



CITY OF
BAINBRIDGE ISLAND

**PLANNING COMMISSION SPECIAL MEETING
THURSDAY, APRIL 22, 2021**

THE PLANNING COMMISSION WILL HOLD THIS MEETING USING A VIRTUAL ZOOM WEBINAR PLATFORM PER GOVERNOR INSLEE’S “STAY HOME, STAY HEALTHY” ORDERS. MEMBERS OF THE PUBLIC WHO DO NOT WISH TO VIEW THE MEETING VIA THE CITY’S WEBSITE STREAMING WILL BE ABLE TO CALL IN TO THE ZOOM MEETING.

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:

[HTTPS://BAINBRIDGEWA.ZOOM.US/J/93919490652](https://bainbridgewa.zoom.us/j/93919490652)

OR

IPHONE ONE-TAP: US: +16699009128,,99093163225# OR +12532158782,,99093163225#

OR

TELEPHONE (FOR HIGHER QUALITY, DIAL A NUMBER BASED ON YOUR CURRENT LOCATION):

US: +1 669 900 9128 OR +1 253 215 8782 OR +1 301 715 8592 OR +1 312 626 6799 OR

+1 346 248 7799 OR +1 646 558 8656

WEBINAR ID: 990 9316 3225

INTERNATIONAL NUMBERS AVAILABLE: [HTTPS://BAINBRIDGEWA.ZOOM.US/U/ABC2WQZA2T](https://bainbridgewa.zoom.us/j/93919490652)

AGENDA

1. **CALL TO ORDER/ROLL CALL - 6:00 PM**
2. **PLANNING COMMISSION MEETING MINUTES - 6:05 PM**
 - 2.a **(6:05 PM) - Review and approve minutes from April 8, 2021 meeting** 5 Minutes
[Planning Commission Meeting Minutes DRAFT 040821.pdf](#)
3. **PUBLIC COMMENT - 6:10 PM**

Public comment on off-agenda items.
4. **UNFINISHED BUSINESS - 6:20 PM**
 - 4.a **(6:20 PM) - Draft Ordinance No. 2021-12 & Resolution 2021-07: Phase 2 Triage Code Changes Related to Improving the Pre-application Phase.** 45 Minutes
[DRAFT RESOLUTION_NO_2021-07](#)
[Exhibit A Phase Two Triage Code Changes - Design for Bainbridge Revisions \(PLACEHOLDER\).docx](#)
[BACKGROUND RESOLUTION 2010-32 Public Participation Meeting](#)
[Ordinance No. 2021-12 Phase Two Triage Code Changes_revised 04222021.docx](#)
5. **NEW BUSINESS - 7:05 PM**

5.a (7:05 PM) - SMP Periodic Review Update 15 Minutes
DRAFT SMP Policy Question 20210504

6. PLANNING DIRECTOR'S REPORT - 7:20 PM
7. FOR THE GOOD OF THE ORDER - 7:30 PM
8. ADJOURNMENT - 7:35 PM

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



Planning Commission meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the Planning & Community Development Department at (206) 780-3750 or pcd@bainbridgewa.gov by noon on the day preceding the meeting.

Public comment may be limited to allow time for the Commissioners to deliberate. To provide additional public comment, email your comment to pcd@bainbridgewa.gov or mail it to Planning and Community Development, 280 Madison Avenue North, Bainbridge Island, WA 98110.



CITY OF
BAINBRIDGE ISLAND

Planning Commission Special Meeting Agenda Bill

MEETING DATE: April 22, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:05 PM) - Review and approve minutes from April 8, 2021 meeting

AGENDA CATEGORY: Minutes

PROPOSED BY: Jane Rasely

**PREVIOUS PLANNING COMMISSION
REVIEW DATE(S):**

PREVIOUS COUCIL REVIEW DATE(S):

RECOMMENDED MOTION:

I move approval of the meeting minutes from April 8, 2021 as distributed.

