a bedroom. Adrian asked about parking which is located adjacent to and combined with the Manor's existing parking. Alan asked how they can share parking with the entire multi-lot development but not count the bedrooms all together to have more than 15 rooms thereby not qualifying for Inn status. Josh stated that parking on the street and a boundary line adjustment will accommodate parking needs.
5. Alan asked if the whole property has the same zoning. Josh stated that it does not and a boundary line adjustment will occur within like zoned properties. Handicapped parking is shown on Pitt's Path Lane which is very steep. Discussion about why, if loft is not considered bedroom even though it is clearly shown to be used as a sleeping area, the two bedroom cottage is not considered one sleeping area because there is only one key or front door to the "suite." Chuck mentioned that it is an interpretation and is a departure from the City's Code. Chuck asked about factoring parking for

employees and calls it a worrisome issue from an entertainment standpoint. If all facilities are being utilized to capacity, there will not be enough parking.

6. Architect Charlie Wenzlau is invited into meeting at 2:38 PM. Mark opened discussion with second floor pool area. Charlie gave an overview of the project: First floor of adjacent building will be locker room and pool support space with second floor being 2/3 commercial area and 1/3 non-commercial space like meeting rooms or community space. The second floor will extend out over the current 20 x 25 foot roof terrace. Alan asked about policing of split space. Josh responded that during tenant improvements, the City would monitor its use. Jim asked about parking use and was told that parking will be adjusted to use. Charlie stated the site has 23 parking spaces above and beyond what is required by City Code.
7. Mark asked about trellised area under the addition and was told it will be reprogrammed to contain a beverage and salad bar facility. While previously used for pool storage it would now be used for pool concession. Alan wondered if that will impact the parking spaces needed.
8. Alan felt the applicant needs to be obligated to an ongoing parking allocation. Charlie responded that he constantly monitors the parking situation with Josh. Mark reiterated the ongoing need for the City to understand the parking study/needs. Charlie informed the DRB that a thoroughly researched parking study is on file with the City. Alan asked about the intended fireplace. Charlie mentioned it is a zero space fireplace and it is not certain if the future tenant will even end up using it.
9. Jim asked about handicapped parking which Charlie said was NOT on the street. There are ADA spaces located by entrances to the building.
10. 3:03 PM DRB unanimously accepted the amended square footage of the upper story, change in the lower story and the exterior storage. **Added note: The DRB is concerned with the many changes that have gone on with this project and the added parking needs for these additions.**
11. Discussion moved to Resort at 3:05 PM. Charlie gave a conceptual overview of the site design which includes seven detached cottages around a central garden area with a main building that provides six additional rooms as well as administrative offices. There will be a third party review traffic/parking study. One parking space per sleeping area is required however current parking structures in the neighboring site have sufficient capacity to fulfill need.
12. Jim asked about ADA parking next to the building. Charlie stated there is planned an ADA stall sitting right next to the main building which will require about a 5 foot boundary line adjustment.
13. Alan asked if they had considered flipping the site plan so the main building and ADA access is easier to restaurant and other facilities. Charlie mentioned he had not thought of doing that.
14. Adrian asked about intention to keep a view from buildings? Charlie replied that was not really the intent that the idea was to face the court toward the restaurant and Inn. He found it an interesting notion and compelling idea to flip the site around. Discussion ensued about adding a room to the main building and removing one of the cottages to provide more garden space. The grade change was also mentioned and discussed.
15. Mark asked if the design is fitting into the Lynwood plan/style. Charlie agreed that it is though they will maintain a level of individuality. Alan asked Charlie about his statement that the code is not clear (about what constitutes a sleeping area). Charlie rescinded that statement and replied that the Code is clear. It is 15 rooms. Alan felt the whole of one 2 bedroom cottage is a guest room. Mark asked Charlie to come back to them with a very clear picture after studies have been done. He believed there needs to be discussion and the issue resolved about rooms vs. bedrooms from a hospitality viewpoint.
16. Josh mentioned the community public participation meeting scheduled for November 17th. Charlie asked if project seemed compliant with scheme. Alan recommended the word compatible, not compliant and all agreed that it will be. Alan asked if it was possible to put a single line of parking at

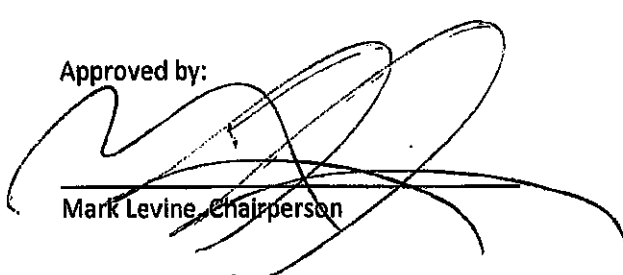
the upper end of the site where guests can park and wheel suitcases down. Josh replied that there is a change in zoning at that end of the property.

