



**Design Review Board
Regularly Scheduled Meeting
Monday, December 5, 2016
2:00 – 5:00 PM
Council Conference Room
280 Madison Ave N
Bainbridge Island, WA 98110**

AGENDA

- 2:00 PM Call to Order (Attendance, Agenda, Ethics)
- 2:05 PM Approval of Minutes
November 7, 2016
- 2:10 PM Manzanita Partners Preapplication Review [PLN50311B PRE](#)
Project Location: 176 Ericksen Ave
Project Manager: Olivia Sontag
- 3:30 PM Code Process
- 4:00 PM New/Old Business
- 4:05 PM Adjourn

Call to Order (Attendance, Agenda, Ethics)
Open Public Meeting Act Training
Ethics Training
Bainbridge Landing (PLN50520SPR)
Grow Community Amendment 2 Phase III (PLN13551FSPRA2)
Process Discussion
New/Old Business
Adjourn

Call to Order (Attendance, Agenda, Ethics)

Chair Alan Grainger called the meeting to order at 2:00 PM. Design Review Board members also in attendance were Chris Gutsche, Peter Perry, Jeffrey Boon, Joseph Dunstan, Jason Wilkinson and Jim McNett. City Staff present were City Attorney Joe Levan, Planning Director Gary Christensen, Planning Manager Josh Machen and Administrative Specialists Jane Rasely and Lara Lant who monitored recording and prepared minutes.

The agenda was reviewed. Bainbridge Landing was a last minute cancellation. Ms. Rasely stated the project would be on the next agenda. There were not any conflicts brought forward.

Open Public Meeting Act Training

City Attorney Joe Levan introduced himself and gave an overview of the training he would be presenting. Mr. Dunstan asked how this related to federal government meetings. Mr. Levan stated the federal government did not have any regulations regarding open public meetings but that the Open Public Meeting Act was a State law and was required training. He continued by thanking the Design Review Board (DRB) for volunteering their time and stated that as members of a City committee, they were an extension of the City when acting in their DRB capacity. Mr. Levan offered to speak with any of the DRB members individually and encouraged them to contact him with any questions they may have.

Ethics Training

Ethics Committee Chair Joe Deets introduced himself and gave an overview of the “ethics” program at the City. He outlined the four “C’s:”

1. Core Values
2. Conflicts of Interest
3. Compensations and Gifts
4. Confidentiality

Mr. Levan also mentioned education was a main function of the Ethics Committee.

Bainbridge Landing (PLN50520SPR)

Developer/Architect canceled their attendance a few hours before the meeting.

Grow Community Amendment 2 Phase III (PLN13551FSPRA2)

Planning Manager Josh Machen briefed the DRB about Grow Community project changes stating planned commercial space was being converted to additional units resulting in parking and the open space plan needing amendment. Project Spokesman Greg Lotakis and John Ellis from Bainbridge Island Holdings were present while architect Greg Hartman and landscape architect Charlie Brucker were present via phone. The discussion centered around the change from 7 townhomes sitting above commercial space to 18 units, eliminating the commercial buildings. Mr. Lotakis stated the new design enhanced the walk down Shepard Way because it provided 13 more feet (depth) of landscaping along the sidewalk. He also mentioned feedback from current residents was that no one wanted the increased traffic that would result from commercial space. Mr. Hartman described the landscaping of the south side of the development. Mr. Grainger stated the Shepard Way elevation was very important and they wanted to see a detailed elevation and landscape plan to assuage their concerns about the large, blank, cement wall. Mr. Wilkinson suggested adding three studio-sized living spaces on the ground floor to replace the retail space instead of additional parking spaces. Mr. Lotakis stated they could not add anymore units. Mr. Grainger said the DRB would expect this project to come back for their review again with a greater level of detail. Mr. Machen replied that it would be up to the applicant whether or not they wanted to come back. Mr. Grainger asked the DRB if any of them wanted to recommend action on the project at this time. Everyone declined the opportunity.

Process Discussion

Mr. Grainger began the conversation with the Grow Community Project just reviewed and the fact that the applicant felt they had preliminary approval on the changes. Planning Director Gary Christensen said he would characterize the situation as a miscommunication. He also mentioned that as part of the Comprehensive Plan update process, the Planning Commission recommended a review of the development process occur in 2017 which was before the City Council at that time. Mr. Christensen went on to describe a current internal development study that would be reviewing department process and identify areas that might benefit from change. Mr. Grainger asked for the consultant to meet with the DRB as a whole to facilitate transparency. It was decided that Mr. Lattimore might be added to a December agenda.

Mr. McNett reviewed the four “Procedural Issues” that he sent out via e-mail. Mr. Dunstan asked for 30 minutes on each DRB agenda be devoted to conversations about process. He felt the time would be helpful for discussing concerns amongst the DRB. Mr. Grainger agreed.

Mr. Charles Schmid spoke about the Japanese American National Monument and the property right next to it that appeared to be in disrepair.

New/Old Business

None.

Adjourn

The meeting was adjourned at 6:12 PM.

Approved by:

Alan Grainger, Chair

Jane Rasely, Administrative Specialist

DRAFT

CITY OF BAINBRIDGE ISLAND

PREAPPLICATION CONFERENCE REQUEST

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



<p>DATE STAMP FOR CITY USE ONLY</p>	<p style="text-align: center;"><u>TO BE FILLED OUT BY APPLICANT</u></p> <p>PROJECT NAME: <u>JONES HOUSE</u></p> <p>TAX ASSESSOR'S NUMBER: <u>262502-3-034-2009</u></p> <hr/> <p>PROJECT STREET ADDRESS <u>176 ERICKSEN AVE N.E.</u> OR ACCESS STREET: <u>BAINBRIDGE IS., WA 98110</u></p> <p>ENVIRONMENTAL CHECKLIST SUBMITTED: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="text-align: center;"><u>FOR CITY USE ONLY</u></p> <p>FILE NUMBER: _____</p> <p>PROJECT NUMBER: _____</p> <p>DATE RECEIVED: _____</p> <p>APPLICATION FEE: _____</p> <p>TREASURER'S RECEIPT NUMBER: _____</p>
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SUBMITTAL REQUIREMENTS	
APPLICATION	<i>One original (which must contain an original signature) and six copies</i> must be provided. Whenever possible, originals must be signed in blue . Please identify the original document.
SUPPORTING DOCUMENTS	<i>One original (which must contain an original signature)</i> , where applicable, and <i>six copies</i> (if an original is not applicable, <i>seven copies</i> must be provided).
FULL-SIZE DRAWINGS	<i>Seven copies</i> of the required drawings must be provided. Drawings must be folded and 18" x 24" in size. <i>No construction drawings or other sized drawings</i> will be accepted unless specifically requested.
REDUCED DRAWINGS	<i>Two copies (five if commercial)</i> of the drawings reduced to 11" x 17" must be provided.
SUBMITTING APPLICATIONS	Applications must be submitted in person by either the owner or the owner's designated agent. Should an agent submit the application, a notarized Owner/Applicant Agreement must accompany the application (owner/app agreement attached). Please call (206) 780-3762 to set up an appointment to submit the application.
FEES	Please call the Department of Planning & Community Development for submittal fee information. Review by the Kitsap County Health Department may require additional fees and processing time.
<p>APPLICATIONS WILL NOT BE ACCEPTED unless these basic requirements are met and the submittal packet is deemed counter complete.</p>	

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812
PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov

CITY OF BAINBRIDGE ISLAND

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A. GENERAL INFORMATION

1. Name of property owner: JON THORNBURGH (MANZANITA PARTNERS LLC)
Address: 182 ERICKSEN AVENUE N.E. BAINBRIDGE IS., WA 98110
Phone: 206 369-2739 Fax: _____
E-mail: JONTHORNBURGH@COMCAST.NET

Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

If the owner(s) of record as shown by the county assessor's office is (are) not the agent, the owner's (owners') signed and notarized authorization(s) must accompany this application.

2. Applicant/agent: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

3. Name of land surveyor: MACLEARNBERRY, INC
Address: 1100 N.W. THOMPSON ROAD, SUITE 301, POULSBORWA 98370
Phone: 206 427-0506 Fax: _____
E-mail: INFO@SEALANDSURVEY.COM

4. Planning department personnel familiar with site: KELLY TAYARA

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5. Description of proposal:

THE PROJECT WILL REPLACE THE EXISTING BUILDING WITH A TWO UNIT RESIDENTIAL BUILDING.