SUMMARY:

BACKGROUND:

ATTACHMENTS:



Planning Commission Special Meeting April 8, 2021

Meeting Minutes

1) CALL TO ORDER/LAND ACKNOWLEDGEMENT/COFLICT DISCLOSURE

Chair Kimberly McCormick Osmond called the meeting to order at 6:03 PM. Commissioners in attendance were William Chester, Jon Quitslund, Lisa Macchio, Sarah Blossom and Ashley Mathews. Vice-chair Joe Paar was absent and excused. City Staff present were Planning & Community Development Director Heather Wright, Senior Planner Peter Best and Administrative Specialist Jane Rasely who monitored recording and prepared minutes.

Commissioner Mathews read the Land Acknowledgement and the agenda was reviewed. There were not any conflicts disclosed.

2) PLANNING COMMISSION MEETING MINUTES

2.a Review and Approve March 25, 2021 Meeting Minutes

[Cover Page](#)

[Planning Commission Meeting Minutes DRAFT 032521.pdf](#)

Motion: I move approval of the minutes from the March 25, 2021 meeting as distributed.

Quitslund/Blossom: Passed Unanimously

3) PUBLIC COMMENT

None.

4) UNFINISHED BUSINESS

4.a SMP Periodic Review - Policy Workshop (2 of 2)

[Cover Page](#)

[Flooding from Sea Level Rise White Paper](#)

[Aquaculture Survey Results](#)

[Flooding from Sea Level Rise Survey Results](#)

[Aquaculture Amendment Options Outline DRAFT](#)

Chair McCormick Osmond changed the order of the topics to aquaculture first and sea level rise second. Discussion was led by Senior Planner Peter Best.

5) PLANNING DIRECTOR'S REPORT

Director Heather Wright provided an update on topics of interest to the Planning Commission.

6) FOR THE GOOD OF THE ORDER

7) **ADJOURNMENT**

Meeting adjourned at 9:12 PM.

Kimberly McCormick Osmond, Chair

Jane Rasely, Administrative Specialist

DRAFT



CITY OF
BAINBRIDGE ISLAND

Planning Commission Special Meeting Agenda Bill

MEETING DATE: April 22, 2021

ESTIMATED TIME: 45 Minutes

AGENDA ITEM: (6:20 PM) - Draft Ordinance No. 2021-12 & Resolution 2021-07: Phase 2 Triage Code Changes Related to Improving the Pre-application Phase.

AGENDA CATEGORY: Ordinance

PROPOSED BY: David Greetham

PREVIOUS PLANNING COMMISSION

REVIEW DATE(S): - October 29, 2020

- February 11, 2021

- March 11, 2021

PREVIOUS COUCIL REVIEW DATE(S):

RECOMMENDED MOTION:

Complete discussion of Draft Ordinance including proposed changes to Design for Bainbridge, and discuss scheduling of public hearing for May 13, 2021.

SUMMARY:

AN ORDINANCE of the City of Bainbridge Island, Washington, amending BIMC 2.16.020, 2.16.040, 2.16.050, 2.16.070, 2.16.110, 2.16.125, and 18.18 related to improving the early phases of the land use permitting process.

A RESOLUTION of the City of Bainbridge Island regarding the Public Participation program and the role of the Planning Commission.

BACKGROUND: Early-mid 2020: The Design Review Board (DRB) determined that revisions to the preapplication process were necessary and appointed a subcommittee to work on proposed revisions to the BIMC, including BIMC Chapter 2.16 and Design for Bainbridge, which is incorporated by reference at BIMC at 18.18.

October 2020: The Planning Commission considered the land use subcommittee's proposed "triage" land use code changes and separated the changes into two phases, with the second phase including improvements to the preapplication process and the role of the Design Review Board and Planning Commission.

December 2020: A subcommittee of the Planning Commission joined the DRB subcommittee for two meetings to discuss the proposed process revisions. The key recommendation was to re-order the preapplication process such that the preapplication conference with staff occurs as the first step in the review process.

February 2021: The Planning Commission discussed Resolution No. 2010-32 that adopted the mandatory public participation program currently in effect. As the resolution didn't specify that the meetings would occur at the Planning Commission it was agreed that updates to the 2010 resolution were necessary to reflect the current. These revisions are reflected in draft Resolution 2021-07.