17. Coppertop Park (PLN10163B SPRA – Site Plan Review Amendment) Planner Kelly Tayara provided an overview of the project. Sportsman Park has decided to change their name to Coppertop Park and when they received approval to do that, they had the northern part of the property set aside to build a single building. All storm water, etc., will stay the same, but new smaller buildings have been added to meet the need for individual storage areas for current onsite tenants. There will not be any parking for smaller “mini storage” buildings. Discussion ensued about interconnectivity for vehicular access. Lower storage area will be secured with fencing and a gate with forklift access between small storage and existing tenant building for brewery.
18. Alan asked for Kelly’s recommendation. She stated she would like to see a formalized non-motorized transportation plan concerned with parking, not pedestrian traffic. The parking facilities are not located near the area being developed. Mark asked if she would recommend a traffic study. Kelly felt it was a good idea to look at it.
19. Alan brought up the 50 foot wide buffer and that with clearing right up to it, trees will come down. Chuck discussed clear cutting/constructing right up to buffer because setback is allowed to be in part of the buffer. He felt there needs to be further discussion within the City about what the setback needs to be to have less impact on trees in buffer zone. Mark mentioned that is a discussion that needs to occur at another time.
20. Chuck asked how parking was figured out. Kelly stated it is a formula using office space square footage and number of employees.
21. Developer is invited in at 4:00 PM. Mark asked for introductions and a general overview of the project from Karina and Doug Nelson. Doug provided an overview of project stating not much had changed since the last meeting except there is now a landscaping plan. The building will be able to accommodate cold storage though it will not be built as cold storage. The smaller buildings will be mini storage. It not planned for the upper floor of the larger building to be built at this time, but the possibility of building later will be provided. Leases have been signed for 60% of the building’s space.
22. Chuck began discussion with the question of the mini storage becoming office space. Doug stated the buildings will not be wired for office use. They will not have outlets, just minimal overhead lighting. Chuck then asked about the office use of the other building. Chuck also wanted to know why the building could not align with the street and hide the parking on the interior site. Doug mentioned they do not want cars parking up against the fence for security purposes. He is worried about people parking their cars and hopping over the fence from their car. Also of concern is getting 40’ trucks into the area with the ability to unload. When asked about the buffer, he says there are not any significant trees in the area that will be removed. Alan asked if it is a wooded area. Doug stated there are a few trees. Alan explained the situation about paving right up to the buffer’s edge because it may damage trees in that area and that other developers have run into this situation forcing removal of trees in the buffer area. Doug stated that he is not one of those developers and that they have continued planting trees in the buffer area even after building has been completed.
23. Jim asked about the length of the building and the gaps that are supposed to exist between buildings. Karina replied that doubles the electrical and HVAC needed. Alan mentioned that the design has crossed over the dimension allowed in the code without a modulation in the building and just because it is more cost efficient and easier for the builder does not negate the Code. Kelly mentioned that the person who prepared the drawings was not familiar with the Code. Chuck mentioned that the City’s Code has changed since Phase I was developed. Alan was concerned about the length and blandness of the building and its visibility to Hwy 305. He was concerned about the 7’ deep storm water vault and more paving than may be necessary going on to protect

the trees in the buffer from damage and the visibility from Hwy 305. He stated the better solution is always the least amount of paving when it comes to storm water management.

