

Call to Order (Attendance, Agenda, Ethics)
Review and Approval of Minutes – July 6, 2020
Fraik Short Plat ([PLN51709 DRB-DG](#))
New/Old Business
Adjourn

Call to Order (Attendance, Agenda, Ethics)

Chair Joseph Dunstan called the meeting to order at 2:02 PM. Design Review Board members in attendance were Michael Loverich, Todd Theil, Bob Russell, Vicki Clayton and Laurel Wilson. Shawn Parks was absent. City Council member Leslie Schneider was present. City Staff present were Planning Manager David Greetham, Associate Planner Ellen Fairleigh, and Administrative Specialist Marlene Schubert who monitored recording and prepared minutes.

The agenda was reviewed. No conflicts were disclosed.

Review and Approval of Minutes – July 6, 2020

**Motion: I move to approve
Thiel/Clayton: Passed Unanimously**

**Fraik Short Plat ([PLN51709 DRB-DG](#))
#2 Design Guidance Review Meeting
*Discussion Only***

New/Old Business

The Board reviewed the suggested portal improvements, DRB/Pre-app process review and discussed Gig Harbor's pre-application process. Marlene committed to send three documents to the members to be discussed further at a future meeting.

After the August Island Center Subarea Planning Process Steering Committee meeting, the Board committed to appoint a DRB member to replace Jane Rein as the liaison.

David Greetham committed to checking with Development Engineering regarding the city policy on approving new roads to be maintained by the city.

Adjourn

The meeting was adjourned at 4:42 PM.

Approved by:

/s/ _____
Joseph Dunstan, Chair



Marlene Schubert, Administrative Specialist

June 6, 2020

TO: Heather Wright, David Greetham

FROM: Jane Rein and Joe Dunstan

RE: Portal Revisions Request and Related Areas of Concern

COBI PROJECT PORTAL

COBI's Project Portal should be very easy to navigate so that citizens, applicants, and staff can easily find documents and information on a particular project. Instead the portal is very confusing, not user-friendly and non-intuitive. Citizens looking for project information are confused, and even PCD staff have had a hard time during DRB meetings finding documents in a timely matter.

For example:

1. The categories under "Submittals" are always different and not consistent.
2. 99% of the time, misleading as to what one will find when clicking on any one category.
3. Following each category, there is "(see notes)", which sometimes leads to a project narrative, sometimes to a design checklist, etc.

PROPOSED SOLUTION: We would like to propose the following remedy and hope that it can be implemented as soon as possible:

In order to preserve continuity between the directions for submittals for all DRB projects as found in *Design for Bainbridge*, Chapter 2 (pp 12-15), we suggest that online forms be created for each step of the process. There are four steps. These completed online forms would be uploaded to the Portal under submittals. See clarification later.

Thus, for Step One, Conceptual Proposal Review, there should be an online form entitled "Conceptual Proposal Review: Required Submittals." This form would list of submittal requirements on p. 12, Chapter 2 and ask that the applicant to provide a response to each required submittal. Thus, the first topic in this Step One form would be: Site Analysis, and under Site Analysis will be listed:

- a. Aerial map with property lines marked and streets labeled within 500 feet
- b. Photos of the site
- c. Topography, physical, and natural features on the site
- d. Landscaping and tree species 6" or greater in diameter, and an arborist report for any landmark trees as defined in BIMC 16.32
- e. Vehicular and pedestrian access to the site including curbs
- f. Summary of applicable zoning standards and Design Guidelines

Next topic would be Context Analysis, and under Context Analysis will be all required items listed on p. 12, Chapter 2. The third topic would be Preliminary Development Program (Optional) followed by all required items listed on p. 12, Chapter 2.

This would be the same format for the four forms, aligning with the 4 steps set forth in Chapter 2 of *Design for Bainbridge*.

Lastly, these online forms would be **uploaded to the Portal** and listed under Submittals by the title of each form:

Conceptual Proposal Review: Required Submittals

Design Guidance Review: Required Submittals

Pre-Application Conference: Required Submittals

Final Design Review: Required Submittals

At the top of the first page of each form completed would be the following: Project Name (e.g. Chuka Short Plat), ID number (e.g., PLN51746DRB-DG), applicant name, planner assigned to project. **At the top of all subsequent pages** would be Project Name (e.g. Chuka Short Plat), ID number (e.g., PLN51746DRB-DG) and page number.

PROCEDURAL ISSUES

1. Lack of Consistency between Administrative Manual Submittal Requirements, BIMC 2.16 and Design for Bainbridge Submittal Requirements. This needs to be addressed. I could see legal issues arising from this disparity.
2. Ordering of steps in the Land Use Review Process, as described in the Land use review table, should be revised to improve the effectiveness and efficiency of project review
 - a. The pre-application conference held by- PCD staff should occur after the Meeting #1 Concept Meeting and prior to DRB Meeting #2: Design Guidance. This would allow the staff planner to be more effective as they would have more knowledge of the project. It would also improve the applicant's effectiveness in their presentation to the DRB.
 - b. Change Concept Review Meeting # 1 from Optional to Required. Except in the most rare of cases, the Concept Design Meeting #1 should be required and not waived unless agreed to by the Planning Manager and the Chair of the DRB.

