



**PLANNING COMMISSION REGULAR MEETING
THURSDAY, JUNE 13, 2024**

BAINBRIDGE ISLAND CITY HALL
COUNCIL CHAMBERS
280 MADISON AVENUE N.
BAINBRIDGE ISLAND, WASHINGTON

AND

ZOOM WEBINAR
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/86561143070](https://bainbridgewa.zoom.us/j/86561143070)
OR TELEPHONE: US: +1 253 205 0468
WEBINAR ID: 865 6114 3070

AGENDA

1. CALL TO ORDER/LAND ACKNOWLEDGMENT/AGENDA REVIEW - 6:00 PM

We would like to begin by acknowledging that the land on which we gather is within the ancestral territory of the Suquamish, "People of Clear Salt Water." Expert fishermen, canoe builders and basket weavers, the Suquamish live in harmony with the lands and waterways along Washington's Central Salish Sea as they have for thousands of years. Here, the Suquamish live and protect the land and waters of their ancestors for future generations as promised by the Point Elliot Treaty of 1855.

2. PLANNING COMMISSION MEETING MINUTES - 6:05 PM

Review and approve meeting minutes.

- 2.a Minutes** 5 Minutes
[Minutes PC Mtg 20240523.pdf](#)

3. PUBLIC COMMENT - 6:10 PM

- 3.a Public Comment** 10 Minutes
[Instructions for Providing Public Comment at Hybrid Meetings.pdf](#)

4. PUBLIC PARTICIPATION MEETING - 6:20 PM

- 4.a (6:20) Fort Ward Hill Reservoir Public Participation Meeting** 30 Minutes
[Project Narrative.pdf](#)
[Site Plan.pdf](#)
[Elevation Plan.pdf](#)

[Example Image_Port Gamble Ridge Tank.pdf](#)
[Preapplication letter PLN52525.pdf](#)

- 4.b **(6:50) Public Participation Meeting for TowerCo Wireless Cellular Facility** 45 Minutes
[Applicant narrative.pdf](#)
[Plan set.pdf](#)

5. **UNFINISHED BUSINESS - 7:35 PM**

- 5.a **Discuss Revising Hotel Definition and/or Use Specific Standards** 45 Minutes
[June 13 2024 Hotels PC Presentation.pdf](#)

6. **PLANNING DIRECTOR'S REPORT & ONGOING DISCUSSION - SB5290 PERMITTING REVIEW TIMES - 8:20 PM**

7. **FOR THE GOOD OF THE ORDER - 8:25 PM**

8. **ADJOURNMENT - 8:30 PM**

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



Planning Commission meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the Planning & Community Development Department at (206) 780-3750 or pcd@bainbridgewa.gov by noon on the day preceding the meeting.

Public comment may be limited to allow time for the Commissioners to deliberate. To provide additional public comment, email your comment to pcd@bainbridgewa.gov or mail it to Planning and Community Development, 280 Madison Avenue North, Bainbridge Island, WA 98110.



CITY OF
BAINBRIDGE ISLAND

Planning Commission Regular Meeting Agenda Bill

MEETING DATE: June 13, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Minutes

AGENDA CATEGORY: Minutes

PROPOSED BY: Renee Argetsinger

**PREVIOUS PLANNING COMMISSION
REVIEW DATE(S):**

PREVIOUS COUCIL REVIEW DATE(S):

RECOMMENDED MOTION:

I move to approve the May 23, 2024, minutes as presented.

SUMMARY:

BACKGROUND:

ATTACHMENTS:



**Planning Commission
May 23, 2024**

Meeting Minutes

1) CALL TO ORDER/LAND ACKNOWLEDGMENT/AGENDA REVIEW

Chair Birtley called the meeting to order at 6:02 PM and read the Land Acknowledgement.

Commissioners present in chambers were Ariel Birtley, Peter Schaab, Criss Garcia, Alex Preudhomme. Sarah Blossom was present via Zoom and excused were Sean Sullivan and Ben Deines. Council Liaison – Ashley Mathews was present via Zoom and COBI staff present were Director - Patricia Charnas and Planner – Joanne Mendenhall.

2) PLANNING COMMISSION MEETING MINUTES

2.a Minutes
Cover Page
[PC Minutes 05092024.pdf](#)

MOTION: I approve the May 9, 2024, meeting minutes as presented.
Garcia/Schaab – Motion passed unanimously.

3) PUBLIC COMMENT

3.a Public Comment
Cover Page
[Instructions for Providing Public Comment at Hybrid Meetings.pdf](#)

4) UNFINISHED BUSINESS

4.a Puget Sound Energy (PSE) Code Amendment Requests - Draft Ordinance for Review
Cover Page
[DRAFT Ordinance No. 2024-04 Utility Regulations_5.17.2024.pdf](#)
[DRAFT Ordinance No. 2024-04 Exhibit A.pdf](#)
[DRAFT Ordinance No. 2024-04 Exhibit B.pdf](#)
[DRAFT Ordinance No. 2024-04 Exhibit C.pdf](#)

Public Comment:

1. Ms. Kim McCormick spoke against the PSE proposal.

COBI Planner - Joanne Mendenhall introduced the PSE requested changes to the code with a PowerPoint presentation and introduced the PSE 3 presenters: Kerry Kriner, Courtney Seim, and Lisa Chalet Rahman.

MOTION: I move to recommend that staff formulate an Option 4 that is sequenced in such a way that:

1. the applicant applies,
 2. the city sends out a notice of application,
 3. receives public comment,
 4. considers that public comment,
 5. then issues it's Notice of Determination,
 6. holds the permit in advance until the applicant receives owner authorization,
- and all the pros and cons of that sequencing.

Schaab/Garcia- The motion passed unanimously.

MOTION: I move that we include definitions to be included in section 3.16.20.050 D for **altered, maintained, and upgraded.**

Birtley/Schaab - The motion carried unanimously.

MOTION: I move that we investigate and propose language in section 3.16.20.050 D, where we specify some reasonable percentage disturbance of a total wetland area as our threshold rather than the 20-foot threshold that we currently have. Draft additional language for section 3.16.20.050 D, that adds a condition: An existing pole can be relocated within a 20-foot distance of its original location or beyond the 20-foot distance if the total disturbance if the total disturbance to the wetland is reduced by reasonable percentage.

Schaab/Garcia - The motion carried unanimously.

MOTION: I move to amend the language of exhibit C of ordinance 2024-04 where it says, "Overhead or underground primary utilities and accessory utilities when they are not a primary use of the site" - rewrite to: "Overhead or underground primary utilities and accessory utilities when they are not the principal use of the site."

Schaab/Garcia – The motion passed, 4-1 with Vice-chair Sarah Blossom dissenting as the word primary is used throughout the BIMC.

5) PLANNING DIRECTOR'S REPORT & ONGOING DISCUSSION - SB5290 PERMIT REVIEW TIMES

The Planning Director's report was tabled until the next meeting.

6) FOR THE GOOD OF THE ORDER

Nothing offered for Good of the Order.

7) ADJOURNMENT - 8:42 PM

Ariel Birtley, Chair

Renee Argetsinger, Clerk to the Planning Commission



CITY OF
BAINBRIDGE ISLAND

Planning Commission Regular Meeting Agenda Bill

MEETING DATE: June 13, 2024

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: Public Comment

AGENDA CATEGORY: Discussion

PROPOSED BY: Renee Argetsinger

**PREVIOUS PLANNING COMMISSION
REVIEW DATE(S):**

PREVIOUS COUCIL REVIEW DATE(S):

RECOMMENDED MOTION:
Instructions for Providing Public Comment.

SUMMARY:

BACKGROUND:

ATTACHMENTS:

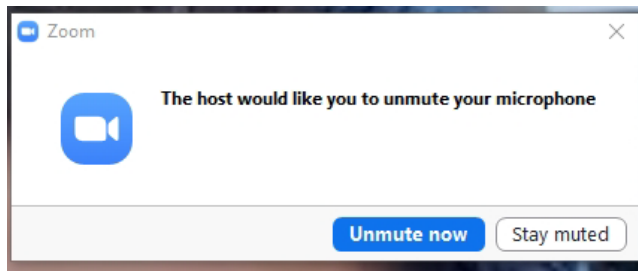


PLANNING AND COMMUNITY DEVELOPMENT

Members of the public are encouraged to submit written public comment to the Planning Commission at any time by emailing Commissioners directly or sending comments to pcd@bainbridgewa.gov and City staff will forward your comment directly to Commissioners on your behalf. Members of the public who wish to provide public comment may attend the meeting in Council Chambers or may participate remotely by following the instructions outlined below. If you are attending in-person, please sign up to speak on the sign-in sheet by the Chamber doors. The Chair or Acting Chair will call the people signed up on the sign-in sheet in Council Chambers first, and speakers will have three minutes to speak from the podium. Following the in-person comment, people who have raised their hands in the Zoom meeting will be called on next. A timer on the screen will indicate when 3 minutes have elapsed. Guidelines for public comment are also attached.