6. Driving directions to site:

FROM WINSLOW WAY TURN NORTH ONTO ERICKSON AVE. PROPERTY IS LOCATED APPROXIMATELY 200' ON THE EAST SIDE OF THE STREET

7. Please give the following existing parcel information:

Assessor's Parcel Number	Parcel Owner	*Lot Area
2622502-3-034-2009	MANZANITA PARTNERS LLC (JON THORNBURGH, MEMBER & MANAGING PARTNER)	9,756 SQFT
Use additional sheet if necessary	Total of all parcels:	

* As defined in Bainbridge Island Municipal Code 18.12.050

8. Legal description (or attach):

PLEASE SEE ATTACHED.

9. Current comprehensive plan, zoning and shoreline designations and use of subject parcel(s):

Lot Number	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
Lot	MUTC DISTRICTS	ERICKSON AVE DISTRICT	N/A	MIXED USE
Lot				
Lot				
Lot				

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

Property	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
North	ERIKSSON AVE DISTRICT	ERIKSSON AVE DISTRICT	N/A	MIXED USE
South	CORE	CORE	N/A	MIXED USE
East	GATEWAY DISTRICT	GATEWAY DISTRICT	N/A	WINSLOW RAVINE
West	CORE	CORE	N/A	COMMERCIAL

11. Common name of adjacent water area or wetlands area: WINSLOW RAVINE

12. Does the site contain an environmentally sensitive area as defined in Critical Areas Ordinance (Bainbridge Island Municipal Code Chapter 16.20)? yes no unknown

If yes, check as appropriate:

<input type="checkbox"/> wetland*	<input type="checkbox"/> geologically hazardous area**
<input type="checkbox"/> wetland buffer*	<input type="checkbox"/> zone of influence**
<input type="checkbox"/> stream*	<input type="checkbox"/> slope buffer**
<input type="checkbox"/> stream buffer*	<input type="checkbox"/> fish and wildlife habitat area

*If your site includes a wetland or wetland buffer, a wetland report may be necessary with your application.
**If your site includes a geologically hazardous area or is within the zone of influence as defined in Bainbridge Island Municipal Code 16.20, a geotechnical report may be necessary with your application.

13. Are there underlying/overlying agreements on the property? yes no unknown
If yes, check as appropriate and provide a copy of the decision document:

<input type="checkbox"/> CUP Conditional Use Permit	<input type="checkbox"/> SPR Site Plan Review
<input type="checkbox"/> MPD Master Planned Development	<input type="checkbox"/> SPT Short Plat
<input type="checkbox"/> PUD Planned Unit Development	<input type="checkbox"/> SSDP Shoreline Permit
<input type="checkbox"/> REZ Contract Rezone	<input type="checkbox"/> SUB Prior Subdivision
<input type="checkbox"/> RUE Reasonable Use Exception	<input type="checkbox"/> VAR Zoning Variance
	<input type="checkbox"/> Other: _____

Under which jurisdiction was the approval given?
 City of Bainbridge Island Kitsap County

Approval date: _____

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

If yes, please explain: PLEASE SEE ATTACHED.

B. TECHNICAL INFORMATION

1. Name of water purveyor: CITY OF BAINBRIDGE ISLAND

If a private well, what class? _____

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

3. General description of the existing terrain: SLOPES GENTLY FROM ERICKSEN AVENUE TO THE EAST.

4. Soil survey classification: AREA # DESIGNATION: 22 SOIL TYPE KAPOWSIN.

5. Flood plain designation: X AE

CITY OF BAINBRIDGE ISLAND

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6. Access (street functional road classifications):

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

7. Sidewalks are adjacent to the parcel: yes no
 If yes, existing sidewalks are _____ feet wide.
 Sidewalk installation is proposed as part of the development project: yes no
 Proposed sidewalks: adjacent to the parcel and are to be _____ feet wide.
 internal to the proposal and are to be _____ feet wide.

8. Intended use of the land, as well as the sequence and timing of the proposed development:
CONSTRUCT NEW TWO UNIT RESIDENTIAL BUILDING. DURATION
OF CONSTRUCTION - SIX MONTHS.

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

10. Proposed lot coverage (total area of building footprint/lot area x 100%): 28%

11. Height of proposed buildings or structures: 25'

12. Square footage of all spaces: storage: _____
 retail: _____ residential: 2880
 office: 1,775 other: _____
EXISTING BUILDING ON BACK OF LOT)

13. Number of stories proposed: 2

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14. Proposed setbacks:
north: 7' 9" south: 7.5'
east: ~ 125' west: 20'

15. Number of parking stalls proposed: 4

16. Amount of square footage of proposed paved areas: 0

17. Percent of site to be covered by impervious surfaces: 28 %
(If the proposal results in more than 1,000 square feet of additional impervious surface, a preliminary drainage plan shall be required.)

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

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

20. Is the proposal part of a phased development plan? (If so, an outline of the future plans must be submitted.)
NO

21. List any other permits for this project from state, federal or local governmental agencies for which you have applied or will apply, including the name of the issuing agency, whether the permit has been applied for, and if so, the date the application was approved or denied, and the application or permit number:
NONE

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

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

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

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

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

25. Will the completed project result in excavating of or filling in:
 less than 50 cubic yards. more than 50 cubic yards but less than 100 cubic yards. more than 100 cubic yards.

