



CITY OF  
BAINBRIDGE ISLAND

DESIGN REVIEW BOARD  
SPECIAL MEETING  
TUESDAY, JUNE 21, 2022  
2:00 – 5:00 PM  
ZOOM WEBINAR +  
COUNCIL CONFERENCE ROOM  
280 MADISON AVE N  
BAINBRIDGE ISLAND, WA 98110

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The Design Review Board will hold this meeting in person and using a virtual, Zoom Webinar platform. Members of the public will be able to attend at city hall or call in to the Zoom Webinar.

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Webinar ID: 875 5141 6498

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### AGENDA

- |         |   |
|---------|---|
| 2:00 PM | Call to Order (Attendance, Agenda, Ethics)  |
| 2:02 PM | Approval of Minutes – May 16, 2022  |
| 2:05 PM | Inn at Pleasant Beach Village ( <a href="#">PLN52185 DRB-CON</a> )<br>Project Manager: Ellen Fairleigh<br>#1 Conceptual Proposal Review Meeting<br><i>See digital file for materials</i>                              |
| 2:35 PM | Approve Design for Bainbridge Worksheet Updates   |
| 2:45 PM | Approve Design Review Board 2021 Annual Report and 2022 Work Plan   |
| 2:55 PM | New/Old Business <ul style="list-style-type: none"><li>• Pre-app conference attendees</li><li>• Design for Bainbridge Manual Update</li><li>• General Project Update</li><li>• Board Member Issues/Concerns</li></ul> |
| 3:00 PM | Adjourn   |

**For special accommodations, please contact Planning & Community Development  
206-780-3750 or at [pcd@bainbridgewa.gov](mailto:pcd@bainbridgewa.gov)**

Call to Order (Attendance, Agenda, Ethics)  
Review and Approval of Minutes – May 2, 2022  
Review Design for Bainbridge worksheet updates  
Discuss Design Review Board 2022 Work Plan  
Discuss Design Review Board Membership  
New/Old Business

Pre-app conference attendees  
Design for Bainbridge Manual Update  
General Project Update  
Email  
Board Member Issues/Concerns

Adjourn

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**Call to Order (Attendance, Agenda, Ethics)**

Chair Todd Thiel called the meeting to order at 2:02 PM. Committee Members in attendance were Vicki Clayton, Bob Russell, Michael Loverich, Joe Dunstan, and Anna Snyder-Kelly. City Council member Clarence Moriwaki was present. City Staff present were Administrative Specialist Marlene Schubert who monitored recording and prepared minutes.

The agenda was reviewed. No conflicts were disclosed.

**Review and Approval of Minutes – May 2, 2022**

Motion: I make a motion to approve the May 2<sup>nd</sup> meeting minutes.  
Dunstan/Clayton: Passed Unanimously

**Review Design for Bainbridge worksheet updates**

*Discussion only*

**Review Design Review Board 2022 Work Plan**

*Discussion only*

**Review Design Review Board Membership**

*Discussion only*

**New/Old Business**

- Pre-app Conference Attendees
- Design for Bainbridge Manual Updates
- General Project Update
- Email
- Board Member Issues/Concerns

**Adjourn**

The meeting was adjourned at 4:24 PM.

Approved by:

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Todd Thiel, Chair

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Marlene Schubert, Administrative Specialist

DRAFT

<b>Attendee Report</b>				
Report Generated:	5/16/2022 17:05			
Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	Unique Viewers
Design Review Board Regular Meeting	821 2996 8841	5/16/2022 13:44	160	4
				Total Users
				13
<b>Host Details</b>				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Marlene Schubert	mschubert@bainbridgewa.gov	5/16/2022 13:44	5/16/2022 16:24	160
<b>Panelist Details</b>				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Michael	michael.loverich@cobicommittee.email	5/16/2022 13:57	5/16/2022 16:24	147
Anna	anna.snyder-kelly@cobicommittee.email	5/16/2022 14:06	5/16/2022 16:24	138
Vicki	vicki.clayton@cobicommittee.email	5/16/2022 13:47	5/16/2022 16:24	158
Clarence	cmoriwaki@bainbridgewa.gov	5/16/2022 13:58	5/16/2022 16:24	146
Todd	todd.thiel@cobicommittee.email	5/16/2022 13:59	5/16/2022 16:24	146
Bob	bob.russell@cobicommittee.email	5/16/2022 13:49	5/16/2022 15:29	101
Bob	bob.russell@cobicommittee.email	5/16/2022 15:30	5/16/2022 16:24	54
Joseph	joseph.dunstan@cobicommittee.email	5/16/2022 13:50	5/16/2022 16:24	154
<b>Attendee Details</b>				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Sarah		5/16/2022 14:18	5/16/2022 14:36	19
Sarah		5/16/2022 14:54	5/16/2022 14:54	1
Sarah		5/16/2022 15:02	5/16/2022 15:07	6
Sarah		5/16/2022 15:12	5/16/2022 15:20	9