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT REMOTELY

1. Join the Zoom webinar by following the link posted on the agenda and on the City calendar.
2. Sign in to Zoom with your full name.
3. The Chair will indicate when it is time for public comment.
4. Attendee indicates desire to speak by clicking on “Raise Hand” option at the bottom of the screen. If you are calling in by phone and would like to make a comment, *6 mute/unmute *9 raise/lower hand to be called on to speak.
5. Attendee clicks button “Unmute now” after they are called to speak by the Chair.



6. Attendee will appear on screen with other panelists, but without video, just name.

IMPORTANT NOTE: If you do not have the latest version of Zoom, you will be promoted to panelist. You will then appear with video enabled. Look for the video icon in the bottom left-hand corner of the screen to turn off your video.

7. Attendee provides comment.
8. A timer on the screen will track your time.
9. Stop speaking when the timer reaches the 3-minute mark.
10. Attendee is returned to attendee group, and microphone is muted.
11. Public comment is simply received by the Planning Commission, with no response.



CITY OF
BAINBRIDGE ISLAND

Planning Commission Regular Meeting Agenda Bill

MEETING DATE: June 13, 2024

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (6:20) Fort Ward Hill Reservoir Public Participation Meeting

AGENDA CATEGORY: Discussion

PROPOSED BY: Jo Mendenhall

**PREVIOUS PLANNING COMMISSION
REVIEW DATE(S):**

PREVIOUS COUCIL REVIEW DATE(S):

RECOMMENDED MOTION:
Presentation and Discussion

SUMMARY:

This Public Participation Meeting (PPM) is for Kitsap Public Utility District's (KPUD) proposed new 30 foot diameter, 40 foot tall concrete water reservoir and decommissioning and existing in-ground reservoir on the site located at 9921 Hilltop Dr NE. The PPM is required as part of the major conditional use permit.

BACKGROUND: Kitsap Public Utility District (KPUD) is proposing the construction of a new 30 foot diameter, 40 foot tall concrete water reservoir and decommissioning and existing in-ground reservoir on the site located at 9921 Hilltop Dr NE. A preapplication conference was held on May 2, 2023. As the project continues a current use of the property, the project came in under a minor conditional use and minor site plan review, with no public participation meeting required during the preapplication phase. However, it has since been converted to a major conditional use permit which is allowed under Bainbridge Island Municipal Code (BIMC) 2.16.050.G and does require a public participation meeting. As a utility project, it is exempt from Design Review Board per BIMC 2.14.040.D.1.

ATTACHMENTS:



P.O. Box 720 • 10045 Old Frontier Road NW
Silverdale, Washington 98383
(360) 692-5525
www.map-limited.com

ENGINEERING • PLANNING

PROJECT NARRATIVE

K. Narrative: A complete and detailed written statement describing the proposal, including:

1. Intended use of the land

The Kitsap Public Utility District is proposing the construction of a new 30' diameter and 40' tall concrete water reservoir in an effort to improve water storage and pressures to customers within the South Bainbridge Water System. An existing in-ground reservoir will be decommissioned, subject to future permits, after the new reservoir and ancillary piping is completed. A future Fiber Optic Node structure is also planned on the property, but is not included as part of this permit application.

2. Phasing, including the phasing of on- and off-site improvements

No phasing is proposed for this project, and construction of the reservoir will commence after Land Use Approvals, Grading and Fill Permit Approval, Building Permit approval, and Bid Award to a Contractor. The future Fiber Node building will be subject to a future application and construction project at a later date.

3. Sequence and timing of the proposed development

Once the bid is awarded, the construction will be sequenced by clearing, grading, reservoir construction, water main piping, and final surfacing/security fencing and gate installation, all within the timelines specified by the Short-term Eagle Incidental Take Permit included with the project submittal documents.

4. Proposed land ownership

The land will continue to be under the ownership of the Kitsap Public Utility District upon completion of construction.

5. Commercial and residential components of the project

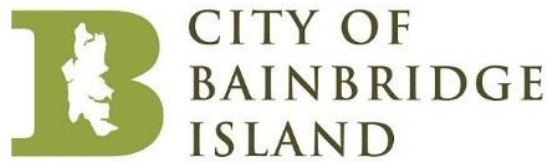
There are no typical Commercial and/or Residential components associated with the construction of this Primary Utility.

6. Addressing the decision criteria per BIMC 2.16.040 E

The applicant is making application to the City of Bainbridge Island Director of Planning and Community Development and requesting a Consolidated Site Review including a Minor Site Plan Review and a Minor Conditional Use Permit in accordance as outlined in the pre-application summary letter and procedurally outlined in BIMC 2.16.040 E.

Port Gamble Ridge Tank #2:
- reinforced concrete
- 30' diameter, 55' tall





May 16, 2023

Pat Fuhrer
PO Box 720
Silverdale, WA 98359
sent via email: patf@map-limited.com

Re: KPUD Fort Ward Reservoir PLN52525 Pre-application Conference Summary

Dear Applicant,

Thank you for meeting with staff on May 2, 2023 to discuss the decommissioning of the existing in-ground reservoir and replacement with a new 40' tall concrete water reservoir on parcel #112402-3-037-2004. A summary of the land use review process, applicable Bainbridge Island Municipal Code (BIMC) regulations, comments from reviewers, fees, submittal requirements, and next steps is provided below.

Please note that the City's GIS critical area maps indicate that the subject parcel is within 300 feet of a wetland and wetland buffer as part of a partially mapped wetland system to the west. No information regarding the wetland was provided by the applicant/agent at the pre-application conference. The presence of critical areas on the subject parcel could impact the subject parcel's capability to comply with [BIMC 2.16.040](#) and [BIMC 2.16.050](#). Information regarding the presence of critical areas is required at the time of land use application and is further described below in the section evaluating the proposal under BIMC 16.20 Critical Areas.

General Information
Pre-Application Conference Date: May 2, 2023
Project Name and Number: Fort Ward Reservoir / PLN52525 PRE
Project Description: Decommission of an existing in-ground reservoir and construction of new, 40' tall concrete water reservoir
Tax Parcel Number(s): 112402-3-037-2004
Tax Parcel Size: Approx. 1.03 acres or 44,867 sq. ft.
Zoning/Comp Plan Designation: R-0.4/Residential-0.4
Planning Contact: Joanne Mendenhall
Development Engineer: Nick Rasor

Land Use Review Process
Applications Required
The proposal is considered a primary utility in accordance with BIMC 18.36.030 Definitions.

Planning and Community Development
280 Madison Avenue North
BainbridgeIsland, Washington 98110-1812
www.bainbridgewa.gov
206.842.7633

[BIMC 18.36.030](#) Definitions: “Utility, primary” means facilities that produce, transmit, carry, store, distribute, or process electric power, gas, water, sewage, or information and do not meet the definition of an accessory utility. Primary utilities include solid waste handling and disposal facilities, wastewater treatment facilities, utility lines, electrical power generating or transfer facilities, radio cellular telephone and microwave towers, and gas distribution and storage facilities.
In accordance with [BIMC Table 18.09.020](#) Use Table, a primary utility requires conditional use approval in the R-0.4 zoning district.

[BIMC 2.16.040](#).B.1.a Minor Site Plan review is applicable to new construction of a non-residential building or other structure.

[BIMC 2.16.050](#) In accordance with [BIMC 18.03.060.E](#), any expansion or addition of structures, parking areas or driveways shall be subject, at a minimum, to the approval through the minor or major conditional use procedures in [BIMC 2.16.050](#) or [2.16.110](#) prior to issuance of a building permit or expansion of use. Per [BIMC 2.16.050.F](#), a conditional use permit can also be used to address exemptions from height limits for structures (not including buildings) in any zone district.

Fees:

Site Plan Review (minor): \$9,510.00

Conditional Use Permit (minor): \$3,620.00 (or \$1,207 if consolidated review is requested)

Health Department (to be paid directly to the Kitsap Public Health District): \$145.00

Other required permits: - C-MIS Building Permit (cost based on project valuation)

- Per discussion at the preapplication conference, requirements for construction around the identified Eagles Nest must go through Fish and Wildlife Services and may require a separate permit.

* Please verify permit fees at the time of application submittal.

Approval Body

Administrative Decision (Director)

Review and Recommendation

Pre-Application Stage:

Pre-Application Conference

Land Use Applications Site Plan Review and Conditional Use Permit

Kitsap Public Health District

Bainbridge Island Fire Department

Planning Division

Development Engineer

Building Division (at time of building permit submittal)

Refer to the Administrative Manual pg. 12 and pg. 21 for Site Plan Review and Conditional Use Permits submittal requirements.