24. Doug stated that the ROW is quite wide along Hwy 305 plus there is the buffer. Mark mentioned that the buffer on Sportsman Club Road is just as important.
25. Jim asked about the large trucks that will be accessing the space which sparked a discussion about where the trucks will be offloading and whether or not turning the building a little would facilitate that. Doug mentioned that security is very important.
26. Mark was concerned about parking spaces for new development. Doug responded with showing the DRB a tracking sheet of empty space counts at every hour of the day. He has 87 spots open at the highest use hour of day. The new tenant moving in will take about 15 additional spots leaving 72 spots open. Jim recommended that he close off the development at the end of the property to show a definition of space.
27. Mark asked about development of sidewalks and trails. Doug stated they will continue the trail that runs through part of his property and that parking areas are connected for pedestrians but not vehicles. Discussion ensued between Adrian and Developers about forklift traffic.
28. Alan asked about the landscape plan looking residential sized. He asked Doug to give thought to the size of plants being planted next to large buildings. Doug maintained these were the same size plants used in the first phase. Mark appreciated that Doug is planting more than required to maintain the Bainbridge feel and asked they keep that in mind for this project as well.
29. The change in roofline was brought up once again by Jim and discussion of tweaking the design to create a building that looks like it is multiple buildings with the appropriate gap ensues. Developer agrees that modulations can be made to look less like one big building.
30. Mark asked Kelly what the DRB needed to do. Kelly replied that she could handle landscape issues, but she would prefer the DRB weigh in on the modulation in the roof line needed to make it look like the building is not over the 128' limit. Alan gave an example of breaking the long ridgeline of the roof up and both Doug and Karina agreed that is very possible and easy to do. After discussion, the DRB decided they want to see a revised drawing of the roofline with the Developers agreeing they will return to the next DRB meeting with a new drawing for quick review.
31. Mark suggested the DRB look at the submittal requirements which planners are using and request Kathy Cook's presence to discuss them. The ethics review with the City Attorney canceled due to lack of quorum also needed to be rescheduled. The need for new members was reiterated with the request that everyone (DRB) think about anyone they know who might be willing to serve, especially since the holidays are coming up and it may be difficult to achieve a quorum.
32. Mark adjourned meeting at 4:54 PM.

Approved by:



Mark Levine, Chairperson



Jane Rasely, Administrative Specialist



CITY OF BAINBRIDGE ISLAND
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
280 Madison Avenue North
Bainbridge Island, Washington 98110-1812
Phone 206-842-2552 E-mail pcd@bainbridgewa.gov

LETTER OF TRANSMITTAL

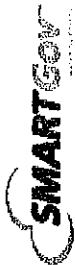
PROJECT NAME COPPERTOP PARK		ORIGINAL SUBMITTAL DATE 07/16/2014	TRANSMITTAL DATE 08/23/2014
PROJECT NUMBER PLN10163B	SUFFIX SPRA	PROJECT TYPE Major Site Plan Amendment	
PROJECT STREET ADDRESS OR ACCESS STREET 9434 Coppertop Loop		TAX PARCEL NUMBER 8155-000-000-0006	TAX PARCEL NUMBER
CITY PROJECT MANAGER KELLY TAYARA		TAX PARCEL NUMBER	TAX PARCEL NUMBER
REVISION RECEIVED		TAX PARCEL NUMBER	TAX PARCEL NUMBER
PROJECT DESCRIPTION Revise the approved site plan review to construct 3 buildings (29,880 sf footprint; 53, 208 sf floor area) and 39 parking spaces. 40,000 sf to be used for storage and 13,000 sf for office/warehouse.			
REVIEW PACKET TO			
☐ PCD Engineer – JANELLE HITCH		☐ Fire - LUKE CARPENTER	
☐ Building – JAMES WEAVER		☐ Health – Steven Brown	
☐ Operations & Maintenance – AARON CLAIBORNE			
OWNER COPPERTOP PARK LLC, Doug Nelson PH: 206-780-6060 E-MAIL: doug@americanproperty.com		CONTACT DOUG NELSON, Coppertop Park LLC PH: 206-780-6060 E-MAIL: doug@americanproperty.com	
TRANSMITTED DOCUMENTS			
DOCUMENT 1 Major Adjustment Application	DOCUMENT 2 Design Checklist – Light Manufacturing	DOCUMENT 3 Design Checklist – Commercial and Mixed Use	
DOCUMENT 4 Traffic Impact Analysis	DOCUMENT 5 Preliminary Drainage Report	DOCUMENT 6 Single Page Site Plan	
DOCUMENT 5 3 Page Plan Set	DOCUMENT 6 10 Page Plan Set that includes elevations		

COMMENTS DUE BY: 08/07/2014

COMMENTS: ☐ No Comments ☒ See Attached Comments/Conditions

Signed: [Signature] Date: 8/4/14

Please Print Name: L Carpenter



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Luke Carpenter ([Sign Out](#) | [Preferences](#))