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

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

*Signature of owner or authorized agent

11.1.2016

Date

JONATHAN R. THORNBURGH

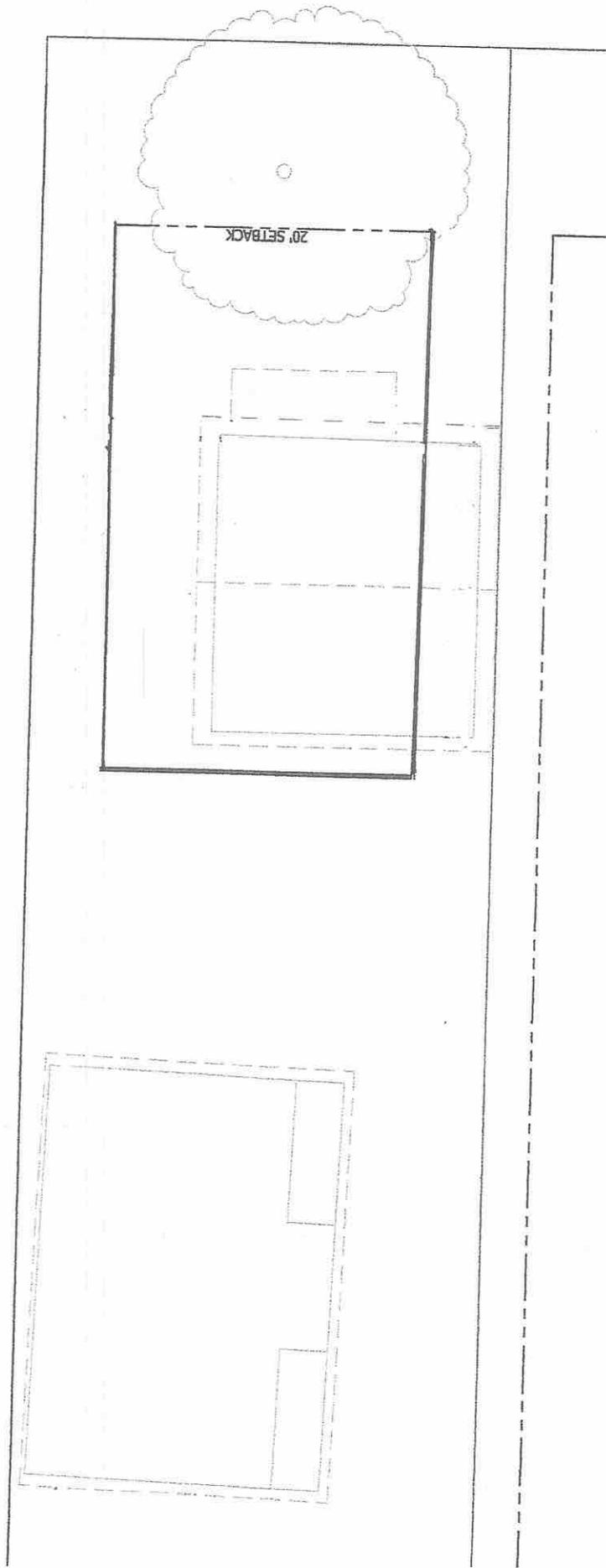
Please Print

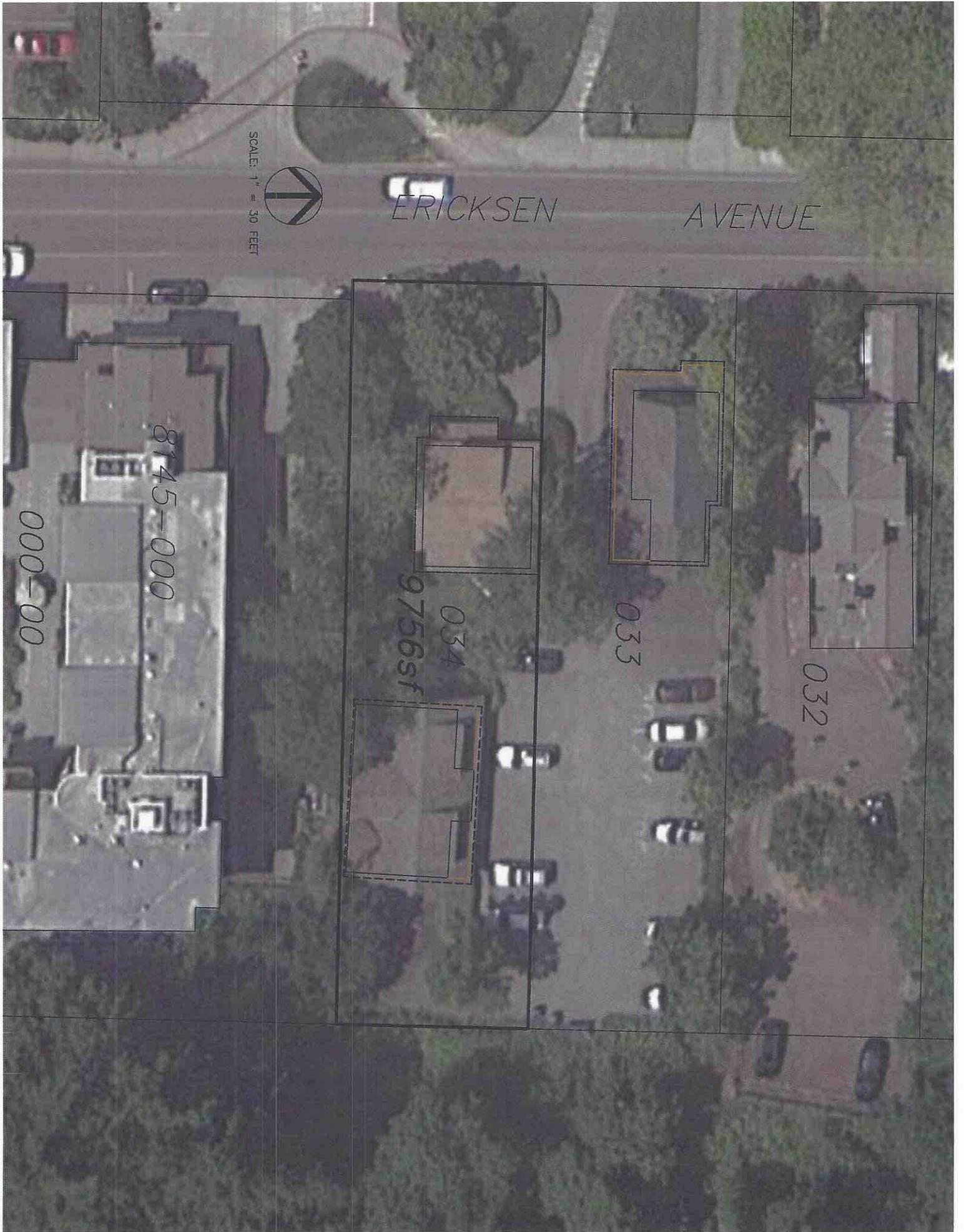
**If signatory is not the owner of record, the attached "Owner/Agent Agreement" must be signed and notarized.*

14. Other Pertinent Information

1. We own both 176 Ericksen and the adjacent property to the north, 188 Ericksen. 176 Ericksen has an easement via the driveway on 188 Ericksen for access to parking.
2. We wish to retain as much of the existing and mature landscaping as possible. Especially important is retaining the buffer of trees on the south property line. This is important for the neighbors as well as maintaining the sense of privacy for our buildings. Equally important is retaining the large Linden tree that is close to Ericksen Avenue.







ERICKSEN AVENUE

SCALE: 1" = 30 FEET

032

033

034

9756sf

8145-000

000-00

Design Review Board
Pre-Application Site Plan Review

Jones House Project; 176 Ericksen Avenue, Bainbridge Island

Project Vision Summary:

The goal of this project is to replace the existing structure fronting Ericksen Avenue with a new building that is in keeping with the historic look and feel of the street, while retaining as many trees and existing landscaping as possible.

The new building is designed to look like a vintage home but will be a functioning duplex with one apartment on the first floor and one on the second floor. The building has been designed to meet all city zoning requirements and guidelines, specifically the Ericksen Avenue Overlay.

Preservation of the historic look and feel of Ericksen Avenue is important to us. Our family owns both 176 Ericksen and the adjacent parcel at 188 Ericksen. We wish to preserve the old Bainbridge Island feel that comes with small scale buildings.

One of the most notable features of the property is the large Linden tree in the front. Preservation of this is really important and we have worked with arborist Olaf Ribeiro and the architect to find a way to meet set back requirements while retaining the tree.

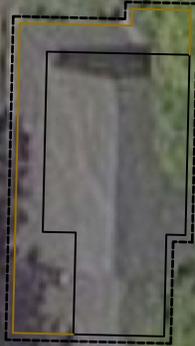
The large Linden tree at the front of the property has been nominated as a heritage tree. We have provided owner approval and submitted the proper paperwork to the City of Bainbridge Island.

ERICKSEN AVENUE

SCALE: 1" = 30 FEET



032



033



034
9756sf



8145-000

000-00



Sheet Title

Date/Revision
 04/06/03
 Prelim. Design
 Progress Set
 04/13/03
 Revised Design
 Progress Set
 04/19/03
 Building Permit
 Submittal Set

Project Name
Manzanita Partners
 Ericksen Bldg Upgrades
 178 Ericksen Avenue
 Bainbridge Island, Washington