<https://www.bainbridgewa.gov/DocumentCenter/View/16245/Administrative-Manual-PDF>

Additional notes regarding submittals for this project:

- To document that view opportunities will not be substantially reduced per the requirement of [BIMC 12.16.050.F](#), please include section drawings showing slope from the nearest residences (one north-south, and one east-west).
- A wetland report will be required at the time of land use application.
- If the wetland report indicates there is a wetland or other body of water on site, a SEPA checklist will also be required. Otherwise, no SEPA checklist will be required at submittal.

Bainbridge Island Municipal Code Requirements

BIMC 2.16 – Land Use Review Procedures

Review procedure and decision criteria for minor Site Plan review are outlined in [BIMC 2.16.040](#). Review procedures and decision criteria for a minor Conditional Use Permit are outlined in [BIMC 2.16.050](#).

BIMC 16.04 – Environmental Policy

The project may be subject to the State Environmental Policy Act (SEPA) review as provided in Washington Administrative Code Categorical Exemptions (WAC 197-11-800) under Categorical exemptions (23)(b) “except for installation, construction, or alteration on lands covered by water....all stormwater, water and sewer facilities, lines, equipment, hookups or appurtenances including, utilizing or related to lines 12 inches or less in diameter.”

- **If a wetland is found on the subject parcel, then the project may be subject to SEPA and a completed SEPA checklist is required at the time of application submittal.**

BIMC 16.20 – Critical Areas

- Aquifer Recharge Area [BIMC 16.20.100](#).

Per [BIMC 16.20.100](#).E.1 Any proposed development or activity requiring a site assessment review (SAR) located within the R-0.4, R-1 or R-2 zoning designations requires the designation of an ARPA. The ARPA must meet the design standards in [BIMC 16.20.100](#).

The ARPA is calculated using the amount of existing native vegetation on the lot, up to a maximum of 65% of the total site area. Further ARPA Design Standards can be found in [BIMC 16.20.100](#).E.3.

ARPA Protections [BIMC 16.20.100](#).E.5.

The ARPA, including the critical root zone of significant trees, shall be protected during construction as provided in [BIMC 18.15.010](#).C.4 or as specified by an ISA-certified arborist.

Once the proposed ARPA layout has been approved through the application process, the ARPA shall be documented on a site plan included with a notice to title in accordance with [BIMC 16.20.070](#).G.

- Wetlands [BIMC 16.20.140](#).

The City’s GIS critical area maps indicate that there is a delineated wetland within 300 feet to the east of the subject property. No information regarding the wetland was provided by applicant/agent at the pre-application conference. The presence of critical areas on the subject parcel could impact the subject parcel’s capability to comply with [BIMC 2.16.040](#) and [BIMC 2.16.050](#). Information regarding the presence of critical areas is required at the time of land use application.

A qualified professional must perform a wetland reconnaissance to determine if a wetland and/or wetland buffer extends onto the subject parcel. If the wetlands are located on a different site than the proposed development, the location of the wetland boundary may be determined using best professional judgment. If a wetland is found on the subject parcel, a full wetland delineation is required in accordance with the requirements in [BIMC 16.20.140](#).B which describes identification and designation of wetlands. Additionally, all land divisions on a site that includes regulated wetlands must comply with the standards listed in [BIMC 16.20.140](#).H.2.

- GIS indicates mapped areas of 15-40% slopes and areas of over 40% slopes at the northwest corner and southeast corner of the parcel.

BIMC 18.09 – Use Regulations
“Utility-primary” is a conditional use in the R-0.4 zoning district.
BIMC 18.12 – Dimensional Standards
Maximum Lot Coverage: 10% • A water tank is not considered a building and does not count toward lot coverage. Front Yard Setback: 25 ft.* Side Yard Setback: 15 ft. each side* Rear Yard Setback: 25ft.* • Provided site plan correctly shows that the front setback is located to the west, the rear setback to the east, and the rest of the lot lines have a side setback. Max Building & Structure Height: 30 ft.* * Per BIMC 2.16.050.F Exemption from Height Limit for Structures in Any Zone District - An exemption from the height limits for structures not including buildings in each zone district can be approved through the minor conditional use process if the director determines that: 1. View opportunities are not substantially reduced. 2. No structure is located in any required setback except as otherwise authorized by BIMC 18. 3. Each setback requirement shall be increased one-half foot for every foot above the maximum structure height.
BIMC 18.15 – Development Standards and Guidelines
• BIMC 18.15.040 Outdoor lighting. BIMC 18.15.040.D: All outdoor lighting fixtures and accent lighting shall be designed installed, located and maintained such that there is no light trespass. Outdoor fixtures and accent lighting must be shielded and aimed downward. • BIMC 18.15.050 Signs. All development shall comply with those sign regulations contained in BIMC 15.08.
BIMC 18.18.030– Design Standards and Guidelines
The project is exempt from Design Review Board (DRB) review in accordance with BIMC 2.14.040.D.1. Due to the nature and scope of the project, there are no applicable portions of Design for Bainbridge
BIMC 20.04 – City Fire Code
The project shall comply with all applicable provisions of the adopted Fire Code (International Fire Code, 2018 Edition).

Department/Agency Comments
Development Engineer Comment:
Nick Rasor provided comments in a separate document and can be reached at (206) 780-3745 or nrasor@bainbridgewa.gov
Building Official Comment:
Building Official, Blake Holmes, has provided the following comment: This project requires building permits, the following codes are required to be met: 1. The purposed project shall comply with the 2018 ICC Building Codes. If project is applied for after July 1, 2023, the city requires plans to be designed per 2021 ICC codes. He can be reached at (206)780-3715 or bholmes@bainbridgewa.gov .
Bainbridge Island Fire District Comment:
Fire Marshal, Jackie Purviance, has the following comments: 1. Any future development shall comply with all provisions of the adopted Fire Code. 2. Alterations that result in changes to fire flow delivery and capacity shall be submitted to the Fire Department for review and approval prior to installation. She can be reached at (206) 451-2033 or jpurviance@bifd.org
Kitsap Public Health District Comment:
Richard Bazzell can be reached at (360) 728-2308 or richard.bazzell@kitsappublichealth.org

Please review the City's Administrative Manual (<https://www.bainbridgewa.gov/DocumentCenter/View/16245/Administrative-Manual-PDF>) for all submittal requirements. If you have any questions, please contact me at (206) 780-3771 or jmendenhall@bainbridgewa.gov.

Sincerely,



Joanne Mendenhall
Planner

Please note that information provided at the pre-application conference and in this letter reflects existing codes and standards, currently available information about the site and environs, and the level of detail provided in the pre-application conference submittal. Comments provided pursuant to pre-application review shall not be construed to relieve the applicant of conformance with all applicable fees, codes, policies, and standards in effect at the time of complete land use permit application. The comments on this proposal do not represent or guarantee approval of any project or permit. While we have attempted to cover as many of the Planning, Engineering, Building and Fire related aspects of your proposal as possible during this preliminary review, subsequent review of your land use permit application may reveal issues not identified during the initial review. If the city's pre-application review indicates that the City intends to recommend or impose one or more conditions of permit approval, and if the applicant objects to any of said conditions, the applicant is hereby requested and advised to provide written notice to the City of which conditions the applicant objects to and the reasons for the applicant's objections.

MEMO

Date: May 2, 2023

To: Joanne Mendenhall, Planning Department

From: Blake Holmes, Building Official

Re: KPUD Fort Ward Reservoir PRE

PLN 52525

The project has been reviewed and building has the following comments:

This project requires building permits, the following codes are required to be met:

1. The purposed project shall comply with the 2018 ICC Building Codes.

If project is applied for after July 1, 2023 the city requires plans to be designed per 2021 ICC codes.



DEPARTMENT OF PUBLIC WORKS - ENGINEERING

MEMORANDUM

Date: May 4, 2023
To: Joanne Mendenhall, Planner, Planning and Community Development
From: Nick Rasor, PE, Development Engineer, Public Works *NR*
Subject: PLN52525 PRE PW-DE Comments – KPUD Ft. Ward Reservoir

Background:

Following the Pre-Application conference held on May 2, 2023, Development Engineering has completed a review of the subject project materials and submits the following comments to be included with and/or attached to the pre-application summary letter generated by Planning and Community Development.

Brief Project Description:

Project proposes to construct a new 30 FT diameter 40 FT tall above ground concrete water reservoir to increase storage capacity and improve water pressure in the South Bainbridge Water System. The subject project is located on a 1.03 acre lot, identified as tax parcel number 112402-3-037-2004, located off the east end of Hilltop Drive NE. The site contains an existing in-ground water storage reservoir that is planned to be decommissioned as a separate project once the proposed above ground reservoir is completed. The subject parcel is bounded by residential developments on all sides.

