



CITY OF  
BAINBRIDGE ISLAND

**Design Review Board  
Regularly Scheduled Meeting  
Monday, February 4, 2019  
2:00 – 4:00 PM  
Council Conference Room  
280 Madison Ave N  
Bainbridge Island, WA 98110**

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## **AGENDA**

- 2:00 PM            Call to Order (Attendance, Agenda, Ethics)
- 2:05 PM            Approval of Minutes  
                      January 7, 2019  
                      January 22, 2019
- 2:10 PM            Discuss New Land Use Review Process  
                      Heather Wright, Planner Manager
- 2:45 PM            Hyla New Building  
                      Project Manager: Kelly Tayara, Senior Planner  
                      Design Guidance Meeting  
                      *Materials provided by applicant*
- 3:45 PM            New/Old Business
- 4:00 PM            Adjourn

Call to Order (Attendance, Agenda, Ethics)  
Review and Approval of Minutes – December 17, 2018  
Winslow Hotel ([PLN50880 SPR/CUP](#))  
Discuss 2018 DRB Annual Report for City Council  
Discuss 2019 DRB Work Plan  
New/Old Business  
Adjourn

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

Chair Joseph Dunstan called the meeting to order at 2:01 PM. Design Review Board Members in attendance were Alan Grainger, Jim McNett, Jason Wilkinson, Jane Rein and Carl Yurdin. Peter Perry was absent and excused. Planning Commissioner Jon Quitslund was present. City Staff present were Senior Planner Kelly Tayara, Planner Olivia Sontag and Administrative Specialist Jane Rasely who monitored recording and prepared minutes.

The agenda was reviewed. Mr. Grainger noted he had known the developer of the Winslow Hotel for over 30 years. There were not any other conflicts noted.

**Review and Approval of Minutes – December 17, 2018**

Jason Wilkinson asked for the spelling of his name to be corrected.

**Motion: Move to adopt.**

**Rein/McNett: Passed Unanimously**

**Winslow Hotel ([PLN50880 SPR/CUP](#))**

Project Manager: Olivia Sontag

*Seeking recommendation for approval*

Review of required checklists:

1. Mixed Use Town Center and High School Road Districts/General Design Guidelines – Yes to all steps
2. Mixed Use Town Center/Core District Design Guidelines Checklist – Yes to all steps
3. Commercial and Mixed-Use Design Guidelines for All Zoning Districts – Yes to all steps

Conditions of recommendation for approval:

- An additional drawing showing the perpendicular 2-foot planters along the parallel parking on the east side
- A description of the material pallet

- The plans for the hydraulic design of the roof drainage/gutter system once it was worked out.
- Any substantial changes to building materials and roof articulation would be reviewed by the Design Review Board.

**Motion: I move to approve with these conditions.**

**Wilkinson/McNett: Passed Unanimously**

**Discuss 2018 DRB Annual Report for City Council**

Discussion Only

**Discuss 2019 DRB Work Plan**

Discussion Only

**New/Old Business**

Senior Planner Kelly Tayara briefed the DRB on the Bainbridge Pavilion/Grow House project.

Chair Dunstan stated four seats could possibly be open in June and asked the advertising of those positions to happen early, ideally in March.

**Adjourn**

The meeting was adjourned at 4:55 PM.

Approved by:

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Joseph Dunstan, Chair

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Jane Rasely, Administrative Specialist

Call to Order (Attendance, Agenda, Ethics)  
Vice Chair Nomination  
2019 DRB Work Plan Prioritization  
New Land Use Project Review Process  
Green Building Progress  
New/Old Business  
Adjourn

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

Chair Joe Dunstan called the meeting to order at 2:00 PM. Design Review Board Members in attendance were Alan Grainger, Carl Yurdin, Jane Rein, Jason Wilkinson and Jim McNett. Peter Perry was absent and excused. City staff present were Aaron Pool Code Compliance Officer, Todd Cunningham Building Official, Heather Wright Planning Manager and Administrative Specialist Carla Lundgren who recorded and prepared minutes.

The agenda was reviewed, and no conflicts were disclosed.

**Approval of Minutes: January 7, 2019**

Minutes were not approved. Several modifications were requested including adding Planning Commissioner Jon Quitslund to the attendance list, adding a summary of the DRB's recommendations for each checklist, and moving the briefing from Kelly Tayara Senior Planner to New/Old Business, as well as, striking the summary of the conversation. Ms. Lundgren will make the requested changes and resubmit for approval at the February 4, 2019 meeting.

**Vice Chair Nomination**

No nominations were made at this time.

**2019 DRB Work Plan Prioritization**

Discussion Only

**New Land Use Project Review Process**

Heather Wright, Planning Manager  
Discussion Only

**Green Building Process**

Discussion Only

**New/Old Business**

Annual review & Update DRB member contact info – email to be sent

**Adjourn**

The meeting adjourned at 4:20 PM.

