CITY OF BAINBRIDGE ISLAND

DESIGN REVIEW BOARD

Regularly Scheduled Meeting
Monday, November 16, 2015 at 2:00 p.m.

Location:
Bainbridge Island City Hall
City Council Conference Room
280 Madison Avenue North
Bainbridge Island, Washington 98110

AGENDA

2:00 p.m.	**Call to Order (Attendance, Agenda, Ethics)**
2:00 – 2:15 p.m.	**Approval of Minutes** November 2, 2015
2:15 – 2:30 p.m.	**Bainbridge Medical PLN50366 PRE Preapplication** Review with project manager prior to applicant review. Project Manager: Kelly Tayara
2:30 – 3:30 p.m.	**Bainbridge Medical PLN50366 PRE Preapplication** Review with the applicant Applicant: Peter Brachvogel, BC&J Architects Site: 1298 Grow Avenue Add a new roof over the existing roof, remodel the interior to create a new clinic, replace doors and windows in the exterior walls and reconfigure the parking.
3:30 – 4:00 p.m.	**Old and New Business**
4:00 p.m.	**Adjournment**

For special accommodations, please contact Jane Rasely, Planning & Community Development
206-780-3758 or at jrasely@bainbridgewa.gov

CITY OF BAINBRIDGE ISLAND
DESIGN REVIEW BOARD
Regularly Scheduled Meeting Minutes
Monday, November 2, 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 – October 19, 2015 Meeting
Jones House/Manzanita Partners PLN50311 PRE, Pre-application
Old and New Business
Adjournment

Call to Order (Attendance, Agenda, Ethics)
Chair Alan Grainger called the meeting to order at 2:04 PM. Other Design Review Board (DRB) members present were Jim McNett, Chuck Depew and Susan Bergen. Peter Perry was absent. City Staff present were Senior Planner Heather Beckmann and Administrative Specialist Jane Rasely who monitored recording and prepared minutes. The agenda was reviewed and no conflicts were disclosed. Chair Grainger reminded the City that the DRB had two vacancies and filling them would help guarantee a quorum.

The DRB asked Planner Beckmann to ask Director Cook about the information she and the City Attorney were to supply regarding the 30% guideline. Chair Grainger encouraged the DRB members to sign-up on the City's website for listserv e-mailing. Ms. Beckmann reported Director Cook would have the information to the DRB by this Friday, November 6, 2015.

Approval of Minutes - September 21, 2015

> **Motion: I move approval of the minutes.**
> **Depew/McNett: Passed Unanimously 4-0**

Jones House/Manzanita Partners PLN50311 PRE, Pre-application
Planner Beckmann was asked why the applicant was titling his project a remodel when it clearly was not since the building was being torn down.

Ms. Beckmann gave an overview of the application stating it was a good candidate for a variance based on the heritage tree on the property as well as their desire to maintain the character of the historical building. Mr. Depew stated there was not historic preservation going on since the historic building on the site was being torn down. He also mentioned this would have been a great example of collaboration with another City commission, specifically the Historic Preservation Commission. Ms. Beckmann stated she would keep that in mind when it became time to present the site plan review. Mr. Depew asked about the access road going through the setback in the rear of the property. Ms. Beckmann stated that was allowed, but they would have to move it further toward the front because of the geotechnical requirements.

It was discussed that the building was being torn down because the foundation was in a state of disrepair. Mr. Grainger asked why they did not lift the house and fix the foundation as opposed to tearing it down. He also stated they could move it forward if they needed to add parking underneath. Ms. Beckmann felt that was a valid question to ask the applicant. Mr. McNett asked if the applicant was asking for anything extra like square footage. Ms. Beckmann replied they might choose to apply for the density bonus and a setback change, but otherwise, no.

The applicant was invited in at 2:25 PM.

Mr. Thornburgh presented his project to the DRB describing the properties his family owned. He spoke about the garage on the back of the property that was extensively remodeled in the 70's and was in good condition. He stated the small building on the front of the property was in very bad shape and they had decided that it was too ungainly and expensive to renovate the building, so they had opted to retain the character of the Ericksen guidelines in a new building. He also stated they planned to save the gum tree at the front of the property as well as a line of black locust trees that screen the ravine in the back. Ms. Bergen asked if they had enough property to put another building on the back of the property where the parking was. Mr. Thornburgh agreed they did, but that they were trying to keep the character of the neighborhood. Mr. Grainger asked whether they had considered picking the house up and adding a basement and new foundation and then adding a second story. Mr. Thornburgh stated it would cost more to do that than to build an entire new building.

Mr. McNett asked about the size of the building and thought it looked like the front was showing as a larger mass than the current house presented as. Mr. Thornburgh stated the proposed building was not much bigger than the original building and had only a 1500 square foot footprint. Mr. Depew stated he liked that they were creating underground parking but what he struggled with was that they were not retaining any of the original building. He spoke about building onto the back of the building thereby keeping the character of the existing house. He also mentioned there were tax breaks available for retaining part of the historic structure. Mr. Thornburgh stated they were trying to preserve a courtyard in the back of the building that was very pleasant, thoughtfully constructed and frequently used. Discussion continued about building out toward the back instead of the side of the building in order to keep the front façade of the building. Mr. Grainger stated extruding the house sideways was not in keeping with the Ericksen Ave Guidelines. Mr. McNett stated he would like to see the width stay similar to what was currently there. Mr. Grainger mentioned he could keep the 9 foot ceilings on the ground floor and get 9 foot ceilings on the top floor as well without looking out of proportion. He also asked if they needed to keep the 2 parking spaces in front of the building. He felt it would go a long way toward creating the historic feel to take those out and put landscaping back in it. Ms. Beckmann asked about handicapped parking and whether they would have that underground. The need for an elevator in that case was brought up. Mr. Grainger was concerned about the width and length of the driveway and whether it would be too tight for turning around in.

Discussion concerning the allowable height of the overall building with and without underground parking continued. Ms. Beckmann confirmed it was 25' base and 35' with underground parking. The DRB's general consensus was they could get 9' foot ceilings on both floors within the 25' limit. It was decided this project would be held over again to accommodate the changes Mr. Thornburgh would be asking his architect to explore. They agreed to accommodate Mr. Thornburgh's schedule to come before the DRB again in the near future.

Old and New Business

Mr. Schmid asked about the letter the DRB sent to Director Cook and how he could get a copy of it and comment on it. Mr. Grainger stated there were actually two letters and the one they were speaking of had to do with the Ericksen Avenue Guidelines and the use of the words "should" and "shall" contained in them. Mr.

Grainger was concerned that pressure from Ericksen Avenue property owners would result in a lowest common denominator sort of guideline as opposed to guidelines with a particular vision. Mr. Schmid asked where he could send a comment letter. Ms. Rasely asked him to send any comments to the PCD e-mail and she would see it was disseminated to all those concerned.