WEBVTT

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Give me 1 s,

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I think we are the screen. One moment alrighty.

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Excellent. are we all here? Excellent! Very good. Good afternoon.

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Everyone you have to check the date. Yeah, it's Monday May sixteenth.

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The Time Review Board for Bainbridge Island. we have a full we have a a short agenda today, but we don't have any projects to review and we have a quorum which is great good to see everybody.

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And we wanted it. we didn't want to lose the opportunity to get together to talk about some things that have been dropping off the schedule, so it's a good opportunity to to play catch up.

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But first order of bill business would be the approval of minutes from our May second meeting was the last time we were together.

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I i'll make a motion to approve the may the second meeting notes. Excellent!

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Thank you, Joe, and the second second , very good. so shall they be adopted.

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Very good. we have done. Oh, I should say Marlene has has done a lot of work on our designed for Cambridge worksheets, and do you wanna spin through those?

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And tell everybody. Take a look and see what they look like.

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Thank you to Joe and Vicki for getting them into shape and bringing them home

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So this is the commercial, multi-family. hopefully.

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You can see it

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Are you guys able to see it? , okay, yes, thank you I'm gonna go a little smaller just to make things fit better.

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So you could see we cleaned up quite a bit worked with toddl Thursday to do like heading changes, you know. Just make it look a little pretty.

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What do you think, Todd? The best way could do was to shift it to the right.

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It looks much better, Okay. And we got rid of underlines and all sorts of little silly formatting stuff.

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So just let me know as you want me to go through pages.

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So look as usual. I have a question right off the bat.

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Sorry. This is the commercial and multi-family right, and we're including the first step design process for subdivisions, because we're assuming that people we'll use the subdivision process in the

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commercial and multi-family area. Is that correct?

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I think we had a debate on whether we should have it or take it out just so that we, for lack of a better word, maybe don't get ahead of ourselves so that we can confirm that this has happened before,

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we continue. Is that A. Is that a proper restatement?

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So. Oh, yeah, Well, it is. I guess the question is so.

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So let me just let me ask bigger question here. we are.

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The city still allows, you know, multi-family zone people to use the subdivision process.

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And we're asking in this on this sheet here? if they've already done The 4 step design process, or are we going to take it off?

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Is that something that they do the city before? So are you asking Joe?

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The the city would be, would be the staff. Are you asking?

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Is the staff doing a piece of it works, Yeah, I actually am not sure what i'm asking you know i'm just i'm just wondering you know, because it was news to us when when on the window

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Green Town homes that they could use the subdivision process.

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You know, in in a multi-family kind of setting.

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And then, of course, we found Charlie once lost project on on Wyatt, or whatever he did.

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That, too. So i'm just trying to understand who was responsible for the 4 step design process. is it the city, or we incorporating that because the first step is this isn't really in her book is it

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it's it's in there I don't have my book with me.

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Unfortunately it's it's in there under the subdivision section in the So yeah, So alright, I i'm just i'm just wondering if that's something that we have to take care of that's

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what i'm really well, I I would this is a rhetorical question.

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If we don't take care of it I don't think anybody else takes care of it.

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That's my point. Okay, Alright that's my point all right, the place. The place We have lack of clarity and and Mark Hoffman helped us predict explaining the lack of clarity.

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And that is something we should talk about. Is that the way in the manual?

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It clearly calls out that subdivisions do the 4 step process. However, there's a there's a glitch in the manual.

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We're a subdivision and for example let's assume that great big project on Matt.

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It's some went through the process as a subdivision. The way the manual is written the design review board does not continue the process for that subject, and go through the actual building design.

