

Call to Order (Attendance, Agenda, Ethics)

Approval of Minutes – December 7, 2015 and December 21, 2015

Fort Ward Community Center (PLN50380PRE)

New/Old Business

Adjourn

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**Call to Order (Attendance, Agenda, Ethics)**

Chair Alan Grainger called the meeting to order at 2:00 PM. Design Review Board members in attendance were Jim McNett, Chris Gutsche, Jeffrey Boon, Susan Bergen and Peter Perry.

Chuck Depew was absent and excused. Interim Planning Director Joseph Tovar and Planning Manager Josh Machen were present. Mr. Machen monitored recording. Administrative Specialist Jane Rasely was absent but prepared minutes from meeting recording. The agenda was reviewed without any conflicts reported.

Chair Granger had everyone introduce themselves.

**Approval of Minutes – December 7, 2015 and December 21, 2015**

**Motion: I move to approve both sets of minutes.**

**Perry/Gutsche: Unanimously approved.**

**Fort Ward Community Center (PLN50381PRE)**

Mr. Machen provided an introduction to the Fort Ward Community Center project in Senior Planner Heather Beckmann's absence. He mentioned the historic bakery was being turned into a community center. It was mentioned the bakery did not currently have any parking, but the applicant stated they were currently in discussion with the Public Works Department about creating parking in an adjoining space.

Mr. Will Shopes from the Historic Preservation Commission provided the historical background of the Fort presenting the original advertisement for contractor bids as well as a copy of the original blueprints. He also illustrated the history of the bakery building from conception to current day. Mr. Shopes presented the rough plans for the inside of the community center stating that Kitsap Sewer District (building owner) would maintain a small office in the building. Ariel Jamison from Wenzlau Architects presented the landscape plan and the properties contained within the project as well as right of way improvements, buffer maintenance and Stormwater management. Ms. Bergen suggested breaking up the large parking lot with more landscaping to separate it from the walkway/pedestrians going to the building. Ms. Jamison stated they would be looking at the landscape plan again and it may change. Open discussion then occurred regarding the entire property and connections to adjacent properties that might be developed in

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the future. Different parking options were offered up. Mr. McNett stated he felt this was a great project.

**New/Old Business**

Mr. Grainger canvassed the DRB member's availability to meet on the February 22 instead of February 15, which was the Presidents Day holiday. Consensus was there would be a quorum.

Mr. Perry asked about ground cover and how large the plantings had to be within the buffer along Highway 305, specifically by Key Bank at the Visconsi project. He asked if it was checked up on by the City. Planning Manager Machen replied there was a three year landscaping bond required and that at the end of those three years, there was an inspection. Mr. Perry responded with asking what could be done before the three year period was up. Council Liaison Ron Peltier said he would appreciate any suggestions they had regarding a standard that must be met in landscaping. The conversation then turned to having a landscape expert do an inspection but it was recognized the City did not have the resources for that at this time.

**Adjourn**

The meeting was adjourned at approximately 3:20 PM.

Approved by:

  
Alan Grainger

  
Jane Rasely



**CITY OF BAINBRIDGE ISLAND  
DESIGN REVIEW BOARD - REGULAR MEETING  
February 1, 2016**

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**Join  
ListServ  
Yes/No**

Name	Affiliation	Phone/ E-Mail	Join ListServ Yes/No
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