



CITY OF  
BAINBRIDGE ISLAND

PLANNING COMMISSION  
REGULARLY SCHEDULED MEETING  
THURSDAY, APRIL 28, 2016  
6:00 – 8:30 PM  
COUNCIL CHAMBER  
280 MADISON AVE N  
BAINBRIDGE ISLAND, WA 98110

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## AGENDA

- 6:00 PM CALL TO ORDER**  
Call to Order, Agenda Review, Conflict Disclosure
- 6:05 PM REVIEW AND APPROVAL OF MINUTES**  
February 25, 2016 Meeting
- 6:10 PM PUBLIC COMMENT**  
Accept public comment on off agenda items
- 6:15 PM HISTORIC PRESERVATION ORDINANCE**  
Study Session
- 7:00 PM PUBLIC COMMENT ON COMPREHENSIVE PLAN UPDATE**
- 7:10 PM 2016 COMPREHENSIVE PLAN UPDATE**  
Housing Element
- 8:15 PM PUBLIC COMMENT ON COMPREHENSIVE PLAN UPDATE**
- 8:25 PM NEW/OLD BUSINESS**
- 8:30 PM ADJOURN**

***\*\* TIMES ARE ESTIMATES\****

Public comment time at meeting may be limited to allow time for Commissioners to deliberate. To provide additional comment to the City outside of this meeting, e-mail us at [pcd@bainbridgewa.gov](mailto:pcd@bainbridgewa.gov) or write us at Planning and Community Development, 280 Madison Avenue, Bainbridge Island, WA 98110

**For special accommodations, please contact Jane Rasely, Planning & Community  
Development 206-780-3758 or at [jrasely@bainbridgewa.gov](mailto:jrasely@bainbridgewa.gov)**



**CITY OF BAINBRIDGE ISLAND  
REGULAR PLANNING COMMISSION MEETING  
THURSDAY, February 25, 2016  
6:00 p.m.-8:30 p.m.  
CITY COUNCIL CHAMBER  
280 MADISON AVE N  
BAINBRIDGE ISLAND, WASHINGTON**

CALL TO ORDER - Call to Order, Agenda Review, Conflict Disclosure  
REVIEW AND APPROVAL OF MINUTES - November 19 and December 10, 2015 Planning Commission Meetings

PUBLIC COMMENT - Accept public comment on off agenda items

PUBLIC COMMENT ON COMPREHENSIVE PLAN UPDATE

2016 COMPREHENSIVE PLAN UPDATE

- *Revised Climate Change Guiding Principle*
- *Water Resources Element*

GENERAL LTD. SHORELINE MASTER PROGRAM AMENDMENT - Study Session

AQUACULTURE LTD. SHORELINE MASTER PROGRAM AMENDMENT – Study Session

PUBLIC COMMENT ON COMPREHENSIVE PLAN UPDATE

NEW/OLD BUSINESS

ADJOURN

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**CALL TO ORDER - Call to Order, Agenda Review, Conflict Disclosure**

Vice Chair William Chester called the meeting to order at 6:00 PM. Commissioners Macchio, Killion, Quitslund, Gale and Lewars were all in attendance while Chair Mack Pearl was absent and excused. City Staff in attendance were Interim Planning Director Joe Tovar, Senior Planner Jennifer Sutton, Senior Planner Christy Carr and Administrative Specialist Jane Rasely who monitored recording and prepared minutes. The agenda was reviewed. Regarding conflict disclosure, Commissioners Gale and Macchio said they would be making statements at the appropriate time.

**REVIEW AND APPROVAL OF MINUTES – November 19 and December 10, 2015 Planning Commission Meetings**

**Motion: I move adoption of the minutes for November 19, 2015 as distributed.**

**Quitslund/Lewars: Passed Unanimously**

Commissioner Gale suggested one sentence on page 2 of the December 10, 2016 minutes needed completing. Ms. Rasely agreed to fix that based on the meeting tape.

**Motion: I move the minutes for December 10, 2016 be adopted as corrected.**  
**Gale/Killion: Passed Unanimously**

**PUBLIC COMMENT - Accept public comment on off agenda items**

None.

**PUBLIC COMMENT ON COMPREHENSIVE PLAN UPDATE**

**Lara Hansen, EcoAdapt** – Stated she had been working on incorporation of climate change into the Comprehensive Plan for a while. She referred the Commissioners to the second version she had submitted saying she thought the scope of what they were working on was fantastic and having a Guiding Principle on climate change was really par for the course now in Comprehensive Plan updates if they were to be effective going into the future. She recommended they refocus the Guiding Principle to maximize the effectiveness of it throughout the Comprehensive Plan. She proposed a slight modification of the overall Goal (which she felt laid out some really good pieces but did not encompass both issues of shifting condition and the effects that are caused. She highlighted three Policies coming off that Goal:

1. Reducing greenhouse gas emissions;
2. Climate resilience;
3. Framework policy.

Dr. Hansen continued saying if there was a Guiding Principle with those three parts, it would be extremely valuable to all decision making across the Comprehensive Plan as well as highly applicable to the day to day work of people working for the City. She stated she was available to answer any questions about this and gave a litany of her qualifications including that she had been working on issues relating to adaptation and how to develop plans around climate change for over 20 years helping people around the globe do this, had a PhD in climate related work and was a member of the Inter-governmental Panel on Climate Change.

Commissioner Macchio asked Dr. Hansen to condense Policy 7.3 into a shorter sentence. Dr. Hansen stated there needed to be two components; vulnerability assessment and mitigation of vulnerability.

**2016 COMPREHENSIVE PLAN UPDATE**

Interim Director Joe Tovar gave comments on the proposed changes to Guiding Principle #7 and its corresponding Policies ultimately recommending from City Staff the Commission adopt the changes. Commissioner Macchio asked for help in re-wording part of Guiding Policy 7.3 seeking to specifically substitute a different word for “likelihood.” Discussion ensued with the final Policy 7.3 reading, “Evaluate the climate vulnerabilities and implications of city actions and identify *policies* that alleviate those vulnerabilities.”

**Motion: I move we do it.**  
**Gale/Lewars: Passed Unanimously 6-0**

Planner Sutton gave an introduction to the Water Resources Element saying it was the first of 2-3 study sessions on the Element. She reminded the Commission that the Utilities related Policies had been removed from the Water Resources Element to the Utility Element.

Commissioner Killion opened discussion on the Water Resources Element by referencing Melanie Keenan's letter to the Commissioners asking about the long term vision for plentiful water for the future and whether they should separate out other sources of water besides the aquifers.

Commissioner Macchio stated if drinking water and stormwater were going to be taken out of the Water Resources Element, perhaps it should be renamed the Groundwater Element. The Commissioners concluded that all water policies should be combined into the Water Resources Element and the utilities should all be contained in the Utility Element.

### **PUBLIC COMMENT ON COMPREHENSIVE PLAN UPDATE**

**Lara Hansen, EcoAdapt** – Stated that given Commissioner Macchio's astute assessment of how water works on the Island, she was a little worried about the separation of the Utility piece of the water from the rest of the conversation about the water, since the importance of thinking about water and water resources has to do with both supply and demand and de-coupling those has some danger inherent in it. Dr. Hansen also stated the role of water in the Environmental Element was important. The first time she looked at the Environmental Element and didn't realize there was also a Water Resources Element, she thought they apparently did not care about water. What she thought the Water Resources Element could potentially do for them (clear recognition of the water utility component in the Utilities chapter being important to holistic thought on utilities) was to figure out what the various connections between the various aspects of water on the Island were. Dr. Hansen felt it would give one comprehensive overview of how to think about and plan for the use of water on the Island going forward.

**Ron Peltier, City Council** – Stated he was listening with great interest to the conversation about where things about water should be located in the Comprehensive Plan. His feeling was it would not hurt to have some redundancy. He was beginning to understand why some of the Commissioners wanted to put it all in one Element so that it could all fit together as one Element. Mr. Peltier was personally hesitant to move everything about water out of the Environmental Element. Redundancy was not a problem to him as long as there is the one Element where everything resided and then could also be repeated in the other Elements. He stated they had done that in the past with things like Overriding Principles and other ideas that run through the Comprehensive Plan. He said he would not be so concerned with making the Comprehensive Plan so concise as to be overly concerned about a few redundancies.

### **GENERAL LTD. SHORELINE MASTER PROGRAM AMENDMENT**

Planner Christy Carr presented an update on the limited amendment occurring with the Shoreline Master Program stating why the City had a good, flexible and innovative document that just needed a little fix to make it more understandable. She presented topics for future discussion including:

1. Consolidate and simplify regulations related to shoreline buffer.
2. Vegetation Alteration and Maintenance
3. Alterations to Existing Structures
4. Mitigation Requirements
5. Geologically Hazardous Areas
6. General Clean-up

7. Other
8. Permit Assistance

Commissioner Gale asked how this limited amendment affected the overall protection of the shoreline. Ms. Carr stated the intent of a limited amendment was not to change regulations or policies, but to clarify intent. Commissioner Lewars asked if this limited amendment was to correct inconsistencies. Ms. Carr stated that was part of it and that inconsistency was a sort of umbrella over the whole document.

### **AQUACULTURE LTD. SHORELINE MASTER PROGRAM AMENDMENT**

Commissioner Gale recused herself from discussion of the Aquaculture Limited Amendment stating:

“I am recusing myself from the discussion of the limited amendment regarding industrial aquaculture and I want you to know the background of my action tonight.

When the City Council adopted the Shoreline Master Program update in July, 2015, on which several members of this current Planning Commission worked, the City was basically forced by the Department of Ecology to accept extensive industrial aquaculture development of our shorelines. At that time, the City was told if they wanted to object to the changes demanded by DOE, it could be a battle of several years (8 years was mentioned in the discussion). Given that, the City Council agreed to adopt the required amendments while stating that they were in principle opposed to DOE’s actions in this particular matter.

After attending a Salish Sea Conference that same spring, I had become much more aware of the extent of the habitat destruction caused by the aquaculture industry, so it bothered me greatly when DOE erased the work of the SMP teams of the City and substituted their own language for our regulations. At that point, I decided to hire an attorney and file an appeal with the Growth Management Hearings Board on the aquaculture issues alone. I sought support in this effort from several organizations both on the island and within the Puget Sound region to help me with this appeal.

My reasons for filing this appeal and arguing for stronger regulations of this industry stem from my desire to continue to have critical habitat for forage fish and for salmon smolt to hangout around our shoreline (and BI is blessed with habitat which is very important for these species.) I grew up in this area and I want to see the Orcas continue to survive in the Salish Sea. Without forage fish there will be no salmon. Without salmon, there will be no Southern Resident Orcas.

Because I needed to intervene to help the City bring better controls to our shorelines in this aquaculture matter, I am now precluded from participating in the discussion as a member of the Planning Commission. If there is conflict of interest here, it is an ethical one in that I am fighting for the long-term health of Puget Sound and the species which live there. Other than spending my own funds to pay our attorney, I have no financial stake in any part of this matter.”

Commissioner Macchio: “I am a member of the Bainbridge Alliance for Puget Sound which is a group on the Island that I believe in with my heart and soul because they want the best for our island environment. But they are also the group that helped bring the challenge on this aquaculture SMP. I am a member of that group. I am not involved with the litigation. I do not follow it and am not intimately working on the settlement agreement. I come from a place of a government agency that has a very strong ethics policy and the policy about recusal is about if there is even a perception that someone thinks you have a conflict of interest even though you don’t, it’s best to recuse yourself. So in the interest of not having the Planning Commission or City come under fire because I am voting on this (even though I feel very passionate about it), I am going to choose to step down and not be a part of the Planning Commission as you think about moving forward on this. I just want to say that these kinds of things, these kinds of perceptions of whether there is a financial benefit or whether you have a bias or anything like that, I just don’t want this Commission to come under attack for any kind of reason so I am happy to step down and be on the other side and be the public listening to you deliberate about this. “

In discussion of the Aquaculture Limited Amendment, Ms. Carr stated the City essentially wanted to bring a limited amendment forward and process it so that after local process and adoption, it would be approved by the Department of Ecology. She also explained that the separate limited amendments were to keep all the separate parties on track. Conversation continued around private and public ownership of tidelands, who could lease their tidelands and commercial aquaculture operations of which there was only one on Bainbridge Island located at Bloedel Reserve.

#### **PUBLIC COMMENT**

**Elise Wright, Bainbridge Alliance for Puget Sound** – Stated that earlier in the day she had sent the Commissioners information via e-mail with links to a slideshow prepared two years ago by Bainbridge citizens when they first became concerned about the potential effects of industrial level aquaculture on the Island shorelines. She wanted be sure the Commissioners had the opportunity to research and learn about what their concerns were before their discussion in March. Ms. Wright brought copies of her e-mail that were distributed to the individual Commissioners.

#### **NEW/OLD BUSINESS**

None.

#### **ADJOURN**

The meeting was adjourned at 7:32 PM.

Accepted by:

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William Chester, Vice Chair

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Jane Rasely, Administrative Specialist



CITY OF  
BAINBRIDGE ISLAND

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

MEMORANDUM

DATE: APRIL 21, 2016  
TO: PLANNING COMMISSION  
FROM: HEATHER BECKMANN  
SENIOR PLANNER  
SUBJECT: STUDY SESSION ON *HISTORIC PRESERVATION ORDINANCE REVISIONS*

I. BACKGROUND

On March 17, 2015, the City Council approved a work plan for the Historic Preservation Commission with a task to implement the revised Comprehensive Plan goals and policies related to historic preservation (adopted on 11/25/2013) by amending Bainbridge Island Municipal Code (BIMC) *Chapter 18.24, Historic Preservation Program*.

On November 19, 2015 the Historic Preservation Commission (HPC) briefed the Planning Commission (PC) on the existing historic preservation code and the proposed amendment. The PC had the opportunity to comment, ask questions, and direct the HPC and Staff on a proposed amendment. Overall, the PC proposed no substantive changes and the HPC and Staff proceeded to work on a revised ordinance.

On February 22, 2016, the HPC & Staff held an Open House to discuss the current ordinance and proposed amendment. The City invited approximately 2,500 homeowners of buildings over 50 years in age to attend the Open House. Approximately 100 people attended. Following that meeting, the HPC & Staff amended the ordinance to reflect some of the suggestions voiced at the Open House.

II. HISTORIC PRESERVATION ORDINANCE

The proposed ordinance proposes three new classes of historic properties ranking from an honorary designation (Historic Island Farm) to a protected status (Heritage Properties). In between these classes, is a 'register eligible' designation, which is intended to recognize properties eligible for but not listed on our local register.

For each new class there is a process for identifying and approving these properties, reviewing changes/alteration and demolitions of these buildings as well as appealing decisions on these actions. As proposed, the PC, Planning Director, City Council and Hearing Examiner will each take on new duties when reviewing these properties.

Specifically, the PC is being asked to hear appeals to 1)the Planning Director's decision on a building permit for a change/alteration to a property on the local register and 2) the Historic Preservation Commission's decision that a property is 'register eligible'.

***Planning Commission Action:*** Review and confirm amendments of the Historic Preservation Ordinance. The Commission should ask questions of staff about the information presented.

## II. NEXT STEPS

Based on the Planning Commission's recommendation, staff will either bring forward amendments to Title 2 to reflect the Planning Commission's new duties and/or any proposed changes to the ordinance at a second Study Session on May 12<sup>th</sup> or a Public Hearing on May 19<sup>th</sup>.

	<b>Local Register Eligible</b>	<b>Local Register</b>	<b>Heritage Properties</b>	<b>Historic Island Farm</b>
<b>Criteria</b>	Same as Local Register	Outlined in 18.24.040A	Must meet all criteria in 18.24.030A	Currently in use for farming or maintained as open space; was a farm prior to 1965; at least 2.5 acres; and at least 25% in use for farming or open space
<b>Who Identifies</b>	HPC	Owner, HPC, General Public (with owner's consent)	Owner, HPC, City Council	Owner, HPC, General Public (with owner's consent)
<b>Who Approves</b>	HPC	HPC w/owner consent	Council after reviewing HPC recommendation	HPC
<b>Changes/Alterations</b>	HPC reviews/comments to Building Official	Requires Certificate of Appropriateness from HPC	HPC review/comments, PD decides issues a COA	N/A
<b>Demolition</b>	Owner prepares analysis for HPC review; approval by Planning Director	Owner prepares analysis for HPC review and approval	Owner prepares analysis for HPC review/comments, approval by City Council	N/A
<b>Appeals</b>	Planning Commission (of eligible determination) PC's Determination: City Council Council's Decision: HE Further appeals-Kitsap Superior Court	Nomination: Planning Commission (PC); Changes/Alterations – PC Demolition – Council Appeal of Nomination/ Changes/Alts: HE Further appeals-Kitsap Superior Court	Nomination: Hearing Examiner (HE) Changes/Alterations: HE Demolition: HE Appeal of Nom/Changes/Alts: Kitsap Superior Court	N/A
<b>Other</b>	<ul style="list-style-type: none"> <li>Incentives if placed on register</li> </ul>	<ul style="list-style-type: none"> <li>Signage Provided</li> <li>Zoning Relief available where appropriate</li> <li>Eligible for possible property tax freeze</li> <li>Possible zoning relief</li> </ul>	<ul style="list-style-type: none"> <li>Signage Provided</li> <li>Demolition by neglect provision applies</li> <li>Eligible for tax incentives if on local register</li> <li>Possible zoning relief</li> </ul>	<ul style="list-style-type: none"> <li>Signage provided</li> <li>Honorary designation only</li> </ul>



**ORDINANCE NO. 2016-XX**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, relating to historic preservation; amending Bainbridge Island Municipal Code Section 2.16.050 Minor conditional uses, Chapter 18.24 Historic Preservation Program and Section 18.36.030, Definitions.

**WHEREAS**, the City Council approved a work plan for the Historic Preservation Commission on March 17, 2015 to include amending the BIMC Chapter 18.24 *Historic Preservation Program*; and

**WHEREAS**, the suggested amendments were presented to the Planning Commission who directed staff to bring forward an ordinance to implement the changes; and

**WHEREAS**, the historic preservation commission and staff held an Open House on February 22, 2016 to discuss the proposed amendments with members of the public; and

**WHEREAS**, the planning commission conducted a study session on Ordinance No. 2016-XX on April 28, 2016 and conducted a public hearing on XX, 2016; and

**WHEREAS**, the City Council discussed Ordinance No. 2016-XX on X, 2016 and conducted a public hearing on X, 2016; and

**WHEREAS**, notice was given on X, 2016 to the Office of Community Development at the Washington State Department of Commerce in conformance with RCW 36.70A.106;

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

**Section 1.** Section 2.16.050 of the Bainbridge Island Municipal Code is amended to read as follows:

F. Heritage and Local Register Conditional Use Decision Criteria. A proposal to modify development standards (such as setbacks, open space, lot coverage, landscape buffers, and parking requirements) and/or to allow a use for otherwise permitted for a structure on the local and/or Heritage Register shall meet the following criteria:

1. BIMC 2.16.050.D 1-10, Nonagricultural Minor Conditional Use Decision Criteria, and
2. The use shall be compatible with the existing design and/or construction of the structure without significant alteration.

