



CITY OF BAINBRIDGE ISLAND
DESIGN REVIEW BOARD
Regularly Scheduled Meeting Minutes
Monday, May 4, 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 – March 2 and March 16, 2015 Meetings
Finalization of City's Donation Program
Revision to Ericksen Avenue Design Guidelines
Pleasant Beach Village Homes
Old and New Business
Adjournment

Call to Order (Attendance, Agenda, Ethics)

Meeting was called to order by Chair Mark Levine at 2:02 PM. Design Review Board members also in attendance were Chuck Depew, Peter Perry, Alan Grainger and Jim McNett. Adrian Sawyer was absent and excused. City Staff present were Deputy City Manager Morgan Smith, Planning Director Kathy Cook, and Planning Manager Josh Machen. Administrative Specialist Jane Rasely monitored recording and prepared minutes. Architect Charles Wenzlau and Citizen Charles Schmid also attended the meeting.

Approval of Minutes – March 2 and March 16, 2015 Meetings

Motion to approve both sets of minutes was made by Jim McNett and seconded by Peter Perry. Alan Grainger abstained from March 2, 2015 vote since he was not in attendance at that meeting. Chuck Depew abstained from March 16, 2015 vote since he was not in attendance at that meeting.

Finalization of City's Donation Program – Kathy Cook and Morgan Smith

Planning Director Kathy Cook gave an overview of the previous work done on the donations policy. She said that while the DRB had recommended there not be pre-approved choices for signage or bus shelters, the City Manager kept them in the document to allow a simple process for donors since donations are usually part of a bereavement process. The DRB agreed the second option for a bus shelter should be removed. Kathy felt the City Manager would not object to having the second bus shelter option removed. Kathy did mention that if someone wanted to donate an item not on the pre-approved "menu," they would go through a review process via the DRB.

Jim McNett mentioned that he was not happy with the Way Finding sign. It was mentioned there are other options available besides that one particular style including the example at the Way Point Park. Alan Grainger asked if the City would be taking responsibility for the verbiage on the sign. Morgan Smith stated yes. She then gave an overview of the work she had been doing on setting guidelines/standards for donated signage and its process.

Mark Levine asked about the maintenance of the donated item. Morgan replied the City would do their best to maintain the item for 5 years, but after 5 years, if it has been damaged or absconded with, there were no guarantees. She also spoke

about the effort required to create a guideline for the process. Mark mentioned he wished the process would be a little gentler to the person who would be making the donation.

Jim asked about the road ends signs and their maintenance. Morgan stated she tries to put regular maintenance on the schedule for O&M every quarter. Mark asked what citizens could do to help with maintaining road ends benches, etc. Morgan said she could get him in touch with the head of the Roads End Committee so they can coordinate efforts. Mark went on to state that he would love to see it be easier for people to know what they can do. It was stated that Kellie Stickney is the volunteer public coordinator/liaison and she would be the place to start. Kathy said Kellie's contact information would be sent to the DRB. Chuck Depew mentioned that the City's process for putting a bus shelter in place is not very good and could be improved upon.

Mark Levine asked about why the DRB was removed from the historical sign process. Morgan shared that the process had been interesting because they received a proposal with a couple of dimensions to it that helped determine how much process was actually needed. During the discussion around the proposal, as well as the trial and error of this first sign, they decided they needed to start over and start fresh. She felt the plan they would be discussing with the Historic Preservation Committee was really good and would become a good process with some vetting to it. The HPC will receive suggestions for an event, site or person, decide if it is appropriate and the HPC will then decide upon the verbiage. Peter Perry mentioned the electronic element again. Morgan agreed that was an interesting piece and that having the History Museum as an identified partner in this process would help with building that piece in little by little on select projects.

Revision to Ericksen Avenue Guidelines – Kathy Cook

Kathy Cook gave a brief overview of the memo she had sent to the DRB on Friday, May 1, 2015. She addressed specifically the ravine view portion of the guideline. She stated what was codified into the code was not what the Council approved. Mayor Blair felt the Council might want to revisit that motion because she did not feel it was just a codifier error. She would like to have a discussion with the Council to see if there was more than a codifier error and asked Kathy to put the subject on the Council's May 19th agenda. Kathy quoted the motion verbatim and discussed where the mix-up occurred. Chuck asked whether having that particular "shall" become "should" would affect the way the City makes decisions or gives consideration. Kathy mentioned the DRB might want to provide written comment for the Council meeting and if they send it to her by May 13th, she will make sure it is included in the Council packet.

Mr. Schmid agreed with Jim McNett that if the "shall" was changed to "should" it would mean the whole thing would disappear. Mark Levine stated they would draft a letter.

Pleasant Beach Village Homes – Josh Machen

Josh gave an overview of this phase of the project mentioning that this was all part of an approved site plan from 2007. He stated that over all, the developer was not increasing their unit numbers, but they had done away with the detached parking garages and will now have parking underneath the homes. Alan asked for help understanding the parameters of what they were reviewing today. Josh mentioned it was a site plan review of these units as a minor amendment to the original site plan review. They would be looking at them from the Lynwood Center Design Guidelines and that was pretty much it. The DRB asked about trees and Josh stated the project was using the current tree unit calculator regulations for tree retention. The Tree Ad Hoc Committee was still working on some modifications of the tree code and they have been discussing how much room it actually takes to protect an existing tree. He also mentioned that saving individual trees from a grouping of trees is not always successful either. He felt the big need is educating the public about what it takes to protect trees.

