DESIGN GUIDELINES UPDATE

EXISTING CONDITIONS + GAP ANALYSIS

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Overview

This gap analysis contains a comprehensive review of the City of Bainbridge Island's existing design standards, relevant sections of the City's municipal code, and a review of the City Design Review Board's decision-making process through permit documents and other materials. The purpose of this analysis is to identify elements of the City's existing design guidelines and design review process that can be improved to address missing elements and current best practices through updated standards and guidelines.

The following documents and information were used to assess the current gaps:

1. **Bainbridge Island Municipal Code (BIMC) Title 18**
2. **Focus Groups**
3. **Design Guidelines**
    a. Central Core Overlay Design
    b. Commercial and Mixed Use – Neighborhood Service Centers Design Guidelines
    c. Ericksen Avenue Overlay
    d. Fort Ward Design
    e. Light Manufacturing Design
    f. Mixed Use Town Center and High School Road Design
    g. Urban Single-Family Design
    h. Multi-family
4. **Development Review + Permit Case Studies**
5. **Administrative Manual for Planning Permit Requirements**
6. **Meetings with the Design Review Board and City Staff**

Key Takeaways

The following are the key takeaways (See Figure 1) from the gap analysis and inform the design guidelines update and future community outreach during the project.

Figure 1. Gap Analysis Key Takeaways

Support the vision

The Design Guidelines need to be crafted to best support the vision for the community described in the Comprehensive Plan, including the five overriding principles:

- Preserve the special character and history of the Island
- Protect fragile water resources
- Foster diversity
- Consider costs and benefits to property owners when making land use decisions
- Promote sustainable development

Incorporate sustainability

The Design Guidelines should support and encourage sustainable design strategies for storm water, energy, water use, tree canopy, habitat, materiality, and reduction of fossil fuel use through walkable & transit-oriented communities. Making sustainable a visible and prominent part of new development could also be encouraged as a design strategy. A focus of design guidelines should be to protect the Island's natural systems, support sustainable building, design and operations, and create a more resilient built environment.

Be specific to Bainbridge Island and the Districts

Bainbridge residents highly value the presence of its long-standing architecture and its landscape. The design guidelines should recognize that preservation retains Island character, and the update should incorporate guidelines that are more specific to the Island as whole and the districts subject to design review. The guidelines should go beyond preserving and responding to the existing character of Bainbridge Island, and speak to the desired future conditions on the Island and its unique districts, with development that contributes to the built environment and helps protect and repair the natural environment.

Respect context and character rather than zoning

Many of the design guidelines and districts follow zoning designations and do not support integrating the character and distinct characteristics of the surrounding neighborhood, such as historical structures, landmarks, significant views, and natural features.

Provide for the creation open and public space outside of subdivision regulations

Development should contribute to neighborhood public and open spaces. The municipal code should specify the amount of public space to be integrated into multifamily, mixed-use and commercial projects and the design guidelines should provide direction on how to provide that spaces on different street frontages and within different contexts on the Island.

Be understandable and aligned with the design process

Design Guidelines need to have a clear role in the permitting and design process that is user-friendly for project proponents and the broader community. Guidelines should be written in clear language that supports a productive conversation among stakeholders and the Design Review Board while supporting the standards in the Municipal Code.

Be effective and implementable

Feedback indicates that the guidelines need to be more enforceable. Legal parameters for design review and preference for standards as opposed to guidelines require clarity. Design standards require better coordination and integration with the Municipal Code. In addition, training and resources should be provided for new staff, board members, and applicants.

Simplify and coordinate current guidelines and checklists

The update will reorganize the City's seven sets of design guidelines and thirteen design checklists into a unified structure and format for city-wide and neighborhood-specific guidelines that is user-friendly.

Monitor the Program

An ongoing monitoring program is needed to understand if the program is achieving its intended purpose or if further revisions are needed. The monitoring program may include an annual report, design awards, educational events, and other activities to promote good design on Bainbridge.

Focus Groups

Overview

Two focus group meetings were held on Wednesday December 19, 2018 from 10am to 12pm and 1pm to 3pm at Bainbridge Island City Hall. The following people participated in the focus groups in addition to City staff and consultants from Framework:

Focus Group Meeting #1 – 10am to 12pm

Belinda Thornberg

Jeb Thornberg

Charlie Wenzlau

Jonathan Davis

Russ Hamlet

Brandon Hogg

Jane Rein

Peter Brachvogel

Charles Schmid

Kelsey Laughlin

Eric Dieffenbach

Jared Moravec

Brian Wilkinson

Tim Spenser

Focus Group Meeting #2 – 1pm to 3pm

Hank Teran

Rick Blumenthal

LT Yoson

Key Focus Group Discussion Themes

A. **Site Planning.** Site planning is not adequately addressed in current guidelines and can create design concerns for new development in the community.

B. **Sustainability.** Sustainability is a core goal in the City's Comprehensive Plan and should be supported and incentivized where feasible in the update to the design guidelines. Participants discussed related efforts such as the upcoming green building code, the Living Building Challenge as a standard to aspire to in the green building code, and the importance of building enclosures for reducing energy use.

C. **Regionalism and its Adaptation to Bainbridge.** The "Northwest Style" and its application to Bainbridge are important elements of the design guidelines update.

D. **The Public Realm and Urban Design.** Design guidelines should focus on the public realm, the relationship between public spaces and private development such as along a street, and on human experience as a pedestrian within streets and public spaces.

E. **Regulating Architectural Style.** Regulating specific architectural styles is a less important part of the design guidelines update but improving standards for building materials should be a focus of the update.

F. **Walkability and Human Scaled Design.** The design guidelines update will not change zoning, however the group agreed that diffuse lower-intensity development can contribute to design challenges from larger house sizes and high land prices. Without changes to density, collocating sites and buildings allows for more sustainable and human scaled development.

G. **Current Design Guidelines are Generally Acceptable.** Current design guidelines support the right intent, but the structure, formatting, and communication of the design guidelines and review process should be improved in the update.

H. **Design must be Specific to Bainbridge.** The design guidelines and, ultimately, the design of new development should be unique to Bainbridge, including the Island, the neighborhood, and the site. The design guidelines should prohibit or discourage stock designs for housing and architecture.

I. **Design Principles are Important.** Design principles are important to guide community discussions during the review process and must be guided by clear design principles that illustrate what is important for any new design or project such as sustainability, regionalism, high-quality materials, human scale, and walkability.

J. **Neighborhood Centers are Unique.** The design guidelines should expand neighborhood specific design guidelines based on the understanding that each neighborhood center has a unique character and identity that all new development should contribute to.

K. **Design Review should include Subdivisions.** The new subdivision design guidelines are under development and must be integrated with the other guidelines and overall review process.

L. **Public Art and Affordable Housing Opportunities.** Integrating public art and providing for more affordable housing should be supported in the design guidelines update. Opportunities to expand public art and affordable housing through incentives should be considered in the design guidelines update. Recent interactive public art projects have been highly used and regarded by the community such as in Lynwood Center.

M. **Guidance for Public Projects.** Design review is not currently required for most public projects, but some have been brought to the Design Review Board (DRB) for advisory review. Design guidelines could better support review of public projects.

Design Guidelines

Findings Across All Guidelines

The City's various sets of design guidelines share a few fundamental gaps that should be addressed across all the City's existing use- and district-specific guidelines. The Urban Single-Family Overlay was recently eliminated as part of a Comprehensive Plan update and therefore design guidelines will not longer apply in those areas.

Specificity: Bainbridge Island's existing design guidelines use general statements that lack specificity and are not quantifiable. They are not well tailored to specific districts and are difficult to apply to development proposals or specific design elements in a way that can drive productive conversation and improve design.

Distinguishing between Standards and Guidelines: Standards and guidelines are used interchangeably with no clear distinction, including parameters that fit better under zoning requirements than design guidelines. If standards are intended to serve as requirements for new development, they should be integrated into the Municipal Code. The city's planning staff and the Design Review Board (DRB) should have a clear understanding of the distinction between the two and make that distinction clear for potential applicants.

Tying Guidelines to the Zoning Code: Design guidelines should tie into general standards contained in the Municipal Code, reference related provisions of the code explicitly, and should elaborate on requirements for site design, landscaping and access.

Review Process: Breakdowns in the review process are a consequence of a lack of formal procedures and submission requirements. In some cases, design reviews lack written and actionable decisions from the Design Review Board (DRB) for the Planning Commission or hearing examiner to reference.

Graphics: Graphic illustrations of design concepts are inconsistent in the existing design guidelines, and often lack specificity or quantification necessary to help improve design. Illustrations should be specific and diagrammatic so that they are clear and relate to specific guidelines.

Contextualization: Existing guidelines often lack an introduction that sets forth a design intent, process and how each set of guidelines is to be used. An introduction and context should unify the document and provide a basis from which to consider deviations from specific guidelines to honor a broader design intent.

Streets and Frontages: Existing design standards do not relate site and building design standards to street typologies. Design standards should tie frontage types end elements of site design that relate to the Island's streets and neighborhood context. Specifications and standards for street design on Bainbridge should be included in the Municipal Code.

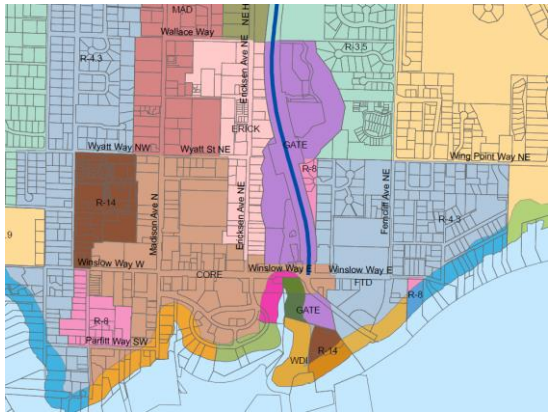
Preserve and Honor Bainbridge Island's Character: Existing guidelines do not reflect development that embraces and contributes to the character, history, and natural setting of Bainbridge Island. To ensure that new development respects the Island's rural feel, historic structures and fragile natural system, the process should require a consideration of context through the design process and analysis.

Central Core Overlay

Summary: The Central Core Overlay Design Guidelines apply to all new development in the overlay district (See Figure 2). In addition, development within the district is also subject to the General Guidelines for the Mixed-Use Town Center and Guidelines for Commercial and Mixed-Use Projects (See Figure 3). Gaps in the existing guidelines and recommendations are listed in Figure 4. The guidelines include the following sections:

- Streetscape Design
- Public Space
- Building Design
- Parking Design

Figure 2. Central Core Overlay District



City of Bainbridge Island, 2018

Figure 3. Guidelines applicable to the Core District

Guidelines Applying to the Core District

General Guidelines- All Districts	
1. Parking Lot Location	○
2. Outdoor Spaces and Amenities	○
3. Pedestrian Connections	○
4. Shielded Lighting	○
5. Screen Service Areas	○
6. Common Open Space	○
6a. Conceal Garage Doors	○
7. Overall Form-Building Styles	○
8. Building Entrances	○
9. Conceal Mechanical Equipment	○
10. Structured Parking	○
11. Encouraging Varied Details	○
12. Integration of Signs with Architecture	○
13. Creative Signs	○
14. Awning Signs	○

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

Core District Guidelines	
Streetscape Design	
1. Pedestrian Connections	○
2. Sidewalk Areas	○
3. Street Trees	○
Public Spaces	
1. Plazas and Courtyards	○
2. Designated Intersections	○
Building Design	
A. Massing and Articulation	
1. Articulation	○
2. Variety in Form	○
3. Varied Frontages	○
4. Multi-Frontages	○
B. Street Level Elements	
1. First Floor Height	○
2. Transparency	○
3. Weather Protection	○
4. Architectural Features	○
C. Upper Level Stepback	
1. Stepback	○
2. Distinguish Stepback	○
3. Alternative to Stepback	○
D. Treatment of Blank Walls	
1. Creative Approach	○
2. Variety and Detail	○
E. Roof Appearance	
1. Roof Design	○
2. No Mansard Roofs	○
Parking Design	
A. Surface Parking Lots	○
B. Parking Structures	
1. Screened Structures	○
2. Lighting Fixtures	○

Figure 4. Central Core Overlay District Gaps

Gap	Recommendation	Code/Guideline Reference
Site Planning. The guidelines lack a section on site planning.	▪ Add a section on site plan that addresses the relationship between public and private space, circulation, pedestrian oriented design, access, landscape integration, stormwater, and other features.	
Context. The guidelines do not provide any information on the context for the Core and how it should influence the design of streets, sites, and public spaces.	▪ Add a section to the design guidelines that provides an overview of existing physical conditions and overall design in the Central Core District.	
Design Intent. The guidelines should provide a more holistic design intent statement that is applicable to all of the design guideline sections. Currently, the design intent statements are specifc to each section of the guidelines.	▪ Update the design intent section to provide an overall design intent statement that is connected to the City's comprehensive plan goals.	
Applicability. It is unclear how and when the guidelines are applied to specific projects. For example, the guidelines require internal walkways, which are an important feature in the Core area, but most properties lack the ability to provide these types of connections due to site and building constraints.	▪ Provide more information on when the guidelines are applied. For example, require through block pedestrian connections when necessary to improve connectivity, site design, or building design by creating more pedestrian building frontage.	
Hierarchy. The current guidelines lack a hierarchy that follows the design process such as neighborhood context streets and pubic spaces, site design, building design, landscaping.	▪ Develop a consistent format and hierarchy of information and guidelines during the update. The structure of the design guidelines should be generally consistent throughout the different district specific guidelines.	
Relationship between streets and building frontage. The building design section lacks focus on the relationshp between the building edge and streetscape and how they should be designed in unison. Streetscapes may vary in response to street level uses and the current guidelines are insufficient in this regard.	▪ In general, the guidelines should be updated to increase the focus on urban design and the space between buildings. ▪ Guidelines should include street sections for the Bainbridge Island's distinct typologies and frontage guidelines to help guide building and site design. Specific standards for each of these elements should be contained in the Municipal Code.	

