

## Olivia Sontag

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**From:** Olivia Sontag  
**Sent:** Monday, November 5, 2018 2:39 PM  
**To:** 'Bruce Anderson'  
**Subject:** RE: Winslow Hotel Public Meeting

Bruce,

Thank you again for meeting with City staff this morning. As you have already had a preapplication conference with staff, this meeting will serve as an update to the original meeting and no additional fees are required. I will send you an updated preapplication summary letter this week which outlines the next steps, submittal requirements, fees, review/decision process, and applicable development regulations.

We typically strive to provide at least 2 weeks advance notice for public participation meetings. Due to the upcoming holiday, Gary Christensen prefers that the public participation meeting be held on Monday, **November 26 from 6:30pm-7:30pm**. Please confirm by 9am tomorrow that this works for your schedule. We will need at least one project representative in attendance. Though the date is further out than you had hoped, it will not impact your submittal date. November 29 at 11:00am is available right now on our submittal calendar. To schedule the appointment, please visit: <http://www.ci.bainbridge-isl.wa.us/1110/Planning-and-Building-Submittal-Appointm>. You will receive an email confirming the appointment. The email will also have information on how to change this date/time, if necessary.

The public notice for the public participation meeting (to property owners within 500 feet) will be prepped tomorrow and the display ad will be published in the BI Review on Friday. We will also provide a sign to post on the property. I usually recommend you bring a PowerPoint or PDF with visuals and site plans. I will provide a brief introduction and then invite you or another project representative to give a presentation of the proposal. We'll then open the floor for questions. I will take notes, facilitate, answer questions about City code and development regulations, and will provide you with the notes following the meeting.

It looks like you met with the Design Review Board (DRB) in September 2017 and again in May 2018, satisfying the preapplication requirements. Once the application for the project has been submitted, we will meet with the DRB for a recommendation on the project. I would recommend scheduling a meeting with them shortly after submitting in the event that they request to see the project more than once. The next available DRB dates include: December 17, January 7, January 21. A public meeting with the Planning Commission and a public hearing with a Hearing Examiner will also be required but we can schedule these at a later date.

Please let me know if you have any questions.



**OLIVIA SONTAG**

City Planner

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**From:** Bruce Anderson <brucea@cutler-anderson.com>

**Sent:** Monday, November 5, 2018 12:35 PM

**To:** Olivia Sontag <osontag@bainbridgewa.gov>

**Subject:** Winslow Hotel Public Meeting

I check our calendar and either November 16th or the 19th works. We'd prefer the 16th if that's possible.

Thanks so much.

**Bruce Anderson**

Cutler Anderson Architects

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