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So there's a there's a there's a drop ball in the code, and Mark Hoffman kind of pointed that out to us.

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So There's. that dropped ball and the second dropped ball having to do with subdivisions, and this has something to do with the Rcw.

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Is and and grow. The The last section of grow is an example of that.

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Where the architect. He showed us the proposed project as a courtesy.

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Just because he's he's very politic and very very good about sure.

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He's touching basis. However, that went to the City Council for the City Council to be asked to approve basically a a design that had never been really vetted by the Design Review, Board, and and that we understand from Mark Hoffman

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is is something the City Council is also concerned about. So we have this kind of void.

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I guess I call it a void and the void has to do with the interface between a a subdivision and like, I don't understand really how like the multi-family.

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Project the Wyatt Madison project the big apartment complex. that's not a subdivision that is multi-family.

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And we just we reviewed the entire design for that But for the to the public eye the public doesn't differentiate a a land use code item, They look at it as How did that project get built?



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How come the Design review board? Let that thing. be there and they don't know that maybe that was not in our daily book, that by code we were not supposed to look at that.

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And then at Winter dream there was a lot of concern about.

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We were told. First it was multi family. then we were told No, it's going to be feasible home ownership, so it's a subdivision.

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But we were also told to look at the designs, and so it was being treated like it was a Morphine of a subdivision and multi-family.

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And so the whole thing needs to be fixed, I guess so.

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That is a long explanation, Joe, kind of if we weren't at the last meeting. that is where we went in circles, And Mark Hoffman said to us, Yes, both of those are a problem, and they need to be fixed Yeah,

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That's that's the course that I have because if there was a subdivision on the north end of the island.

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We would review the site, plan for subdivision of, say, 30 homes or something.

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Look at the road and different things, and leave a look at that.

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We would not get involved in the individual look or detail of each house right?

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But if that subdivision was in town, in a multi-family setting multi-family zone, such as Winter Green, or such as Charlie windsall's project on bias, then we would

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also look at the the buildings there and that does that doesn't seem to be really clear in the code.

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That distinction. Well, it would appear that winter Green, based on what Vicki just said on Grow, which is an excellent point.

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It appears that winter green didn't have to go to the Design Review Board other than the

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Well, yeah, why did it go to the design review board How is it different from grow? It's A.

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It's a 0 0 long line ownership I mean it's. It didn't need to go to the design review board.

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Then, from what you're saying, Yeah, but w but what I'm saying, though, is that from our point of view it should go.

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Oh, I understand totally I think she did that figured out, so that it's more clear to the applicant.

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Well, it goes back to the state rcw what it says I haven't read it.

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I don't know if Anne might have looked at It I haven't looked at it for a long long time.

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Well in the staff's defense and we've heard this a couple times when you have something as complicated as say, a winter green.

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The The senior planner assigned to that you know, does talk with the other planners, and they they say we're going to treat this as as x versus Y.

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Or Z. And so then the design review board will fall in line behind the staff coming to us and saying, This is a whatever it is, and we we don't normally challenge something.

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When the staff says this is going to be treated as this and in the Staff's defense, they too, are at a disadvantage because they're forced to make interpretations.

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They shouldn't have to be forced to make that's exactly the point. Well, they have an attorney they can go to an attorney before they ever come to the design review.

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Board that allows the excuse for the staff? is it a? Is it a definition question, though, that what do we clearly have to state what a multi-family is, and what a

subdivision?

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Is oh, one of the one of the nuances in there.

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And this is where we got trapped on winter green the the owner of properties, the the own it's it's like for city code purposes, how the land is actually owned.

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Is it a condominium? Is it a 0 lot line?

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You know what is? It is irrelevant to the the other processes.

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So, but the owners roll that out there as a way i'm doing this as a a a 0 lot line, whatever, and that's why the staff needs to treat it this way.

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But then, like in a winter green, or anything with the big common roof line

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And and the staff is very clear. They have nothing to do with condominium rules, and how a big roof line gets treated.

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And I mean so there's there's lack of clarity about I mean, there's nothing in the code about the whole momentership, and how that affects the design or which section of the code it has to be reviewed

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under it's this amorphous thing out there so who who makes the call on whether it's a multi family, or it's a subdivision you are you saying it's the applicant but the staff will

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say No, you're going to be this but but excuse me Excuse me, Dave Gratham's planning manager would take that question every time to Joe the van the lawyer.

