

Ellen Fairleigh

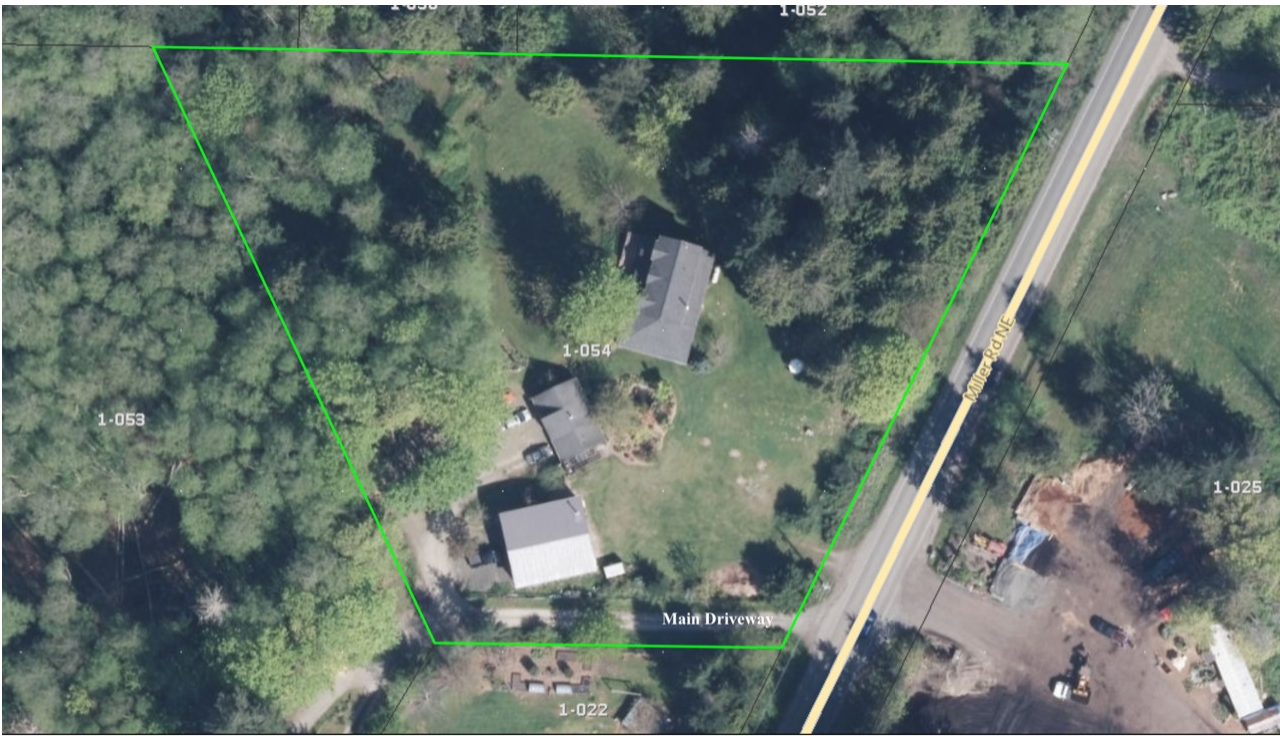
From: Stacy Goodfellow <stacyg@assistancedogsnorthwest.org>
Sent: Thursday, April 26, 2018 3:37 PM
To: Ellen Fairleigh
Cc: tom@tomkuniholmarchitects.com
Subject: Re: PLN50504 CUP Notice of Complete Application and DRB information

Hi Ellen,

Attached are updated photos of the property, both street view and interior property photos. In addition there is an aerial photo from google maps. We do not have any updates to the DRB Checklist at this time. Tom will be getting you the remaining items within the next few days.

Thank you for your assistance with this project!

Stacy













Stacy Goodfellow

Assistance Dogs Northwest | Program Manager

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Ron Dahlquist Photo

On Apr 26, 2018, at 7:51 AM, Ellen Fairleigh <efairleigh@bainbridgewa.gov> wrote:

Hi Stacy,

We had talked about your project going to DRB on May 7th. If you still want to go on this data, we will need all updated/requested DRB materials no later than Monday April 30th (one week prior). If you will not be ready, we can move your DRB date to May 21st.

This is what I have as been requested from the DRB (copied from an earlier email):

From reading the minutes from your last meeting in June and the pre-application summary letter, it appears that the DRB wanted to see aerial photographs (such as from Google Earth), elevation drawings from Miller Road, and an accessibility design of the exterior of the buildings. I see that many accessibility notes are addressed in the narrative and on the submitted site plan. I do not have any elevation drawings that were submitted with the application or updated photographs. Also, please let me know if you are going to update the Design Review Board Design Guideline Checklist for Commercial and Mixed Use. We can schedule you for a DRB meeting based on when you think you will have the requested information. In general, the Design Review Board meets on the 1st and 3rd Monday of the month in the afternoon. We will need the elevations/renderings at least one week prior to your scheduled DRB date.

