



DESIGN REVIEW BOARD
REGULARLY SCHEDULED MEETING
MONDAY, OCTOBER 17, 2016
1:00 – 5:30 PM
COUNCIL CONFERENCE ROOM
280 MADISON AVE N
BAINBRIDGE ISLAND, WA 98110

AGENDA

- 1:00 PM Call to Order (Attendance, Agenda, Ethics)
- 1:05 PM Approval of Minutes
August 15, 2016
- 1:10 PM **Pleasant Beach Manor**
Staff Update Only
Project Manager: Josh Machen
- 1:20 PM **Blakely Elementary Conceptual Design**
Project Manager: Josh Machen
- 2:20 PM **Montessori Country School (PLN17677 [SPR/CUP](#))**
Location: 10994 Arrow Point Drive
Project Manager: Kelly Tayara
- 3:20 PM **Madison Park HDDP ([PLN50662](#))**
Tier 1 13 Lot Single Family Subdivision
- 4:20 PM **Bainbridge Landing ([PLN50520 SPR](#))**
Location: Ferncliff and Cave Avenues
Project Manager: Josh Machen
- 5:20 PM New/Old Business
Update on process for changing City Code.
- 5:30 PM Adjourn

All permit application documents may be viewed by clicking on the link provided or entering the permit number on the City's Online Permit Center here:

<https://ci-bainbridgeisland-wa.smartgovcommunity.com/ApplicationPublic/ApplicationSearchAdvanced>.

(Please use the permit prefix when searching, i.e., PLN17677.)

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

Call to Order (Attendance, Agenda, Ethics)
Review and Approval of Minutes – July 18, 2016 and August 1, 2016
Eagle Scout Project (Kyle Hammer)
St. Barnabas Annex Replacement (PLN50466SPR/CUPA)
New/Old Business
Adjourn

Call to Order (Attendance, Agenda, Ethics)

Chair Alan Grainger called the meeting to order at 2:06 PM. Design Review Board Members in attendance were Jeffrey Boon, Peter Perry, Joseph Dunstan, Jason Wilkinson and Chris Gutsche. Jim McNett was absent and excused. City Staff present were Communications Manager Kellie Stickney, Planner Kelly Tayara and Administrative Specialist Jane Rasely who monitored recording and prepared minutes.

The agenda was reviewed. There were not any conflicts disclosed.

Review and Approval of Minutes – July 18, 2016 and August 1, 2016

Chair Grainger noted that he thanked Mr. Kennedy at the July 18 meeting for the in depth presentation of the Madrona School concept design and asked that the Planning Staff be sent the package so they would know what a good concept design presentation consisted of. Ms. Rasely agreed she would send the package out and amend the current day's minutes to reflect that information.

**Motion: I move we approve the minutes for July 18, 2016.
Dunstan/Perry – Passed Unanimously 5-0**

**Motion: I move we approve the minutes for August 1, 2016
Boon/Perry: Passed Unanimously 5-0**

Eagle Scout Project (Kyle Hammer)

Ms. Stickney introduced Kyle and Chris Hammer and this Eagle Scout project that included a donation of way finding signs. Mr. K. Hammer's project included trailhead signs as well as way finding signs spaced evenly along the trail from High School Road to New Brooklyn Road. He displayed examples of the types of signs that would be used as well as the map that would be displayed with the way finding signs. Mr. K. Hammer went on to say he would be using rough lumber or salvaged barn wood for the signs. Trail head signs would be City standard signs.

Mr. Perry recommended either not using cedar posts or putting a post box in the ground and putting the post in the box. Mr. Dunstan brought up ADA standards and having the way finding signs at a 42" height for wheelchair and smaller children accessibility. Mr. Grainger mentioned

the paint fading on the signs and Mr. Perry brought up using the right fasteners for the signs as well. Mr. Wilkinson suggested Mr. K. Hammer contact the BARN about laser cutting the map onto metal while Mr. Boon stated there were printing methods that could be used that would resist fading. Mr. Dunstan expounded on the opportunity for interaction with the BARN since they were a non-profit.

Mr. K. Hammer described the locations of the signs at the intersection of High School Rd NE and NE New Brooklyn Rd. Mr. Dunstan wondered about putting trailhead directional signs on the street so a walker unfamiliar with the trail would be able to find it. He also mentioned Dave Whittaker was the member of the BARN that handled public outreach. Mr. Grainger mentioned that Mr. K. Hammer should be identified as the person who created the signage. He also asked when the project would be finished. Mr. K. Hammer mentioned he had to go through the Chief Seattle project review process and then hopefully would be able to start in October or November.

Mr. Dunstan asked about the process/standard for donations. Mr. Grainger explained that the Design Review Board had gone through a standard setting conversation previously. Conversation about a set of standards with examples shown would be a great idea. Mr. Peltier thought it would be a great idea to have information on the DRB's webpage.

