



June 14, 2018

Ms. Margaret
Dufresne 3866 NE
State Highway 104
Poulsbo, WA 98370-6830

RE: Dufresne Residence @ 11143 Rolling Bay Walk – 1st Review
Comments (Bainbridge Building Permit #BLD22944R-SFR)

Dear Ms. Dufresne,

Thank you for considering this letter. This correspondence is in response to the recent review and progress toward the for the building permit for a single-family residence located at 11143 Rolling Way Walk, Bainbridge Island, WA. The permit for BLD22944 R-SFR was submitted on January 30, 2018, the Notice of Decision for the shoreline variance was issued on March 30, 2018 with a Department of Ecology Decision date of May 25, 2018 requiring a mandatory 21-day appeal period that extended until June 15, 2018.

The City of Bainbridge Island has been actively reviewing the submitted building permit application documents, and on April 26, 2018 the City issued a letter depicting all the deficient items in the building permit submittal that must be corrected, modified, or otherwise documented to be compliant with the City of Bainbridge Island regulations, code, and the required conditions of approval of the underlying shoreline variance.

In the April 26, 2018 letter, due to the complexity of the project, the City had requested the applicant to schedule an appointment to submit a complete and comprehensive set of revised documents. At that time the City expressed that email responses or piecemeal submittals will not be accepted by the City.

The applicant has since chosen not to consolidate the resubmittal of information and has since submitted multiple iterative documents, portions of information, emails, and numerous piecemeal submittals of revisions on May 15, May 17, May 30, June 1, emails on June 5, and revisions on June 6, 2018. The numerous submittals and the piecemeal responses received has made the review of this project that much more difficult and has caused additional time in the review process.

Please know, that no building permit may be issued that does not demonstrate and document compliance with the rules and regulations of the jurisdiction, or that does not meet all of the conditions of approval for the underlying shoreline variance. Presently, this building permit has not met compliance with those regulations or conditions of approval.

It may be beneficial to note that progress with this permit has occurred. The information submitted has successfully addressed some of the outstanding items, but not all. This letter and the attached memos from Planning and Development Engineering outline the remaining items that must be addressed to the City's satisfaction, prior to issuance of a valid building permit.

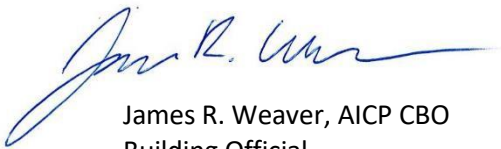
Response to this letter and information request is required for your building permit to continue to move forward toward approval. Information request have been provided from now two remaining separate reviewing divisions and are attached and part of this letter.

Attached please find a request for information from the following reviewing divisions:

- **Planning Division:** Memo from Kelly Tayara, Planner (Ktayara@bainbridgegov.wa, 206-780- 3787); Please see Attachment A.
- **Development Engineering/Public Works:** Memo from Peter Corelis, P.E., Engineer (Pcorelis@bainbridgewa.gov, 206-780-3759: Please see Attachment B.
- **Building Division:** Please note the Building Division has completed its review and has approved (with redlines) the structural drawings of the residence as meeting the 2015 International Residential Code. If substantial change occurs in future revision, rereview by Building would be required to occur.

I cannot emphasize enough, to assist your own project in the revision process, an appointment for a single comprehensive revision submittal should be scheduled to submit future revised documents. Additional delays are unnecessarily caused by continued email responses and piecemeal submittals of information on an almost weekly basis. The revised documents should be submitted as one package, to the Planning and Community Development counter at City Hall for processing.

Thank you again and I look forward to further communication on the issue.
Sincerely,



James R. Weaver, AICP CBO
Building Official

Encl: **Attachment A:** Planning Memo #2 from Kelly Tayara
Attachment B: Engineering Memo #2 from Peter Corelis



Department of Planning and Community Development

Memorandum

Date: June 13, 2018

To: James Weaver

From: Kelly Tayara

Subject: Dufresne BLD22944 SFR Planner Information Request

I have completed planning review of the following for the permit(s) identified in the subject line:

Revision sheet submitted on May 30 and Estimate for Compensatory Mitigation Planting Maintenance and Monitoring Cost; Geotechnical "Step 2" form; Aspect Consulting contract for services during construction; Lucia Engineering memo dated April 11, 2018 re: Use of Existing Roadway for Construction and Staging; Revised sheet SH 8.0

Revision sheet submitted on June 1 and revised Site Plan sheet SH-1.0; untitled sheet identified as Elevation Plan in the description with average and finish grade labeled

Email dated June 5, subject line "Revised septic site plan and tank location and other docs with attachments entitled: Revised septic site plan; parking area staging; staging map; COBI step 2 form; CC1 Dufresne residence services during construction.