**Section 2.** Chapter 18.24 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

**Chapter 18.24  
HISTORIC PRESERVATION PROGRAM**

Sections:

- 18.24.010 Purpose and relationship to zoning and building codes.
- 18.24.020 Historic preservation commission.
- 18.24.030 List of heritage properties.
- ~~18.24.0340~~ Local register of historic places.
- ~~18.24.0450~~ Changes or alterations to historic properties located on local register.
- 18.24.060 Demolition of historic properties.
- ~~18.24.0570~~ Appeal of denial of a waiver or a certificate of appropriateness process.
- ~~18.24.0680~~ Review and monitoring of properties for special property tax valuation.
- ~~18.24.0790~~ Fort Ward historic overlay district.
- 18.24.100 Heritage tree
- 18.24.110 Historic sign program
- 18.24.120 Historic island farms

**18.24.010 Purpose and relationship to zoning and building codes.** 

A. Purpose. The purpose of this chapter is to provide the process and standards for identifying, evaluating and protecting historic resources within the city ~~and for preserving and rehabilitating eligible historic properties within the city for future generations through a special valuation tax incentive~~ in order to:

1. Safeguard the heritage represented by those buildings, objects, sites and structures that reflect significant elements of the city’s history;
2. Foster civic and neighborhood pride in the beauty and accomplishments of the past;
3. Stabilize or improve the aesthetic and economic vitality and values of such buildings, objects, sites and structures;

4. Assist, encourage and provide incentives to private owners for the preservation, restoration, redevelopment and use of historic buildings, objects, sites and structures;
5. Promote and facilitate the early identification and resolution of conflicts between preservation of historic resources and alternative land uses; and
6. Conserve valuable material and energy resources by ongoing use and maintenance of the existing built environment.

This chapter also sets forth the provisions of the Fort Ward historic overlay district.

B. Relationship to Zoning and Building Codes. Nothing contained in this chapter shall be construed to repeal, modify or waive any zoning, land use or building codes, laws, ordinances or regulations that are otherwise applicable to ~~property~~ historic properties ~~listed on the local register~~, unless as provided by Zoning Code Relief. (Ord. 2011-02 § 2 (Exh. A), 2011)

C. Zoning Code Relief. Designated Register and Heritage properties may be authorized for a use not otherwise permitted in a certain zone. The director may approve said use through an Administrative Conditional Use (BIMC 2.16.050). The director may also waive or modify development standards such as: setbacks, open space, lot coverage, landscape buffers and parking requirements.

#### **18.24.020 Historic preservation commission.**

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A. Creation. The Bainbridge Island Historic preservation commission is hereby established, to operate and act in accordance with the provisions of this chapter.

B. Composition of the Commission.

1. The commission shall consist of seven members, who shall be appointed by the mayor and approved by the city council in accordance with this chapter. The commission shall include at least three members who have experience in identifying, evaluating and protecting historic resources and who are selected from among the disciplines of history, architecture, landscape architecture, architectural history, historic preservation, planning, cultural anthropology, archaeology, biology, geography, cultural geography, American studies, law, and real estate, referred to in this chapter as the “professional positions.” An action taken by the commission shall not be invalid due to the temporary vacancy of any or all of the professional positions, unless the certification agreement between the city and the State Historic Preservation Office (SHPO) provides otherwise.

2. All members of the commission must have a demonstrated interest and competence in historic preservation and possess qualities of impartiality and broad judgment.

3. All members of the commission shall serve without compensation.
4. Members shall not be employees or officers of the city or appointed to another city committee, board or commission, except for specialized committees or task forces of limited duration.
5. The commission shall select from among its members a chairperson and such other officers as may be necessary to conduct the commission's business for a one-year term at the first regular meeting of the year.

C. Term of Commission Members. Appointments shall be made for three-year terms, commencing on July 1st and ending on June 30th three years later. Members shall be appointed to a position number, and the terms are to be staggered, with no more than three positions expiring in any given year. A member may be reappointed, 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.

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

E. Powers and Duties. The commission shall:

1. Establish, maintain and periodically update a local historic inventory, which inventory shall be maintained in a form compatible with the state inventory, and may cooperate with, and advise the city council as requested on contracting with, the Bainbridge Island Historical Society or others, in connection with the establishment and maintenance of the inventory;
2. Establish and maintain the local register of historic places, as provided in BIMC 18.24.040;
3. Establish and maintain the Heritage register and identify Local Register-eligible properties as provided in BIMC 18.24.030 and 18.24.040;
4. Review nominations to the Local Register and designate properties for listing on the register, in accordance with BIMC 18.24.040;
3. 5. Review nominations to the list of Heritage properties and make recommendations to City Council for final designation;

6. Participate in the review process for nominations to the National Register of properties ~~within the city's boundaries~~, in accordance with the procedures established by the Washington State Department of Archaeology and Historic Preservation SHPO;

7. Review proposals to alter, reconstruct, remodel or restore the exterior of, move or demolish Local Register and Heritage properties as provided in BIMC 18.24.050;

8. Provide resources and advocacy for historic preservation consistent with comprehensive plan policy HP 1.2, which may include but are not limited to:

a. Participation in or promotion of public educational programs;

b. Fostering historic preservation through recognition of excellence in restoration of historic buildings, structures or sites;

c. Advising the city council or the planning commission as requested on matters of city history and historic preservation or actions affecting the historic resources of the city; and

d. Maintaining information on federal or state historic preservation programs, funding sources or incentives;

9. Serve as the local review board for the special valuation of historic property, and in that capacity determine and monitor the eligibility of historic property for special valuation in accordance with BIMC 18.24.080; ~~and~~

~~10. Review proposals to alter, reconstruct, remodel or restore the exterior of specific Fort Ward buildings as identified in Fort Ward Overlay District, BIMC 18.24.090 B.2, B.3 or C.1;~~ ~~and~~

11. Coordinate and collaborate with the Design Review Board when register eligible, heritage and local register properties are subject to design review;

12. Provide review and SEPA comments on projects that include a historic property;

13. Review nominations to the heritage tree register as provided in BIMC 18.24.100;

14. Review suggestions for city road end historical signage as provided in BIMC 18.24.110;

15. Compile a list of qualified Historic island farm properties as provided in BIMC 18.24.120;

16. Report an annual work plan to the city council with a proposed budget. ~~prior to the start of the budget process.~~

F. Rules and Standards of Commission.

1. The commission shall establish and adopt rules prescribing forms, standards and procedures consistent with applicable law, as necessary to carry out its duties. Standards for review under BIMC 18.24.030.A and 18.24.040 shall be based in part, and to the extent applicable, on the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, 48 CFR 44716, as updated and supplemented by the National Park Service, and the Secretary of the Interior's Standards for Rehabilitation, 37 CFR 67, as amended. All actions of the commission shall be carried out in accordance with its rules.

2. The commission shall meet at least monthly. Meetings shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter 42.30 RCW).

3. For meetings consisting of a majority of the then serving voting members of the commission, the commission 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 commission. The approved meeting minutes shall be posted on the city's web site.

4. The city shall provide city email accounts to voting members and related training on the use of email accounts, including personal computer privacy expectations while serving on the commission.

5. A majority of the voting members then serving on the commission shall constitute a quorum.

6. Members shall sign a conflict of interest statement in accordance with the city's ethics program upon appointment and any reappointment. (Ord. 2014-22 § 1, 2014: Ord. 2011-02 § 2 (Exh. A), 2011)

**18.24.030 List of heritage properties**

A. The commission shall review nominations of properties to be included on the List of Heritage Properties, a list of properties that the City has prioritized for long term preservation. Any building, structure, site or object, whether publicly or privately owned, may be nominated for listing as a Heritage Property.

B. Criteria for Listing. A property that meets each of the following criteria is eligible for listing.

1. Its loss would mean a diminution of the Island's special character;
2. It must be eligible for the Local Register of Historic Places;
3. It must possess most of its original architectural integrity, having no major exterior alterations or additions;
4. It is a significant contributor to its neighborhood's character; and
5. It is visibly accessible to the public.

C. Process for Designating Properties on the List of Heritage Properties.

1. Properties may be nominated by;

- \_\_\_\_\_ a. The owner,
- \_\_\_\_\_ b. The commission, or
- \_\_\_\_\_ c. The city council.

2. The commission shall examine each property and make a recommendation to city council, based on Heritage criteria, whether the property is eligible for Heritage consideration.
3. Property owners and the general public may bring properties to the attention of the commission for eligibility consideration.
4. Once a recommendation has been made, the commission shall notify the property owner and Planning and Community Development that the property is eligible for Heritage listing.
5. The property owner may petition the commission for reconsideration of its recommendations. The owner has 30 days to provide additional information to the commission which will arrange a meeting with the owner to review the petition.
- ~~6. If owner and Commission cannot agree on the determination the owner can appeal to the Planning Director.~~
7. Once the commission has made its recommendation and any petition for reconsideration, the recommendation shall be forwarded to the city council for a final determination. The council shall have 60 days to issue its determination subsequent to receipt of recommendation from the commission.
8. Once a property is placed listed as a Heritage Property, the property owner is expected to provide ordinary maintenance to the property to prevent deterioration and decay which threaten the historic features of the property.
9. If listed as a Heritage Property, the City shall make available a sign to place on the property indicating the historic designation.

D. Removal of Properties from the List of Heritage Properties. Properties may be removed from the List of Heritage Properties only by the commission, and concurrence by the council, if the commission and council determine the property no longer meets the criteria for inclusion.

### **18.24.0340 Local register of historic places.**

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A. Criteria for Designating Properties for Listing on the Local Register. Any building, structure, site or object, whether publicly or privately owned, may be designated for listing on the local register if it is significantly associated with the history, architecture, archaeology, engineering or cultural heritage of the community; it has physical integrity; it is at least 50 years old or is of lesser age but has exceptional importance; and it qualifies as at least one of the following:

1. Is associated with events that have made a significant contribution to the broad patterns of national, state, or local history;
2. Embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction;
3. Is an outstanding work of a designer, builder, or architect who has made a substantial contribution to the art;
4. Exemplifies or reflects special elements of the city's cultural, special, economic, political, aesthetic, engineering, or architectural history;
5. Is associated with the lives of persons significant in national, state, or local history;
6. Has yielded or may be likely to yield important archaeological information related to history or prehistory;
7. Is a building or structure removed from its original location but that is significant primarily for architectural value, or that is the only surviving structure significantly associated with an historic person or event;
8. Is a birthplace or grave of an historical figure of outstanding importance;
9. Is a cemetery that derives its primary significance from age, from distinctive design features, or from association with historic events, or cultural patterns;
10. Is a reconstructed building that has been executed in a historically accurate manner on the original site;
11. Is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and that does not fit into formal architectural or historical categories; or
12. Is listed on the National Register or the State Register.

B. Process for Determining Properties for the Local Register.

1. The commission shall use the current historic property inventory as a base list to determine which properties may be eligible. However, being on the inventory list is not a necessary prerequisite for eligibility determination.
2. The commission shall examine each property and make a determination, based on Local Register criteria, whether the property is eligible for the Local Register.
3. Property owners and the general public may bring properties to the attention of the commission for eligibility determination consideration.
4. Once determination has been made, the commission shall notify the property owner and Planning and Community Development that the property is eligible for Local Register.
5. The property owner may petition the commission for reconsideration of its determination. The owner has 30 days to provide additional information to the commission. The Commission will arrange a meeting with the owner to review the decision within 60 days of receipt of the additional information.
6. If the owner and commission cannot agree on the determination, the owner may appeal the decision of the commission to the Planning Commission.

#### C. Process for Designating Properties for Listing on the Local Register.

1. Any person, including the commission or any commission member, may nominate a building, structure, site, or object for listing on the local register; provided, that no property shall be nominated without the prior written consent of the owner.
2. The nomination shall include, when possible, the tax parcel number (and the UTM reference, if required for compatibility with the State Register) and a description of all interior and exterior features and outbuildings that contribute to its designation.
3. In reviewing the nomination, the commission shall consider the local inventory and the city's comprehensive plan, and the merits of the nomination, according to the criteria in subsection A of this section, and shall proceed according to the nomination review standards established in the commission's rules.
4. The commission shall provide public notice of the date, time and location of the meeting during which it will consider the designation nomination. Written notice of the date, time and location of the meeting shall be provided no later than 10 days prior to the meeting to the nominator, the owner(s) of public record and the lessees, if any, of the subject property. The commission shall further publish at least one notice of the meeting in a newspaper of general circulation in the city. The commission shall also post a notice on a conspicuous location on the subject property.
5. If the commission finds that the nominated property is eligible for listing on the local register, the commission shall list the property on the register, with the consent

of the owner of the property. The commenters, property owner, nominator and lessees, if any, shall be notified in writing of the listing no later than 30 days after the listing.

6. Once a property is placed on the local register the property owner is expected to provide ordinary maintenance to the property to prevent deterioration and decay which threaten the historic features of the property.

7. Properties listed on the local register shall be identified in the planning database maintained by the city and the listing shall be forwarded to the Kitsap County assessor for identification of the historical property in the Kitsap County zoning records.

7. If a property is added to the local register a notice of that status shall be added on the property title records.

8. The City shall make available a sign to place on the property indicating the historic designation.

D. Removal of Properties from the Local Register. Properties listed on the local register or eligible for the local register may be removed from the register only by the commission in accordance with this section. The commission may remove any property from the local register or eligible for the local register, with or without the owner's consent, if the commission deems the property no longer appropriate for designation to the local register or eligible for the local register because it no longer satisfies the original criteria in support of its designation. The procedure for removal shall be established by the commission and shall include the procedures for notification to the public and interested parties set forth in subsection B.4 of this section. (Ord. 2011-02 § 2 (Exh. A), 2011) If a property is removed from the historic register a notice of that change in status shall be added to the title records. (Ord. 2011-02 § 2 (Exh. A), 2011)

#### **18.24.0450 Changes or alterations to historic properties ~~located on local register.~~**

A. Review Required. No person shall ~~alter, reconstruct, remodel or restore the exterior~~ perform any work to ~~of a historic or register eligible property listed on the local register, other than ordinary repair or maintenance, emergency repair measures, or total or partial demolition,~~ without a review by, ~~and issuance of a certificate of appropriateness from the commission.~~ Historic properties require a certificate of appropriateness or a waiver and register eligible require review and comments from the commission. ~~In the case of a total or partial demolition of the property, a waiver of the certificate of appropriateness must be obtained from the commission prior to the demolition, in accordance with subsection B of this section. Failure to obtain the required certificate of appropriateness or waiver from the commission shall be grounds for removal of the property from the local register.~~

## B. Review Process.

1. The building official shall notify the commission of any application for a permit to alter, reconstruct, remodel or restore the exterior ~~perform work on or to demolish a historic or register eligible property listed on the local register~~. If the activity is not exempt from review, the commission shall notify the applicant of the review requirements.

2. The types of review varies by the type of property and is provided below:

a. Properties identified as register eligible receive comments from the commission after review of the building permit application. The commission may request the applicant to attend a meeting to discuss the proposal. The building official shall not issue a permit without comments from the commission.

b. Local register properties require a review and determination from the commission in the form of a certificate of appropriateness or waiver prior to the issuance of any permit from the building official.

c. Heritage properties require a review and recommendation from the commission to the planning director. The planning director shall issue a certificate of appropriateness or waiver prior to the issuance of any permit from the building official.

2. ~~The applicant shall apply to the commission for a review of the proposed work to Heritage and Local Register propertyies listed on the local register, and request a certificate of appropriateness or, in the case of demolition, a waiver.~~ Each application for review of proposed changes shall be accompanied by all information required by the commission pursuant to its established rules for review. Reviews shall be based on the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, 48 CFR 44716, as updated and supplemented by the National Park Service, and the Secretary of the Interior's Standards for Rehabilitation, 37 CFR 67, as amended.

3. For local register and heritage properties, ~~t~~The commission shall meet with the applicant and review the proposed work in accordance with the standards established in the commission's rules. Unless required by another ordinance or law, the commission shall not be required to provide public notice of the application. In the case of an application to perform work to the property, the commission shall complete its review and make its decision within 45 days after the date of receipt of the application. If the commission is unable to process the request within this time period, the commission may reasonably extend its review period for another 15 days upon written notice to the applicant. If the commission fails to issue a decision within 60

days of receiving the application, the application shall be deemed approved and the commission shall issue a certificate of appropriateness to the building official for local register properties or a recommendation to the planning director for heritage properties.

~~4. As part of the review process for an application to demolish or partly demolish the property, the applicant shall meet with the commission in an attempt to find alternatives to demolition. These negotiations may last no longer than 45 days from the initial meeting with the commission, unless either party requests an extension, in which case the negotiations may be extended for up to an additional 30 days. If no alternative to demolition has been agreed to within 45 days from the initial meeting with the commission, plus any extension, the commission shall approve or deny the application for a waiver and advise the official in charge of issuing a demolition permit of the decision. If the commission fails to issue a decision within 45 days from the initial meeting with the commission, plus any extensions, the application shall be deemed approved and the commission shall issue an unconditional waiver. When issuing a waiver, the commission may reasonably impose conditions designed to mitigate the loss of the property from the register. Property that is wholly demolished shall be removed from the register. Property that is partially demolished may be removed from the register, if deemed appropriate by the commission.~~

6. The commission and director's decision on any application shall be in writing and shall state the findings of fact and the basis for its decision. Any conditions to the certificate of appropriateness or waiver recommended by the commission or director and accepted by the applicant in this review process shall become conditions of approval of the permits issued. If the owner accepts the commission or director's recommendations and conditions, a certificate of appropriateness or a waiver shall be issued by the commission or director according to standards established in the commission's rules.

6. The commission or director's determination, recommendations and, if awarded, the certificate of appropriateness or a waiver shall be transmitted to the building official. If a certificate of appropriateness or waiver is awarded, the building official may then issue the permit.

7. If a certificate of appropriateness or waiver is denied, the building official shall not issue the permit.

~~a. If a property is added to the historic register a notice of that status shall be added on the property title records.~~

~~b. Removal from Historic Register. If a property is removed from the historic register a notice of that change in status shall be added to the title records. (Ord. 2011-02 § 2 (Exh. A), 2011)~~

**18.24.060 Demolition of historic properties.**

A. A certificate of demolition is required prior to the demolition of any historic property.

B. Review process for local register properties

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1. The applicant shall prepare a report for the commission analyzing the following alternatives (listed in descending order of preference) explaining why each alternative is or is not feasible:

a. Redesigning the project to avoid any impact to the historical structure or its setting;

b. Incorporating the structure into the overall design of the project;

c. Converting the structure into another use (adaptive use);

d. Selling the structure at no more than fair market value to an owner who will maintain the historic structure;

e. Relocating the structure on the property;

f. Relocating the structure to another property;

g. Salvaging from the structure historically significant architectural features and building materials; and

h. Documenting the structure as a whole and its individual architectural features in photographs, drawings, and/or text. Such documentation shall be submitted to, and archived by, the planning and community development department.

4. The review process for an application to demolish or partly demolish the property may last no longer than 45 days. The City shall notice the request to remove the property from the register following the noticing requirements in BIMC 2.16.020.K.5.

5. The applicant shall submit supporting documentation and meet with the commission. If no alternative to demolition has been agreed to within 45 days from

the initial meeting with the commission, plus any extension (for no more than 30 days), the commission shall approve or deny the application for a waiver and advise the official in charge of issuing a demolition permit of the decision. If the commission fails to issue a decision within 45 days from the initial meeting with the commission, plus any extensions, the application shall be deemed approved and the commission shall issue an unconditional waiver. When issuing a waiver, the commission may reasonably impose conditions designed to mitigate the loss of the property from the register. Property that is wholly demolished shall be removed from the register. Property that is partially demolished may be removed from the register, if deemed appropriate by the commission.

