



January 26, 2021

David Smith  
PO Box 2879  
Poulsbo, WA 98370

Re: Preapplication Conference Summary: Wintergreen Townhomes Subdivision PLN51836 PRE

Dear Mr. Smith,

Thank you for meeting with City and Fire District staff on December 29<sup>th</sup> to discuss the proposed development. This letter provides a summary of City staff and agency review, along with submittal requirements for land use application.

The proposal requires long subdivision approval and Site Plan and Design Review permit approval and is subject to SEPA review. Please find the attached checklist, along with Public Works and Fire District comment; these documents are provided to assist you in identifying applicable city plans, goals, policies, codes or guidelines and possible revisions to the proposed project that will enhance the proposal with respect to requirements.

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.

Please do not hesitate to contact me at [ktayara@bainbridgewa.gov](mailto:ktayara@bainbridgewa.gov) or 206.780.3787 in the event you have any questions.

Sincerely,

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

Kelly Tayara, Senior Planner

cc: VWA-BI-LOTS LLC / 30050 CHAGRIN BLVD STE 360 / CLEVELAND, OH 44124-5700

### General Information

**Pre-Application Conference Date:** January 5, 2021

**Project Name and Number:** Wintergreen Townhomes PLN51836 PRE

**Project Description:** 74 lot townhome long subdivision on two lots totaling 2.94 acres

**Project Address:** 1329 & 1332 Wintergreen Lane NE

**Tax Parcel Number:** 23250230922001 & 23250230942009

**Lot Size:** 2.94 acres

**Zoning/Comp Plan Designation:** High School Road II

**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

Review / Permit	Process	Recommendation / Decision	Fee \$
Conceptual Proposal Review Meeting*	BIMC 2.16.070.D.2	DRB / N/A	250.00
Design Guidance Review Meeting*			
Public Participation Meeting*	BIMC 2.16.020.I.6		250.00
Preapplication Conference			1,000.00
Site Plan and Design Review – Major Adjustment – New Application	<a href="#">BIMC 2.16.040</a>	DRB, Planning Commission / PCD Director +	8,586.00
Conditional Use Permit – Major Adjustment – Amended Application	<a href="#">BIMC 2.16.110</a>	DRB, Planning Commission, PCD Director / Hearing Examiner *	2,160.00
Subdivision - Preliminary	<a href="#">BIMC 2.16.125</a>	DRB, Planning Commission, PCD Director / Hearing Examiner +	17,363.00 + 1,145.00 per lot
+ Consolidated Review	<a href="#">BIMC 2.16.170</a>	DRB, Planning Commission, PCD Director / Hearing Examiner +	The highest permit fee plus 1 / 3 of all others
Subdivision – Final	<a href="#">BIMC 2.16.160</a>	PCD Director / City Council	-
Health District Review (public w/s)			

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

**Verify all fees with the permit technician upon submittal**

### 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 submit all information identified in the [Administrative Manual for Land Use Permits](#), in addition to additional submittals identified below.
- **Additional required plans, studies, reports, and any other requirements for application submittal:**
  - Master Land Use Application
  - SEPA Checklist
  - Site-specific Evaluation of Total Impact on Tree Coverage
  - Calculation of tree units (with landscape plan)
  - Traffic Impact Analysis (see scoping direction in attached Public Works comment)
  - Non-binding Water and Sewer Availability (WSA) letters with preliminary SUB application; Binding WSA with final SUB application (contact Department of Public Works)
  - Site Assessment Review letter from the Department of Public Works
  - Completed Traffic Impact Fee worksheet (contact Department of Public Works)

### *Bainbridge Island Municipal Code Requirements*

#### Critical Areas BIMC 16.20

- Aquifer Recharge Area [BIMC 16.20.100](#)
  - Aquifer Recharge Protection Area (ARPA) is not applicable due to zoning district.
- Geologically Hazardous Areas [BIMC 16.20.130](#)
  - Lot 092 - Slopes 15-39% & 40% + / Lot 094 – Slopes 15-39%
  - Verify with Development Engineer whether geotechnical engineer concurrence is required (e.g. for stormwater plan)