☒ The applicant must provide the following information to allow me to complete review:

☐ Building Site Application approved by the Kitsap Public Health District.

Please note that planning review cannot be completed unless the civil / construction site plan agrees with the site plan ultimately approved by the Kitsap Public Health District. The Health District may be contacted by following this link <https://www.kitsappublichealth.org/>.

1) Provide the site plan and all other associated documents in Building Site Application approved by the Health District (BSA memo 318627) – only the cover page was submitted with building permit application.

6/13/2018 update: Health District documentation was submitted in the June 5 email referred to above. Please submit the original documents approved by the Health District, as the site plan copy is not scalable and it appears that the OSS components on the west side of the house as shown on the Health District plan are nearer the Ordinary High Water Mark and extend into the turnaround area than the OSS components on the revised site plan sheet SH 1.0 submitted on June 1.

- ☐ Revise sheet 6.0 to remove the reference to “reseed all disturbed areas with rye grass” as a formal planting plan is required (see below).

5/30/2018 Update: I noticed that someone crossed out the note: While this may be acceptable because it is a limited change, if the applicant is altering the plans this way the change must be dated and initialed. Alternately, the applicant should revise the sheet in its entirety or submit a detail sheet which staff can date-stamp as a revision and properly place on the existing sheet.

- ☐ Modify sheet 7.0 to incorporate parking and staging plan or remove references to parking and staging from this sheet and provide formal plan (see below).

5/30/2018 Update: As discussed today, Ms. Dufresne will be submitting a formal plan.

6/13/2018 Update: To date, a formal plan has not been submitted.

- ☐ Submit information required to comply with the variance conditions of approval (PLN50287 SVAR):

- Staging plan and parking plan reviewed by a civil engineer:
 - (Excerpt Condition 7). Application for building permit shall include a staging plan and parking plan for construction materials, activities and vehicles. The plans shall demonstrate unobstructed vehicular access to homes served by Rolling Bay Walk, except: The Applicant may demonstrate that impacted homeowners agree to vehicular access obstruction through a notarized document recorded with the Kitsap County Auditor, provided the Fire Marshal finds that the agreement sufficiently addresses public health and safety.
 - (Condition 8). A civil engineer licensed in the State of Washington shall review the staging plan and parking plan for construction materials, activities, and vehicles to ensure that Rolling Bay Walk has sufficient structural integrity to accommodate proposed construction loads. The civil engineer shall inform the City Engineer of any recommended changes to the plan in advance of construction beginning, including whether alternative delivery or construction methods, like barging, would be necessary.

5/30/2018 Update: The Lucia Engineering memo dated April 11, 2018 statements are not adequate to satisfy conditions 7 and 8, as Mr. Lucia does not identify a specific plan he’s reviewed and does not provide information related to structural integrity of the roadway nor proposed construction loads.

6/13/2018 Update:

- 1) A Google aerial photo with “Additional Staging Area” marked was submitted in the June 5 email. The staging area is partly within the right-of-way and partly within a private parking lot in which a number of property owners hold interest (Manitou Park plat). A right-of-way permit from the City is required in order to allow staging in the right-of-way. The City is unable to grant approval for construction activities, including staging, on the privately held property.
- 2) I previously reviewed the Lucia memo, as noted in my May 30 information request. The same Lucia memo was submitted again on May 30, and review comments remain the same. The memo is insufficient to meet the variance conditions of approval as noted above.
- 3) The submitted staging plan is inadequate to address conditions 7 and 8. Please be sure to address the subject property frontage for all construction activities: For example, is the area identified in sheet 3.0 labeled “pump, mixer truck and tooling staging area 8 x 60” the only place vehicles and will be located for the duration of construction?