Comments:

1. Project is accessed via Hilltop Dr NE and should utilize road approach standards as found in COBI standard drawing 8-170. It is COBI policy that the road approach to a public road match that road in surfacing (i.e., asphalt, gravel, concrete, etc.).
2. A traffic study sufficient for the City engineer to perform a concurrency test shall **not** be required per Chapter 15.40 of the Bainbridge Island Municipal Code (BIMC). The proposed project is a replacement of an existing water storage reservoir that will not increase the number of vehicular trips to the site for routine operation and maintenance. Therefore, trip generation for the proposed project will be below the threshold of 50 average daily trips (ADT) or 5 or more AM or PM peak-hour trips. [BIMC 15.40.060]
3. The site is not located within the COBI water or sewer service areas. Any utility expansion or improvements shall conform with the agency having jurisdiction.
4. A Site Assessment Review is required per BIMC 15.20.060(1) with the goal to mimic the site's natural hydrology, implement low impact development (LID) to the maximum extent feasible, and preserve native vegetation on site.

5. The proposed project creates less than 5,000 SF of new and replaced hard surfaces. The building permit submittals shall demonstrate how the project complies with Minimum Requirements 1-5 of the Department of Ecology's Stormwater Management Manual of Western Washington (SWMMWW) as adopted BIMC 15.20. Initial review indicates that a compliant stormwater solution is likely possible.
6. Portions of the project are proposed adjacent to a potentially geologically hazardous area (landslide hazard area). Applicant shall comply with BIMC 16.20.130 and 16.20.180 regarding a geological hazards assessment.
7. Submitted plans show a 6 IN reservoir drain pipe discharging +/-10 FT from the eastern lot line. An analysis of the downstream drainage path shall be conducted to ensure discharges from the reservoir will not cause adverse impacts to downstream areas. Additional details including but not limited to the anticipated discharge flows and velocities, proposed energy dissipation, and frequency of use shall be provided with the construction permit submittals.
8. The project description notes that the existing in-ground reservoir will be decommissioned after the new above ground reservoir is completed and functional. Decommissioning of the existing reservoir shall be subject to further evaluation for permitting requirements prior to any demolition or decommissioning work taking place.
9. No construction on or to the site may take place until the civil improvement plans have been reviewed and approved by the City as part of a construction permit to include but not limited to Building, Grade and Fill, or Right of Way Use permits.

Please note that information provided in this letter reflects existing codes and standards, currently available information about the site, and the nature of the immediate environs. Comments provided pursuant to preapplication review shall not be construed to relieve the applicant of conformance with all applicable fees, codes, policies, and standards in effect at the time of complete permit application. The comments on this proposal do not represent or guarantee approval of any project or permit. While covering as many of the Planning, Engineering, Building, and Fire related aspects of the proposal as possible during this preliminary review, please be advised that subsequent review of any permit application may reveal issues not identified during this initial review.



MEMO

Date: May 1, 2023
To: Joanne Mendenhall, Planning Department
From: Jackie Purviance, Fire Marshal
Re: KPUD Fort Ward Reservoir PRE PLN52525

The submittal has been reviewed resulting in the following comments:

1. Any future development shall comply with all provisions of the adopted Fire Code.
2. Alterations that result in changes to fire flow delivery and capacity shall be submitted to the Fire Department for review and approval prior to installation.



CITY OF
BAINBRIDGE ISLAND

Planning Commission Regular Meeting Agenda Bill

MEETING DATE: June 13, 2024

ESTIMATED TIME: 45 Minutes

AGENDA ITEM: (6:50) Public Participation Meeting for TowerCo Wireless Cellular Facility

AGENDA CATEGORY: Discussion

PROPOSED BY: Kelly Tayara

**PREVIOUS PLANNING COMMISSION
REVIEW DATE(S):** None

PREVIOUS COUCIL REVIEW DATE(S): None

RECOMMENDED MOTION:
Presentation and Discussion

SUMMARY:
The Public Participation Meeting is required as part of the preapplication phase of the land use permit process.

BACKGROUND: TowerCo in collaboration with Verizon Wireless is proposing to construct a new 120-foot monopole wireless communication tower on the American Legion Hall property (Colin Hyde Post 172 / Bucklin Hill Road). The project requires major Site Plan and Design Review and Conditional Use permits, and is subject to State Environmental Policy Act (SEPA) review. The project proponent participated in a consultation meeting with City staff on April 3, 2024, and the City issued a preapplication conference meeting waiver on April 25, 2024. The project is exempt from Design Review Board review, as provided in BIMC 2.14.040.D.1. After the applicant submits the land use permit application and staff reviews, the project will come back to the Planning Commission for a review and recommendation; the decision would be made subsequently by the Hearing Examiner.

ATTACHMENTS:

Application for Conceptual Meeting
for a Wireless Communications Facility
TowerCo American Legion

A Proposal Submitted to the
City of Bainbridge Island

Prepared for

TowerCo
5000 Valleystone Dr.
Suite 200
Cary, NC 27519

Prepared by

The North Group, Inc.
Bill North
PO Box 2449
Snohomish, WA 98291

March 6, 2024

I. PROPOSAL SUMMARY INFORMATION

TowerCo Wireless Site: American Legion

Applicant: TowerCo
5000 Valleystone Dr.
Cary, NC 27519

Prepared By: The North Group, Inc.
Bill North
PO Box 2449
Snohomish, WA 98291
425-876-2909
billnorth@northgroup.net

Property Owner: AMERICAN LEGION POST 172

Narrative: A Conceptual Meeting with city staff to discuss the process for a new TowerCo Wireless Communication Facility Tower (WCF) in collaboration with Verizon Wireless. TowerCo proposes to build a new 120' monopole within a 50'x50' fenced area within an existing tree area utilized for screening.

Site Location: 7898 NE BUCKLIN HILL RD
BAINBRIDGE ISLAND, WA 98110

Assessors Parcel Number: 4178-000-012-0103

Zoning: R-1

Site Analysis

The proposed wireless facility site will be placed on an approximate 2 acre lot that is used for nonresidential purposes (American Legion). The 120 foot tower will be placed within a 50' by 50' fenced area among existing trees that will provide natural screening. The proposed location is adjacent to a fire station and across the street from a school. This location helps to minimize adjacent residential uses. The project will utilize power and fiber that will be brought underground from the public right of way (NE Bucklin Hill Rd).

Zoning Summary

Wireless Communications are regulated in Chapter 18.10 of the BIMC. The Site will be located on property zoned R-1. The facility is classified as a monopole (120' or less). All facilities not meeting the standards for an administrative approval require a CUP Hearing Examiner Decision. A SEPA determination is required. Setbacks are per zone. The R-1 and R-0.4 setbacks are based on building stories of which do not apply to a tower. A site/landscaping plan showing the location of existing structures, trees and other significant site features; and indicating type and locations of plant used to screen WCF components. Must utilize existing trees for screening. Photosims from affected properties and public rights- of-way at varying distances are required.

Summary

Thank you for your review of our proposal. We look forward to meeting with the City of Bainbridge Island on this project.

Regards,



Bill North
The North Group
on behalf of Verizon Wireless

PROJECT SCOPE

PROPOSED INSTALLATION OF A TELECOMMUNICATIONS FACILITY ON AN EXISTING PARCEL.

- 30.0' X 30.0' (900) LEASE AREA
- 6.0' TALL CHAIN-LINK FENCE & 12.0' WIDE DUAL SWING ACCESS GATE AROUND LEASE AREA
- (3) EQUIPMENT AREAS, (2) FOR FUTURE CARRIERS
- (1) UTILITY H-FRAME W/ (3) METER BASE CAPACITY
- (1) 120.0' MONOPOLE WITHIN FENCED LEASE AREA
- (1) ANTENNA MOUNTING PLATFORM
- ANTENNAS, RADIOS, CABLES & GROUND SITE SUPPORT EQUIPMENT

TOWERCO SITE NAME: AMERICAN LEGION

VERIZON SITE NAME: AMERICAN LEGION NSB

ZONING DRAWINGS

7898 NE BUCKLIN HILL RD

BAINBRIDGE ISLAND, WA 98110

TOWERCO SITE ID #: WA0274

VZW MDG #: TBD

VZW FUZE #: TBD

SHEET INDEX

T1.0

TITLE SHEET

SV1

SURVEY

A1.0

OVERALL SITE PLAN

A2.0

EXISTING SITE PLAN

A2.1

PROPOSED SITE PLAN

A3.0

ELEVATIONS

TOWERCo

EMPOWERING connectivity.

verizon

North

GROUP

CAPITAL DESIGN SERVICES

1910 4TH AVE. E. PMB 196

OLYMPIA, WA 98506

360.915.6750

WWW.CAPITALDESIGNSERVICES.COM

DRAWN BY:

JD

CHECKED BY:

CL

DRAWING VERSION

VER.	DATE	DESCRIPTION
1	11/22/23	PRELIM ZONING DRAWINGS

** THE INFORMATION CONTAINED IN THIS SET OF DOCUMENTS IS PROPRIETARY BY NATURE. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO THE OWNER IS STRICTLY PROHIBITED.