Gap	Recommendation	Code/Guideline Reference
Building Design Standards. The guidelines for building design are vague. It is difficult to interpret how they would be applied in the review of specific projects. The building design standards are not specific to Bainbridge Island or the Core District. More guidance on context and materials is needed.	▪ Update the building design standards to be more specific and effective in promoting good design. The standards should be more specific to Bainbridge Island and the Core District.	Building Design – Pgs. 47-52
Guidelines vs. Standards. Several of the design guidelines are more commonly addressed by cities as standards in their zoning code such as those for weather protection, sidewalk widths, building stepbacks, and transparency requirements.	▪ Clearly indicate design guidelines and standards ▪ Integrate standards meant to serve as requirements or those that require uniformity (e.g. sidewalk width) into the BIMC.	▪ Streetscape – Pg. 45
Multiple Sets of Competing Guidelines. The Central Core is subject to several sets of guidelines rather than a single set of uniform guideline that apply across the district.	▪ Create a new set of design guidelines for projects in the Central Core or across the Island with specific guidelines for areas with distinct character considerations or historical value. Develop guidelines to address streets and public realm with core requirements should be in the BIMC.	

Commercial and Mixed Use – Neighborhood Service Centers Design Guidelines

Summary: The Commercial and Mixed-Use Guidelines apply to all commercial and mixed-use development and are considered the "General" guidelines for the City. Gaps in the existing guidelines along with recommendations are listed in Figure 5.

Figure 5. Commercial and Mixed- Use Guidelines Gaps

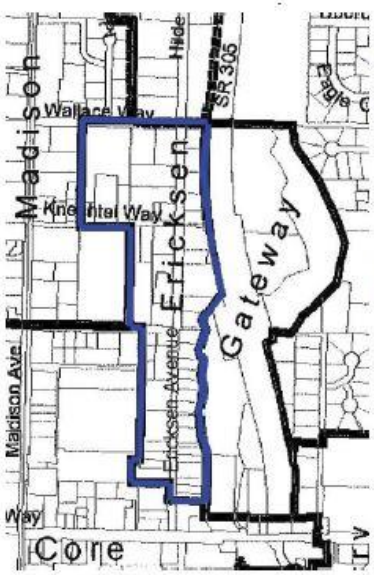
Gap	Recommendation	Code/Guideline Reference
Generic and Vague Language. The guidelines include mostly generic standards that are not specific to Bainbridge Island or the neighborhood centers with limited exceptions (e.g. Tudor style in Lynwoood Village). To be legal and enforceable the language needs to be more specific and measurable to ensure compliance and meet the City's goals for development and sustainability.	▪ Relate character to specific design elements and quantifiable guidelines. ▪ Include diagrams, images or other visual illustrations to accompany and clarify guidelines.	
Non-binding. Some guidelines are overly specific and may not be enforceable.. For example, the guidelines appear to require a public green at specific intersection in Rolling Bay, but no property is identified and it's unclear how this provision would legally be required of the property owner during development.	▪ Remove design guidelines that address specific conditions or requirements for open space or other site elements. Consider adding these elements to a subarea plan for the BIMC to be more effective.	▪ Rolling Bay – Pg. 20
Neighborhood Center Standards Lack Specific Guidance. The standards for the neighborhood centers of Lynwood Center, Rolling Bay, and Island Center are not specific enough to be usable by the design review process.The guidelines also reference subarea plans that may or may not exist or provide enough guidance to be used in the design review process. Each neighborhood center has 5 or fewer guidelines.	▪ Clearly define a design intent for each neighborhood center and develop guidelines that reflect that intent. ▪ Appropriate site and building design guidelines should be developed for each center based on context and intent.	
No Introduction or Context. Following the cover page, the document goes straight to the first guidline without any additional context or guidance for the reader.	▪ Develop a unified introduction applicable to the entire set of guidelines, that includes the design objectives, intent, process, and how to use the guidelines effectively.	

Gap	Recommendation	Code/Guideline Reference
Guidelines should be Standards in BIMC. Some of the guidleines include specific standards that are better suited to the BIMC.	▪ Add all standards to the BIMC.	▪ Building Modulation – Pg. 3 ▪ Blank Walls – Page 4 ▪ Ground Floor Facades – Pg. 5 ▪ Pedestrian Scale Lighting – Pg. 6 ▪ Parking Frontage – Pg. 7 ▪ Building Massing – Pg. 8 ▪ Outdoor Public Spaces – Pg. 9

Ericksen Avenue Overlay Design Guidelines

Summary: The Ericksen Avenue Design Guidelines apply within the overlay district within the Mixed-Use Town Center Zoning District (See Figure 6). The Mixed-Use Town Center Design Guidelines also include guidelines specific to Ericksen Avenue. Gaps in the existing guidelines are shown in Figure 7.

Figure 6. Ericksen Avenue Overlay District Map and Guidelines Structure



Guidelines

SITE DESIGN
- SD1. Preservation of Historic Buildings
- SD2. Scale of Construction
- SD3. Ravine View Corridors
- SD4. Setbacks
- SD5. Landscaped Front Yards
- SD6. Signs/Lighting

BUILDING DESIGN
- BD1. Maximum Building Footprint
- BD2. Pitched Roofs
- BD3. Building and Site Access
- BD4. Building Materials

Figure 7. Ericksen Avenue Overlay Gaps

Gap	Recommendation	Code/Guideline Reference
Design Standards. This is the only set of design guidelines that specifically includes standards.	▪ Consider moving all standards to the BIMC.	

Fort Ward Design Guidelines

Summary: The Fort Ward Design Guidelines apply within the Fort Ward Zoning District as shown in Figure 8. Fort Ward is a former army fort and navy installation that is now primarily a historic residential neighborhood on the south end of the island. Figure 9 lists the gaps in the existing guidelines that are addressed during the update.

Figure 8. Fort Word District Map

Figure 9. Fort Ward Design Guidelines

Gap	Recommendation	Code/Guideline Reference
Image Examples and Context. The design guidelines do not include any Images of the existing context or examples of	▪ Add images and information the neighborhood context to better inform design that will respect the history and contribute to the future of the neighborhood.	

Gap	Recommendation	Code/Guideline Reference
development that demonstrates elements of the design guidelines.		
Standards better suited for the BIMC. For example, sidewalks are required to be between 6' and 8', which is more of a design standard than a guideline since it appears to be required.	▪ Move all specific standards (e.g. sidewalk or trail width) to the BIMC.	▪ Public Space – Pg. 4
Many guidelines not specific to Fort Ward. The guidelines should be specific to Fort Ward and many of the standards are generic and could be utilized as standards in the BIMC.	▪ Update the guidelines to be more specific to Fort Ward and the issues important to residents and other stakeholders.	▪ Trails – Pg. 4 ▪ Lighting – Pg. 7
History of Fort Ward. The history of Fort Ward is an important design consideration and the current design guidelines do not direct the reader to this information.	▪ Add summary of Fort Ward history, Images, graphics, and updated graphics.	▪ Pg. 1
Guidelines don't reflect actual physical conditions. The requirement for a trail along streets (right-of-way) in Fort Ward appears to conflict with existing conditions and may not be desirable. The existing streets reflect a "rural by design" aesthetic that doesn't include a curb or gutter and pedestrians and vehicles can share the street due to the low volume and speed of vehicles. Sidewalks or trails along the street edge may not be desired by residents and it's unclear how the system would be connected without it being a City-led capital project to add trails and sidewalks.	▪ Better align the design guidelines with the physical conditions of the neighborhood or district. Also consider the desires of neighborhood stakeholders for the elements that are addressed in the design guidelines (e.g. adding trails on the edge of existing streets).	▪ Public Space – Pg. 4

Light Manufacturing Design Guidelines

Summary: The Light Manufacturing Design Guidelines apply to the Business/Industrial Zoning District. The District is intended to support the Island economy including business retention, a diversity of jobs, and compatibility with adjacent residential neighborhoods. Figure 10 lists the observed gaps in the existing guidelines and recommendations for the update.

Figure 10. Light Manufacturing Design Guidelines

Gap	Recommendation	Code/Guideline Reference
Standards. The guidelines include standards that are better suited for the Municipal Code	▪ Move specific standards such as for lighting and tree preservation to the Municipal Code.	▪ Maintain Woodland Character – Pg. 5 ▪ Shielded Lighting – Pg. 10

Mixed Use Town Center and High School Road Design Guidelines

Summary: The Mixed-Use Center and High School Road Design Guidelines address development within the High School Road District and the Mixed-Use Town Center District including the overlay districts within its boundaries including the Ericksen Avenue, Central Core, Ferry Terminal, Gateway, and Madison Avenue Districts. General and district specific guidelines are included. Figure 11 identifies the gaps in the existing guidelines that should be addressed in the update.

Figure 11. Mixed Use Town Center and High School Road Design Guidelines

Gap	Recommendation	Code/Guideline Reference
Central Core Guidelines. Guidelines specific to the Central Core are included, yet there is also another standalone set of design guidelines for the Central Core District. Currently, projects in the Central Core are required to comply with three sets of guidelines.	▪ Consolidate all the central core guidelines in a single location during the design guidelines update.	
More and Better Example Images and Graphics. The current guidelines are in black and white and the photo examples are not very legible and lack captions explaining what the reader is important about the image. The graphics should be updated to a clear contemporary format with a greater level of detail.	▪ Add color image examples with captions and annotations. ▪ Updated the graphics and diagrams to include additional detail.	
Open Space Guidelines aren't connected to BIMC standards. There are many legal, procedural, and design related issues with open space requirements and standards. For example, the guideline on page 18 states the intent is to establish over time a variety of open spaces within the Town Center. However, it'sunclear how this would apply to the creation of additional open space in the Town Center since it's a guidline and not a standard. Also, this guideline is in the	▪ Develop new multi-family open space requirements that would apply during site plan review.	▪ General 2 – Site Design, Pg. 18

Gap	Recommendation	Code/Guideline Reference
general section, but appears to only apply to the Town Center.		
Pedestrian Circulation Standards Duplicative with BIMC 18.15.030. The guidelines to provide pedestrian walkways are already required in BIMC and should be a standard and not a guideline.	▪ Eliminate duplicative standards/guidelines and locate all standards in the BIMC.	▪ BIMC 18.15.030 ▪ General 3 – pg. 19
Building Design Guidelines Lack Specificity. The building design guidelines are generic, not specific to Bainbridge Island, and lack specificity to be effective in supporting good design.	▪ Update the building design guidelines to be more specific to the MUTC District as a whole, and each overlay district.	▪ General Guidelines – Pgs. 24-28
Sidewalk requirements and dimensions should be standards. For example, in the Gateway District Guidelines it states that new development should provide a 12' wide sidewalk with street trees. This currently appears optional and if the intent is to require these improvements for new development it should be standard in the BIMC.	▪ Add all specific dimensional standards to the BIMC.	▪ Sidewalks and street trees – Pg. 35

Multi-family Design Guidelines for R-8 and R-18 Districts

Summary: The Multi-family Design Guidelines apply to multi-family development within the R-8 and R-18 Districts. These districts are intended to provide for medium-density (R-8) and high-density (R-14) residential development. Both districts also allow single-family residential development as a permitted use. Single-family development and subdivisions are currently exempt from design review. Figure 12 identifies the gaps in the existing guidelines.

Figure 12. Multi-family Design Guidelines Gaps

Gap	Recommendation	Code/Guideline Reference
Standards vs. Guidelines. Several of the guidelines are better suited to be standards in the BIMC. Examples include specific land use buffers, landscaping, and setbacks. In addition, the guidelines reference open space design, but the City has no open space requirements in the BIMC for multi-family development.	▪ Move specific standards to the BIMC and update guidelines to support implementation of the development standards. Anything related to a specific standard or dimensional requirement should be in the BIMC.	▪ Tree preservation – Pg. 4 ▪ Parking screening – Pg. 4 ▪ Open space requirements – Pg. 6 ▪ Clustering requirements – Pg. 6
Add images and improve graphics. The design guidelines have no Image examples, provide no context on the R-8 and R-14 districts that might help inform good design and conformance with the design guidelines.	▪ Overhaul the graphics and add phot examples that demonstrate conformance to the design guidelines with a focus on local examples as available.	

Bainbridge Island Municipal Code – Titles 2, 17, and 18

Summary: The Bainbridge Island Municipal Code (BIMC) contains the City's administrative permit requirements (Title 2), subdivision standards (Title 17) and Zoning Code (Title 18). Title 18 also includes the applicability of the City's design guidelines. Currently, subdivisions are not subject to design review and multi-family projects, including townhouses, have been reviewed under the site plan review process. Figure 13 identifies the gaps in the BIMC to be addressed in the guidelines update.

The following design guidelines apply in specific zoning districts and for certain types of development (BIMC 18.18.030):

A. Detached Single-Family Residential Developed Using the R-8SF Urban Single-Family Overlay District. Detached single-family residential developed in accordance with the R-8SF urban single-family overlay district transfer of development rights program shall comply with those regulations contained in "Design Guidelines for R-8SF Urban Single-Family Overlay District" if they want to develop at overlay zone densities.

B. Multifamily Residential. Multifamily development in the R-8 and R-14 zones shall comply with those regulations contained in "Design Guidelines for Multifamily"; provided, that applications submitted prior to December 8, 1999, shall not be subject to the requirements of this section.

C. Commercial and Mixed Use – General. Development, redevelopment, and exterior renovation in commercial and mixed-use projects in all zoning districts except the B/I district shall comply with the general guidelines in "Guidelines for Commercial and Mixed-Use Projects – Including Guidelines for Lynwood Center, Island Center, and Rolling Bay," as well as any specific guidelines applicable to that type of development in the subsections below.