- Project contact information and affidavit that this information has been provided to area residents.
 - (Condition 9). The Applicant shall designate a contact person that can be reached at all times during construction and this contact information shall be provided to all area residents potentially impacted by construction of the project.
- Planting Plan
 - (Condition 13). A planting plan approved by the geotechnical engineer shall be submitted with building permit application.

[Note: The plan in the Site Specific Analysis (Marine Surveys & Habitats Feb. 28, 2017) contains many of the required elements, but must be amended to meet requirements below and approved by the geotechnical engineer.]
 - A. The planting plan shall provide for replanting the entire area disturbed by construction (approx. 5,800 sf), less the area dedicated to new hard surface, provided: The planting plan may provide for modest-sized (e.g., a total of 200 square feet) non-vegetated areas to provide for typical residential use such as an outdoor seating area, path to an herb garden.
 - B. The planting plan shall include an annotated list of proposed plants, spacing specifications and plant location; the plan must be prepared by a qualified professional.

5/30/2018 Update: Ms. Dufresne and I discussed this today, and I agreed to conduct a second review of the planting plan contained in the Site-Specific Analysis dated Feb. 28, 2017 and, if necessary, specifically identify missing components.

6/13/2018 update: As requested, I reviewed the Site Specific Analysis submitted with the shoreline permit application. The plan is inadequate because it only addresses planting of an area 2,496 square feet in size and planting of the entire area of disturbance is required. If the additional area is the drainfield area, for example, provide the number of plants proposed and spacing, as this is not in the Site Specific Analysis. Ideally, a clear, scaled, dimensioned planting plan would allow me to easily verify compliance with the conditions of approval.
 - C. The planting plan shall clearly delineate the compensatory mitigation area (2,496 square feet) identified in the Site Specific Analysis (Marine Surveys & Habitats Feb. 28, 2017).
 - D. Unless demonstrated to be infeasible by the geotechnical engineer, plantings must be multi-storied, diverse species that are native to the Central Puget Lowland marine riparian zone. Deciduous trees must be six-to-eight feet in height and two-inch caliper, and evergreen trees must be six feet in height at time of planting.
 - Estimate for compensatory mitigation planting maintenance and monitoring cost (submit with the planting plan or after approval of the planting plan by the City Planner)
- (Condition 15). Prior to final building occupancy approval or release of performance assurance, the Applicant shall provide financial assurance in the amount of 50 percent of the compensatory mitigation planting maintenance and monitoring costs.
- (Condition 16). The Applicant shall provide a conservation easement or similar mechanism to ensure that the compensatory mitigation planting area will be maintained in perpetuity.

[Note: The applicant must identify the compensatory mitigation area in order to allow the City to provide a notice to title or similar document.]



Department of Public Works - Engineering

Memorandum

Date: June 14, 2018
To: James Weaver, City Building Official, Planning and Community Dev.
From: Peter Corelis, P.E., Development Engineer
Subject: BLD22944 SFR – Dufresne

Project Description:

The proposal is construct a new single-family residence on the face of a marine bluff located at 11143 Rolling Bay Walk NE in the City of Bainbridge Island. Construction of the residence requires a deep excavation and shoring wall to level a pad or terrace for the new structure near the bottom of steep slope.

Project Review Comments:

I have completed a review of the resubmittal items that were requested in my April 17, 2018 comment letter. The following items are still outstanding and must be submitted to the department for further review and approval. Please refer to the *Findings, Conclusions, and Decision, City of Bainbridge Island Hearing Examiner, Dufresne SVAR, No. PLN-50287* for the conditions mentioned below:

1. As requested by the project planner, the staging and parking plan (Condition 8) to be reviewed by a civil engineer licensed in the State of Washington, does not address two key items requiring clarification. The letter submitted from Lucia Engineering Inc., dated April 11, 2018 lacks specificity with regards to the road and the intended use. The review of the plan should address the structural integrity of the construction access road with an examination and description of the existing condition and the weight limit capacity along with the construction equipment sizes, weights, and loads to be supported by the road. It is not sufficient alone to say that if the road fails the applicant assumes responsibility to fix it. Assurance from a professional engineer that the road can support the intended specific activities is required or that specific mitigations can be employed to prevent road failure.
2. Please submit the Browne-Wheeler Engineers (BWE) drainage plan sheet C1, signed and stamped by BWE that incorporates the permeable surfacing driveway as previously shown with the grass swale, area drains, and temporary pipe slope drains upslope of the residence.