



October 23, 2020

Kenneth Mey  
220 E. 47<sup>th</sup> Place  
Kennewick, WA 99337  
(sent via email to [kdmey@hotmail.com](mailto:kdmey@hotmail.com))

Dear Applicant:

Thank you for meeting with City staff on September 29, 2020 to discuss your proposal to subdivide the property with parcel number 222502-3-067-2003 into two parcels. A summary of the land use review process, applicable Bainbridge Island Municipal Code (BIMC) regulations, comments from reviewers, fees, submittal requirements, and next steps is provided below.

<b>General Information</b>
<b>Pre-Application Conference Date:</b> September 29, 2020
<b>Project Name and Number:</b> Mey short plat PRE / PLN13527C PRE
<b>Project Description:</b> Subdivide property into two parcels
<b>Project Address:</b> No address
<b>Tax Parcel Number(s):</b> 222502-3-067-2003
<b>Tax Parcel Size:</b> Approximately 4.93 acres or approx. 214,751 sq. ft.
<b>Zoning/Comp Plan Designation:</b> R-0.4/Residential-0.4
<b>Planning Contact:</b> Ellen Fairleigh
<b>Development Engineer:</b> Samantha Long

<b>Land Use Review Process</b>
<b>Applications Required</b>
<b>Short Subdivision:</b> BIMC 2.16.070 – The proposed project falls under the procedures for short subdivisions, which includes the division of land into 4 lots or less. Decision criteria is found in BIMC Section 2.16.070.F and includes serving the public use and interest, and satisfaction of the development and design standards in Title 17 and Title 18 (additional details below).
<b>Fees</b>
<b>Planning Fees:</b> \$6,063 (Short Subdivision)
<b>Health Fees:</b> \$635 (separate check)
<b>Approval Body</b>
Administrative (decision by Director)
<b>Review and Recommendation</b>
Pre-Application Stage: Pre-Application Conference

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



Preliminary Application

Kitsap Public Health District  
Bainbridge Island Fire Department  
Design Review Board Review and Recommendation (*Optional*)  
Planning Commission Review and Recommendation (*Optional*)  
City Surveyor  
Development Engineer  
Planning Staff/Director  
Civil Plan review (required before final short subdivision submittal)

Final Application\*

Kitsap Public Health District  
Bainbridge Island Fire Department  
City Surveyor  
Development Engineer  
Planning Staff/Director

\*final plat must be consistent with preliminary plat approval

**Refer to the Administrative Manual for preliminary and final submittal requirements, as well as plat utility permit requirements:**

<https://www.bainbridgewa.gov/DocumentCenter/View/12244/Administrative-Manual-Rev-Dec-2019?bidId=>

***Bainbridge Island Municipal Code Requirements***

**BIMC 2.16 – Land Use Review Procedures**

Review procedures for Short Subdivisions are outlined in BIMC Section 2.16.070. Review criteria includes satisfaction of development standards in BIMC Titles 17 and 18 (summarized below), as well as the items listed in 2.16.070.F(1-10). Please note the two application phases – preliminary and final.

**BIMC 15.04 – Building Code**

The project and all proposed construction shall comply with all applicable provisions of the adopted Building Code.

**BIMC 16.04 – Environmental Policy**

The project is exempt from State Environmental Policy Act (SEPA) review as provided in Washington Administrative Code Categorical Exemptions (WAC 197-11-800): Except upon lands covered by water, the approval of short plats or short subdivisions pursuant to the procedures required by RCW 58.17.060, and short plats or short subdivisions within the original short subdivision boundaries provided the cumulative divisions do not exceed the total lots allowed to be created under RCW 58.17.020.

**BIMC 16.12 – Shoreline Master Program**

The subject property is outside of shoreline jurisdiction.

**BIMC 16.20 – Critical Areas**

There are no critical areas on the proposed project site.

An application for short subdivision requires that the short plat designate an Aquifer Recharge Protection Area (ARPA). Please see specific standards below from BIMC 17.12.050.

**BIMC 17.12 – Subdivision Design Standards**

Applicable standards are summarized below:

17.12.020 Subdivision Design Guidelines

Subdivision development in all zoning districts shall comply with the requirements of the Bainbridge Island design review regulations – “*Design for Bainbridge*” as follows:

- Detached single-family residential subdivision development shall comply with Chapters 1, 2, 3 and 5, as applicable, and Chapter 6.
- The applicant provided responses to the applicable chapters of “*Design for Bainbridge*”. However, two topics in Chapter 6 were inadvertently omitted. Please provide responses to the following topics from Chapter 6 when the application for preliminary short subdivision is submitted:
  - Historic and Cultural Resources and Facing Public Streets. If these topics are not applicable, please explain why in the response.