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The you know the city attorney to get a to get a a decision made, and all that can be avoided.

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If we could, if we the city, the city could resolve this question, and I think the 2 questions are one.

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Do we allow a subdivision in a in a multi-family zoom number, one?

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And if we do, then 2, what what you know does it go to do?

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We does the Dr. B. still get to look at site, design standards and building standards and all the standards in the book that those 2 questions

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Allow applicants to use the subdivision rules in a multi-family zone.

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Yeah, if if the city I think the city should say no to that.

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But if the city says yes, that then the second question is when that is done, I wanna ensure that the design standards in designed for Bambridge are or applicable, So that's just for clarity yeah that's my point is a is a subdivision allowed in a multi-family

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zone. The answer is, Yes. Then that subdivision has to go to Dr.

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B. yes, for for review of the of the the be book ef would be standards.

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Yes, Where does the city define? What a multi-family is, or is it just not defined?

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I don't know that it's really clearly defined because they don't.

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I think what I think has happened is the city that like Vicki?

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Said the the applicants come in, and they try to push the subdivision rules in there.

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But then what happened with the green. they got caught because now they have the Default B book, which they didn't have before, and so they got caught off guard, and I don't think that's inculcated anywhere in the code

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it's clearly defined. Yes, or no you know kind of question. Well, you see, and the other thing I mean part of, I mean, To what degree is the city, the planning department?

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And then ultimately the building department responsible for protecting

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The quality of workmanship in a building that is being built.

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Because you know we kept asking about the roof lines at Winter Green. and and how are the joints being done, and how how is this big roof going to be managed because it's not a condominium?

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They are going to have a homeowners association. The city staff told us very clearly that the staff, the city staff, has nothing to do.

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The homeowners a homeowner association management plan, because we kept asking, Well, how is how is this going to?

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How and and we were asking really on behalf of since a large part of that was affordable housing.

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We were kind of asking to protect Hrb. And this affordable housing, as in is this going to?

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Is this going to stand the test of time from a construction standpoint?

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And we never ever got any confidence that that was okay.

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So that is missing also todd right no that that that's a real question of you.

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Know how can you have a privately owned building that's on a shared foundation under a shared roof and i'm i'm sure there's legal ways to do it.

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There's also just life safety code implications of having 2 dwellings that close and the you know just the wall.

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Yeah, just the wall that needs to be built between those 2.

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I just have questions about that, because I know that's not your typical wall, and it's probably a a cost driver for development.

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I just look quickly into the the Rcw. talking about multi-family, and the only specification that it has beyond like height limits.

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And any. The only thing that has to that. It says about walls between buildings is that it has to have a 1 h fire very vague definition.

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But Is there any difference between owning those units and renting those units that's? you know my experience?

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What the big difference is , Todd, the the Fire Code in the 2,018 international building code.

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A fire coat Does you have drawings on on that?

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There is no Rcw. statewide like there is in California that defines a 0 lot.

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Line unit California. They have to be physically different, I mean.

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Once they they space them about 9 inches apart, and they actually have to put the siding on the wall and stand it up so that you've got a air cavity that ends up to be in a net of about 6 inches

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between deciding of both buildings, but they California has a 0 lot line.

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Washington, Oregon doesn't have a 0 lot line Rcw.

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So they can. they can do it, attached or they can do it detach it's up to the local community.

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What they want to do right. Now it's I mean in my mind it's screwy because you got one inch apart for your lateral deflection.

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But then, as vicki said, you got a shared Wall, and wherever it comes out on the facade, you've got a you just got a the one by nailed across it. it.

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It's kind of a Screwy thing time we should list this as a problem to be worked on a

later date, and we should raise it.

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What I think. Vicki had a phrase for what was red flag.

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What was that phrase for items that we need the city to look at red flags?

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Or Bill chester's term we're red flagging things, so that like a reminder list. and then, if we solve it, we check it off where it remains unresolved, and we keep working on

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it. So this is on the kind of unresolved category. Yeah, I don't.