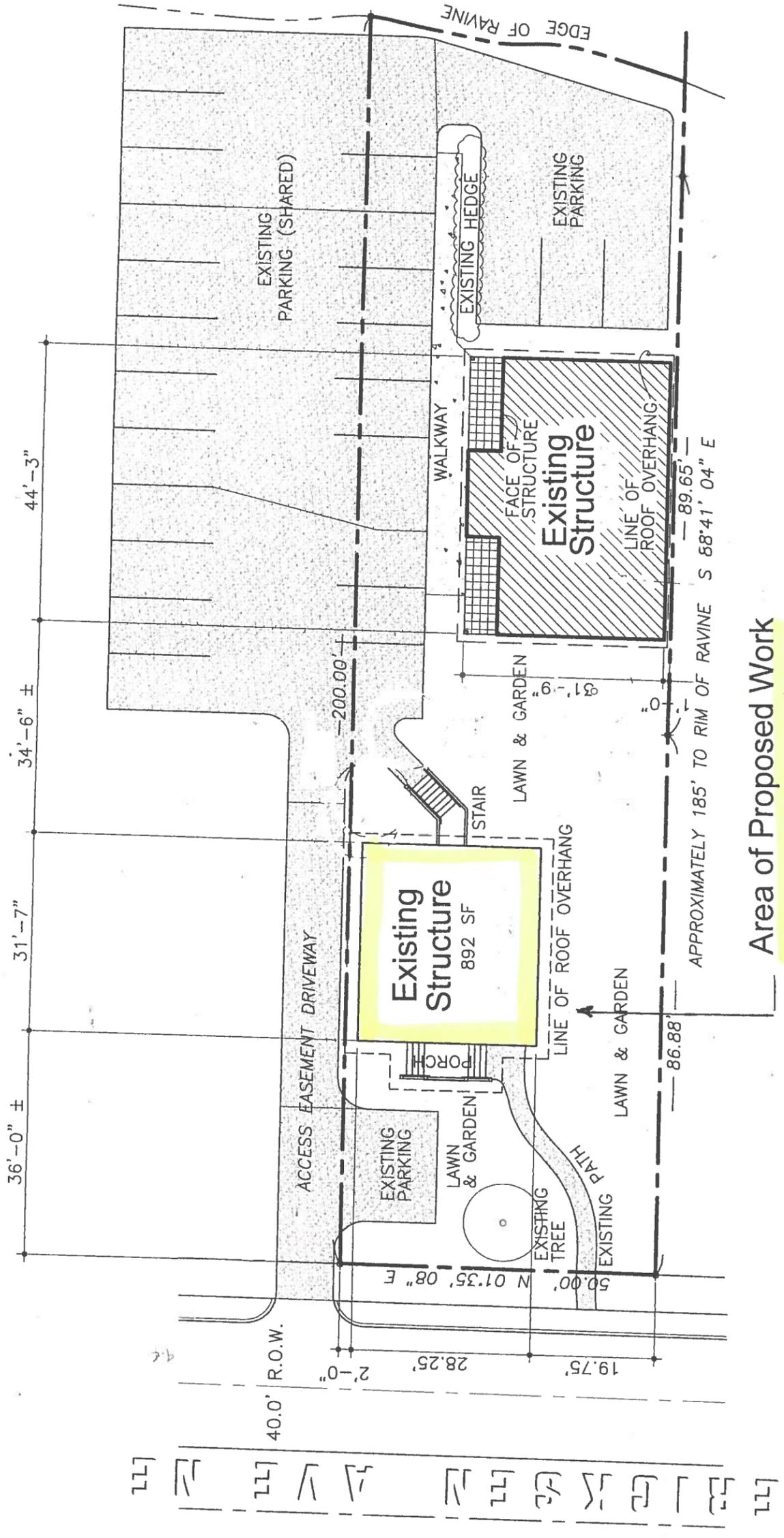
REGISTRATION
 4292
 ARCHITECT
 DOUGLAS A. COLE
 STATE OF WASHINGTON

425-861-3974

Doug
 Cole
 Architect

Sheet Number

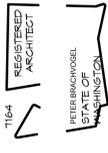
A2



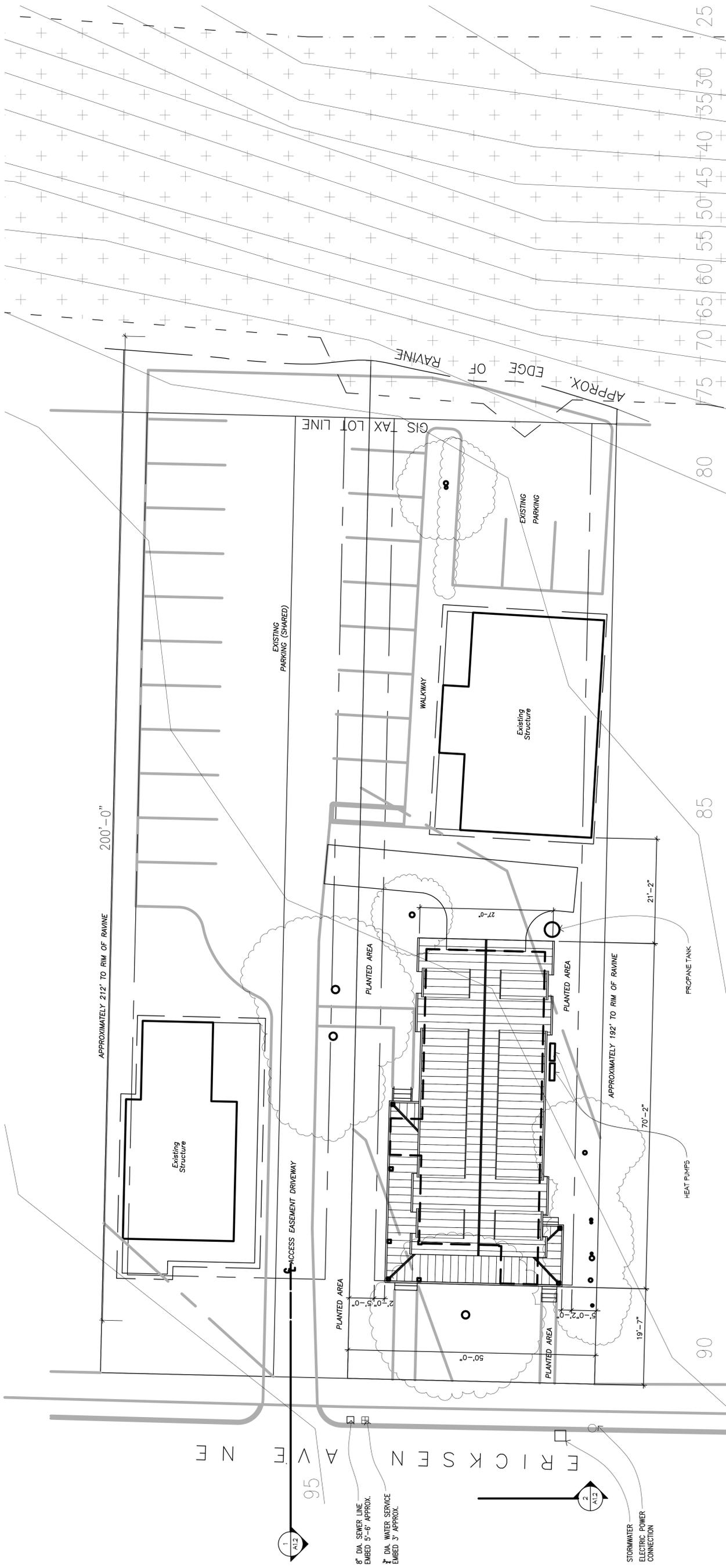
Site Plan

SCALE: 1" = 20.0 FEET

Area of Proposed Work

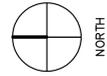


NOTE: THIS SHEET NOT TO SCALE IF OTHER THAN 24" X 36"



SITE PLAN

1" = 10'-0"



PROJECT INFO

ADDRESS: 176 ERICKSEN AVE NE
 TAX PARCEL: 262502-3-034-2009
 ZONING: ERICKSEN AVE OVERLAY
 LOT SIZE: .22 ACRES = 9,757 SF
 LOT COVERAGE ALLOWED: 35% = 3,354 SF
 2,500 SF MAX SOUTH OF WYATT
 HEIGHT LIMIT: 25'
 35' IF PARKING UNDER BUILDING
 MIXED USE = .5
 MAX FAR: WITH HERITAGE TREE DESIGNATION = 1.0

