



**CITY OF BAINBRIDGE ISLAND
DESIGN REVIEW BOARD**

Regularly Scheduled Meeting Minutes

Monday, October 19, 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 – September 21, 2015 and October 5, 2015 Meetings

Montessori Country School PLN17677PRE Pre Pre-application

Old and New Business

Adjournment

Call to Order (Attendance, Agenda, Ethics)

Chair Alan Grainger called the meeting to order at 2:01 PM. Design Review Board (DRB) members also in attendance were Jim McNett, Chuck Depew, Peter Perry and Susan Bergen. Administrative Specialist Jane Rasely monitored recording and prepared minutes.

There were not any conflicts of interest.

Approval of Minutes - September 21, 2015 and October 5, 2015 Meetings

Motion: I move we approve minutes as they are presented.

Perry/McNett: Passed 4-0 with 1 abstention

Montessori Country School PLN17677PRE Pre Pre-application

Russ Hamlet gave an overview of the existing school and proposed project stating they currently had a Conditional Use Permit (CUP) as they are housed in a converted residence. Mr. Hamlet showed diagrams illustrating a total of five buildings with the potential for a sixth building. Mr. McNett asked about parking and how many spaces would be provided. Mr. Hogg stated they would be providing more spaces than the code required and were basing the number of spots on how many spaces school administrators felt they would need. The type of parking lot was discussed with a preference given for gravel over asphalt. Mr. McNett asked if this design was indicative of other Montessori schools. It was not. Mr. Grainger asked about the possible second phase and his concern that it was the building showing furthest from the entrance or what would be the construction entrance. Mr. Depew brought up the internal circulation or lack thereof and wondered about the children having to walk outside between classrooms in less than ideal weather conditions. Discussion of porch overhangs occurred and how much City Code would allow before square footage began to count. Parking on the north side of the development and possibly incorporating that parking into the main parking area was discussed in detail.

Storm water management was reviewed and whether storm water runoff would have to go through a filtering system before being deposited in Manzanita Bay.

Extensive conversation took place regarding traffic flow and patterns and where the land may be able to be preserved by taking out the parking in the north side of the development. Mr. Hamlet mentioned there would have to be a traffic study. Ms. Bergen asked about the number of students currently enrolled and how many would be expected once the project was developed.

Mr. Hamlet asked if the DRB would be meeting on December 21, 2015 which was when he was hoping to be scheduled for official review.

Old and New Business

Mr. Grainger discussed the potential site visit scheduled for the next meeting. He felt they did not need to go down to the site as a group with the applicant and City Staff when they could visit the site on their own. Mr. McNett agreed as did Mr. Perry. Overall consensus was that they should not include a site visit in their next meeting.

Motion: I move that we do not include a site visit in the November 2, 2015 meeting.

Perry/McNett: Passed Unanimously 5-0

Mr. Depew suggested it would be more helpful to have a pre-application review AFTER the project has had its public participation meeting stating that having access to public comment would be helpful. Ms. Rasely was asked to check on whether the pre-application review by the DRB could happen after the public participation meeting. She agreed to do so (see attached e-mail sent 10/27/15).

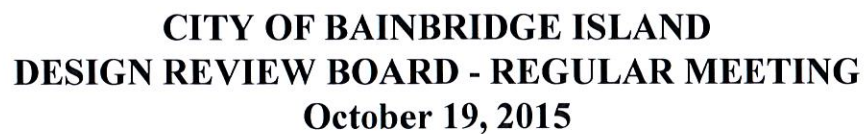
Adjournment

Meeting was adjourned at 3:29 PM.

Approved by:


Alan Grainger, Chair


Jane Rasely, Administrative Specialist



**Join
ListServ
Yes/No**

[illegible]

Jane Rasely

From: Jane Rasely
Sent: Tuesday, October 27, 2015 2:19 PM
To: Alan Grainger; Chuck Depew; Jim McNett; Kathy Cook; Peter Perry; Susan Bergen
Subject: Chuck Depew's Question about timing of Pre-Application Review

Good Afternoon,

I have looked into Chuck's question of whether the DRB can perform the pre-application review of a project AFTER the public participation meeting has occurred. Bainbridge Island Municipal Code 216.040.0.2(b) states:

*"An applicant for a major site plan and design review permit is required to participate in a community meeting through the city's public participation program outlined in Resolution No. 2010-32. **The meeting will be held after the design review board meeting during the preapplication conference phase of the project.**"*

The conclusion is that the Design Review Board must perform their pre-application review BEFORE the public participation meeting.

Please let me know if you have any questions.

Thank you,

Jane Rasely
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2.16.040.0.2(b)

2. Two-Step Preapplication Conference.

- a. Applicants for projects involving multifamily, mixed use, or commercial development subject to design guidelines shall first meet with the design review board to discuss the design concept for the development.
- b. An applicant for a major site plan and design review permit is required to participate in a community meeting through the city's public participation program outlined in Resolution No. 2010-32. The meeting will be held after the design review board meeting during the preapplication conference phase of the project.
- c. Following the design review board meeting, the applicant shall meet with appropriate staff and agencies at a required preapplication conference as described in BIMC 2.16.020.G.
- d. The director may waive one or both steps of the preapplication conference in accordance with BIMC 2.16.020.G.3 if the director determines that the nature of the application makes them unnecessary.
- e. Within 14 days of a preapplication conference, the department staff shall notify the applicant in writing whether the proposal will likely require planning commission review.