6. Possible mitigation measures include:

a) Documenting the historic resource, including photographic images of the building, architectural elements (both interior and exterior), special features and streetscapes.

b) Coordination with the HPC to determine architectural features and materials eligible for salvage and reuse.

c) The owner shall provide plaques or informational signs to identify the demolished historic structure.

7. If the commission finds that there is no feasible alternative to demolition, the commission shall issue a certificate of demolition. The commission may attach conditions to the certificate to mitigate the loss of the historic property. The certificate and any conditions shall become conditions of approval of the demolition permit issued. After the property is demolished, the commission shall initiate removal of the property from the register.

### C. Review Process for Heritage Properties

1. The applicant shall prepare a report for the city council analyzing the following alternatives (listed in descending order of preference) explaining why each alternative is or is not feasible:

a. Redesigning the project to avoid any impact to the historical structure or its setting;

b. Incorporating the structure into the overall design of the project;

c. Converting the structure into another use (adaptive use);

d. Selling the structure at no more than fair market value to an owner who will maintain the historic structure;

e. Relocating the structure on the property;

f. Relocating the structure to another property;

g. Salvaging from the structure historically significant architectural features and building materials; and

h. Documenting the structure as a whole and its individual architectural features in photographs, drawings, and/or text. Such documentation shall be submitted to, and archived by, the planning and community development department.

2. The City shall notice the application, provide a public comment period following the procedures in BIMC 2.16.020K.5.

3. The review process for an application to demolish or partly demolish the property may last no longer than 45 days. The applicant shall submit supporting documentation and first meet with the commission. If no alternative to demolition has been agreed to within 45 days from the initial meeting with the commission, plus any extension (for no more than 30 days), the commission shall recommend approval or denial of the application for a waiver and advise the official in charge of issuing a demolition permit of the decision. If the commission fails to issue a recommendation within 45 days from the initial meeting with the commission, plus any extensions, the application shall be deemed approved and the commission shall recommend an unconditional waiver to the city council. When recommending a waiver, the commission may reasonably impose conditions designed to mitigate the loss of the property from the register. Property that is wholly demolished shall be removed from the Heritage Register. Property that is partially demolished may be removed from the Heritage register, if deemed appropriate by the city council.

4. Possible mitigation measures include:

a) Documenting the historic resource, including photographic images of the building, architectural elements (both interior and exterior), special features and streetscapes.

b) Coordination with the HPC to determine architectural features and materials eligible for salvage and reuse.

c) The owner shall provide plaques or informational signs to identify the demolished historic structure.

5. If the commission finds that there is no feasible alternative to demolition, the commission shall recommend the issuance of a certificate of demolition to the city council. The commission may recommend conditions to the certificate to mitigate the loss of the heritage property. The certificate and any conditions may become conditions of approval of the demolition permit issued after a decision is made by the city council. After the property is demolished, the commission shall initiate removal of the property from the register.

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### **18.24.070 Appeal process.**

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~~The commission's denial~~ Any determination of register status of a historic property or decision on a building permit (including demolition permit) on any application for a certificate of appropriateness or waiver may be appealed by the applicant to the city council within 10 days of the date of the commission's decision. The appeal shall be filed with the city clerk and shall clearly state the grounds upon which the appeal is based.

~~The appeal shall be filed with the city clerk and shall clearly state the grounds upon which the appeal is based. The appeal shall be reviewed by the council only upon the records of the commission. The council's decision on the appeal may be appealed by the applicant to the Kitsap County superior court within 21 days after the date of the decision issued by the council. (Ord. 2011-02 § 2 (Exh. A), 2011). The appropriate bodies to appeal to are listed below by application type and decision.~~

1. A Determination of Register Eligible:
  - a. Determination: Planning Commission
  - b. Appeal of PC's determination: City Council
  - c. Appeal of City Council's Decision: Hearing Examiner
  - d. Appeal of Hearing Examiner's Decision: Kitsap Superior Court
2. Local Register
  - a. Nomination: Planning Commission
  - b. Changes/Alterations: Planning Commission
  - c. Demolition: City Council
  - d. Appeal of Nomination/Changes/Alterations/Demolitions: Hearing Examiner
  - e. Appeal of Hearing Examiner's Decision: Kitsap Superior Court
3. Heritage Property
  - a. Nomination: Hearing Examiner
  - b. Changes/Alterations: Hearing Examiner
  - c. Demolition: Hearing Examiner
  - d. Appeal of Nomination/Changes/Alterations/Demolitions: Kitsap Superior Court
4. Special Tax Valuation:
  - a. Kitsap County superior court under RCW 34.04.510 through 34.05.598 in addition to any other legal remedy. Any decision of the commission on the disqualification of historic property as being eligible for special valuation, or any other dispute, may be appealed to the Kitsap County board of equalization in accordance with RCW 84.40.038. (Ord. 2011-02 § 2 (Exh. A), 2011)

**18.24.0680 Review and monitoring of properties for special property tax valuation.**

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A. Special Valuation Program Established. Pursuant to Chapter 84.26 RCW, a local option program is hereby established that shall make available to owners of historic property a special tax valuation for the rehabilitation of the historic property, as set forth in Chapter 84.26 RCW and this section.

B. Application Process for Special Property Tax Valuation.

1. An applicant desiring to obtain special property tax valuation for historic property shall file a complete application with the Kitsap County assessor no later than October 1st of the year immediately preceding the first assessment year for which special valuation classification is requested. Applications filed after the October 1st deadline shall not be considered for special property tax valuation until the following year.

2. Complete applications shall include the following information and documentation:

- a. A legal description of the historic property;
- b. Comprehensive exterior and interior photographs of the historic property before and after rehabilitation;
- c. Architectural plans or other legible drawings depicting the completed rehabilitation work;
- d. A notarized affidavit attesting to the actual cost of the rehabilitation work completed prior to the date of application and the period of time during which the work was performed, with documentation of both to be made available to the commission upon request; and
- e. For properties located within National Register historic districts, a statement from the Secretary of the Interior, indicating the property is a certified historic structure as defined in WAC 254-20-030(2).

3. The Kitsap County assessor shall forward to the commission all complete applications for special property tax valuation for historic property within 10 days after receiving such applications.

C. Review Process.

1. The commission shall review each application for special tax valuation and determine: if the application is complete; if the subject property meets the criteria set

forth in RCW 84.26.030 and WAC 254-20-070(1); and if the subject property meets the criteria set forth in subsection D of this section. The commission shall review all timely applications, and shall enter a determination on the application no later than December 31st of the calendar year in which the application is made.

2. If the commission finds that a subject property is eligible and meets all criteria set forth in this section, the commission shall enter into an historic preservation special valuation agreement with the owner of the subject property, which agreement shall contain all terms required by WAC 254-20-120. Upon mutual execution of such an agreement, the commission shall approve the application.

3. If the commission determines that the subject property does not meet all the requirements of this section, the commission shall deny the application.

4. Commission decisions to approve or deny applications for special tax valuation shall be in writing, shall describe the facts upon which the determination is based, and shall be filed with the Kitsap County assessor within 10 days after the date of the decision.

5. For those applications approved by the commission, the commission shall forward a copy of the applicable historic preservation special valuation agreement, the application and all supporting documentation to the Kitsap County assessor. The commission shall also notify the State Review Board that the subject property has been approved for special valuation and shall monitor the subject property for continued compliance with the historic preservation special valuation agreement throughout the 10-year special valuation period.

6. The commission shall determine whether a property is disqualified from special valuation either because of the owner's failure to comply with the terms of the historic preservation special valuation agreement or because of a loss of historic value resulting from physical changes to the building or site. In the event that the commission concludes that a property is no longer qualified for special valuation, the commission shall notify the owner, the Kitsap County assessor and the State Review Board in writing and state the facts supporting its findings.

#### D. Criteria.

1. ~~Historic Property Criteria. Until the city becomes a certified local government, the class of historic property eligible for special valuation in the city includes all properties listed on the National Register or certified as contributing to a National Register historic district that have been substantially rehabilitated at a cost and within a time period that meets the requirements set forth in Chapter 84.26 RCW. After the city becomes a certified local government,~~ The class of historic property eligible for

special valuation in the city includes all properties listed on the local register or Heritage Properties that have been substantially rehabilitated at a cost and within a time period that meets the requirements set forth in Chapter 84.26 RCW.

2. Property Review Criteria. In its review of an application for special valuation of an historic property, the commission shall determine if the subject property meets each of the following criteria:

- a. The property is an historic property;
- b. The property is included within a class of historic property determined eligible for special valuation pursuant to subsection D.1 of this section;
- c. The property has been rehabilitated at a cost that meets the definition set forth in RCW 84.26.020(2) within 24 months prior to the date of application; and
- d. The property has not been altered in any way that adversely affects those elements that qualify it as historically significant, as determined by applying the standards set forth in WAC 254-20-100(1).

3. Rehabilitation and Maintenance Criteria. The commission shall use the Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties set forth in WAC 254-20-100 as the minimum requirements for determining whether an historic property is eligible for special valuation and whether the property continues to be eligible for special valuation once it has been so classified.

E. Agreement. The commission shall use the historic preservation special valuation agreement set forth in WAC 254-20-120 as the minimum agreement required by this section.

~~F. Appeals. A decision of the commission on an application for classification as historic property eligible for special valuation may be appealed to the Kitsap County superior court under RCW 34.04.510 through 34.05.598 in addition to any other legal remedy. Any decision of the commission on the disqualification of historic property as being eligible for special valuation, or any other dispute, may be appealed to the Kitsap County board of equalization in accordance with RCW 84.40.038. (Ord. 2011-02 § 2 (Exh. A), 2011)~~

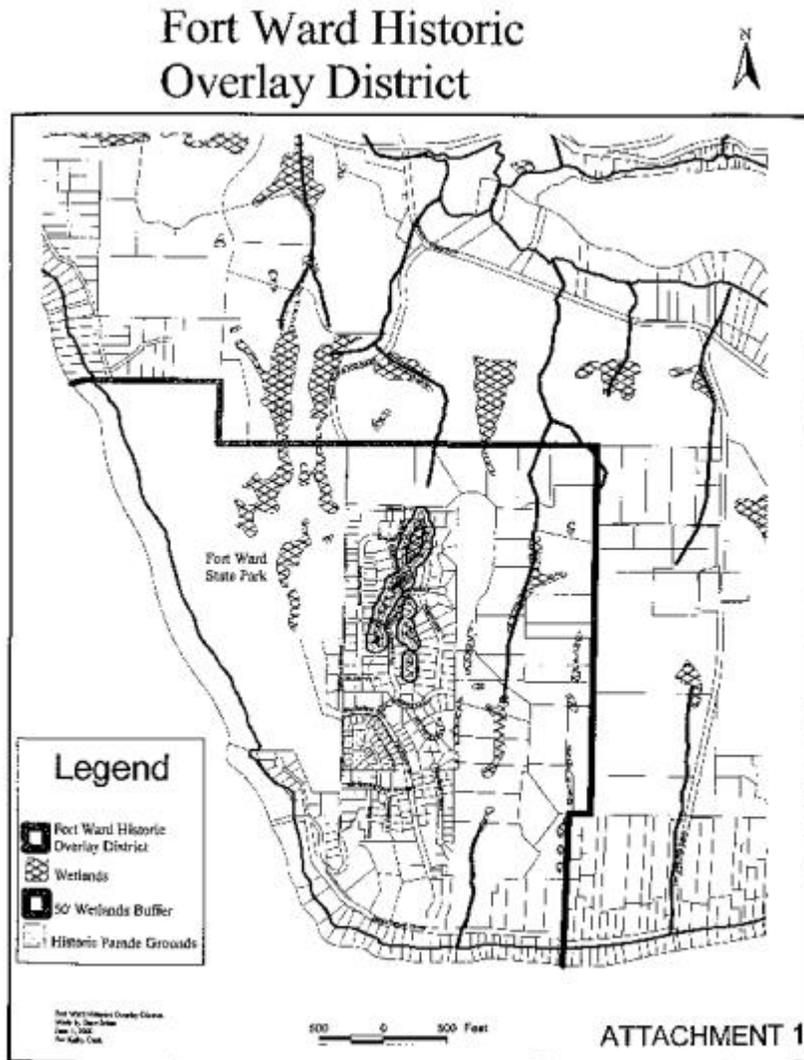
#### **18.24.0790 Fort Ward historic overlay district.**

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The following regulations apply to the Fort Ward historic overlay district and supplement those general standards contained in BIMC 18.24.010 through 18.24.060. In the case of conflict between the provisions of this section and the provisions of previous sections of this chapter, the provisions of this section shall apply. Any applications for development within the Fort Ward historic overlay

district not subject to the provisions of this section shall comply with the regulations for the underlying zone (R-2).

A. Establishment of Boundaries. The provisions of this section shall apply to the Fort Ward study area as shown on the following page, referred to as the Fort Ward historic overlay district.



B. Increases in Density.

1. Availability. Residential density bonuses may be available for providing affordable housing pursuant to Chapter 18.21 BIMC.

2. Building 16. The property tax identified as tax parcel number 112402-3-004-2003 containing a building of historical interest, identified as Building 16 on Attachment 2, shall be permitted an increase in density up to a total of eight units; provided, that

the majority of the dwelling units are located inside Building 16; and provided, that the following development standards are met:

- a. The exterior of the building is rehabilitated and maintained in accordance with the standards established in subsection D of this section.
- b. The proposed work is reviewed by the historic preservation commission, and a certificate of review is issued, in accordance with subsection E of this section.
- c. A minimum of five feet of partial screen perimeter landscaping shall be provided alongside and rear property lines. This requirement may be met by retaining existing vegetation on the property, or planting new vegetation. The perimeter landscaping requirement may be waived as part of the final decision on the permit, upon written agreement from adjoining property owners.
- d. Surface parking is encouraged to be located behind the building. Any surface parking that is adjacent to residential uses shall be fully screened so as to prevent headlights from shining on the adjacent residential uses.
- e. Parking may be located along the south property line; provided, that it is enclosed within a structure.
- f. The applicant shall provide community meeting space of not less than 500 square feet. This community meeting space may be provided within Building 16, or, upon approval by the city, this requirement may be met by the applicant making a financial contribution equal to the cost of constructing a 500-square-foot meeting space and one unisex bathroom stall within Building 16. If the financial contribution option is used:
  - i. The applicant shall submit current cost estimates to the city building official for the construction of the meeting space, as described in subsection B.2.f of this section, meeting all code requirements and the same level of finishes and quality of construction as used elsewhere in the interior of the building;
  - ii. The payment shall be held in a reserve account and may only be expended in support of the construction of a community meeting space in the Fort Ward historic overlay district;
  - iii. The payment shall be expended in all cases within five years of collection; and
  - iv. Any payment not so expended shall be refunded with interest to the property owners of record at the time of the refund; however, if the

payment is not expended within five years due to delay attributable to the developer, the payment shall be refunded without interest.

g. The applicant complies with the requirements of subsection G of this section prior to issuance of an occupancy permit.

3. Other Properties. Certain properties within the Fort Ward historic overlay district that contain a structure of historic interest, as identified on Attachment 2, shall be permitted to develop to the historic density as shown in Table 18.24.070-1; provided, that:

- a. The exterior of the building is rehabilitated and maintained in accordance with the standards established in subsection D of this section.
- b. The proposed work is reviewed by the historic preservation commission, and a certificate of review is issued, in accordance with subsection E of this section.
- c. The applicant complies with the requirements of subsection G of this section.

**Table 18.24.070-1: Fort Ward Historic Overlay District Additional Densities**

<b>Building Number</b>	<b>Tax Parcel Number</b>	<b>Density</b>
<b>Building 13</b>	11240230022005	Up to 3 units
<b>Building 18</b>	41470050010004	2 units
<b>Building 19</b>	41470050020102	2 units
<b>Building 20</b>	41470050030002	2 units
<b>Building 21</b>	41470050040001	2 units

C. Maintenance and Rehabilitation of Buildings of Historic Interest.

1. Buildings B and C. Buildings B and C (tax parcel number 8097000000007, a total of 10 units), as identified on Attachment 2, are buildings of historic interest that contribute to the character of the Fort Ward historic overlay district. Any project to alter, reconstruct, remodel, or restore the exterior of the subject buildings that requires permits from the city shall require review by the Fort Ward historic design review committee for compliance with the standards established in subsection D of this section and issuance of a certificate of review in accordance with the procedures established in subsection E of this section.

2. Other Buildings. The buildings shown in Table 18.24.070-2, and identified on Attachment 2, are buildings of historic interest that contribute to the character of the Fort Ward historic overlay district. The rehabilitation and maintenance of these buildings is to be encouraged. Any owner who wishes to alter, reconstruct, remodel, or restore the exterior of the subject buildings in a manner that maintains its historic character may request the review services of the historic preservation commission. The commission shall be available to review the proposed changes, and to advise the applicant as to design elements, construction techniques and materials that would be compatible with the historic character of the specific building.

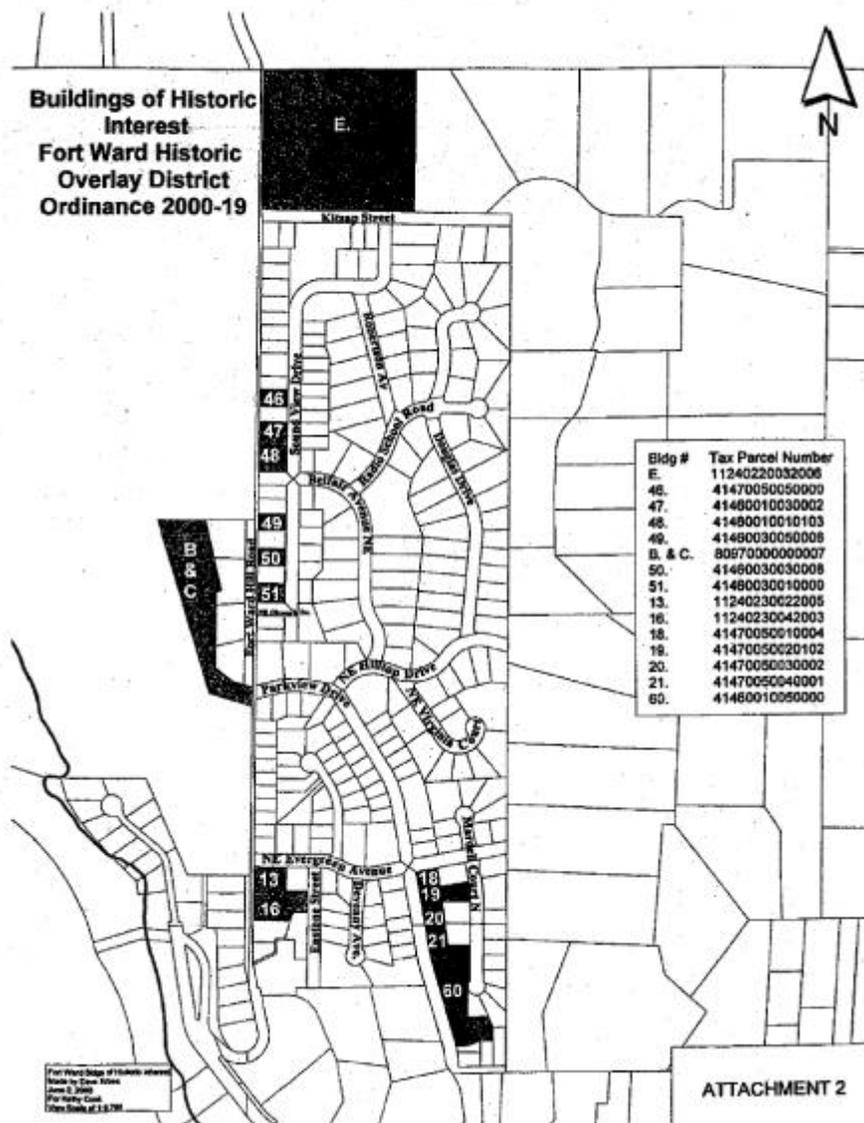
**Table 18.24.070-2: Fort Ward Historic Overlay District Other Buildings of Historic Interest**

<b>Building Number</b>	<b>Tax Parcel Number</b>
<b>Building E</b>	11240220032006
<b>Building 46</b>	41470050050000
<b>Building 47</b>	41460010030002
<b>Building 48</b>	41460010010103
<b>Building 49</b>	41460030050006
<b>Building 50</b>	41460030030008
<b>Building 51</b>	41460030010000

**Table 18.24.070-2: Fort Ward Historic Overlay District Other Buildings of Historic Interest**

<b>Building Number</b>	<b>Tax Parcel Number</b>
<b>Building 60</b>	41460010050000

The rehabilitation and maintenance of any other buildings of historic interest within the Fort Ward historic overlay district is to be encouraged. Any owner who wishes to alter, reconstruct, remodel, or restore the exterior of these buildings in a manner that maintains its historic character may also request the review services of the historic preservation commission.



