

Call to Order (Attendance, Agenda, Ethics)
Review and Approval of Minutes – December 17, 2018
Winslow Hotel ([PLN50880 SPR/CUP](#))
Discuss 2018 DRB Annual Report for City Council
Discuss 2019 DRB Work Plan
New/Old Business
Adjourn

Call to Order (Attendance, Agenda, Ethics)

Chair Joseph Dunstan called the meeting to order at 2:01 PM. Design Review Board Members in attendance were Alan Grainger, Jim McNett, Jason Wilkinson, Jane Rein and Carl Yurdin. Peter Perry was absent and excused. Planning Commissioner Jon Quitslund was present. City Staff present were Senior Planner Kelly Tayara, Planner Olivia Sontag and Administrative Specialist Jane Rasely who monitored recording and prepared minutes.

The agenda was reviewed. Mr. Grainger noted he had known the developer of the Winslow Hotel for over 30 years. There were not any other conflicts noted.

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Jason Wilkinson asked for the spelling of his name to be corrected.

Motion: Move to adopt.

Rein/McNett: Passed Unanimously

Winslow Hotel ([PLN50880 SPR/CUP](#))

Project Manager: Olivia Sontag

Seeking recommendation for approval

Review of required checklists:

1. Mixed Use Town Center and High School Road Districts/General Design Guidelines – Yes to all steps
2. Mixed Use Town Center/Core District Design Guidelines Checklist – Yes to all steps
3. Commercial and Mixed-Use Design Guidelines for All Zoning Districts – Yes to all steps with the following conditions:
 - An additional drawing showing the perpendicular 2-foot planters along the parallel parking on the east side. ****Amended by Chair Joe Dunstan on February 25, 2019: Applicant agrees in principle to provide two feet of landscaping along an east-west direction adjacent to the parking lot. Applicant further agrees to provide for DRB approval a revised parking layout to increase landscaping.**

- A description of the material pallet. ** Amended by Chair Joe Dunstan on February 25, 2019: *Applicant has not made a final decision on building materials and colors. Applicant is leaning towards unfinished cedar with reverse Board and batten exterior. Applicant agrees to provide a description of materials palate for DRB review in the next several weeks.*
- The plans for the hydraulic design of the roof drainage/gutter system once it was worked out. ** Amended by Chair Joe Dunstan on February 25, 2019: *Applicant states that the roof drainage is critical to the performance of this building (to meet LEED guidelines) and will propose a zoned roof drainage system. If water is removed from roof via internal building system, no further DRB review is required.*
- Any substantial changes to building materials and roof articulation would be reviewed by the Design Review Board. ** Amended by Chair Joe Dunstan on February 25, 2019: *If applicant proposes an external drainage system (i.e., downspouts and gutters), the DRB would like to review proposed system for building scale, building articulation and impact on surrounding uses.*

Motion: I move to approve with these conditions.

Wilkinson/McNett: Passed Unanimously

Discuss 2018 DRB Annual Report for City Council

Discussion Only

Discuss 2019 DRB Work Plan

Discussion Only

New/Old Business

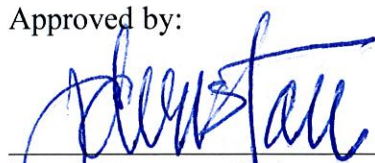
Senior Planner Kelly Tayara briefed the DRB on the Bainbridge Pavilion/Grow House project.

Chair Dunstan stated four seats could possibly be open in June and asked the advertising of those positions to happen early, ideally in March.

Adjourn

The meeting was adjourned at 4:55 PM.

Approved by:



Joseph Dunstan, Chair



Jane Rasely, Administrative Specialist



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