#### Preliminary Long Subdivisions [BIMC 2.16.125](#)

#### Final Long Subdivisions [BIMC 2.16.160](#)

#### Subdivision Standards [BIMC 17.12](#)

- All subdivisions must comply with “Design for Bainbridge”, the Design Review Manual. BIMC [17.12.020](#) states, “Detached single-family residential subdivision development shall comply with Chapters 1, 2, 3 and 5, as applicable, and Chapter 6; Attached single-family residential and multifamily residential development shall comply with Chapters 1, 2, 3, 4 and 5, as applicable”. While attached-building residential subdivisions are not contemplated in this Code section, please address all chapters, with the exception of Chapter 7.
- Departures from subdivision standards in BIMC [17.12.050](#) through [17.12.070](#) may be requested in accordance with the provisions of [BIMC 17.12.040](#). Departures from Natural Area / Community Space / homesite size standards are not permitted. **Any request for departures shall be made at the design guidance review meeting.**
- All subdivisions must comply with the four-step design process. The process is further defined in BIMC 2.16.125.D; and consists of four steps: (A) delineate natural area; (B) locate homesites and community space; (C) define access; and (D) draw lot lines.

- Natural Area and Community Space [BIMC 17.12.050](#)

The area provided for natural area shall be based on and consistent with the existing types of natural areas on the subject property, as categorized in BIMC 17.12.050.A.2 (Primary and Secondary), up to the maximum shown in Table 17.12.070-1, which is five percent of the total site (approximately 6,400 square feet). While there do not appear to be any Primary Natural Areas on the site, please be sure to clearly delineate the natural area (e.g. Secondary Natural Area), to note the distinguishable features (e.g. mature trees and shrubs), and observe the configuration guidelines.

If the total Natural Area is less than five percent of the total site, Community Space is not required; common 'areas' are encouraged.

- Homesites [BIMC 17.12.060](#)

Proposal appears to comply with homesite area and clustering requirements – see definition of "homesite", which includes infrastructure.

- General Residential Subdivision Standards [BIMC 17.12.070](#)

- Dimensional Standards Table 17.12.070-1

Base Density	See FAR Table in BIMC Title 18	.3 / ~ 38,420 sf
Density with Bonus		.6 / ~ 76,840 sf
Natural Area	Minimum % of total site	5%
	Minimum width	5 ft
Community Space	Minimum % of total site	10%; 0% if minimum natural area provided
Home Size	Maximum	1,600 sf
Minimum Setbacks		
Building outside homesite to exterior plat boundary	Minimum	5 ft
Building to SR 305	Minimum	25 ft
Building (other than shared garage) to subdivision access	Minimum	5 ft
Shared garage to subdivision access road	Minimum	0
Between shared garages	Minimum	10 ft

- Streets and Vehicle Access

Any deviation from the City of Bainbridge Island Design and Construction Standards must be requested at the Design Guidance meeting.

- Parking and Garages

❖ Parking shall be consistent with BIMC [18.15.020](#), except as modified by this section.

- ❖ Parking spaces may be located outside of individual lots, consolidated in a remote or satellite parking area, or in individual or shared garages.
- ❖ Shared garages are limited to five vehicle spaces and shall not exceed 60 feet in length or 1,440 square feet total.
- ❖ Garages on individual homesites facing a public street: Limited to two vehicles and either accessed from the side or rear or set back from the most front-facing exterior wall of habitable space a minimum of five feet unless the house is not visible from the street.
- Circulation and Access  
IWTP: Bike Facility Design Std WB-2 on SR 305 / No Trail Connection Zone
- Fencing  
Fencing within perimeter or roadside buffers or at the exterior boundary of a subdivision shall meet the requirements of low-impact fencing in accordance with the definition in BIMC [17.28.020](#). Sight-obscuring fencing is prohibited at the exterior boundary of a subdivision.
- Perimeter Buffer
  - ❖ Not required along public rights-of-way.
  - ❖ Shall be maintained as a “no cut/no build zone.” The tree retention, protection, and replacement requirements of BIMC [18.15.010.C](#) apply to perimeter buffers unless modified by this section.
  - ❖ The minimum width for single-family subdivisions shall be the width of the minimum homesite boundary to exterior plat boundary required in accordance with Table 17.12.070-1 (5 feet) or as determined by an administrative departure.
  - ❖ No additional planting is required for single-family subdivisions unless the width of the home homesite boundary to exterior plat boundary is less than the minimum required through an administrative departure and existing vegetation does not provide an effective visual screen.
  - ❖ No structures, buildings, or parking facilities may be located within perimeter buffers, except that utility lines and trails may be located within perimeter buffers, provided no significant trees are removed.
  - ❖ Perimeter buffers may be included as a portion of the required Natural Area.
- Roadside Buffer  
Minimum 25 feet / maximum 50 feet vegetated buffer (See BIMC Table 17.12.070-1 above, which allows a 25 foot building setback from SR305, in conjunction with Design for Bainbridge p.62 which provides for a vegetated buffer 25 to 50 feet in width.

