# CITY OF BAINBRIDGE ISLAND
## DESIGN REVIEW BOARD
**Regularly Scheduled Meeting Minutes**
**Monday, March 16, 2015 at 2:00 p.m.**
**City Council Conference Room**
**280 Madison Ave N**
**Bainbridge Island, Washington 98110**

Call to Order (Attendance, Agenda, Ethics)
Approval of Minutes – February 23, 2015 Meeting
Update on HPC Process for Reviewing Historical Markers
Creative Space PLN50177PRE Pre-Application
Old and New Business
Adjournment

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**Call to Order (Attendance, Agenda, Ethics)**
Chair Mark Levine called the meeting to order at 2:02 PM. Design Review Board members in attendance were Adrian Sawyer, Jim McNett and Peter Perry. City Staff present were Deputy City Manager Morgan Smith, Planning Director Kathy Cook and Senior Planner Heather Beckmann. Administrative Specialist Jane Rasely monitored recording and prepared the minutes.

**Approval of Minutes – February 23, 2015 Meeting**
Peter Perry moved to approve the minutes from the February 23, 2015 meeting. Adrian Sawyer seconded the motion and the minutes were unanimously approved.

Mark stated they received a letter from Susan Buckles wondering if they were interested in having Ethics training, but they deferred since they had participated in the training in the last few months. It was stated when they have their 7th member join, they will participate again. Morgan spoke to the new cycle of training happening in the 2nd quarter of the year.

**Update on HPC Process for Reviewing Historical Markers**
Morgan Smith gave an update on the historical marker project and which direction that has gone since two meetings ago when the DRB discussed signage design. She mentioned that the Historical Preservation Commission (HPC) seemed to be the logical place for this project to reside and which they are open to. HPC and Morgan are working together to revise a set of guidelines one of the HPC members brought forward to fit the needs of the City. They will start with 3 different potential markers to test the process and discover which pieces of the process they may have forgotten. She described the three different projects two of which were proposed by citizens and one that will be brought forward by City staff. Jim McNett asked how the projects will be funded. Morgan replied that at this time, the City will only receive proposals that come with the backing of funds because there are no funds available from the City at this time. Jim asked why it would not come out

of the City's budget. Morgan stated the staff proposed marker would be part of the Fletcher Bay Landing project. Adrian asked if the privately funded markers would have a logo/name of donating group on them. Morgan replied she didn't know because they would have to be accepted by the City. Peter asked about who the stakeholders were and then discussed having the signage keep up with technology, information, etc. He mentioned QR codes specifically. Jim mentioned that he had done a lot of background work with mock-ups, cost matrices, estimates, etc. While he forgot them at home, he stated he would scan and send them to Morgan. Mark mentioned that the DRB joined forces with the HPC and Road Ends Committee to come up with a group consensus. He asked Morgan what she needed from the DRB. Morgan stated that she was hoping for less "players" in the situation now. She discussed the possibility of piggy-backing onto the Historical Society's technology and information. The discussion turned to a mix of materials including the use of traditional materials (i.e., bronze signs, etc.) joined with QR codes or some other technology that could be embedded in the traditional signage. Jim mentioned that he felt it was part of the City's responsibility to have this in their budget and play catch up with what they have fallen behind on. Morgan felt there was a natural partnership between the City and the Historical Museum. She reiterated that the HPC was the natural lead on this project but the ultimate responsibility for determining the "type" of sign should fall on the Public Works Director because he had to balance the look, functionality, longevity, and upkeep, etc.

**Creative Space PLN50177PRE Pre-Application**

At 2:43 PM Senior Planner Heather Beckman gave an overview of the Creative Space project. The developer was invited in at 2:45 PM. Michael Wangen and Dave Christianson were present. Michael Wangen offered up an overview of the project saying it is intended to be its name, literally. The project will provide rental space for individuals who want to pursue creative activities that require a large amount of space. It is not intended to be a place of commerce, though there may be infrequent retail events to sell creative wares. The genesis of this project was to provide straight storage space with a higher number of units that were smaller, but there was not any passion for that project, so it evolved into providing space for people to work on things. Dave spoke about the impetus to create a space for artisans to work. He anticipates 10-15 users with 40'x48' units citing a lower impact and less intense space than other current projects. He mentioned that he was also the developer of Toad Holler and Moji Lane.

Jim asked about bathroom spaces. Dave stated they had not completely formulated plans for them yet but there may be one or two in each unit. He mentioned trying to keep space rental at $.75 per square foot because he would like it to be affordable for people.