D. Standards for Maintenance or Rehabilitation of the Exteriors of Buildings of Historic Interest.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its context.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Many properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

6. Deteriorated architectural features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of buildings, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.

10. New additions and related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

#### E. Application and Review by the ~~Fort Ward Historic Review Committee~~ Historic Preservation Commission

1. Certificate of Review Required. No applicant shall alter, reconstruct, remodel, or restore the exterior of the subject buildings pursuant to subsection B.2, B.3 or C.1 of this section, and no city permit or approval of such activity shall be issued without review by the historic preservation commission and without issuance of a certificate of review by the commission.

2. Preliminary Review. Upon submittal of application for site plan and design review permit or building permit, the applicant shall schedule a preliminary review meeting with the commission. A staff planner shall also attend the preliminary design review meeting. Prior to the review meeting, the applicant shall provide commission members with “as is” photographs of the subject building and site; a site plan showing the location of the building or buildings; the proposed method of cleaning and

treating masonry and other surfaces; exterior elevations of the front and side with a description of the proposed type and finished color of exterior siding, proposed windows and roofing to be used; and proposed architectural features and trim. All diagrams shall be drawn to scale. The commission may request additional information and/or a site visit as necessary for their review and recommendation. Any conditions agreed to in this meeting shall become conditions of approval of the permits granted.

3. Final Review. Prior to issuance of permits, the applicant shall schedule a final review meeting with the commission. A staff planner shall also attend the final review meeting. Upon determination that conditions specified in the preliminary design review and the requirements of this chapter are met, the commission shall issue a final certificate of review in a form to be approved by the city. The final certificate of review shall be attached to the building permit.

4. Exemptions. Emergency repairs, ordinary repair and maintenance and interior remodeling shall not require a certificate of review.

F. Notice on Title. Prior to issuance of building permit, the owner of any property seeking an increase in density pursuant to subsection B of this section shall record with the Kitsap County auditor a restrictive covenant in a form approved by the city. Such document shall provide notice in the public record of the requirement that any alteration, reconstruction, remodel, repair, or restoration of the exterior of the subject buildings must comply with the provisions of this chapter. The applicant shall submit proof to the city that the restrictive covenant has been filed. The covenant shall run with the land and failure to provide such notice to any purchaser prior to transferring any interest in the property shall be in violation of this chapter.

G. Design Guidelines. In addition to complying with all other applicable provisions of this chapter, permitted development, redevelopment, and exterior renovation in the Fort Ward district shall comply with those regulations contained in the “Fort Ward Design Guidelines.” (Ord. 2011-02 § 2 (Exh. A), 2011)

### **18.24.100, Heritage tree.**

A. The Commission shall review nominations of heritage trees to be included on the Heritage Tree Register.

B. Criteria for Listing. Individual trees or tree stands may be designated Heritage Trees because they exhibit valued, unique characteristics that set them apart from other similar trees. Heritage trees shall meet one or more of the following criteria:

1. Specimen. A tree of exceptional size, form or rarity.
2. Size. Any tree with a dBH of 36 inches or more.

3. Species. Locally important native trees or trees and tree stands that are associated with the character of the community. Species that are rare in the area, with the exception of non-native, invasive tree species.
4. Age. Trees of exceptional age.
5. Historic, Cultural or Habitat Significance. Trees associated with notable local or regional historical or cultural events, persons, structures or landscapes. Trees planted as commemorative trees. Trees that serve as important habitat for valued wildlife.
6. Ecological Value. Trees or tree stands with high ecological value due to their location, size, species and/or condition.
7. Aesthetics. A tree with special aesthetic value due to its form or function it serves in the landscape (for example, a landmark pair of trees that frame an entrance).
8. Location. Trees valued for their particular location.

C. Process for Designating Heritage Trees

1. Trees may be nominated by the:

  - i. Owner or
  - ii. Any member of the public.

2. The Commission shall examine each application and make a determination based on the Heritage Tree criteria, whether the tree or tree stands are eligible for the register.
3. Once determination has been made, the Commission shall notify the property owner. The property owner must agree to the nomination by signing a consent form attached to the nomination form.

D. Responsibilities for Owners of Trees on the Register. The Heritage Tree or Tree Stand is retained by the property owner and does not become property or responsibility of the City. Upon acceptance of a nomination, the City will list the tree or tree stand on the register. If requested, the City will provide the owner with a professional arborist's assessment of the tree or tree stand.

E. Removal of Trees from the Register. Heritage Tree designation does not prohibit a property owner from developing a property and/or removing a Heritage Tree. The owner shall consult with the historic preservation commission prior to removing of a tree.

F. Incentives for a Tree(s) on the Register. Heritage trees may receive density bonuses pursuant to BIMC 18.15.010.G.5.b.

**BIMC 18.24.110, Historical signage program.**

A. The historic preservation commission shall review suggestions for historical signage and determine whether the proposal to install historical signage is appropriate.

B. Criteria for Signage. The commission will determine, based on the factual nature of the proposal, the degree of significance, and the connection to the site whether a historic sign is appropriate. If the site is a City Road End, feedback from the Road End Committee will also be considered.

C. Process for Proposing Historical Signage.

1. Candidate sites for historical signage may be proposed to the commission by:

a. Owner or

b. Any member of the public.

2. Suggestions should identify the candidate site and the significant event/person/structure that is associated with the site. Proposals should not include specific language for the suggested sign, since the development of content will be a collaborative process that is completed by the commission and the Bainbridge Island History Museum (BIHM).

3. Determination of Appropriateness:

a. If the proposed site is a City Road End, the Road End Committee will be informed and commission will request feedback from the Road End Committee on whether the Road End Committee supports the suggestion for historical signage at that site.

b. The commission will review the suggestion for historical signage and will determine whether the proposal to install historical signage is appropriate. The commission's determination will be based on the factual nature of the proposal, the degree of significance, and the connection to the specific site. If the site is a City Road End, the feedback from the Road End Committee will also be considered.

4. Content of Signage:

a. If the commission determines that the suggestion for signage is appropriate, the commission will work in collaboration with the BIHM to develop specific language and other signage content (graphics, photos, etc.). The BIHM will attest to the historical accuracy of the wording, including references where needed.

- b. The draft of the sign shall be submitted to the commission for final approval. The sign must meet all of the following criteria:
  - i. The sign shall be historically accurate.
  - ii. The story must have a relationship to the location.
  - iii. The sign shall be clear, concise and address only the salient historic facts.

**BIMC 18.24.110, Historic island farms.**

- A. Criteria for Designation. A historic island farm shall meet the following criteria:
  - a. Currently used as a farm,
  - b. At least 25% of the lot used for farming,
  - c. Was a farm prior to 1965, and
  - d. Is at least 2.5 acres in size.
- B. Process for Designation. Any person may recommend a farm for the historic island farm register.
- C. Designation as a historic farm is an honorary designation and shall not restrict the sale, alteration, use or the exercise of any other right of ownership.

**Section 3.** *BIMC Section 18.26.060 Definitions* is hereby amended to read as follows:

44. “Certificate of appropriateness” means the certificate issued by the historic preservation commission or the planning director pursuant to Chapter 18.24 BIMC upon approval of proposed changes that do not adversely affect the historic characteristics of a property listed on the local register.

120. “Historic property” means real property together with improvements on the property (except property listed in a register primarily for objects buried below ground) that ~~is~~ are ~~is-listed in~~ on a local, state or National Register or as designated Heritage properties.

213. “Register eligible” means a property that is found to be eligible for listing on the local register and is not currently listed. Register eligible does not mean Heritage Property.

117. “Heritage property” means; a property that’s loss would mean a diminution of the Island’s special character, that is eligible for the Local Register of Historic Places, that possesses most of its original architectural integrity, having no major exterior alterations or addition, that is a significant contributor to its neighborhoods character and is visibly accessible to the public.

119. “Historic island farms” are currently used as a farm, were farmed prior to 1965, and are at least 2.5 acres in size and at least 25% of the lot is used as farming.

**Section 4.** 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 XX day of X, 2016.

APPROVED BY THE MAYOR this XX day of X, 2016.

/s/  
XX, Mayor

ATTEST/AUTHENTICATE:

/s/  
Rosalind D. Lassoff, CMC, City Clerk

FILED WITH THE CITY CLERK: , 2016  
PASSED BY THE CITY COUNCIL: , 2016  
PUBLISHED: , 2016  
EFFECTIVE DATE: , 2016  
ORDINANCE NUMBER: 2016-X



CITY OF  
BAINBRIDGE ISLAND

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

MEMORANDUM

DATE: APRIL 28, 2016  
TO: PLANNING COMMISSION  
FROM: JENNIFER SUTTON, AICP  
SENIOR PLANNER  
SUBJECT: STUDY SESSION ON *HOUSING ELEMENT*

I. REVIEW DRAFT *HOUSING ELEMENT*

The Commission began discussing “Housing” on April 14 with a presentation on affordable housing “tools” by the City’s consultant Joe Tovar. The “tools” table is attached to this memo. At that meeting, Councilmember Peltier suggested another tool- that the City should consider permitting or promoting “aPodments”- micro-studio apartment-like units that with a shared kitchen. APodments are usually less than 200 square feet and do not require parking spaces, or have assigned parking.

The DRAFT *Housing Element* prepared for the Commission is amended and reorganized from the 2004 *Element*, and now includes housing data from the City’s [Housing Needs Assessment](#). On April 14, the Commission did not take any position tools, or suggest any changes to the DRAFT *Housing Element*.

Staff is recommending that any City affordable housing efforts utilize the Bremerton/Silverdale Metropolitan Statistical Area (MSA) median income limits. The City’s affordable housing program refers to the Seattle MSA income limits (BIMC 18.36.030.16), but the City’s Housing Design Demonstration Program (BIMC 2.16.020.Q) specifies using the Bremerton/Silverdale MSA. Housing Resources Bainbridge must utilize the Bremerton/Silverdale MSA median income limits, because Bainbridge Island is part of Kitsap County.

Previous City [affordable housing reports from 2004 and 2007](#) are available on the City’s website.

**Planning Commission Action:** Provide staff guidance regarding which “affordable housing tools” the City should consider utilizing. Review and confirm amendments to DRAFT *Housing Element*. The Commission should ask questions of staff about the information presented.

## II. NEXT STEPS

The Planning Commission will continue to review the DRAFT *Housing Element* on May 12 meeting. In May the Planning Commission will also do a “Consistency Check” on the Comprehensive Plan Elements reviewed to date, and review the “red pin” placeholders in the DRAFT to date. See Mr. Tovar’s Memorandum. The [DRAFT Elements, Introduction and Glossary](#) reviewed to date can be viewed on the [City’s website](#).

## 2015 - AMI Bremerton Silverdale - effective 6/1/2015 - HOME

	1 Person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
<b>30% AMI</b>	\$15,700	\$17,950	\$20,200	\$22,400	\$24,200	\$26,000	\$27,800	\$29,600
<b>50% AMI</b>	\$26,150	\$29,850	\$33,600	\$37,300	\$40,300	\$43,300	\$46,300	\$49,250
<b>60% AMI</b>	\$31,380	\$35,820	\$40,320	\$44,760	\$48,360	\$51,960	\$55,560	\$59,100
<b>80% AMI</b>	\$41,800	\$47,800	\$53,750	\$59,700	\$64,500	\$69,300	\$74,050	\$78,850
<b>100% AMI</b>	\$52,220	\$59,680	\$67,140	\$74,600	\$80,568	\$86,536	\$92,504	\$98,472
<b>120% AMI</b>	\$62,664	\$71,616	\$80,568	\$89,520	\$96,682	\$103,843	\$111,005	\$118,166

## Attachment A - Potential Tools to increase supply of diverse housing types and affordable housing

#	TOOL	WHERE	POLICY OBJECTIVES	WHAT	POTENTIAL SCALE OF IMPACT ON SUPPLY OF HOUSING	MORE  LESS 
1	Surplus public land to write down the cost of development in partnership with affordable housing providers	Winslow	<ul style="list-style-type: none"> <li>Increase the affordable housing supply</li> </ul>	<ul style="list-style-type: none"> <li>The City Council's recent decision regarding the Suzuki property is an example of using surplus city owned property to achieve affordable housing objectives. The details of the project are yet to be negotiated, but they will result in 50+ units of housing with an affordable housing component, on a 13+ acre property in Winslow.</li> <li>There may be other opportunities to include affordable housing in the airspace over future public facilities such as a police headquarters, post office or municipal parking garage.</li> </ul> <p><b>See Attachment A1. ACTION: adopt criteria and process</b></p>		
2	Explore interest of Island churches regarding potential for affordable housing on church property	Winslow and NSCs if allowed by Subarea Plan	<ul style="list-style-type: none"> <li>Increase the affordable housing supply</li> </ul>	<ul style="list-style-type: none"> <li>Churches in a number of cities have dedicated a portion of their properties for use as affordable housing or other social services. Those churches see such purposes as consistent with their religious mission.</li> <li>There are a number of churches within Winslow who may have some interest in such a possibility. <b>See Attachment A1.</b></li> <li>One example, from the City of Shoreline, the Ronald Methodist Church has partnered with non-profit housing providers to build "Ronald Commons" a 60 unit affordable housing project in the Town Center. <b>See Attachment A2. ACTION: outreach to churches</b></li> </ul>		
3	Multifamily Property Tax Exemption (MFPTE)	Winslow and NSCs if allowed by Subarea Plan	<ul style="list-style-type: none"> <li>Increase # of housing types</li> <li>Increase the affordable housing supply</li> </ul>	<ul style="list-style-type: none"> <li>Many cities, including Everett, Covington, Shoreline, Seattle and Tacoma, have effectively used the MFPTE tool to incent the building of 100s of units of affordable housing.</li> <li>State law permits cities to exempt new projects for up to 12 years from paying property taxes on the value of improvements, provided that a percentage of the units are set aside as affordable housing.</li> <li>The Puget Sound Regional Council has highlighted the MFPTE tool as an effective way to incentivize affordable housing.</li> </ul> <p><b>See Attachment A3 ACTION: draft ordinance to adopt program</b></p>		

4	Cottage Housing Ordinance	Island-wide	<ul style="list-style-type: none"> <li>• Increase # of housing types</li> <li>• Increase # of smaller units</li> </ul>	<ul style="list-style-type: none"> <li>• The 2007 Community Housing Coalition Final Report included and recommended adoption of a draft cottage housing ordinance.</li> <li>• Cottage housing, at a typical density of 11 units to the acre, addresses a specific niche in the market for empty-nesters and young singles.</li> <li>• The Ericksen Ave Cottages are an example of this type in Winslow. <b>See Attachment A4. ACTION: craft and adopt new regulation</b></li> </ul>	
5	Conservation Villages Ordinance	Outside Centers	<ul style="list-style-type: none"> <li>• Increase # of housing types</li> <li>• Increase # of smaller units</li> <li>• Conserve lands outside centers</li> </ul>	<ul style="list-style-type: none"> <li>• The City's regulations for cluster subdivisions have produced controversial and unsatisfactory results.</li> <li>• A new approach could be explored to better achieve the City's conservation objectives, while also creating the opportunity for small houses (900 to 1500 square feet) and/or on small lots (3,000 to 5,000 square feet).</li> <li>• A "Conservation Villages" ordinance could be drafted to avoid the flaws in present subdivision regulations and build upon the principles in the "Growing Greener" movement in other states. <b>See Attachment A5 ACTION: craft and adopt new regulation</b></li> </ul>	
6	Extend and clarify Housing Design Demonstration Projects (HDDP) Process	Winslow and NSCs if allowed by Subarea Plan	<ul style="list-style-type: none"> <li>• Increase # of housing types</li> <li>• Increase # of smaller units</li> <li>• Increase the affordable housing supply</li> </ul>	<ul style="list-style-type: none"> <li>• The GROW community and Ferncliff Village are two projects that have been developed using the HDDP process.</li> <li>• The HDDP is presently the only tool the City has to incent the provision of affordable housing and green building practices. It does so by providing for density increases and modification of dimensional standards.</li> <li>• The HDDP expires at the end of 2016. The City should consider clarifying the HDDP process and making it a permanent option for innovative housing. <b>ACTION: adopt ordinance extending</b></li> </ul>	
7	Increased Floor Area Ratio (FAR) to incent affordable housing as part of mixed use projects	Winslow	<ul style="list-style-type: none"> <li>• Increase # of housing types</li> <li>• Increase the affordable housing supply</li> </ul>	<ul style="list-style-type: none"> <li>• Increasing the FAR in Winslow could be tied to the provision of affordable housing. A sliding scale of FAR could be established tied to specific levels of affordable housing as part of the mix.</li> <li>• Any increase in FAR would have to be accompanied by appropriate revisions to maximum building height and floor plate in order to accommodate the increased building envelope.</li> <li>• The most appropriate location for increased FAR and larger building envelopes would be the High School Road, Madison, Ferry Terminal and Erickson District <b>ACTION: craft and adopt code amendment</b></li> </ul>	