A discussion of underground parking in general ensued.

Adjournment
The meeting was adjourned at 3:26 PM.

Approved by:

_____ _____

Alan Grainger, Chair Jane Rasely, Administrative Specialist

DRAFT

CITY OF BAINBRIDGE ISLAND
Department of Planning & Community Development
280 Madison Avenue North, Bainbridge Island, WA 98110
Phone: 206-842-2552 Email: pcd@bainbridgewa.gov
Website: www.bainbridgewa.gov
Portal: https://ci-bainbridgeisland-wa.smartgovcommunity.com/portal

APPLICATION - PAGE 1

DATE STAMP

City of Bainbridge Island
OCT 2 0 2015
Planning and
Community Development

DATE SUBMITTED	PROJECT NUMBER
10/20/2015	**PLN50366 PRE**

PROJECT NAME **BAINBRIDGE MEDICAL**

PROJECT TYPE **Preapplication Conference**

PROJECT ADDRESS OR ACCESS STREET
1298 Grow Avenue

TAX PARCEL NUMBER(S)
27250210062006

REVISIONS RECEIVED:

FEE HISTORY	AMOUNT	PAID
Pre-Application Conference Fee	$265.00	

PROJECT DESCRIPTION

Add a new roof over the existing roof, remodel the interior for a new clinic, replace doors and windows in the exterior walls and reconfigure the parking lot.

Preapplication Conference: Tuesday, November 10, 2015 @ 9:00 a.m.
Design Review Board: Monday, November 16, 2015 @ 2:00 p.m.

PEOPLE ASSOCIATED WITH CASE

COBI PROJECT MANAGER
KELLY TAYARA -- PHONE: 206-780-3787 E-MAIL: ktayara@bainbridgewa.gov

OWNER
SHARON KITAMOTO, 10159 NE Beachcrest Drive, Bainbridge Island, WA 98110
Phone: 206-842-5094 E-MAIL: fkitamoto@kitamotodoc.com

CONTACT
PETER BRACHVOGEL, BC&J Architects, 197 Parfitt Way SW, Suite 120, Bainbridge Island 98110
Phone: 206-780-9113 E-MAIL: peterb@bcandj.com

CITY OF BAINBRIDGE ISLAND

PREAPPLICATION CONFERENCE REQUEST

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.
PENCIL WILL NOT BE ACCEPTED.

Original

DATE STAMP FOR CITY USE ONLY	TO BE FILLED OUT BY APPLICANT
City of Bainbridge Island OCT 20 2015 Planning and Community Development	PROJECT NAME: BAINBRIDGE MEDICAL TAX ASSESSOR'S NUMBER: 272502-1-006-2006 PROJECT STREET ADDRESS OR ACCESS STREET: 1298 GROW AVE NW ENVIRONMENTAL CHECKLIST SUBMITTED: ☐ YES x NO

FOR CITY USE ONLY

FILE NUMBER:	PLN50366 PRE
PROJECT NUMBER:	50366
DATE RECEIVED:	10·20·2015
APPLICATION FEE:	$265.00
TREASURER'S RECEIPT NUMBER:	15-00990

SUBMITTAL REQUIREMENTS

APPLICATION	***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.
SUPPORTING DOCUMENTS	***One original (which must contain an original signature),*** where applicable, and ***six copies*** (if an original is not applicable, ***seven copies*** must be provided).
FULL-SIZE DRAWINGS	***Seven copies*** of the required drawings must be provided. Drawings ***must be folded and 18" x 24"*** in size. ***No construction drawings or other sized drawings*** will be accepted unless specifically requested.
REDUCED DRAWINGS	***Two copies (five if commercial)*** of the drawings reduced to 11" x 17" must be provided.
SUBMITTING APPLICATIONS	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/Applicant Agreement*** must accompany the application (owner/app agreement attached). Please call (206) 780-3762 to set up an appointment to submit the application.
FEES	Please call the Department of Planning & Community Development for submittal fee information. Review by the Kitsap County Health Department may require additional fees and processing time.

APPLICATIONS WILL NOT BE ACCEPTED
unless these basic requirements are met and the submittal packet is deemed counter complete.

CITY OF BAINBRIDGE ISLAND

PREAPPLICATION CONFERENCE REQUEST

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.
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A. GENERAL INFORMATION

1. Name of property owner: Sharon KITAMOTO
   Address: 10159 NE Beach Crest, Bainbridge Island, Wa.
   Phone: 206 842 5094 Fax: _____
   E-mail: fkitamoto@kitamotodoc.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: BC and J Architects
   Address: 197 Parfitt Way SW Ste. 120, B.I.
   Phone: 206 780 9113 Fax: _____
   E-mail: peterb@bcandj.com

3. Name of land surveyor: na
   Address: _____
   Phone: _____ Fax: _____
   E-mail: _____

4. Planning department personnel familiar with site: _____

5. Description of proposal: Add new roof over existing roof and remodel the interior

for a new clinic. Replace doors and windows in the exterior walls and clean up the parking lot.

6. Driving directions to site: From building dept. go north on Madison. Turn left on high school road. Go to Grow Ave. Building is on SE corner of of Grow and high school road

7. Please give the following existing parcel information:

Assessor's Parcel Number	Parcel Owner	*Lot Area
272502-1-006-2006	Sharon Kitamoto	.46A
Use additional sheet if necessary	Total of all parcels:	.46A

** As defined in Bainbridge Island Municipal Code 18.06.630*

8. Legal description (or attach):

9. 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 A		R-8		Existing Dental Clinic
Lot				
Lot				
Lot				

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

Property	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use

North		Road		High School Road
South		R-8		SFR
East		R-8		Condos
West		Road		Grow Ave NW

11. Common name of adjacent water area or wetlands area: _____

12. Does the site contain an environmentally sensitive area as defined in Critical Areas Ordinance (*Bainbridge Island Municipal Code* Chapter 16.20)? yes noX unknown

If yes, check as appropriate:

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

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

13. Are there underlying/overlying agreements on the property? ☐ yes ☐ no X 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:

Under which jurisdiction was the approval given?
☐ City of Bainbridge Island ☐ Kitsap County Approval date: _____

14. Is there any other information which is pertinent to this project? ☐ yes X no

If yes, please explain: _____

B. TECHNICAL INFORMATION

1. Name of water purveyor: COBI

If a private well, what class? _____

2. Type of sewage disposal: ☐ on-site septic ☐ off-site septic ☐ sewer
Sewer district: X City of Bainbridge Island ☐ Sewer District 7

3. General description of the existing terrain: Flat with existing clinic building

4. Soil survey classification: _____

5. Flood plain designation: ☐A ☐AE

6. Access (street functional road classifications):

Street Type	Required ROW Width	Street Name	Existing ROW Width
primary arterial	150 feet	Highway 305	
secondary arterial	60 feet	High School Road	
collector	50 feet		
residential urban	40 feet		
residential suburban	30 feet		
private	20 - 30 feet		

7. Sidewalks are adjacent to the parcel: ☐ yes ☐ no
   If yes, existing sidewalks are 7'-6" feet wide.
   Sidewalk installation is proposed as part of the development project: ☐ yes X no

   Proposed sidewalks: ☐ adjacent to the parcel and are to be _____ feet wide.
   internal to the proposal and are to be _____ feet wide.