Peter asked how many times per year the City would allow retail events. Heather quoted BIMC saying it is limited by how many days in a row you hold a retail event, limited to what is manufactured onsite, subordinate to primary use. No signage is allowed and no additional parking is required. "Semi-annual sales to the public of items manufactured onsite is allowed provided the events last no more than two consecutive days.

Michael presented the idea of designing the units as duplexes so they have light on 3 sides as well as eliminating the need for fire sprinklers.

Mark asked about parking. Michael offered that there will be a total of 32 parking spaces for 16 units (2 per unit). Parking will be right outside the buildings. Mark mentioned that does not allow for people coming in. Michael mentioned there were a few floater/visitor spaces along the front as you come in to the development. Jim asked about handicapped parking. Michael responded saying there will be accessible parking as well as an ADA bathroom. He went on to describe the "piazza" or outdoor triangular room in the middle of the development. Mark mentioned he was worried about trucks being able to navigate through the space for deliveries, etc. The developer agreed that it was tight and spoke about an access road they are hoping to develop. Peter asked about using a plastic parking grid to create impervious surfaces. Jim asked if they had shown this to the BIFD yet. Dave replied no, but he felt the BIFD would be amenable to what they have designed.

Jim asked again about how many living units you can have there. Heather stated they could have one living unit there, which they are doing. Peter asked how many trees will be cut down and the developer was not sure exactly how many stating the lot did not have a lot of trees on it. Peter specifically asked to know the number because he was concerned about the topsoil going away. Dave mentioned that the soil is sandy gravel. Adrian asked if there would be a keyed gate as well as gates at fire exits. Dave stated yes. Peter asked where the heavy runoff will go. It was stated that storm runoff will depend upon how parking ends up being developed.

Jim asked if they would be naturally ventilated. Dave stated there would be radiant heat in the floors. Jim asked about air conditioning and Dave stated he will not put air conditioning in. Jim and Dave spoke about solar power being used for heating the water for the in-floor radiant heat.

Jim then asked about palette of materials. Dave replied it will be metal exterior and look industrial much like his other projects. Discussion of vinyl versus casement windows occurred. Mark would like a common area and would like the parking situation to be looked at because he felt it would be too tight. Peter mentioned the wetlands and the worry about where the runoff went. Heather mentioned she would speak with a development engineer about that. Michael answered that question by saying there are three options: 1) Storm water system; 2) Runoff going down the drain will be treated through the septic system or 3) Possibly creating a pocket plant.

Light Industrial Checklist:

1. Site Design/View from Road – Yes
2. Maintain Wooded Character – Yes
3. Minimize Disruption to Visible Landscape – Yes
4. Maintain Island Landscape – Yes
5. Impact to Roads – Yes
6. Site Design Loading Docks – N/A
7. Agricultural Uses in Open Spaces – N/A
8. Link to Park Area – N/A; Possibly in Future
9. Site Design Shielded Lighting – Yes
10. Building Design Encouraging Different Shapes and Details – Yes
11. Building Design – Yes
12. Building Design Materials – Yes

Heather mentioned the public meeting for Creative Space would be held that night.

Mark brought up the parking committee report and asked Heather to communicate the request to have a parking committee begin again because he sees this problem coming to a head in the near future. Discussion of Lynwood Center in particular was mentioned. He stated we need to be mindful of the City's future. Jim mentioned there are a lot of traffic plans, but no parking plans. Heather mentioned that Planning Director Kathy Cook was liaison to the Parking Committee so she would start there and see where it led from there.

Peter brought up the trail Dave had mentioned and what can they do about great ideas like his. Jim mentioned Non-motorized Transportation Committee as a great venue to discuss these options and perhaps get them developed. Heather said she would route the plans to the Non-motorized Transportation Committee and bring it to their attention.

**Old and New Business**

Next Design Review Board meeting will be held April 6th.

**Adjournment**

Meeting was adjourned at 4:03 PM.

Approved by:

Mark Levine

Jane Rasely, Administrative Specialist

# CITY OF BAINBRIDGE ISLAND
## DESIGN REVIEW BOARD - REGULAR MEETING
## March 16, 2015

**PLEASE PRINT**

| Name | Affiliation | Phone/ E-Mail | Join ListServ Yes/No |
|---|---|---|---|
| Kathy Cook | PCD-COBI | 780-3756 | |
| Morgan Smith | COBI | 780-8620 | |
| Peter Perry | DRB | 498-8681 | |
| [illegible] | DRB | | |
| Adrian Sawyer | DRB | | |
| J. McNett | DRB | | |
| Dave Christianson | | 206-419-6619 dvcdesign@mac.com | |
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