D. Nonresidential Uses in Residential Zones. Educational, cultural, governmental, religious or health care facilities in residential zones shall comply with the general guidelines in "Design Guidelines for Commercial and Mixed-Use Projects – Including Guidelines for Lynwood Center, Island Center, and Rolling Bay."

E. Mixed Use Town Center and High School Road Districts. Development, redevelopment, or exterior renovation in the Mixed-Use Town Center overlay districts and the High School Road districts shall comply with regulations contained in "Design Guidelines for Mixed Use Town Center and High School Road Zoning Districts."

F. Lynwood Center NC Design Guidelines. Development, redevelopment, and exterior renovation in the Lynwood Center NC zone district shall comply with those regulations contained in the Lynwood Center NC-specific portion of "Guidelines for Commercial and Mixed-Use Projects – Including Guidelines for Lynwood Center, Island Center, and Rolling Bay."

G. Island Center NC Design Guidelines. Development, redevelopment, and exterior renovation in the Island Center NC zone district shall comply with those regulations contained in the Island Center NC-specific portion of "Guidelines for Commercial and Mixed-Use Projects – Including Guidelines for Lynwood Center, Island Center, and Rolling Bay."

H. Rolling Bay NC Design Guidelines. Development, redevelopment, and exterior renovation in the Rolling Bay NC zone district shall comply with those regulations contained in the Rolling Bay NC-specific portion of "Guidelines for Commercial and Mixed-Use Projects – Including Guidelines for Lynwood Center, Island Center, and Rolling Bay."

I. Business/Industrial District Design Guidelines.

1. Development, redevelopment, and exterior renovation of facilities in the B/I zone district shall comply with those regulations contained in "Design Guidelines for Light Manufacturing."

2. In addition, development, redevelopment, and exterior renovation of facilities in the B/I district shall be subject to the following requirements governing its relationship to adjoining and nearby uses. A proposed development must be sited and designed to minimize potential safety hazards to adjoining and nearby developments. Specifically, a project shall be designed in a manner that minimizes conflicts between vehicular and nonmotorized traffic. Additionally, a development shall be fenced and buffered, as necessary, to impede potentially dangerous travel between different types of uses, such as between a manufacturing operation and day care center. Outdoor operations, such as loading docks and playgrounds, shall be located as far away as possible from residences and other noise-sensitive uses.

J. Fort Ward Design Guidelines. Development, redevelopment, or exterior renovation in the Fort Ward historic overlay district shall comply with regulations contained in "Design Guidelines for Fort Ward." (Ord. 2017-02 § 1, 2017; Ord. 2016-28 § 21, 2016; Ord. 2016-01 § 2, 2016: Ord. 2013-07 § 1, 2013; Ord. 2011-02 § 2 (Exh. A), 2011)

Figure 13. BIMC Gaps

Gap	Recommendation	Code/Guideline Reference
Use-Based Standards. BIMC Title 18 is structured primarily around use-based standards with some zone specific standards. Many cities have moved away from use-based zoning and more towards a form-based code. Some elements of the existing design guidelines hint at form-based standards, but generally lack sufficient detail to provide effective guidance.	▪ The City should consider restructuring its zoning code to move towards place-based zoning and design standards that focus more on site and building design and less on land-use. All existing standards within the design guidelines should be transferred to the BIMC with appropriate graphics and examples.	▪ BIMC 18.12.10-50
Open Space Standards for Multi-Family and Nonresidential Development. The City's open space requirements are contained in BIMC Title 17 Subdivisions. However, the City has been reviewing multi-family projects, including townhouses, under the site plan review procedures in BIMC 2.16.040. The design guidelines for site plan reivew address open space planning and design, yet the BIMC has not open space standards or requirements for either public, common, or private open spaces.	▪ Develop open space standards for multi-family and nonresidential development and clarify the relationship between site plan review and subdivision review for multi-family projects.	▪ BIMC 2.16.040 ▪ BIMC 17.12 ▪ BIMC 17.20
Parking Standards. The parking standards regarding the location and design of parking stalls is redundant with several of the design guidelines about parking, particularly in the Town Center and Overlay District specific guidelines	▪ All standards should be in the BIMC and with guidelines as necessary. For example, if parking is prohibited between the building and the street then that should be a standard in the BIMC. Another example is the BIMC lists the required number of spaces, but the guidelines could include examples of how the parking lot could be designed to cluster parking, integrate pedestrian walkways, stormwater management, and minimize its visual impact	
Clarify Zoning Districts and Overlay Districts. Some overlay districts are shown on the City's official Zoning Map while others are not. The Town Center Overlay Districts are shown on the map, but not identified as overlay districts while the Town Center District is not shown on the Zoning Map.	▪ Update the Zoning Map to include all base zoning districts and overlay districts with hatching or other special markings to indicate an overlay district.	

Design Review Case Studies + Permit Review Procedures

Summary: Design review is only required for certain types of development or in specific districts within the City. Subdivisions are not currently subject to design review and the City is in the process of developing new design guidelines for subdivisions. The City identified a few recent permits to review as part of the existing conditions analysis for this project.

The developments discussed in this section are shown on the map below in Figure 14:

Figure 16. Development Locations

Madison Landing (PLN50879 SPR)

Madison Landing is a 24-unit townhouse development located on Madison Ave N directly north of Wallace Way NE. See Figure 14 for a project rendering.

Project Review: The project is subject to major site plan review including review and recommendation by the Design Review Board and Planning Commission. The Planning Director issues the final decision on the project.

Status: The project application materials were submitted on 12/28/2017 and deemed complete on 1/23/2018. The project was approved by the Planning Director on 6/22/2018 and the permit expired on 12/19/2018.

DRB Recommendation: Denial following review on 4/2/2018. The following are highlights from the DRB recommendations:

- More creativity in design
- Increased efforts to preserve the existing landscape
- Reduce the number of parking stalls
- Decrease the number of units by two and reduce the footprint of the two-story units and increase the height to three stories

Design Guidelines: The project was subject to the Mixed-Use Town Center and Commercial and Multi-family design guidelines

Figure 14. Madison Landing Plans

Wyatt Apartments (PLN 50165B SPR)

Wyatt apartments is a 42-unit multi-family development with a 36-unit apartment building and six townhomes. The project is located at the northeast corner of Wyatt and includes a relatively large surface parking lot to the rear of the apartment building and in front of the townhouses. See Figure 15 for a project rendering.

Project Review: The project is subject to major site plan review including review and recommendation by the Design Review Board and Planning Commission. The Planning Director issues the final decision on the project.

Status: The project application materials were submitted on 6/28/2017 and deemed complete on 8/21/2017. The project was approved by the Planning Director on 7/9/2018 and the permit expired on 1/5/2019.

DRB Recommendation: Approval on 9/18/2017 with some recommended modifications to the plans. The designer submitted revised plans in response to DRB recommendations.

Design Guidelines: The project was subject to the Mixed-Use Town Center and Commercial and Multi-family design guidelines.

Figure 15. Wyatt Apartments Rendering

Madison Avenue Development (PLN50958)

The Madison Avenue Development is a 10-unit courtyard multi-family development with parking beneath the building. The project is located at on Madison Avenue S just south of Bjune Dr SE. See Figure 16 for a rendering of the project.

Project Review: The project is subject to major site plan review including review and recommendation by the Design Review Board and Planning Commission.

Status: The project application materials were submitted on 2/28/2018 and deemed complete on 4/23/18. However, the project application expired on 10/28/2018.

DRB Recommendation: Approval on 4/23/18 with some recommended modifications to the plans. The designer submitted revised plans in response to DRB recommendations. The DRB recommended the following modifications:

- Discuss intention with neighbor's property at earliest convenience.
- Sidewalk down driveway to separate from driveway
- Use landscaping to create boundaries for an outside play area
- Incorporate environmental learning through design
- Awareness of potential increased cost in separation of vehicle and pedestrian areas, as well as a fenced/contained play area

Design Guidelines: The project was subject to the Mixed-Use Town Center and Commercial and Multi-family design guidelines.

Figure 16. Madison Avenue Development Rendering

Development Review Issues + Gaps

Figure 17 lists the issues and gaps that were identified in the review of the above referenced development permit submittals.

Figure 17. Permit Review and Approval Issues and Gaps

Issue/Gap	Recommendation	Reference
Subdivision review vs. Site Plan Review. The Madison Landing development was reviewed under the site plan review provisions of the BIMC and not under Title 17 as a subdivision.	▪ Based on the definitions and review requirements in BIMC the scope of site plan and subdivision reviews should be clarified. ▪ Ensure that site plan and subdivision standards are appropriate to the type of projects being reviewed. For examples, open space standards are needed for multi-family projects not subject to the subdivision standards.	▪ BIMC 2.16.040 – Land Use Review Procedures ▪ BIMC 18.36.030 – Definitions (refer to definition of 'subdivision')
Inconsistency between DRB recommendations the final decision. The DRB recommended that the Planning Director deny approval of the project due to not complying with the design guidelines. The project was ultimately approved essentially as reviewed by the DRB.	▪ Improve the process of decision-making on the DRB to better articulate the factual and legal basis for denying the project.	
Lack of written decisions. The DRB relies primarily on the meeting minutes to document the DRB's recommendation to the decision-making body. The meeting minutes lack detail to be effective at conveying the boards recommendation and how it is supported by factual information specific to the guidelines.	▪ The DRB should issue formal written recommendations to the decision-making body that addresses their findings and recommendations.	
Approval Timeline. In accordance with the Revised Code of Washington (RCW) local permit review must be completed within	▪ Assess the factors that are resulting in longer review and approval times and update the City's review processes to better comply with the timeframe.	▪ RCW 36.70B.080

Issue/Gap	Recommendation	Reference
120 days unless specific conditions are met. This project and others exceeded the 120 timeline significantly.		
3rd Party Review. The City has the ability to request 3rd Party review of design review applications to get additional input on consistency with design standards and guidelines.	▪ Authorize 3rd party review on a case-by-case basis and as requested by the design review board. The review should be focused solely on a project's conformance to the design standards and guidelines. In addition to design, the review should consider legal issues and precedents.	
Design Review Submittal Requirements. The City's submittal requirements for site plan and design review are listed in the administrative manual, but are not in the BIMC.	▪ Develop a list of specific submittal requirements for design review including high-quality site plans, elevations, project renderings, diagrams, and other materials.	▪ Submittal requirements are listed on the site plan and design review application.

Administrative Manual for Planning Permit Submittal Requirements

Summary: The administrative manual is a resource for permit applicants regarding permit types and submittal requirements. Figure 18**Error! Reference source not found.** identifies the gaps and recommendations for the administrative manual.

Figure 18. Administrative Manual

Gap	Recommendation
Design Review Section. The administrative manual includes the design review requirements in the section on site plan review rather than a standalone section on design review. The design review submittal requirements do not include any graphic examples. Materials for design review should be related, but somewhat distinct from the site plan submittal requirements.	▪ Develop a specific section in the administrative manual on design review including graphic examples. Also consider making the optional submittal items required for all applicants or at the request of the design review board or city staff. Emphasis on consistent high-quality materials will improve the design review process. ▪ Develop a model design review submittal package as a resource for applicants. ▪ Consider developing a separate standalone design review manual or integrate submittal requirements and examples into the design guidelines document and website.

Next Steps

Design Guidelines

Updated design guidelines are currently in development to address the gaps in the existing sets of guidelines. The new guidelines will integrate uniform standards that require more consideration of context and site planning in a single uniform set, and more specific guidelines that address unique contexts such as specific streets and historic districts.

Design Process

Based on the recommendations from the gaps in the City's current design review process and materials requirements, Bainbridge Island's updated guidelines will include a new framework for design review that will include the following:

A. **Three-Meeting Process.** An overhauled process with three meetings will ensure the DRB is involved in early design, and that context informs site, building and landscape design.

B. **Detailed Submission Requirements.** Specific requirements for submissions for each meeting that allow for more comprehensive review of each project at different phases of design and ensure that materials submitted to the DRB are uniform in quality.

C. **Example or Mockup Submissions.** Example submissions to ensure that the materials conveyed to the Board meet a minimum standard.

D. **Clear Checklists to Evaluate Requirements.** Submission requirements and evaluation checklists to help the DRB develop recommendations that are useful for City staff and the Planning Commission.

Apart from the process and materials defined in the updated Design guidelines, we recommend the following to improve the design process and support a more consistent and robust review process:

A. **Design Training for Staff and Members of Boards and Commissions.** Training for City Staff, DRB and Planning Commission (PC) will help both the city and DRB evaluate submissions consistently and understand where there are critical gaps, and how to provide written documentation that is helpful in the design process and improve communication.