#### **Dimensional Standards [BIMC 18.12](#)**

The project is subject to the dimensional standards in Tables 17.12.070-1, 18.12.020-2 and 18.12.020-3 and BIMC 18.12.030, unless those standards are explicitly varied by another provision of the Bainbridge Island Municipal Code. In the case of a conflict with the information in Table 18.12.020-2 or 18.12.020-3, the more specific provision or criteria shall apply.

- Dimensional Standards for MUTC and Other Districts BIMC Table 18.12.020-3
  - Floor Area Ratio
    - Base residential: .3
    - Maximum residential with bonus: .6
  - Building Height [BIMC Table 18.12.020-3](#) Base: 35 feet; Bonus if parking under building: 45 feet

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

- Additional Dimensional Provisions [BIMC 18.12.030](#)
  - Bonus Density in the High School Road Districts
    - **Emergency interim ordinance in effect:** While codified, the following provision may be modified on or before March 10, 2021. See [Ordinance 2020-20](#) that amends Ordinance 2020-10 which imposed a six-month interim zoning control on the use or applicability of certain bonus density options as provided in BIMC 18.12.030.E. The standards in effect at complete application will apply.
    - The FAR bonus must come from providing “affordable housing” as defined in [BIMC 18.36](#)
      - ❖ The difference between the base residential FAR and the maximum residential FAR shall be dedicated to affordable housing.
      - ❖ A portion of the total floor area that is of common use and benefit to the entire residential development (e.g. interior halls, stairwells, laundry rooms, exercise rooms) may be included in the calculation of the affordable housing component. This portion shall be the same percentage as the affordable housing provided. For example, if 20% of the living unit floor area is for affordable housing, then 20% of the common floor area may be included in the total affordable housing calculation.
      - ❖ Development of the optional affordable housing shall be in accordance with [BIMC 18.21](#) and Table 18.12.030.
- Modifications to Required Setbacks and Heights [BIMC 18.12.040](#)
- Rules of Measurement [BIMC 18.12.050](#)

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

All development shall comply with these standards unless explicitly exempted or other applicable laws impose a more specific standard or criteria. The following sections of the Municipal Code may pose additional development standards, and in the case of conflict between any two or more development standards or criteria, the more specific shall apply: Chapters [15.20](#) and [15.21](#) BIMC, stormwater management; Chapter [17.12](#) BIMC, general subdivision standards

- Landscaping, Screening, and Tree Retention, Protection and Replacement [BIMC 18.15.010](#)
  - Both Perimeter and Roadside landscape buffers shall be pursuant to the standards set forth in BIMC 18.15.010.D.4 (i.e. full screen per BIMC 17.12.070.O.5.b).
  - Parking Lot Landscaping BIMC 18.15.010.F.2  
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
      - ❖ Identify and survey all existing trees to be retained (if providing same number of units after as prior to development, must also identify species and DBH of trees to be removed).
      - ❖ Provide valuation of all trees required to be retained using the valuation standards of the International Society of Arboriculture.
    - Calculation of Tree Units BIMC 18.15.010.G.5

- Planting, Irrigation, and Maintenance Requirements BIMC 18.15.010 H – J
- Screening for trash dumpsters, outdoor equipment, loading docks BIMC 18.15.010.K
- See also the [Administrative Manual for Land Use Permits](#) (p.6) for detailed information regarding landscape / planting plans and tree valuation.
- Parking and Loading [BIMC 18.15.020](#)
  - 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.
  - Off-street parking spaces required (BIMC Table 18.15.020-2): 1 / primary dwelling unit that is a studio or 1 bedroom unit and 2 spaces for all other primary dwelling units.
  - Parking requirements may be reduced by 50% for units located within a .5-mile radius and 25% for units located between .5-mile and 1-mile radius of the ferry terminal. This provision may not be used in conjunction with senior housing or other parking reduction arrangements, and the required number of parking spaces shall not be reduced below one space per unit.
  - The Director may require guest parking in excess of the required spaces, whether or not the required parking is reduced pursuant to BIMC 18.15.020.B.12, up to a maximum additional 0.5 stall per dwelling unit, if there is inadequate guest parking on the subject property.
  - Parking shall be located behind, to the side of or under buildings. Parking shall not be located between a building and the front lot line, unless an applicant can demonstrate that locating parking between a building and the front lot line is the only feasible location.
  - Parking Space / Aisle Dimension Design Standards BIMC 18.15.020.J
- Outdoor Lighting [BIMC 18.15.040](#)  
All outdoor lighting fixtures and accent lighting shall be designed, installed, located and maintained such that there is no light trespass. Outdoor lighting fixtures and accent lighting must be shielded and aimed downward. Accent lighting shall be directed downward onto the illuminated object or area and not toward the sky or onto adjacent properties. Spot lighting on landscaping and foliage shall be limited to 150 watts incandescent (2,220 lumens output).