17.12.030 Four-step Design Process

This design process is required for all residential subdivisions:

- 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.
- The four-step design process was submitted by the applicant and discussed at the pre-application conference meeting.

17.12.040 Administrative Departures

A departure from existing subdivision standards may be requested only by an applicant to allow use of an alternative standard not listed among the applicable requirements of BIMC [17.12.050](#) through [17.12.070](#).

- This application currently does not propose any administrative departures.

17.12.050 Natural Area and Community Space

All residential subdivisions shall provide natural area. Natural areas consist of primary and secondary natural areas.

- Primary Natural Areas (PNA). PNAs form the core of the natural area to be protected. PNAs include the following: (1) Critical areas other than critical aquifer recharge areas; (2) Critical area buffers and setbacks; and (3) Shoreline buffers.
  - This project site does not contain any primary natural areas.
- Secondary Natural Areas (SNA). SNAs are noteworthy or significant features of the natural landscape. SNAs include the following: (1) Farmland, pastures, meadows, and orchards; (2) Mature trees and shrubs; (3) Wildlife corridors; (4) Greenways and trails; (5) Scenic viewsheds; (6) Mature vegetation on ridgelines; and (7) Freestanding landmark trees, as defined in Chapter [16.32](#) BIMC, and their critical root zone (as identified by a consulting arborist).
  - This project site has identified secondary natural area consisting of mature trees and shrubs.
- Amount of natural area required: 55% of the area of the parcel being subdivided (see BIMC Table 17.12.070-1 Subdivision Dimensional Standards).
  - Natural has been identified on proposed lots A and B.
- Aquifer Recharge Protection Area (ARPA). Subdivisions in the R-0.4, R-1, and R-2 zoning districts shall meet the requirements of BIMC 16.20.100 and the following standards:
  - a. If a proposed subdivision includes more than one parcel, the ARPA shall be calculated based on the total square footage of all parcels;
  - b. If the required ARPA is greater than the required natural area, the natural area shall be increased to achieve the required ARPA area;
  - c. The 12,500-square-foot development area allowed pursuant to BIMC 16.20.100.E.2.b shall be allocated in aggregate; that is, the total development area within the subdivision shall be determined by the total number of lots allowed multiplied by 12,500;
  - d. ARPAs within subdivisions shall be consistent with the ARPA development standards listed in BIMC 16.20.100.D.
  - e. The ARPA shall include all existing native vegetation on a site, up to a maximum of 65% of the total site area.
- Natural area should be concentrated in large, consolidated areas and should be delineated with a low perimeter-to-area ratio. Natural area shall have a minimum width of 50 feet outside of roadside and perimeter buffers.
- Natural area ownership: Can be private, common, or public (BIMC 17.12.050.A.7). This needs to be established by easements, restrictive covenants, a natural area management plan (NAMP), or other legal means; a draft must be submitted with the preliminary application, and a final agreement must be submitted with the final plat application.
- Please see BIMC 17.12.050.A.9 for allowed uses in natural area.
- Natural area Fencing, Signage, and Management Standards: Fencing or signs delineating the natural area is required per BIMC 17.12.050.A.6.
- A Natural Area Management Plan (NAMP) is required (BIMC 17.12.050.A.8). A draft is required at the time of preliminary plat application, and a final NAMP is required for final plat approval. The NAMP must contain a list of all approved uses in the natural areas and a

maintenance plan detailing the frequency and scope of maintenance activities and how it will be preserved.

- A draft NAMP was submitted with the pre-application conference materials. At the time of preliminary plat submittal, please ensure that the uses identified within the NAMP are consistent with the uses identified in BIMC 17.12.050.A.9 and includes a maintenance plan including frequency and scope. Additionally, please ensure the preliminary plat submittal identifies if the ownership of the natural area will be private, common, or public.
- Community Space: This project does not require community space.

#### 17.12.060 Homesites

All single-family residential subdivisions require homesites located and designed consistent with Chapter [17.28](#) BIMC, Definitions, Table 17.12.070-1, and the following standards:

- Homesite Area.
  - a. A homesite area no greater than the maximum area of 12,000 square feet shall be provided for each lot and shall be depicted on the face of the plat.
  - b. The homesite area shall include the primary residential dwelling, accessory buildings, and on-site parking, if provided on each lot within the subdivision.
  - c. Other allowed uses and structures include residential landscaping, pathways, turf, and fences; individual water, stormwater, and septic infrastructure.
  - d. Homesites shall not contain any portion of required PNAs. Homesites may include critical aquifer recharge areas but no portion of an aquifer recharge protection area.