PROJECT CONTACTS

APPLICANT:

TOWER CO

5000 VALLEYSTONE DR

CARY, NC 27519

PROPERTY OWNER:

AMERICAN LEGION POST 172

PO BOX 10372

BAINBRIDGE ISLAND, WA 98110

TOWER OWNER:

TOWER CO

5000 VALLEYSTONE DR

CARY, NC 27519

SITE ACQUISITION AGENT:

NORTH GROUP

PO BOX 2449

SNOHOMISH, WA 98291

BILL NORTH

PH: 425.876.2909

ZONING/PERMITTING AGENT:

NORTH GROUP

PO BOX 2449

SNOHOMISH, WA 98291

RACHEL NORTH

PH: 425.280.1376

SURVEYOR:

DUNCANSON COMPANY, INC

KEVIN J WALKER, PLS

PH: 206.244.4141

PROJECT INFORMATION

SITE NAME:

AMERICAN LEGION

ADDRESS:

7898 NE BUCKLIN HILL RD

BAINBRIDGE ISLAND, WA 98110

JURISDICTION:

CITY OF BAINBRIDGE ISLAND

PARCEL #:

4178-000-012-0103

ZONING:

R-1

LATITUDE:

47° 37' 21.87"

(47.622740°)

LONGITUDE:

122° 32' 36.25"

(-122.543402°)

SOURCE:

1A CERTIFICATION

GROUND ELEVATION:

163.5'

(N) STRUCTURE HEIGHT:

120.0' AGL

(N) GROUND LEASE AREA:

900 SQ FT

OCCUPANCY:

U

GROUP:

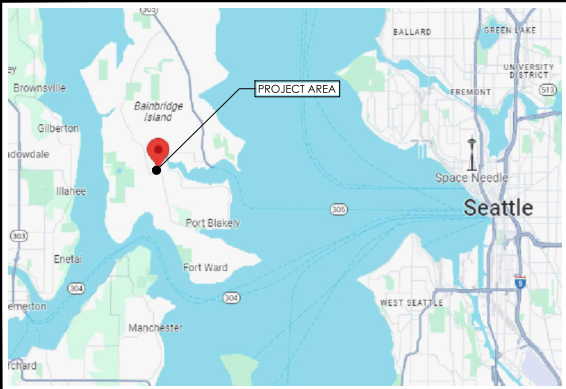
II-B

DRIVING DIRECTIONS

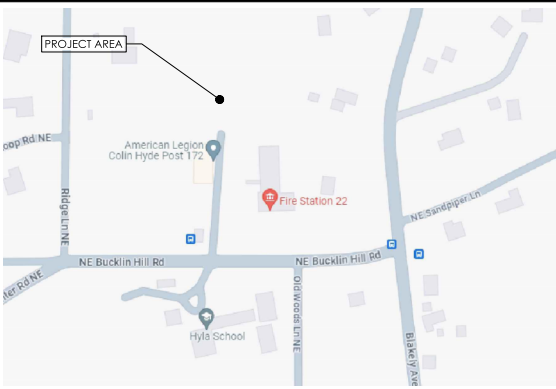
FROM SEATTLE-TACOMA INTERNATIONAL AIRPORT:

- GET ON WA-518 E IN TUKWILA FROM AIR CARGO RD
- MERGE ONTO WA-518 E
- KEEP LEFT AT THE FORK, FOLLOW SIGNS FOR I-5 N/SEATTLE AND MERGE ONTO I-5 N
- TAKE EXIT 164B FOR EDGAR MARTINEZ DRIVE S
- USE ANY LANE TO TURN RIGHT ONTO EDGAR MARTINEZ DR S
- TURN RIGHT ONTO 1ST AVE S/DAVE NIEHAUS WAY S
- TURN LEFT ONTO S DEARBORN ST
- TURN RIGHT ONTO ALASKAN WAY S
- USE THE LEFT 2 LANES TO TURN LEFT ONTO SEATTLE FERRY TERMINAL
- TURN LEFT TO STAY ON SEATTLE FERRY TERMINAL
- TURN RIGHT TO STAY ON SEATTLE FERRY TERMINAL
- TURN LEFT ONTO WA-305
- TAKE THE SEATTLE - BAINBRIDGE FERRY TO BAINBRIDGE ISLAND
- CONTINUE ON FERRY DOCK TO WINSLOW WAY E
- TURN LEFT ONTO WINSLOW WAY E
- TURN RIGHT ONTO ERICKSEN AVE NE
- TURN LEFT ONTO WYATT WAY NE
- CONTINUE ONTO EAGLE HARBOR DR NE
- TURN RIGHT ONTO NE BUCKLIN HILL RD
- DESTINATION WILL BE ON THE LEFT

VICINITY MAP



LOCALIZED MAP



GOVERNING CODES

2019 OREGON STRUCTURAL SPECIALTY CODE

2021 OREGON ELECTRICAL SPECIALTY CODE

2021 OREGON ENERGY EFFICIENCY SPECIALTY CODE

2022 MECHANICAL SPECIALTY CODE

2022 OREGON FIRE CODE

2022 INTERNATIONAL BUILDING CODE

A.D.A. COMPLIANCE

INSTALLATION IS UNMANNED / NOT FOR HUMAN HABITATION. HANDICAP ACCESS IS NOT REQUIRED PER A.D.A.

APPROVALS

FINAL CONSTRUCTION DRAWINGS SIGN-OFF

** REVIEWERS SHALL PLACE INITIALS ADJACENT TO EACH REDLINE NOTE AS DRAWINGS ARE BEING REVIEWED.

CONSULTANT/PRINTED NAME	SIGNATURE	DATE
SITE ACQ:		
PERMITTING:		
RF MGR:		
CONST. MGR:		
OPS. MGR:		
PROJ. MGR:		
REG. REVIEW:		
DEV. MGR		

PROJECT INFORMATION

AMERICAN LEGION

7898 NE BUCKLIN HILL RD

BAINBRIDGE ISLAND, WA

98110

SHEET TITLE

TITLE SHEET

SHEET NO.

T1.0

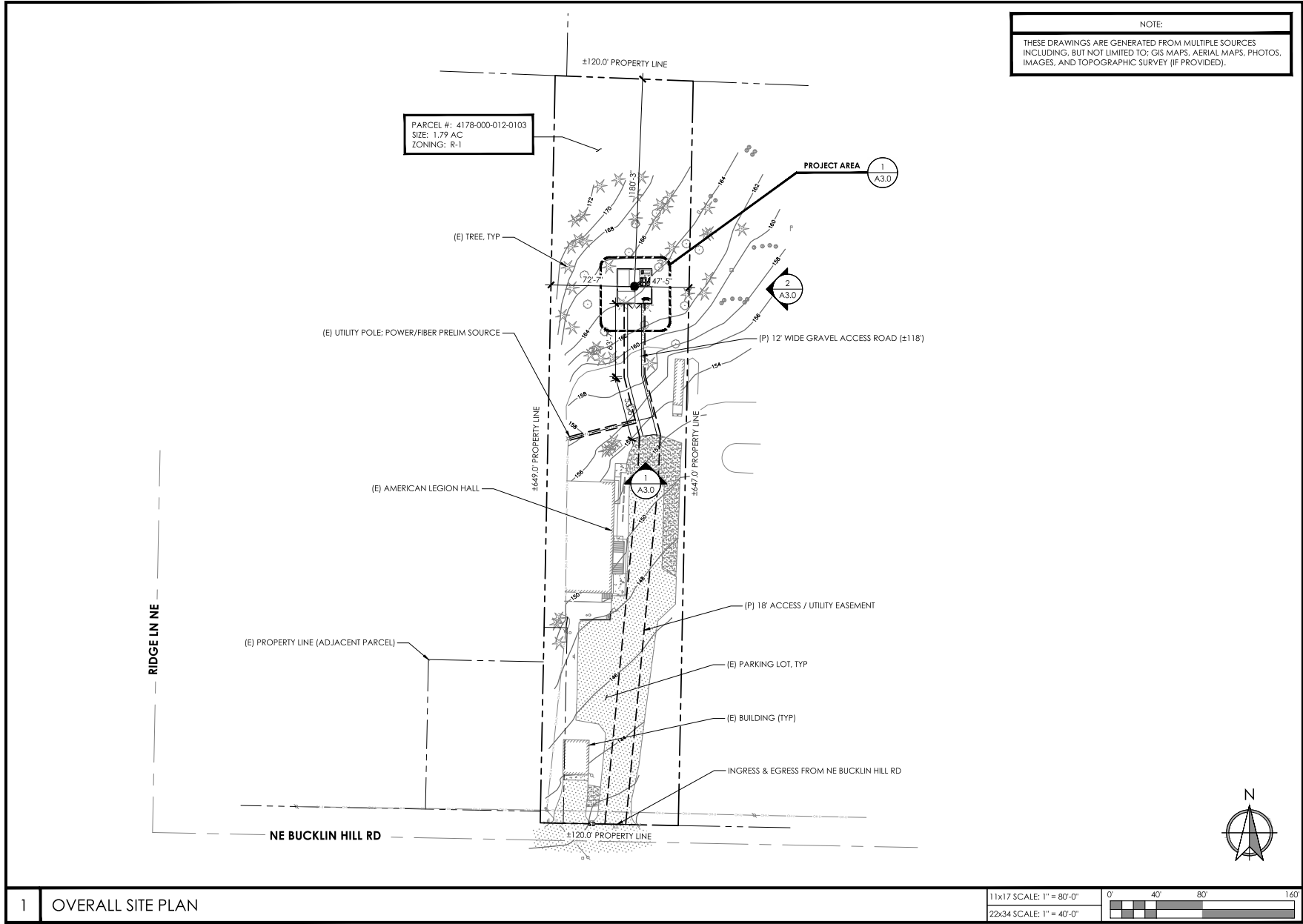
811

Know what's below.