Permit Detail

Main Details Notes Bonds Parcels Inspections Structures Contacts Contractors Fixtures Vendors

Permit #: PRE101638 [Alerts](#) Status: HELD Contact: COPPERTOP PARK Address: 9434 Coppertop L
Type: MISCELLANY Project: COPPERTOP PARK Contractor:

Record Saved

Display Order	Parcel Number	Name	Condition	Ver Req
1		Custom	Location of fire hydrants and fire department connections appears satisfactory at this time.	☐
2		Custom	Landscape plan should be amended as needed to provide a minimum clearance around fire hydrants of 36 inches as per Code.	☐

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City of Bainbridge Island
PUBLIC WORKS OPERATIONS AND MAINTENANCE

The comments recorded on or attached to this document represent the review comments of the Operations and Maintenance Division of the Public Works Department for the project listed below.

DATE: January 13, 2015	PROJECT NAME: Coppertop Park
Aaron Claiborne, Project Coordinator	CASE # PLN101163B

- A binding letter of water and sewer availability from the City is required prior to a building permit. A form to initiate this process can be obtained from the Building Division at City Hall.
- A sewer report shall be submitted to the City for review that analyzes the pump station and infrastructure capacity to serve additional buildings.
- The water main shall provide a loop system that minimizes dead end lines to maintain water quality.

These are only the recognized issues related to the review package in possession of O&M as of the date of this memo. This list of requirements was generated from a general review, and is not necessarily an exhaustive list of all O&M issues related to the application. The applicant is still required to adhere to all Planning/Building Department and Public Works Department findings, City of Bainbridge Island Municipal Code and Design & Construction Standards, State and Federal Law and good engineering and safety practices where applicable. Any recognized deviation from these requirements will require correction by the Applicant, regardless if the approval status of plans or construction status. Any revisions of these plans, specifications or calculations require the affixed Engineer's seal of an Engineer licensed in the State of Washington, and subsequent review of the plans and revisions by the City of Bainbridge Island Engineering Division conducted through the application's assigned Planning/Building Contact.

Should you have any questions regarding anything contained herein, O&M can be reached by calling (206) 842-1212.



CITY OF BAINBRIDGE ISLAND

Department of Public Works – Operations & Maintenance ~~Bainbridge Island~~

August 22, 2014

Coppertop Park
P.O. Box 10666
Bainbridge Island, WA 98110

AUG 22 2014

Dept. of Planning &
Community Development

RE: **Non-binding Commitment** for Water and Sewer System Capacity
Parcel Tax Account Number 8155-000-000-0006, Coppertop Loop Road off Sportsman
Club Road.

Doug Nelson:

The City of Bainbridge Island ("City") Department of Public Works completed a review of your Water Availability and Sewer Availability Applications dated July 16, 2014 for a property with Parcel Tax Account Number 8155-000-000-0006, Coppertop Loop Road off Sportsman Club Road. Our review determined that this parcel is within current City water and sewer service areas, that water and sewer mains are adjacent to the subject property. The property is currently served by City sewer using a private pump station. Civil plans shall be submitted showing the capacity of the pump station to service the existing development and the proposed buildings.

This letter is a **Non-binding Commitment** to Coppertop Park for water and sewer system capacity for the property with Parcel Tax Account Number 8155-000-000-0006, Coppertop Loop Road off Sportsman Club Road based upon information provided in the Water/Sewer Availability Application dated July 16, 2014. A **Non-binding Commitment** for water or sewer system capacity means that the City currently has available water or sewer system capacity but does not guarantee the future availability of water or sewer system capacity.

Prior to the City issuing a Building Permit a determination of water supply adequacy by Kitsap Public Health District (KPHD) is required. This requirement is met by obtaining a binding commitment from the City. A **Binding Commitment** for Water and Sewer System Capacity may be obtained by submitting a Water/Sewer Availability Request with the most current project information. Binding commitments for water or sewer system capacity mean that upon payment of system participation fees as described below the City shall reserve water or sewer system capacity, and shall allow connection to the City's water and sewer system.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Aaron Claiborne".