DRAFT DRB PROPOSAL - COBI PROJECT REVIEW PROCESS 7-14-2020

GOALS

Clarify COBI staff, DRB and PC roles	
Streamline flow of steps in process	
Provide earlier touch by COBI Planning staff	
Provide needed information on zoning, variance/conditional use requests for DRB use	
Provide earlier touch by PC	
Provide applicant needed information early and prior to completing large amount of work and cost	

STEP	ITEM	WHY	ATTENDEES	APPLICANT RESPONSIBILITIES	COBI RESPONSIBILITIES	MEETING OUTCOME
1	Pre-Application Conference	Representatives from relevant departments (planning, building/fire, engineering, etc.) review project and provide comments before applicant has spent significant time and money on the design.	Applicant, COBI staff	Develop meeting agenda and prepare project materials to adequately explain project to COBI staff and to identify all relevant issues/questions.	Review submitted pre-App materials provided and create a written memo that lists all applicable codes, zoning and Comprehensive Plan. Facilitate review of this memo at the pre-app conference to achieve complete clarity.	Applicant will prepare meeting minutes for sign-off by assigned planner. Minutes and written memo will be available to the DRB and PC.
2	DRB Conceptual Proposal Review Meeting	Gives DRB first look at project concept, and gives applicant understanding of the Design Standards and Guidelines.	Applicant, assigned planner, DRB	Provide context analysis, site analysis and statement of intent/preliminary concept.	Provides project review at the very earliest stage of design before applicant is committed to a particular design. Staff to outline possible departures/variances, concerns. Identify the timeline for staff to develop recommendations for addressing these items.	This early touch allows dialogue in an informal manner with the applicant and chance to review Design for Bainbridge Standards and Guidelines

3	DRB Design Guidance meeting	DRB to provide input and guidance to applicant on consistency with Design for Bainbridge guidelines and standards	Applicant, assigned planner, DRB	Provide concept design, alternatives, massing and siting options	Staff to present status of recommendations related to possible departures/variances, etc.	Determines project consistency with Design for Bainbridge guidelines and standards. Recommendations on any departures from the design guidelines
4	Public Participation Meeting	Gives applicant (with City staff support) opportunity to present the project to the community at early stage of development. Provides first PC review of project	Planning Commission meeting, applicant, assigned planner and DRB liaison	Provide concept design, alternatives, elevations, massing and siting options for public review	Staff to explain for everyone how project does or does not meet Comprehensive Plan Goals as well as pending departures/variances, etc.	Planning Commission at early stage of development weighs in on how project can be improved to meet Comp Plan "Guiding principles"
5	Application Intake Appointment		Applicant, permit specialist, assigned planner	Applicant shall provide all required submittal materials outlined in the Admin. Manual	City staff to review all required submittal materials and come prepared to review the project with the applicant at the Application Intake Appointment.	

6	DRB final review/decision	The project is presented to the DRB after incorporating the recommendations from the COBI staff project review. DRB makes final decision on proposed project for compliance with applicable design guidelines and ensures it reflects any revisions from the Design Guidance Meeting including any departures from the guidelines and standards.	Applicant, assigned planner, DRB			The DRB will make final determination of consistency with the Design for Bainbridge guidelines and standards. Departures will be identified if needed. Written findings by DRB, including findings, additional conditions, if any, will be included in the staff report transmitted to the Planning Director and PC.
7	Planning Commission Review and Recommendation	PC reviews the proposed project for consistency with applicable design guidelines, BIMC provisions, and the comprehensive plan. PC will take into consideration the recommendation from the DRB, any public comment received and the City staff recommendation.	Planning Commission, applicant, assigned planner	Presentation by applicant optional, but recommended	Director to provide a statement of facts upon which the recommendation is based and the conclusions derived from those facts.	The PC shall issue a written recommendation that the proposed project be approved, approved with conditions or denied.
8	Decision	The Director gives consideration to public comment, decision criteria and substantial weight to the PC and DRB recommendations.	Director	Staff will prepare a report from the planner to the Director.		Decision to be distributed to the commenters.



Planning Department
CLIENT ASSISTANCE MEMO

Pre-Application Process FAQ

Is a Pre-Application Conference Required?

Pre-application conferences are optional, but highly recommended for all Type II and above applications; the same type of applications that require an Intake Appointment.

Why Should I Request a Pre-Application Conference?

- The pre-application conference allows representatives from relevant departments (planning, building/fire, engineering, etc.) an opportunity to review your project and provide you with comments before you've spent significant time and money on the design.
- The City staff will also answer any questions you may have about the codes, fees, regulations or design standards.
- The City will explain the development review process and expected timelines to permit approval.

How Can I Make the Best of a Pre-application Conference?

