



December 9, 2020

Wenzlau Architects  
Attn: Charles Wenzlau  
490 Madison Avenue N, Suite 105  
Bainbridge Island, WA 98110

Re: Preapplication Conference Summary: Messenger House Phase 2 / PLN51717 PRE (Revised)

Dear Mr. Wenzlau,

This letter is a revision of the pre-application conference summary letter dated September 22, 2020 and provides a summary of the conference held on September 1, 2020 in addition to a summary of a meeting held on October 8, 2020 to discuss non-conforming zoning provisions vis-à-vis a variance for lot coverage. In my letter of September 22, 2020, I stated that It appeared to me that the proposal requires a variance for lot coverage, and that the Planning Director had indicated that she was in direct communication with you regarding this. Further, I encouraged you to complete that discussion with her directly, stating that she may determine a course of action which I was unable to anticipate. The ambiguity in my letter of September 22, 2020 was not intended to cause confusion; I do apologize for not answering the land use question in regard to if the project required a variance.

Following the September 22, 2020 letter, we met with planning manager, Mr. Greetham and Director, Mrs. Wright on October 8, 2020 to further discuss lot coverage. At this meeting we discussed the previous land use approvals for the project and how it may impact lot coverage. We discovered that while the project may have been approved for a lot coverage that exceed the existing allowance, buildings have since been demolished and the site is currently conforming to lot coverage. With that, we concluded that a variance was necessary for lot coverage because the proposal exceeds allowable lot coverage and is not subject to BIMC 18.30.030, nonconforming structures and buildings.

This redevelopment proposal is to remodel both the interior and exterior of an existing building which was constructed c.1917, and to replace a single-story building wing with a three-story assisted living-independent-living facility. No increase in parking is proposed.

The proposal requires Site Plan and Design Review permit, a zoning variance for lot coverage (see Dimensional Standards Table on p.5), a major adjustment to the existing Conditional Use Permit (CUP), and a Boundary Line Adjustment. The proposal is also subject to State Environmental Policy Act (SEPA) review.

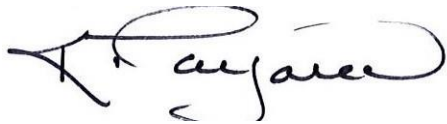
Please note that a variance is a mechanism by which the City may grant relief from the provisions of the zoning ordinance where practical difficulty renders compliance with certain provisions of the code an unnecessary hardship, where the hardship is a result of the physical characteristics of the subject property and where the purpose of the comprehensive plan is fulfilled.

Subsequent to the preapplication conference and October 8, 2020 meeting, the project proponent submitted a Historic Preservation Register nomination and application for an administrative conditional use to modify lot coverage standards: BIMC 18.24 / 2.16.050 provide that the Planning Director may waive or modify development standards such as: setbacks, open space, lot coverage, landscape buffers and parking requirements through a conditional use permit (i.e. If the administrative conditional use permit is approved, a variance from lot coverage is not required. If the administrative conditional use permit is not approved, the major variance for lot coverage is required.

This summary reflects the information and level of detail provided, existing codes and standards, and generally available information about the site and environs. Comments provided pursuant to pre-application review shall not be construed to relieve the applicant of conformance with all applicable fees, codes, policies, and standards in effect at the time of complete land use permit application. The comments on this proposal do not represent or guarantee approval of any project or permit. While we have attempted to cover as many of the Planning, Engineering, Building and Fire related aspects of your proposal as possible during this preliminary review, subsequent review of your land use permit application may reveal issues not identified during this initial review. If the City's pre-application review indicates that the City intends to recommend or impose one or more conditions of permit approval, and if the applicant objects to any of said conditions, the applicant is hereby requested and advised to provide written notice to the City of which conditions the applicant objects to and the reasons for the applicant's objections.

Please do not hesitate to contact me, or the staff members that attended the conference, in the event you have any questions: Contact information is provided at the bottom of the attached checklist.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Tayara', with a stylized flourish at the end.