Aaron Claiborne
Utilities Project Coordinator



City of Bainbridge Island

Department of Planning & Community Development
280 Madison Ave. N.
Bainbridge Island, WA 98110
(206) 842-2552 www.ci.bainbridge-isl.wa.us

Development Engineer Project Review

To: Kelly Tayara, Planner
From: Janelle Hitch, Development Engineer
Date: January 2, 2015
Re: Coppertop Park Site Plan Review Amendment

Related Application Number:

PLN10163B SPRA

Project Description:

This project is an amendment to the original project called Sportsman Business Park (AKA Richard Brown SPR); Application No. SPR10163.

This amendment is to construct 3 buildings and 39 parking spaces. 40,000 square feet of building space is to be used for storage and 13,000 square feet of building space to be used for office/warehouse.

Preliminary Approval:

I have completed a review of the above revised land use proposal application received by COBI on July 16, 2014. The site plan review shows the proposed building construction will meet the following per the Bainbridge Island Municipal Code (BIMC).

1. The site plan conforms to regulations concerning drainage in BIMC 15.20 and 15.21;
2. The site plan will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use and enjoyment of properties downstream;
3. The streets and pedestrian ways as proposed are adequate to accommodate anticipated traffic. A Certificate of Concurrency is attached.; and
4. The site plan conforms to the "City of Bainbridge Island Design and Construction Standards and Specifications".

Conditions of Approval:

All previous conditions of approval apply except as amended below:

From SPRA10163 April 7, 2009

Condition 31 is changed to: The Certificate of Concurrency issued for this project is valid for the uses described in the traffic analysis prepared by Heath & Associates, Inc. dated May 2014, for a total of 251 average daily trips. Any change in use that results in an increase of the average daily trips beyond 251 will require a new traffic study prior to approval.

Condition 32 is changed to: Provide a road approach plan for City review and approval prior to the construction of the access. Verification of site distance shall be provided with the final design.

**City of Bainbridge Island
PUBLIC WORKS DEPARTMENT**



CERTIFICATE OF CONCURRENCY

Pursuant to The City of Bainbridge Island Municipal Code 15.32.040.B; the City Engineer has determined that the capacity of transportation facilities affected by the proposed development is equal to or greater than the capacity required to maintain the level of service standard for the impact of the development.

Property Location or Description: **Coppertop Park SPRA**
Address: **9434 Coppertop Loop**
Tax Parcel: No. **8155-000-000-0006**
Project Number: **PLN10163B SPRA**

Approved Uses: **40,050 SF mini-warehouse use 13,660 SF office use**

Approved Intensity: **251 Total AWDT**

Transportation Facilities Reserved in this Certificate: **Volumes shown in traffic study, dated May 2014**

Date Issued: **This certificate is effective on the issuance date of the above referenced project number.**

Expiration Date: **This certificate expires on the earlier of: 1) The date of expiration of the above referenced permit number, or 2) Three years after the above effective (issuance) date of this certificate.**


BY: Janelle C. Hitch, P.E.,

Attachments:

- ☐ 1: Concurrency Test
- ☒ 2: Traffic Analysis (or)
- ☐ 3: Applicant's agreement to provide specific frontage improvements (Traffic analysis not required, per BIMC 15.40.060.B)

**NOTICE OF ADMINISTRATIVE DECISION And
SEPA MITIGATED DETERMINATION OF NONSIGNIFICANCE (MDNS)**

The City of Bainbridge Island made a decision concerning the following land use application:

Date of Issuance: April 23, 2009
Applicant: Sportsman Park LLC
Permit Request: Sportsman Park Site Plan and Design Review Amendment (fn: SPRA10163)
Description of Proposal: Amendment to a previous Site Plan and Design Review Permit (SPR10163) to construct a two-story commercial building totaling 22,800 square feet and 155 associated parking spaces.
Location of Proposal: Sportsman Club Road, immediately north of Coppertop Loop
Tax parcel number: 8155-000-000-0006

Permit Decision: The application is **approved with conditions**. This proposal is subject to administrative review under Chapter 2.16.095 of the Bainbridge Island Municipal Code. The project report dated April 22, 2009 containing the findings of fact, including any conditions upon which the decision is based and the conclusions of law derived from those facts is available to the public upon request. This decision becomes final after 14 days from the date of issuance, or after **May 7, 2009**.

SEPA Decision: The City of Bainbridge Island (lead agency) has determined that the proposal does not have a probable significant impact on the environment, if proposed mitigation is followed. This MDNS is issued under WAC 197-11-355. This determination was made after review of an environmental checklist and other information on file with the lead agency. This information is available to the public upon request. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)c. This MDNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the MDNS.