8. Intended use of the land, as well as the sequence and timing of the proposed development:
   Remodel and put new roof over the existing roof of existing dental clinic building for new Pediatric Clinic

9. Proposed floor area ratio (gross square feet contained in buildings excluding under-building parking/lot area): 5063 sf

10. Proposed lot coverage (total area of building footprint/lot area x 100%): 15 %

11. Height of proposed buildings or structures: 24'

12. Square footage of all spaces:
    retail: _____ residential: _____
    office: 3049 SF other: 2017 SF-bascment
    storage: _____

13. Number of stories proposed: 1

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PREAPPLICATION CONFERENCE REQUEST

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14. Proposed setbacks:
    north: 25' South 10'
    east: 5' west: 25'

15. Number of parking stalls proposed: 25 (existing)

16. Amount of square footage of proposed paved areas: 5320 SF - existing

17. Percent of site to be covered by impervious surfaces: 44 %
    (If the proposal results in more than 1,000 square feet of additional impervious surface, a preliminary drainage plan shall be required.)

18. For light manufacturing proposals, percentage of site to remain as open space: %

19. Is the applicant proposing any terms, conditions, covenants and agreements or other documents regarding the intended development: (If yes, attach copies)
    ☐ yes X no ☐ unknown

20. Is the proposal part of a phased development plan? (If so, an outline of the future plans must be submitted.)

21. List any other permits for this project from state, federal or local governmental agencies for which you have applied or will apply, including the name of the issuing agency, whether the permit has been applied for, and if so, the date the application was approved or denied, and the application or permit number:

CITY OF BAINBRIDGE ISLAND

PREAPPLICATION CONFERENCE REQUEST

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22. Will the completed project result in 800 or more square feet of impervious surface (building footprint + driveways + parking)? X yes ☐ no ☐ unknown

23. Will the project result in clearing more than six significant trees or 2,500 square feet of ground? ☐ yes X no ☐ unknown

24. Do storm water systems exist on the site? ☐ yes no X unknown

If yes, were they constructed after 1982? ☐ yes ☐ no ☐ unknown

If yes, what type of storm water system exists on the site?
☐ infiltration ☐ open ditching ☐ closed conveyance ☐ detention

25. Will the completed project result in excavating of or filling in:

. X less than 50 cubic yards ☐ more than 50 cubic yards but less than 100 cubic yards. ☐ more than 100 cubic yards.

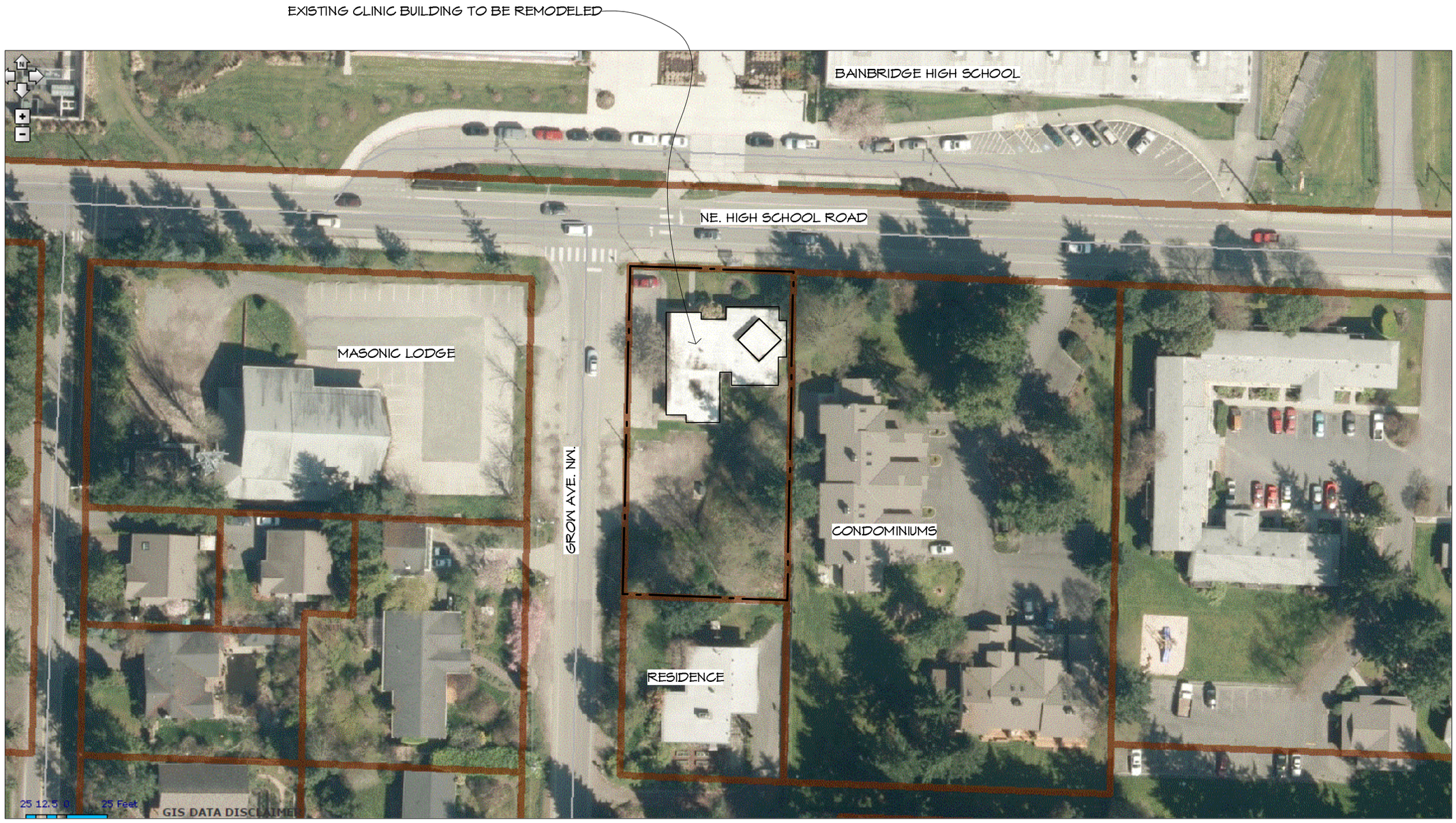
26. For reasonable use exception applications, proposed square footage of wetland and buffer to be disturbed: _____

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

_____ 10/19/15
*Signature of owner or authorized agent — Date

Peter Brachvogel (For BC and J)
Please Print

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



VICINITY AERIAL PHOTO

NORTH

1

Bainbridge Pediatrics
Bainbridge Island. Wa.