Approved by:

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Joseph Dunstan, Chair

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Carla Lundgren, Administrative Specialist

DRAFT

Major Site Plan Land Use Review Process

When	What	Who	Where	Why	How	Materials Required	Outcome
Step 1	Conceptual Proposal Review Meeting* (30 mins)	Applicant DRB	<a href="#">DRB Mtg</a>	The DRB will provide the applicant(s) an introduction/review of the design guidelines, comprehensive plan goals and policies applicable to the site, as well as, an opportunity to explore design concepts and/or options. <b>BIMC 2.16.040.D.1</b>	Applicant Schedule	<a href="#">Statement of Intent, Site Analysis and Context Map (pg 9)</a>	Project recommendations at this meeting are subject to review with City staff, the Comp Plan and the municiple code and will be discussed at the preapplication conference (Step 4).
Step 2	Design Guidance Review Meeting (60 mins)	Applicant DRB Planner	<a href="#">DRB Mtg</a>	The DRB will provide input and guidance to the applicant on consistency with applicable design guidelines and comprehensive plan goals and policies, including recommendation for how the project could be revised to achieve greater consistency. <b>BIMC 2.16.040.D.2</b>	Planner Schedule	<a href="#">Schematic Design &amp; completed applicable design guidelines (pg 9)</a>	Determination of project consistency with design guidelines.
Step 3	Preapplication Intake Appointment (60 mins)	Applicant Permit Specialist Planner	PCD	The applicant shall provide all required submittal materials outlined in Admin Manual for the City staff to review prior to the Preapplication Conference. City staff will familiarize themselves with the proposed project and come prepared to review the project with the applicant at the Preapplication Conference (Step 4).	<a href="#">Applicant Schedule</a>	<a href="#">Refer to Admin Manual (pg 10)</a>	A permit specialist will schedule the Preapplication Conference approximately three weeks after the date of this meeting. This will allow the City staff to review the submitted materials prior to the next meeting with the applicant.
Step 4	Preapplication Conference (60 mins) \$	Applicant Planner DE	PCD	The preapplication conference is an informal discussion between a potential applicant, interested citizens, and city staff regarding a proposed project. A preapplication conference shall not include extensive field inspection or correspondence. <b>BIMC 2.16.020.I.2</b>	Permit Specialist Schedule	<a href="#">Refer to Admin Manual (pg 10)</a>	The planner will send a summary of this meeting to the applicant post meeting. The preapplication conference application shall be provided to the Design Review Board (Step 7). <b>BIMC 2.16040. D.3</b>
Step 5	Public Participation Meeting (60 mins)	Applicant Planner PC	<a href="#">PC Mtg</a>	As part of the preapplication phase, applicants are required to participate in a community meeting through the City's public participation program outlined in Resolution No. 2010-32, except that the community meeting shall be held at a Planning Commission meeting. <b>BIMC 2.16.040.D.3</b>	Planner Schedule	Materials submitted at Preapplication Conference	The applicant (with City staff support) will present the project to the public at a Planning Commission meeting. A summary of the meeting will be distributed by the planner to those that attended, requested a summary and to the applicant.
Step 6	Application Submittal** (60 mins) \$	Applicant Permit Specialist Planner	PCD	An application for a specific type of land use decision shall be filed with the planning department on forms prescribed by the department and shall include fees as required by resolution of the city council. Each application has specific submittal requirements that are described in the administrative manual. Additional requirements may be requested on the application form. <b>BIMC 2.16.020.J.1.a</b>	<a href="#">Applicant Schedule</a>	<a href="#">Refer to Admin Manual (pg 13-14)</a>	A land use application shall be deemed complete when all submittal requirements and all required fees as set forth in the administrative manual or by resolution of the city council have been submitted to the appropriate department and staff has confirmed that the level of detail in submitted materials is sufficient to allow accurate review, even though additional information may be required or subsequent project modifications may occur (see subsection L.4 of this section for timelines). <b>BIMC 2.16.020.J.2.a</b>
Step 7	Design Review Board Review & Recommendation (60 mins)	Applicant DRB Planner	<a href="#">DRB Mtg</a>	The DRB will review the proposed project for compliance with applicable design guidelines and to ensure that the project reflects any revisions recommended at the design guidance meeting (Step 2). The project is presented to the DRB after incorporating the recommendations from the Pre-application Project Review and can include other refinements that have occurred to the design.	Planner Schedule	<a href="#">Refer to Admin Manual (pg 13-14)</a>	The DRB will forward written findings, their determination of the project's consistency with the design guidelines, design guideline checklists and their recommendation, including any conditions, to the staff planner. The staff planner will include these findings and recommendations in the Staff Report to be presented to the Planning Commission.
Step 8	Planning Commision Review & Recommendation (60 mins)	Applicant Planner PC	<a href="#">PC Mtg</a>	The PC will review the proposed project for consistency with applicable design guidelines, BIMC Title 17, and the comprehensive plan. The PC will take into consideration the recommendation from the DRB, any public comment received and the City staff recommendation.	Planner Schedule	Recommended, however, optional presentation by applicant	The Planning Commission shall issue a written recommendation that contains a statement recommending that the proposed project be approved, approved with conditions or denied. A statement of facts upon which the recommendation is based and the conclusions derived from those facts must be provided by the Planning Commission to the Director.
Step 9	Decision	Director	N/A	The Director gives consideration to public comment, decision criteria and substantial weight to the PC & DRB recommendations.	N/A	Staff report from planner to the Director	Decisions distributed to the commenters. Any administrative decision can be appealed.

DRB = Design Review Board    PCD = Planning & Community Development    PC = Planning Commission    DE = Development Engineer    \* Waiver available    \*\*120 day review period begins    \$ Fee Due