Thank you,
Ellen

From: Ellen Fairleigh
Sent: Wednesday, March 28, 2018 3:48 PM
To: 'Stacy Goodfellow' <stacyg@assistancedogsnorthwest.org>
Cc: tom@tomkuniholmarchitects.com
Subject: RE: PLN50504 CUP Notice of Complete Application and DRB information

Hi Stacy,

Yes, you can wait until May to go to the DRB. I will schedule you for May 7th. I'll get back to you to confirm the time. Waiting until May could possibly delay your project slightly by a week or two, but we will move you along as quickly as we can.

Thank you,
Ellen

From: Stacy Goodfellow <stacyg@assistancedogsnorthwest.org>
Sent: Thursday, March 22, 2018 9:23 PM
To: Ellen Fairleigh <efairleigh@bainbridgewa.gov>
Cc: tom@tomkuniholmarchitects.com
Subject: Re: PLN50504 CUP Notice of Complete Application and DRB information

Hi Ellen,

After discussing with our Executive Director, we decided to go ahead and wait until May to meet with the DRB. It will also give us a bit more time to ensure we have all the required documents to present. Would we go ahead and schedule that meeting with you? if so, the first Monday of May would be ideal. I believe that is the 7th.

Thank you so much,
Stacy

Stacy Goodfellow

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<image001.png>

On Mar 16, 2018, at 10:22 AM, Ellen Fairleigh <efairleigh@bainbridgewa.gov> wrote:

Hi Stacy,

You should wait until we contact you that the signs are ready before you come to pick them up. The general guideline is that the applicant has five days to post the signs on the property after the property has been noticed. The notice will be published in the Bainbridge Island Review on March 23rd. The signs will be made for you sometime next week but may not necessarily be ready 5 days from yesterday. The Planning Admin will contact you directly when she has the signs made and ready for you to pick up.

Generally the meeting with the DRB occurs early in the review process. I don't know that you would want to wait until May, but that is up to you. This will be the second time that the DRB sees the project and they have requested specific items.

I will wait to hear from you and Tom as to how/when you would like to proceed.

Best,
Ellen

From: Stacy Goodfellow <stacyg@assistedogsnorthwest.org>

Sent: Thursday, March 15, 2018 11:53 AM

To: Ellen Fairleigh <efairleigh@bainbridgewa.gov>

Cc: tom@tomkuniholmarchitects.com

Subject: Re: PLN50504 CUP Notice of Complete Application and DRB information

Hi Ellen,

Thank you for the information. If I understand correctly, I need to come by and pick up the signs to have them posted within five days from today. I am going to be back on Island on Tuesday (the fifth day), and can pick them up/post them on that day if that will suffice.

Is there a certain period of time that we have to meet with the DRB? I only ask because our Executive Director will be back in town in May and I am sure she would like to attend if it wouldn't mean holding up the process.

Thank you!

Stacy

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On Mar 15, 2018, at 10:46 AM, Ellen Fairleigh
<efairleigh@bainbridgewa.gov> wrote:

Good morning Tom & Stacy,

Your Conditional Use Permit (CUP) major application (PLN50504 CUP) has been deemed complete. Please see the attached Notice of Complete Application. The application is under review and you will be notified when the notice boards are ready to be picked up.

Additionally, we need to schedule this application for the second meeting with the Design Review Board (DRB). From reading the minutes from your last meeting in June and the pre-application summary letter, it appears that the DRB wanted to see aerial photographs (such as from Google Earth), elevation drawings from Miller Road, and an accessibility design of the exterior of the buildings. I see that many accessibility notes are addressed in the narrative and on the submitted site plan. I do not have any elevation drawings that were submitted with the application or updated photographs. Also, please let me know if you are going to update the Design Review Board Design Guideline Checklist for Commercial and Mixed Use. We can schedule you for a DRB meeting based on when you think you will have the requested information. In general, the Design Review Board meets on the 1st and 3rd Monday of the month in the afternoon. We will need the elevations/renderings at least one week prior to your scheduled DRB date.

In the meantime, we will notice your application on March 23rd with a 21 day comment period. We will prepare the signs, publish, and mail the notice to all property owners within 500 feet of the subject property. The City will contact you when the signs are ready for you to pick up and post on the property.

Please let me know if you have any questions.

Best,
Ellen

<image001.jpg>

ELLEN FAIRLEIGH

City Planner

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<PLN50504 CUP Notice of Complete Application.pdf>