March 11, 2021: The Planning Commission conducted the first touch review of Ordinance 2021-12 and Resolution 2021-07. The Planning Commission reviewed draft code changes relating to the preapplication process, including moving the preapplication conference to the first step in the preapplication phase and the role of the Planning Commission and DRB in the meeting. In order to accommodate final recommendations of the DRB subcommittee, the Planning Commission agreed to continue the discussion upon completion of the final subcommittee recommendations. The subcommittee met three additional times in March, resulting in recommended revision to Design for Bainbridge in order to improve the pre-application and DRB review process.

April 22, 2021: Staff has incorporated changes from the March 11 meeting into draft Ordinance 2021-12, including clarification of Planning Commission and DRB roles in the preapplication conference, added references to Resolution 2021-07 with regard to the updated public participation meeting process, and deletion of the process flow chart from BIMC 2.16. An updated flow chart is proposed to be added to Design for Bainbridge, and additional guidance for applicants is planned for the Design for Bainbridge web page currently under construction.

At this meeting, staff will continue the March 11 discussion by walking the Planning Commission through the proposed revisions to Design for Bainbridge. Concurrently, the author of Design for Bainbridge (Framework Consulting) is preparing an underline/strikeout version that will be attached to the public hearing packet (tentatively planned for May 13, 2021). Exhibit A is the placeholder for the revised Design for Bainbridge document.

ATTACHMENTS:

RESOLUTION NO. 2021-07

A RESOLUTION of the City of Bainbridge Island, Washington, to amend the City's public participation program.

WHEREAS, in 2001, the City Council adopted Resolution No. 2001-11 establishing a voluntary public participation program in order to inform citizens of proposed projects in their neighborhood, and to provide the development community with an awareness of public concerns; and

WHEREAS, in 2010, the City Council adopted Resolution No. 2010-32 to adopt a mandatory public participation program; and

WHEREAS, in 2018, the City Council approved Ordinance No. 2018-08, which moved public participation meetings from special city meetings, sometimes within neighborhoods to the Planning Commission; and

WHEREAS, in 2020, the City Council directed staff to work with the Planning Commission to modify the Pre-application process; and

WHEREAS, after holding public participation meetings for a few years, the Planning Commission identified the need to amend the public participation program to include a broader audience; to solidify their role in the process, and to ensure that the community is receiving accurate and timely information; and

THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES RESOLVE AS FOLLOWS:

The City Council of the City of Bainbridge Island, Washington, approved the amendment to the public participation program. The program will be administered by the Department of Planning and Community Development in coordination with the Planning Commission and is described in Exhibit A attached hereto and made a part hereof by the reference.

PASSED by the City Council this X day of June, 2021.

APPROVED by the May this X day of June, 2021.

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO:

2021-07

THE CITY OF BAINBRIDE ISLAND PUBLIC PARTICIPATION PROGRAM

Purpose: The program is intended to bring developers, community members, City Staff and the Planning Commission together in the pre-application process, so that the residents and Planning Commission can learn about any proposed developments in their community and the applicant can be aware of their concerns, if any.

Format: The meetings are to be held at the Planning Commission. The Planning Commission is to provide opening remarks, followed by the staff planning lead describing the project and where it is in the review process. Following the PC and Staff introductions, the applicant is to provide an overview with visuals of the project. The meeting is then followed by questions and comments from the public and responses from the applicant and/or staff. Following the Q & A, the Planning Commission provides comments and suggestions based on the Municipal Code and the Comprehensive Plan.

Notice: The City shall provide a notice with a brief description of the proposal and make site plans and the pre-application letter available to the public. The City shall use various, available methods to provide notice to reach and engage the broader community to include at a minimum 1) a 500' mailing from the project site, and advertisement in the local paper and 3) other popular means employed by the City including but not limited to the City Manager Report (or its successor) and the City's primary calendar. The City shall also notify the Design Review Board members of the meeting date.

Post Meeting: The meeting video and/or minutes shall be made available after the meeting to the public.

Need for Additional PPM: If there are substantial changes made to the project after a public participation meeting, the applicant may be required to attend an additional public participation meeting. The decision shall be made by the director in coordination with the planning commission chair.

