



**Design Review Board
Rescheduled Regular Meeting
Monday, January 9, 2017
2:00 – 5:00 PM
Council Conference Room
280 Madison Ave N
Bainbridge Island, WA 98110**

AGENDA

- 2:00 PM Call to Order (Attendance, Agenda, Ethics)
- 2:05 PM Approval of Minutes
November 21, 2016
- 2:10 PM Selection of Design Review Board Chair
- 2:30 PM Process Improvement Initiative with Kurt
*Group discussion prior to DRB Chair meeting with the
Latimore Company on January 12th.*
- 3:00 PM Review of 2016 Draft Report to City Council
- 4:00 PM Discussion of 2017 Goals
- 4:50 PM New/Old Business
- 5:00 PM Adjourn

Call to Order (Attendance, Agenda, Ethics)
Review and Approval of Minutes – October 17, 2016
Wallace Cottages HDDP (PLN50589 ITW)
Grow Community Amendment 2 Phase III (PLN13551F SPRA2)
Bainbridge Landing (PLN50520 SPR)
City Code Change Process
New/Old Business
Adjourn

Call to Order (Attendance, Agenda, Ethics)

Chair Alan Grainger called the meeting to order at 2:07 pm. Design Review Board (DRB) members also in attendance were Peter Perry, Jeff Boon, Joseph Dunstan and Jason Wilkinson. Jim McNett and Chris Gutsche were absent and excused. City of Bainbridge Island Staff present were Planning Manager Josh Machen, Planner Kelly Tayara and Administrative Assistant Lara Lant who monitored recording and prepared minutes.

Review and Approval of Minutes – October 17, 2016

Motion: I move to approve the minutes as presented for October 17th, 2016.

Grainger/Perry: The motion carried 5-0.

Wallace Cottages HDDP (PLN50589 ITW)

Project Manager Kelly Tayara introduced the Wallace Cottages subdivision, noted the applicants would apply for preapplication on December 6th and that the DRB was part of the conceptual process. Dave Smith, Nick Smith and Barry Keenan were present, representing Central Highlands, the applicant. Dave Smith began the presentation by noting other projects Central Highlands has developed on Bainbridge Island, including Ferncliff Village, Stonecress, the Hamlet, Weaver Creek, Colegrove, and Fernbrook. He described the conceptual design of Wallace Cottages, which included open space with rain gardens, pedestrian strips, a pea patch, and community use of the Tot Lot. He also said Central Highlands was working with adjacent property owners to provide vehicular circulation and ingress/egress to the neighborhood. Kelly Tayara asked Dave Smith to speak to what was actually on the plan in front of the DRB, not a future revision. She requested he describe some of the innovative site developments Central Highlands had planned. Alan Grainger suggested using Google Earth as a tool for future presentations.

Alan Grainger noted the road seemed to create dead ends. Dave and Nick Smith said the road provided extra turning radius at the crash gates, enough for fire and garbage trucks to use as turnarounds. They said these road ends would not become parking spaces for residents and that nearby neighbors hoped this access was sufficient so the road wouldn't connect to Nakata Ave.

Chris Gutsche suggested a path connecting “leftover” spaces and Dave Smith agreed that would be a good idea.

Peter Perry asked Citizen Olaf Ribiero about the tree aspect of the design. Olaf Ribiero stated neighborhoods with trees were important. Peter Perry wanted to know why Central Highlands didn't hire an arborist. Dave Smith reminded everyone there were multiple competing goals, that reduced lot size would allow for more trees to be saved. He stated that mature trees sell houses and their goal was to retain as many as they could. He would consider moving the pea patch so trees would not be impacted. In addition, trees could be saved along the roadway, especially if the city had some flexibility with HDDP rules.

Alan Grainger asked Central Highlands how they would mitigate the carport view the public would see. Peter Perry reminded the presenters the purpose of the DRB included how projects appeared to the public. Nick Smith said they were locating the carports to the sides of homes instead of the front. Alan Grainger and Chris Gutsche said the current design of the carports and garages presented issues of style. Nick Smith noted that the CC&Rs and Homeowner Association restrictions would address some concerns related to overall neighborhood appearance.

Peter Perry brought up raingardens and plantings and pointed out the project was designed with low impact development in mind (for points). Jason Wilkinson suggested a more pedestrian street that wasn't simply straight be considered. He also suggested raising the altitude of the sidewalk (instead of being flush with the street) would create a more pedestrian space. Joe Dunstan and Alan Grainger suggested changes to structural profiles, showing fronts of homes and creating an attractive lane. Dave Smith noted every house Central Highlands had created had a porch. Joe Dunstan and Alan Grainger said the porches should be closer to the street instead of behind garages. Alan Grainger noted the open space was pushed to the south while the homes were located to the north, where trees *should* be located. Peter Perry asked Kelly Tayara about possible leeway in the HDDP and she replied that some setbacks may be reduced.

Billie Nash, resident of Nakata Ave, commented that if Wallace Way became the way residents entered and left, the quality of the Nakata neighborhood would be impacted. They preferred not to have Wallace Way extended.