Responsible Official: Katharine Cook, Director,
Department of Planning & Community Development
Address: City of Bainbridge Island
280 Madison Avenue N
Bainbridge Island, WA 98110 (206) 842 - 2552

Signature: Katharine Cook Date: 04-23-09

APPEAL: You may appeal this determination by filing a written appeal and paying the \$530.00 fee to the City Clerk, at 280 Madison Avenue N, Bainbridge Island, WA 98110, in accordance with the procedures set forth in the Bainbridge Island Municipal Code, Section 2.16.130 and Section 16.04.170, no later than **May 7, 2009**. You should be prepared to make specific factual objections.

ATTACHMENT I

If you have any questions concerning this application, contact:

Jennifer Sutton, Planner

Department of Planning & Community Development

280 Madison Avenue N

Bainbridge Island, WA 98110 (206) 780-3772

Fax: (206) 780-0955

Email: pcd@ci.bainbridge-isl.wa.us

The Site Plan and Design Review application is approved with the following conditions:

SEPA CONDITIONS

1. The applicant shall obtain an approved building permit from the Department of Planning and Community Development prior to any construction activities. The building permit shall comply with the approved site plan, grading and utility plans, and other drawings date stamped May 20, 2008.
2. Civil construction plans and profiles for all storm drainage, sanitary sewer, and water facilities and appurtenances prepared by a civil engineer licensed in the State of Washington shall be submitted to COBI for review and approval. No building permits shall be issued and no construction shall be started prior to plan approval.
3. All exterior light fixtures shall comply with the City's outdoor lighting regulations (BIMC 15.34) and freestanding features shall not exceed 14 feet in height including the base. Details of the lighting fixtures, locations, and installation height shall be submitted with the building permit application.
4. All graded materials removed from the subject property shall be hauled to and deposited at City approved locations. This information shall be included with any building or grading permit.
5. To mitigate impacts on air quality during earth moving activities, contractors shall conform to Puget Sound Clean Air Agency Regulations, which ensure that reasonable precautions are taken to avoid dust emissions (BIMC Section 16.08.040).
6. The builder and tenants shall demonstrate compliance with the Performance Standards of the Light Manufacturing Zone. All uses allowed within this development must comply with the commercial zone noise regulations set out in BIMC Chapter 16.16.
7. Contractor is required to stop work and immediately notify the Department of Planning and Community Development and the Washington State Office of Archaeology and Historic Preservation if any historical or archaeological artifacts are uncovered during excavation or construction.
8. At the time of Building Permit Application, demonstration of compliance with applicable stormwater management requirements shall be required in accordance with BIMC 15.20. The design shall be prepared by a professional engineer licensed in the State of Washington.
9. An Operations and Maintenance Plan and Declaration of Covenant for all constructed stormwater facilities shall be provided for City review and approval in accordance with BIMC 15.21 prior to final approval.
10. All tenants desiring to discharge industrial waste water into the sewer system shall obtain prior approval from the City of Bainbridge Island Public Works Department.
11. The site plan indicates that greater than 1 acre will be disturbed during construction. To comply with Phase II Department of Ecology requirements, a Construction Storm water Permit (NPDES)

will be required prior to construction plan approval. More information about this permit can be found at www.ecy.wa.gov/programs/wq/stormwater/construction or by calling Charles Gilman at (360) 407-7451, email chgi461@ecy.wa.gov. This permit is required prior to any clearing, grading, or other land-disturbing activities.

12. Surface storm water will be allowed to outfall to the natural drainage ways after the collection, conveyance, detention and treatment system using historic site flows is accomplished. Erosion control is of utmost importance and a civil plan for this is required.