B. **Develop a Standard Format for DRB Findings.** A uniform format for the board to communicate its findings would help the DRB evaluate applications, and communicate findings to the PC, Staff and the Hearings Examiner. This format should be based on the evaluation checklist and developed in collaboration with City Staff, the PC and the DRB

Code Revisions

Several requirements are articulated in the design guidelines as standards, and should be incorporated into the BIMC, rather than the City's design guidelines. Several examples of these standards are referenced in the gap analysis for each set of guidelines above, and a comprehensive list of provisions currently included as part of the City's design guidelines is included as appendix A. We recommend that the City's planning staff continue to work to integrate these items as requirements in the BIMC and develop improved standards for streets and open spaces as part of the development to support the revised design guidelines. Each guideline has been categorized based on the following system (See Figure 19):

- CD=Move to Code
- KP=Keep as a guideline
- RM=Remove guideline, topic is addressed in the updated standards and guidelines
- PD=Decision pending further input

Figure 19. Review of Existing Guidelines and Code Updates

Existing Guideline	Summary	Status
Design Guidelines for Multi-Family Development in the R-8 and R-14 Zones		
In saving significant trees and stands of trees, some portion should serve to break up the distribution of buildings and parking so that mature vegetation still seems prevalent	▪ Revisit in light of the tree ordinance as the preservation of significant trees are now a requirement.	**PD**
Where surface parking lots are adjacent to single-family districts, there should be a planting strip an average of 25 feet in width (but no less than 15 feet), containing a full screen landscape. Paths are allowed as part of the landscaping strip.	▪ Buffer requirements should be in the BIMC as a standard. Currently it appears to be voluntary.	**CD**

Existing Guideline	Summary	Status
Large development projects should be divided into small parts by alleys, lanes, allees, courtyards, passageways, and landscape areas that separate and organize the configuration of buildings.	▪ Revisit in light of the new subdivision standards and guidelines that are part of the design review program. ▪ These should be standards in the code or in the new design standards/guidelines with more specificity. This is the type of detail that a form-based code would address. ▪ All developments should fit within the desired pattern of development regardless of the size of the project.	**PD**
Most of the common open space should be designed to allow residents to walk throughout the development and to any adjacent commercial or recreational areas. Further, pedestrian trails and pathways should provide all residents with access to on-site amenities such as pools and tennis courts. Some place for children to play should also be provided.	▪ Revisit in light of the new subdivision standards/guidelines. ▪ What if no common open space is provided? ▪ Add open space requirements to the BIMC and develop additional design standards/guidelines that address the design of open space. ▪ Pedestrian connectivity is a valid standard to add to the BIMC.	**PD**
On parcels north of High School Road, new multiple-family development should be clustered so that open fields and/or densely vegetated areas appear to be largely intact. Where possible, open fields and/or densely vegetated areas close to roads should be preserved.	▪ This would be more effective as a standard rather than a voluntary guideline. ▪ Revisit in light of the tree ordinance and subdivision standards/guidelines.	**PD**
All buildings, including accessory structures such as garages and carports, should incorporate pitched roof forms. The angle of the pitch should fall within the range of 5:12 and 12:12.	▪ This should either be a standard or eliminated. It seems unreasonable to require all multi-family development to have pitched roofs.	**CD**

Existing Guideline	Summary	Status
Buildings containing residential dwellings should incorporate most, if not all, of the following elements: ▪ Front porches or stoops ▪ Bay windows or dormers ▪ Visible trim around windows and building corners ▪ Base articulation, such as a plinth or first floor raised above grade	▪ General Comment: 8 and 14 units per acre is very low for multi-family development. Townhouses are typically 15-18 units per acre. ▪ The building standards appear most applicable to lower-density multi-family development certain building types. The maximum building height is 35'.	**RM**
Garages should be arranged so that they do not face directly upon either the public street or the principal access lane through the development. Garages may be accessed from courtyards, secondary lanes, or alleys.	▪ Add to the BIMC as siting standards for garages and access management.	**CD**
In urban multifamily zones, building height may be increased by five feet if parking is placed below grade. This increase in building height shall not be available when the established height has already been exceeded through a conditional use permit.	▪ Underground parking is likely not feasible at 14 units per acre in these districts. Height modifications should be in the BIMC and not in the design guidelines.	**RM**
Guidelines for Commercial and Mixed-Use Projects		
Vary building materials or patterns to produce variations in texture		**RM**
Building elevations shall be vertically modulated in no more than 20' increments or horizontally in no more than 30' increments. Modulation is defined as a change in plane or articulation (such as bands, cornices, setbacks or changes in material)	▪ The guideline appears to be more of a standard with very specific requirements for modulation. ▪ Update as part of the guidelines and provide more options and examples. ▪ Multiple buildings to break down the scale should be an option in lieu of modulation. ▪ Modulation should be fundamental to the design and function of the building and not as a veneer.	**RM**

Existing Guideline	Summary	Status
Blank walls shall not be visible to public spaces. Blank facades should otherwise be limited to the back of buildings or where required by the building code. Treatments to alleviate blank walls shall be similar in materials to facades normally in view of the public.	▪ It's written as a standard and not a guideline. ▪ Update standards on blank walls and expand treatment options to include public art.	**RM**
The first floor of multi-storied buildings should be taller than upper floors. Minimum ceiling height should be at least 10' to allow transom or larger display windows. Other elements such as transom windows, canopies, cornices, and prominent entries are encouraged. First floor uses shall be pedestrian oriented and include substantial shop windows. Display windows on the first floor of retail and commercial buildings should be the predominant surface of the first floor.	▪ Standards for first floor building height, windows (transparency), and weather protection should be in the BIMC. ▪ Update in the new standards/guidelines with more specificity based on the site context, building location in relation to public streets, and the type and function of the street. ▪ Pedestrian oriented design is a standard in the new design standards/guidelines.	**CD**
Facades facing public ways shall incorporate setbacks or articulation that establishes a pattern of bays or window openings. Facades shall include features such as display windows, columns or bays, recessed entries or canopies other recesses. The use of a variety of materials at the sidewalk level is encouraged.	▪ Listed as a guideline but is written as a standard (i.e. "shall). ▪ The standard lacks context and would be difficult to apply evenly for all projects. This standard would apply very differently on Winslow Way or in Lynnwood Center than along High School Road. ▪ See comments above. The City should have first floor height, transparency, and overhead protection standards in the BIMC that vary by the type of street that the building fronts upon.	**RM**

Existing Guideline	Summary	Status
Where parking fronts onto a public street, the maximum separation between buildings shall be 80'. Greater separations are permitted if landscape setbacks or increased or other design features such as low walls, trellises and public spaces are created along the street frontage.	▪ Move to BIMC as a standard. ▪ Should limit the width of parking at the street edge since this appears to only apply as the width between buildings. ▪ Should be limited to 60' (the width of two bays of parking and the drive aisle. ▪ Parking to the side of the building should be limited to certain streets (for example parking should not be allowed at the street edge along Winslow) and when parking can't be provided to the rear of the building.	**CD**
Facades over 128' in length shall be separated by pedestrian passage or open space. Passages should be at least 12' wide and two stores in height if covered. Façade setback should be expressed at the roof line by changes in plane. Passage should connect to public open space.	▪ Limiting buildings to 60' in width (or the existing building pattern on the street) at the street edge may be more effective. Two facades 127' wide each would appear to satisfy the requirements, but not the intent. ▪ A pedestrian passage or open space for every building over 128' in width. ▪ The façade setback guideline is unclear.	**RM**
Building setbacks may be increased for the creation of public outdoor seating areas. Entry alcoves and small outdoor spaces may be located between the building and the sidewalk.	▪ Setback modifications should be in the BIMC. ▪ Address through established frontage types and street typologies. ▪ Are there cases where public outdoor space is required? The current guideline is voluntary. ▪ Are there cases where a setback is required, and it could be required to be designed as public space? Conversion of existing parking lots to public space such as Island Center?	**CD**

Existing Guideline	Summary	Status
Encourage public pedestrian passageways and vegetation between buildings.	▪ Retain the intent in the updated design standards/guidelines but include instances where it would be required and additional guidelines.	**RM**
Building designs should respond to nearby buildings that meet the upgraded design standards by using shared elements, materials or massing	▪ Address through updated standards and guidelines for massing and materials.	**RM**
Signage, corporate colors and other icons of business may not dominate the exterior of the building including canopies and separate outdoor structures coving activities associated with the business. Color should be used to express changes in detail or materials but exterior building or structure colors may not be used as signs, or the extension of signs.	▪ May not be able to regulate the use of corporate colors or should have specific standards. A "corporate color" could be any color. ▪ How does this relate to restrictions on formula businesses? Should it restrict formula signs? ▪ Signs are not just for businesses; these standards should apply to all signs regardless of use. ▪ Should address consistency with other signs on the street and the differences between different part so the City such as Winslow Way vs. High School Road. ▪ Add updated design standards and guidelines.	**RM**
Where a drive through facility is allowed, drive throughs must be in conjunction with a parking lot that serves the same business, must be to the side or rear of the building and should not be visible from public streets. Drive throughs should consist of no more than a single vehicle lane.	▪ Add drive through standards to the BIMC. ▪ Consider restricting the location and the land use for drive through facilities. For example, a drive through pharmacy is less than intense than a restaurant drive through.	**RM**
Provide multiple entrances on the street. Pedestrian passageways are encouraged.	▪ Include new standards or guidelines for building entrances in the update. ▪ Frontage types will address access.	**RM**

Existing Guideline	Summary	Status
▪ Recessed entries and/or overhead weather protection above the sidewalk entrances shall be used.	▪ Move weather protection standards to the BIMC.	**CD**
▪ Buildings in excess of a 10,000 square foot footprint should be visually split into two or more distinct elements.	▪ Address in updated standards and guidelines. Develop standards to address massing with several guidelines while maintaining the intent of the existing guidelines. ▪ Not all 10,000 square foot buildings are equal. Consider other characteristics such as the building height, number of stories, and the street edge.	**RM**
▪ Create small parking clusters connected by vegetated landscaping and pedestrian walkways. Internal streets that connect or serve parking areas shall be designed as streets with sidewalks, planters and pedestrian scale lighting.	▪ Maintain the intent and include in updated standards and guidelines. Add more detail on the size of parking clusters, landscaping, trees, and walkways.	**RM**
Lynnwood Center		
Any proposals should be consistent with the adopted Lynwood Center plan		**PD**
Parking shall be placed behind the buildings or in a single row along the street.	▪ Move to BIMC.	**PD**
The Tudor character should be retained with features such as pitched roofs, a mix of external materials, exposed timbering and small, mullioned windows. Restoration of the existing Tudor building is encouraged.	▪ The current guideline appears voluntary. Consider including specific standards for developing and maintaining the Tudor style.	**PD**
7-10 foot wide sidewalks are encouraged, especially where sidewalk seating is anticipated.	▪ Include specific street standards either in the update standards/guidelines or in the BIMC.	**RM**
Island Center		

Existing Guideline	Summary	Status
Design guidelines updates are consistent with the adopted Island Center Plan.	▪ Island Center Plan is in the process of being updated.	**PD**
Parking should be behind buildings or in a single row in front of buildings.	▪ Consider the relationship to the updated Island Center Plan. Island Center currently has several parking lots along the street edge.	**PD**
Parking is not allowed between the landscape strip and the arterials.	▪ This appears to prohibit on-street parking which is ideal in a pedestrian oriented district with retail. ▪ Revise following the completion of the Island Center Plan update.	**PD**
Multi-stored, mixed use buildings are encouraged.	▪ Revise following the completion of the Island Center Plan update.	**PD**
Rolling Bay		
Development of a Special Planning Area plan in conjunction with local residents and property owners is recommended and encouraged. Design guidelines shall be consistent with adopted plans.		**PD**
Continue the scale and character of existing buildings.		**PD**
Parking shall be behind buildings or in a single row along the street.		**PD**
Develop a public "green" at or near the intersection of Sunrise Drive and Valley Road.		**PD**

Existing Guideline	Summary	Status
▪ Ground floor retail is preferred along the sidewalks		**PD**
Mixed-Use Town center and High School Road Zoning Districts		
Parking lots should not front upon intersections. Parking lots should be located behind or to the side of buildings.		**CD**
New development and redevelopment should provide facilities near or visible from the sidewalk for outdoor public use. Examples of such facilities include seating areas, courtyards, and small plaza spaces. Furthermore, it is desirable to locate these spaces where they can receive sun and where they can easily be connected to adjacent concentrations of land use.		**RM**
New development and redevelopment should include pedestrian walkways and/or separated from traffic lanes, that offer access from the public sidewalk to the main entrance to the building. (Locating a building entrance directly on the sidewalk satisfies this guideline). In addition, connections to adjoining properties should be provided. Furthermore, within parking lots, there should be pedestrian walkways that allow people to traverse the lot without being forced to use vehicular aisles.		**RM**
Freestanding light fixtures should not exceed 14' in height. All exterior lighting fixtures should incorporate cutoff fixtures.		**CD**
Trash containers should be enclosed on all sides with solid walls and gates. Loading docks, outdoor storage and staging areas should be screened with fencing and vegetation, such as evergreen hedges. Chain link fencing is not acceptable.		**CD**

Existing Guideline	Summary	Status
▪ While some portions of common open space may be dedicated to specific amenities such as pools and tennis courts, most of it should be designed in such a manner as to allow walking throughout the development, to any adjacent commercial or recreational areas, and to surrounding streets. Except for designated senior housing, some place for children to play should also be provided.		**RM**
▪ Entrances to parking garages and structures should be from alleys, access lanes, or minor side streets, rather than from principal through streets. If access from a principal street is unavoidable, such access should be restricted to a single, two-way curb cut for each development.		**RM**
▪ Building should utilize elements such as massing, materials, windows, canopies, and pitched or terraced roof forms to create both a visually distinct "base" as well as a "cap"		**RM**
▪ Principal entrances to buildings should be visually prominent and located within close proximity to the public sidewalk. Entrances should incorporate elements such as setbacks, recesses, balconies, porches, arches, trellises, or other architectural devices.		**RM**
▪ Rooftop mechanical equipment should be concealed by and integrated within the roof form of a building. Simply surrounding it with a parapet wall is not sufficient.		**RM**
▪ Any level of parking contained within or under a structure that is visible from a public street shall fully screen the parking with either another use, a façade that incorporates artwork, or trees and other vegetation.	▪ Address with the street typologies and frontage types.	**RM**