Kelly Tayara summarized the DRB's task: Ensuring well designed open space, community amenities that were appropriate, enhanced sensitivity to pedestrians, and preservation of informal connections. The plan presented today did not allow the DRB to see these characteristics and was different than the plan originally presented at the public participation meeting. Dave Smith said they would continue working on creating undulating roads with undulating rain gardens, showing path connections and reconfiguring some of the carports to the side of the units.

Grow Community Amendment 2 Ph III (PLN13551F SPRA2)

Greg Lotakis, representing the applicant Asani, presented a second look at the site plan review amendment. He summarized the points of discussion at the last DRB meeting: the Shepard Way pedestrian experience, emphasizing Shepard Way storefronts, and use of too much concrete while leaving too little space for plants at the garage. Greg Lotakis described redesigns that addressed DRB concerns including pushing back the garage three feet on each side, adding texture to the concrete, and planting vertical landscapes such as climbing plants and trees (evergreen jasmine, hinoki trees, paperbark maples, dogwoods and sedum) to soften the look. Peter Perry suggested additional plantings and that mature trees should be considered. Greg Lotakis noted that the plantings would fill in and their past projects showed they didn't skimp on plants. Joe Dunstan noted the improvements in the revised plan and suggested using shadow as a design element. Greg Lotakis said they were working with the Historical Museum to add a storyboard of the project to the site.

There would be no change to the design of Building Q. Adding storefront and commercial spaces wouldn't work as well and their original design worked better for the community. They did lower the cedar siding in addition to shifting the buildings back three feet. Jason Wilkinson thanked Greg Lotakis for coming back with the revisions but added there were parts of the design he didn't like. He liked the concept of community use of storefront spaces.

Alan Grainger stated the Hearing Examiner put conditions on the subdivision which were incorporated into the City Council's approval of the project. The applicant was required to include the Hearing Examiner's conditions. What happened if the conditions weren't met by end of the project? Among the conditions:

- Bike path along Shepard was a condition, how would that be handled?
- 10' landscape buffer on Shepard Way should meet requirements of a Full Screen, per Hearing Examiner – Greg Lotakis should confirm that applicant is fulfilling requirement (there may not be enough space for 10'.)
- Was the easement through the Pavillion in place?

Citizen Charles Schmid asked about the entrance to the path on the waterfront trail.

Planning Manager Josh Machen stated paths/sidewalks can exist within a 10' landscape buffer along Shepard Way. Josh Machen asked if the DRB was prepared to make a formal recommendation. Alan Grainger stated that they'd trust him to enforce the Hearing Examiner's conditions of the project.

Motion made by Alan Grainger: *We have reviewed Grow Community Phase 3 and we are recommending approval of revised plans submitted today 11-21-16 with one condition: that the applicant ensures full screen requirements per the*

*Hearing Examiner's condition 42 are met and that Josh (Machen) confirms whether a 10' wide landscape buffer can be met. Josh (Machen) can give a vocal response at a later meeting. **Peter Perry added to the motion:** to make a time restraint requirement to confirm landscape (hinokis) meet 12 ft in 3 years. **Jason Wilkinson adds to the motion:** a recommendation of introducing storefronts on the ground floor.*

***Grainger/Wilkinson:** The motion carried 5-0.*

Bainbridge Landing (PLN50520 SPR)

Charlie Wenzlau, representing Bainbridge Landing, presented external material designs for review. He showed three options:

- Option #1 Hybrid (wood in multiple places, other materials)
- Option #2 Durable (prefinished, interlock system)
- Option #3 Natural (new scheme) sheets and panels, rusted look (most expensive option)

Alan Grainger and Joseph Dunstan preferred earth tones over the light/white colors. Joseph Dunstan thought the colors and scale of the project worked together. Charlie Wenzlau pointed out how shadows projected by windows created dimensionality. Jason Wilkinson commented stain might wear off the materials, bleeding into other structures. Peter Perry stated he didn't like steel buildings and Jason Wilkinson said corten steel was made of recycled material and added dimension. Charlie Wenzlau said Bainbridge Landing was researching materials to see which had best long term value. Neighbor Mark Epstein was happy that DRB members preferred dark colors and unit differentiation by color. Alan Grainger said a natural color palette and texture distribution using sustainable materials that have a wood like appearance would be preferred for the project.

***Motion:** Upon reviewing the final color and material selections for this project, we prefer the natural palette for color and don't feel strongly about the materials but we aren't fond of corrugated materials and we have questions about appropriateness of corten for a building of this nature.*

***Grainger/Dunstan:** Motion carried 4-1 (Wilkinson against).*

City Code Change Process

Alan Grainger recommended moving this discussion to the next meeting.

New/Old Business

Until further notice, the meeting start time should remain 2 pm.

The meeting was adjourned at 5:05 pm by Alan Granger.