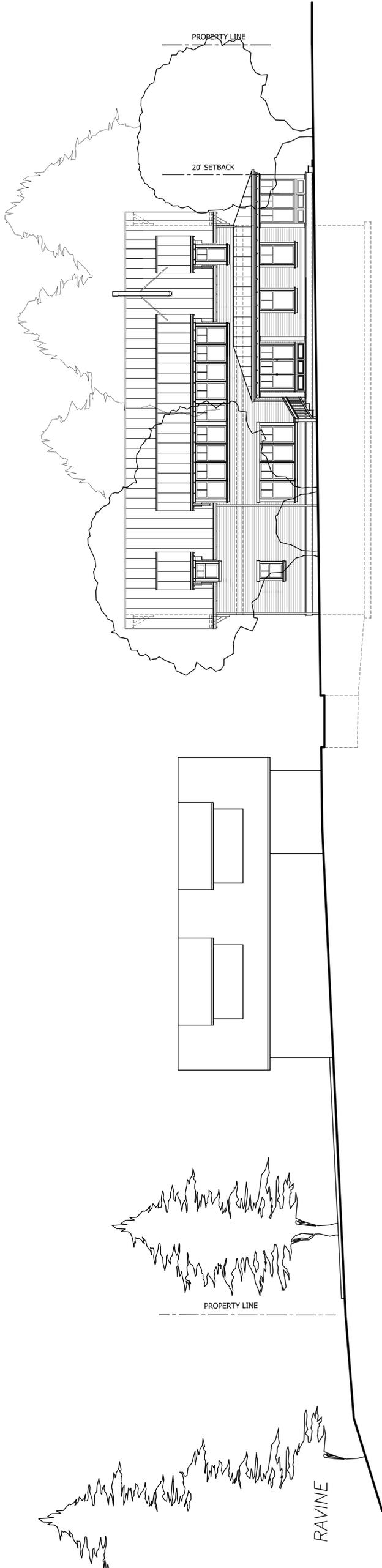
KEY

- 40% + SLOPE (MIN 65' SETBACK WHEN GREATER THAN 10' IN HEIGHT)
- WETLAND
- EXISTING CONTOUR LINES

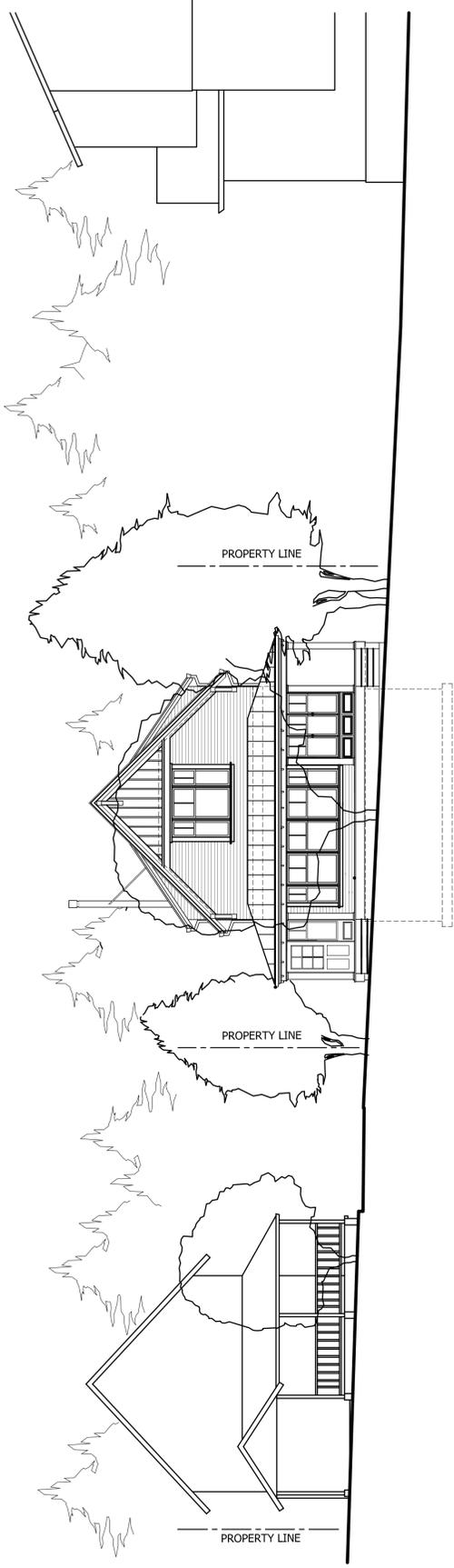
FLOOR AREA RATIO

CURRENT CONDITIONS (MIXED USE):
 LOT: 9757 SQ FT
 FAR = 0.5: 4878 SQ FT
 REMAINING 2047 SQ FT
 SQ FT AVAILABLE 2831 SQ FT
 SQ FT IF LOCATED UNDER BUILDING 2831 SQ FT
 WITH HERITAGE TREE DESIGNATION:
 LOT: 9757 SQ FT
 FAR = 1.0: 9757 SQ FT
 REMAINING 2047 SQ FT
 SQ FT AVAILABLE 7710 SQ FT
 SQ FT AVAILABLE 7710 SQ FT

NOTE: THIS SHEET NOT TO SCALE IF OTHER THAN 24" X 36"



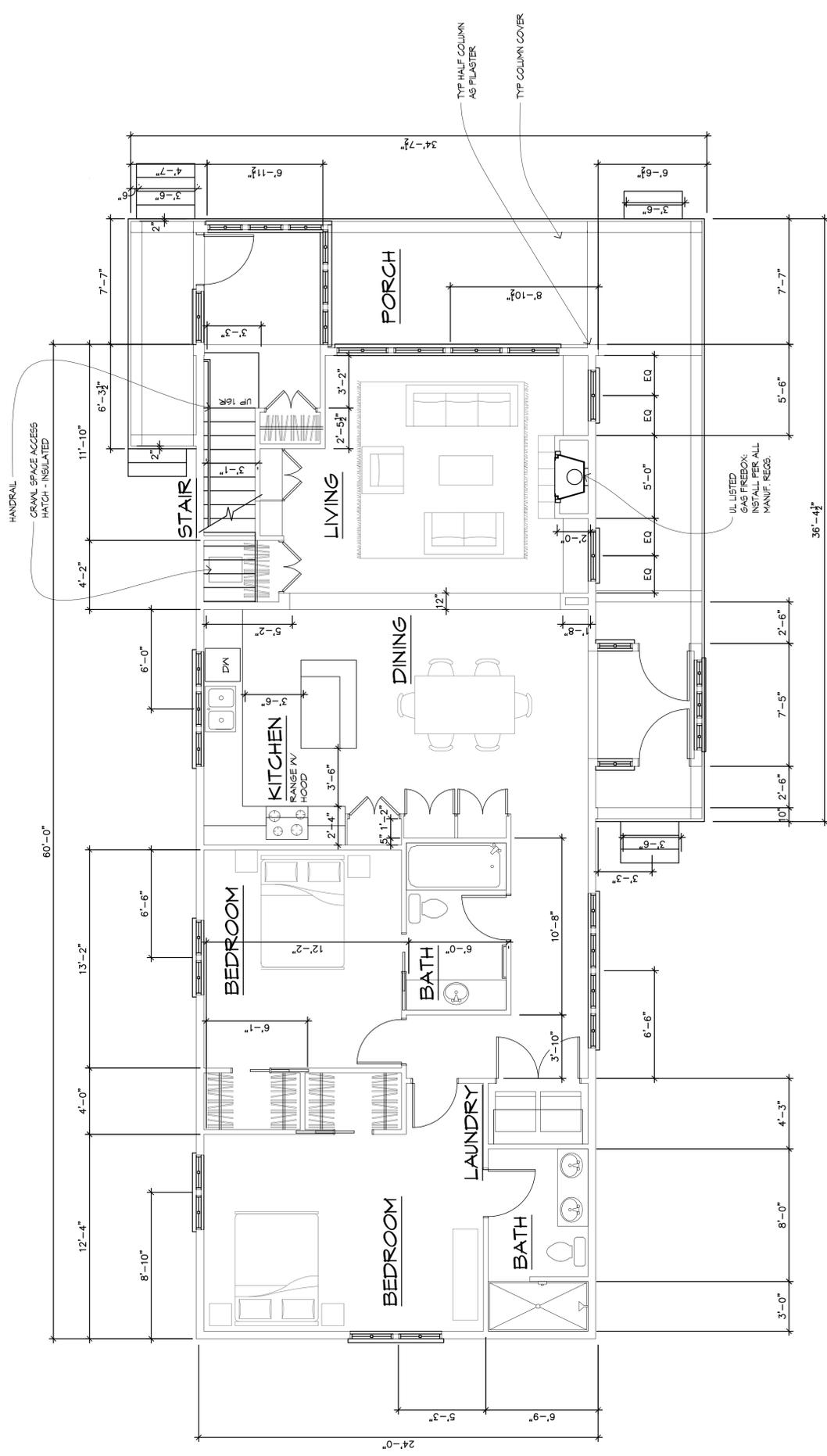
1 SECTION LOOKING SOUTH
SCALE: 1/8"=1'-0"