#### 17.12.070 General Residential Subdivision Standards

- Septic Systems: Locations of individual or community drainfields and associated reserve drainfields shall comply with all applicable standards established by the Kitsap Public Health District or Washington Department of Health. Reserve drainfield areas shall remain undisturbed until such time as their use is required. This standard shall be noted on the face of the preliminary and final plat.
- Streets and Vehicle Access: Roads and access must comply with “City of Bainbridge Island Design and Construction Standards”. Each lot in a residential subdivision shall have direct access to a public or private street. Street names and traffic regulatory signs shall be provided, and their locations shall be indicated on the plat/plan. The locations of mailboxes and traffic regulatory signs are only required on the plat/plan when other public improvements are required.
- Parking and Garages: Parking spaces may be located outside of individual lots, consolidated in a remote or satellite parking area, or in individual or shared garages. Parking spaces provided on individual lots must be located within the designated homesite.

- Circulation and Access: All subdivisions shall include a circulation and access system of walkways, paths, or trails that interconnect lots, commonly owned natural area, community space, and adjacent access facilities. Multimodal facilities shall be consistent with the applicable standards of the “City of Bainbridge Island Design and Construction Standards and Specifications.”
- Fencing: Proposed fencing must comply with BIMC 17.12.070.M as applicable.
- Landscaping: Landscaping. Individual homeowners are responsible for the maintenance and modification of landscaping on their lots, subject to any rules and guidelines established by a homeowners’ association or similar body. Native vegetation on the site should be retained and maintained where possible and landscaping should be responsive to the natural contours of the lot.
- Perimeter Buffers: Perimeter buffers shall be established at the exterior boundary of all subdivisions with a gross area of one acre or greater. Perimeter buffers shall be maintained as a “no cut/no build zone.” Existing native vegetation, including significant trees and tree stands, shall be preserved within perimeter buffers.
  - This proposal requires a perimeter buffer along all sides of the project site.
  - The minimum width of the perimeter buffer shall be 50 feet (the width of the minimum homesite boundary to exterior plat boundary dimensional standard), unless modified by an administrative departure.
  - No additional planting is required in perimeter buffers of single-family subdivisions unless all of the following are met: (1) The width of the homesite boundary to exterior plat boundary is less than the minimum required in accordance with Table 17.12.070-1, as determined by an administrative departure; and (2) Existing vegetation does not provide an effective visual screen; and (3) The abutting property is not capable of being subdivided. If additional planting is required, the standards noted in BIMC 17.12.070.O.5 shall apply.
  - 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 one or more lots or may be contained in a separate tract.
  - Perimeter buffers may be included as a portion of the natural area.
  - The performance and maintenance assurance requirements and the irrigation and maintenance standards of BIMC 18.15.010 apply to perimeter buffers if additional planting is required.
  - Perimeter buffers shall be shown on the face of the preliminary and final plat.

- Roadside Buffers: Roadside buffers are required for all subdivisions along collector or arterial roads in the R-0.4, R-1, and R-2 zoning designations.
  - This proposal does not require any roadside buffers.
- Design Diversity: All single-family residential subdivisions in the R-0.4 zoning district shall avoid a uniform appearance and repetitive building types by incorporating measures that promote design diversity. The same model and elevation shall not be built next to each other. Different models are defined as having variations in floor plans. Home designs shall be varied to achieve a minimum of one floor plan for each three homes. Methods to provide variation include building modulation and secondary building forms (e.g., covered porches, dormers, window bays). The number of floor plans per home for 1-3 homes is one plan. This requirement will be noted as a condition on the face of the plat.
- No City Maintenance of Streets in Short Subdivisions: Streets within a short subdivision shall not be maintained by the city unless such streets have been dedicated as a right-of-way, improved to current city standards, and accepted as part of the approved short subdivision. Therefore, unless accepted, the responsibility for maintenance shall lie with the owners of the lots.

Table 17.12.060-1: Homesite Clustering Requirements

- No maximum homesite separation.