Call before you dig.

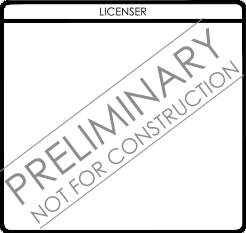
29





DRAWN BY: JD
CHECKED BY: CL

DRAWING VERSION		
VER.	DATE	DESCRIPTION
1	11/22/23	PRELIM ZONING DRAWINGS



PROJECT INFORMATION

AMERICAN LEGION

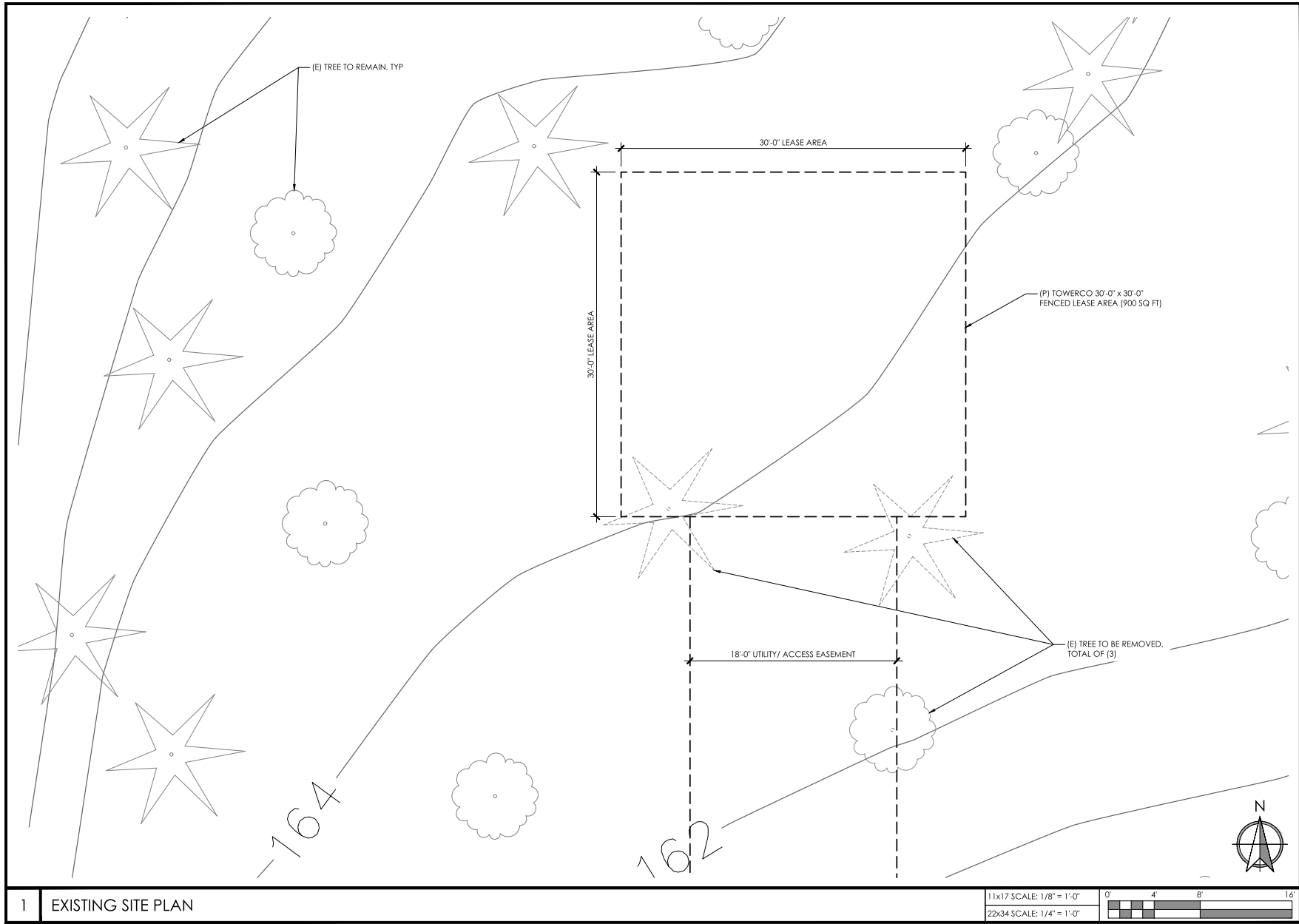
7898 NE BUCKLIN HILL RD
BAINBRIDGE ISLAND, WA
98110

SHEET TITLE

OVERALL SITE PLAN

SHEET NO.

A1.0



TowerCo
EMPOWERING connectivity.