2 SECTION LOOKING EAST
SCALE: 1/8"=1'-0"



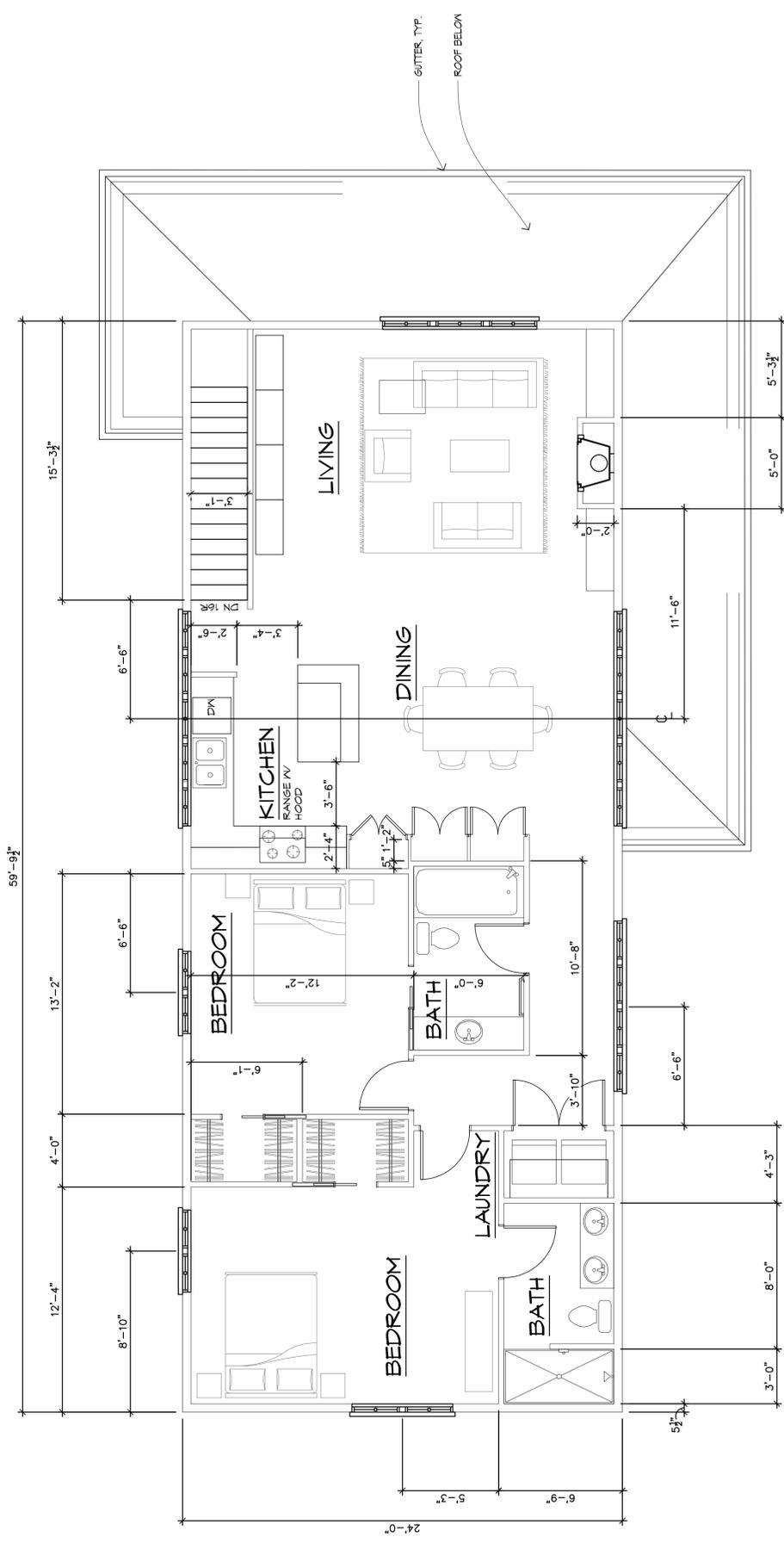
NOTE: THIS SHEET NOT TO SCALE IF OTHER THAN 24" X 36"



1 FIRST FLOOR PLAN
 SCALE: 1/4" = 1'-0"

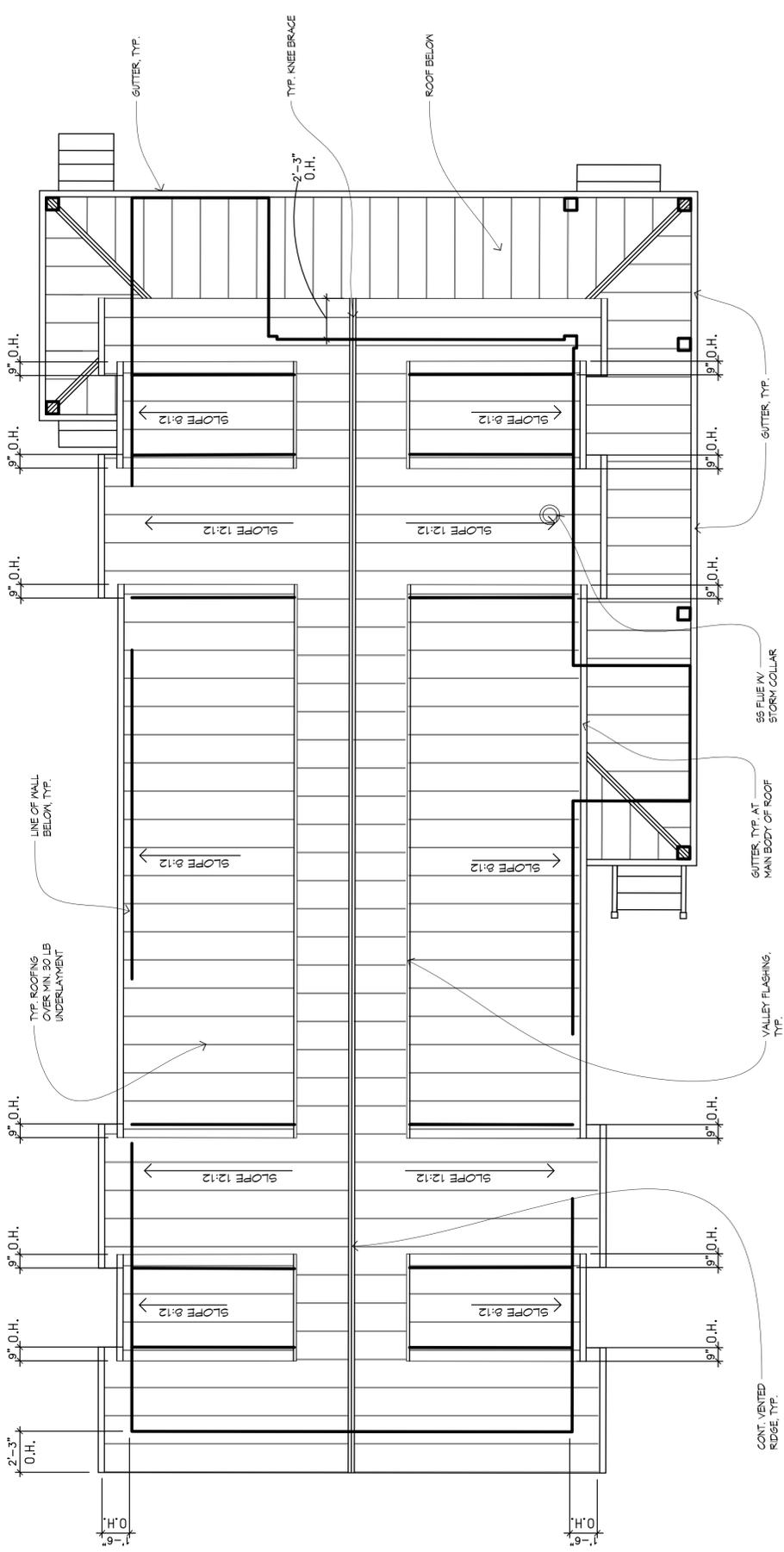


NOTE: THIS SHEET NOT TO SCALE IF OTHER THAN 24" X 36"