11/6/15

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Construction Management

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PRE 50366

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197 Parfitt Way SW Suite 120
Bainbridge Island, WA 98110
Tel: (206) 780-9113
Fax: (206) 780-5187

www.bcandj.com

ENTERED
City of Bainbridge Island
OCT 23 2015
Planning and
Community Development

October 21, 2015

City of Bainbridge Island
Department of Community Development
280 Madison Ave. N.
Bainbridge Island, WA 98110

Attn; Kelly Tayara, Planner

Re; Bainbridge Medical
Grow/High School Rd.

Dear Kelly,

Per our conversation at the counter yesterday, the buyers of the Kitamoto dental clinic building are intending to use the exact footprint as that which exists currently for a medical practice. This includes not only the building but existing parking area as well. The number of parking spaces that exists is 18. There are 8 existing stalls along Grow and 10 including a handicap space within the loose framework of the current gravel parking lot. The buyers intend to improve the site conditions to aid in patient access. This includes paving and striping as well as appropriate ramping and pathways to the entry. The existing entry will be used by staff and the main patient access will be by way of a new ADA compliant path to the eastern edge of the building.

The existing legal, non-conforming use of the property will continue as it has since Dr. Kitamoto commenced his practice in the 1960's. After his passing, the building has been in current use by the heirs as they have been in the long process of closing down and selling off the dental equipment of a nearly 50 year professional dental practice occupancy. Further, the building has been maintained in its configuration as an available dental clinic since the death of Dr. Kitamoto including such mundane points as keeping the landscaping kempt, heating/cooling the interior, as well as continuing to provide power, water and sewer to the property.

The intention of the two physicians who are buying the building is to operate a pediatric practice out of the existing structure. Remodel goals are internal to the footprint of the existing building and include a new roof, siding and windows/doors.

Kelly, I hope this narrative explaining the goals for the use of the existing building are helpful to your understanding of the project parameters. Please let me know if you have any questions.

Sincerely,

Peter Brachvogel, AIA
Architect

c. Dr. Fred Walters, MD
Dr. Molly Linhardt, MD

LOOKING SOUTHWEST ACROSS HIGH SCHOOL ROAD

LOOKING SOUTH ACROSS HIGH SCHOOL ROAD

LOOKING SOUTHEAST ACROSS HIGH SCHOOL ROAD

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LOOKING NORTHEAST ACROSS GROW ROAD

LOOKING EAST ACROSS GROW ROAD

LOOKING EAST ACROSS GROW SCHOOL ROAD

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SITE PLAN

0 SCALE 20

NORTH

2

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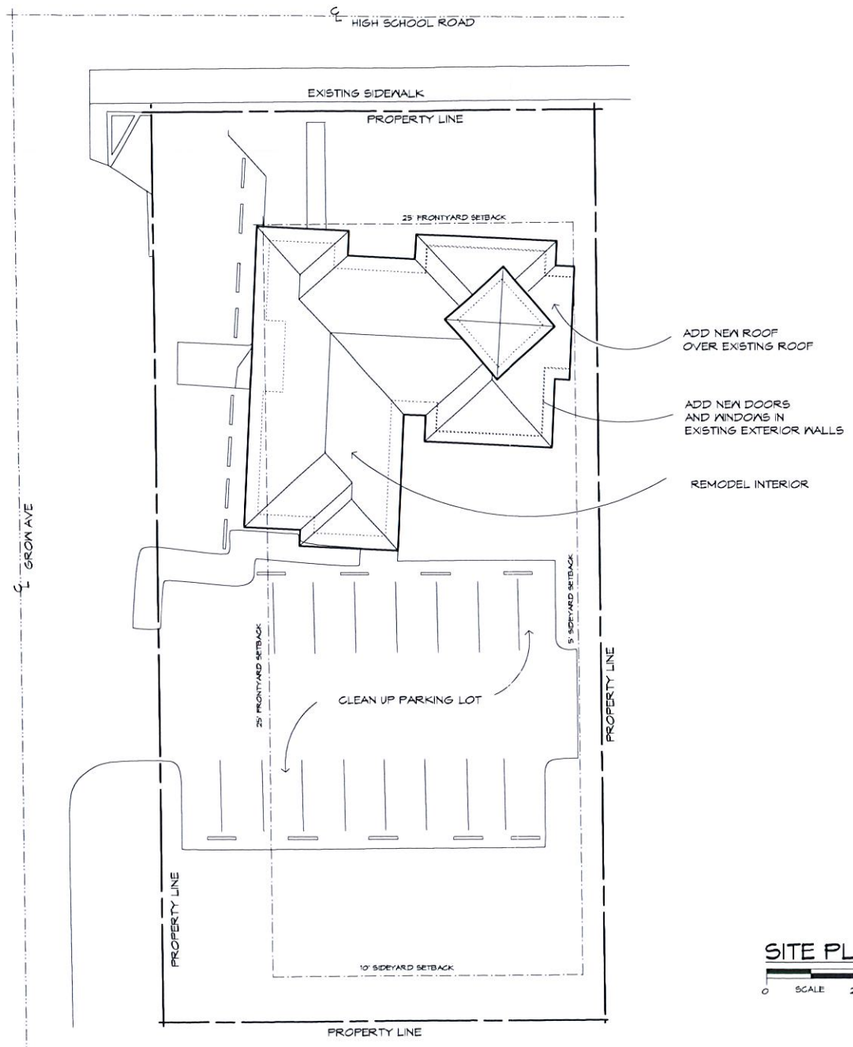

SITE PLAN

0 SCALE 20 NORTH

TAX ACCOUNT NO.	272502-1-006-2006
LEGAL DESCRIPTION	27252E THE N 120FT OF E 100FT OF WLY 130FT OF NE 1/4 NW 1/4 NE 1/4 NE 1/4 EX N 20FT FOR CO RD TGW NE1/4 NE1/4 THE WLY 130FT OF NE1/4 NW1/4 NE1/4 NE1/4 EXC RDS EXC N 30FT FOR ST EXC SEG PER VOL 711/690 EXC NLY PT DESC AS PER VOL 834/716
ADDRESS	1298 GROW AVE NE
LOT AREA	.46A 20,037.6 SF
ZONING	R-8
EXISTING CLINIC	MAIN FLOOR 3,049 BASEMENT 2,017 SF
PARKING SPACES	25
TOTAL IMPERVIOUS	8,880 SF - 44%