8	Adopt Tiny Houses regulations	Island-wide	<ul style="list-style-type: none"> <li>• Increase # of housing types</li> <li>• Increase the affordable housing supply</li> </ul>	<ul style="list-style-type: none"> <li>• Much interest has been expressed in “tiny houses” as a specific housing niche. Generally, these are quite small (under 600 square feet or less) which lowers the cost for materials and construction, but likewise limits the household size that can be accommodated. <b>See Attachment Attachment A6.</b></li> <li>• The City could make available a small parcel in Winslow for a demonstration project. <b>ACTION: refer to staff for study.</b></li> </ul>	
9	Reduce or eliminate required parking where alternative transportation modes are available	Winslow	<ul style="list-style-type: none"> <li>• Increase # of housing types</li> </ul>	<ul style="list-style-type: none"> <li>• A key obstacle to infill development is the high cost of parking. Surface level parking is very land intensive and structured parking can cost \$40,000 per stall.</li> <li>• A significant Increase in the supply of apartments would be facilitated by reducing or eliminating parking requirements.</li> <li>• The degree of reduction could be tied to the availability of alternative modes of transportation (e.g., transit, walkable distances to services, bicycles, etc.) <b>ACTION: craft and adopt code amendment</b></li> </ul>	
10	Reform Accessory Dwelling Units (ADU) standards	Island-wide	<ul style="list-style-type: none"> <li>• Increase # of housing types</li> <li>• Increase the affordable housing supply</li> </ul>	<ul style="list-style-type: none"> <li>• Over 200 ADUs have been permitted since 1992.</li> <li>• One way to reduce the cost of ADUs would be to enable the sharing of utility meters between the ADU and the larger house. <b>ACTION: craft and adopt code amendment</b></li> </ul>	
11	Revisit Zoning requirement for affordable units as a % in new multifamily	Winslow	<ul style="list-style-type: none"> <li>• Increase the affordable housing supply</li> </ul>	<ul style="list-style-type: none"> <li>• Requiring the provision of affordable housing for detached housing subdivision was problematic. It resulted in very few units and was an administrative burden on the City.</li> <li>• Bainbridge’s unsuccessful inclusionary zoning ordinance was repealed. <b>ACTION: refer to staff for study</b></li> </ul>	
12	Explore a future housing levy to fund construction of affordable housing	Island-wide	<ul style="list-style-type: none"> <li>• Increase the affordable housing supply</li> </ul>	<ul style="list-style-type: none"> <li>• Engage a community discussion of the merits and costs of an affordable housing levy on the Island.</li> <li>• COBI should participate in and support conversations about a Kitsap County levy or tax for affordable housing.</li> <li>• Both Seattle and Bellingham have passed affordable housing levies. King and Pierce County are now considering levies. <b>ACTION: initiate study of options, merits and costs</b></li> </ul>	

13	Increase resources to the Housing Trust Fund	Island-wide	<ul style="list-style-type: none"> <li>Increase the affordable housing supply</li> </ul>	<ul style="list-style-type: none"> <li>The Housing Trust Fund is the only existing source of public funding to support housing projects on the Island.</li> <li>Consider a special transfer of funds from the General Fund, to better capitalize new affordable housing projects.</li> <li>Identify new sources of funding to keep the HTF as a viable means of supporting projects.</li> </ul> <p><b>ACTION: refer to staff to prepare options</b></p>	
14	Streamline the permit process for projects with an affordable housing component	Island-wide	<ul style="list-style-type: none"> <li>Increase # of housing types</li> <li>Increase the affordable housing supply</li> </ul>	<ul style="list-style-type: none"> <li>Two of the greatest impediments to the viability of any development, including affordable housing projects, are uncertainty and delay.</li> <li>Increase the viability for affordable housing projects by reducing uncertainty. Adopt clear standards so that a developer can rely on unambiguous requirements, not the vagaries of a discretionary permit process</li> <li>Eliminate advisory meetings by the planning commission and appeals to the council. Limit appeal to a single open record hearing before the hearing examiner.</li> </ul> <p><b>ACTION: craft and adopt code amendment</b></p>	
15	Waive development and utility fees for projects that have 100% affordable housing	Island-wide	<ul style="list-style-type: none"> <li>Increase the affordable housing supply</li> </ul>	<ul style="list-style-type: none"> <li>The margin of viability for some affordable housing projects is thin, so that any reduction in cost can make an important difference.</li> <li>Some communities have either waived or reduced planning and development fees and/or water &amp; sewer fees for projects that provide 100% affordable housing. Bainbridge Island should consider expanding fee waivers to include these costs.</li> </ul> <p><b>ACTION: refer to staff to prepare program</b></p>	
16	Establish annual targets for addition of market rate and income eligible affordable housing units to the Island supply	Island-wide	<ul style="list-style-type: none"> <li>Increase # of housing types</li> <li>Increase the affordable housing supply</li> </ul>	<ul style="list-style-type: none"> <li>Numeric targets should be developed for new units built, number of affordable housing units built, vacancy rates, etc.</li> <li>An annual or semi-annual report should monitor progress, analyze reasons for success or lack of it, and recommend revisions to existing measures or adoption of new measures.</li> </ul> <p><b>ACTION: refer to staff to prepare program</b></p>	

# HOUSING ELEMENT

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# HOUSING ELEMENT

## INTRODUCTION

Decent and safe housing is a basic human need increasingly unavailable to many Americans, including many Bainbridge Island resident and workers. The Washington State Growth Management Act (GMA) provides direction for cities to address these needs in the Housing Element of the Comprehensive Plan. Many of the Plan's Guiding Principles and Policies carry this direction forward to be addressed in various Elements, including Housing. This reality applies increasingly to certain segments of Bainbridge Island's population as well as to many of those who work on the Island.

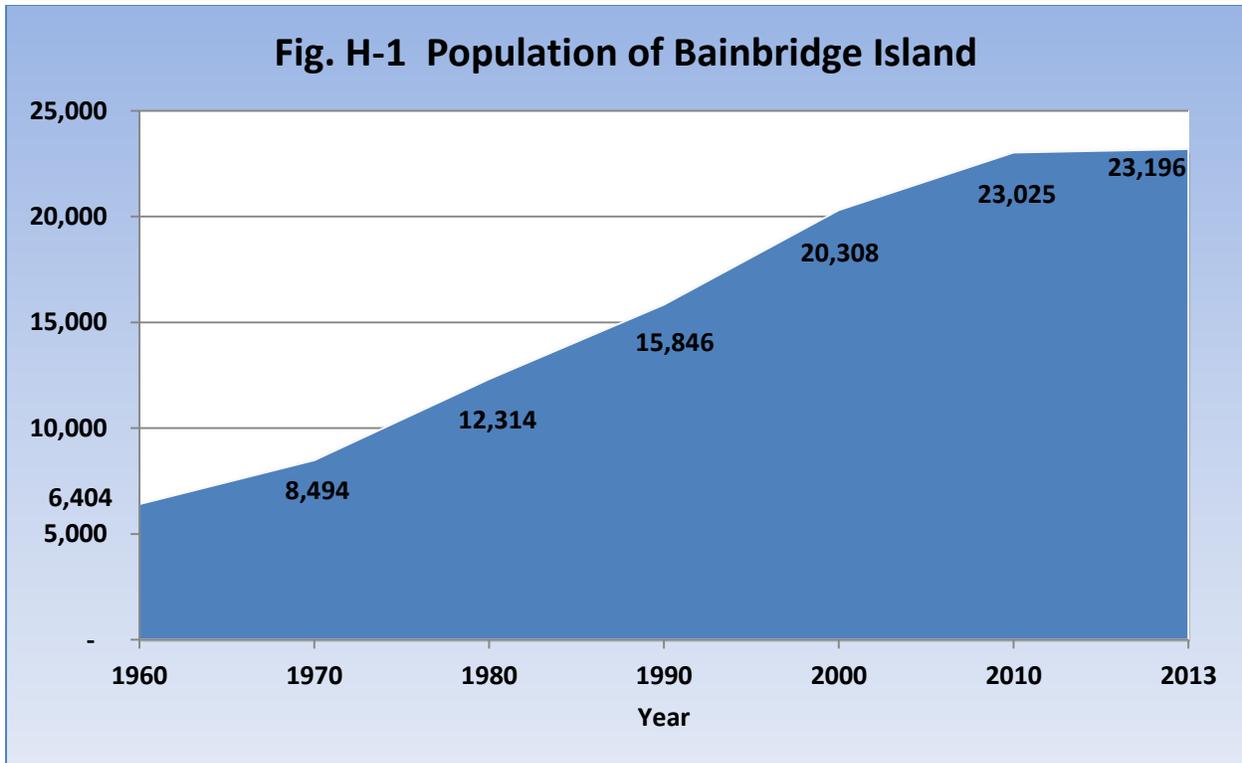
The City's Housing Needs Assessment (HNA) adopted in December of 2015, documents current housing conditions on the Island, and identifies trends and specific needs. Portions of the HNA are excerpted in this Element, while the entire HNA is adopted as an Appendix. The Element follows with goals and policies to address the identified housing needs and concludes with a series of implementation strategies to prioritize action by the City and others.

the disparity between Kitsap County TRENDS Reports, which track the average home sale price in Kitsap County, document that between 1990 and 2003 the average Bainbridge Island home price escalated dramatically from \$232,687 to \$478,000.

### I. PROFILE: BAINBRIDGE ISLAND POPULATION AND DEMOGRAPHICS

In 2015, Bainbridge Island had a population of 23,300. The 20-year growth target assigned to the Island is an additional 5,635 people, so this comprehensive plan is written to accommodate a population of 28,935 by the year 2036.

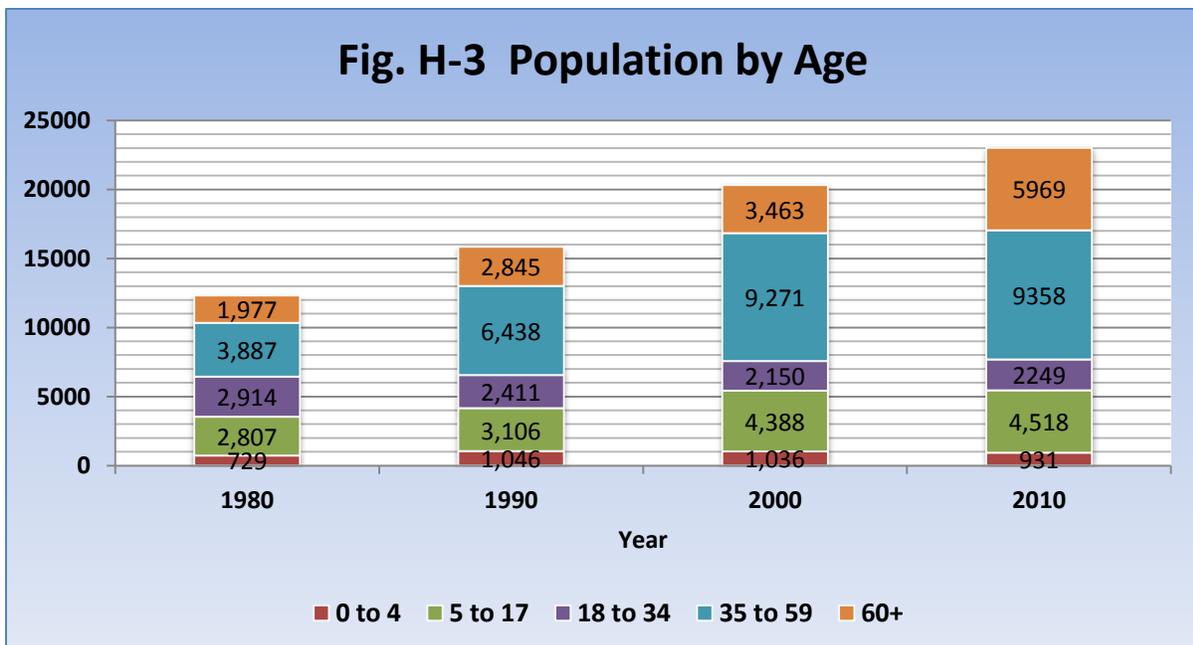
The Island saw significant population increases between 1960 and 2000, which then slowed to a relaxed but still positive rate. The Island's population grew rapidly between 1960 and 1980 by 77.6%. The following two decades showed a consistent rate of growth around 28.5% per decade. Between 2000 and 2010, the 3% annual population growth of the previous decades slowed to an approximate 13.5% increase in population for the whole decade. Population growth between 2010 and 2013 has slowed even further to below 1% percent growth (0.72%). This historical trend is illustrated in Table H-1.



Source: Decennial United State Census (1960 – 2010)

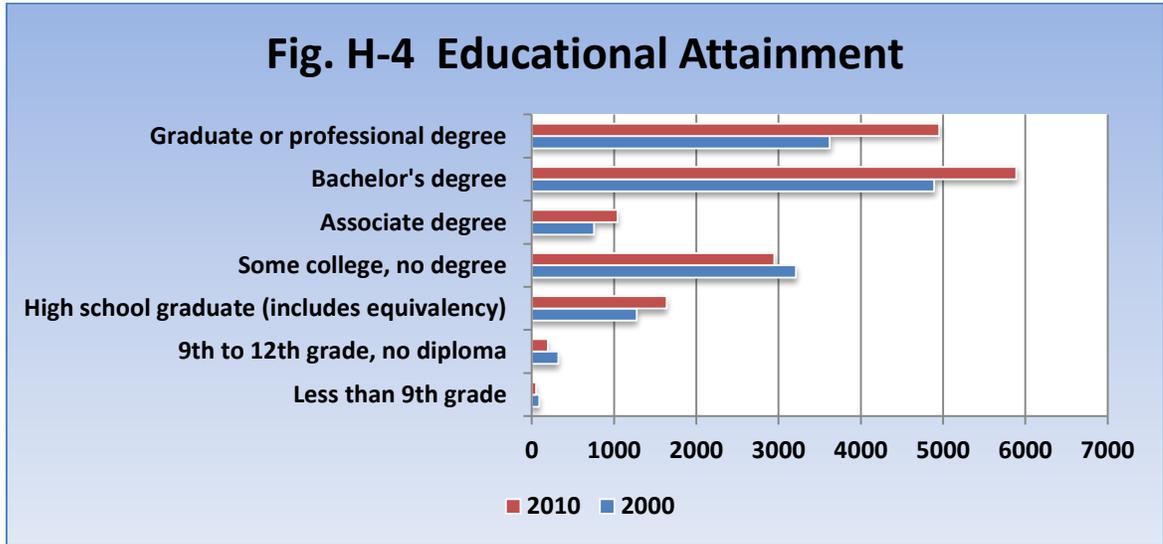
### Age Distribution

As shown in Fig. H-3, and detailed in the HNA, the age groups five to seventeen, thirty-five to fifty-nine, and the sixty and over age groups, make up 86% of the population. The “young adult” cohort (18 to 34 years old) makes up less than 10% of the Island’s population, which is a decline from 15% in 1990.



**Educational Attainment**

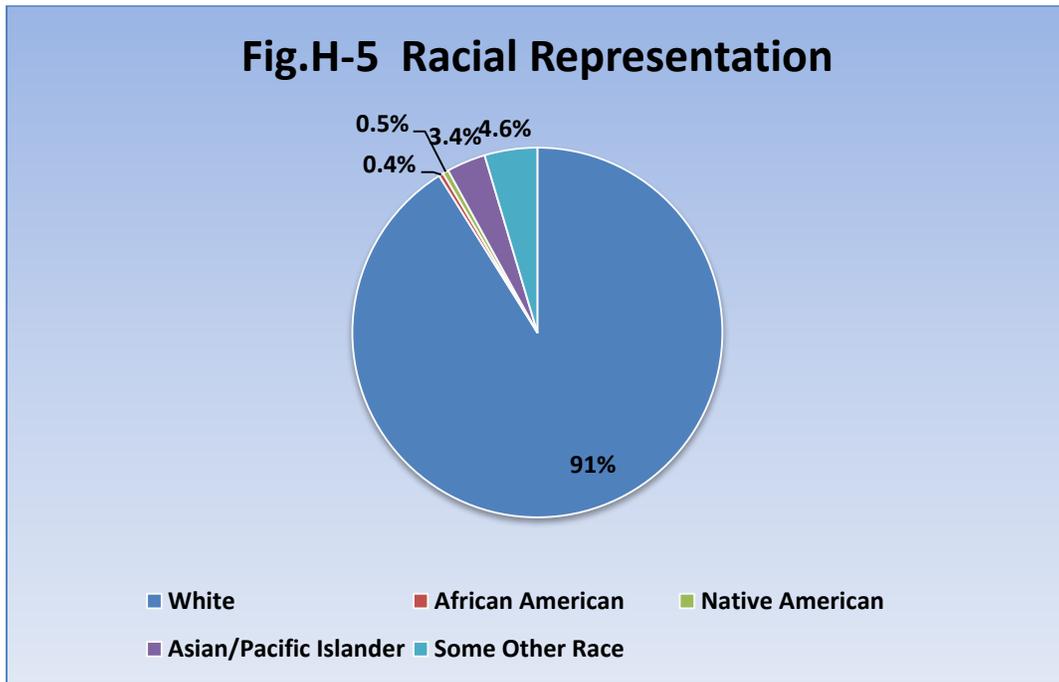
The population of the Island has a relatively high degree of educational attainment, with significant increases between 2000 and 2010 in the numbers of people with advanced degrees.



Source: Decennial United State Census (1980 – 2010)

**Racial Distribution**

Bainbridge Island has a predominantly white population.



## **Household Income**

The Bainbridge Island Median Household Income, according to the 2010 Census, was \$92,558.00 compared to the Kitsap County Median Household Income of \$61,776.00. Between 2000 and 2010, the Bainbridge Median Income jumped \$22,447 compared to Kitsap's increase of \$14,802. However, the percentage increase in Median Income was consistent between Bainbridge Island and the rest of Kitsap County.

## **Poverty Status**

Fig. H-6 shows the percentages of families and individuals whose incomes in the last year were below the poverty line in the years 2000 and 2010. Almost every category within the Poverty Status Table was higher in the 2010 census versus the 2000 census, but this seems expected at the height of the recession in 2010.