Existing Guideline	Summary	Status
Buildings containing residential dwellings should incorporate most, if not all, of the following elements: ▪ Front Porches and Stoops ▪ Bay windows or dormers ▪ Visible trim around windows and building corners ▪ Base articulation, such as a plinth or first floor raised above grade		
The design of signs should be integrated with the architecture and site design of a project		**RM**
Signs should be expressive and even whimsical, exhibiting a graphic design approach to form and lighting. Standard, back-lighted, metal frame and plastic panel signs are discouraged.		**RM**
Signs painted on awnings are allowed, but awnings should not be internally illuminated.		**RM**
Gateway Overlay District		
South of the intersection of SR 305 with Winslow Way, new development and redevelopment should provide sidewalks (or an expansion of the existing sidewalk) to a minimum width of 12 feet. Street trees should be provided along the curb line.		**PD**
New or renovated buildings that abut the intersection of SR 305 should incorporate distinctive architectural elements to create a "gateway" effect at this key location. Elements can include very distinctive roof forms such as cupolas or dome or cone shapes, visually expressive facades, dramatic lighting, whimsical details, artwork, showcase windows, prominent masonry banding, etc. The intended effect is to eventually have all four corners occupied by buildings that are landmarks.		**PD**

Existing Guideline	Summary	Status
Facades of new or renovated buildings that abut Winslow Way should abut the back of the sidewalk (some of which may be on private property in order to provide the width of sidewalk indicated elsewhere in these guidelines). Parking shall not be located in front of buildings. Canopies or awnings over the sidewalk are encouraged.		**RM**
Above the second floor, upper floors should be stepped back at least 10' from the façade of the floor below along SR 305 and Winslow Way. The exception would be for an architectural form that would be located directly at the corner. Decks located above the second story may occupy the roof of the floor immediately below.		**PD**
Signs shall be located on facades of buildings. (Freestanding pole-mounted or monument signs are not allowed).		**RM**
Central Core Overlay District		
1. Pedestrian pathways shall be established in order to connect internal and external development. New development and redevelopment shall include passageways that cut through sites and connect to other sites and/or buildings. These can be simple walkways or can be more elaborate landscaped courtyards. They can be opened to the sky or covered. Types of pathways may include the following: ▪ a. Public—formal sidewalk along ROW or dedicated access through sites ▪ b. Public/private—less formal minimum 5-foot-wide paths connecting sites to street ▪ c. Private—internal pathways from parking to building entrances or building to building.	▪ The Central Core Overlay District guidelines are the most recent and comprehensive set of district specific guidelines. Need further input from the City and DRB on whether any of the Central Core Overlay District guidelines should be retained. Will address after the general standards and guidelines are complete to consider the role of the existing district specific guidelines.	**PD**

Existing Guideline	Summary	Status
2. Sidewalks along streets shall incorporate separated areas for streetscape features and through pedestrian traffic. These features shall include: a. A 3 foot minimum amenity area (usually located closest to the street curb) in order to accommodate signs, street furniture, lighting, landscaping, etc. b. A 5 foot minimum wide clear walkway area shall maintain a path for pedestrian through travel. This path does not need to be straight but can have a meandering alignment. Signs, street furniture, planters and other amenities shall not encroach upon the clear walkway area. c. A minimum 10 foot total sidewalk width between curb and front of building, if sufficient right-of-way is available. A storefront area at least 2 feet wide shall be provided.		**PD**
3. Street trees shall be provided in an amount equivalent to at least one every 30 feet in planting pots or beds covered by a tree grate, pavers or planted area. Trees may be grouped and are encouraged to have a varied meandering effect. Tree size, location and species shall be approved by the City.		**PD**
1. If plazas, courtyards and other pedestrian areas are included in the project as part of an FAR Bonus Program or other development requirement the following guidelines shall be addressed: a. Public spaces should be oriented toward the south (for solar exposure) when feasible to create a more comfortable micro-climate. b. Spaces must include additional landscape conducive to pedestrian use, such as accent lighting, public art, benches and/or low seating walls, and brick or other special paving. c. Public space shall not be occupied by driveways, service areas, or any other motorized vehicular use, temporary or otherwise.		**PD**

Existing Guideline	Summary	Status
2. Designated intersections should be designed to allow for public spaces. Rather than meeting the corner, new buildings should incorporate forecourts, plazas, or gardens that welcome the public and offer a dramatic statement at the corner. Major entrances should also be located at the corners and highlighted by elements such as higher or more expressive canopies, higher bays, larger windows and doors, projections, different window designs, or other physical features.		**PD**
1. **Articulation**. Buildings shall incorporate articulation on all sides. The street-facing side(s) shall receive the greatest amount of attention with respect to richness of forms, details, materials, and craft.		**PD**
2. **Variety in form**. Variety in building forms shall be provided rather than regularized repetition.		**PD**
3. **Varied frontages**. Building frontages along a street block shall include storefronts, bays, recesses, offsets, balconies, a varied and rich color palette, and other elements to avoid long, monolithic facades.		**PD**
4. **Multi-frontages**. Single buildings that face more than one street should respond architecturally to the context of each street. Developments with multiple buildings should incorporate multiple architectural responses for various buildings.		**PD**
The first floor level should be at least 12 feet in height as measured from the floor to the interior ceiling to provide for a generous space for retailing, services, and restaurant functions. Entrances to retail spaces shall be directly from the sidewalk.		**PD**

Existing Guideline	Summary	Status
Street-facing, ground-floor facades of commercial and mixed-use buildings shall incorporate generous amounts of glass in storefront-like windows. Amounts of clear, transparent glass shall meet or exceed the following: 80% along Winslow Way; 60% along Madison, Bjune and Parfitt; 40% along other streets		**PD**
Overhead weather protection elements (canopies, awnings) shall be installed on street-facing facades along Winslow Way, although they need not be continuous. They should also be installed on other streets where retail uses are provided. The height above the sidewalk shall be at least 8 feet but no more than 12 feet. The minimum depth shall be 5 feet – although 6 feet is preferred. Canopies must be designed so that water running off the canopy does not occur in the clear walkway area. Canopies shall be constructed of permanent, durable materials such as steel and glass. Awnings shall not be internally illuminated, unless the material is opaque. Pedestrian-oriented lighting beneath the canopy is encouraged.		**PD**

Existing Guideline	Summary	Status
The street facing facades of commercial and mixed-use buildings shall incorporate a variety of architectural features to produce a visually rich and engaging experience for people on foot. At least five of the following shall be included in the design of the façade: ▪ Kickplates for storefront windows ▪ Prominent, projecting sills on storefront display windows ▪ Artwork on walls, columns, pilasters and other surfaces ▪ A visibly obvious plinth or base element of stone, masonry or concrete having an architectural finish (ie, not unfinished concrete) ▪ Pilasters with banding, belt courses, insets, reveals or other details ▪ Ornamental tile work or metal work ▪ Masonry soldier course ▪ Decorative medallions ▪ Containers for seasonal planting ▪ Pedestrian-scaled lighting ▪ Hanging baskets supported by ornamental brackets ▪ Pedestrian-scaled signs or signs painted on windows ▪ An element not listed here that meets the intent		**PD**

Existing Guideline	Summary	Status
Along Winslow Way and Madison Avenue, building facades shall be stepped back above the second story. However, this is not intended to produce a rigid, uniform stepback along the street. The following alternatives are acceptable: ▪ The top floor steps back at least 10 feet. ▪ All floors above the second-floor step back at least 10 feet. ▪ Progressive stepbacks on several floors to a total of at least 10 feet. ▪ Some combination of the above. (eg. third floor 7 feet, top floor 3 feet.)		**PD**
2. Facades of floors that are stepped back shall be distinguished by a change in elements such as window design, railings, trellises, details, materials and/or color so that the result is a rich and organized combination of features that face the street. Balconies may extend into the stepback areas.		**PD**
3. Alternatives to this guideline may be proposed, so long as the effect is that the upper floor(s) appear to recede from view, and the impacts of massing on light and air are addressed.		**PD**
Because walls that are potentially blank present a challenge with regard to appearance, it is expected that creative design approaches will be presented for consideration.		**PD**

Existing Guideline	Summary	Status
Blank, unembellished walls are not allowed Where there are not windows and doors, facades should be designed with sufficient variety and detail to be of interest to people on foot. However, there are certain conditions which warrant special treatment to ensure that large expanses of wall where windows are not possible are treated in a manner that enhances the townscape and streetscape. ▪ Parking structures should not be exposed to view. Commercial space should intervene between parking and the sidewalk. In the event that this is not possible, the parking shall be screened by vertically growing vines and other vegetation, decorative metalwork, or bas-relief artwork. If vegetation is used, planting beds shall be at least three feet wide and irrigated to ensure the survival plants. ▪ Some new buildings may have walls on side lot lines exposed to view for years until an adjacent structure is built. In such cases, the wall shall be treated with simple elements like banding, color, art, patterning of masonry, prominent revels or recesses, all of which should reflect the design of the building as a whole. Completely blank "end walls" are not acceptable.		**PD**
1. In roof design, the greatest amount of attention should be given to the lower floors most closely visible from the street. Roof edges should also be given design attention. The profile against the sky shall be given expression through elements such as projections, overhangs, cornices, trellises, stepbacks, brackets holding up overhangs, changes in material or other elements, and their combination.		**PD**
1. Flat, unembellished roofs are not desired. However, flat roofs may be appropriate for green building purposes, for example to accommodate green roofs or solar panels.		**PD**

Existing Guideline	Summary	Status
3. Buildings located within 100 feet of residential zones outside of the Core shall incorporate pitched roof forms, with slope between 4:12 and 12:12 in order to create a transition on development pattern.		**PD**
1. Surface parking lots shall be screened or treated architecturally. Architectural treatment shall require two or more of the following: a. Planting designed to screen lots from view b. Expanded decorative panels or grilles c. Other devices, as approved, which meet the intent.		**PD**
1. Buildings that provide street level parking or free standing parking structures shall be screened or treated architecturally. Treatments should complement/integrate with the architecture of the building (see building design guidelines) and garage entrances shall be minimized.		**PD**
2. Lighting fixtures within garages shall be screened from view from the street.		**PD**
Ericksen Overlay District		
SD1. Preservation of Historic Buildings. Owners are strongly encouraged to preserve historic (pre-1920) buildings. Any additions to existing historic structures shall be located to the rear and shall be consistent with the character of the older structure.	▪ The Ericksen Overlay District guidelines are intended to preserve the historic character of the neighborhood and require new development be compatible with pre-1920 buildings. It is likely that much of the guidelines will be retained, but a final decision will be made after the general standards and guidelines are complete.	**PD**
SD2. Scale of Construction. Scale of buildings in this corridor shall remain modest. (Refer to guideline BD1.) Any new development shall be constructed so that building forms, roof shapes, and relationship of building to street are compatible with the historic structures on Ericksen Avenue.		**PD**

Existing Guideline	Summary	Status
SD3. Ravine View Corridors. On the east side of Ericksen Avenue from Winslow Way to 200 feet north of Wyatt Way (where the Winslow Ravine leaves Ericksen to cross under highway 305), the total of both side yard setbacks should be at least 30% of the width of the frontage on Ericksen. Driveways may be in the setbacks, but the open-air view from the street through to the Winslow Ravine shall remain unobstructed by buildings or fences.		**PD**
SD4. Setbacks. Buildings shall be set back from the front property line in accordance with the zoning ordinance, which allows porches and bay windows to intrude into the setback.		**PD**
SD5. Landscaped Front Yards. Landscaped front yards shall be provided. At least 50% of the area between the ROW and the building setback shall be landscaped with trees, shrubs, and groundcover.		**PD**
SD6. Signs. The design of signs should be integrated with the architecture of the building, with features and materials common to pre-1920 structures on Ericksen. No neon or internally lit signs are allowed.		**PD**
BD1. Maximum Building Footprint. South of Wyatt, the total footprint of any building shall not exceed 2,500 sf. North of Wyatt, buildings shall be designed in sections with footprints not exceeding 2,500 sf. There shall be minimal connections between these sections so that the overall project appears more compatible with smaller, individual buildings to the south of Wyatt.		**PD**
BD2. Pitched Roofs. Buildings should have pitched roofs with one or more visible ridge lines. Roof pitches on main roofs shall have at least 8:12 and no more than 12:12. Roof overhang shall be at least 12". Roof pitches on shed formers and attached porches shall be at least 4:12. No continuous roof ridge shall be over 50' long.		**PD**

Existing Guideline	Summary	Status
BD3. Building and Site Access. In new construction, features such as handicap access and pedestrian access to underground parking shall be integrated within buildings, not placed as visible add-ons. In remodel projects, this guideline will be met to the extent feasible.		**PD**
BD4. Building Materials. Such features and materials common to the pre-1920 structures on Ericksen as horizontal wood siding, frieze boards, double-hung windows, trim at windows, corner braces, porches, bay windows, prominent roof overhangs and red brick chimneys, are encouraged. *It is the responsibility of the applicant to demonstrate that proposed building materials meet the intent of this guideline.*		**PD**
Madison Avenue Overlay		
▪ For the portion of Madison Avenue situated within this overlay district landscaped front setbacks are encouraged.		**RM**
▪ Visually prominent buildings should be encouraged at the intersections with east/west streets. This can be achieved by such elements as bold roof forms, color, decorative structures and details, porches, and trellises.		**RM**
▪ Buildings should have pitched roof forms, with the pitch being at least 4:12 and no more than 12:12		**RM**
Ferry Terminal Overlay		
▪ New development and redevelopment should provide sidewalks with a minimum width of 10 feet. Street trees should be located along the curb line, with a minimum caliper of 2 ½" and a maximum spacing of 30'.		**RM**
▪ New development and redevelopment should include streets, alleys or lanes that can serve to break down the scale of these larger blocks.		**RM**