verizon

**North
GROUP**

CAPITAL DESIGN SERVICES
1910 4TH AVE. E. PMB 196
OLYMPIA, WA 98505
360.915.6750
WWW.CAPITALDESIGNSERVICES.COM

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DRAWING VERSION

VER.	DATE	DESCRIPTION
1	11/22/23	PRELIM ZONING DRAWINGS

LICENSER

PRELIMINARY
NOT FOR CONSTRUCTION

PROJECT INFORMATION

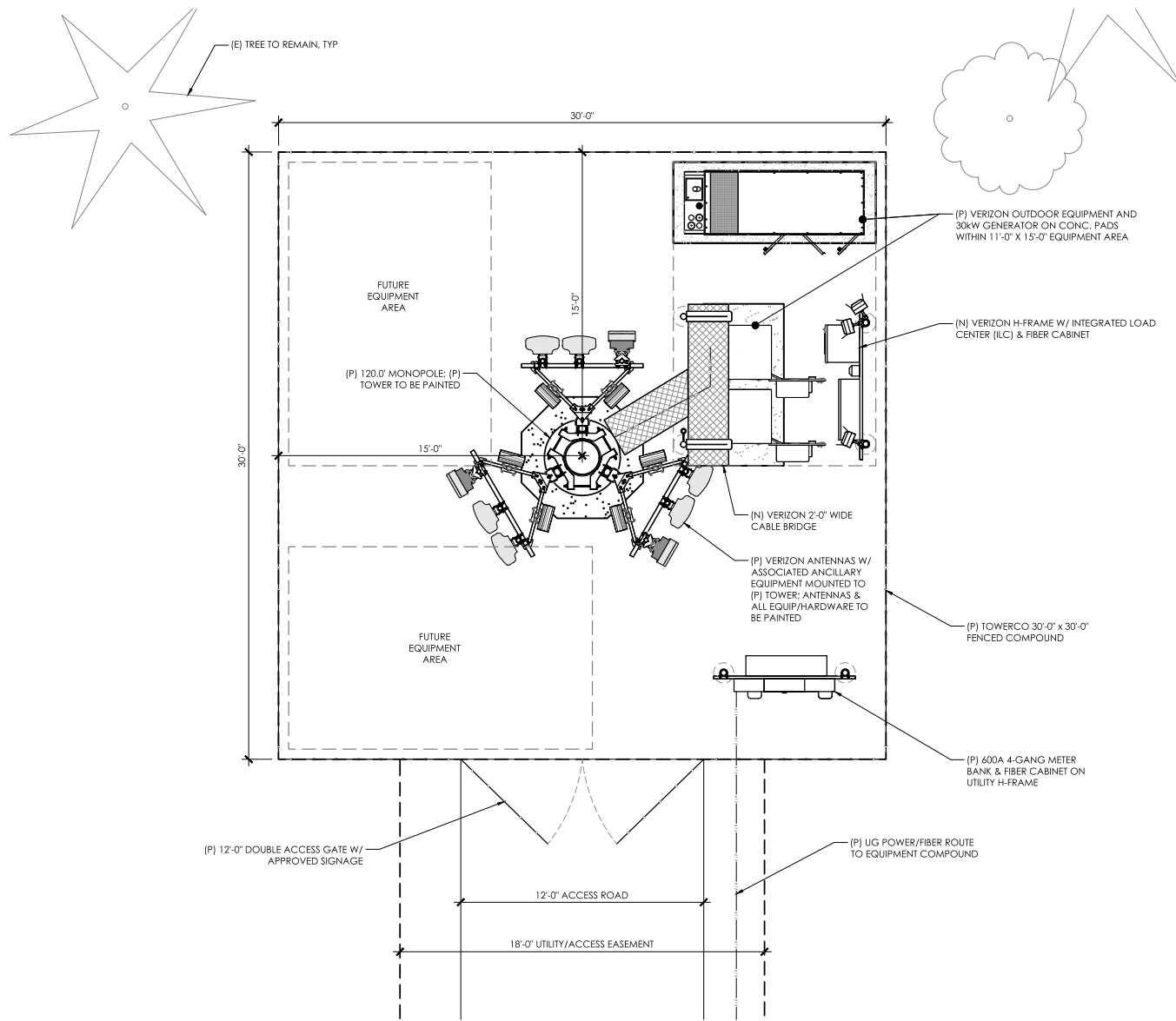
AMERICAN LEGION
7898 NE BUCKLIN HILL RD
BAINBRIDGE ISLAND, WA
98110

SHEET TITLE

EXISTING SITE PLAN

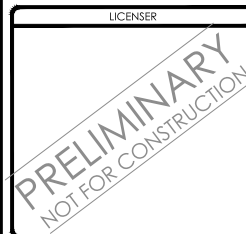
SHEET NO.

A2.0



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CHECKED BY: CL

DRAWING VERSION		
VER.	DATE	DESCRIPTION
1	11/22/23	PRELIM ZONING DRAWINGS



PROJECT INFORMATION

AMERICAN LEGION

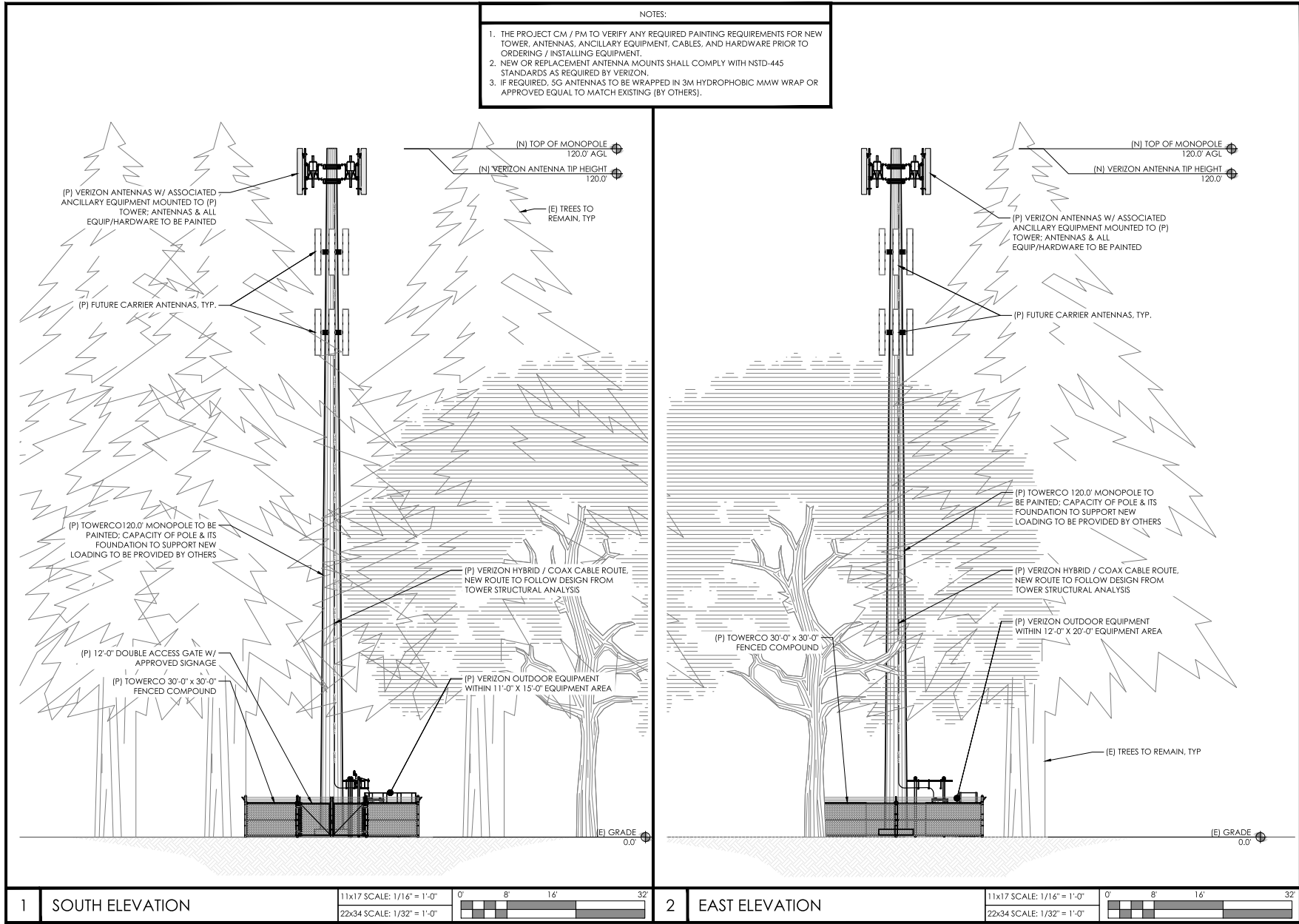
7898 NE BUCKLIN HILL RD
BAINBRIDGE ISLAND, WA
98110

SHEET TITLE

PROPOSED SITE PLAN

SHEET NO.

A2.1



DRAWN BY: _____ JD

CHECKED BY: _____ CL

DRAWING VERSION		
VER.	DATE	DESCRIPTION
1	11/22/23	PRELIM ZONING DRAWINGS

LICENSER

PRELIMINARY
NOT FOR CONSTRUCTION

PROJECT INFORMATION

AMERICAN LEGION

7898 NE BUCKLIN HILL RD
BAINBRIDGE ISLAND, WA
98110

SHEET TITLE

ELEVATIONS

SHEET NO.

A3.0



CITY OF
BAINBRIDGE ISLAND

Planning Commission Regular Meeting Agenda Bill

MEETING DATE: June 13, 2024

ESTIMATED TIME: 45 Minutes

AGENDA ITEM: Discuss Revising Hotel Definition and/or Use Specific Standards

AGENDA CATEGORY: Review and
Recommendation

PROPOSED BY: Jennifer Sutton

**PREVIOUS PLANNING COMMISSION
REVIEW DATE(S):** April 25, 2024

PREVIOUS COUCIL REVIEW DATE(S): December 12, 2023; May 14, 2024

RECOMMENDED MOTION:

Discussion only. City planning staff is seeking policy recommendations from the Planning Commission on new definitions and standards for hotels per City Council direction.

SUMMARY:

On May 14, 2024, the City Council discussed the Planning Commission's recommendation to postpone additional work on hotel regulations until the preferred alternative for the Winslow Subarea Plan (WSP) is complete. At the close of its discussion, the City Council unanimously approved a motion directing the City Manager to come up with use specific standards (and) definitions for hotels for the Planning Commission to consider.

Staff propose several categories of "hotel" for consideration and have preliminarily identified additional standards the Planning Commission and City Council may wish to consider applying to future hotel-like uses, in addition to all existing standards that already apply to any new commercial development.

Any Planning Commission policy recommendations on hotel definition(s) and standards will be forwarded to the City Council for potential inclusion in city code at a future date.

BACKGROUND: Hotels are currently not allowed in downtown Winslow. On April 13, 2021, the City Council approved Ordinance No. 2021-03, prohibiting hotels in the Central Core, Gateway, and Ferry Terminal zones ("downtown" Winslow). Prior to approval of the ordinance, hotels had been allowed in those zones as a "Conditional Use." Hotels continue to be allowed as a permitted use in the High School Road zones.

In July, 2021, the City Council directed that the Planning Commission provide an initial advisory recommendation on whether hotels in the downtown Winslow area can be considered a consistent use relative to Comprehensive Plan goals

and policies. In October, 2021, the Planning Commission concluded that hotels in the downtown Winslow area can be considered consistent with the goals and policies of the Comprehensive Plan, provided there is a review and revision, if necessary, of the definition of hotels and of hotel-specific use and development standards, beyond the zoning dimensional standards.

On December 12, 2023, the City Council referred the issue of updating the development code for hotels to the Planning Commission for a recommendation. On April 25, 2024, staff gave the Planning Commission a presentation to the Planning Commission regarding:

1. how hotels are currently regulated on Bainbridge Island, and
2. considerations for where and how hotels could be allowed.