Exhibit A

Phase Two Triage Code Changes – Design for Bainbridge Revisions

[PLACEHOLDER – DESIGN FOR BAINBRIDGE UNDERLINE/STRIKEOUT
VERSION CURRENTLY UNDER CONSTRUCTION. TO BE INSERTED FOR
PUBLIC HEARING PACKET]

RESOLUTION NO. 2010-32

A RESOLUTION of the City of Bainbridge Island, Washington,
to amend the City's public participation program.

WHEREAS, Framework Goal 7 of the City of Bainbridge Island Comprehensive Plan calls for the development of a meaningful process for citizen participation; and

WHEREAS, in 2001, the City Council adopted Resolution No. 2001-11 establishing a voluntary public participation program in order to inform citizens of proposed projects in their neighborhood, and to provide the development community with an awareness of public concerns; and

WHEREAS, on April 7, 2010, the City Council established the Land Use Public Process small steering group, charged with analyzing and reviewing policies and procedures regarding public involvement in land use permits; and

WHEREAS, the steering group began meeting in May 2010, and quickly identified several ways to better solicit public participation in the land use permit process; and

WHEREAS, upon the recommendation of the steering group, the City Council directed staff to develop an ordinance (Ordinance No. 2010-25) making the City's "Public Participation Program," as outlined in Resolution No. 2001-11, mandatory for certain larger development projects; and

WHEREAS, the steering group wanted the public participation program to involve the community at large for development projects of Island-wide significance; and

WHEREAS, the City has decided to adopt a new "Public Participation Program" resolution, instead of amending Resolution No. 2001-11; now therefore,

THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES RESOLVE AS FOLLOWS:

The City Council of the City of Bainbridge Island, Washington, approves the amendments to the City's public participation program, making the program mandatory for larger development projects. The program will be administered by the Department of Planning and Community Development, and is described in Exhibit A attached hereto and made a part hereof by this reference.

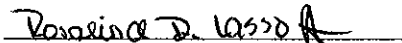
PASSED by the City Council this 13th day of October, 2010.

APPROVED by the Mayor this 13th day of October, 2010.



Bob Scales, Mayor

ATTEST/AUTHENTICATE:


Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK: October 5, 2010
PASSED BY THE CITY COUNCIL: October 13, 2010
RESOLUTION NO: 2010-32

The City of Bainbridge Island's Public Participation Program

Purpose: The program is intended to bring developers and community members together early in the development application process, so that the residents can learn about proposed developments in the community, and the applicant can be aware of their concerns, if any.

Format: The program is designed to be simple, informal and of mutual benefit to all the participants. It involves one meeting between the applicant and the neighbors, typically right before or after a pre-application conference is held. The focus of the meetings is the specific development project and its possible impacts. The meetings are intended to be neighborhood-oriented, but larger projects may be appropriate for a larger public outreach effort. The applicant makes a short presentation on the development project, which is followed by a question-answer session.

City's Role: The meetings are organized and advertised by Planning staff. The City will mail notice of the meeting to property owners within 500 feet of the subject property. Additionally, staff identifies the targeted neighborhood (s) on a case-by-case basis, taking into account the size and type of development project, and may mail the meeting notice more widely. The City will provide the applicant with a sign to post on the property, and publish a display ad in the paper of record. A staff member will serve as a neutral facilitator of the meetings. Current Planning staff attends the meeting to answer questions about the City's code and development regulations. Staff also prepares a written summary of the meeting, which is sent to the meeting participants and to the appropriate City reviewing body (Design Review Board, Director, Planning Commission, City Council, Hearing Examiner). A member of the Design Review Board is encouraged to attend the Public Participation meeting to hear the discussion.

Benefits:

- Several recent development projects have shown that good communication between the developer and the neighborhood resulted in general public support and a smoother approval process. This program is designed to increase trust and communication, and to diffuse potentially adversarial situations.
- Recent experience has also shown that some development projects have run into public opposition because neighbors feel they hear "too little, too late." In some cases, their concerns could have been addressed fairly easily if they had been raised early in the process. This program provides the public with accurate and timely information, and allows them to have more input into developments in their neighborhoods. It provides the applicant with the opportunity to understand and possibly address any neighborhood issues.
- This program is not a "hearing" or a separate approval process. It is an informal dialogue, and any modifications that an applicant chooses to make as a result are voluntary.
- The program provides educational opportunities for the public to learn about City development regulations and their relationship to the Comprehensive Plan. In turn, it helps City staff and officials keep abreast of existing and emerging community concerns.