Existing Guideline	Summary	Status
▪ Building facades should be located at the back of the sidewalk or within 5 feet of it. Some setback may be necessary to meet the need for a 10' wide sidewalk.	▪ Is addressed with the street typologies and frontage types.	**RM**
▪ Small restaurant and service uses on the ground floor of buildings are encouraged.		**RM**
▪ Weather protection features such as canopies and awnings should be provided along Winslow Way East. The minimum width of such elements is 4 feet. The height should be no less than 8 feet and no more than 10 feet. Internal illumination of awnings is not allowed.		**CD**
▪ The intersection of Winslow Way East and Ferncliff is appropriate for visually prominent architecture that incorporates features such as distinctive roof forms, cupolas, and landscaped roof decks.		**RM**
▪ Along Winslow Way East and Ferncliff, building facades above the second story should be stepped back at least 10 feet from the façade of the floor below. Decks located above the second story may occupy the roof of the floor immediately below.	▪ Need further input from the City and the DRB if this should be retained as a standard.	**PD**
▪ Sign should be mounted on the facades of buildings. (Free-standing pole-mounted or monument signs are not allowed.)		**RM**
High School Road District		
▪ New development and redevelopment should provide sidewalks with a minimum width of 8 feet. Street trees should be located along the curb line, with a minimum caliper of 2 ½" and a maximum spacing of 30'.	▪ Is addressed with the street typologies and frontage types.	**RM**
▪ New development and redevelopment should include streets, alleys, or lanes that can serve to break down the scale of these larger blocks	▪ Move to a standard in the BIMC.	**CD**

Existing Guideline	Summary	Status
▪ To the greatest extent possible, driveways should be shared, and the minimum separation should be 100 feet. Driveways should not be closer than 150 feet to an intersection.		**RM**
▪ Pathways and walkways should be provided across adjacent property lines in locations where people would be likely to want to walk.		**RM**
▪ New development and redevelopment should include elements such as landscaped squares, courtyards, plaza, gardens, and allees that contain seating, lighting, seasonal color, and other furnishings arranged and designed for people on foot. Some of these spaces may be relatively small, but the larger the development, the larger, more extensive, and more elaborate these spaces should be. A general rule of thumb is that such spaces should compromise approximately 5% of the site area.		**RM**
▪ Building facades along High School Road should be located at the back of the sidewalk or within 10 feet of it.	▪ Is addressed with the street typologies and frontage types.	**RM**
▪ Commercial uses should incorporate storefront windows that face the street. The proportion of glass surfaces should exceed the proportion of opaque surfaces.		**CD**
▪ The larger the building, the more elements that should be used to diminish the scale, especially from the street side. Such elements should include offsets in facades, deep overhangs, recessed entrances, varied roof heights, canopies, arcades, clearstories, cornice lines, horizontal banding, and other features that are bold enough to be visible from the street.		**RM**
▪ Pitched elements should be included in the roof forms of new buildings. In order to have the pitch be noticeable but not obtrusive or contrived, it should range between 4:12 and 12:12. There may, however, be places where flat roofs are appropriate, but this should be considered an exception.		**PD**

Existing Guideline	Summary	Status
▪ The intersection of High School Road and SR 305 is appropriate for visually prominent architecture that incorporate elements such as distinctive roof forms, cupolas, and landscaped roof decks.	▪ Several of the guidelines are specific to certain intersections in the City. These guidelines are addressed in the updated guidelines and standards including designing based on the site context such as major intersections.	**RM**
▪ Signs should not be mounted on rooftops of buildings. Freestanding signs should not be higher than 5 feet from grade and should be integrated with shrubs and seasonal color.	▪ Add to the BIMC sign code.	**CD**
Design Guidelines for Light Manufacturing		
Where the terrain permits, hide the view of building, parking, and equipment, so that they cannot be seen from the road.	▪ It is likely that at least some of the light manufacturing guidelines will be retained. A final decision will be made after the general standards and guidelines are completed.	**PD**
Preserve mature trees and shrubs and plant trees that can screen the view of buildings from the road or adjacent residential properties. Protect significant mature trees and stands of trees so that mature vegetation dominates within the screen.		**PD**
To the greatest extent possible, road entrances should not draw attention to the light manufacturing facility. This should be accomplished by minimizing the width of the entrance, utilizing curves immediately inside the entrance, and by allowing the natural vegetation to grow to the edge of the drive.		**PD**
Build roads as narrow as possible. Create, wherever possible, a loop within the site with one-way narrow roads. Let vegetation grow to the edge of the road.		**PD**
Place loading docks on the site so they are fully screened from the road or adjacent residential properties.		**PD**

Existing Guideline	Summary	Status
Active agricultural uses such as pasture land and fruit and vegetable farms are encouraged within the open space.		**PD**
Trails are encouraged. Support future trail systems by initiating trails on the site or connecting to existing trails.		**PD**
Freestanding and building mounted light fixtures should not exceed 14 feet in height, including the base. All exterior lighting fixtures should incorporate cutoff shields to prevent spillover. Use of motion sensors with long time delays are encouraged. Use of mercury vapor lamps are strongly discouraged.		**PD**
Building should incorporate most of the following elements: ▪ A pitched or rounded roof ▪ Varied rooflines and roof details such as monitors ▪ A visually prominent principal entrance ▪ Appropriately sealed windows with visible trim ▪ Landscaping at the building edge ▪ Surface treatment to break up the scale		**PD**
Conceal mechanical equipment within the roof, or behind buildings, or other screening so it is not visible from the road or adjacent residential properties.		**PD**
Avoid the use of reflective glass and exterior colors or building materials that produce a strong reflection of light.		**PD**

Existing Guideline	Summary	Status
Design Guidelines for Fort Ward		
Develop walking trails along street edges in existing right-of-ways.	▪ Some of the Fort Ward guidelines are not specific enough to be effective and should be removed. However, other guidelines will likely be retained with a final decision pending completion of the general standards and guidelines.	**PD**
Create walking trails that link to other trails and larger open spaces for a complete system. Specifically link to existing and historic trails including: Kitsap to Hilltop, Hilltop to Tojam, the historic stairs to the beach, Paul Avenue across the parade ground and Watch Hill to Park View.		**PD**
Trail easements should be 6 to 8 feet wide, with low ground cover or shrubs (under 3 feet) adjacent to the pathway. The width of the trail should vary depending on the level of use. Utilize pervious paving material such as crushed rock to allow drainage.		**PD**
A comprehensive wetland overlay master plan should be developed for the entire wetland system, including the adjacent land ownership. An acceptable list of plants, specific to Fort Ward wetland areas, should be developed in the wetland mater plan process.		**PD**
Encourage retention of significant trees where possible (12" caliper and greater as defined in the City Zoning Ordinance) for the Fort Ward community. Significant and historic trees should be identified for the entire community, including the wetlands and buffers through the wetland master plan process.		**PD**
Publicly owned landscape areas should be maintained by the City of Bainbridge Island, all other landscaping should be maintained by the owner or neighborhood association.		**PD**

Existing Guideline	Summary	Status
Park and open space designs should respect and reflect historic use of the area.		**PD**
Landscape buffers in the rights-of-way should be kept with indigenous plants as approved by the Bainbridge Island Landscape Code.		**PD**
Houses should be set back from the street as prescribed in the zoning code. Porches are allowed in the setback up to five feet.		**PD**
Garages should be sited at the rear of the site, or in the side setback and screened from the roadway. At a minimum, the garage should be set back or recessed from the front of the house. A carport may be used if it reflects the historic character in the community. A reduction to a minimum of a 5' rear setback for a detached garage that is consistent with these guidelines.		**PD**
Shared driveways or alleys are encouraged, especially on small lots under 7,000 square feet and along Fort Ward Hill Road.		**PD**
Lighting on sites or along the roadways should be shielded downward and be pedestrian scale. No light stands should exceed 12 feet in height. (Appropriate lighting styles should be developed with assistance from the Bainbridge Island Historical Society).		**PD**
Signage should be coordinate with the historic nature of the community. (Appropriate signage styles should be developed with assistance from the Bainbridge Island Historic Society).		**PD**

Existing Guideline	Summary	Status
The dominant features as seen from the road should reflect, but not replicate the historic architectural character of other Fort Ward structures such as residences on Parkview Drive, Evergreen Avenue and Soundview Drive. Pitched roofs between 6:12 up to 12:12 are encouraged for all new development. Roof overhangs of at least 18 inches should be incorporated. Pitched roofs for porches between 3:12 up to 12:12.		**PD**
Structures should incorporate textured siding (horizontal lap, board and batt, shingle) or masonry. Building design should also use broad window trim and paint colors reflecting turn of the twentieth century architectural types at Fort Ward. Large panes of glass and picture windows are also discouraged.		**PD**
Long buildings facing the street, unbroken facades, large blank walls are discouraged. Large panes of glass and picture windows are also discouraged.		**PD**
Lot coverage limit established in the zoning code may be exceeded up to 10% for front porches on houses and breezeways between the garage and house.		**PD**
Dormers and living spaces within the roof lines are encouraged in residential buildings.		**PD**

Best Practices Review

The best practices review includes local and national examples of design guidelines and design review programs. The national examples are reviewed primarily for document design, formatting, approach, and graphics as the type of development in these cities differs substantially from Bainbridge Island. Some examples are provided not as a best practice, but as a contrast to understand the range of approaches that cities take to regulating and administering design review programs.

Washington Examples

Figure 20. Washington Cities Design Process

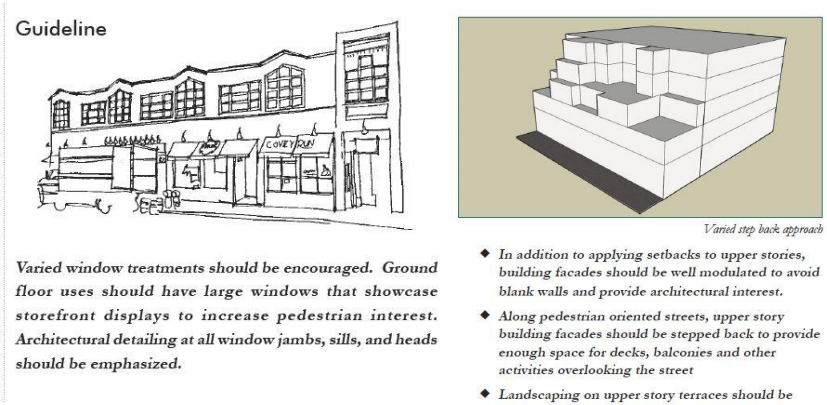
Jurisdiction	Authority	Design Guideline Integration	Process
City of Kirkland	Quasi-Judicial decision-making	Separate sets of design guidelines	Three step design process with pre-application meeting, concept review and response meeting
City of Redmond	Quasi-Judicial decision-making	Integrated into municipal code	Optional pre-application and prep review followed by formal review
City of Seattle	Advisory	Separate sets of design guidelines, with one overarching set of guidelines	Pre-submittal coaching followed by early design guidance meetings.
City of Bellevue	No Design Review Boards	Design standards integrated into code	Single review process administered by the City's Department of Development Services
City of Poulsbo	No Design Review		
City of Tacoma	No Design Review		

City of Kirkland

The City of Kirkland has a design review program including a review board with quasi-judicial decision-making authority. The City has several sets of design guidelines including for pedestrian-oriented business districts and district specific guidelines such as for the Totem Lake and Rose Hill Districts. Design review is required in eight districts in the City and certain residential development. The graphics are a mix of hand sketches, 3d modeling, diagrams, and photos. Design review is a three-step process

including a pre-application meeting with staff, a conceptual design conference with the Design Review Board (DRB), and a design response conference with the DRB. Administrative design review is required for minor projects.

Figure 21. Graphic examples for guideline on window design and massing



City of Kirkland, 2019

City of Redmond

The City of Redmond has had a design review program since 1981. The Design Review Board (DRB) like the board in Kirkland has quasi-judicial decision-making authority. Design review standards are contained with the Redmond Municipal Code (RMC) and include specific standards such as for the Downtown Districts. The DRB is comprised of five professionals and two residents.

Figure 23. Downtown Design Districts

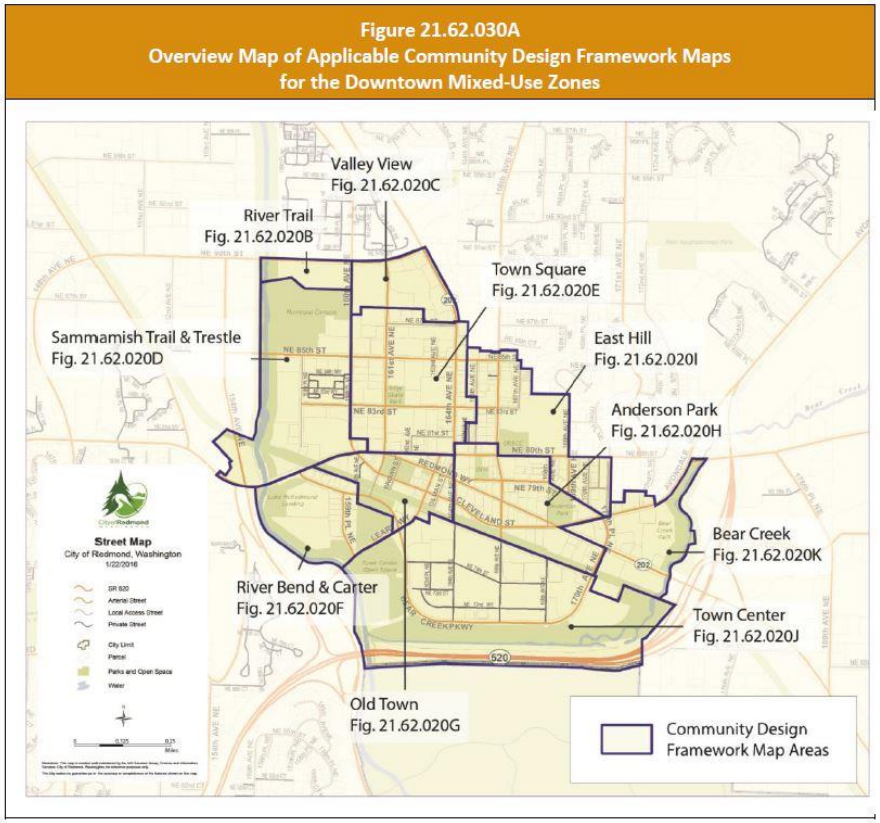
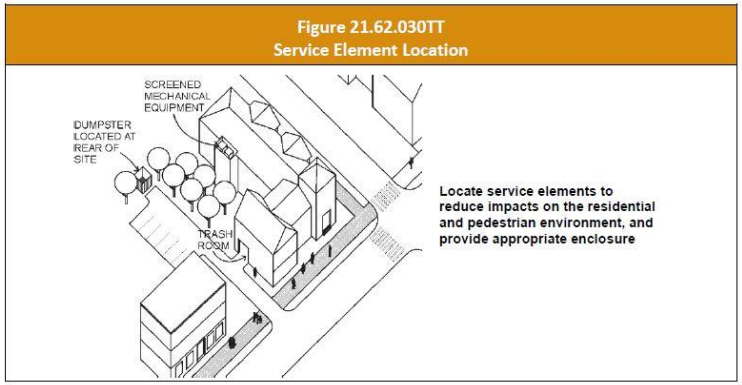