**Fig. H-6**

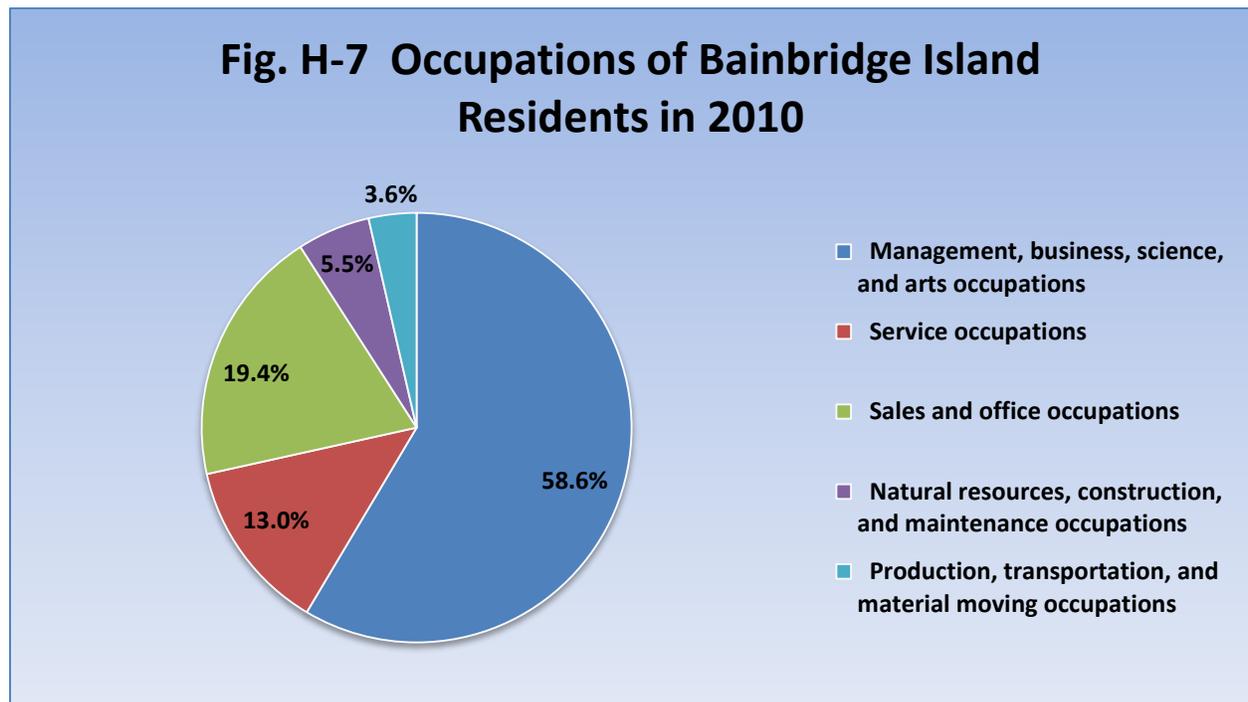
	2000		2010	
	Number	Percent	Number	Percent
<b>All families</b>	171	3%		3.3%
<b>With related children under 18 years</b>	115	3.9%		4.5%
<b>With related children under 5 years only</b>	36	4.1%		10.9%
<b>Married couple families</b>				2.0%
<b>With related children under 18 years</b>				2.6%
<b>With related children under 5 years only</b>				7.5%
<b>Families with female householder, no husband present</b>	72	12.1%		12.9%
<b>With related children under 18 years</b>	55	14%		12.2%
<b>With related children under 5 years only</b>	18	31%		22.9%
<b>All people</b>	896	4.4%		5.4%
<b>Under 18 years</b>				5.9%
<b>Related children under 18 years</b>	206	3.8%		5.4%
<b>Related children under 5 years</b>				14.1%
<b>Related children 5 to 17 years</b>	168	3.9%		3.5%
<b>18 years and over</b>	686	4.7%		5.3%
<b>18 to 64 years</b>				6.2%
<b>65 years and over</b>	81	3.3%		2.1%
<b>People in families</b>				3.4%
<b>Unrelated individuals 15 years and over</b>	362	12.8%		16.5%

Source: Decennial United State Census (2000 – 2010)

The number of employed residents who are sixteen years and over increased from 9,670 in 2000 to 10,284 in 2010. While the majority of occupational categories were consistent, “Natural Resources, Construction, and Maintenance” occupations decreased by a three-fourths and “Production, Transportation, and Material Moving” occupations decreased by nearly half over the decade.

**Occupations of Bainbridge Island Residents**

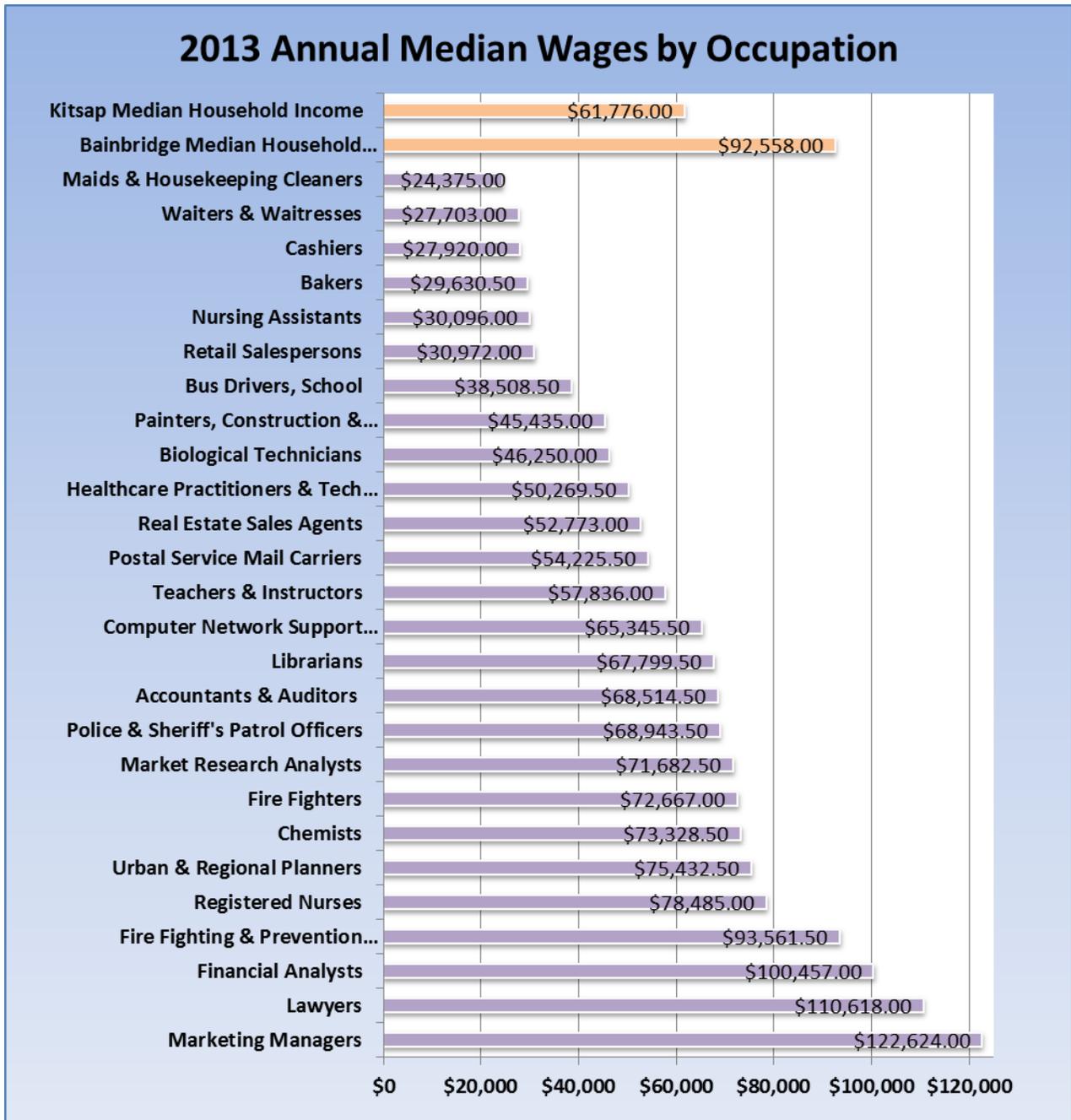
Over half of all Island residents are in management, business, science, and arts occupations. Service, sales and office occupations total almost a third of all Island residents.



Source: Decennial United State Census (2010)

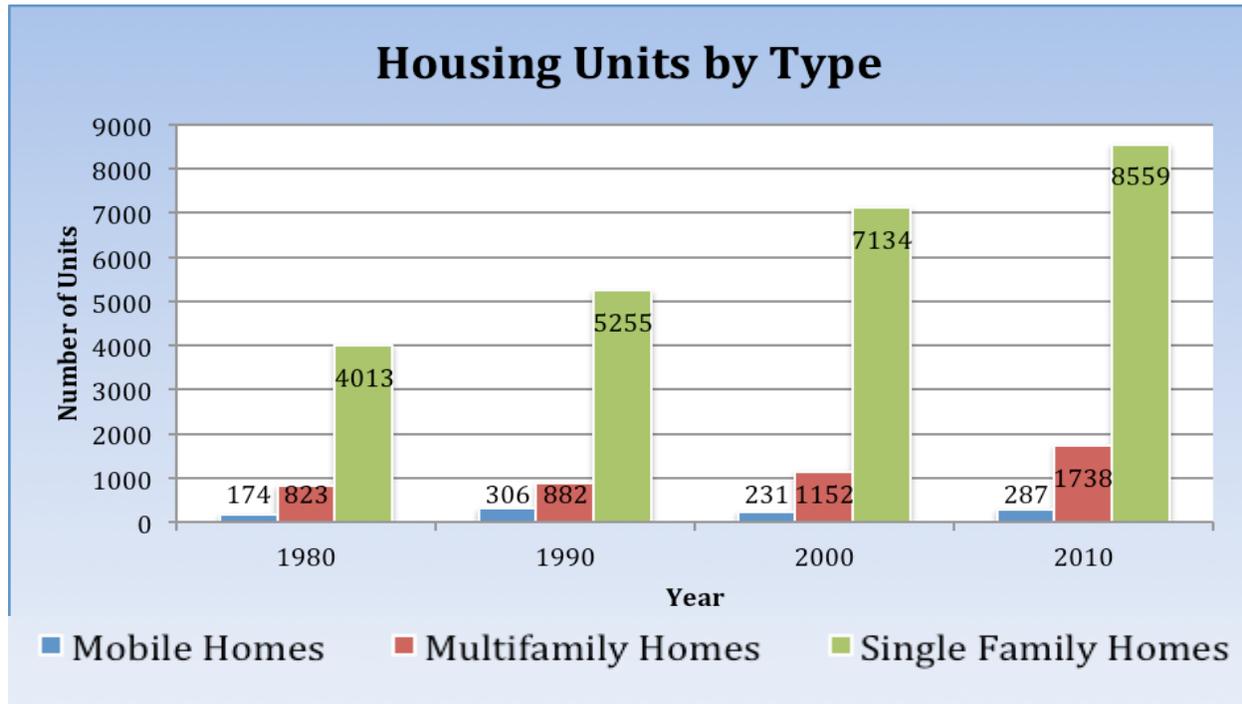
Fig. H-8 compares the Median Household Income of Bainbridge Island and Kitsap County to the Annual Median Wages for a selected range of occupations found on Bainbridge Island. The occupational wages of the Bremerton-Silverdale area and the Seattle-Bellevue-Everett area were averaged per position to better represent the possible wages of individuals on Bainbridge as surveyed by the Washington State Employment Security Department.

Fig. H-8



Source: 2013 Occupational Employment and Wages Estimates – Labor Market and Economic Analysis, June 2013, Washington State Employment Security Department

## II. PROFILE: BAINBRIDGE ISLAND HOUSING DATA AND TRENDS



**Fig. H-9**

Roughly 10,500 households on Bainbridge Island occupy a housing stock that is 80% single-family homes. This form of housing is relatively land intensive, accounting for the low-density land use pattern that characterizes most of the Island. The multifamily units that account for 16% of the housing stock are located in the denser development pattern of *designated centers* such as Winslow and Lynwood Center. Mobile homes constitute less than 3% of the housing units.

Source: Decennial United State Census (1970 – 2010)

### **Single Family Homes**

The average single family home sale prices on Bainbridge Island and in the rest of Kitsap County showed the same signs of being affected by the national housing bubble and subsequent Great Recession that the rest of the United States experienced during the last decade. The average single-family home sale price grew annually to its peak in 2007 of \$820,569.00 in Bainbridge Island and \$384,119.27 in the rest of Kitsap County. After the bubble burst in 2008, housing prices declined until they were able to stabilize between 2011 and 2012 at average price levels seen in 2004. The average single-family home price on Bainbridge Island in 2014 was \$696,519, which is over twice the average for Kitsap County (\$262,381.)

## **Multifamily Homes**

Significant increases in the average market rate and rental prices for multifamily home prices have occurred over the last ten years. The vast majority of apartments, being one and two bedroom, show an average increase in rent of around \$270.00 for a one bedroom and \$473.00 for a two bedroom. Rent-assisted units also show significant increases over the last ten years, but all units showed a smaller percentage increase than market rate. In addition, a qualified individual or family can rent a two bedroom rent-assisted apartment for \$150.00 less per month than a market

**Fig. H-10 Summary of Multifamily Rents 2002 and 2014**

	<b>Unit Type</b>	<b>FY 2002</b>	<b>FY 2014</b>	<b>Change 2002 - 2014</b>	<b>Percent change</b>
<b>Market Rate</b>	Studios	\$ 850	\$ 944	\$ 94	11.1%
	1 BR	\$ 713	\$ 981	\$ 268	37.6%
	2 BR	\$ 911	\$ 1,384	\$ 473	51.9%
	3 BR	\$ 1,042	\$ 1,744	\$ 702	67.4%
<b>Rent Assisted</b>	Studios	\$ 528	*	*	*
	1 BR	\$ 563	\$ 685	\$ 122	21.7%
	2 BR	\$ 575	\$ 834	\$ 259	45.1%
	3 BR	\$ 916	\$ 1,244	\$ 328	35.8%

Source: 2003 City of Bainbridge Island Housing Needs Assessment and Phone Survey conducted 10/27/2014 – 10/28/2014

Between 2005 and 2015, there was a 12% increase in rental apartment units on Bainbridge Island. However, rental apartments (market rate and rent assisted) make up less than 7% of the total housing units. Additionally, rent assisted apartments make up 3% of the total housing units in the City. The vast majority of new construction of multifamily housing units was condominiums in the last ten years.

## **Rent Assisted Housing**

Bainbridge Island has eleven rent assisted projects that received funds in whole or in part from Federal, State, and/or local agencies. In exchange for favorable financing terms, the property owner commits to providing the housing to a targeted population for a specific term. Commitments can run from 20 to 50 years depending upon the funding source. Federal funding sources include the U.S Department of Housing and Urban Development and the U.S. Department of Agriculture (USDA).

The City's local financing source is the Housing Trust Fund. The Trust Fund was established by ordinance in 1999. Funds were distributed to local non-profits to fund *affordable housing* projects and programs on the Island. Funding was reduced in

response to the financial challenges the City faced during the Great Recession, but the Trust was maintained to fund affordable housing programs on the Island. Recently the Council decided to appropriate \$200,000.00 to the Housing Trust Fund as part of the 2015-16 biennial budget for future housing projects.

Figure H-11 tallies the number of individuals and families desiring *affordable housing* on Bainbridge Island. HRB, Housing Kitsap, and other owners of rent assisted multifamily units maintain a waiting list for individuals and families who contact them for affordable rental housing. The current totals of combined waiting lists contain 149 households (individuals and families).

**Fig. H-11 – Demand from Waitlists for Existing Rent Assisted Multifamily Units**

HRB Projects	Individuals	Households
<b>Total</b>	24	14
<b>Currently Live on BI</b>	10	4
<b>Currently Work on BI</b>	5	5
<b>Disabled</b>	3	3
<b>Female Head of Household</b>	13	13
<b>Other Housing Assisted Projects</b>		
<b>Finch Place Apt</b>		30
<b>Rhododendron</b>		31
<b>550 Madison</b>		6
<b>Virginia Villa</b>		Unknown
<b>Winslow Arms</b>		36
<b>Island Terrace</b>		8
<b>Total of All Projects</b>	24	125

Source: HRB provided data

Currently, Bainbridge Island has a total number of multifamily rental inventory of 642 units, of which 283 are rent-assisted and 359 are market-rate. One and two-bedroom units make up 92% of the market. Studios and three-bedroom apartment units continue to be in very short supply.

**Fig. H-12 – Special Housing: Nursing/Assisted Living/Convalescent Homes**

Facility Name	Type	2013 Population	2014 Population	Vacancy Rate
<b>Island Health and Rehabilitation</b>	Nursing Home	49	57	N/A
<b>Messenger House Care Center</b>	Nursing Home	75	77	N/A
<b>Madison Ave Retirement Center</b>	Assisted Living	50	50	5%
<b>Wyatt House</b>	Assisted Living	43	38	9%
<b>Madrona House Assisted Living</b>	Assisted Living, number of units have specific focus for residents with dementia and Alzheimer's	0	52	36%
<b>Subtotal</b>		<b>217</b>	<b>274</b>	

Source: Phone Survey Conducted 10/27/2014 – 10/28/2014 and COBI's most recent submission of the annual Housing Unit and Population Estimate Report for the Office of Financial Management

### III. HOUSING NEEDS

The Housing Element includes an inventory and analysis of existing and projected housing needs. The element should identify the number of housing units necessary to accommodate projected growth, including *housing types*, government-assisted housing, housing for low-income families, manufactured housing, multifamily housing, and group homes and foster care facilities. The 2015 Housing Needs Assessment, adopted by this reference, presents documents these needs in detail. Several of the highlights from that document are excerpted here to identify what actions the City should take to address those needs.

#### **Methods to Assess Housing Needs**

##### ***Cost Burden Analysis***

The US Department of Housing and Urban Development (HUD) defines any household spending more than 30% of household income on housing as “cost burdened.” Extremely cost burdened households are defined as households that pay more than 50 percent of income on housing. Households that pay more than 30 percent of their income for housing may face additional financial challenges for purchasing food, education, transportation, and medical care. Extremely cost-burdened low-income

households are at risk of becoming homeless. The percentage of households that are cost burdened, in addition to the percentage that is extremely cost burdened, is an indicator of an existing unmet need for affordable housing.

A cost burden analysis is applied both to renter and owner households. The Washington Administrative Code (WAC) requires jurisdictions to make adequate housing provisions for all economic segments of the community; a cost burden analysis will help determine the existing and projected housing need. Fig. H-13 displays household income, monthly housing costs, and monthly housing costs as a percent of household income for Bainbridge Island in 2012. Each set is divided into total occupied housing units, owner-occupied housing units, and renter-occupied housing units.

The last set in the table shows the percent of residents whose monthly housing costs make up more than 30% of their income, which is Bainbridge Island's cost burden analysis. The table also shows that median household income for owner-occupied housing units (\$110,670) was more than double the median household income of renter-occupied units (\$46,905). The number of owner-occupied housing units (7,329) is over three-and-a-half times the number of renter-occupied units (1,996).

