



November 8, 2018

Attn: Bruce Anderson
Cutler Anderson Architects
135 Parfitt Way SW
Bainbridge Island, WA 98110
(sent via email: brucea@cutler-anderson.com)

Dear Applicant:

Thank you for meeting with City staff on November 5, 2018 to discuss your proposal for a hotel. A summary of the land use review process, applicable Bainbridge Island Municipal Code (BIMC) regulations, comments from reviewers, responses to specific questions raised in the preapplication conference, submittal requirements, and an outline of next steps is provided below.

General Information
Pre-Application Conference Date: November 5, 2018
Project Name and Number: Winslow Hotel
Project Description: Hotel with 73 rooms, banquet space, meeting rooms, and other amenities.
Project Address: 241 & 253 Winslow Way W
Tax Parcel Number(s): 272502-4-098-2009, 272505-4-097-2000
Tax Parcel Size: 1.85 acres (80,586 square feet)
Zoning Designation: Core
Project Manager: Olivia Sontag
Development Engineer: Peter Corelis

Land Use Review Process
Applications and Fees
As proposed, the hotel will require the following permits: <ul style="list-style-type: none">- (major) Conditional Use Permit (CUP) - \$10,494.00- (major) Site Plan and Design Review (SPR) - \$8,586.00 \$2,862.00*TOTAL (due at time of submittal): \$13,356.00**- Health District Fee (due at time of submittal as a separate check) - \$130.00 <p><small>* Reduced fee for consolidated permit review. The fee is the highest permit applied for plus one-third of all other applications. **Proposed structure will require a building permit. Fees to be determined at time of submittal.</small></p>



Decision
<p>As proposed, this development will require a public participation meeting prior to submittal, review and recommendation by the Design Review Board, Planning Commission, and Planning and Community Development Director, and decision by the Hearing Examiner. Decision criteria for each permit is referenced below:</p> <ul style="list-style-type: none"> - (major) Conditional Use Permit (CUP) is outlined in BIMC 2.16.050.D.* - (major) Site Plan and Design Review (SPR) is outlined in BIMC 2.16.040.E.*

<i>Bainbridge Island Municipal Code Requirements</i>
BIMC 15.04 – Building Code
The project and all proposed construction shall comply with all applicable provisions of the adopted Building Code (International Building Code, 2015 Edition).
BIMC 16.04 – Environmental Policy
The project is subject to State Environmental Policy Act (SEPA) review as provided in Washington Administrative Code (WAC 197-11-800).
BIMC 16.12 – Shoreline Master Program
The subject property is not within shoreline jurisdiction.
BIMC 16.20 – Critical Areas
The property contains no critical areas. The site does not require designation of an Aquifer Recharge Protection Area (ARPA).
BIMC 18.09 – Use Regulations
<p>Pursuant to BIMC 18.36.030.130, the proposal meets the City’s definition of a hotel:</p> <ul style="list-style-type: none"> - 130. “Hotel” means a building or group of buildings containing guest rooms, where, for compensation, lodging is provided for transient visitors. A hotel or motel may contain one or more restaurants. A hotel or motel is not a bed and breakfast lodging or inn as defined and regulated elsewhere in this code. <p>Pursuant to the Permitted Use Table in BIMC 18.09.020, Hotels are a Conditional Use in the Winslow Mixed Use Town Center – Central Core Overlay District. Other proposed uses such as an Entertainment Facility, Personal Service, Professional Service, Restaurant and Retail Sales are all permitted uses in the Winslow Mixed Use Town Center – Central Core Overlay District. These definitions are also found in BIMC 18.36.030:</p> <ul style="list-style-type: none"> - 86. “Entertainment facility” means a performing arts theater, or cinema, concert venue, or circus/festival; venue not included in the definition of “Recreation activities, outdoor,” and “Recreation activities, indoor.” “Entertainment facility” does not include adult-oriented entertainment facilities. - 202. “Personal service” means an establishment that provides on-site service(s) in a nonoffice environment including, but not limited to, beauty shops, shoe repair, laundry, dry cleaning services, animal grooming parlor and tanning salons. Auto repair and body shops are not included under this definition.

- 209. “Professional service” means a business or agency that provides services in an office environment and includes, but is not limited to, legal services, counseling services, real estate offices, financial services, insurance services, massage therapy, acupuncture, medical, and dental offices. Professional service does not include a health care clinic, such as a hospital.
- 226. “Restaurant” means a restaurant or cafe (excluding formula take-out food restaurants) that sells prepared food or beverages and also offers accommodations for consuming the food or beverage on premises.
- 227. “Retail sales” means selling goods or commodities to final consumers. Retail sales do not include a “restaurant” or “formula take-out food restaurant.”

BIMC 18.12 – Dimensional Standards

The following dimensional standards in the Winslow Mixed Use Town Center – Central Core Overlay District apply:

- Maximum Floor Area Ratio - Commercial: 0.6 (1.0 maximum with bonus)

FAR is determined by dividing the floor area of all buildings on a lot by the lot area prior to removal of lot area for dedication. Portions of parking located underneath a building footprint are not counted in floor area ratio calculations. Eligible properties may achieve a maximum level of development above the base FAR, as provided for in BIMC Table 18.12.020-3, by using one, or a combination of, the following FAR bonus provisions outlined in BIMC 18.12.030.E:

1. Optional Affordable Housing
 2. Purchase of Development Rights
 3. Public Amenities, Infrastructure, and/or Preservation of a Heritage Tree(s)
Subject to approval by the director or designee, the public amenities FAR bonus may be achieved by the preservation of a heritage tree(s) on site.
 4. Community Open Space
 5. Winslow Town Center Mixed Use/High School Road FAR Transfers
 6. Historic Structure Preservation
 7. Ferry-Related Parking
- Maximum Lot Coverage: 100% excluding setbacks
 - Front Setback: Commercial uses may be 5 ft. max. from sidewalk
 - Side Setback: 0-ft.
 - Rear Setback: 0-ft.
 - Maximum Building Height: 35-ft.

Bonus if parking under building [6]: 45-ft.

[6] The bonus height is only available for the entire building if parking is located under more than 50 percent of the building footprint. If parking is located under 50 percent or less of the building footprint, the bonus may only be used for a portion of the building footprint twice as large as the area with parking located beneath.

BIMC 18.15.010 – Landscaping, screening, and tree retention, protection and replacement.

The following landscape requirements apply:

- Significant Tree and Tree Stand Retention requirements apply per BIMC 18.15.010.C.
- Perimeter Buffering and Screening requirements apply per BIMC 18.15.010.D. In the Winslow Mixed Use Town Center – Central Core Overlay District, a 20-foot full screen perimeter landscape buffer is required where the property abuts a single-family residential land use or zoning district. Full screen requirements are outlined in BIMC 18.15.010.D.4.a.
- Parking Lot Landscaping requirements apply per BIMC 18.15.010.F. Standards for the Winslow Mixed Use Town Center – Central Core Overlay District for parking lots located behind buildings and not adjacent to public rights-of-way are outlined in BIMC 18.15.010.F.2.d. One tree is required for every eight parking stalls.
- Total site tree unit requirements apply per BIMC 18.15.010.G. In the Winslow Mixed Use Town Center – Central Core Overlay District, 30 tree units are required per acre. For this 1.85-acre property, approximately 56 tree units are required. As an alternative to this option, the development parcel will contain at least the same number of tree units after the proposed development/redevelopment as it had before that development/redevelopment. Existing and new trees in perimeter landscape buffers do not count towards the tree unit requirements of this section. If an applicant is choosing to meet their tree unit requirements by having at least the same number of tree units after the proposed development/redevelopment as it had before that development/redevelopment, the existing trees in those protected areas and buffers will not count towards the “pre-development” amount of tree units. New trees planted to meet the minimum parking lot landscaping requirements do not count towards meeting tree unit credits. New trees planted in or around a parking lot that exceed the minimum requirements can be counted towards meeting required tree units. In order to show how the tree unit requirements are being met, the applicant shall submit the following information as part of the landscaping plan information for a land use permit application: Identify and survey all existing trees to be retained/removed as part of the proposed development, calculation of tree units based on diameter at breast height (DBH) as measured in inches, and a valuation of all trees to be retained, using the valuation standards of the International Society of Arboriculture.
- Planting, Irrigation, and Maintenance requirements apply per BIMC 18.15.010.H, I, and J.

BIMC 18.15.020 – Parking and Loading

Off-street parking space requirements for a hotel in the Winslow Mixed Use Town Center are not covered under BIMC 18.15.020 Table 2. For special cases not covered by this table, parking requirements shall be established by the director. For determination by the director, 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. The applicant has prepared a parking study that will be reviewed by staff. Please keep the following general requirements in mind:



- Driveways, parking, and walkways shall accommodate pedestrians, motor vehicles and bicycles used by occupants or visitors of a structure or use.
- Unless approved by the director, only a single access to public right-of-way is allowed for an individual lot.
- On-street parking created or designated in conjunction with and adjacent to a project may be included in the parking space calculation upon approval of the director.
- When a new commercial or mixed use development is required to provide parking for more than 25 cars, at least one parking space near the entrance must be reserved and signed for use by a shared-car program or electric vehicle charging station.
- For all development except for single-family residential, the required parking for two or more complementary uses may be reduced up to 50 percent when provided by a common parking lot, but may not be reduced below the highest parking requirement. The reduction shall be reviewed and authorized by the director.
- For on-street parking spaces, handicap parking shall be distributed throughout the street and shall be separated from other handicap parking spaces by at least 10 nonhandicap spaces, or as required by the building official.
- Small car spaces may total no more than 30 percent of the required number of spaces.

BIMC 18.15.030 – Mobility and Access

Parking lots and driveways shall provide well-defined, safe and efficient circulation for motor vehicles, bicycles and pedestrians. Parking facilities shall contain bicycle parking facilities that allow secure locking of both the frame and wheels of a bicycle. One bicycle space shall be provided for every five parking spaces with a minimum of four spaces provided for each parking lot.

BIMC 18.18 – Design Standards and Guidelines

The following design guidelines apply: All Zoning Districts, Core Overlay District, and Mixed-Use/General. You must complete the coinciding design guideline checklists as part of the submittal requirements and provide them to the Design Review Board (DRB) for review and recommendation. You are currently scheduled to meet with the DRB on December 17, 2018.

BIMC 20.04 – City Fire Code

The project shall comply with all applicable provisions of the adopted Fire Code (International Fire Code, 2015 Edition).

Comments provided by the Fire Marshal and Development Engineer during the initial preapplication conference on July 13, 2017 are still applicable (attached).

As you are aware, the City Council enacted and extended a temporary building moratorium. Your proposal is exempt from the moratorium because, before the effective date of the moratorium, you had a preapplication conference on the Planning Department's calendar.

As discussed, building permit review may be done concurrently with the land use permit review. The building permits can be applied for at any time during the land use permit process. The City will not issue the building permit until the land use permit is approved, the appeal period has ended, and the



owner has recorded a declaration with the Kitsap County Auditor showing the land to be bound by a conditional use permit pursuant to BIMC 2.16.110.G. The City can, however, review and issue demolition permits prior to land use permit approval. The demolition permits can be applied for at any time during the land use process.

The comments provided by Janelle Hitch, Development Engineer, in August 2017 (attached) still apply. Mike Michael, Engineering Manager, provided the following additional comments:

- The project completed a Preapplication Conference between January 1, 2017 and August 30, 2017 and is exempt from the Site Assessment Review (SAR) process.
- The Traffic Impact Assessment (TIA) scope of work should be submitted with the land use application. Pursuant to revisions to BIMC 15.40, the scope of work will need to be reviewed and approved by the City's Development Engineer, Peter Corelis, before the applicant contracts the TIA. Failure to submit this item with your land use permit could cause delays in review and approval of the proposal. The TIA scope of work should consider other projects in the vicinity, both proposed and underway, that will add to traffic impacts.
- We understand you are interested in pursuing the Living Building Challenge and would like to propose an on-site sewage system and rainwater harvesting system in combination with a well. The site is within City sewer and water service areas and, at this time, is required by the BIMC to connect to City sewer and water. BIMC 13.08.050.A clearly prohibits the installation of an exempt well. BIMC 13.12.010 gives a bit more flexibility for a "green" wastewater system. Part "D" in this section allows for "grey-water" disposal on site with the use of composting toilets and other conditions. It has been interpreted (and approved in a recent case) that the use of a dual system meets the intent of this code section. A dual system incorporates a typical septic system for treatment of the "grey-water" and a separate "black-water" (toilet flushing) system connected to the City sewer system. If you plan to pursue a code change or waiver to this requirement, we suggest submitting the proposal assuming you will be connecting to City sewer and water. The plans can be modified if the circumstances change.
- The preliminary parking study methodology appears sound. As noted in Janelle's memo, a circulation study associated with the TIA will still be needed as part of the review of the project.
- As part of maximum LID implementation, we suggest you consider permeable surfaces for less frequently used parking. Some of the newer products are very robust and could be used to create space that could blend and be used as overflow to the "court-yard" area depicted in the sketch when not needed for parking.
- Please contact Peter Corelis (pcorelis@bainbridgewa.gov) or (206) 780-3759 if you have questions about these items.

Prior to submittal, an applicant for a major Site Plan and Design Review permit or major Conditional Use Permit is required to participate in a community meeting through the City's public participation program outlined in Resolution No. 2010-32. The meeting is scheduled for Monday, November 26, 2018 from 6:30pm-7:30pm in the Council Chambers at City Hall.



The Design Review Board (DRB) reviewed the proposal on September 11, 2017 and again on May 7, 2018. You have satisfied the DRB review requirements for the preapplication phase and will not be required to meet with the DRB again until after the land use application has been submitted. You are currently scheduled to meet with the DRB on December 17, 2018.

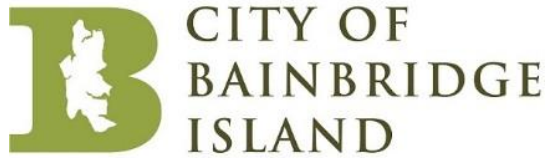
All fees are due at time of submittal. Please review the City's new Administrative Manual (<http://www.ci.bainbridge-isl.wa.us/DocumentCenter/View/100>) for all submittal requirements. The permits will be reviewed concurrently.

Submittal requirements for Site Plan and Design Review (SPR) are outlined on pages 11-13 in the Administrative Manual. Please provide 2 hard copies and one electronic copy of the following:

- Master Land Use Application
- Owner-Agent Agreement
- Basic Site Plan (pages 2-3 in the Administrative Manual)
- Utilities Plan (page 4 in the Administrative Manual)
- Low Impact Development (LID) Site Assessment (page 5 in the Administrative Manual)
- Landscape Plan (pages 6-7 in the Administrative Manual)
- Preapplication Conference Summary Letter and Comments
- Public Participation Meeting Summary Notes
- State Environmental Policy Act (SEPA) checklist
- Traffic Impact Analysis
- Parking Study (if proposing to deviate from prescriptive requirements)
- Design Guideline Checklists (attached)
- Narrative of proposal
- Responses to SPR Decision Criteria listed in BIMC 2.16.040.E
- Non-binding water/sewer availability letters (Contact Aaron Quitslund (aquitslund@bainbridgewa.gov) in Public Works to request these letters)
- Terms, conditions, covenants, and agreements under which the subject property is bound
- Architectural drawings: floor plans, uses, building elevations, building sections, and roof plans
- Description of any facilities planned for public dedication
- Description and location of outdoor lighting

Submittal requirements for a Conditional Use Permit (CUP) are outlined on pages 13-14 in the Administrative Manual. Please provide 2 hard copies and one electronic copy of the following:

- Master Land Use Application
- Detailed written statement of the intended use of the land and the sequence and timing of the proposed development.
- Responses to CUP Decision Criteria listed in BIMC 2.16.050.D



Once you are ready to submit the applications, please visit <http://www.ci.bainbridge-island.wa.us/1110/Planning-and-Building-Submittal-Appointment> to schedule an appointment. You will receive an email confirming the appointment and information on how to change this date/time, if necessary. If you have any questions, please contact me at osontag@bainbridgewa.gov or (206) 780-3760.

Sincerely,

Olivia Sontag

Olivia Sontag
Planner

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 the 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.