Figure 22. Graphic Example for service element guideline

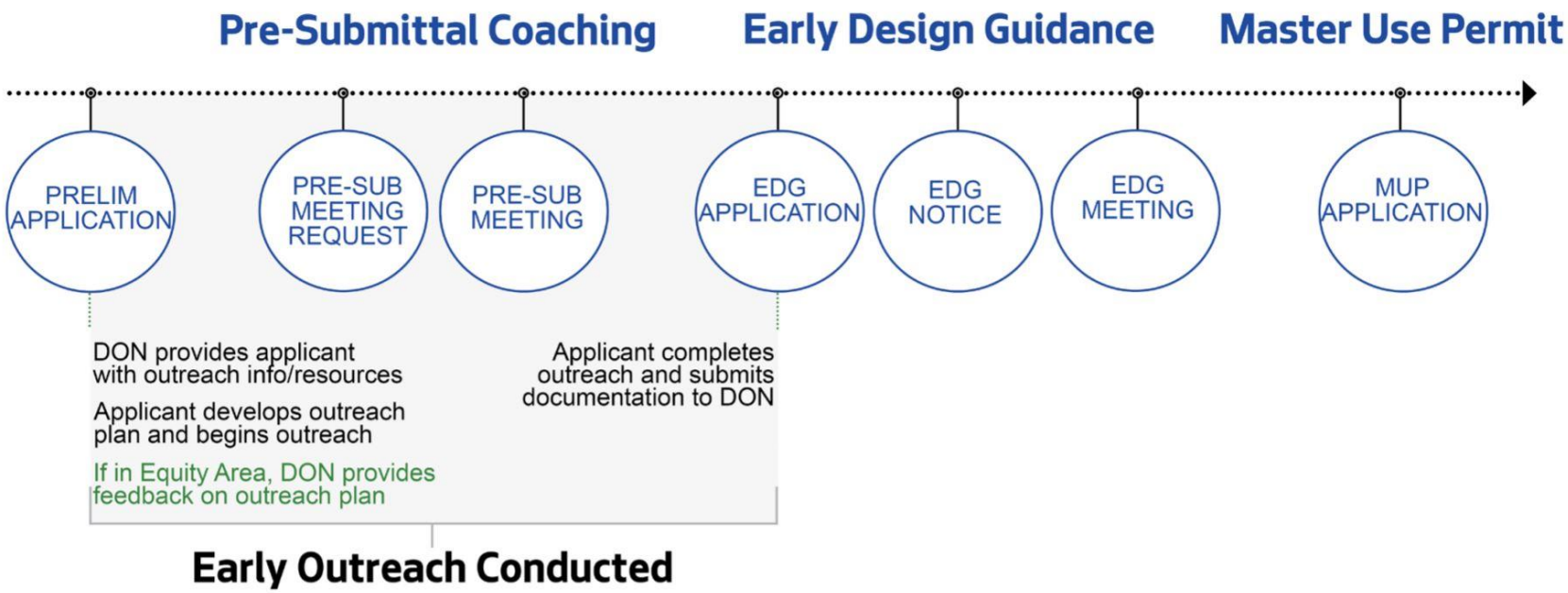


City of Redmond, 2019

City of Seattle

The City of Seattle has both city-wide design guidelines and neighborhood specific guidelines. The City has a design review board for each district that reviews projects. Design review is advisory to the administrative permit decision, but in practice the design review boards are de facto decision-makers. The City recently adopted updates to the program that became effective on July 1, 2018. Changes include a new requirement for early community outreach and updates to the review thresholds.

Figure 24. Updated design review process



City of Seattle, 2019

The City of Seattle's city-wide guidelines are organized by Context and Site, Public Life, and Design Concept. The neighborhood guidelines are following the same structure as they are updated. The table of contents for the city-wide guidelines are shown below.

Figure 25. City of Seattle City-Wide Design Guidelines structure

Introduction ii

Context and Site 1
- CS1. Natural Systems and Site Features 2
- CS2. Urban Pattern and Form 4
- CS3. Architectural Context and Character 7

Public Life 10
- PL1. Open Space Connectivity 11
- PL2. Walkability 12
- PL3. Street-Level Interaction 15
- PL4. Active Transportation 18

Design Concept 20
- DC1. Project Uses and Activities 21
- DC2. Architectural Concept 23
- DC3. Open Space Concept 25
- DC4. Exterior Elements and Finishes 27

City of Seattle, 2019

The city-wide guidelines have a mix of diagrams, graphics, and photos that demonstrate consistency with the guidelines as shown below in Figure 26.

Figure 26. Document layout and graphic examples from the city- wide guidelines.

CS1

Natural Systems and Site Features

Use natural systems and features of the site and its surroundings as a starting point for project design.

Siting longer facades east to west brings the most consistent solar exposure and daylighting into a building, providing comfortable spaces for users and potential energy savings.

The Seattle Energy Code regulates energy-use features of new and remodeled buildings. For applicable energy standards and requirements, see the code at http://www.seattle.gov/dpd/codesrules/codes/energy/overview/

See also guideline DC1.A.1 Arrangement of Uses for related guidance.

See also CS2.B1 Site Characteristics, CS2.D2 Existing Site Features, and DC2.A1 Site Characteristics and Uses for related guidance.

Louvers on the windows help moderate the amount of sunlight received into this building as do the deciduous trees.

Design Approaches and Strategies to Consider:

A. ENERGY USE

1. **Energy Choices:** At the earliest phase of project development, examine how energy choices may influence building form, siting, and orientation, and factor in the findings when making siting and design decisions.

B. SUNLIGHT AND NATURAL VENTILATION

1. **Sun and Wind:** Take advantage of solar exposure and natural ventilation available onsite where possible. Use local wind patterns and solar gain as a means of reducing the need for mechanical ventilation and heating where possible.
2. **Daylight and Shading:** Maximize daylight for interior and exterior spaces and minimize shading on adjacent sites through the placement and/or design of structures on the site.
3. **Managing Solar Gain:** Manage direct sunlight falling on south and west facing facades through shading devices and existing or newly planted trees.

C. TOPOGRAPHY

1. **Land Form:** Use the natural topography and/or other desirable land forms or features to inform the project design.
2. **Elevation Changes:** Use the existing site topography when locating structures and open spaces on the site. Consider "stepping up or down" hillsides to accommodate significant changes in elevation.

CS1. Natural Systems and Site Features 2

City of Seattle, 2019

Other WA Examples

It should be noted that many cities in Washington state either do not have design review or conduct design review entirely administratively. The City of Poulsbo does not have a design review program and all design standards are reviewed and approved administratively by the Planning Director. Similarly, the City of Tacoma does not currently have a design review program but is about to start the process to create the program and new design guidelines. Similarly, the City of Bellevue does not have design review boards or a public process for design review. All design standards are administered by the Director of the Development Services Department.

National and International Examples

The examples of design guidelines included in this section are primarily meant to serve as a guide for how to organize or illustrate design guidelines, many of these examples are from larger cities within the U.S. and abroad that have integrated a complex set of guidelines into clearly understandable documents with simple compelling graphics. The design guidelines included below are not intended to serve as an example of what would be appropriate guidelines for Bainbridge Island's unique character and setting.

San Francisco, CA

The City of San Francisco adopted new urban design guidelines in 2018. The updated design guidelines are user-friendly and provide a great deal of context on what is important to the City and community for design. The values statement shown in Figure 27 appears early in the document.

Link to: San Francisco Urban Design Guidelines

Figure 27. Values for San Francisco.

Built Environment Values for the City of San Francisco

Being a Good Neighbor

Good urban design is characterized by the thoughtful orchestration of buildings, landscape, open space, and streets. Such compositions result from fundamental principles that apply universally, as well as a deep understanding and response to site-specific conditions. San Francisco's architecture spans various eras and architectural styles, but its urban fabric maintains a high degree of continuity and consistency within the variety of buildings. The Urban Design Guidelines establish that new buildings have the responsibility to sensitively respond to their context and existing patterns of development while being of their moment.

San Francisco's urban design policy supports contextual sensitivity for two primary reasons: the first is that site-responsive design enhances our connection to our environment by maintaining a sense of orientation and familiarity. The second is that buildings that unduly distinguish themselves in form, materials, or character compete for attention with the larger urban fabric or buildings of greater public significance.

This expression of context occurs at three scales:

- *Site design*, where massing, open space, and site organization patterns respond to these values;
- *Architecture*, where design organization reflects adjacent volumes, proportions, and facade rhythms; and lastly,
- *Details*, where context informs the appropriate use of particular materials, tones, detailing, and placement of elements.

While projects should address all three scales, a context-specific response is not a prescription and each project should be evaluated on balance. The guidelines are especially important to help large projects with significant frontages contribute to fine-grained neighborhoods and new projects avoid creating substantial contrasts in scale or expression with existing neighborhoods. Over time, appropriate design will result in thoughtful layers that both uphold San Francisco's unique neighborhoods and support their evolution.

Designing Sustainably

With the inclusion of sustainable design principles and practices, dense urban development is inherently environmentally-friendly. Concentrating people near shared infrastructure reduces environmental burdens and conserves natural areas for habitat, recreation, and undisturbed ecological function. Walkable and transit-friendly development reduces energy use, improves air quality, and enhances the health of individuals.

Preservation is a key piece of sustainable development. As the city grows, retaining significant and irreplaceable buildings or fabric may be as much a measure of achievement as building the new. Not only is it resource-conserving, it retains, refreshes, and infuses the future with the city's historical values, culture, and identity.

Supporting Human Needs

People interact with the built environment in and between their homes and workplaces, neighborhood streets, and public open spaces. Urban form that considers the quality and functionality of the building fabric, streets, and open spaces contributes to the livability of San Francisco. Buildings and building features that are scaled for human interaction such as steps, doors, windows, and seating contribute to physical and psychological well-being. Buildings that enhance the connection between the inner life of buildings and the outer public realm also help engage people to the larger sense of activity and spirit of place. All of these goals support an experience of urban life in which people are the measure.

Endeavor. San Francisco is a global hub for invention, creativity, and economic vibrancy supported by density, diversity, and places for people to interact. This healthy economy depends on promoting and balancing a diverse range of options for housing, work, and recreation as well as physical and cultural infrastructure.

A beautiful, diverse, and sustainable city encourages thriving neighborhood commercial districts, healthy housing development, and the growth of educational and cultural institutions. Enhancing the quality of the pedestrian experience and transportation supports employment and quality of life, and encourages people to shop locally, which in turn supports small businesses and local jobs.

Though better design need not cost more, a well-designed building with high-quality construction ensures longer term value and promotes a higher

City of San Francisco, 2019

The guidelines are organized around specific objectives for design in the City. Figure 28 shows the organization of the design guidelines.

Figure 28. The guidelines are organized around objectives

Establish relationships and logics
S1 Recognize and Respond to Urban Patterns
A1 Express a Clear Organizing Architectural Idea
P1 Design Public Open Spaces to Connect with and Complement the Streetscape

Respond to context
S2 Harmonize Relationships between Buildings, Streets, and Open Spaces
A2 Modulate Buildings Vertically and Horizontally
P2 Locate and Design Open Spaces to Maximize Physical Comfort and Visual Access

Enhance unique neighborhoods
S3 Recognize and Enhance Unique Conditions
A3 Harmonize Building Designs with Neighboring Scale and Materials
P3 Express Neighborhood Character in Open Space Designs

Engage larger viewpoints and systems
S4 Create, Protect, and Support View Corridors
A4 Design Buildings from Multiple Vantage Points
A5 Shape the Roofs of Buildings
P4 Support Public Transportation and Bicycling

Design the building interface with the public realm
S5 Create a Defined and Active Streetwall
A6 Render Building Facades with Texture and Depth
A7 Coordinate Building Elements
P5 Design sidewalks to Enhance the Pedestrian Experience

Use program to support the urban experience
S6 Organize Uses to Complement the Public Environment
A8 Design Active Building Fronts
P6 Program Public Open Spaces to Encourage Social Activity, Play, and Rest

Support sustainability
S7 Integrate Common Open Space and Landscape with Architecture
S8 Respect and Exhibit Natural Systems and Features
A9 Employ Sustainable Principles and Practices in Building Design
P7 Integrate Sustainable Practices into the Landscape

City of Calgary, 2019

The graphics have a modern look and easy to interpret as shown in Figure 29.