ORDINANCE NO. 2021-12

AN ORDINANCE of the City of Bainbridge Island, Washington, amending BIMC 2.16.020, 2.16.040, 2.16.050, 2.16.070, 2.16.110, 2.16.125, and 18.18 related to improving the early phases of the land use permitting process.

WHEREAS, in mid-2020, Design Review Board members identified the need for more detailed background information prior to holding a Conceptual Review Meeting on early development proposals; and

WHEREAS, on August 17, 2020 the Design Review Board began formal discussion of Design Review Board role and changing the pre-application process; and

WHEREAS, the Design Review Board appointed a subcommittee to continue more detailed work on proposed process revisions; and

WHEREAS, on June 22, 2020, the City Council formed a City Council and Planning Commission joint land use subcommittee (subcommittee) directed by the Council to, among other things, develop a process and list for undertaking work on priorities for land use code revisions; and

WHEREAS, the subcommittee's first phase of work included identifying urgent land use code changes; and

WHEREAS, the City Council endorsed beginning work on this first phase of work at their meeting on October 13, 2020; and

WHEREAS, on October 19, 2020 the Design Review Board reviewed the subcommittee draft proposed process revisions and made recommendations to reorder required meetings for projects that require Site Plan and Design Review and a Pre-application Conference such that the Preapplication conference is the first step, prior to Design Review Board Conceptual Review and Design Guidance meetings; and

WHEREAS, the Planning Commission considered the proposed changes on October 29, 2020 and separated the land use code changes into two phases, with the second phase including improvements to the preapplication process and the role of the Design Review Board and Planning Commission; and

WHEREAS, two Planning Commissioners joined the existing three member Design Review Board subcommittee to continue development of specific code improvements related to the preapplication phase of the land use permitting process; and

WHEREAS, on December 9 and 16, 2020 the newly formed Planning Commission/Design Review Board subcommittee reviewed and finalized proposed recommended revisions to the preapplication process revision recommendations; and

WHEREAS, the Design Review Board completed their review and recommend final code changes on April 19, 2021; and

WHEREAS, the Planning Commission discussed the Ordinance No. 2021-12 on March 11 and April 22, 2021; and

WHEREAS, the Planning Commission held a public hearing on this ordinance, Ordinance No. 2021-12 on May 13, 2021, and after closing the public hearing, made a recommendation of approval of Ordinance No. 2021-12 to the City Council; and

WHEREAS, notice was given on **XXXX**, 2021, to the Office of Community Development at the Washington State Department of Commerce in conformance with RCW 36.70A.106; and

WHEREAS, the City Council considered this ordinance at its meeting on XXX, 2021; and

WHEREAS, the City Council considered Ordinance No. 2021-12 further on XXXX, 2021, *holding a public hearing on the ordinance, and after closing the public hearing, further discussed the ordinance.*

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Section 2.16.020.I of the Bainbridge Island Municipal Code is hereby amended to read as follows:

5. In the case of applications where design review board review and a preliminary application conference are required, the land use application shall be reviewed using a two-step application process. ~~As the schedule allows, the applicant shall first meet with the design review board to discuss the design concept,~~ department staff as described in this section, and shall then meet with the design review board to discuss the design concept.

Section 2. Section 2.16.040.D of the Bainbridge Island Municipal Code is hereby amended to read as follows:

D. Review Procedures – Proposal Stage. Review of site plan and design review proposals shall include all of the following in the order listed:

1. Preapplication Conference. The applicant shall participate in a preapplication conference in accordance with the provisions and requirements in BIMC 2.16.020.I. The preapplication conference application shall be provided to the design review board and the planning commission. Up to two members of the design review board and the

planning commission may attend the pre-application conference with the intent of listening and reporting the proposal to the full design review board and the planning commission at a subsequent meeting.