**Fig. H-13 – Cost Burden Analysis: Household Income in 2012**

	<b>Total Occupied Housing Units</b>	<b>Owner-Occupied Housing Units</b>	<b>Renter-Occupied Housing Units</b>
<b>Occupied Housing Units</b>	9,325	7,329	1,996
<b>Household Income in the Past Twelve Months (in 2012 Inflation-Adjusted Dollars)</b>			
<b>Less than \$5,000</b>	1.6%	1.5%	1.7%
<b>\$5,000 to \$9,999</b>	1.8%	0.7%	5.9%
<b>\$10,000 to \$14,999</b>	1.2%	1.3%	0.7%
<b>\$15,000 to \$19,999</b>	3.2%	1.7%	8.7%
<b>\$20,000 to \$24,999</b>	3.3%	3.6%	2.3%
<b>\$25,000 to \$34,999</b>	6.0%	3.5%	15.1%
<b>\$35,000 to \$49,999</b>	11.1%	9.6%	16.4%
<b>\$50,000 to \$74,999</b>	13.1%	11.6%	18.2%
<b>\$75,000 to \$99,999</b>	12.2%	11.4%	15.4%
<b>\$100,000 to \$149,999</b>	19.1%	21.5%	10.4%
<b>\$150,000 or more</b>	27.4%	33.5%	5.2%
<b>Median Household Income</b>	\$92,558	\$110,670	\$46,905

Source: American Community Survey (2008 – 2012)

Fig. H-14

	Occupied housing units		Owner-Occupied Housing Units		Renter-Occupied Housing Units	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
<b>Less than \$100</b>	0.2%	+/-0.3	0.2%	+/-0.4	0.0%	+/-1.6
<b>\$100 to \$199</b>	0.7%	+/-0.6	0.8%	+/-0.7	0.7%	+/-1.1
<b>\$200 to \$299</b>	1.9%	+/-1.1	0.6%	+/-0.5	6.6%	+/-4.8
<b>\$300 to \$399</b>	0.8%	+/-0.8	1.1%	+/-1.1	0.0%	+/-1.6
<b>\$400 to \$499</b>	1.7%	+/-0.9	1.6%	+/-0.8	2.4%	+/-2.2
<b>\$500 to \$599</b>	3.2%	+/-1.3	3.2%	+/-1.2	3.4%	+/-3.7
<b>\$600 to \$699</b>	2.9%	+/-1.0	2.7%	+/-1.1	3.7%	+/-2.7
<b>\$700 to \$799</b>	5.2%	+/-1.3	4.8%	+/-1.2	6.8%	+/-3.9
<b>\$800 to \$899</b>	5.2%	+/-2.0	2.8%	+/-1.1	14.0%	+/-7.0
<b>\$900 to \$999</b>	3.7%	+/-1.3	3.4%	+/-1.5	4.8%	+/-2.9
<b>\$1,000 to \$1,499</b>	17.1%	+/-2.4	13.2%	+/-2.3	31.5%	+/-6.8
<b>\$1,500 to \$1,999</b>	13.3%	+/-2.2	13.7%	+/-2.5	11.7%	+/-4.6
<b>\$2,000 or more</b>	43.4%	+/-2.9	52.0%	+/-3.0	11.9%	+/-5.7
<b>No cash rent</b>	0.6%	+/-0.5	(X)	(X)	2.7%	+/-2.1
<b>Median (dollars)</b>	1,800	+/-87	2,079	+/-120	1,089	+/-105

Source: American Community Survey (2008 – 2012)

Fig. H-14 shows the calculation of five different income groups' cost burden. Based on 2012 data, over 35% of all residents at all income levels experience housing cost burden on Bainbridge Island. Almost 34% of individuals and families at all income levels who live in owner-occupied housing units are cost burdened. The majority (around 14%) of these residents have an income of \$75,000 or more a year.

Almost 40% of individuals and families at all income levels who live in renter-occupied housing units are cost burdened. The majority (around 28%) of these residents have an annual income between zero and \$34,999. This means that as of 2012, 569 renters on the Island that have an income of \$34,999 or less are housing cost burdened. This is concerning as lower income cost burdened households are more likely to have to choose between housing costs and other necessities.

### Workforce Housing

Workforce housing refers to housing that is affordable to individuals employed in the community, especially housing at affordability levels that are not provided for adequately by the private market. If there is no housing that is affordable to employees at local public and private employers, workers may have longer commutes, undermining goals for transportation and the environment.

Fig. H-15 (excerpted from *Housing Needs Assessment* Table 33) displays selected professions common to citizens of Bainbridge Island, whether they work on the Island or in Seattle. Each position can be compared to the top two measures at the top of the table ('Household Income Needed to Purchase Average Priced Home in 2013: \$602,500' and 'Median Income') to see if the income the profession provides meets median income.

**Fig. H-15– Workforce Housing Affordability**

	Affordable Home Price (30 yr fixed mortgage)	Interest Rate	Max. Monthly Mortgage Payment (Principal & Interest)	Estimate of Monthly Real Estate Taxes/ Insurance	Other Fees (e.g. Ground Lease, HOA)	Available for Annual Mortgage Payment below cost burdened benchmark (30% Monthly Income)	Annual Income
<b>Average Bainbridge Island Single-Family Home Sales Price in 2013: \$602,500</b>							
<b>Median Income</b>	<b>\$ 320,357</b>	<b>5.50%</b>	<b>\$1,818.95</b>	<b>\$375.00</b>	<b>\$120.00</b>	<b>\$2,314</b>	<b>\$92,558</b>
<b>Marketing Managers</b>	<b>\$ 430,723</b>	<b>5.50%</b>	<b>\$2,445.60</b>	<b>\$500.00</b>	<b>\$120.00</b>	<b>\$3,066</b>	<b>\$122,624</b>
<b>Lawyers</b>	<b>\$ 386,667</b>	<b>5.50%</b>	<b>\$2,195.45</b>	<b>\$450.00</b>	<b>\$120.00</b>	<b>\$2,765</b>	<b>\$110,618</b>
<b>Financial Analysts</b>	<b>\$ 350,733</b>	<b>5.50%</b>	<b>\$1,991.43</b>	<b>\$400.00</b>	<b>\$120.00</b>	<b>\$2,511</b>	<b>\$100,457</b>
<b>Registered Nurses</b>	<b>\$ 262,796</b>	<b>5.50%</b>	<b>\$1,492.13</b>	<b>\$350.00</b>	<b>\$120.00</b>	<b>\$1,962</b>	<b>\$78,485</b>
<b>Fire Fighters</b>	<b>\$ 245,985</b>	<b>5.50%</b>	<b>\$1,396.68</b>	<b>\$300.00</b>	<b>\$120.00</b>	<b>\$1,817</b>	<b>\$72,667</b>
<b>Police Officers</b>	<b>\$ 229,592</b>	<b>5.50%</b>	<b>\$1,303.60</b>	<b>\$300.00</b>	<b>\$120.00</b>	<b>\$1,724</b>	<b>\$68,944</b>
<b>Librarians</b>	<b>\$ 224,555</b>	<b>5.50%</b>	<b>\$1,275.00</b>	<b>\$300.00</b>	<b>\$120.00</b>	<b>\$1,695</b>	<b>\$67,800</b>
<b>Teachers &amp; Instructors</b>	<b>\$ 189,489</b>	<b>5.50%</b>	<b>\$1,075.90</b>	<b>\$250.00</b>	<b>\$120.00</b>	<b>\$1,446</b>	<b>\$57,836</b>
<b>Postal Service Mail Carriers</b>	<b>\$ 173,594</b>	<b>5.50%</b>	<b>\$985.65</b>	<b>\$250.00</b>	<b>\$120.00</b>	<b>\$1,356</b>	<b>\$54,226</b>
<b>Real Estate Sales Agents</b>	<b>\$ 167,197</b>	<b>5.50%</b>	<b>\$949.33</b>	<b>\$250.00</b>	<b>\$120.00</b>	<b>\$1,319</b>	<b>\$52,773</b>
<b>Healthcare Practitioner</b>	<b>\$ 156,176</b>	<b>5.50%</b>	<b>\$886.75</b>	<b>\$250.00</b>	<b>\$120.00</b>	<b>\$1,257</b>	<b>\$50,270</b>
<b>Bus Drivers, School</b>	<b>\$ 122,004</b>	<b>5.50%</b>	<b>\$692.73</b>	<b>\$150.00</b>	<b>\$120.00</b>	<b>\$963</b>	<b>\$38,509</b>
<b>Retail Salesperson</b>	<b>\$ 88,818</b>	<b>5.50%</b>	<b>\$504.30</b>	<b>\$150.00</b>	<b>\$120.00</b>	<b>\$774</b>	<b>\$30,972</b>
<b>Nursing Assistants</b>	<b>\$ 84,961</b>	<b>5.50%</b>	<b>\$482.40</b>	<b>\$150.00</b>	<b>\$120.00</b>	<b>\$752</b>	<b>\$30,096</b>

	Affordable Home Price (30 yr fixed mortgage)	Interest Rate	Max. Monthly Mortgage Payment (Principal & Interest)	Estimate of Monthly Real Estate Taxes/ Insurance	Other Fees (e.g. Ground Lease, HOA)	Available for Annual Mortgage Payment below cost burdened benchmark (30% Monthly Income)	Annual Income
Cashiers	\$ 75,380	5.50%	\$428.00	\$150.00	\$120.00	\$698	\$27,920
Waiters & Waitresses	\$ 74,425	5.50%	\$422.58	\$150.00	\$120.00	\$693	\$27,703
Maids & House Cleaners	\$ 59,771	5.50%	\$339.38	\$150.00	\$120.00	\$609	\$24,375

Source: 2013 Occupational Employment and Wage Estimates Washington State Employment Security Department Labor Market and Economic Analysis, June 2013

Based on the above numbers, a gap in housing affordable for the workforce on Bainbridge Island has been established. Workers in service professions may be challenged to find affordable housing near their employment, causing them to have to travel longer distances to work. This increase in transportation costs increases their cost burden as well as adding demands on SR 305 and creating greenhouse gas emissions. The City must implement new programs and regulations in order to create opportunities for more affordable ownership or rental housing. Development incentives used to date to increase housing affordability have not proven successful for providing housing that meets the needs of the workforce.

### **Jobs/Housing Balance**

Jobs/housing balance is a measure that compares the amount of employment vs. the amount of housing in a specific geographic area. Typically, a jobs/housing balance is calculated by dividing jobs within in geography by the number of housing units in that geography.

Providing a balance between jobs and housing ensures that workers have access to housing near their work. Bainbridge Island's jobs/housing balance is .59 jobs for every housing unit in the City, making it a "bedroom community." PSRC suggests that housing-rich neighborhoods can add employment to provide more access for current residents to economic opportunities. Planning to move toward a more balanced distribution of housing and jobs within a jurisdiction can help to achieve a number of transportation and environmental goals as the need to commute long distances by private auto declines.

### **Special Needs Housing**

Special needs housing refers broadly to housing accommodations for individuals with physical and mental disabilities, seniors, veterans, individuals with mental illness, individuals with chronic and acute medical conditions, individuals with chemical dependency, survivors of domestic violence, and adult, youth, and families who are homeless.

Planning for special needs populations is integral to the success of an economically and socially vibrant Puget Sound Region. Both GMA and the WAC specifically require jurisdictions to "address how the county or city will provide for group homes, foster care facilities, and facilities for other populations with special needs" (WAC 365-196-410)

#### **IV. GMA GOAL AND REQUIREMENTS FOR HOUSING**

The Growth Management Act (GMA) recognizes the importance of planning for adequate housing by requiring it as an element in Comprehensive Plans. Adequate housing is addressed specifically in one of the 13 major goals:

“Housing. Encourage the availability of *affordable housing* to all economic segments of the population of this state, promote a variety of densities and *housing types*, and encourage preservation of existing housing stock.”  
RCW 36.70A.020(4)

The requirements for a housing element mandated by the GMA include:

“A housing element recognizing the vitality and character of established *neighborhoods* that: a) includes an inventory and analysis of existing and projected housing needs; b) includes a statement of goals, policies, and objectives for the preservation, improvement, and development of housing; c) identifies sufficient land for housing, and group homes and foster care facilities; and d) makes adequate provisions for existing and projected needs of all economic segments of the community.” RCW 36.70A.070(2)

The last item (d) in those requirements is echoed in the Vision for Bainbridge Island:

~~“... Foremost, Bainbridge Island should preserve the diversity of one of its most precious resources—its people. The Island should remain a place where the business people, artists, farmers, newcomers and long-time residents can all find a place to live.”~~

~~and, General Goals (excerpt):~~

- ~~• Foster the diversity of the residents of the Island, its most precious resource.~~
- ~~• Provide a variety of housing choices for all residents.~~
- ~~• Provide affordable housing.~~

#### **III. Comprehensive Plan Framework of Guiding Principles, Goals and Policies**

Several of the Guiding Principles and Policies in the Comprehensive Plan speak directly to the priority of identifying and meeting the need for housing, including affordable housing on the Island.

**Guiding Principle #1** – Preserve the special character of the Island, which includes the small town atmosphere of downtown Winslow, forested areas, meadows, farms, marine views, scenic and winding roads that support all forms of transportation.

##### **Guiding Policy 1.2**

Accommodate new growth in central places that meet the Island's identified needs for housing, services and jobs while respecting conservation and environmental protection priorities.

**Guiding Policy 1.3**

Identify appropriate land use patterns and building form alternatives to achieve the Island's priorities for both conservation and development

**Guiding Principle #3** – Foster diversity and meet the human needs of the residents of the Island, its most precious resource.

**Guiding Policy 3.1**

Ensure a variety of housing choices to meet the needs of present and future residents in all economic segments and promote plans, projects, and proposals to create a significant amount of *affordable housing*.

**Guiding Policy #6** – Meet the needs of the present without compromising the ability of future generations to meet their own needs.

**Guiding Policy 6.2**

Advance social equity on the Island by addressing basic human needs, including *affordable housing*, personal health and safety, mobility, and access to human services.

Several goals and policies in the Land Use Element put housing objectives in the context of the Island-wide Land Use Concept.

**LAND USE ELEMENT GOAL LU-4**

**Focus urban development in designated centers.**

**Policy LU 4.1**

Encourage residential uses in a variety of forms and densities as part of the use mix in Designated Centers.

**Policy LU 4.2**

Sustainable development and redevelopment will be focused in the centers through a combination of intergovernmental and public-private partnerships, *affordable housing* incentive programs, "green" capital projects, and low impact development standards.

**Policy LU 5.3**

The Neighborhood Service Centers of Island Center, Rolling Bay, and Lynwood Center offer small-scale, commercial and service activity outside Winslow.

These Neighborhood Service Centers should be allowed to develop at slightly higher densities to reinforce their roles as small-scale, community centers.

**Policy LU 5.8**

Applications for development approval on Bainbridge Island should be processed within the timelines established in the City's *development regulations* in order to ensure affordability, fairness and predictability in the land development process.

**Policy LU 5.9**

To reflect the priorities in the Housing Element to provide for a variety of housing options in areas designated for residential development, including residential open space, *accessory dwelling units* shall be considered allowed uses in all residential zoning districts except R-6.

Also, the Economic Element emphasizes the importance of affordable housing choices to the Island's economic health.

**ECONOMIC ELEMENT GOAL EC-5**

**Provide a variety of *affordable* housing choices so that more people who work on Bainbridge Island can live here.**

The Housing Element of the Comprehensive Plan provides several options for the development of *affordable housing* on the Island.

**ECONOMIC ELEMENT GOAL EC-9**

**Grow a healthy service sector to increase employment opportunities, enhance local revenues, and meet emerging needs of the Island's changing demographics.**

**Policy EC 9.1**

Increase availability of housing to enable service sector employees to live on the Island.

~~The main objective in preparing a housing element is to identify and prioritize the community's housing problems and trends, and to develop short and long-term solutions. On Bainbridge Island, residential development is the predominant use of land. In 1992, 38% of all the land on the Island was listed as developed for residential use. In 2003, 41% of the land on the Island was listed as developed for residential use. In addition, housing costs are typically the largest expenditure for most households, while a community's housing stock is its largest long-term capital asset. The costs of land and housing have risen dramatically over the last two decades. The composition of the community in terms of age and income has changed as well. The lack of *affordable housing* has resulted in the need for many people who grew up on~~

the Island to look elsewhere. Furthermore, many people who work on the Island cannot afford to live here, and the number of homeless individuals and families is growing.

The Housing Element provides the citizens of Bainbridge Island with an opportunity to establish goals, policies, and implementation strategies that present solutions to existing problems and provide direction to future housing development without negatively impacting the existing character of the community.

A major step in the formulation of strategies is to assess our current situation. This is done through a Housing Needs Assessment that includes documentation and analysis of community demographics and trends, existing housing stock and condition, and an estimate of future housing needs, including special needs populations such as homeless, disabled and domestic violence victims. This is followed with a summary of the findings of the data, which give direction to the formation of goals and policies. From these, *implementation* strategies are then developed to direct the provision of adequate housing for all citizens of Bainbridge Island.

## V. HOUSING NEEDS ASSESSMENT

In ~~2015~~ 2002, the City of Bainbridge Island issued an updated authorized the development of a comprehensive and up-to-date Housing Needs Assessment (**HNA**) for Bainbridge Island, including an description of the amount, location and condition of the Island's housing stock and demographic and economic information about its population. It also includes an in-depth analysis of affordable housing needs across all households. This document, *The City of Bainbridge Island Housing Needs Assessment, September 2003*, is included as Appendix A. The 2003 Needs Assessment updated and expanded upon the Housing Needs Assessment completed in 1995, which is included as Appendix B.

## HOUSING ELEMENT VISION

A broad range of *housing types* is available to accommodate the great diversity of households and income levels on the Island. The Island has balanced and harmonized the equally important goals of environmental stewardship and providing for the basic human needs of housing, health, employment, and access to commercial and social services.

The majority of Island housing opportunities, particularly rental homes, are within the pedestrian friendly, transit-served, mixed-use *designated centers*. Housing opportunities within centers include small homes on small lots, cottage housing in groupings of a dozen homes, townhouses and mixed-use, mid-rise buildings. The residential pattern outside of centers is at a much lower building form, lower density, with a range of lot sizes and clusters of villages within a broad conservation landscape.

## HOUSING GOALS AND POLICIES

**Discussion:** In accordance with the definition provided in the Growth Management Act (WAC 365.195-070(6)), the term “*affordable housing*” as used in the Housing Element refers to “the adequacy of the housing stocks to fulfill the housing needs of all economic segments of the population. The underlying assumption is that the marketplace will guarantee adequate housing for those in the upper economic brackets, but that some combination of appropriately zoned land, regulatory incentives, financial subsidies, and innovative planning techniques will be necessary to make adequate provisions for the needs of middle and lower income persons.”

### GOAL HO-1

**Promote and maintain a variety of housing choices and *housing types* to meet the needs of present and future Bainbridge Island residents at all economic segments, and in all geographic areas in a way that is compatible with the character of the Island, and encourages more socio- economic diversity. The City shall Partner with community non-profit organizations and local and regional private and public entities in carrying out the following policies.**

#### **H-1.5 Policy HO 1.1**

~~The City shall e~~Encourage innovate innovative residential development types and zoning regulations that increase the variety of *housing types* and choices suitable to a range of household sizes and incomes in a way that is compatible with the character of existing neighborhoods. Examples of innovate approaches are *cottage housing* development, cluster housing development, stacked or side attached housing, tiny houses and *accessory dwelling units*. See Figure H-1 illustrating different *housing types*.

#### **H-1.1 Policy HO 1.2**

~~The City r~~Recognizes it's the City's role in the regional housing market and shall cooperate with the Kitsap Regional Coordinating Council to develop an equitable distribution strategy for affordable housing.

#### **H-1.2 Policy HO 1.3**

~~The City shall t~~Take a proactive role in maintaining and encouraging economic diversity on the Island by providing affordable housing opportunities on Bainbridge Island. Accordingly, the City should designate the appropriate staff effort or organizational entity to assist and advise the community, landowners, and private and public entities about options for affordable housing, financing strategies, and funding sources; develop

and assist with the City's application and approval process for special housing projects; and initiate and support affordable housing strategies opportunities.

### **H-1.3 Policy HO 1.4**

The City shall ~~p~~Partner with non-profit organizations, the development community, local lending institutions, elected officials, and the community at large to assist in meeting affordable housing goals and implementing strategies policies.

### **H-1.4 Policy HO 1.4**

The City ~~s~~Supports the efforts of community non-profit housing organizations and local and regional public and private entities in developing and managing affordable housing on Bainbridge Island.

### **H-1.6 Policy HO 1.6**

The City ~~should d~~Develop provisions standards to encourage development and ~~preservation~~ of small to mid-size single-family housing units. These provisions may include a framework to permit small-unit housing development ~~known~~ such as tiny houses and cottage housing.