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197 Parfitt Way SW, Suite 120
Bainbridge Island, WA 98110
Tel: (206) 780-9113
Fax: (206) 780-5187

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PROJECT NAME

PRE-APPLICATION
1298 GROW AVE NE
PROPERTY

BAINBRIDGE MEDICAL

REGISTERED ARCHITECT
Peter William Brachvogel
STATE OF WASHINGTON

MEMBER: AIA
AMERICAN INSTITUTE
OF ARCHITECTS

NATIONAL COUNCIL
OF ARCHITECTURAL
REGISTRATION BOARDS

PROJECT ADDRESS

1298 GROW AVE. NE.
BAINBRIDGE ISLAND, WA

SHEET CONTENTS

SITE PLAN

PROJECT NUMBER

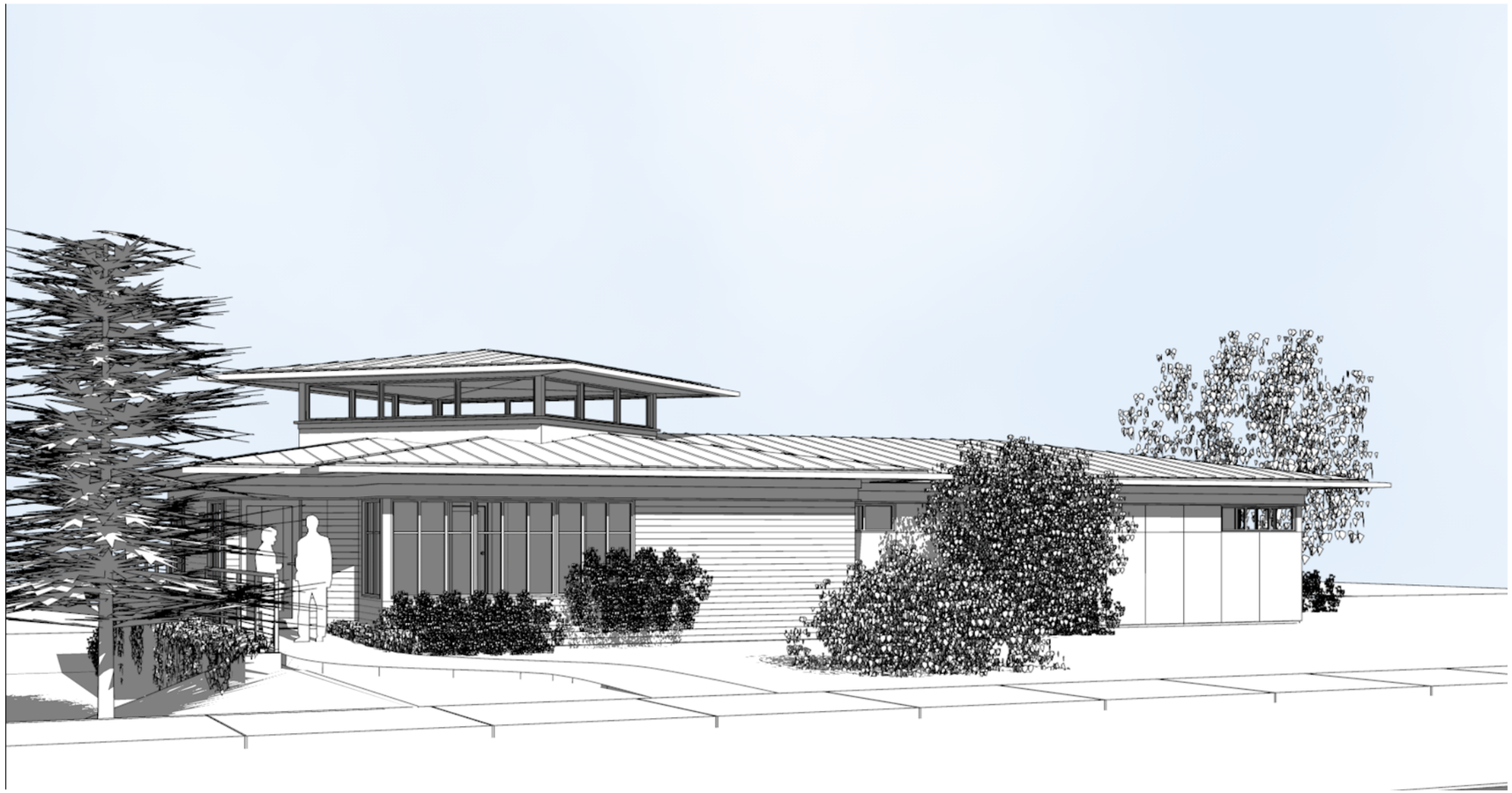
DATE

10/19/15

City of Bainbridge Island
OCT 20 2015
Planning and
Community Development

SHEET NUMBER

A1.1



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Bainbridge Pediatrics

Bainbridge Island. Wa.