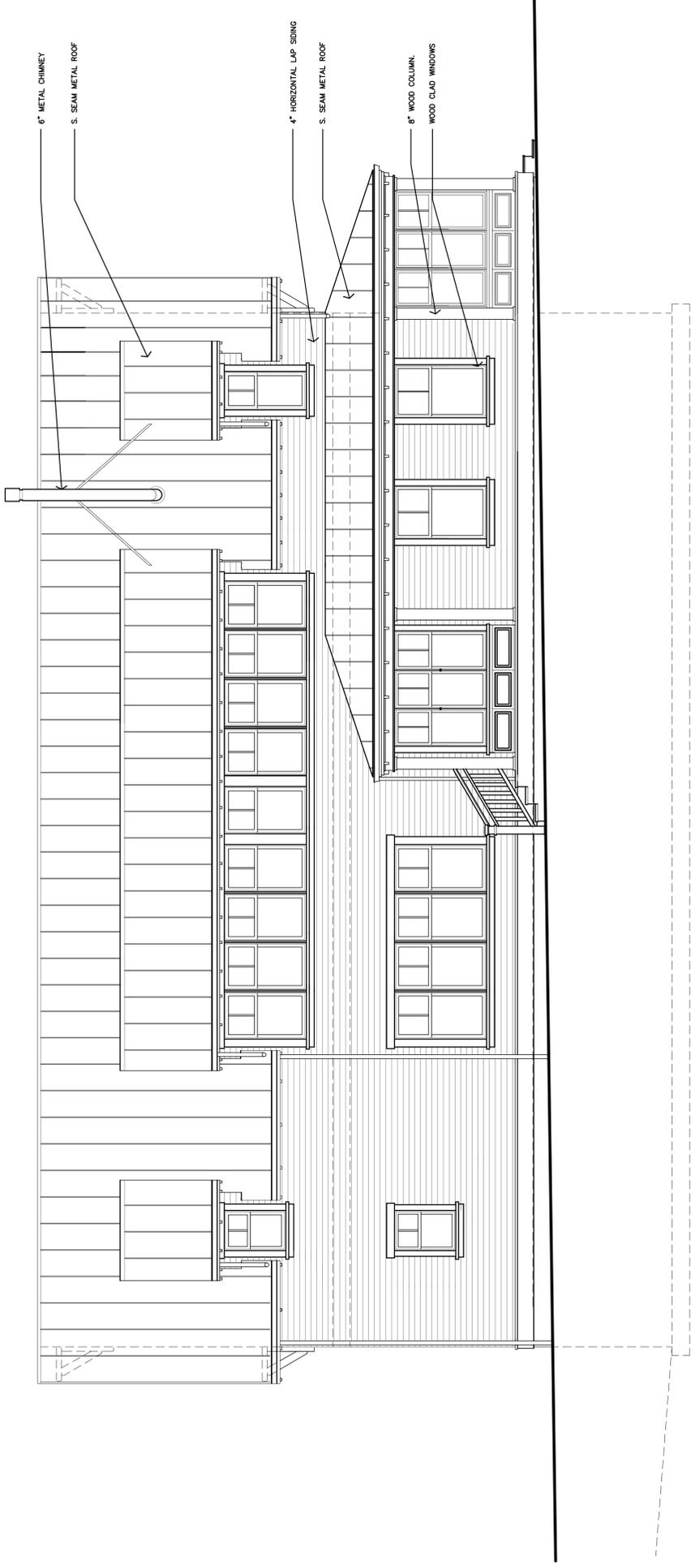
1 SECOND FLOOR PLAN
 SCALE: 1/4" = 1'-0"

NOTE: THIS SHEET NOT TO SCALE IF OTHER THAN 24" X 36"

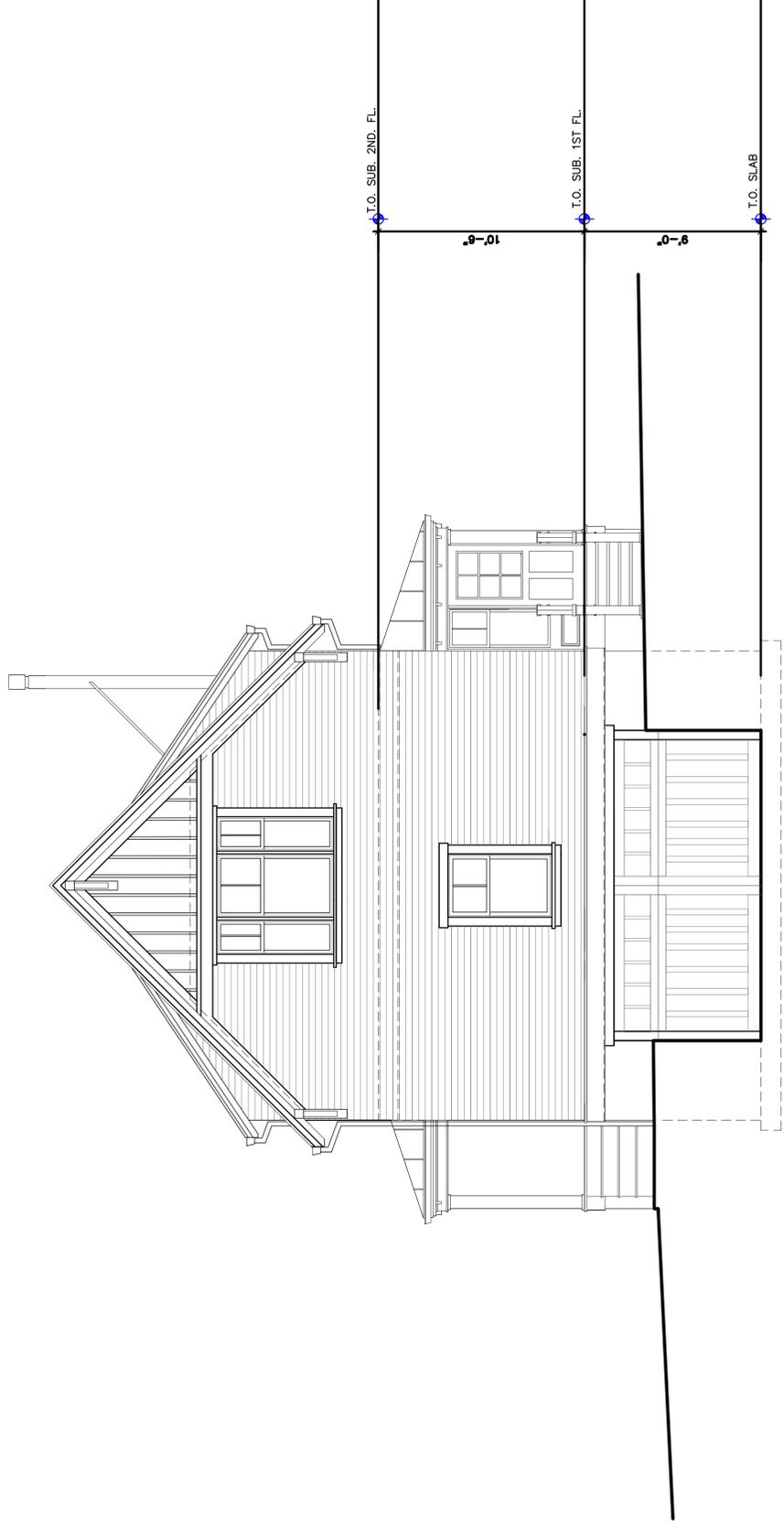


1 ROOF PLAN
 SCALE: 1/4" = 1'-0"

NOTE: THIS SHEET NOT TO SCALE IF OTHER THAN 24" X 36"

