



CITY OF
BAINBRIDGE ISLAND

DESIGN REVIEW BOARD
REGULARLY SCHEDULED MEETING
MONDAY, NOVEMBER 21, 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 Wallace Cottages HDDP ([PLN50589 ITW](#))
Project Manager: Kelly Tayara
Conceptual discussion.
- 3:00 PM Grow Community Amendment 2 Phase III
([PLN13551F SPRA2](#))
Project Manager: Josh Machen
Requested second look at site plan review amendment.
- 3:40 PM Bainbridge Landing ([PLN50520 SPR](#))
Project Manager: Josh Machen
Requested external materials design package review.
- 4:35 PM City Code Change Process
- 4:55 PM New/Old Business
- 5:00 PM Adjourn

Call to Order (Attendance, Agenda, Ethics)
Review and Approval of Minutes – August 15, 2016
Pleasant Beach Manor
Blakely Elementary Conceptual Design
Montessori Country School (PLN17677 SPR/CUP)
Madison Park HDDP (PLN50662)
Bainbridge Landing (PLN50520 SPR)
New/Old Business - Update on process for changing City Code
Adjourn

Call to Order (Attendance, Agenda, Ethics)

The Design Review Board meeting was called to order at by Chair Alan Grainger at 1:05 p.m. with board members Joseph Dunstan, Jeff Boon, Jim McNett, Peter Perry and Chris Gutsche present. Jason Wilkinson was absent and excused. City of Bainbridge Island staff present were Planning Manager Josh Machen and Planner Kelly Tayara. Records Management Coordinator Kelly Jahraus (sitting in for Jane Rasely) monitored the recording of the meeting and prepared the minutes.

Board member McNett disclosed that he prepared the historical portion on the existing Cave House for the Bainbridge Landing plan.

Review and Approval of Minutes – August 15, 2016

Motion: I move we approve the minutes as presented for August 15, 2016.

Dunstan/Gutsche: The motion carried 6-0.

Pleasant Beach Village Homes

Project Manager Josh Machen provided an update on the Pleasant Beach Village Homes. When the DRB had previously reviewed the plan, there were 12 duplexes proposed. The site plan was then amended to reflect 14 proposed duplexes (Charlie Wenzlau's design.) Mr. Jacobi hired another architect, redesigned the buildings and began the permit process; staff in PCD realized the design was different and it was mistakenly presented to the DRB. Staff thought the design fell under the Lynwood Center guidelines. The design did not replicate the Tudor design; it was compatible but was not subject to the design guidelines. The guidelines state specifically they apply to mixed use. The duplexes are now on a separate parcel and designed to preserve the view.

Josh clarified that the material and features will blend with the rest of the site but the roof form will be different. It will not go to the public for review, the site plan and footprint is consistent with was approved. Chair Grainger expressed disappointment over the change in design. Josh took full responsibility for the mistake.

Blakely Elementary Conceptual Design

Susan Olmstead and Michael Everett with Mithūn along with Tamela Van Winkle of the Bainbridge Island School District addressed the DRB with their presentation and initial thoughts. This is the first time before the DRB, and they are excited about the design. Tamela stated they like buildings that sit quietly

on their sites and they are glad to work with Mithūn who worked with IslandWood. Susan sees the school as a “big deal” for the south end of Bainbridge Island. They do not take the responsibility lightly and wish to be an outgrowth of community and culture. They are a third of the way along with graphic schedule and just starting to narrow down to some schemes. The school will open in the fall of 2019 with construction starting in 2018.

Montessori Country School (PLN17677 SPR/CUP)

Planner Kelly Tayara explained that they are looking for a formal recommendation to expand the Montessori Country School facility. The DRB had previously seen the application at the pre-application meeting. Meghan Kane Skotheim, Head of School provided a brief history of the school. The primary goal is to merge the location on High School Road with the Arrow Point campus.

Regarding stormwater issues, Kelly reported they are working closely with Browne Wheeler and are still awaiting Development Engineer Janelle Hitch’s’ comments.

Chair Granger stated the DRB should through with the recommendation of approval.

***Motion:** I move we approve PLN17677 SPR/CUP.*

***Perry/Dunstan:** The motion carried 6-0.*

Madison Park HDDP (PLN50662)

Planner Kelly Tayara provided an overview of the project, as outlined in her memo dated October 14, 2016.

Madison Park is a proposed single-family development. Design guidelines for single-family are reviewed by City planners at the building permit stage; single-family development is not reviewed by the DRB; the committee acts as an advisory capacity. DRB input, along with neighborhood and City staff input, must be considered by the applicant when crafting the proposal. If the applicant changes the proposal in any significant manner, other than in response to feedback received during the neighborhood meeting, conceptual review by staff or DRB review, this conceptual- stage cycle would repeat.

The DRB makes no formal recommendation on this project.

As there are no submittal requirements at this conceptual stage, Kelly requested that the applicant provide enough information at the DRB meeting to allow the board to review the proposal and provide comment.

Charlie Wenzlau offered an overview of the project. They are not asking for a density bonus; they just want to subdivide to achieve LEED standards.

Their site concept is having different housing types, townhouses, two carriage house units above shared parking and detached SFR. They don’t want to bring the cars in any further than they have to and there will be a private access lane in the front portion of the site. The courtyard homes would be clustered and trees will be preserved.

Charlie has met with the fire marshal and the site meets minimum access width and the townhome units have sprinklers.

Kelly added they have had a conceptual meeting to advise on what to expect and how to improve. A public participation meeting will be held.

Bainbridge Landing (PLN50520 SPR)

The site plan has evolved in many ways due to comments that have come up. Charlie touched on some of the comments the DRB had, a detailed ground plan and landscaping, loading area, two elevators, on-street guest parking, rubbish within the retaining walls and a subterranean rum under the landscaping.

Jon Rose stated the park will not be the responsibility of the company; there will be an LOA in place with the BIMRD and there will be a public process.

Further discussion took place on materials on the façade; see motion.

***Motion:** I move to approve the PLN50520 SPR with the condition that Wenzlau Architects will come back to the DRB when they have fully resolved the exterior materials and placement on the buildings.*

***Dunstan/McNett:** The motion carried 6-0.*

New/Old Business – Moved to the November 7 meeting.

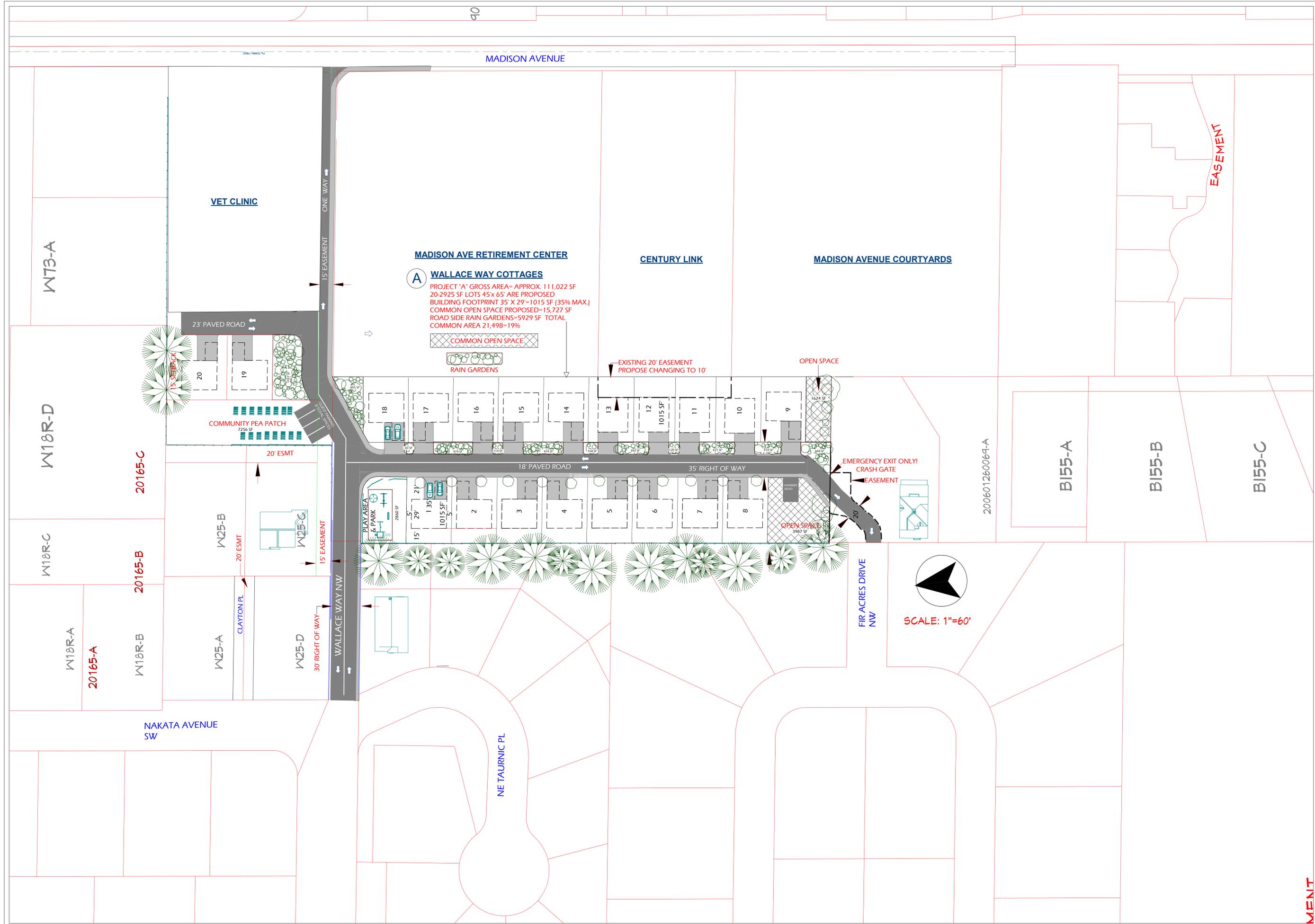
Adjourn

The meeting was adjourned at 5:22 p.m.

Approved by:

Alan Grainger, Chair

Kelly Jahraus, Records Management Coordinator



MADISON AVE RETIREMENT CENTER

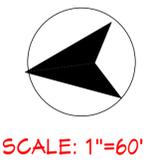
A WALLACE WAY COTTAGES

PROJECT "A" GROSS AREA= APPROX. 111,022 SF
 20-2925 SF LOTS 45' X 65' ARE PROPOSED
 BUILDING FOOTPRINT 35' X 29'=1015 SF (35% MAX.)
 COMMON OPEN SPACE PROPOSED=15,727 SF
 ROAD SIDE RAIN GARDENS=5929 SF TOTAL
 COMMON AREA 21,498=19%



EXISTING 20' EASEMENT
 PROPOSE CHANGING TO 10'

EMERGENCY EXIT ONLY!
 CRASH GATE
 EASEMENT



MENT

REVISION TABLE	
NUMBER	DATE

WALLACE WAY COTTAGES

DRAWINGS PROVIDED BY:
CENTRAL HIGHLAND HOMES
 P.O. Box 28714 Poulsbo, WA 98370
 centralhighlandhomes.com 360.714.7157

DATE:
11/1/2016

SCALE:
1"=40'

SHEET:
1 of 1

Lara Lant

From: Nicholas Smith <nick.centralhighlands@gmail.com>
Sent: Wednesday, November 16, 2016 3:03 PM
To: Kelly Tayara
Cc: smithhouse4@comcast.net; 'Barry Keenan'
Subject: Unit types at Wallace Cottages

Kelly,

Per our conversation, we plan to offer the following three unit types at Wallace Cottages:

Rambler Plan - 1,015 square foot two bedroom one story unit

Two Story Double Master – 1,250 square foot two master bedroom

Two Story 3 Bedroom – 1,600 square foot 3 bedroom 2.5 bath

Thanks,

Nick

Gary Christensen, AICP
Planning and Community Development Director
City of Bainbridge Island
280 Madison Ave. North
Bainbridge Island, WA 98110

November 10, 2016

Re: Grow – Building Q Site Plan Adjustment & DRB Meeting Follow Up

Dear Gary,

This letter is shared to summarize the work completed to this point for Grow Community and the Building Q modification with site plan adjustment. Additionally, it provides our work in cooperation with the City of Bainbridge Island (COBI) to meet or exceed design guidelines.

An imminent delay to the project has arisen out of a misunderstanding between Asani, acting on behalf of the ownership of Grow, and the COBI Planning Department. This will be an additional cost and time impact to the project.

We request the City Planning Director allow us to complete this project as we intended to do based on:

1. The previous approval of Site Plan Review Minor Adjustment, Fifth dated January 13, 2016
2. The submitted permitted set for Building Q with responses to any building code requirements
3. The additional considerations for design modifications and clarifications found in this letter

Included below are summaries of:

- Table 1 - General Information and a Summary of Cooperation between our groups
- Table 2 - Planning and Zoning detailed summary of our commitment to design guidelines
- Table 3 - Design Guideline detailed summary of how Building Q meets code
- Table 4 - Design Review Board summary discussed on Nov 7th, 2016 meeting

General Info & Summary of Cooperation – Table 1

	Item	Description	Comment
1	Built Green 5	Equivalent to LEED Gold	Largest Community in WA – Used as an example by COBI
2	Net Zero Homes	Solar wherever possible	Largest Community in WA – Used as an example by COBI
3	Open Space	25% Required	45% Delivered – Used as an example of how the Comp Plan and HDDP can work for Developers
4	Gardens, Bikes, Reduced Parking	Per Plat Requirement	<ul style="list-style-type: none"> • Over 6,000 sf of Garden Space • Over 1 Bike Space per 5 Parking Spaces • Parking reduced per HDDP – Adding extra spaces in our last garage for additional need
5	DRB & Planning Commission Recommendations	Per Plat Requirement	<ul style="list-style-type: none"> • Public Easements • Public Paths • ADA Access Throughout
6	ROW Dedication	Per Plat Requirement	<ul style="list-style-type: none"> • Used as COBI match in TIP Grant (Wyatt) • Value @ \$131,635 with Sidewalk and Bike Lane Below
7	New Sidewalk & Bike Lane	Along Wyatt & Shepard	<ul style="list-style-type: none"> • ~1000 ft (roughly) • Used as COBI match in TIP Grant (Wyatt)
8	New Water Main	Along Wyatt to Madison & Grow	<ul style="list-style-type: none"> • ~1250 ft (roughly) • Used as COBI match in TIP Grant (Wyatt) • Value @ \$275,000
9	New on Street Parking	Along Wyatt	<ul style="list-style-type: none"> • 17 Spaces • Used as COBI match in TIP Grant (Wyatt)
10	Permit Fees to Date		<ul style="list-style-type: none"> • ~\$1,300,000
11	Bldg Q Design to Date		<ul style="list-style-type: none"> • ~\$135,000

Planning & Zoning Info for Grow & Bldg Q – Table 2

	Item	Detail	Approved	Proposed	DRB Comment	Asani Response or Comment
1	Zoning	R-14 w/HDDP	7 - Townhomes w/ 5,000 sf of Commercial	18-Unit MF		Proposed Increases Net SF by ~3,000
2	Dwelling Size	Per Plat 1,600 sf max + Variation in Unit Type	Sheet 5	Sheet 5		Proposed Adds three more unit sizes
3	Unit Density		168 Units (R-21 with 8 Acres)	142		Using Comp Plan intent we have added density, yet stayed below what is allowable to mitigate expected impact.
4	ROW & Setbacks	Per Plat <ul style="list-style-type: none"> • 10 ft • 10 ft 	Sheet 5	Sheet 5		Proposed increases setback
5	BIMC 2.16.010 Dev. Standards	Minor Alteration	Had Planning Concurrence and moved forward		Change of use – design needs reconsideration	Proposed meets design guideline and improves initially approved plan
6	BIMC 17.12.030-2 Subdivision Design	Value of Open Space	Sheet 8	No change in area	Consider improved pedestrian corridor for Shepard	Proposed meets design guideline and improves initially approved plan
7	BIMC 18.12 Dimensional Standards	Per Plat Bldg Height Max – 40 ft above average existing grade	Sheet 3 37' - 10"	37' – 5"		Proposed is shorter than initially approved plan at Shepard s/w
8	BIMC 18.12 Dimensional Standards	Setbacks Per Plat	Sheet 8 10 ft to ROW		Consider pushing garage back	Was originally approved this way
9	BIMC 18.15.010 Dev. Standards and Guidelines	Landscaping and Screening	Per Plat Provided 10 feet with s/w	Increases Landscape Screening in front of Bldg Q		Landscape architect believes multiple options can work for this space
10	BIMC 18.15.010 Dev. Standards and Guidelines	Parking and Loading	Two entries approved	Reduced to one		Proposed reduces garage opening along Shepard
11	BIMC 18.15.020 Parking Standards	Can tandem parking be used	Not in original plan	No BIMC language about this		Added tandem parking to utilize garage space
12	BIMC 18.18.030 Dev. Standards and Guidelines	Specific Design Regulations & Guidelines	Approved	See Design Guideline Checklist		

Design Guideline Summary – Table 3

	Item	Intent	Approved	Proposed	DRB Comment	Asani Response
1	Guideline	For R-8 & R-14 MF	w/HDDP	w/HDDP		
2	SD – Maintaining Wooded Character	To soften new, more intensive development by preserving major existing trees within the interior of the site.	All significant trees on Grow were saved in previous phases. Grow Phase 2 intentionally provides large landscaped areas within the project that will allow new landscaping to grow to full size. More than 200 trees are planned for this phase.	Will be adding trees and vegetation over original plan	Clear cut - no intent to soften	We have saved the trees identified and commit to our landscape plan and tree planting condition.
3	SD – Screening Surface Parking	To provide a transition between higher density residential, and lower density residential development.	Previously no additional space provided for improved landscaping and softening of garage.	All parking is below grade. Increased parking for units and guests has been provided within reconfigured garage. No change to previously approved above ground parking to the East and West of Lots 27-31.	Now a large garage with excessive parking - could reduce in a redesign.	Parking has been added to an existing garage structure to provide some relief for those that could not live with 1 vehicle per our initial One Planet goals. This also adds parking near the Winslow Core in a walkable community – further reducing impact to the Winslow Core.
4	SD - Reducing Visual Impact of Large Development	To modulate multifamily development so that it is compatible with the surrounding context of the town center.	Approved	The Site Plan keeps the two distinct Open Space quads: one a wooded space and the second an open field with Community Center. The proposed multifamily building allows for connection between Shepard Way and the South quad.	The garage face is too large and right on top of the sidewalk. The project must be committed to the Pedestrian experience. Little done to reduce this mass from the street level. Storefront activated the street and provided human scale.	Disagree. Center of wall - Human scale has been designed into face of garage by pushing center wall back from sidewalk 10'-6", adding growing vines, seating area, additional. Ends of wall at single family - previous design was approved with no landscaping, added landscaping. See post DRB comments below for additional opportunities to help soften these areas.

	Item	Intent	Approved	Proposed	DRB Comment	Asani Response
5	SD - Pedestrian Connections and Open Space	To provide residents of the development pedestrian access throughout the district and to common open spaces within the development.	Previously no connection through Lot 31 that was public.	Added open space walkways that allow residents to walk through the development connecting the open park for children to play with the sidewalk on Shepard and trail to town. Added area in front of walk MF for seating, planting, and potential for mailboxes.	See above comments.	Now have wider corridor between buildings to allow more comfortable access.
6	SD - Clustering to Preserve Open Space	To allow higher density development in a manner that retains the image of open space in the north end of the town center.	N/A Our project is south of High School Road and not applicable to this design guideline. Given this fact, we increased our net open space after the minor subdivision alteration.	N/A Our project is south of High School Road and not applicable to this design guideline. Given this fact, we increased our net open space after the minor subdivision alteration.		We have exceeded the required amount of Open Space per code.
7	BD – Making Development Compatible	To ensure that buildings in higher density residential development are compatible with forms typically associated with lower density residential. (Roofing, etc)		Our project meets the intent of this design guideline by maintaining shed or hipped roofs sloped at 1:12 & 2:12. These are consistent with buildings in Grow and the surrounding area.	Should redesign to accommodate living space at Shepard Way level. Should consider redesign of garage to better utilize space.	Our program requires a change in use. The design provided meets design guidelines for this site. We will not redesign our building for ground level living. These units would be cave-like. Shepard Way is zoned R-14. This entire street could be redeveloped with similar design elements. Adjacent property and commercial fit with our proposed design.

	Item	Intent	Approved	Proposed	DRB Comment	Asani Response
8	BD – Encouraging Varied Details	To ensure that denser types of housing include details that create a sense of human scale and that break down the bulk of larger buildings.		Our project incorporates multiple layers, setbacks for landscaping and details to create a sense of human scale. Plaza level patios create space at the plinth level, canopies and awnings break up building elevation, and material change with varied facade depth break down bulk of the building.	Design changes use, eliminates storefront, and now impacts the entire face of the development (garage).	We meet all design guidelines for height, setbacks, and zoning. We have pushed the development back from previously approved plans. We feel this design easily fits within the context of our community, that of the surrounding area, and the zoning for this area.
9	BD – Concealed Garage	To minimize the visual impact of garages and driveways.		Our project has reduced the previous double entry garage to a single entry garage at the dead end of Shepard. There is existing heavy landscape screening on both sides of the street. Exposed concrete will be softened with planned vertical and climbing landscaping.	Too tall, too exposed, and no idea of how this will be treated to reduce visual impact and scale.	We agree that a mix of landscaping, siding, and concrete texture can be done to improve the mass of the building.
10	BD – Encouraging Underground Parking	To encourage the development of underground parking where feasible, so as to minimize the visual impact of surface parking.		Our project meets the intent by providing underground parking for the proposed multi-family building, current single family homes, and guest spaces.	Garage could be reduced, made smaller, with less parking.	The footprint has been made smaller with increased parking – exactly the intent of the design guideline. Furthermore, the design keeps ‘The Park’ at grade through the site by having this below grade parking structure.

DRB Meeting Discussion Summary – Table 4

	Item	Request or Suggestion	Comment or Response
1	Unit Redesign - Bring Storefront Back	Place units at grade along Shepard	We will not redesign our building unless the DRB can show us how it does not meet the Design Guidelines. These units would be extremely dark. If kept commercial there is little opportunity for this space to be utilized.
2	Reduce Impact of Concrete below Single Family	Reconsider landscaping choice - not wide enough for Hinoki	Discussed with designer - we can go to a climbing or espalier planting
3	Reduce Impact of Concrete below Single Family	Consider bringing siding down from homes	Will bring down by 2'-6" - the height of the homes needs to be considered so the mass does not go from all concrete to all siding.
4	Reduce Impact of Concrete below Single Family	Consider lattice for climbing product	Will incorporate hog wire fence or cedar lattice
5	Reduce Impact of Concrete below Single Family	Consider texture or color on concrete	Will not color. Will consider an inlay 'band' or texture. This will depend on other items above.
6	Reduce Garage Depth	Push garage back off street to create more planting space	We have opportunity to reduce garage at storage spaces by additional 3 feet. This breaks up mass and provides deeper landscape space. This reduction is done with the understanding that more design cost will be incurred by owners and impact to sale of single family homes is a risk.
7	Reduce Garage Depth	Push garage back deeper in front of Building Q	We will not redesign. We do believe there is an opportunity to add the mailboxes here along with seating and landscaping to create a human connection point for this portion of the project.
8	Bldg Q Design	Little discussion of this.	Our proposed MF is narrower, set back further, and shorter in height than the initially approved. All components meet requirements of zoning and design guidelines.

Conclusion

We remain hopeful that our groups can complete this project by supporting each other through this process.

Our concern is that language used during the Design Review Board (DRB) meeting (Nov. 7, 2016) is suggestive that the position of the DRB would be to review elements beyond what is being submitted for adjustment. Additionally, comments made suggest that Shepard Way requires special consideration for design guideline and zoning to accommodate pedestrians beyond what has been approved and platted. No such specific design guideline and zoning for this street is understood by us at this time.

This tone suggests that the DRB has authority beyond reviewing a proposal for conformance with applicable design guidelines.

We do respect and acknowledge the professional and constructive suggestions to improve upon our proposal. We believe our proposal for adjustment is a significant improvement over what was originally approved.

We will commit to the affirmed items identified in Table 4 for modification to our proposed plan as enhancements from the DRB meeting.

We ask for your response to this letter as soon as is possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Lotakis". The signature is stylized with a large, sweeping initial "G" and a distinct "L".

Greg Lotakis
Asani
Development Manager, Owner's Representative
206-780-7458
gregl@asanillc.com

CC: Josh Machen, City of Bainbridge Island, Planning Manager
John Ellis, Bainbridge Island Holdings, Managing Member
Greg Hartman, Hartman Architecture & Design, Architect



NATURAL

PARK VIEW FROM FERCLIFF AVE

BAINBRIDGE LANDING

BAINBRIDGE ISLAND, WA

11/15/16



WENZLAU ARCHITECTS



DURABLE

PARK VIEW FROM FERCLIFF AVE

BAINBRIDGE LANDING

BAINBRIDGE ISLAND, WA

11/15/16



WENZLAU ARCHITECTS



HYBRID

PARK VIEW FROM FERCLIFF AVE

BAINBRIDGE LANDING

BAINBRIDGE ISLAND, WA

11/15/16



WENZLAU ARCHITECTS



NATURAL

SITE OVERVIEW

BAINBRIDGE LANDING

BAINBRIDGE ISLAND, WA

11/15/16



WENZLAU ARCHITECTS



DURABLE

SITE OVERVIEW

BAINBRIDGE LANDING

BAINBRIDGE ISLAND, WA

11/15/16



WENZLAU ARCHITECTS



HYBRID

SITE OVERVIEW

BAINBRIDGE LANDING

BAINBRIDGE ISLAND, WA

11/15/16



WENZLAU ARCHITECTS



SOUND WEST GROUP

NATURAL

AERIAL VIEW

BAINBRIDGE LANDING

BAINBRIDGE ISLAND, WA

11/15/16



WENZLAU ARCHITECTS



SOUND WEST GROUP

DURABLE

AERIAL VIEW

BAINBRIDGE LANDING

BAINBRIDGE ISLAND, WA

11/15/16



WENZLAU ARCHITECTS



SOUND WEST GROUP

HYBRID

AERIAL VIEW

BAINBRIDGE LANDING

BAINBRIDGE ISLAND, WA

11/15/16



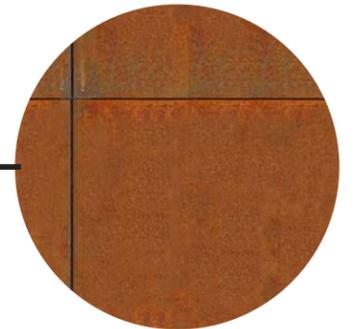
WENZLAU ARCHITECTS



CEDAR T&G-28%
PARR LUMBER-\$8/SQ.FT.



SHOU SUGI BAN-28%
PIONEER MILLWORKS-\$9-\$15/SQ.FT.



CORTEN STEEL-45%
METAL DECK-\$2/SQ.FT

NATURAL

NORTH ACCESS ENTRYWAY

BAINBRIDGE LANDING

BAINBRIDGE ISLAND, WA

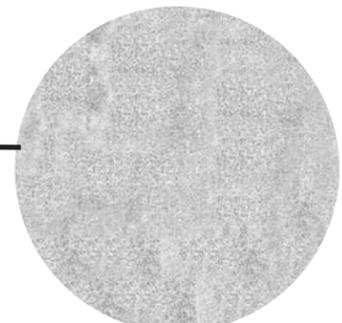
11/15/16



WENZLAU ARCHITECTS



NU-WAVE CORRUGATED METAL-28%
AEP SPAN-\$3/SQ.FT.



FIBER CEMENT-11%
CEMBRIT-\$10/SQ.FT.



CERAMIC-46%
CERACLAD-\$7-\$10/SQ.FT.



SHOU SUGI BAN-17%
PIONEER MILLWORKS-\$9-\$15/SQ.FT.

DURABLE

NORTH ACCESS ENTRYWAY

BAINBRIDGE LANDING

BAINBRIDGE ISLAND, WA

11/15/16



WENZLAU ARCHITECTS



NU-WAVE CORRUGATED METAL-28%
AEP SPAN-\$3/SQ.FT.



CEDAR T&G-25%
PARR LUMBER-\$8/SQ.FT.



FIBER CEMENT-45%
CEMBRIT-\$10/SQ.FT.

HYBRID

NORTH ACCESS ENTRYWAY

BAINBRIDGE LANDING

BAINBRIDGE ISLAND, WA

11/15/16



WENZLAU ARCHITECTS

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.