- The City will review whatever you bring in. However, the City can provide you with better information and answer questions more specifically if you provide more detailed site and architectural plans before the meeting.
- Include in your submittal a list of your questions so we can review them before the meeting.
- Provide the City with the most accurate plans you can when you schedule the conference. The City will review the proposal you bring in. If there are major revisions to the plan such that the site plan or architectural plans are significantly different from the time you requested the meeting to the actual meeting date, the City may choose to reschedule the meeting to give us more time to review the current plans.

What Can I Expect from a Pre-application Conference?

- Before the meeting, the City staff will review your pre-application materials and create a written memo. This memo will list the applicable codes and standards from the City's zoning, subdivision and building codes and relevant sections of the Design Manual. The level of detail for this code review will depend on the quality and quantity of information you provide.
- The City will explain the application process and timelines.

- You will be able to meet with and ask questions of members from the planning, building/fire, engineering departments, and Fire District #5, as applicable.
- After the meeting, you will receive an audio recording of the meeting in the form of a CD or web link.
- The City will also provide relevant application forms.

What is the Process for a Pre-Application Conference?

- You must reserve a pre-application conference meeting. All meeting reservations are first come; first served.
- Conferences are held on the 2nd and 4th Wednesday of each month in the afternoon.
- The City holds two pre-application conferences per meeting day; each is limited to an hour.
- You must reserve your pre-application conference no later than 3 weeks (21 days) ahead of time.
- There is a fee for a pre-application conference. Please see the current fee schedule at www.cityofgigharbor.net/planning-checklists-apps-fees.

Are the Results of the Pre-Application Conference Binding?

- The City will attempt to provide you with the most accurate information possible based on the information you present.
- The advice the City gives you during the pre-application conference is subject to change based on several factors including changes in your plans and potential changes in the code or regulations between the time of the pre-application conference and when you turn in a completed application.
- The City will review our notes from the pre-application conference at the time of your intake appointment to ensure that you have worked out any changes suggested during the pre-application conference and to confirm you have all of the required documents.

Client Assistance Memos are not intended to replace the Gig Harbor Municipal Code. Should you have any questions regarding this information please call the Planner of the Day at (253) 851-6170.

City of Gig Harbor, 3510 Grandview Street, Gig Harbor, WA 98335
 (253) 851-6170 / (253) 858-6408 fax
www.cityofgigharbor.net

Attendee Report

Report Generated:

7/22/2020 8:41

Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	# Registered
Design Review Board - Special Meeting	910 8943 3040	7/20/2020 13:41	191	5
			Unique Viewers	Total Users
			5	21

Host Details

User Name	Email	Join Time	Leave Time	Time in Session (minutes)
Marlene	mschubert@bainbridgewa.gov	7/20/2020 13:41	7/20/2020 16:52	191

Panelist Details

User Name	Email	Join Time	Leave Time	Time in Session (minutes)
Bob Russell	bob.russell@cobicommittee.email	7/20/2020 14:01	7/20/2020 14:47	47
Bob Russell	bob.russell@cobicommittee.email	7/20/2020 14:49	7/20/2020 16:42	113
Laurel Wilson	laurel.wilson@cobicommittee.email	7/20/2020 14:02	7/20/2020 16:52	170
David Greetham	dgreetham@bainbridgewa.gov	7/20/2020 13:57	7/20/2020 16:42	165
Michael Loverich	michael.loverich@cobicommittee.email	7/20/2020 14:00	7/20/2020 16:42	163
Robert	bfraik@gmail.com	7/20/2020 14:04	7/20/2020 15:26	82
Todd Thiel	todd.thiel@cobicommittee.email	7/20/2020 13:53	7/20/2020 16:37	164
Todd Thiel	todd.thiel@cobicommittee.email	7/20/2020 16:37	7/20/2020 16:42	5
Joe Dunstan	joseph.dunstan@cobicommittee.email	7/20/2020 13:52	7/20/2020 16:52	180
Joe Dunstan	joseph.dunstan@cobicommittee.email	7/20/2020 14:02	7/20/2020 16:33	152
Adam Wheeler	adam@brownwheeler.com	7/20/2020 14:04	7/20/2020 15:26	82
Vicki Clayton	vicki.clayton@cobicommittee.email	7/20/2020 13:52	7/20/2020 16:52	180
Ellen Fairleigh	efairleigh@bainbridgewa.gov	7/20/2020 13:51	7/20/2020 15:27	96
Jon Quitslund	jonquitslnd@att.net	7/20/2020 14:04	7/20/2020 16:07	124
Nikki Wheeler	nikki@brownwheeler.com	7/20/2020 14:04	7/20/2020 15:26	83

Attendee Details

Name	Email	Join Time	Leave Time	Time in Session (minutes)
Robert	bfraik@gmail.com	7/20/2020 14:01	7/20/2020 14:04	4
Adam Wheeler	adam@brownwheeler.com	7/20/2020 14:01	7/20/2020 14:04	3
Sarah B	smblossom92@gmail.com	7/20/2020 15:10	7/20/2020 16:23	73
Jon Quitslund	jonquitslnd@att.net	7/20/2020 14:01	7/20/2020 14:04	3
Nikki Wheeler	nikki@brownwheeler.com	7/20/2020 14:01	7/20/2020 14:04	4