### **Department/Agency**

#### **Public Works Department:**

Engineering Supervisor Michael Michael and Development Engineer Paul Nylund provided comment during the conference and Mr. Nylund provided the attached written comment. Mr. Nylund can be reached at 206.780.3783 or [pnylund@bainbridgewa.gov](mailto:pnylund@bainbridgewa.gov) and 206.780.3745 or [mmichael@bainbridgewa.gov](mailto:mmichael@bainbridgewa.gov)

Survey Program Manager Rob Grant provided comment during the conference. Mr. Grant can be reached at [rgrant@bainbridgewa.gov](mailto:rgrant@bainbridgewa.gov)

#### **Bainbridge Island Fire District Comment:**

Deputy Fire Marshal Jackie Purviance provided the attached comment and can be reached at 206.842.7686 or [jpurviance@bifd.org](mailto:jpurviance@bifd.org)

### **Definitions BIMC 17.28**

“Homesite” means that portion of a lot depicted on the face of a plat that is intended for development of the primary residential dwelling and accessory dwelling unit and necessary infrastructure within a subdivision. Other accessory buildings and uses other than the primary residence and accessory dwelling unit can occur outside of the homesite area, natural area and community space.





Department of Public Works - Engineering

## Memorandum

Date: January 22, 2021  
To: Kelly Tayara, Senior Planner, Planning and Community Development  
From: Paul Nylund, P.E., Development Engineer *PN*  
Subject: PLN51836 SPT – Wintergreen SPRA/Long Subdivision

---

### Background:

Following the Pre-Application conference held on 5 January 2021 (via Zoom), I have completed a review of the subject project materials and submit the following comments to be included or attached to the pre-application summary letter to be generated by Planning and Community Development.

### Brief Project Description:

Project proposes to subdivide a 2 existing, partially developed parcels totaling ~2.94 AC into 74 zero lot line townhome lots. Parcels were originally permitted as part of the Visconsi Master Site Plan Review (PLN17734) at the NE corner of the intersection of State Route 305 and High School Road issued via Hearing Examiner Decision dated March 27, 2014.

### Comments:

1. A traffic study sufficient for the City engineer to perform a concurrency test shall be required per Chapter 15.40 of the Bainbridge Island Municipal Code (BIMC) prior to Land Use review. Based on single-family residential developments in the Institute of Traffic Engineers (ITE) Trip Generation Manual, 7<sup>th</sup> Edition, projected trip generation will be above the threshold of 50 average daily trips (ADT) or 5 or more AM or PM peak-hour trips. [BIMC §15.40.060]
  - a. 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.
  - b. It is anticipated that previous traffic studies and/or approved land use approval documents could impact this requirement. Applicant may provide a request for relief from this requirement accompanied by a detailed written justification produced by a professional traffic engineer licensed to practice in Washington State.