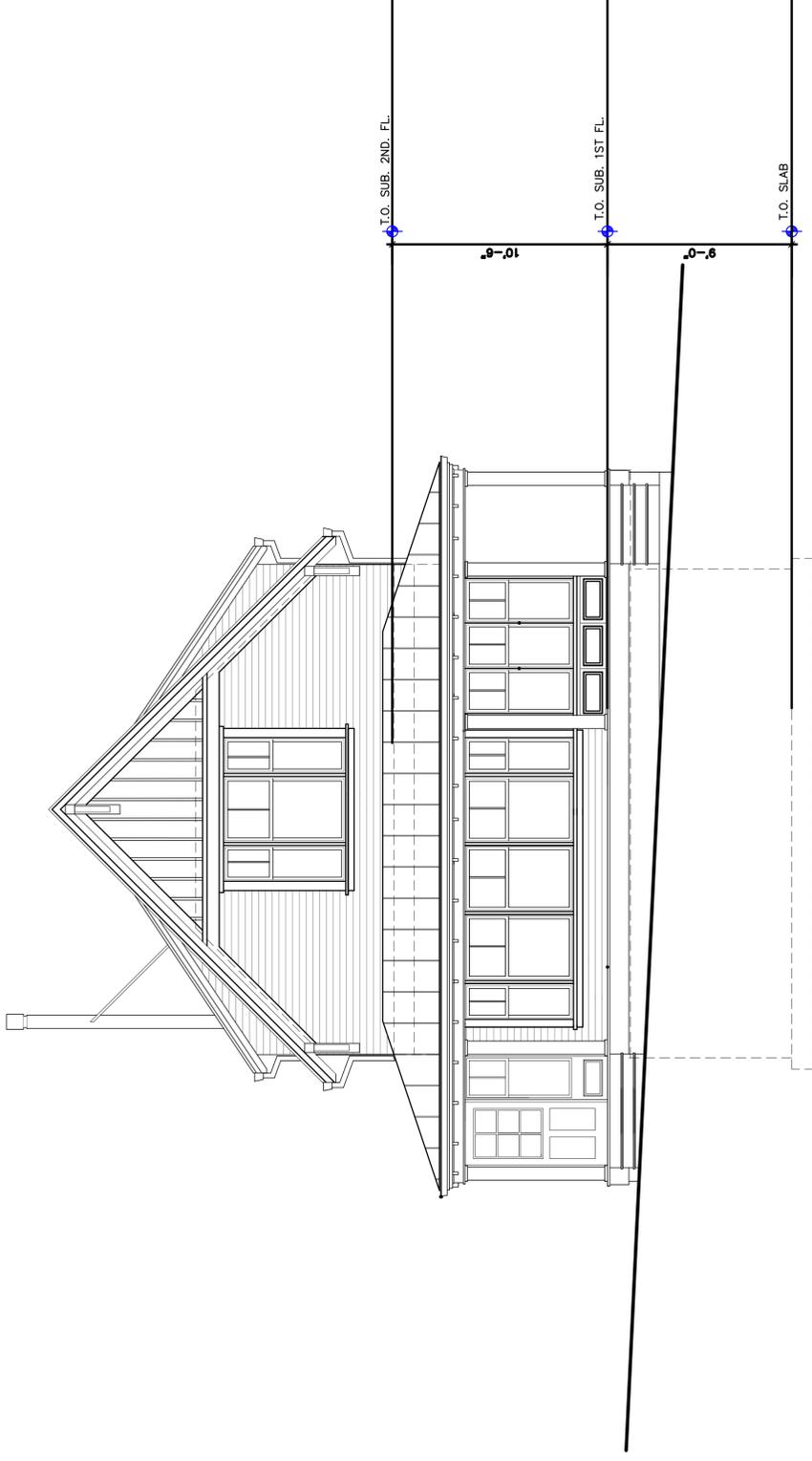


1 SOUTH ELEVATION
 SCALE: 1/4"=1'-0"

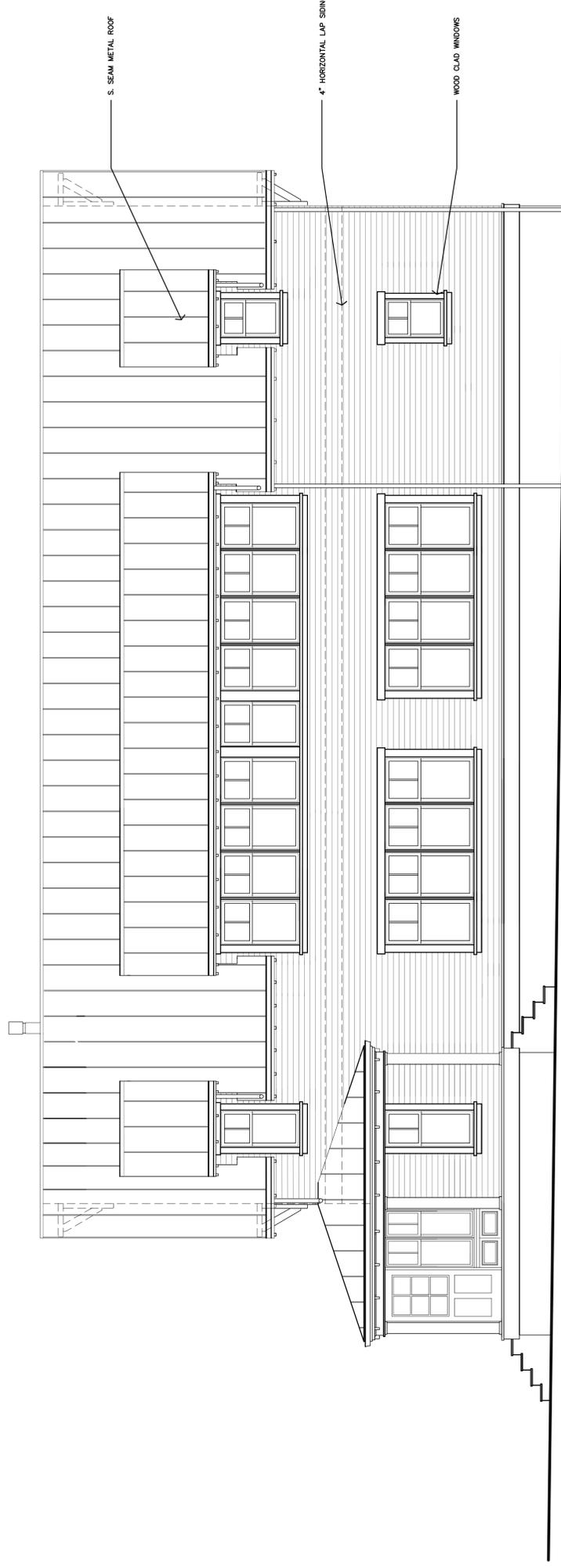


2 EAST ELEVATION
 SCALE: 1/4"=1'-0"

NOTE: THIS SHEET NOT TO SCALE IF OTHER THAN 24" X 36"



1 WEST ELEVATION
SCALE: 1/4"=1'-0"



2 NORTH ELEVATION
SCALE: 1/4"=1'-0"

All of the Following Guidelines Apply to the Ericksen Overlay District

General Guidelines – All Districts	
1. Parking Lot Location	<input type="checkbox"/>
2. Outdoor Space and Amenities	<input type="checkbox"/>
3. Pedestrian Connections	<input type="checkbox"/>
4. Shielded Lighting	<input type="checkbox"/>
5. Screen Services Areas	<input type="checkbox"/>
6. Common Open Space	<input type="checkbox"/>
6a. Conceal Garage Doors	<input type="checkbox"/>
7. Overall Form – Building Styles	<input type="checkbox"/>
8. Building Entrances	<input type="checkbox"/>
9. Conceal Mechanical Equipment	<input type="checkbox"/>
10. Structured Parking	<input type="checkbox"/>
11. Encourage Varied Details	<input type="checkbox"/>
12. Integration Signs with Architecture	<input type="checkbox"/>
13. Creative Signs	<input type="checkbox"/>
14. Awning Signs	<input type="checkbox"/>

Ericksen District Guidelines	
Site Design	
SD1. Preservation of Historic Buildings	<input type="checkbox"/>
SD2. Scale of Construction	<input type="checkbox"/>
SD3. Ravine View Corridors	<input type="checkbox"/>
SD4. Setbacks	<input type="checkbox"/>
SD5. Landscaped Front Yards	<input type="checkbox"/>
SD6. Signs	<input type="checkbox"/>
Building Design	
BD1. Maximum Building Footprint	<input type="checkbox"/>
BD2. Pitched Roofs	<input type="checkbox"/>
BD3. Building and Site Access	<input type="checkbox"/>
BD4. Building Materials	<input type="checkbox"/>

Commercial/Mixed Use Guidelines	
1. Variation in Façade Treatment	<input type="checkbox"/>
2. Modulate Scale of Building Mass	<input type="checkbox"/>
3. Limit Visual Impact Blank Facades	<input type="checkbox"/>
4. Visual Prominent Ground Floor Facades	<input type="checkbox"/>
5. Pedestrian Scale Along Facades	<input type="checkbox"/>
6. Encouraging Frontages Along Sidewalks	<input type="checkbox"/>
7. Reduce Bulk by Multiple Masses	<input type="checkbox"/>
8. Encourage Public Outdoor Space	<input type="checkbox"/>
9. Vegetate Between Buildings and Ped Paths	<input type="checkbox"/>
10. Respond to Neighbor Buildings	<input type="checkbox"/>
11. Minimize Intrusive Commercial Signage	<input type="checkbox"/>
12. Minimize Curb Cuts	<input type="checkbox"/>
13. Building Entrances Along Street	<input type="checkbox"/>
14. Recessed Entrances or Weather Protection	<input type="checkbox"/>
15. Small Commercial Scale Buildings	<input type="checkbox"/>
16. Parking Screening Vegetated Ped Paths	<input type="checkbox"/>

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.