22. Conceptual Proposal Review Meeting. The conceptual proposal review meeting is a means of screening proposals in their earliest stages of design before proponents are committed to a particular design. The conceptual proposal meeting is an opportunity to ensure that the proponent understands the objectives of the review process, design guidelines, and comprehensive plan goals and policies. This early touch allows review bodies to dialogue in an informal manner with the applicant, review the design guidelines and comprehensive plan goals and policies applicable to the site, and explore design concepts and/or options. It is also a means for staff to acquaint the prospective applicant with the procedural steps for subdivision review. The conceptual proposal review meeting will be held at a meeting of the design review board. Submittal requirements are described in the administrative manual, and include a statement of intent, site analysis, and context map. An applicant may request a waiver from the conceptual proposal review meeting if the applicant demonstrates knowledge and understanding of the city's permit processing procedures.
23. Design Guidance Review Meeting. The design guidance review meeting is intended to provide input and guidance to an applicant on consistency with applicable design guidelines and comprehensive plan goals and policies, including recommendations for how the project could be revised to achieve greater consistency. The applicant should also make known the potential need and rationale for any departure from the design guidelines or the city of Bainbridge Island design and construction standards and specifications. The design guidance review meeting will be held at a meeting of the design review board. Requirements are described in the administrative manual and include a schematic design and completed design guidelines checklist.
34. ~~Preapplication Conference~~ Public Participation Meeting. ~~The applicant shall participate in a preapplication conference in accordance with the provisions and requirements in BMC 16.20.020.I. As part of the preapplication phase, applicants are required to participate in a community meeting through the city's public participation program at a planning commission meeting and as outlined in Resolution No. 20210-3207., except that the community meeting shall be held at a planning commission meeting. The preapplication conference application shall be provided to the design review board.~~

Section 4. Section 2.16.070.D of the Bainbridge Island Municipal Code is hereby amended to read as follows:

D. Review Procedures – Proposal Stage. Review of short subdivision proposals shall include all of the following in the order listed except that the division or redivision of land into two lots shall not be required to comply with subsections D.42 and D.23 of this section:

1. Preapplication Conference. The applicant shall participate in a preapplication conference in accordance with the provisions and requirements in BIMC 2.16.020.I.

42. Conceptual Proposal Review Meeting. The conceptual proposal review meeting is a means of screening short subdivision proposals in their earliest stages of design before proponents are committed to a particular design. The conceptual proposal meeting is an opportunity to ensure that the proponent understands the objectives of the review process, design guidelines, and comprehensive plan goals and policies. This early touch allows review bodies to dialogue in an informal manner with the applicant, review the design guidelines and comprehensive plan goals and policies applicable to the site, and explore design concepts and/or options. It is also a means for staff to acquaint the prospective applicant with the procedural steps for subdivision review. The conceptual proposal review meeting will be held at a meeting of the design review board. Submittal requirements are described in the administrative manual, and include a statement of intent, site analysis, and context map. An applicant may request a waiver from the conceptual proposal review meeting if the applicant demonstrates knowledge and understanding of the city's permit processing procedures.

23. Design Guidance Review Meeting. The design guidance review meeting is intended to provide input and guidance to an applicant on consistency with applicable design guidelines and comprehensive plan goals and policies, including recommendations for how the project could be revised to achieve greater consistency. The applicant should also make known the potential need and rationale for any departure from the design guidelines or the city of Bainbridge Island design and construction standards and specifications. The design guidance review meeting will be held at a meeting of the design review board. Submittal requirements are described in the administrative manual and include documentation of the four-step design process, schematic design, and completed subdivision design guidelines checklist. The four-step design process includes:

a. Delineate Natural Space. The applicant shall prioritize natural resources on the site in terms of their highest to least appropriateness for inclusion in the proposed natural area. On the basis of those priorities and practical considerations given to the site's configuration, its context in relation to natural areas on adjoining and neighboring properties, and the applicant's subdivision objectives, natural space shall be delineated in a manner clearly

indicating boundaries as well as the types of resources. The amount of natural space required is provided in Chapter 17.12 BIMC.