Jim McNett asked if there was a landscape plan that had been submitted with this site plan. He noticed there were not any trees associated with this part of the development. Josh stated there was not a requirement for trees in within this amended phase, since there are not parking lots and the roadside and perimeter buffers are still in place for the overall site plan. There was not a requirement to have a landscaping plan, just buffer requirements around the back and Baker Road sides of the development. Jim said that since it is a hillside, you can look up from below and see all the development and they do not show any trees that would help minimize that. Josh felt that they would probably put trees in, but there was no requirement to show the trees on the site plan.

Architect, Charles Wenzlau was invited in at 3:13 PM, but was not yet here because he was scheduled for 3:30 PM. Josh volunteered to bring in some booklets on tree protection during construction that he obtained from a conference he attended.

Charles Wenzlau arrived with an intern at 3:18 PM. Mark asked Charlie to give an overview of the site plan. He mentioned the pool is done. He mentioned they had added a seventh duplex unit but the overall project in the end would have fewer units. He stated the design character had changed and they had more detailed elevations now. They had enlarged the footprint by adding a master suite on the ground floor of each unit. The street facades would have four variations. The side views represent two different roof concepts. Discussion of the garages ensued and Charlie said they were always going to be under the homes. The previously discussed garages supported the townhouses across the street. They were removed because they will no longer be necessary. Jim McNett asked about the lack of landscape design being shown on the site plan. Charlie mentioned they are in the process of working on the landscaping right now. Josh asked about the stands of trees shown on the site plan. Charlie stated they were leaving themselves open to saving as many trees as possible and would be looking at which trees they will honestly be able to save later in the development process. They have completed a very detailed survey in the central meadow space and looked at which trees they would like to save, including those that are not safe because they would like to keep as many as possible. Anything that goes back into the areas between the houses will be newly planted trees.

Alan asked about the street lined with garage doors that did not meet the Lynwood Center Guidelines and how they cannot understand where street trees might be because there was not a landscape plan included at this time. Charlie mentioned the slope across the site runs between 10-15%. These are the only homes that push back into the hillside. He was concerned about the three story look of the home, so the top floor is pushed back so your eye looks at a 2 story house as opposed to a 3 story house. Discussion continued about perhaps putting a sidewalk with trees planted along it across the street from the houses to provide more tree relief.

Alan asked what they were being asked to approve. Mark stated they were looking at whether the development met the Lynwood Center Guidelines or not. Mark felt that what they are creating is in keeping with the Tudor style. Jim asked about materials and Charlie replied he was trying to keep the materials natural.

Lynwood Center Guidelines

1. Implementation of Guidelines – Yes (Alan feels the site plan changes have not been adequately explained and illustrated.)
2. Minimize Impacts of Parking Lots – Charlie will provide further documentation.
3. Encourage Continuance of Character – Yes
4. Encourage Sidewalk Use – Yes

Charlie asked to have this project placed on the agenda for the next meeting. He will provide landscaping information and come to the next meeting.

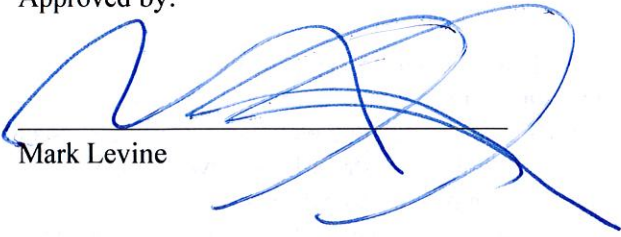
Old/New Business

Alan gave a report on the Waterfront Park public meeting occurring next week and the design of the shelter adjacent to the building.

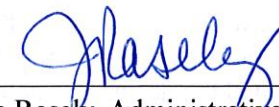
The parking process was brought up. Discussion centered on lost parking spaces downtown and Lynwood Center. He felt they needed to do something about getting the Planning Commission and City Council getting their arms around the parking situation. Chuck felt there was not any effort on the part of the City to resolve or look into the situation. It was brought up that this was really something that could be brought up during the comprehensive plan update.

Meeting was adjourned at 4:36 PM.

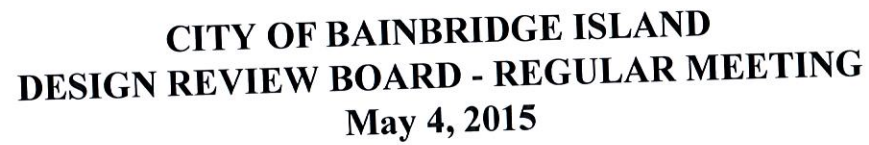
Approved by:



Mark Levine



Jane Rasely, Administrative Specialist



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Yes/No**

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