Table 17.12.070-1 Subdivision Dimensional Standards

- Minimum Lot Area: If the site is not served by a public sewer system, the minimum individual lot area shall be determined by the Kitsap Public Health District in accordance with Section 15 of the Kitsap County Board of Health Ordinance 2008A-01, amended June 7, 2011, *Onsite Sewage System and General Sewage Sanitation Regulations*, as amended.
- Base Density (min. lot area per dwelling unit): 100,000 sq. ft. The existing road meets the definition of a private street and is excluded from lot area calculations.
  - The submitted pre-application materials indicate that the lot size is approximately 214,681 square feet, and that the area of the road is approximately 4,712 square feet. According to this information, the total lot area is greater than 200,00 square feet and the proposal for two single family dwelling units meets the minimum lot area required per dwelling unit.
  - At the time of preliminary plat submittal, please ensure that both lot size and lot area are clearly indicated. Because the 30' access easement is divided between both the subject property and the lot to the south, the extent of the area that must be excluded as a "private street" is a 9-foot width within the access easement.
- Natural Area: 55%. The current proposal meets this standard.
- Minimum Width of Natural Area: 50 feet. The current proposal meets this standard.



- Community Space: Not required.
- Homesite: 12,000 square feet maximum. The homesite area for each lot must be depicted on the face of the plat.
- Lot Coverage: 10% (based on the area of the existing lot). A portion of the aggregate allowable lot coverage shall be assigned to each lot at the time of preliminary plat approval.
- Building to Homesite Boundary (Net building size 1600 sq.ft. or less): 5 ft. min, 10 ft. total. ADUs do not need to meet total building to homesite boundary setback – only minimum setback; must be located within homesite. This standard must be listed on the face of the plat.
- Building to Homesite Boundary (Net building size 1,601 sq.ft. or more): 15 ft. min, 50 ft. total. ADUs do not need to meet total building to homesite boundary setback – only minimum setback; must be located within homesite. This standard must be listed on the face of the plat.
- Building Outside Homesite to Exterior Plat Boundary Line (Net Building size 200 sq.ft. or less): 50 ft. This standard must be listed on the face of the plat.
- Building Outside Homesite to Exterior Plat Boundary Line (Net Building size 201 sq.ft. or more): 50 ft. This standard must be listed on the face of the plat.
- Homesite to Exterior Plat Boundary Line: 50 ft. This standard must be listed on the face of the plat.
- Any Building, other than shared garage, to Subdivision Access Road: 10 ft. This standard must be listed on the face of the plat.
- Maximum Building Height: 30 feet

#### **BIMC 18.09 – Use Regulations**

Single-family dwelling is a permitted use under Table 18.09.020.

#### **BIMC 18.15 – Development Standards and Guidelines**

##### **Parking and Loading**

Future development will need to comply with the parking and loading standards in 18.15.020. See Table 18.15.020-3 for parking space dimensions.

- Two-track driveways are encouraged
- Only a single access to public right-of-way is allowed per individual lot.
- Two spaces required for each primary dwelling unit.

#### **BIMC 20.04 – City Fire Code**

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

#### **Department/Agency Comments**

##### **City Surveyor Comment:**

The City surveyor provided the following comment: The preliminary short plat must be prepared by a surveyor licensed in the state of Washington.





Rob Grant can be reached at (206) 842-3742 or [rgrant@bainbridgewa.gov](mailto:rgrant@bainbridgewa.gov).

**Development Engineer Comment:**

Samantha Long has provided the attached comments and can be reached at (206) 482-2569 or [slong@bainbridgewa.gov](mailto:slong@bainbridgewa.gov).

**Bainbridge Island Fire District Comment:**

Deputy Fire Marshal, Jackie Purviance, provided the attached comment and can be reached at (206) 451-2033 or [jpurviance@bifd.org](mailto:jpurviance@bifd.org)

**Kitsap Public Health District:**

Richard Bazzell can be reached at (360) 728-2308 or [richard.bazzell@kitsappublichealth.org](mailto:richard.bazzell@kitsappublichealth.org).

The fee for a Short Subdivision is \$6,063, due at time of submittal. The Health District also requires \$635 for review, due at time of submittal as a separate check. Please review the City's Administrative Manual (<https://www.bainbridgewa.gov/DocumentCenter/View/12244/Administrative-Manual-Rev-Dec-2019?bidId=>) for all submittal requirements. Please make an appointment once you are ready to submit an application for the Short Subdivision using our Online Appointment Calendar (<https://www.bainbridgewa.gov/1110/Planning-and-Building-Submittal-Appointm>). Please contact Lara Lant at (206) 780-3770 or [llant@bainbridgewa.gov](mailto:llant@bainbridgewa.gov) if you need assistance scheduling an appointment. If you have any questions, please contact me at (206) 780-3767 or [efairleigh@bainbridgewa.gov](mailto:efairleigh@bainbridgewa.gov).

Sincerely,

*Ellen Fairleigh*

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Ellen Fairleigh  
Associate 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.*