PERSPECTIVE FACING NORTHEAST

11/6/15

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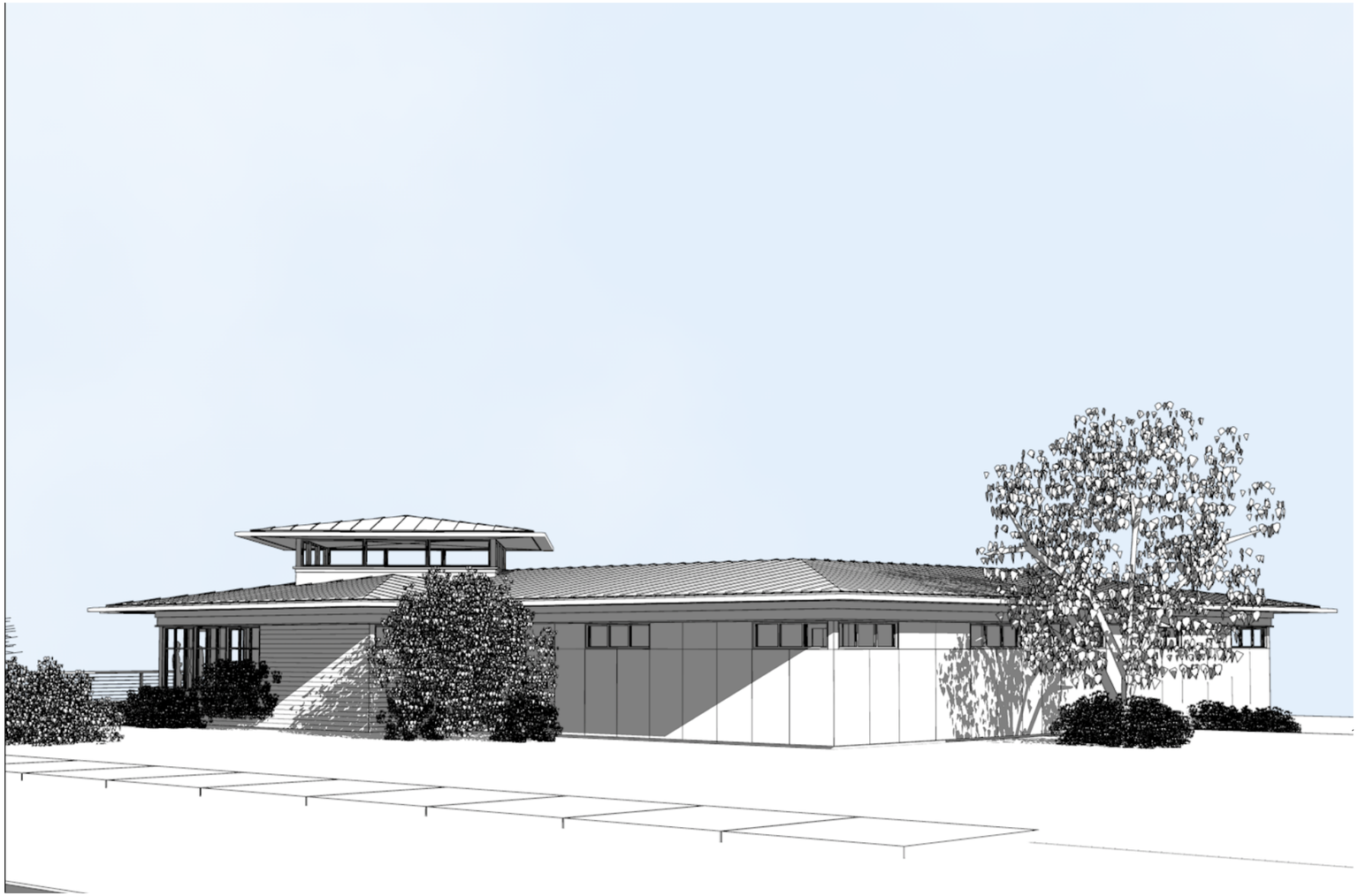

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Bainbridge Island. Wa.

PERSPECTIVE FACING NORTHWEST

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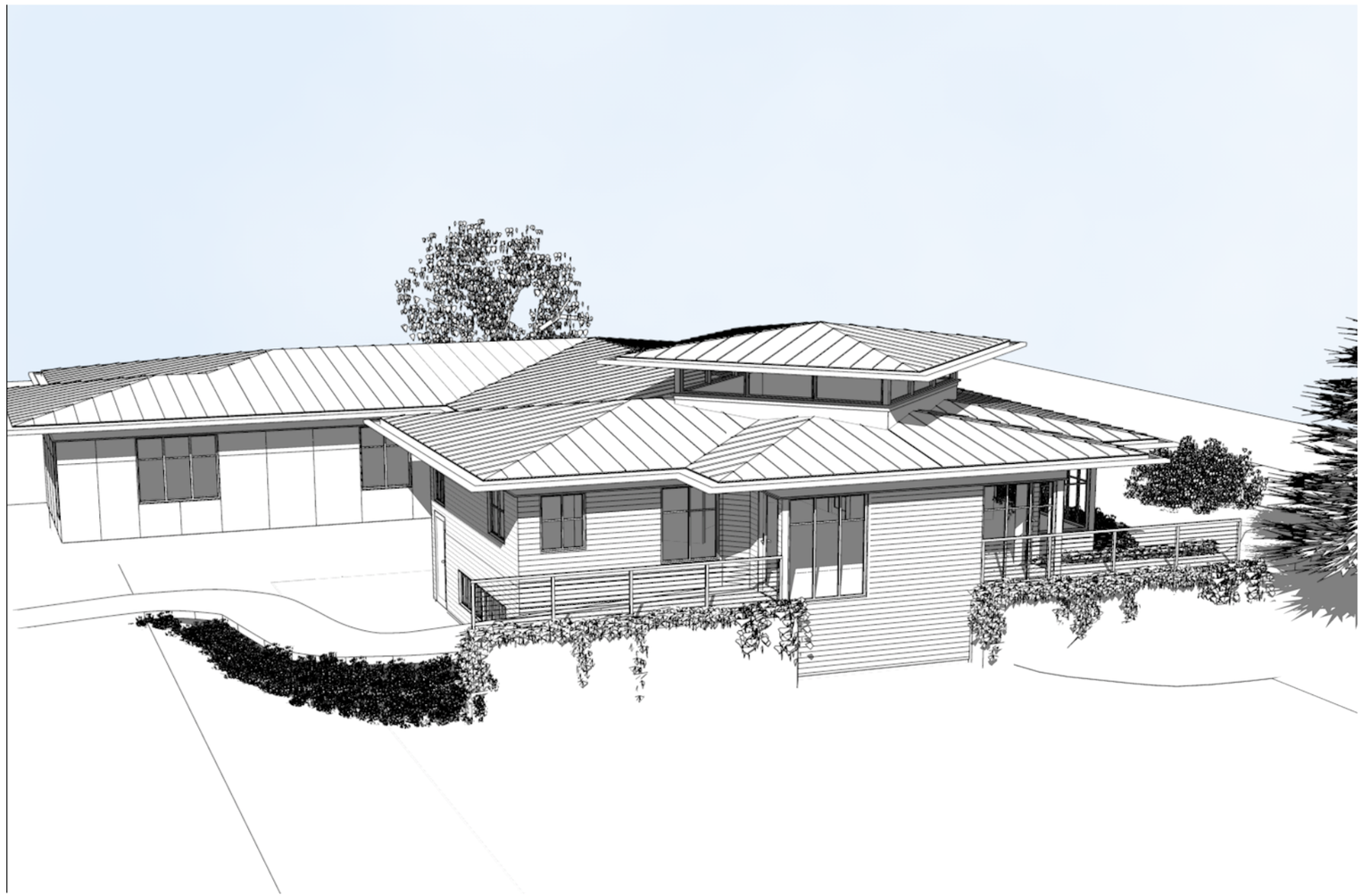

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Bainbridge Pediatrics

Bainbridge Island. Wa.

PERSPECTIVE FACING SOUTHEAST

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A Professional Service Corporation

NORTH ELEVATION
1/8" = 1' - 0"

WEST ELEVATION
1/8" = 1' - 0"

Bainbridge Pediatrics
Bainbridge Island. Wa.

11/6/15

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SOUTH ELEVATION
1/8" = 1' - 0"

EAST ELEVATION
1/8" = 1' - 0"

Bainbridge Pediatrics
Bainbridge Island. Wa.