### **Policy HO 1.7**

Expand opportunities for infill in the residential zones included ring neighborhoods of Winslow Master Plan study area (R-4.3, R-3.5, R-2.9) and the Neighborhood Service Centers. Create the flexibility for small lots (e.g., in the 3,000 square foot range) as well as smaller footprint homes (e.g., under 1,200 square feet) and adopt standards shall be developed for tiny houses, accessory dwelling units and cottage housing developments. that include, but may not be limited to, maximum allowable size and density and covenants to limit size in perpetuity.

## **GOAL HO-2**

**Maintain the stock of existing affordable and rent-assisted housing. In partnership with community non-profit organizations and local and regional public and private entities the City shall pursue the following policies:**

### **H-2.1 Policy HO 2.1**

The City ~~shall d~~Develop a continuing strategy to maintain the Rural Development Agency and HUD subsidies on existing rent-assisted housing. The primary strategy shall be to support the Kitsap County Consolidated Housing Authority and non-profit agencies to purchase the units through the provisions of the 1990 Housing Act.

### **H-2.2 Policy HO 2.2**

In the event of the potential loss of privately-owned subsidized housing, ~~the City will~~ work with the appropriate public agencies and local non-profits to pursue the preservation of the subsidized units, or relocation assistance for the residents.

**H-2.3 Policy HO 2.3**

Water-based housing (live-aboards) is a viable component of the present and future housing stock of Bainbridge Island, and shall be subject to applicable environmental protection, seaworthiness, sanitation and safety standards, and authorized moorage.

**H-2.4 Policy HO 2.4**

The City shall initiate and support programs that assist low-income homeowners and seniors to repair, rehabilitate, maintain and improve accessibility to and within their homes.

**GOAL HO-3**

**Increase the supply of affordable *multi-family housing* each year through the year ~~2012~~ 2036 with goals based on data provided by the Housing Needs Assessment and the City's housing reports.**

**H-3.1 Policy HO 3.1**

~~The City shall e~~Encourage new *multi-family housing* in a variety of sizes and forms in designated centers. ~~areas designated for such use in the Land Use Element. All developments are subject to Health District requirements for water and sewage disposal.~~

**Policy HO 3.2**

Revise *building envelope* and other development standards for the High School Road portions of the Winslow Area Master Plan to begin its transformation from an auto-oriented, low-rise, homogenous commercial land use district into a pedestrian-friendly, transit-served, mid-rise, mixed-use neighborhood with affordable housing.

**Policy HO 3.3**

Partner with non-profit or for-profit housing sector to create new *multi-family housing* in *designated centers*, including a percentage of *affordable housing*, through the joint or exclusive use of surplus publicly owned property or air space.

**Policy HO 3.4**

Partner with the for-profit sector to create *affordable housing* through the targeted use of the multifamily property tax exemptions in *designated centers*.

**Policy HO 3.5**

Remove barriers to the creation of new *multi-family housing*, particularly *affordable housing* through a variety of actions, through the adoption of regulations that relax or exempt parking requirements and the payment of certain impact fees.

**H 3.2 Policy HO 3.4**

~~Allow Accessory dwelling units shall be permitted uses~~ in all residential zones, except at Point Monroe, the Sandspit (R-6). ~~All other~~ Review and revise as appropriate to create reasonable flexibility regarding applicable development standards including lot coverage, setbacks, parking requirements, and Health District requirements for water and sewage ~~must be met.~~

**H 3.3 Policy HO 3.7**

The City shall ~~e~~Encourage agencies whose mission is to develop *affordable housing* to create new subsidized *multi-family* rental housing by aggressively pursuing Kitsap County Community Development Block Grant Funds, state funds, donations from private individuals and organizations, public revenue sources and other available funding.

**GOAL HO-4**

**Promote and facilitate the provision of the diversity of *affordable housing* stock in all geographic areas of the community.**

**H 4.1 Policy HO 4.1**

In order to encourage the provision of housing that will remain affordable over time, ~~the~~ City shall pursue effective strategies to reduce the land cost component of for-purchase housing, which may include alternative land use zoning, density bonuses and other incentives.

**H 4.2 Policy HO 4.2**

The City shall ~~e~~Encourage housing created by utilizing a mechanism such as a community land trust.

**H 4.3 Policy HO 4.3**

~~Allow~~ ~~M~~manufactured homes and *manufactured housing* ~~home~~-developments shall be permitted in all residential districts. A manufactured home development will be subject to all applicable development regulations of the underlying zone in which it is located, including affordable- housing density bonuses.

**Policy HO 4.4**

Apply the HDDP process in all *designated centers* to promote an increase in the supply, diversity, and access to housing, including *affordable housing*.

**Policy HO 4.5**

Apply the HDDP process, or alternative mechanisms such as a planned unit development permit process, outside of *designated centers* to promote an increase in the supply, diversity, and access to housing, including *affordable housing*.

**Policy HO 4.6**

Provide incentives for clustering of *affordable housing* for farm workers on farmlands.

## **GOAL HQ-5**

**Promote and facilitate the provision of rental and for-purchase housing that is affordable to income-qualified households with a variety of income levels.**

### **H 5.1 Policy HO 5.1**

~~Housing developments where all units are income-qualified to specified income groups should be e~~Exempt from City impact fees and other selected administrative development fees housing developments where all units are income-qualified to specified income groups. Exemptions should be based upon standards that are developed to reflect the income group targeted.

### **H 5.2 Policy HO 5.2**

~~The City shall d~~Develop a program for income-qualified, first-time home buyers to provide assistance in purchasing a home that may include, but is not limited to, down payment or second mortgage assistance, below market-rate loans, guaranteed loans, and tax or utility relief.

### **H 5.3 Policy HO 5.2**

All income-qualified rental housing units created as a result of the policies of this Housing Element shall remain affordable to income-qualified households for a period of not less than ~~30~~50 years from the time of first occupancy and shall be secured by recorded agreement and covenant running with the title of the land, binding all the assigns, heirs and successors of the applicant.

### **H 5.4 Policy HO 5.3**

All income-qualified homeownership units created as a result of this Housing Element shall be sold at a price affordable to income-qualified households. These units may be subject to a mechanism that is specified in an appropriate administrative procedure allowing the City to capture a share of the appreciation if the unit is sold at market rate. The City's share of the proceeds shall be used toward an *affordable housing* program.

## **GOAL HQ-6**

**Facilitate the siting and development of housing opportunities for *special needs populations*.**

### **H 6.1 Policy HO 6.1**

~~The City shall s~~Support the services of community non-profit organizations and local and regional public or private entities in providing shelter for temporarily homeless singles and families with children, adolescents and victims of domestic violence on Bainbridge Island.

**H-6.2 Policy HO 6.2**

~~The City shall s~~Support the development of programs that ensure that the housing needs of the developmentally, physically and emotionally disabled are met within the community.

**H-6.3 Policy HO 6.3**

~~The City shall s~~Support programs that provide assistance to low-income, disabled persons to retrofit their homes to be more accessible.

**GOAL HO-7**

**Utilize the City's bonding capacity and other resources to support the creation of *affordable housing*.**

**H-7.1 Policy HO 7.1**

The City recognizes the need to provide financing assistance for *affordable housing*. Accordingly, the City will actively pursue public and private funds that may include, but are not limited to, real estate excise tax, grants, and other available resources.

**H-7.2 Policy HO 7.2**

The City, in partnership with local agencies producing *affordable housing*, may issue a General Obligation Bond to increase the production of housing affordable to households at or below 80% of median income for Kitsap County.

**H-7.3 Policy HO 7.3**

~~The City Council may issue~~ Consider the issuance of councilmanic (Limited Tax General Obligation Bonds; also called councilmanic bonds, or non-voted debt) to support the development of housing affordable to households at or below 80% of median income for Kitsap County.

**H-7.4 Policy HO 7.4**

~~The City shall eEstablish and m~~ Maintain a the Housing Trust Fund ~~which will be used~~ to support the development and preservation of *affordable housing* on Bainbridge Island.

**H-7.5 Policy HO 7.5**

~~The City may purchase and make~~ Consider the options of purchasing and making City-owned land available through long-term leases or other mechanisms for the purpose of creating income-qualified housing, and ~~shall~~ support other public entities that wish to use publicly-owned land for this purpose.

## GOAL HO-8

**Provide a periodic report on the status of housing on Bainbridge Island and the implementation of the Housing Element in order to assess the effectiveness of the housing goals.**

### **H-8.1 Policy HO 8.1**

~~The City shall m~~Monitor by survey and/or other means, and prepare a report on, the following aspects of housing:

- A. Housing in general and the types of housing encouraged in this Element, including affordable *multi-family* and single family, owned and rented; *accessory dwelling units*; subsidized housing; adaptable units; clustered housing and cottage housing.
- B. The condition of the local housing market and the number of new housing units, publicly and privately funded.
- C. The use of density bonuses and the number of for-purchase housing units provided in new developments.
- D. A description of the various initiatives supporting *affordable housing*, including activities of community non-profit organizations and local and regional public or private entities.
- E. Programs of housing repair and renovation that improve accessibility.

### **H-8.2 Policy HO 8.2**

~~Issue~~ ~~The housing report shall be issued at least every five~~ four years, beginning in 2019, in order to inform the periodic eight-year coordination with state-mandated updates of the Comprehensive Plan, and to measure progress in implementation between the updates. ~~Make the reports shall be made~~ available to the public in various ways, such as notice in the local newspaper, on the City's web page, and on local media outlets.

## HOUSING ELEMENT IMPLEMENTATION

**High priority actions:**

**Medium priority actions:**

**Other priority actions:**

**GLOSSARY OF HOUSING TERMS**

**Accessory Dwelling Unit:** Separate living quarters contained within or detached from a single-family residence on a single lot.

**Affordable Housing:** Housing where the occupant pays no more than 30% of gross monthly income for total housing costs, including the cost of taxes and insurance for homeowners and monthly utilities for owners and renters.

Affordable housing is defined according to the interpretation found in the Growth Management Act - Procedural Criteria [WAC365-195-070(6)]. The term "applies to the adequacy of the housing stocks to fulfill the housing needs of all economic segments of the population. The underlying assumption is that the market place will guarantee adequate housing for those in the upper economic brackets but that some appropriately zoned land, regulatory incentives, financial subsidies, and innovative planning techniques will be necessary to make adequate provisions for the needs of middle and lower income persons."

The Department of Housing and Urban Development (HUD) sets household income limits for five income categories based on the local median household income which is determined each year. They are as follows:

- Extremely Low Income .....30% or less of median household income
- Very Low Income .....31% - 50% of median household income
- Low Income.....51% - 80% of median household income

Moderate Income.....81% - 95% of median household income  
 Middle Income.....96% - 120% of median household  
 income

**Assisted Housing:** Multifamily rental housing that receives governmental assistance and is subject to use restrictions

**Cluster Development:** A development design technique that concentrates buildings in specific areas on a site to allow the remaining land to be used for recreation, common open space, and preservation of environmentally sensitive areas. Cluster development allows the reduction of lot sizes below the zoning ordinance's minimum requirements if the remaining land is preserved as permanent open space.

**Comprehensive Housing Affordability Strategy (CHAS):** A document which is prepared annually to lay out housing affordability strategies that address the needs of homeless, low and moderate income people in ways that promote community and individual stability.

**Context Sensitive Design:** Site, landscaping, architectural, or engineering design that is compatible with a development's setting, the contours of the land and natural systems on-site and immediately off-site, and that is compatible with the character, location and configuration of improvements and uses on adjacent properties.

**Cottage Housing:** A grouping of small, single family dwelling units clustered around a common area and developed with a coherent plan for the entire site. Cottage units typically have a shared common area and coordinated design and may allow densities that are somewhat higher than typical in single family neighborhoods. Cottage housing offers a degree of privacy and some of the benefits of single family housing combined with the lower cost and maintenance of attached housing. The clustered arrangement can contribute to a sense of community.

**Density:** The number of dwelling units allowed in a lot area.

**Density Bonus:** Additional density provided to a developer to achieve certain policy objectives, such as the construction of affordable housing units. (The developer is allowed to build a certain amount {a percentage} above the base density in exchange for the provision of a certain number of affordable units.)

**Designated Centers:** Those areas of the Island where the majority of the development and redevelopment should be located over the next fifty years. These include Winslow, Lynwood Center, Island Center, Rolling Bay, Sportsman Triangle and Day Road. See Fig. LU-1 Land Use Concept.

**Development Regulation:** The controls placed on development or land use activities by a county or city, including, but not limited to, zoning ordinances, critical areas ordinances, shoreline master programs, official controls, planned unit development

ordinances, subdivision ordinances, and binding site plan ordinances together with any amendments thereto.

**Dwelling Unit:** A building or portion of a building that provides independent living facilities with provision for sleeping, eating and sanitation. The existence of a food preparation area within a room or rooms is evidence of the existence of a dwelling unit.

**Fair Share Housing:** A quantification of each jurisdiction's "share" of middle and low-income housing needs in a region or county, and a plan for how each jurisdiction will satisfy its obligation to provide for its share of the need.

**Flexible Lot Design Subdivision Process:** This process permits development flexibility that will encourage a more creative approach than lot-by-lot development, including lot design, placement of buildings, use of open spaces and circulation, and best addresses the site characteristics of geography, topography, size or shape. This method permits clustering of lots, with a variety of lot sizes, to provide open space and protect the Island's natural systems. The criteria for the layout and design of lots, including a minimum percentage of open space and a minimum lot size for each zone, will be set out in the zoning ordinance.

**Guiding Principle:** A high-rank order value guiding growth, development, and conservation of resources in the community. Guiding principles are derived from and provide extension of the aspirations and values described in the Vision Statement. Guiding Principles provide policy direction to the Goals and Policies of the Elements in the Comprehensive Plan.

**Homeless:** Persons whose primary nighttime residence is 1) a public or private place not designed for, or ordinarily used for, sleeping accommodations for human beings, or 2) a residence which is a publicly or privately operated shelter designed to provide temporary living accommodations.

**Household:** One or more related or unrelated persons occupying a housing unit.

**Housing types:** This term refers to the physical form, configuration or scale of housing, as opposed to an ownership pattern (i.e., rental vs. owned).

The list below groups housing types by the category of whether the housing units are detached, common wall, or stacked:

- **Detached housing**, includes one and two-story houses, ramblers, split-levels, cottages, cabins, accessory dwelling units, mobile homes, and carriage houses (unit over a garage);
- **Common wall housing**, includes duplexes, zero lot line homes, rowhouses and townhouses; and

- **Stacked housing**, includes two or three story garden apartments and mid-rise, mixed-use structures with commercial ground floor uses and two or more stories of residences above.

**Impact Fees:** Charges levied by the City against a new development for its pro-rata share of the capital costs of facilities necessitated by the development. The Growth Management Act authorizes the imposition of impact fees on new development and sets the conditions under which they may be imposed.

**Infill Development:** Development usually consisting of either 1) construction on one or more lots in an area already developed or 2) new construction between two existing structures.

**Low Impact Development (LID):** A stormwater management strategy that emphasizes conservation and use of existing natural site features integrated with distributed, small-scale stormwater controls to more closely mimic natural hydrologic patterns in residential, commercial, and industrial settings. LID employs principles such as preserving and recreating natural landscape features and minimizing impervious surfaces to create functional and appealing site drainage that treat stormwater as a resource rather than a waste product. Practices that adhere to these LID principles include bio-retention facilities, rain gardens, vegetated rooftops, rainwater harvesting (rain barrels and cisterns) and permeable pavements.

**Manufactured Housing:** A broad term including mobile homes, modular homes and other "factory built" housing. The main distinction is that manufactured housing is created in one or more parts in a factory and is designed and constructed for transportation to a site for installation on a permanent foundation and occupancy when connected to required utilities.

**Mixed Use Development:** The presence of more than one category of use in a structure, for example, a mixture of residential units and office or retail uses in the same building.

**Multifamily:** A structure or portion of a structure containing two or more dwelling units.

**Neighborhood:** A small, predominantly residential area of the Island in which the residents share a common identity which may focus around an elementary school, park, community business center or similar feature.

**PUD or Planned Unit Development:** A development of land that is under unified control and is planned and developed as a whole in a single development operation or programmed series of development stages. Development through a PUD is a process in addition to the subdivision process, which permits development flexibility that will encourage a more creative approach than lot-by-lot development in design,

placement of buildings, use of open spaces, circulation, and best addresses the site characteristics of geography, topography, size or shape.

**Residential Use:** Any land use that provides for living space. Examples include single family residence, multi-family residence, special residence mobile home park, boarding house, caretaker's quarters, accessory dwelling.

**Special Needs Populations:** Individuals or families who require supportive social services in order to live independently for semi-independently.

**Subarea Plan:** An optional comprehensive plan feature authorized by the Growth Management Act. Subarea plans provide detailed land use policies for a geographic subset of a city.

**Subdivision:** The division or re-division of land into five or more lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership.

**Substandard Housing:** A dwelling unit that does not meet the criteria for an acceptable standard of living, through lack of maintenance, age of unit, neglect, lack of plumbing facilities, kitchen facilities, or crowded conditions.

**Urban Concentration:** An area within the urban growth boundary of Bainbridge Island in which urban level of development with urban levels of public services and facilities are concentrated.

**Vision:** A Vision is a narrative description of a preferred future, describing desired long-term qualities and characteristics of the community 20 or more years in the future.

**Vision 2040:** Vision 2040 constitutes the multi-county planning policies for the region consisting of King, Pierce, Snohomish and Kitsap counties and the cities within those counties.

**Wetland:** Those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.



Joseph W. Tovar  
FAICP

## MEMORANDUM

DATE: April 22, 2016  
TO: Bainbridge Island Planning Commission  
FROM: Joseph W. Tovar, FAICP  
RE: Consistency Check Tasks and Version 2 of Draft Elements

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At your May 12 meeting, the Planning Commission begins a review of the draft Elements to assure that they are consistent with and support one another. As the Commission has worked through the comprehensive plan elements, we have placed "red pins" in the margins of certain goals and policies that we believed would merit subsequent review as other draft Elements were prepared. On May 12 we begin that review process.

Any additions, deletions or other changes to the Elements that emerge from your consistency review we will refer to as "Version 2." For example, after you take account of the red pins in the Land Use Element, and make any other edits you deem appropriate, we will begin referring to that Element as "Land Use V.2."

During this review we will also look to achieve format consistency among the Elements. For example, we have a "Vision" segment at the beginning and an "Implementation" segment at the end of the Transportation, Water Resources and Housing Elements, but we do not have those segments for the other Elements. I would suggest that at our August 28 meeting, we determine if any of the Commissioners would like to take on the tasks of drafting Vision segments for the Economic and Environmental Elements. The staff and I will prepare draft "Implementation" segments for those other Elements for your review later in May.

The Version 2 review presents another opportunity to eliminate duplicative language and re-sequence some of the policies within Elements to make them easier to navigate. The need for this task became apparent when we prepared for the City Council's update meeting in March an edits-accepted "clean" version of the draft Elements. When your draft proposed Elements are formatted this way it becomes much easier to see where redundant language still exists and how some of the sections could be better organized or re-sequenced.

Accompanying this memo are the "clean" versions of the Introduction, Land Use Element and Glossary. We invite you to give these a quick read and flag for us any paragraphs or sections you think might merit consolidation, deletion, or re-sequencing. We can have a brief discussion at your April 28 meeting and that would help us prepare the Version 2 draft for your consideration at the May 12 meeting.