PROJECT CONDITIONS

General

13. No chain link fencing shall be allowed, except in locations where it cannot be seen from adjacent properties or the public right-of-way.
14. Any exterior trash receptacles or outdoor storage shall be fully screened with solid walls and gates. The screening enclosures shall be architecturally consistent with the adjacent structures and shall not encroach in required setbacks, parking spaces or required landscaping areas.
15. All mechanical equipment shall be within the roof of the structures or behind the buildings or other screening so that they are not visible from the road. Mechanical equipment shall not be located within the required setback areas.
16. The City must review the individual tenant uses during tenant improvement permit and business license review. If required by BIMC Chapter 18.72 *Light Manufacturing Zone*, a conditional use permit must be secured prior to establishment of a conditional use.
17. The owner must inform the City of the number of employees and demonstrate that there is sufficient parking to accommodate the use.
18. A hazardous substance inventory and hazardous waste management plan shall be submitted to and approved by the Bainbridge Island Fire Department and Bremerton/Kitsap County Health District. Inventory and plans shall be submitted directly to the two agencies for approval. One or both agencies may state such a waste management plan is not necessary based on the substance inventory (the inventory being submitted first).
19. All tenants shall obtain a Commercial Building Clearance from the Kitsap Health District.
20. Binding Water Availability and Sewer Availability letters shall be submitted prior to building permit issuance.
21. All on-site sanitary sewer fixtures, facilities, and appurtenances shall remain privately owned and maintained.
22. An elevation benchmark shall be indicated on the site plans submitted for any building permit related to this project. The benchmark shall remain undisturbed throughout construction. Detailed building elevations showing average existing grade and height calculations shall be provided with the building permit application.

Landscaping

23. A landscaping plan consistent with the approved site plan shall be submitted with the building permit application. The landscape plan shall clarify existing and proposed vegetation and comply with the submittal requirements listed in BIMC 18.85.040.

24. The landscape plan shall clarify the significant tree retention plan for the development. The significant tree retention plan shall be comply with BIMC 18.85.060.
25. The landscape plan shall provide for a 50 foot wide full screen buffer on the east and west sides of the property and a 15 foot wide partial screen buffer on the north side of the property, pursuant to BIMC 18.85.070B.
26. Parking lot landscaping shall comply with BIMC 18.85.070.E.1.b.i. A landscape area at least 100 square feet in area shall be incorporated at the end of each parking aisle. A minimum of 39 trees shall be planted within the parking lot outside of the perimeter buffer.
27. All required landscaping shall be installed prior to final inspection for the building permit. If it is an inappropriate season to plant, a performance assurance device may be accepted by the City and the landscaping shall be installed in the next planting season.
28. Prior to final inspection of the landscaping, a maintenance assurance device shall be submitted and accepted by the City to insure the health of the landscaping for a period of three years.

Fire

29. The building permit shall meet all applicable requirements of the 2006 International Fire Code.
30. A second fire hydrant is required at the NE corner of the proposed building per BIMC 13.10.060.E.

Traffic, Roads, and Access

31. The Certificate of Concurrence issued for this project is valid for the uses described in the traffic analysis prepared by Heath & Associates, Inc. dated January 20, 2009, for a total of 198 average daily trips. Any change in use that results in an increase of the average daily trips beyond 198 will require a new traffic study prior to approval.
32. Provide a Road Approach Application for City review and approval prior to construction of the access. The permit must be approved, the improvements constructed, and receive an acceptable final inspection along with the building permit review.
33. A right-of-way (ROW) construction permit will be required prior to any construction activities within the right-of-way. The ROW permit will be subject to separate conditions and bonding requirements.
34. Final plan approval will require documentation of WSDOT approval for impacts to and any required traffic mitigation on State Route 305.
35. Pedestrian walkways shall be constructed of contrasting materials where crossing driving lanes, pursuant to BIMC 18.81.080.D.
36. Thirty-one bicycle parking spaces shall be incorporated into the building permit application. The applicant may request a reduction of these requirements in writing, pursuant to BIMC Section 18.81.140.B.
37. Public and private improvements, facilities, and infrastructure on and off the site that are required for the site plan review amendment shall be completed, have final inspection, and approval prior to building occupancy. Approval of public facilities will be shown by a formal letter of acceptance from the City. An assurance device acceptable to the City may be used (in lieu of physical completion) to secure and provide for the completion of necessary facilities which are not considered by the City to be life, health, or safety related items. Any such assurance device shall be in place prior to the City approving final occupancy for the building. The assurance device shall enumerate in detail the items being assured and shall require that all such items be completed and approved by the City within one year of the date of final. While lots and/or spaces created by the recording of the final site plan review amendment may be sold and/or leased, no occupancy of any structure will be

allowed until the required improvements are formally accepted by the City. Additionally, a prominent note on the face of the building permit civil drawings shall state: **"This building permit is subject to conditions of an assurance device for the completion of certain necessary facilities. Building permits may not be issued or occupancy granted until such necessary facilities are completed and approved by the City of Bainbridge Island. All purchasers shall satisfy themselves as to the status of completion of the necessary facilities."**