**Design Review Board
Regularly Scheduled Meeting Minutes
Monday, November 21, 2016**

Approved by:

Alan Grainger, Chair

Lara Lant, Administrative Specialist

DRAFT



CITY OF
BAINBRIDGE ISLAND

CITY OF BAINBRIDGE ISLAND
DESIGN REVIEW BOARD - REGULAR MEETING
November 21, 2016

PLEASE PRINT

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ORDINANCE NO. 2014-19

AN ORDINANCE of the City of Bainbridge Island, Washington, clarifying the composition, organization, and duties of the Design Review Board, and amending Section 2.14.040 of the Bainbridge Island Municipal Code.

WHEREAS, the City has established a Design Review Board to serve in an advisory capacity in connection with city-adopted design guidelines;

WHEREAS, the City Council desires to clarify the composition, organization, and duties of the Design Review Board;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Section 2.14.040 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

A. Membership – Appointment – Term.

1. There is created a design review board (board) for the city. The design review board shall consist of seven members who shall be appointed by the mayor and confirmed by the city council. Board membership shall include at least one representative with expertise in the following disciplines and/or groups: landscape architecture; urban design; public art committee or local artist; developers; at-large community member; and at least two architects. The members of the design review board shall not be officers or employees of the city or appointed to another city committee, board or commission, except for specialized committees or task forces of limited duration.

2. The members of the board shall serve without compensation. The terms for appointed members shall be three years, commencing on July 1 and ending on June 30 three years later. Members shall be appointed to a position number, and the tTerms are to be staggered, with no more than three positions expiring in any given year. A member may be re-appointed, and shall hold office until his or her successor has been appointed and has qualified. No member shall serve more than three consecutive terms unless the city council determines that special expertise is required, or there are no other qualified applicants.

B. Vacancies – Removal. In the event of a vacancy, the mayor, subject to the confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the city’s appointment cycle. Unexcused absence by any member from three consecutive meetings shall constitute grounds for removal. Members may be removed ~~by the mayor~~ upon a majority vote ~~consent~~ of the city council.

C. Organization.

1. The board shall ~~annually~~ select one member to serve as chair for a one-year term at the first regular meeting of each year.
2. The board shall adopt such rules and regulations as are necessary to accomplish its duties and responsibilities. These rules and regulations shall be published on the city’s web site ~~placed on file with the city clerk.~~
3. The city shall provide necessary supplies and support staff to the board, consistent with available resources.
4. The city shall provide city email accounts to board members and related training on the use of email accounts, including personal computer privacy expectations while serving on the board.

D. Duties and Responsibilities. The board shall have the following duties and responsibilities:

1. Serve in an advisory capacity to the director, hearing examiner, and planning commission, as applicable, regarding site plan and design reviews and conditional use permits pursuant to BIMC 2.16.040, 2.16.050, and 2.16.110 that are subject to city-adopted design guidelines. Applications related to single-family residences such as family day care homes, minor/major home occupations, and single-family residential height variations are exempt from design review board consideration. In addition, applications related to utility facilities and to outdoor recreation facilities are exempt from design review board consideration.
2. Review and make recommendations to the planning commission and the city council on changes, amendments and/or additions to the design guidelines.

3. Serve in an advisory and review capacity to housing design demonstration project applications pursuant to BIMC 2.16.020.Q, including those design demonstration project applications involving land subdivision.

4. Such other duties and responsibilities as may be provided by resolution or ordinance of the city council.

5. Report annually to the city council prior to the start of the budget process.

E. Open Meetings. All board meetings shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter 42.30 RCW). The board, in its discretion, may allow interested citizens to speak and submit documents.

F. Public Records. For meetings consisting of a majority of the then serving members, the board shall provide public notice of the meeting and shall keep a record of its meeting minutes. Minutes of each meeting, including a record of attendance, shall be prepared by the secretary and approved and signed at a subsequent meeting. The minutes do not need to reflect the actual discussion, but only the formal actions taken by the design review board. The approved meeting minutes shall be posted on the city's web site.

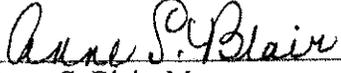
G. Quorum. A majority of the appointed members then serving on the board shall constitute a quorum.

HG. Conflict of Interest. Design review board members shall sign a conflict of interest statement in accordance with the city's ethics program upon appointment and any reappointment. If a design review board member is an applicant for an application under review by the board, has a financial interest in a project, or is a paid or unpaid advocate, agent or representative for such applicant, the board member shall not participate in review of and recommendation on the application, and he or she will be asked to leave the meeting facility prior to commencement of discussion of that agenda item.

Section 2. This ordinance shall take effect and be in force five (5) days from its passage, approval, and publication as required by law.

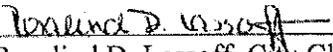
PASSED BY THE CITY COUNCIL this 12th day of May, 2014.

APPROVED BY THE MAYOR this 12th day of May, 2014.



Anne S. Blair, Mayor

ATTEST/AUTHENTICATE:



Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:	April 23, 2014
PASSED BY THE CITY COUNCIL:	May 12, 2014
PUBLISHED:	May 16, 2014
EFFECTIVE DATE:	May 21, 2014
ORDINANCE NUMBER:	2014-19