- c. All traffic analysis shall reflect any applicable conditions/requirements on access, parking, vehicular and pedestrian on site circulation in effect as a result of the original land use approval (CUP17734).
2. Project will be subject to evaluation for applicability of Transportation Impact Fees (TIFs) [BIMC 15.30]. TIFs due (if any) shall be payable at the time of building permit issuance. Applicant shall submit a completed TIF worksheet with land use application for evaluation by COBI Public Works. Any evaluation of previous trip generation numbers as compared to proposed trip generation numbers for the purpose of justification regarding reduced traffic impact analysis requirements shall be completed by a professional traffic engineer licensed to practice in Washington State.
3. 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].
  - a. No further ROW dedication is anticipated at this time. Additional consideration may be given to dedication of all or a portion of Polly's Lane.
  - b. Internal access roads may be considered for public dedication based on the number of served units but will not likely be required if the proposed ROW dedication is not contiguous to existing ROW.
  - c. Secured easements providing access to the resultant 74 lots from High School Road to the south may be required in lieu of ROW dedication.
4. Decision criteria considered to recommend approval of a preliminary subdivision are found in BIMC 2.16 and RCW 58.17.110 and include evaluation/consideration for developer provided public improvements along the project frontages with public ROW. Project has minimal frontage on COBI ROW at the intersection of Polly's Lane and High School road with an existing partially controlled intersection. Minimal or no improvements to this frontage are expected to be required. The western portion of Lot A fronts State Route 305 and WSDOT managed public ROW. Existing bike facilities are within standards and further frontage improvements are unlikely to be required.
5. Pre-application documentation indicates new plus replaced impervious surface for the project exceeds 5,000 square feet. The preliminary subdivision application submittal shall demonstrate how the project complies with BIMC Chapter 15.20, Surface and Stormwater Management. Minimum requirements 1 through 9 of the adopted stormwater management manual, shall apply.
  - a. Consistent with BIMC §15.20.060(H), an off-site analysis shall be performed to assess the potential impacts to the storm conveyance downstream from the development to determine if there are concerns with capacity, erosion, water quality threats, localized flooding, etc.
  - b. Stormwater Site Plan shall include evaluation of the design capacity of existing stormwater detention system on site related to the proposed hard surfaces.
  - c. An evaluation of Minimum Requirement #5, On Site Stormwater Management, to the extent feasible is still required for compliance with Low Impact Design principles.

- e. All traffic analysis shall reflect any applicable conditions/requirements on access, parking, vehicular and pedestrian on site circulation in effect as a result of the original land use approval (CUP17734).
2. Project will be subject to evaluation for applicability of Transportation Impact Fees (TIFs) [BIMC 15.30]. TIFs due (if any) shall be payable at the time of building permit issuance. Applicant shall submit a completed TIF worksheet with land use application for evaluation by COBI Public Works. Any evaluation of previous trip generation numbers as compared to proposed trip generation numbers for the purpose of justification regarding reduced traffic impact analysis requirements shall be completed by a professional traffic engineer licensed to practice in Washington State.
3. 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].
  - a. No further ROW dedication is anticipated at this time. Additional consideration may be given to dedication of all or a portion of Polly's Lane.
  - b. Internal access roads may be considered for public dedication based on the number of served units but will not likely be required if the proposed ROW dedication is not contiguous to existing ROW.
  - c. Secured easements providing access to the resultant 74 lots from High School Road to the south may be required in lieu of ROW dedication.
4. Decision criteria considered to recommend approval of a preliminary subdivision are found in BIMC 2.16 and RCW 58.17.110 and include evaluation/consideration for developer provided public improvements along the project frontages with public ROW. Project has minimal frontage on COBI ROW at the intersection of Polly's Lane and High School road with an existing partially controlled intersection. Minimal or no improvements to this frontage are expected to be required. The western portion of Lot A fronts State Route 305 and WSDOT managed public ROW. Existing bike facilities are within standards and further frontage improvements are unlikely to be required.
5. Pre-application documentation indicates new plus replaced impervious surface for the project exceeds 5,000 square feet. The preliminary subdivision application submittal shall demonstrate how the project complies with BIMC Chapter 15.20, Surface and Stormwater Management. Minimum requirements 1 through 9 of the adopted stormwater management manual, shall apply.
  - a. Consistent with BIMC §15.20.060(H), an off-site analysis shall be performed to assess the potential impacts to the storm conveyance downstream from the development to determine if there are concerns with capacity, erosion, water quality threats, localized flooding, etc.
  - b. Stormwater Site Plan shall include evaluation of the design capacity of existing stormwater detention system on site related to the proposed hard surfaces.
  - c. An evaluation of Minimum Requirement #5, On Site Stormwater Management, to the extent feasible is still required for compliance with Low Impact Design principles.



## MEMO

**Date:** December 29, 2020  
**To:** Kelly Tayara, Planning Department  
**From:** Jackie Purviance, Deputy Fire Marshal  
**Re:** Wintergreen Townhomes PLN51836PRE

The submittal has been reviewed resulting in the following comments:

1. The proposed project shall comply with all provisions of the adopted Fire Code.
2. Fire sprinklers and a fire alarm system to monitor the fire sprinkler system will be required.
3. Fire flow may be met through existing hydrants. Developer to verify available fire flow for the site.
4. Dead end access roads over 150' in length require a turn around.