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Design Review Board Design Guideline Checklist

Commercial and Mixed-Use Design Guidelines for All Zoning Districts– BIMC 18.18.030

X **"Pre-App" Meeting Checklist**

☐ **"Post-App" Meeting Checklist**

Project Name/Case #: **Bainbridge Pediatrics**

Land Use Application (Pre-app, Site Plan Review etc.): **Pre-app**

Project Description: **Remodel the interior space for a pediatric clinic. Add two new entries on the east side, one from High School road and one from the parking area to the south. Replace and add windows. Replace the exterior siding. Add a new hipped roof over the existing flat roof. Pave the parking lot. Remove existing concrete steps and ramps that are no longer in use.**

Applicable Design Guidelines				
Design Guideline	**Intent**	**Description**	**Applicant Response**	**DRB Action (Y/N)**
1.	To develop variation in façade treatment to provide visual interest.	Vary building materials or patterns to produce variations in texture.	The new roof will be a standing seam metal roof which will create a significant texture. The Hardie panel will be articulated with rhythmic seams that will be harmonious with the window layout. The horizontal siding will create a tighter texture in contrast to the Hardie panel	
2.	To modulate the scale of building masses.	Building elevations shall be vertically modulated in no more than 20' increments or horizontally in no more than 30' increments. Modulation is defined as a change in plane or articulation (such as bands, cornices, setbacks or changes in material).	The building on the road sides is single story with a clerestory lantern that creates vertical modulation. Most of the wall lengths are already less than 30' . Since it is an existing building, the horizontal wall modulation is exsiting.	

Design Review Board Design Guideline Checklist

Commercial and Mixed-Use Design Guidelines for All Zoning Districts– BIMC 18.18.030

Applicable Design Guidelines				
Design Guideline	**Intent**	**Description**	**Applicant Response**	**DRB Action (Y/N)**
3.	To limit the visual impact of blank walls and facades and better assure aesthetic appeal.	Blank walls shall not be visible to public spaces. Blank facades should otherwise be limited to the back of buildings or where required by the building code. Treatments to alleviate blank walls shall be similar in materials to facades normally in view of the public.	**The existing wall that is blank will have windows added in it. All of the other walls have windows.**	
4.	To establish visually prominent ground floor facades.	The first floor of multi-storied buildings should be taller than upper floors. Minimum ceiling height should be at least 10' to allow transom or larger display windows. Other elements such as transom windows, canopies, cornices, and prominent entries are encouraged. First floor uses shall be pedestrian oriented and include substantial shop windows. Display windows on the first floor of retail and commercial buildings should be the predominant surface of the first floor.	**The building is single story on both the high school road side and the grow ave. side. Display windows are not appropriate for the use of this building. However, in the entry, the windows are floor to ceiling in height.**	
5.	To maintain pedestrian scale along facades facing public ways.	Facades facing public ways shall incorporate setbacks or articulation that establishes a pattern of bays or window openings. Facades shall include features such as display windows, columns or bays, recessed entries or canopies	**The hardie panel seams will align with the window mullions**	

		or other recesses. The use of a variety of materials at the sidewalk level is encouraged. Multiple building entrances are encouraged.		
Applicable Design Guidelines				
Design Guideline	**Intent**	**Description**	**Applicant Response**	**DRB Action (Y/N)**
6.	To maintain the pedestrian activities by encouraging continuous frontages along sidewalks.	Where parking fronts onto a public street, the maximum separation between buildings shall be 80 feet. Greater separations are permitted if landscape setbacks are increased or other design features such as low walls, trellises and public spaces are created along the street frontage.	**All the buildings in the area are existing so the distance between them is already set.**	
7.	To reduce overall scale of the building into multiple building masses.	Facades over 128' in length shall be separated by pedestrian passage or open space. Passages should be at least 12' wide and two stories in height if covered. Façade setback should be expressed at the roof line by changes in plane. Passage should connect to public open space.	**There are no facades that are over 128' in lenth.**	
8.	To encourage the creation of public outdoor spaces.	Building setbacks may be increased for the creation of public outdoor seating areas. Entry alcoves and small outdoor spaces may be located between the building and the sidewalk.	**The building footprint is existing.**	
9.	To soften the impact of the built environment.	Encourage public pedestrian passageways and vegetation between buildings.	**Two new entry paths are being created that will have landscaping.**	

Design Review Board Design Guideline Checklist

Commercial and Mixed-Use Design Guidelines for All Zoning Districts– BIMC 18.18.030

10.	To encourage compatibility of development with both community and neighborhood characteristics.	Building designs should respond to nearby buildings that meet the upgraded design standards by using shared elements, materials or massing.	**Most of the buildings in the area have sloping roofs. We are changing the flat roof into a sloping roof.**	
Applicable Design Guidelines				
Design Guideline	**Design Guideline**	**Design Guideline**	**Design Guideline**	**Design Guideline**
11.	To minimize the intrusiveness of commercial signage.	Signage, corporate colors and other icons of the business may not dominate the exterior of the building. including canopies and separate outdoor structures covering activities associated with the business. Color should be used to express changes in detail or material but exterior building or structure colors may not be used as signs, or the extension of signs. When businesses are sold or tenants are changed, any sign modification shall trigger this requirement.	**We will work with the design guidelines for signage that is added.**	
12.	To improve the pedestrian environment around buildings and minimize curb cuts.	Where a drive through facility is allowed, drive throughs must be in conjunction with a parking lot that serves the same business, must be to the side or rear of the building and should not be visible from public streets. Drive throughs should consist of no more than a single vehicle lane.	**There are no drive throughs**	
13.	To provide pedestrian access to buildings.	Provide multiple entrances along streets. Pedestrian passageways are encouraged.	**We are adding an entry and pathway from High School Road. There currently is no entry from that main street.**	

Design Review Board Design Guideline Checklist

Commercial and Mixed-Use Design Guidelines for All Zoning Districts– BIMC 18.18.030

14.	To provide weather protection for pedestrians.	Recessed entries and/or overhead weather protection above the sidewalk entrances shall be used.	**The new roof will create large entry overhangs**	
15.	To maintain smaller scale commercial buildings.	Buildings in excess of a 10,000 square foot footprint should be visually split into two or more distinct elements.	**The building is less than 10,000 sf**	
Applicable Design Guidelines				
Design Guideline	**Design Guideline**	**Design Guideline**	**Design Guideline**	**Design Guideline**
16.	To reduce the visual impact of parking areas.	Create small parking clusters connected by vegetated landscaping and pedestrian walkways. Internal streets that connect or serve parking areas shall be designed as streets with sidewalks, planters and pedestrian scale lighting.	**The area of parking is small, perhaps around 20 spaces. There will be are large buffer between Grow ave. and the parking area.**	