- b. Locate Homesites and Community Space. After delineating natural space, homesite areas and community space shall be identified (a “sketch” diagram is acceptable), using the site analysis and context maps produced for the conceptual proposal review meeting as a base map. The amount of community space required is provided in Chapter 17.12 BIMC.
 - c. Define Access. After locating the natural space, homesites, and community space, the access network shall be defined. The access network shall provide a safe, convenient, and efficient system for vehicular, pedestrian and bicycle circulation and minimize impacts on proposed natural space.
 - d. Draw Lot Lines. Upon completion of the preceding three steps, draw lot lines to delineate the boundaries of individual lots.
4. ~~Preapplication Conference~~ Public Participation Meeting. ~~The applicant shall participate in a preapplication conference in accordance with the provisions and requirements in BIMC 16.20.020.I.~~ As part of the preapplication phase, applicants are required to participate in a community meeting through the city’s public participation program at a planning commission meeting and as outlined in Resolution No. 20210-3207.; ~~except that the community meeting shall be held at a planning commission meeting. The preapplication conference application shall be provided to the design review board.~~

Section 5. Section 2.16.110.D of the Bainbridge Island Municipal Code is hereby amended to read as follows:

D. Review Procedures – Proposal Stage. Review of major conditional use permit proposals shall include all of the following in the order listed:

1. Preapplication Conference. The applicant shall participate in a preapplication conference in accordance with the provisions and requirements in BIMC 2.16.020.I. The preapplication conference application shall be provided to the design review board and the planning commission.
- ~~12.~~ Conceptual Proposal Review Meeting. The conceptual proposal review meeting is a means of screening proposals in their earliest stages of design before proponents are committed to a particular design. The conceptual proposal meeting is an opportunity to ensure that the proponent understands the objectives of the review process, design guidelines, and comprehensive plan goals and policies. This early touch allows review bodies to dialogue in an informal manner with the applicant, review the design guidelines and comprehensive plan goals and policies applicable to the site, and explore design concepts and/or options. It is also a means for staff to acquaint the prospective applicant with the procedural steps for subdivision review. The

conceptual proposal review meeting will be held at a meeting of the design review board. Submittal requirements are described in the administrative manual, and include a statement of intent, site analysis, and context map. An applicant may request a waiver from the conceptual proposal review meeting if the applicant demonstrates knowledge and understanding of the city's permit processing procedures.

~~23.~~ Design Guidance Review Meeting. The design guidance review meeting is intended to provide input and guidance to an applicant on consistency with applicable design guidelines and comprehensive plan goals and policies, including recommendations for how the project could be revised to achieve greater consistency. The applicant should also make known the potential need and rationale for any departure from the design guidelines or the city of Bainbridge Island design and construction standards and specifications. The design guidance review meeting will be held at a meeting of the design review board. Requirements are described in the administrative manual and include a schematic design and completed design guidelines checklist.

4. ~~Preapplication Conference~~ Public Participation Meeting. ~~The applicant shall participate in a preapplication conference in accordance with the provisions and requirements in BIMC 16.20.020.I.~~ As part of the preapplication phase, applicants are required to participate in a community meeting through the city's public participation program at a planning commission meeting and as outlined in Resolution No. ~~20210-3207.~~, ~~except that the community meeting shall be held at a planning commission meeting.~~ The preapplication conference application shall be provided to the design review board.

Section 6. Section 2.16.125.D of the Bainbridge Island Municipal Code is hereby amended to read as follows:

D. Review Procedures – Proposal Stage. Review of long subdivision proposals shall include all of the following in the order listed:

1. Preapplication Conference. The applicant shall participate in a preapplication conference in accordance with the provisions and requirements in BIMC 2.16.020.I. The preapplication conference application shall be provided to the design review board and planning commission.

~~42.~~ Conceptual Proposal Review Meeting. The conceptual proposal review meeting is a means of screening long subdivision proposals in their earliest stages of design before proponents are committed to a particular design. The conceptual proposal meeting is an opportunity to ensure that the proponent understands the objectives of the review process, design guidelines, and comprehensive plan goals and policies. This early touch allows review bodies to dialogue in an informal manner with the applicant, review the design guidelines and comprehensive plan goals and policies applicable to the site,

and explore design concepts and/or options. It is also a means for staff to acquaint the prospective applicant with the procedural steps for subdivision review. The conceptual proposal review meeting will be held at a meeting of the design review board. Submittal requirements are described in the administrative manual, and include a statement of intent, site analysis, and context map. An applicant may request a waiver from the conceptual proposal review meeting if the applicant demonstrates knowledge and understanding of the city's permit processing procedures.