Kelly Tayara, Senior Planner

206.780.3737

[ktayara@bainbridgewa.gov](mailto:ktayara@bainbridgewa.gov)

cc: Justin Younker [justin@cascadiadevelopment.com](mailto:justin@cascadiadevelopment.com)

### General Information

**Pre-Application Conference Date:** September 1, 2020

**Project Name and Number:** Messenger House Phase 2 PLN51717

**Project Description:** “Project is to remodel existing 1917 Building (interior and limited exterior restoration work) and replace existing 1 story skilled nursing wing (46 beds) with three story assisted living-independent-living facility (46 beds). No increase in parking is anticipated.”

**Project Address:** 10861 Manitou Park Blvd

**Tax Parcel Number:** 4156-002-005-0203 / 4156-002-007-0003

**Lot Size:** 6.37 acres / .64 acres Total 7.01 acres

**Zoning / Comprehensive Plan Designation:** R-2 District / Residential-2

**City Project Manager:** Kelly Tayara, Senior Planner [ktayara@bainbridgewa.gov](mailto:ktayara@bainbridgewa.gov) 206.780.3787

### Land Use Review Process

#### Required Land Use Application / Review

Within 28 days after receiving a land use permit application the applicant will receive Notice of Complete Application, or Notice of Incomplete Application which identifies what is necessary to make the application complete. Application timeframes are found in [BIMC 2.16.020](#)

Review / Permit	Process	Recommendation / Decision	Fee \$
Preapplication Design Review Board* Conceptual & Design Guidance	Completed	N/A	250.00
Public Participation Meeting*	Completed	N/A	250.00
Preapplication Conference	Completed	See Summary Letter	1,000.00
Site Plan and Design Review (Major) <sup>+</sup>	<a href="#">BIMC 2.16.040</a>	DRB & Planning Commission / PCD Director	8,586.00
Boundary Line Adjustment <sup>+</sup>	<a href="#">BIMC 2.16.090</a>	/ PCD Director	954.00
Conditional Use Permit – Major Adjustment <sup>+</sup>	<a href="#">BIMC 2.16.110</a>	DRB & Planning Commission & PCD Director / Hearing Examiner	2,160.00
Zoning Variance (Major) <sup>+</sup>	<a href="#">BIMC 2.16.120</a>	PCD Director / Hearing Examiner	10,303.00

\* One-time fee due with preapplication or prior to application submittal

<sup>+</sup> Please note the provisions for consolidated review of permits in [BIMC 16.20.170](#)

A consolidated project permit application shall follow the application and notice procedure that results in the most extensive review and decision process. The fee for consolidated review is the highest permit applied for plus one-third of all other applications.

#### **To Submit Application**

- You may schedule application submittal appointment by following this link to [Online Appointments](#)
- If you have any questions about the appointment, please contact the Planning Technician at 206.780.3770.
- Please be prepared to submit all information identified in the [Administrative Manual for Land Use Permits](#) along with any submittal documents identified in this summary letter to avoid having to reschedule the submittal appointment.
- **Please let the Planning Technician know whether the applicant is opting for consolidated permit review.**
- **Additional required plans, studies, reports, and any other requirements for application submittal / complete application:**
  - [Master Land Use Application](#)
  - SEPA checklist
  - Site Specific Evaluation of Total Impact on Tree Coverage BIMC 18.15.010.G.3
  - Include trash / recycling areas and outdoor structures / equipment, whether on the ground or on the rooftop or otherwise attached to a building, including fences and exterior walls, on the site plan.
  - Exterior lighting plans
  - Parking documentation [BIMC Table 18.15.020-1](#)

#### **Municipal Code Requirements**

##### **Critical Areas [BIMC 16.20](#)**

- Aquifer Recharge Areas [BIMC 16.20.100](#)

An Aquifer Recharge Protection Area (ARPA) is required. The proposed Aquifer Recharge Protection Area does not appear to meet the general requirements nor design standards
- Geologically Hazardous Areas [BIMC 16.20.130](#)
  - A Hazards Assessment is advised and may be required – see Development Engineer comment
  - Landslide Hazard Areas include any area with a slope of 40 percent or greater and with a vertical relief of 10 or more feet except areas composed of competent consolidated rock.
  - Standard Setbacks BIMC 16.20.130.E.4
  - Zone of Influence BIMC 16.20.130.E.7 A zone of influence shall be established 300 feet upslope from slopes greater than 40% and 200 feet upslope from slopes greater than 15% but less than 40% that are determined to be geologically hazardous areas to assess changes in land use and hydrology that may affect the stability of the geologically hazardous area.

##### **Protection of Landmark Trees [BIMC 16.32](#)**

N/A – outside Winslow Master Plan Study Area

## Dimensional Standards [BIMC 18.12](#)

- **Tables of Dimensional Standards** [BIMC 18.12.020](#) see BIMC Table 18.12.020-2
  - Lot Coverage - 10% of the Lot Area (Health Care facility in R-2 is limited to 50% of standard)
  - Setbacks
    - Front Lot Line Setback - 25 feet  
Add 4 feet for each story over two stories
      - ❖ “Front lot line” means the lot line abutting any street.
      - ❖ “Street” means a public way of travel that affords the principal means of access to abutting properties or a private way of travel that affords the principal means of access to four or more lots or to property that is, under existing laws, capable of division into four or more lots.
    - Side Lot Line Setback - 5 feet minimum, 15 feet total  
Add 5 feet on each side, and 10 feet to the total setback for each story over two stories. If there is only one side yard, it is increased by 5 feet for each story over two.
    - Rear Lot Line Setback - 15 feet  
Add 4 feet for each story over two stories
  - Building Height - 30 feet / Bonus height of 35 feet for Nonresidential Uses If Conditional Use Permit conditions are met – see Rules of Measurement for height calculation
- **Modifications to required setbacks and height** [BIMC 18.12.040](#)
- **Rules of Measurement** [BIMC 18.12.050](#)

## Development Standards and Guidelines [BIMC 18.15](#)

- **Landscaping, Screening and Tree Retention, Protection and Replacement** [BIMC 18.15.010](#)
  - Tree Retention, Protection and Replacement BIMC 18.15.010.C
  - Perimeter Buffering and Screening BIMC 18.15.010.D  
Full Screen 25’ minimum width BIMC Table 18.15.010-3
  - Full Screen requirements BIMC 18.15.010.D.4
  - Street Frontage Landscaping BIMC 18.15.010.E  
Partial Screen 25’ width / 15’ minimum / BIMC Table 18.15.010-4
  - Parking Lot Landscaping BIMC 18.15.010.F.1
  - Total Site Tree Unit Requirements BIMC 18.15.010.G / BIMC Table 18.15.010-5
    - Provide same number of tree units after redevelopment as before or provide 40 tree units per acre (the choice is the applicant’s).
    - Site Specific Evaluation of Total Impact on Tree Coverage BIMC 18.15.010.G.3
      - ❖ Identify and survey all trees to be retained
      - ❖ Provide valuation of all trees required to be retained using the valuation standards of the International Society of Arboriculture.
      - ❖ If providing the same number of units after redevelopment as before, identify species and DBH of trees to be removed.

<ul style="list-style-type: none"> <li>❖ If providing the same number of units after redevelopment as before, do not count existing or new trees in roadside and perimeter buffers and critical area setbacks areas in the pre-development or post-development calculation.</li> <li>○ Planting, Irrigation, and Maintenance Requirements BIMC 18.15.010 H – J</li> <li>○ Screening for trash dumpsters, outdoor equipment, loading docks</li> <li>○ See also the <a href="#">Administrative Manual for Land Use Permits</a> (p.8/9) for detailed information regarding landscape / planting plans and tree valuation.</li> <li>● <b>Parking and Loading <a href="#">BIMC 18.15.020</a></b> <ul style="list-style-type: none"> <li>○ General Requirements BIMC 18.15.020.B</li> <li>○ Number of Automobile Spaces Required BIMC Table 18.15.020-1 A number of spaces adequate to accommodate the peak shift as determined by the Director based on information submitted by the applicant: The applicant shall supply (a) documentation regarding actual parking demand for the proposed use; or (b) technical studies prepared by a qualified professional relating to the parking need for the proposed use; or (c) required parking for the proposed use as determined by other comparable jurisdictions.</li> <li>○ Location of Spaces BIMC 18.15.020.D <ul style="list-style-type: none"> <li>▪ Parking is encouraged to be located behind, to the side, or under buildings</li> <li>▪ Parking spaces and driving aisles serving adjacent parking spaces shall not be located within required front, rear or side setbacks.</li> </ul> </li> <li>○ Parking Space Design Standards BIMC Table 18.15.020-3</li> <li>○ <b>Mobility and Access (including bicycle facilities) <a href="#">BIMC 18.15.030</a></b></li> <li>○ <b>Outdoor Lighting <a href="#">BIMC 18.15.040</a></b></li> <li>○ <b>Signs <a href="#">BIMC 18.15.050</a></b></li> </ul> </li> </ul>
<b>BIMC 18.18.030 – Design Standards and Guidelines</b>
<a href="#">Design Review Manual</a> <a href="#">Design for Bainbridge Worksheet</a> <p>The intent of the historic preservation commission’s review is to provide an opportunity for the applicant to perform work that is consistent with the property’s historic character so as to not foreclose a future prospect of adding the property to the local register. The historic preservation commission provides these comments and suggestions through their review of a building permit application.</p>
<b><i>Department/Agency Comments</i></b>
<b>Public Works Department Comment:</b>
Development Engineer Paul Nylund provided comment during the conference and the attached written comment. Mr. Nylund can be reached at 206.780.3783 or <a href="mailto:pnylund@bainbridgewa.gov">pnylund@bainbridgewa.gov</a>
<b>Bainbridge Island Fire District Comment:</b>
Deputy Fire Marshal Jackie Purviance provided comment during the conference and the attached comment and can be reached at 206.842.7686 or <a href="mailto:jpurviance@bifd.org">jpurviance@bifd.org</a>





Department of Public Works - Engineering

## Memorandum

Date: October 8, 2020  
To: Kelly Tayara, Planner, Planning and Community Development  
From: Paul Nylund, P.E., Development Engineer, Public Works  
Subject: PLN51717 Messenger House Remodel Phase II

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### Background:

Following the Pre-Application conference held on 1 September 2020, I have completed a review of the subject project materials and submit the following comments to be included with and/or attached to the pre-application summary letter generated by Planning and Community Development.

### Brief Project Description:

Project proposes phase II of the Fort Ward Stables Restoration project. This phase consists of a redevelopment proposal to remodel both the interior and exterior of the existing building which was constructed c.1917, and to replace a single-story building wing with a three-story assisted living-independent-living facility. No increase in parking or bed count is proposed. Site is outside COBI water and sewer service areas.

### Comments:

1. No building permit, subdivision, short subdivision, or planned unit development shall be approved or granted until the owner of the affected property dedicates to the city the portion of land designated on the official street map or required by the COBI Design and Construction Standards and Specifications, "the Standards", as a street right-of-way (ROW) [BIMC 12.30.010]. The site is fronted on three sides by public ROW and is accessed primarily from Ocean Drive connecting from Manitou Beach DR NE to the west. There is unopened ROW located around the southwest portion of the irregularly shaped parcel, while the east side fronts Manitou Park BLVD NE. Initial analysis indicates that the existing ROW is adequate based on the street classifications and it is anticipated that no additional ROW dedication is required.
2. The 2016 Island Wide Transportation Plan, Chapter 6, Non-Motorized Systems indicates that the Manitou Park BLVD frontage along the east side of the project site as a "bike/pedestrian way". Historically, a fire lane/gravel lane exists on the south side of the project connecting Manitou Park BLVD to the existing asphalt parking lot through public ROW, although the existing road is aligned partially outside of this ROW. Consistent with the decision criteria considered to recommend land use approvals found in BIMC 2.16 and RCW 58.17.110, public improvements

along the project frontage may be required as a condition of development to ensure frontage conforms with design standards. These improvements would be to continue to align the property with non-motorized transportation concepts while maintaining required BIFD access and potentially realigning the public portion of the road off adjacent private property. The existing unopened ROW along the south edge could be used for additional pedestrian access that avoids crossing an active parking lot for the facility.

3. The proposed project creates greater than 5000sf of new and replaced hard surfaces. The subsequent construction permit submittals shall be created by or under the supervision of a professional engineer licensed to practice in Washington State and demonstrate project compliance with Minimum Requirements 1-9 of the Washington Department of Ecology Stormwater Management Manual of Western Washington (SWMWW).
4. A traffic impact analysis (TIA) study sufficient for the City engineer to perform a concurrency test shall **only** be required per Chapter 15.40 of the Bainbridge Island Municipal Code (BIMC) if projected trip generation as derived from the Institute of Traffic Engineers (ITE) Trip Generation Manual, (7<sup>th</sup> Edition or later) will be below the threshold of 50 average daily trips (ADT) or 5 or more AM or PM peak-hour trips. [BIMC 15.40.060]
5. If required per paragraph 4., applicant shall select a consultant to perform the traffic impact analysis (TIA) and submit the scope of work for review by COBI engineering prior to executing the actual analysis.
6. Project could be subject to Transportation Impact Fees [BIMC 15.30]. A completed Transportation Impact Fee worksheet shall be due at the time of construction permit submittal and any required fees shall be paid in full prior to construction permit issuance.
7. A Site Assessment Review per BIMC 15.20.060(1) has been completed for phase I. Additional SAR will not likely be required, but the required site stormwater plan shall continue to apply Low Impact Development principles with the goals of mimicking the site's natural hydrology and preserving native vegetation on site to the maximum extent feasible.
8. Initial assessment is that there are no geologically hazardous areas mapped to the site. A landslide hazard and historic landslide area are mapped to the north of the project site. Applicant shall comply with BIMC 15.20.060.A(9) requiring that a geotechnical engineer evaluate all stormwater or infiltration facilities if they are located within 200' of a geologically hazardous area.
9. The site is not located within either the COBI water and sewer service areas and is currently being served for both water and sanitary sewer by independent providers or onsite facilities. Civil plans for phase II construction permits shall include full analysis of existing utility facilities and any additional utility layout plans/analysis prepared by a civil engineer licensed to practice in Washington State.
10. Cross connection control requirements as established by Washington Administrative code and implemented by local water service provider shall be satisfied during the building permit review/construction process.
11. Potential changes in Drainage Fixture Units and associated sanitary sewer connections and appurtenances shall be calculated, designed, reviewed, installed and inspected per applicable



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Washington Administrative Code and state/local standards where applicable to ensure the proposed system does not exceed the capacity of the existing system.

12. Section 6 of the COBI Design and Construction Standards delineates the quantity and configuration requirements for industrial and commercial development access points to the public ROW. Land Use submittals shall demonstrate project (and future master site plan) compliance with these standards.

Please note that information provided in this letter reflects existing codes and standards, currently available information about the site and the nature of the immediate environs. Comments provided pursuant to preapplication review shall not be construed to relieve the applicant of conformance with all applicable fees, codes, policies, and standards in effect at the time of complete land use permit application. The comments on this proposal do not represent or guarantee approval of any project or permit. While covering as many of the Planning, Engineering, Building and Fire related aspects of the proposal as possible during this preliminary review, please be advised that subsequent review of any land use permit application may reveal issues not identified during this initial review.

