



September 22, 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

Dear Mr. Wenzlau,

This letter provides a summary of the conference held on September 1. The summary reflects the information and level of detail provided for the conference, existing codes and standards, and generally available information about the site and environs.

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 major adjustment to the existing Conditional Use Permit (CUP), and a Boundary Line Adjustment. It appears to me that the proposal also requires a variance: Subsequent to the conference, you communicated that the proposal exceeds allowable lot coverage for a Health Care Facility in this residential district, and the Planning Director has indicated that you are in direct communication with you regarding this. As you reached out to her directly, I encourage you to complete that discussion directly as she may determine a course of action which I am unable to anticipate. In response to her request for information, I provided the following facts:

- I conducted additional research by reading the Hearing Examiner's report.
- I verified that the 1995 approval covered a seven acre site, and that this proposal also covers a seven acre site.
- Heather alluded to previously approved lot coverage of 16%, and I stated that to my knowledge, the 1995 CUP doesn't approve 16% lot coverage per se: I haven't found any reference to lot coverage in the Hearing Examiner's decision.
- I haven't researched what the lot coverage limitations (if any) were in 1994 / 1995, but I can do that if she would like me to.
- In the preapplication proposal, it states that existing lot coverage is 11% (i.e. not 16% as Heather indicated in her communication), but that if she let me know the source of her information I can look into it further if she'd like), and proposed lot coverage is 15%.
- The preapplication proposal is to demolish an existing single-story building which was constructed in 1986 and construct a new three-story building. The 1986 approval was for a 2,600 square feet addition to an "8,000 – 9,000" square foot building which was approved in 1984. The preapplication proposal is for a 60,000 square foot building.

- You contacted me via email after the conference, and provided several scenarios which are not part of the preapplication proposal, including various lot sizes and various lot coverage figures as follows:

Here is a quick summary of lot coverage depending on lot aggregation:

Lot Coverage:	Allowable: 10% (27,747sf) based on 6.37ac lot (no aggregation)
	Existing: 14% (39,350sf) based on 6.37ac lot (note that this doesn't include caretakers or previous theater building)
	Allowable: 10% (35,935sf) based on 8.25ac (3 lot aggregation)
	Proposed: 12.5% (45,000sf) based on 3 lot aggregation

We are asking for a 1% increase above existing lot coverage.

The proposal is also subject to State Environmental Policy Act (SEPA) review. Additionally, during the conference the project engineer discussed the possibility of modifications to the stormwater outfall which is located within shoreline jurisdiction; please note that any modification, including intensification, may require a shoreline permit or exemption.

In the request for this conference, you asked if there are conditions from the earlier CUP which will need to be addressed in the proposal. Subsequent to receiving an Unclassified Use Permit in 1984 (Kitsap County Resolution 256-1984 Hearing Examiner File 840426383) and a revision to that permit in 1986 (Kitsap County Resolution 231-1986 / Hearing Examiner File 860612682), Messenger House received Conditional Use Permit approval in 1995 (City of Bainbridge Island File CUP07-22-94-1). A major adjustment to an existing CUP requires the applicant to address all conditions of the existing CUP; alternately, the applicant may apply for a new CUP as opposed to an amendment.

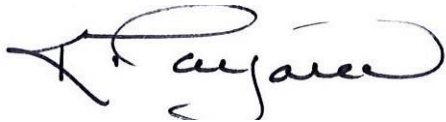
- See additional setbacks for three story buildings
- The proposed Aquifer Recharge Protection Area does not appear to meet the general requirements nor design standards ([BIMC 16.20.100](#))
- Documentation of Kitsap Public Health District Concurrent Review is required for submittal of the land use application
- Please be sure to address the Basic Site Plan requirements, including:
 - Please clearly delineate / dimension rights-of-way / access drives and include all proposals for modifications to rights-of-way / access drives (e.g. a gate to limit vehicular access on Ocean Drive) and clearly show traffic circulation (e.g. for service/delivery vehicles).
 - Depict the area within a 150-foot radius of the property.
 - Depict critical areas and their setbacks: Label top/toe of slopes greater than 15 percent and top/toe of slopes 40 percent or greater and dimension prescriptive setbacks and any proposed modifications. Please depict off-site critical areas with setbacks that encumber the site. Please extend the topographic lines off-site in a manner that allows staff to evaluate geologic hazard areas and their setbacks for consistency with critical area regulations.
 - Delineate and dimension existing areas of native vegetation.
 - Clearly indicate, for the entire site, all existing significant trees (e.g. with a general legend).

- Depict existing (e.g. from the prior conditional use permits) and proposed vegetation protection areas (e.g. “no-build zones”, perimeter and roadside landscape buffers, designated wildlife corridors)

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 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 "Kelly Tayara". The signature is fluid and cursive, with a large initial "K" and a long, sweeping underline.

Kelly Tayara, Senior Planner

206.780.3737

ktayara@bainbridgewa.gov

cc: Justin Younker 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 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) ⁺	BIMC 2.16.040	DRB & Planning Commission / PCD Director	8,586.00
Variance?	BIMC 2.16.060/120		
Boundary Line Adjustment ⁺	BIMC 2.16.090	/ PCD Director	954.00
Conditional Use Permit – Major Adjustment ⁺	BIMC 2.16.110	DRB & Planning Commission & PCD Director / Hearing Examiner	2,160.00
Shoreline permit or exemption?			

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

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

<p>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.</p>
<p>To Submit Application</p>
<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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
<p><i>Municipal Code Requirements</i></p>
<p>Critical Areas BIMC 16.20</p>
<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ 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.
<p>Protection of Landmark Trees BIMC 16.32</p>
<p>N/A – outside Winslow Master Plan Study Area</p>

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: For nonresidential uses, the intent is to retain the natural landscape qualities of the Island by retaining existing vegetated buffers to screen views of structures and parking areas and to buffer between areas of high and low intensity uses.
 - 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
See tree, shrub and groundcover requirements based on location of parking lots in relation to buildings / right-of-way.
 - 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

<ul style="list-style-type: none"> ❖ 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. ❖ 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. ○ Planting, Irrigation, and Maintenance Requirements BIMC 18.15.010 H – J ○ Screening for trash dumpsters, outdoor equipment, loading docks ○ See also the Administrative Manual for Land Use Permits (p.8/9) for detailed information regarding landscape / planting plans and tree valuation. ● Parking and Loading BIMC 18.15.020 <ul style="list-style-type: none"> ○ General Requirements BIMC 18.15.020.B ○ Number of Automobile Spaces Required BIMC Table 18.15.020-1 <p>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.</p> ○ Location of Spaces BIMC 18.15.020.D <ul style="list-style-type: none"> ▪ Parking is encouraged to be located behind, to the side, or under buildings ▪ Parking spaces and driving aisles serving adjacent parking spaces shall not be located within required front, rear or side setbacks. ○ Parking Space Design Standards BIMC Table 18.15.020-3 ○ Mobility and Access (including bicycle facilities) BIMC 18.15.030 ○ Outdoor Lighting BIMC 18.15.040 ○ Signs BIMC 18.15.050
BIMC 18.18.030 – Design Standards and Guidelines
Design Review Manual Design for Bainbridge Worksheet <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>
BIMC 18.24 – Historic Preservation Program
<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.</p>
Department/Agency Comments
Public Works Department Comment:

Development Engineer Paul Nylund provided comment during the conference. Please contact him directly for written comment. Mr. Nylund can be reached at 206.780.3783 or pnylund@bainbridgewa.gov and Mr. Corelis can be reached at 206.780.3759 or pcorelis@bainbridgewa.gov

Building Division:

Building Official Todd Cunningham 206.780-3755 or tcunningham@bainbridgewa.gov or

Bainbridge Island Fire District Comment:

Deputy Fire Marshal Jackie Purviance provided comment during the conference and the attached comment and can be reached at 206.842.7686 or jpurviance@bifd.org