23. Design Guidance Review Meeting. The design guidance review meeting is intended to provide input and guidance to an applicant on consistency with applicable design guidelines and comprehensive plan goals and policies, including recommendations for how the project could be revised to achieve greater consistency. The applicant should also make known the potential need and rationale for any departure from the design guidelines or the city of Bainbridge Island design and construction standards and specifications. The design guidance review meeting will be held at a meeting of the design review board. Submittal requirements are described in the administrative manual and include documentation of the four-step design process, schematic design, and completed subdivision design guidelines checklist. The four-step design process includes:
- a. Delineate Natural Space. The applicant shall prioritize natural resources on the site in terms of their highest to least appropriateness for inclusion in the proposed natural area. On the basis of those priorities and practical considerations given to the site's configuration, its context in relation to natural areas on adjoining and neighboring properties, and the applicant's subdivision objectives, natural space shall be delineated in a manner clearly indicating boundaries as well as the types of resources. The amount of natural space required is provided in Chapter [17.12](#) BIMC.
 - b. Locate Homesites and Community Space. After delineating natural space, homesite areas and community space shall be identified (a "sketch" diagram is acceptable), using the site analysis and context maps produced for the conceptual proposal review meeting as a base map. The amount of community space required is provided in Chapter [17.12](#) BIMC.
 - c. Define Access. After locating the natural space, homesites, and community space, the access network shall be defined. The access network shall provide a safe, convenient, and efficient system for vehicular, pedestrian and bicycle circulation and minimize impacts on proposed natural space.
 - d. Draw Lot Lines. Upon completion of the preceding three steps, draw lot lines to delineate the boundaries of individual lots.
4. ~~Preapplication Conference~~ Public Participation Meeting. ~~The applicant shall participate in a preapplication conference in accordance with the provisions and requirements in BIMC 16.20.020.I.~~ As part of the preapplication phase, applicants are required to participate in a community meeting through the city's

public participation program at a planning commission meeting and as outlined in Resolution No. ~~20210-3207~~, ~~except that the community meeting shall be held at a planning commission meeting. The preapplication conference application shall be provided to the design review board and planning commission.~~

Section 7. Section 18.18.030 of the Bainbridge Island Municipal Code is hereby amended as shown in Exhibit A. **DESIGN GUIDELINES DFB PLACEHOLDER**

Section 8. This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED by the City Council this XX day of XXX, 2021.

APPROVED by the Mayor this XX day of XXX, 2021.

Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	XXX, 2021
PASSED BY THE CITY COUNCIL:	XXX, 2021
PUBLISHED:	XXX, 2021
EFFECTIVE DATE:	XXX, 2021
ORDINANCE NUMBER:	2021-12



CITY OF
BAINBRIDGE ISLAND

Planning Commission Special Meeting Agenda Bill

MEETING DATE: April 22, 2021

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (7:05 PM) - SMP Periodic Review Update

AGENDA CATEGORY: Discussion

PROPOSED BY: Heather Wright

PREVIOUS PLANNING COMMISSION

REVIEW DATE(S): 1/28/2021, 3/25/2021, 4/8/2021

PREVIOUS COUCIL REVIEW DATE(S): 9/1/2021

RECOMMENDED MOTION:

Update and discussion.

SUMMARY:

Attached is a draft document of the policy discussion staff with have with the City Council on May 4, 2021.

BACKGROUND: The Planning Department has held two workshops with the Planning Commission as part of the early input phase of the SMP Periodic Review. The first workshop on March 25, 2021 was focused on aquaculture and the second workshop was centered on Sea Level Rise and Aquaculture.

During those meetings, some concerns were raised by the Planning Commission in regards to the legislative process and the scope and approach to the work. Based on those discussions, staff will be going to the City Council on May 4, 2021 to seek clarification on four items: 1) the scope, 2) review process, 3) aquaculture and 4) sea level rise.

ATTACHMENTS:

