

Call to Order (Attendance, Agenda, Ethics)  
Review and Approval of Minutes – May 15, 2017  
Assistance Dogs PLN50504 PRE  
Work Session  
Planning Director Gary Christensen - Project Review Update  
New/Old Business  
Adjourn

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

Chair Alan Grainger called the meeting to order at 2:17 pm. Design Review Board (DRB) members in attendance were Jim McNett, Joseph Dunstan, and Peter Perry. Jeff Boon, Jason Wilkinson and Chris Gutsche were absent and excused. City staff present were Planning Director Gary Christensen, Senior Planner Heather Wright and Administrative Specialist Lara Lant who recorded the meeting and prepared minutes. No conflicts were disclosed.

**Review and Approval of Minutes – May 15, 2017**

Review of minutes postponed until after Assistance Dogs Project Review.

**Assistance Dogs PLN50504 PRE**

Senior Planner Heather Wright updated the DRB on the status of the Assistance Dogs project. The applicant met with city staff to confirm an educational facility was an allowed use in the district. It was determined that a site plan review and conditional use permit would be required. A public participation meeting was held and the project was well received by attendees. Stacy Goodfellow of Assistance Dogs NW said there would be minimal changes to existing structures, some minor interior changes and no additional structures were planned. A wheelchair ramp to the main house would be constructed and existing driveway and parking areas would be paved. They planned to build a fence along Miller Road and the driveway.

Joe Dunstan spoke about potential accessibility issues and the Americans with Disabilities Act (ADA). He wanted to ensure Assistance Dogs made all the ADA improvements required. Ms. Goodfellow said they would hire an architect to design those improvements. Mr. Dunstan said “accessible route” drawings were required by some municipalities but not by the City of Bainbridge Island. He would like to see a separate drawing of all the routes from the parking area to the facilities. Alan Grainger recommended a civil engineer create these drawings.

Alan Grainger noted documentation necessary for formal site plan review: Drawings showing Point A to Point B access, including ramps; site plans, identifying buildings and including elevations if buildings are visible from the street; clear photographs, including aerial photographs. Heather Wright said the project will return to the Design Review Board at the Site

Plan Review and Conditional Use Permit application review. The project would then go before the Planning Commission as well as the Hearing Examiner for final decision. The city would solicit further public input during the process.

**REVIEW AND APPROVAL OF MINUTES – May 15, 2017**

The minutes were reviewed.

**Motion:** I move to approve the minutes of May 15, 2017 as written.

**McNett/Perry:** The motion carried 4-0.

**Work Session**

The Work Session was postponed until after New/Old Business

**New/Old Business**

Mark Epstein, the city's engineering project manager for the Sound to Olympic Trail (STO) project requested the Design Review Board consider reviewing the bridge portion of the project. If they were interested, he would return to a future DRB meeting and give a short presentation. Peter Perry thanked Mark Epstein for offering this opportunity to the DRB as he was under no obligation to do so. It was agreed that Mark Epstein would return to the Design Review Board on August 7<sup>th</sup>.

**Work Session**

The DRB discussed the Latimore Report.

**Planning Director Gary Christensen – Project Review Update**

Director Gary Christensen answered questions from the DRB: *When the DRB makes recommendations, how do you know those recommendations are put into effect?* The development review process can be monitored and final decisions can be read to confirm how your recommendations were addressed. The DRB is an advisory board and its recommendations are informative and helpful. On matters that have come before the DRB, staff can send an email with a link to the final decision, including project conditions.

Alan Grainger said he wanted staff to have a system in place to see that recommendations and decisions were being followed. Gary Christensen replied that certificates of occupancy would not be issued until conditions were met. In some cases, assurances and bonds are required to ensure long term conditions are met. Alan Grainger said sometimes projects are transferred to staff who are not made aware of all the conditions.

Jim McNett: *Do planners follow projects through the building part of the process?* Inspectors, plan check reviewers and project planners follow the process. All the information should be in the electronic file and available for everyone, including the public, to review.



Peter Perry: *How are DRB recommendations added to the record?* Senior Planner Heather Wright responded that their comments and recommendations via meeting minutes are recorded, attached to the electronic file and incorporated into staff reports. Planners generally add DRB recommendations as conditions in their staff reports unless they are not legally able to do so. The city has 120 days to issue a decision on a project and the DRB usually sees projects within the first 30-40 days. Director Gary Christensen said once the certificate of occupancy has been issued, planning staff don't have resources to follow up that conditions are being met. The Site Area Review/Latimore Report has offered some tools and mechanisms to address project condition compliance and monitoring. Staff can provide electronic links to final decisions of projects reviewed by the DRB.

Director Gary Christensen discussed the roles and responsibilities of the Design Review Board. Decision making authority, including review of subdivision and public buildings must be changed via city code. He pointed out the city had regulatory requirements and time constraints in all project review. Alan Grainger asked if City Council had to request the Design Review Board to review the Sound to Olympic bridge, because it was outside of their current review scope. Gary Christensen replied that the request was a courtesy request by the project manager because he thought their review would benefit the project. The DRB could say yes or no to the request. Alan Grainger said expansion of project review was further complicated because they didn't yet have standards to apply during review. Gary Christensen said not just standards but good Design Guidelines, Development Code, and Administrative Manual would ultimately determine good design. Gary Christensen said the Latimore Report suggested a Citizen Client Advisory Board (CCAB) would bring together an integrated group of professionals and citizens to discuss these ideas and concepts to make the review process better.

*Design Review Notebook* Gary Christensen stated it would be ok to have a notebook of good designs. Jim McNett said they would add a disclaimer to the notebook, stating it contained representative images which were part of the public record and not recommended by the city. For the less sophisticated applicant, the notebook would illustrate document requirements. Gary Christensen concluded the conversation with an invitation to attend the Joint City Council/Planning Commission meeting the following night.

**Adjourn**

The meeting adjourned at 4:46 pm

Approved by:



Alan Grainger, Chair



Lara Lant, Administrative Specialist



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