



June 20, 2017

Maureen Maurer  
PO Box 10484  
Bainbridge Island, WA 98110

Re: File No. PLN50504 PRE,  
Assistance Dogs Pre-Application Meeting, 12107 Miller Road NE

Dear Applicant:

Thank you meeting with our technical staff to discuss your proposal. The following letter is intended to summarize the planning requirements to establish your proposed use.

Your proposal is to occupy a piece of land with a non-profit facility to train 4-5 assistance dogs. You currently operate a similar facility in Hawaii and you have been actively looking to operate on Bainbridge Island. This site is currently developed with the buildings you will need for the proposed use. The only exterior changes proposed to the site are to buffer the neighbor to the south and to perform exterior alterations to the buildings to meet handicap accessibility requirements.

**Zoning requirements:** On March 27, 2016 the City answered an administrative interpretation request on the proposed use. It was determined that the proposed assistance dog's use meets the definition of an educational facility.

Educational facilities" means a public or private school or educational or training institution that offers a program of college, professional, environmental, preparatory, high school, middle school, junior high school, elementary, or kindergarten instruction, or any combination of those facilities, or any other program of trade, technical or artistic instruction (excluding single-day programs of instruction), together with associated staff housing and/or conference facilities and other typical educational accessory uses.

In the R-O-4 zoning district, educational uses require a major conditional use to be established. Major conditional uses are decided on by the Hearing Examiner. Educational Uses are subject to the following decision criteria:

1. All sites must front on roads classified as residential suburban, collector, or arterial on the Bainbridge Island functional road classification map. **The road is classified as arterial in the road classification map.**
2. If the traffic study shows an impact on the level of service, those impacts have been mitigated as required by the city engineer. **There is no predicted impact to level of service and mitigation is not required.**
3. If the application is located outside of Winslow study area, the project shall provide vegetated perimeter buffers in compliance with BIMC [18.15.010](#). **Roadside Buffer:** There is a 25' full screen buffer required along Day Road.

**280 Madison Avenue North  
Bainbridge Island, Washington 98110-1812  
[www.bainbridgewa.gov](http://www.bainbridgewa.gov)  
206.842.7633**

4. The proposal meets the requirements of the commercial/mixed use design guidelines in BIMC 18.18.030.C. **The project is subject to the Commercial and Mixed-Use Design Guidelines and the project was reviewed by the Design Review Board (DRB) on June 19, 2017. The DRB only requested for an elevation drawing from Miller Road be submitted with the accessibility design of the exterior of the buildings.**

5. The scale of proposed construction including bulk and height and architectural design features is compatible with the immediately surrounding area. **The existing residential buildings are compatible with the existing, surrounding residential area.**

6. If the facility will have attendees and employees numbering fewer than 50 or an assembly seating area of less than 50, the director may waive any or all the above requirements in this subsection E, but may not waive those required elsewhere in the BIMC. **The project appears to be meeting all the above requirements, even though they could be waived as there will be less than 50 attendees and employees at this facility.**

7. Lot coverage does not exceed 50 percent of the allowable lot coverage in the zone in which the institution is located, except that public schools and governmental facilities, as defined in BIMC Title [18](#), that are located in the R-0.4 zoning district shall be allowed 150 percent of the lot coverage established in the R-0.4 zoning district, and such public schools and governmental facilities located in other zoning districts shall be allowed 100 percent of the lot coverage established in the underlying zoning district in which the facility is located, unless, regardless of which zoning district such a facility is located, conditions are required to limit the lot coverage to mitigate impacts of the use. **The lot is 2.3 acres according to the tax assessor's office. Standard Lot Coverage in the R-0.4 district is 10% of the size of the lot, or 10,018 square feet. Educational uses are limited to 50% of the allowable lot coverage or 5%. The existing and any proposed buildings are limited to a footprint of 5,009 square feet.**

**Tree Units:** Tree units would be required if the project was proposed for development. Rather, as there is not any proposal to construct any buildings, but rather to change the use on the property, the project is not subject to tree unit requirements.

**Parking:** Educational uses require a number of spaces to accommodate the peak shift as determined by the director based on information submitted by the applicant as required for other uses and special cases below. Please provide information on the peak shift amount of spaces needed for the proposed educational use.

**Site Plan and Design Review:** Site plan and design review shall be required prior to the issuance of construction permits in any of the following circumstances: A change of use, where traffic, parking, noise or other impacts are greater than the impacts for the previously existing use, as determined by the director. Since no new buildings are proposed and the impacts of traffic, parking and noise are not anticipated to be any greater than that of a residential use, then a site plan review application is not required.

**Summary:** The land use approval required is a major conditional use and the fee is \$10,494.00 plus a \$108.00 health district fee. A SEPA checklist is not required for your application. The project is subject to a 14 day public comment period. The Code allows the City 28 days to determine the application is complete following once it is submitted and then 120 days to issue a decision. Final decisions on major conditional uses are made following a recommendation from the Planning Commission and a decision by the Hearing Examiner.

Please note that information provided at the pre-application conference and in this letter reflects existing codes and standards, currently available information about the site and environs, and the level of detail provided in the pre-application conference submittal. 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 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.

When you are ready to submit your application, you will need to contact Jay Harris to set up an appointment at 780-3782. If you have any questions, please call me at 780-3754.

Sincerely,

---

Heather Wright  
Senior Planner

cc. File