Guidelines Requiring Action per DRB: _____

DRB Summary Motion on Actions: _____

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Design Review Board Design Guideline Checklist

Mixed Use Town Center and High School Road Districts / General Design Guidelines– BIMC 18.18.030

X **"Pre-App" Meeting Checklist**

☐ **"Post-App" Meeting Checklist**

Project Name/Case #: **Bainbridge Pediatrics**

Land Use Application (Pre-app, Site Plan Review etc.): **Pre-app**

Project Description: **Remodel the interior space for a pediatric clinic. Add two new entries on the east side, one from High School road and one from the parking area to the south. Replace and add windows. Replace the exterior siding. Add a new hipped roof over the existing flat roof. Pave the parking lot. Remove existing concrete steps and ramps that are no longer in use.**

Applicable Design Guidelines				
Design Guideline	**Intent**	**Description**	**Applicant Response**	**DRB Action (Y/N)**
1. Parking Lot Location	To have parking lots be as visually unobtrusive as possible.	Parking lots should not front upon intersections. Parking lots should be located behind or to the side of buildings.	Most of the Parking is to the side of the building. We will be proposing to change the on street parking from 90 degrees to parallel parking.	
2. Outdoor Open Spaces and Amenities	To establish, over time, a variety of open spaces within the town center	New development and redevelopment should provide facilities near or visible from the sidewalk for outdoor public use. Examples of such facilities include seating areas, courtyards, and small plaza spaces. Generally, the larger the development, the greater the number and size of such spaces. Furthermore, it is desirable to locate these spaces where they can receive sun and where they can easily be connected to adjacent concentrations of land use.	There will be a large area between the parking and	
3. Pedestrian Connections	To create a network of safe, comfortable and attractive linkages for people on foot	New development and redevelopment should include pedestrian walkways, raised and/or separated from traffic lanes, that offer access from the public sidewalk to the main entrance to the building. (Locating a building entrance directly on the sidewalk satisfies this guideline.) In addition, connections to adjoining properties should be provided. Furthermore, within parking lots, there should be pedestrian walkways that allow people to traverse the lot without being forced to use vehicular aisles.	We will be adding 2 new entry pathways, one from High School Road and one from the main parking area.	
4. Shielded Lighting	To ensure that the source of lighting for parking, service and loading areas is not visible from neighboring development.	Freestanding light fixtures should not exceed 14' in height. All exterior lighting fixtures should incorporate cutoff shields to prevent spillover.	The lighting has not been designed but we will endeavor to meet these guidelines when it is.	

Design Review Board Design Guideline Checklist

Mixed Use Town Center and High School Road Districts / General Design Guidelines– BIMC 18.18.030

Applicable Design Guidelines				
Design Guideline	**Intent**	**Description**	**Applicant Response**	**DRB Action (Y/N)**
5. Screen Service Areas	To conceal loading, trash, and storage areas from view.	Trash containers should be enclosed on all sides with solid walls and gates. Loading docks, outdoor storage and staging areas should be screened with fencing and vegetation, such as evergreen hedges. Chain link fencing is not acceptable.	There will be a dumpster enclosure. The exterior materials will match the new siding that will be put on the existing building.	
6. Common Open Space	To ensure that open spaces within a development containing dwelling units are truly usable by all residents.	While some portions of common open space may be dedicated to specific amenities such as pools and tennis courts, most of it should be designed in such a manner as to allow walking throughout the development, to any adjacent commercial or recreational areas, and to surrounding streets. Except for designated senior housing, some place for children to play should also be provided.	**Two new entry pathways will be added. There will be a childrens play area inside the building.**	
6a. Conceal Garage Doors	To ensure that street frontages are not dominated by vehicular storage facilities.	Entrances to parking garages and structures should be from alleys, access lanes, or minor side streets, rather than from principal through streets. If access from a principal street is unavoidable, such access should be restricted to a single, two-way curb cut for each development.	**We are proposing a single two way entry into the parking area.**	
7. Overall Form	To create visual continuity among buildings having potentially different styles.	Buildings should utilize elements such as massing, materials, windows, canopies, and pitched or terraced roof forms to create both a visually distinct “base” as well as a “cap”.	**The existing roof line already contains a “cap” with the clerestory lantern element. The new sloping roof will enhance this.**	
8. Entrances	To make it apparent from the street where major entrances to buildings are located.	Principal entrances to buildings should be visually prominent and located within close proximity to the public sidewalk. Entrances should incorporate elements such as setbacks, recesses, balconies, porches, arches, trellises, or other architectural devices.	**The new entries will be in close proximity to the clerestory lantern which is the buildings most prominent visual feature. The entry pathways will be built up above the existing grade which will make them more prominent.**	
9. Conceal Mechanical Equipment	To ensure that larger pieces of mechanical equipment are visually unobtrusive.	Rooftop mechanical equipment should be concealed by and integrated within the roof form of a building. Simply surrounding it with a parapet wall is not sufficient.	**There will be no roof top equipment.**	
10. Structured Parking	To diminish the visual impact of parking as viewed from streets.	Any level of parking contained within or under a structure that is visible from a public street shall fully screen the parking with either another use, a facade that incorporates artwork, or trees and other vegetation.	**There is no parking under the building**	
11. Encouraging Varied Details	To ensure that denser types of housing include details that create a sense of human scale and that break down the bulk of larger buildings.	Buildings containing residential dwellings should incorporate most, if not all, of the following elements: • Front porches or stoops • Bay windows or dormers • Visible trim around windows and building corners • Base articulation, such as a plinth or first floor raised above grade	**This is not a residential building**	

Design Review Board Design Guideline Checklist

Mixed Use Town Center and High School Road Districts / General Design Guidelines– BIMC 18.18.030

Applicable Design Guidelines				
Design Guideline	**Intent**	**Description**	**Applicant Response**	**DRB Action (Y/N)**
12. Integration	To ensure that signage is a part of the overall design approach to a project and not an afterthought.	The design of signs should be integrated with the architecture and site design of a project.	**We have not addressed the signage at this point but will endeavor to integrate the design with the building.**	
13. Creativity	To encourage interesting and even unusual approaches to graphic design.	Signs should be expressive and even whimsical, exhibiting a graphic design approach to form and lighting. Standard, back-lighted, metal frame and plastic panel signs are discouraged.	**We have not addressed the signage at this point but will endeavor to integrate the design with the building.**	
14. Awning Signs	To produce a visual effect that emphasizes buildings and vegetation, not advertising.	Signs painted on awnings are allowed, but awnings should not be internally illuminated.	**This building will have no awnings.**	

Guidelines Requiring Action per DRB:

DRB Summary Motion on Actions: