

Call to Order (Attendance, Agenda, Ethics)  
Review and Approval of Minutes – November 21, 2016  
Selection of Design Review Board Chair  
Process Improvement Initiative with Kurt Latimore  
Review of 2016 Draft Report to City Council  
Discussion of 2017 Goals  
New/Old Business  
Adjourn

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

Chair Alan Grainger wished everyone a happy New Year and called the meeting to order at 2:00 pm. Design Review Board (DRB) members in attendance were Chris Gutsche, Jim McNett, Peter Perry, Jeff Boon, Joseph Dunstan and Jason Wilkinson. City of Bainbridge Island staff present were Director Gary Christensen and Administrative Assistant Lara Lant who monitored recording and prepared minutes. Councilmember Ron Peltier was also in attendance.

**Review and Approval of Minutes – November 21, 2016**

*Motion: I approve the minutes as presented for November 21, 2016.*

*McNett/Grainger: The motion carried 7-0.*

**Selection of Design Review Board Chair**

*Motion: I nominate Alan Grainer as 2017 Chair.*

*McNett/Perry: The motion carried 7-0.*

*Grainger accepted nomination.*

**Process Improvement Initiative with Kurt Latimore**

Alan Grainger invited DRB members to join him meeting Kurt Latimore on Thursday, January 12<sup>th</sup>. He said he was to present insights to process improvement but had yet to see any questions from Mr. Latimore.

Alan Grainger distributed hard copies of Ordinance No. 2014-19, defining the Design Review Board's duties. He reviewed the history of the DRB over the last few years and how it became critical to the review of city projects. Alan stated city council should request the DRB look at consultants' work prior to site selection of city projects such as the Police/Court facility. Ordinance No. 2014-19 did not include review of public buildings, which is why Alan Grainger brought it up.

Ron Peltier asked the DRB to remind city council that they have the skill set to review public projects. Joe Dunstan said any public facility should go through the DRB for transparency. Peter Perry reminded the DRB that automatic review of public buildings would require a change in ordinance. Alan Grainger said they shouldn't wait on an ordinance change before reviewing the Police/Court facility since it was already in progress, and reminded the DRB that they would not provide approval for the project but recommendation. Jim McNett asked if the DRB was required to review the Police/Court facility and Alan Grainger confirmed they were not. It was pointed out that if the DRB had been involved prior to a ballot measure for the last Police/Court facility proposal the measure may have succeeded and saved the public money.

Ron Peltier asked if the DRB should also review the bridge to be constructed over the highway? The DRB collectively agreed yes. Alan Grainger noted the DRB review process provided for more public input and that it added values such as safety without additional cost. Joe Dunstan spoke about how projects were reviewed by various groups. Projects were split into little pieces and one group needed to bring all the pieces together. He hoped the Latimore process review would help collect these pieces for cohesive review.

Peter Perry wanted the DRB to offer their review services for all public buildings. Gary Christensen agreed that made sense. Peter Perry reminded them that review of public buildings was not part of Ordinance No. 2014-19. Alan Grainger said it was at the request of former Mayor Anne Blair that the DRB became involved in the review of Waterfront Park.

Ron Peltier said expanding the role of the DRB had been proposed but there wasn't much enthusiasm on city council. He told Gary Christensen that if Gary advocated for the DRB's expanded role in the Comprehensive Plan, it would carry some weight.

Gary Christensen said the Latimore review process involved online surveys and interviews with developers and contractors. This week, Mr. Latimore would meet with the Mayor, the Planning Commission Chair and the Design Review Board Chair. In addition, surveys would be sent to City Council, Planning Commission and Design Review Board members, giving additional opportunity to suggest or opine what worked and what didn't. Gary Christensen said DRB members could also have a telephone conversation with the consultant. The goal was to ascertain what we could be doing better.

Alan Grainger asked Gary Christensen if the various city committees were getting the same questions? Gary said yes but he hadn't seen the questions yet. Peter Perry asked if there was any way to halt a potential clear cut while this process improvement was under way? Gary Christensen replied that a "time out" could only be initiated by city council through a moratorium. Ron Peltier said there wasn't support from city council for a moratorium based on conversation last January. He added that if Gary Christensen went to city council and suggested they consider a moratorium, it might change the council vote.

Joe Dunstan said they should eliminate subdivisions entirely in the Village core and consider more creative design. HDDP thus far had not been innovative, it just added density.

Gary Christensen suspected affordable housing would be a top priority once the Comprehensive Plan was acted on by city council (starting Jan 27 deliberations.) What kind of land use should we advocate for and/or require? The Comprehensive Plan alluded to almost a dozen affordable housing options. Ron Peltier said HDDP hasn't been mentioned in any of the Comprehensive Plan discussions. Alan Grainger said HDDP was a tactic, not a goal. Gary Christensen said the Comprehensive Plan was a policy document and he anticipated the city would assess and evaluate housing needs and choices upon its adoption. Those choices would be implemented through city codes.

Gary Christensen reminded the DRB that their comments should be given to Kurt Latimore to be captured in his report. Jason Wilkinson spoke about sustainability and green building leadership and that the city had the ability to influence development. There should be minimum standards and increased requirements if more density was desired. HDDP was a carrot, they needed a stick as well said Alan Grainger. The community was not seeing the benefits of HDDP projects, the developers were. Jason Wilkinson said a baseline green building ordinance should be passed.

Managed growth and sustainable, environmentally friendly policies met the high standard of the Comprehensive Plan draft. The challenge would be implementing those policies. Chris Gutsche said the current Comprehensive Plan document was weak. Jason Wilkinson saw consideration for a green building code but it had not been listed as a mandate in the Comprehensive Plan. A council retreat was scheduled at end of January and they will talk about their work plan for 2017. Peter Perry wanted council to prioritize handling of irreversible actions to soil and trees.

Gary Christensen said the city is required by the State to update critical area regulations. The regulations needed to be consistent with Comprehensive Plan policies. Joe Dunstan said the Island should be managed, not just growth. Growth was a part to be managed. Ron Peltier again encouraged the DRB to express their comments to city council.

Gary Christensen said the NPDS permit was now in place and was more of a tool than they ever had before and a step in right direction. Peter Perry said there was confusion regarding implementation of Low Impact Development. Gary Christensen said it was a great policy but there would be places and spaces where it would not be feasible.

Gary Christensen said the Site Assessment and Development (SAD) permit had not yet been adopted. Upon adoption, the city would figure out how it would be administered and prepare information for architects, engineers, and contractors to educate them about it.

Alan Grainger asked if subdivisions are pushing permits through because of these new regulations? Gary Christensen said yes, possibly. Alan Grainger asked if those applications would be reviewed by the DRB and Gary Christensen replied no because it was not yet in the code. The challenge was to be responsive and timely with reviews since projects were held to timelines. Alan Grainger said when applicants talk to the DRB about a concept, the clock had not yet started. He said the more they can do to encourage applicants to consult with the DRB, Planning Department and engineers, the smoother the process would be. Gary Christensen said the desire of the city was to be more efficient and predictable. The city had a preapplication process to see things in a conceptual manner. More information prior to application was the goal of the predevelopment process. The city needed to develop an efficient, predictable process to avoid applicant push back. Peter Perry agreed that it was important to give applicants and contractors education and information on new requirements.

Predevelopment was conceptual, usually had no cost, and helped applicants define the scope of their project - good reasons to give predevelopment project review to the DRB. Applicants would be better positioned for the preapplication process which would be more timely and less uncertain. Peter Perry said DRB review was a service the public didn't know about. Gary Christensen said the city needed to market the DRB in order to educate the public about the benefits of DRB review. He believed that the city and the DRB were on the same page and these comments should be conveyed to both city council and Kurt Latimore for documentation.

Joe Dunstan commented that some Planning Department staff didn't take the role of the DRB as seriously as others. Could Kurt Latimore help make their role standardized? Jim McNett said the Historic Preservation Board (HPB) had a similar experience and the HPB gave a presentation to city planners to help them understand their roles. A presentation to all the planners prevented any one planner from feeling singled out. He also felt that planning staff weren't holding the applicant accountable for a complete packet of information before they presented to the DRB, which was unfair to both the applicant and the DRB.

Alan Grainger said he'd be attending the Latimore meeting with one other DRB member. Peter Perry volunteered to attend with him. Alan Grainger requested Lara Lant give him the unofficial minutes to this meeting as soon as possible so he would have them for Thursday's meeting. Gary Christensen thanked the DRB for their efforts.

#### **Review of 2016 Draft Report to City Council**

Alan Grainger reported the DRB donated 240 hours to the city in meeting time alone and he estimated another 240 hours spent preparing for meetings. For the city not to consider the DRB a devoted group would be overlooking a great resource. He passed out a spreadsheet of projects reviewed in 2016.

### Discussion of 2017 Goals

Gary Christensen spoke about two items for consideration in 2017: The roles and responsibilities of boards, commissions, city council and the planning department, and making sure the city's code would regulate and condition the kind of development the city wanted to see. Joe Dunstan spoke of the damage that occurs to property before a project appears before the DRB. Alan Grainger pointed out there was no mechanism in the city to look at projects with the idea of networks and public access and Joe Dunstan wanted to know who connected the dots between projects. Gary Christensen replied that under SEPA the city can conduct a cumulative review but it was difficult to do when projects were submitted at different times

Alan Grainger asked how best to get these comments to City Council and Ron Peltier said he could write a report to be included in the next council packet. Jason Wilkinson said he would comment at the next city council meeting.

The discussion turned towards recommending city council prioritize environmental stewardship. The overriding concern of the Comprehensive Plan was to prevent irreversible impacts. Ron Peltier said its number one principle should be environmental stewardship. Peter Perry said the DRB should review any development that could have an irreversible ecological impact.

***Motion:*** *The top priority in the Comprehensive Plan must be environmental stewardship to prevent irreversible damage to Bainbridge Island. This should be inserted in the preamble of the Comprehensive Plan.*

***Perry/Dunstan:*** *The motion carried 7-0.*

Joe Dunstan stated the DRB would like to play a role in reviewing public works, subdivisions, and nonmotorized projects. Jim McNett said DRB should reevaluate and update the existing city adopted design guidelines. He suggested the Smart Growth Manual as a resource as they made evaluations. Chris Gutsche preferred to work as a group on the updates before carving off specific topics for each member to update. In addition to updating the design guidelines, Joe Dunstan said he and Peter Perry wanted to put together a The DRB wanted a work session built into their regular meetings where they could discuss updating design guidelines and other topics.

In addition to updating checklist, Joe Dunstan and Peter Perry want to put together a playbook of submittals illustrating successful designs. Jason Wilkinson passed out a Green Ordinance draft to DRB members and spoke about the Living Building Challenge and 2030 Energy Targets.

***Motion:*** *I move that sustainable design is good design and the Design Review Board recommends adopting the Living Building Challenge as well as the Architecture 2030 Energy Targets for all municipal projects and that for private development the city adopts a minimum green building code modeled after the*

*City of Seattle for green building baseline, for a more restrictive green building standard that seeks increased density.*

**Wilkinson/Gutsche:** *The motion carried 7-0.*

**New/Old Business**

Ron Peltier spoke about the draft Island Wide Transportation plan. He said the proposal sounded harmless but it opened the door to widening the highway. Jim McNett pointed out the difficulty of expanding the highway to four lanes when the bridge was two lanes. Alan Grainger said the proposal seemed to be about speeding up traffic and suggested lowering the speed limit on the highway would help the feeder streets safely enter and exit the highway. Chris Gutsche spoke about the ferry traffic surge phenomena and that he'd hate to see a massive solution to a problem that was only occurring a small percentage of the day. Gondolas and improved massed transit were mentioned as alternative solutions to improve traffic flow. Conversation concluded with Alan Grainger requesting future DRB meetings review projects from 2:00 pm to 4:00 pm and conduct work sessions from 4:00 pm to 5:00 pm.

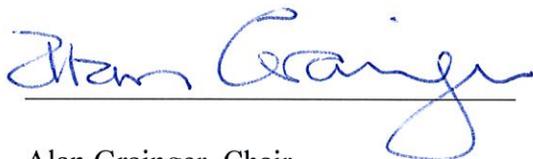
**Motion:** I move to adjourn the meeting.

**Grainger/Perry:** The motion carried 7-0.

**Adjourn**

The meeting was adjourned at 5:12 pm

Approved by:



Alan Grainger, Chair



Lara Lant, Administrative Specialist