St. Barnabas Annex Replacement (PLN50466SPR/CUPA)

Mr. Devin Johnson began the presentation early after introductions all around. Mr. Johnson gave an overview of the project reminding the DRB that the original annex was a World War II USO building the church purchased for a dollar and married to their current building 60 years ago. He went on to describe the changes they had made to the design since the previous review of the DRB which were minimal but did include removing some of the brick facing from the Wyatt Way side of the building and adding it back to the front entrance area of the building. Mr. Grainger mentioned the changes were also aiding handicapped access to the building by installing an elevator. Mr. Dunstan asked about the modified roofline of the new building. Mr. Johnson stated they were trying to match the existing ridgeline of the roof and had to flatten out the roof to match it. Mr. Perry asked about the courtyard and whether it was used much. Mr. Johnson stated on a nice day, after service fellowship occurred there. The lack of sidewalk was discussed. There are no requirements for putting in a sidewalk in that location.

Mr. Grainger mentioned this was a meeting where the DRB would need to take action. He suggested they perform the abbreviated review of the Design Guideline Checklist. Mr. Boon read the Applicant Responses to the Mixed Use Town Center and High School Road Districts/General Design Guidelines.

1. Yes
2. Yes
3. Yes
4. Yes

5. Yes
6. Yes
7. Yes
8. Yes
9. Yes
10. Yes
11. Yes
12. Yes
13. Yes
14. Yes

He then read the Commercial and Mixed-Use Design Guidelines for All Zoning Districts:

1. Yes
2. Yes
3. Yes
4. Yes
5. Yes
6. Yes
7. Yes
8. Yes
9. Yes
10. Yes
11. Yes
12. Yes
13. Yes
14. Yes
15. Yes
16. Yes

**Motion: I move that we approve this permit.
Dunstan/Perry: Passed Unanimously 5-0**

New/Old Business

Mr. Grainger gave an update on the meeting held with the Bainbridge Island School District regarding the process of permit approval for Blakely Elementary. He also asked that the reference to the Madrona School DRB review packet be brought to the attention of Planning Manager Josh Machen as the ideal for future review packets. Mr. Grainger stated the new school would be built behind the existing school beginning right after school lets out in 2017 and continuing on through the next school year. He stated it was a good meeting.

Mr. Dunstan voiced a pet peeve about sandwich boards. He counted 48 sandwich board signs on Winslow Way between Highway 305 and Madison Ave N. He felt since the Design Review Board was there to help with design aesthetic, the sign code should support it. He stated that Code Compliance Officer Greg Vause said the sign ordinance is pretty confusing and it contradicts itself. Mr. Peltier thought this was something to think about as the conversation continued about expanding the DRB's role. There was then discussion of requiring a business owner to bring the sign in when they're closed and to only be allowed within a certain distance of the business. Mr. Perry asked what the process to change the sign code was. Ms. Rasely stated she would provide that information to the Design Review Board at the next meeting. Mr. Peltier thought it would be great to have representatives from the Chamber of Commerce and the Bainbridge Island Downtown Association (BIDA) come to a meeting and discuss the issue. Mr. Grainger questioned if they would see the signs as a problem or not. Mr. Peltier replied it would be good to involve them early on to get their perspective. Mr. Dunstan agreed. Mr. Boon thought it would be an inexpensive way to start the process. Mr. Grainger cautioned about pitting the design aesthetic against business. He thought that someone needed to spearhead the conversation by bringing information to the table to engage both the City and BIDA with a presentation of facts.

Adjourn

The meeting was adjourned at 3:47 PM.

Approved by:

Alan Grainger, Chair

Jane Rasely, Administrative Specialist

Process to Change City Code

City Code may be changed via ordinance, but before an ordinance is presented to City Council, the following steps must be taken:

1. Design Review Board (DRB) drafts a memo to Planning Director requesting the proposed code change be part of the Planning Department's work plan. The memo should state why the DRB feels code changes are necessary.
 - a. DRB votes on a motion to send memo/request to Planning Director.
 - i. If motion fails, proposal dies.
 - ii. If motion is approved, proposal is forwarded to Planning Director.
2. Planning Director presents the proposed addition to the Planning Department's work plan to City Council.
 - a. If Council denies the request, no further work is done.
 - b. If Council approves the request, the process continues with step 3.
3. A project manager is assigned to facilitate the requested code changes. This project manager may be a Long Range Planner, the Code Compliance Officer or possibly the City's Building Official.
4. Once a project manager is assigned, they perform the following tasks:
 - a. Receives input from the DRB as to what changes in code are desired.
 - b. Drafts proposed changes.
 - c. Reviews proposed changes with DRB.
 - d. Finalizes draft ordinance after DRB input.
 - e. Presents proposed changes to Council.
5. City Council will approve or deny proposed ordinance.
 - a. If approved, changes are made.
 - b. If denied, City Code remains the same.