Figure 29. Guidelines examples to orient the user

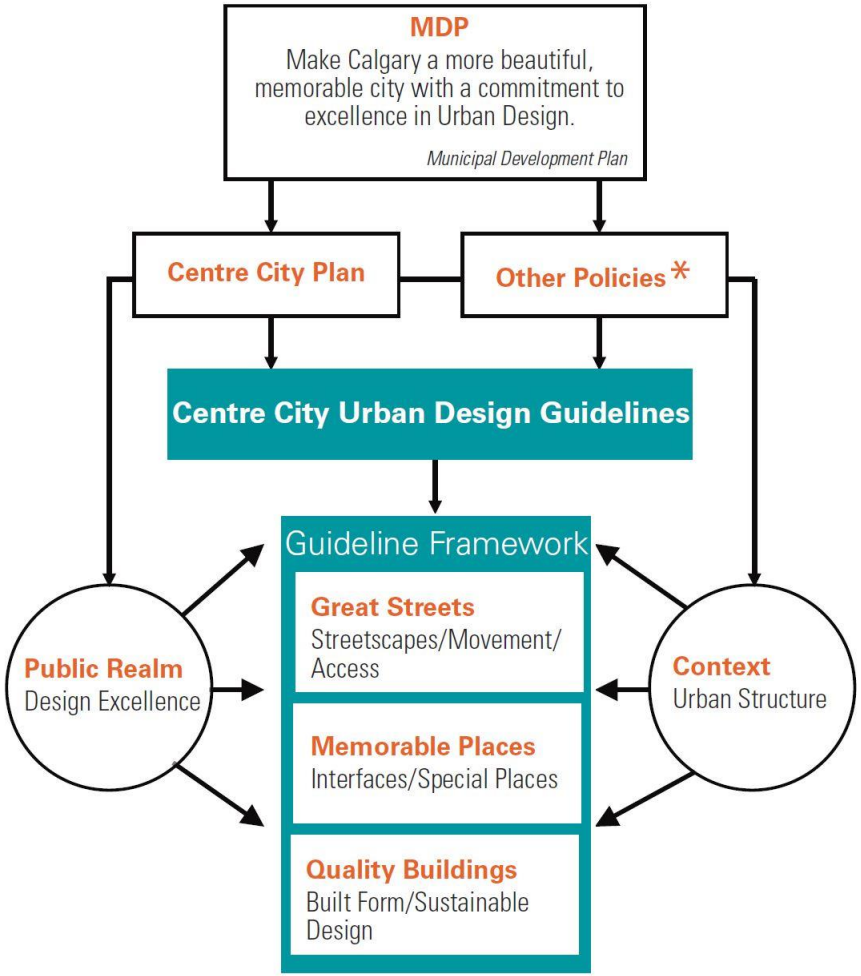
City of Calgary, 2019

Calgary, Alberta

The City of Calgary recently developed new design guidelines for the City. The guidelines are intended to support "making Calgary a more beautiful, memorable city with a commitment to excellence in Urban Design." Figure 30 shows the framework for the design guidelines update project.

Link to: [Calgary Centre City Urban Design Guidelines]

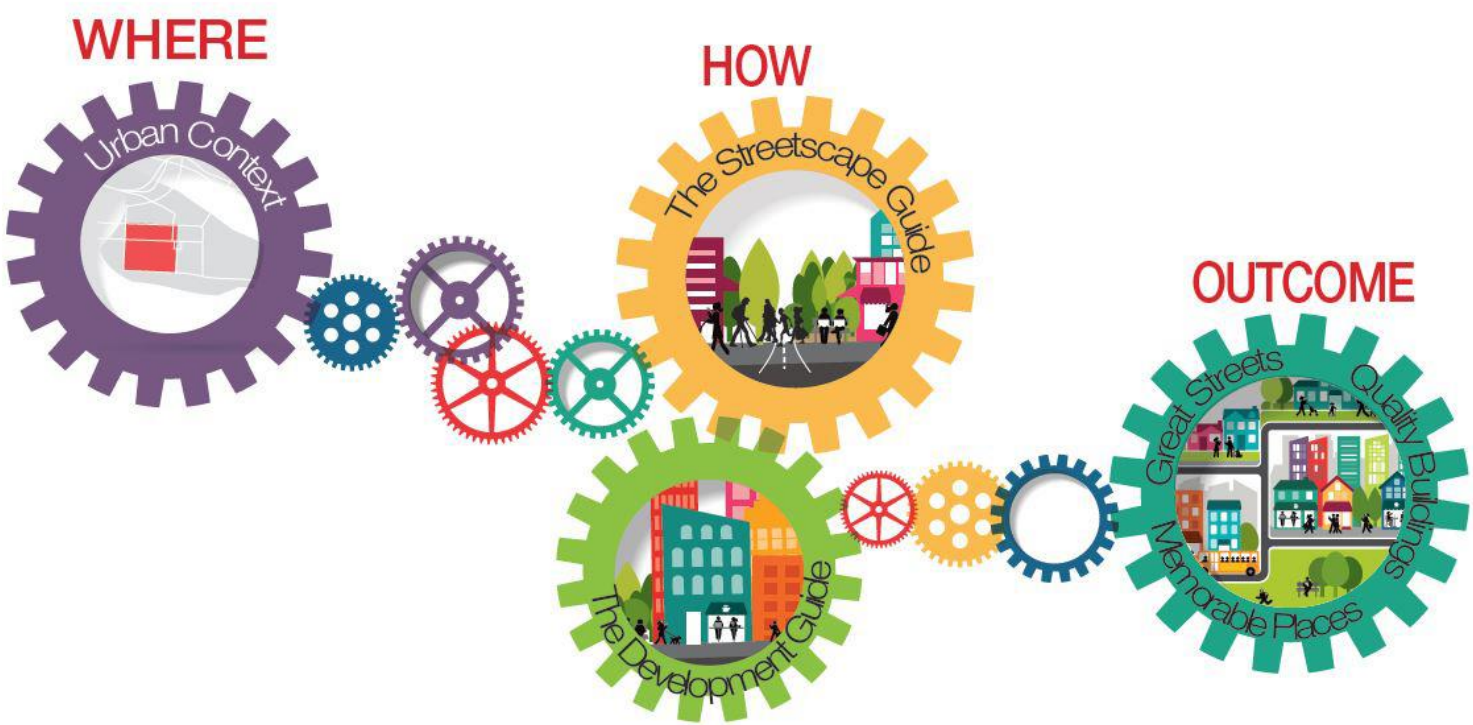
Figure 30. Design guidelines update framework



City of Calgary, 2019

The design guidelines are graphically oriented and user-friendly. The following diagram in Figure 31 shows the design process in relationship to the different types of guidelines.

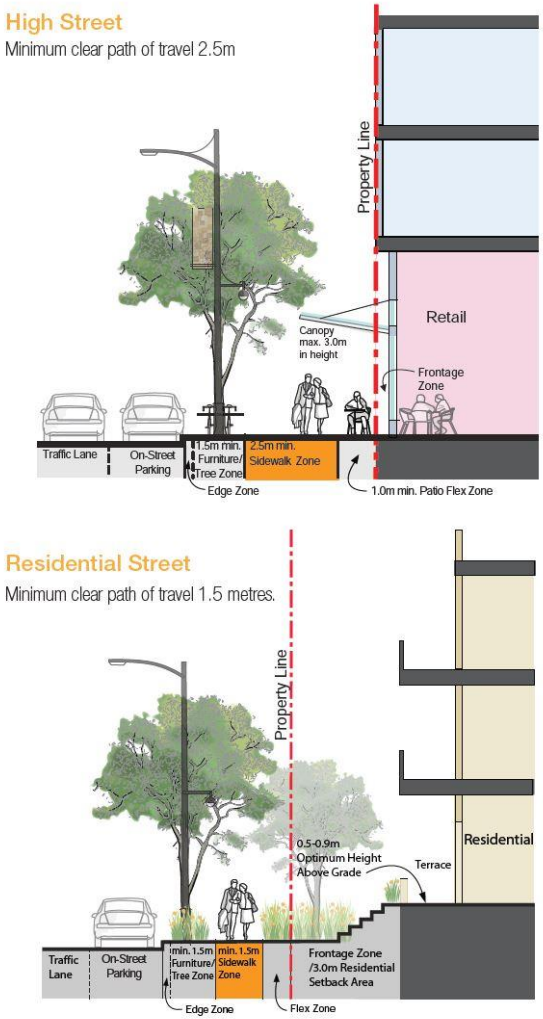
Figure 31. Design review process in relation to the design guidelines



City of Calgary, 2019

The plan has a section on streetscapes including several street typology designations and related sections as shown in Figure 32. The diagrams highlight how development along the street relates to the design and use of the street.

Figure 32. Street Typology Sections



City of Calgary, 2019

Auckland, New Zealand

The Auckland Design Manual is an online resource and guide for the design development process in the City of Auckland. The resource is very user-friendly and provides case studies of projects demonstrating compliance with the guidelines.

Link to: [Auckland Design Manual]

Figure 33. Auckland Design Manual Online Interface

City of Auckland, 2019

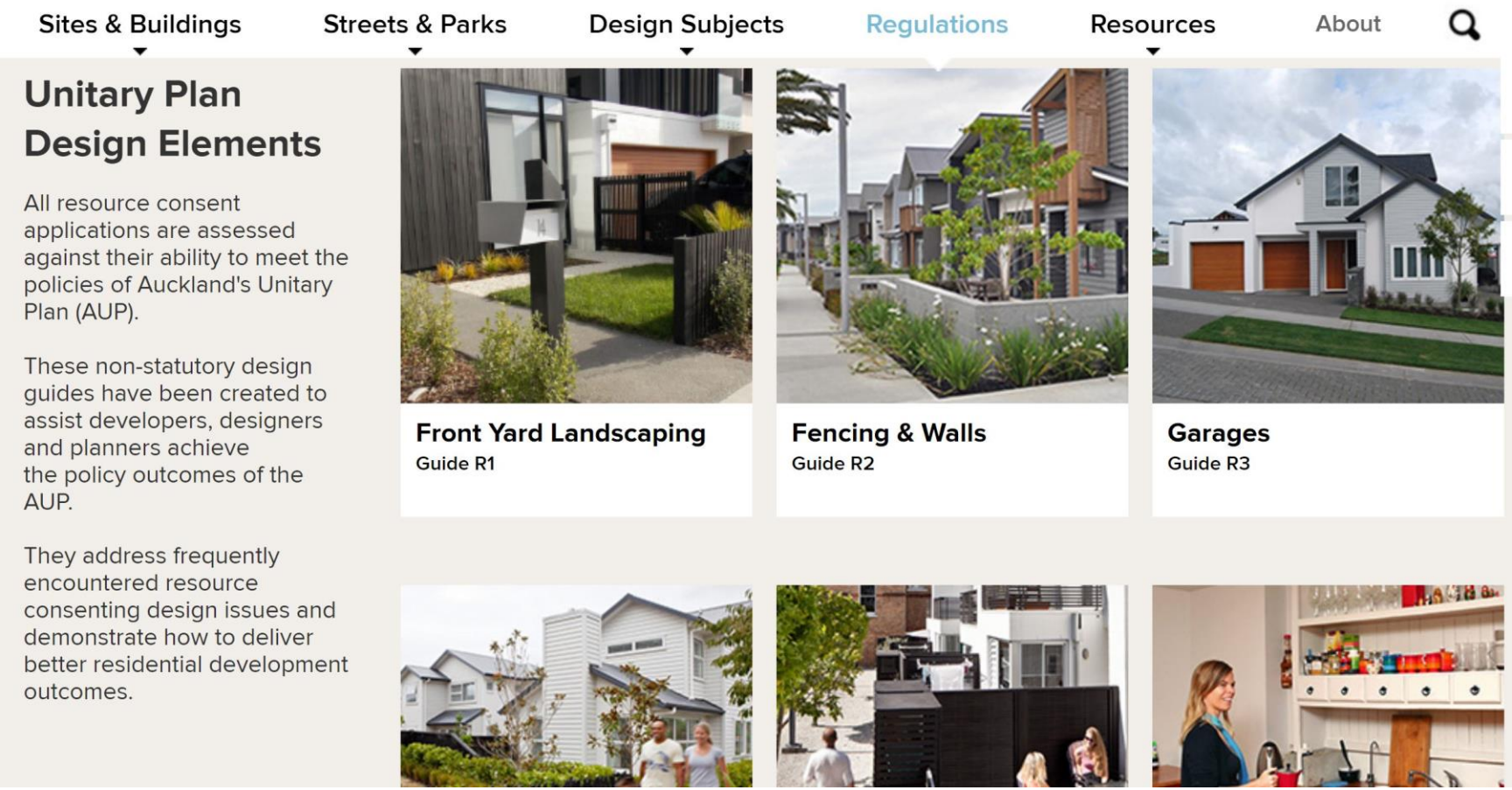
The Auckland Design Manual is more a resource for the community and is less formal than a typical set of regulatory guidelines. Sustainability practices are woven directly into the guidelines and offer a variety of examples and other resources as shown below.

Figure 34. Sustainability is woven into the Design Manual

City of Auckland, 2018

The Design Manual highlights elements of the Unitary Plan that are being implemented and provides guidance to applicants.

Figure 35. Design guideline examples



City of Auckland, 2019

For those designing streets the Auckland Design Manual has several resources including case studies. The City is in the process of developing a formal street design guide.

Figure 36. Street design case studies

City of Auckland, 2019

Splinter Creek, Mississippi

Splinter Creek is a planned community outside of Oxford, MS that has a set of architectural guidelines for new development. Splinter Creek has a significant amount of waterfront development and integrates sustainability principles directly into the guidelines. The three main sections of the guidelines are site planning, architectural design, and landscape guidelines. The guidelines use mostly photos with supporting maps and diagrams to illustrate the guidelines as shown in Figure 37. The architectural design guidelines for the community reflect a similar character to some neighborhoods on Bainbridge Island and could serve as a relevant precedent for site and building design.

Link to: Splinter Creek Architectural Guidelines.

Figure 37. Photo examples of guidelines

The combination of a thin roof and permeable construction of structural elements makes for a graceful and subtle design which does not detract from the visual integrity of the lake.

The dock wraps around the home seamlessly as a simple and unobtrusive connection between the built structure and the water.