At the close of the April 25 discussion, the Planning Commission unanimously approved the following motion:

I move to recommend to the City Council that we postpone discussion regarding consideration of hotels in the Winslow area until we are able to be responsive to the preferred alternative presented in the Winslow Subarea Plan.

ATTACHMENTS:

What Kind of Hotels Should Bainbridge Island Have?

**Planning Commission Discussion
June 13, 2024**



Meeting Purpose

Discuss and get Planning Commission feedback on potential definitions and standards for types of hotels.

“Where” to allow hotels to be discussed during next phase of policy discussion.



Current City Lodging Definitions

“Hotel” means a building (or group of buildings) containing guest rooms, where lodging is provided for transient visitors. May contain one or more restaurants.

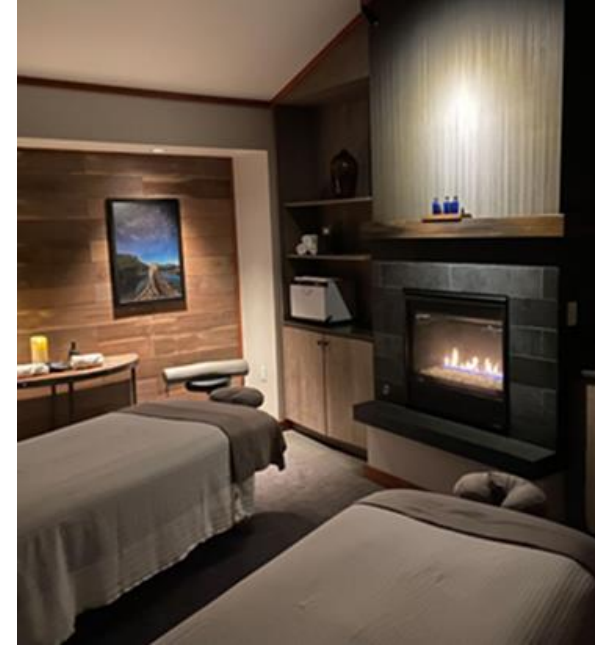
“Inn” means a building (or group of buildings) containing up to **15 guest rooms**, where lodging is provided for transient visitors. May contain a kitchen and/or dining room for serving meals (for guests).

“Bed and breakfast” means a single-family residence that is owner-occupied and in which (a) **three or more guest rooms** are provided within the residence or within accessory buildings, for compensation, as overnight accommodations for transient visitors who remain no longer than two weeks in any one visit, and (b) breakfast is customarily included in the charge for the room. ***Bed and breakfast establishments containing one or two sleeping rooms may be considered a minor home occupation.*



Proposed Definitions

Current “Hotel” definition is general to any lodging with 16+ rooms. Staff proposes regulations that recognize different types of hotels based on size and features.



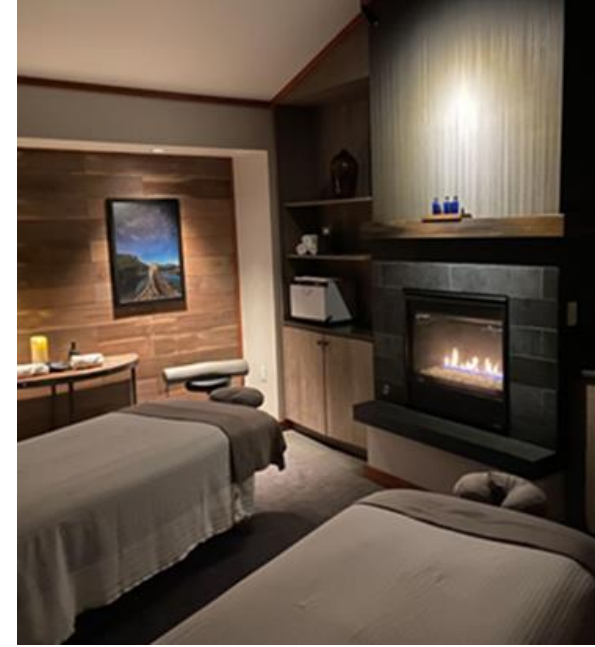
Proposed Definitions

“Boutique Hotel” means a building (or group of buildings) containing between **16-40 guest rooms**, where lodging is provided for transient visitors. May contain a kitchen and/or dining room for serving meals to guests, but not a restaurant open to the public, or other accessory businesses.

“Mid-Sized Resort” means a building (or group of buildings) containing **40-60 guest rooms**, where lodging is provided for transient visitors, and also containing a spa or salon facility. May also contain restaurant(s), meeting/ event space, retail, recreation or entertainment facilities.

“Mid-Sized Hotel” means a building (or group of buildings) containing **40-60 guest rooms**, where lodging is provided for transient visitors. May contain restaurant(s), meeting/event space, retail or entertainment facilities, but not spa or salon facilities.

“Large Format Hotel/Resort” means a building (or group of buildings) containing more than **60 guest rooms**, where lodging is provided for transient visitors. May contain restaurants, meeting/event space, retail or entertainment facilities, spa or salon facilities, and any other accessory businesses.



Proposed Types of Lodging and Allowed Accessory Amenities

	# Rooms	Dining Room	Restaurant	Meeting or Event Space	Salon or Spa	Recreation	Retail	Entertainment *
Inn	15 max.	✓						
Boutique Hotel	16-40	✓						
Mid-sized Resort	40-60	✓	✓	✓	✓	✓	✓	✓
Mid-sized Hotel	40-60	✓	✓	✓			✓	✓
Large Format Hotel/Resort	More than 60	✓	✓	✓	✓	✓	✓	✓

*In Winslow, Entertainment Facilities are only permitted in the MUTC- Core and High School Road zoning districts.

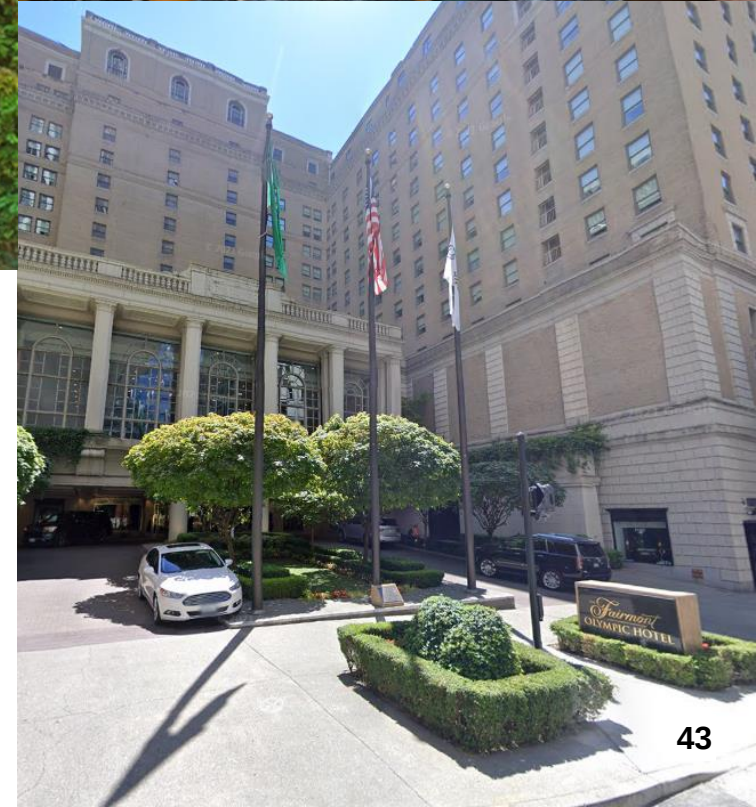
Evaluated During Land Use Permitting

- Proposed use(s)
- Building bulk (height, setbacks, size)
- Parking
- Design (Design Review Board)
- Circulation/traffic: pedestrian, bicycle and automobile
- Utilities
- Stormwater management
- Landscaping
- Noise



Approval Process for SPR Permit

- Review and recommendation by Planning Commission
- Director decision
- Decision criteria include context-sensitive design



Proposed Additional Use Specific Standards (BIMC 18.09.030.D)

	Parking Reduction Supported by Shuttle Service	Bicycle Rentals	Setback from Residential Zone	Water Conservation Measures (beyond code)
Inn			Existing Zoning Standard	
Boutique Hotel		✓	10 feet or Existing Zoning (whichever is greater)	✓
Mid-sized Resort	✓	✓	50 feet or Existing Zoning (whichever is greater)	✓
Mid-sized Hotel	✓	✓	20 feet or Existing Zoning (whichever is greater)	✓
Large Format Hotel/Resort	✓	✓	50 feet or Existing Zoning (whichever is greater)	✓

Next Steps on Hotels

Planning Commission policy recommendations on hotel definition(s) and standards will be forwarded to the City Council for consideration.