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I don't think we can solve, the problem today but I think it's an issue that the new planning director should should be aware of, and should work on, you know and and and so I just wanna raise that for that reason I

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didn't mean to slow down the process of you know with all the different looking at this worksheet.

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So anyway, similar where we have under context analysis, context, analysis complete.

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Should we have 4 step design process complete, or and that would be yes, no, not a applicable, or or whatever just to collect data points

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Where it says, complete. yes or no or not applicable and if we say it's not applicable in the fire, you know.

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Yeah, I think that's an excellent Oh, look see see the type just gets it done.

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It's it's a double deal now, see it's all good.

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Yeah, that's a great point, Tom she's a blind reader.

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Yeah, yes, no one's not applicable and then I guess the question there is Who?

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Who is the authority having jurisdiction that beans it non applicable, and that's

that's kind of our open red flag issue i'm i'm wondering if you know the the new

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planning director, and then the new, and then the new planning manager starts and and the Design Review Board had always had the planning manager in attendance.

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Most of the time David would be in attendance that are a meeting, at least for a period of time.

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So to answer the not applicable. I would think wouldn't that fall in the planning managers court to advise us, as in you know which I agree.

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It's. Yes, or I agree It's now where I am as confused as the Dr.

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B. is and I don't know if it's not applicable i'll get back to you.

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I'm I'm hoping the thing that i'm trying to avoid that, I think has happened for years.

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Here is that the planning staff people get together. They make these decisions.

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The decisions are not well fault out about this, and they go one way.

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One time one way, the next time and you can't get any rational thought about it, and it needs and i'm hopeful that the new planning director and new planning manager you know, pick on the responsibility which I think was

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always in the bailey work of that position 2 of them that , I know what i'm getting tired.

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I'm getting old and tired. Sorry i'm getting tired of having decisions.

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Come to us from you know like, say kelly or from a planning staff project staff person that hasn't been vetted at a higher level.

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That's where there isn't where there isn't codified guidance on what to do?

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Yeah. yes. Well, it seems like that should be part of the process where the planner goes to their planning manager as part of their standard process for every project to say, Hey, you know, I suggest, this is a long subdivision

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or Well, this is I mean to me that's just part of the process.

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Go to the planning manager they're the boss but in the past that hasn't happened. , so try to figure out, How do we protect ourselves here in that process?

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Yeah, Michael, you had an observation. Yeah, I was gonna say that if any subdivision comes to us that's in the Winslow mixed use town center, or what code, calls other zoning districts then we

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should review the subdivision as well as it as a multi-family marshal.

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And I think that keeps it very simple, because those are the areas.

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Where you can have a 0 outline whereas everything else.

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There's a minimum set, that 5 to 10 feet that would be an easy way of just being like, Okay, if it's a subdivision, and it's occurring in these districts.

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Then you have to go in front of the Design Review Board for both subdivision as well as commercial.

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Right, very good. So does that mean they'd fill out both worksheets.

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Yes, yes, that's what it would mean would that be Still, the 3 meetings reviewing 2 worksheets set each, or would we have to possibly make them come back more often in those scenarios in the 2 okay I

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wouldn't I wouldn't expand the meetings yet unless we had to.

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But usually what they do. now that we have a pre app.

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They have the summary letter, and in the summary letter, typically they would say, You know they, if it's a long subdivision with a 0 lot line units or condos, or

whatever they would combine the the permits together as a

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combinant combine permits. So they don't have to pay us much in fees.

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I mean that's, typically what they've done also the term multifamily development is under title 18 definitions.

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They're not in 17, but there are an 18 a multi-family development. Yeah, I found this one reference here that talks multi-family and subdivisions, and I didn't know if it

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was pertinent to this conversation or not. Is that is it?

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Well defined Bob. Any team Well, Well, it's not i've sent.

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I've sent about some 150 lines of code recommendations to the planning director, and I suggested they define multifamily by itself as one of the items.

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But there's just so there's just so many. There's so many definitions that are missing, and when, when when you're done with that merlin can you go back to 1712, sure is this the

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definition you guys were talking about in 18, or is it somewhere else?

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Oh, I was just looking at definitions. I looked at 18.

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Is, is it? 1828, or 1836 I I just i'm so used to looking at definitions, just being in the construction and right business.

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I just look at definitions, so can can somebody read the right too small for me to see on the screen What do you want?

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What? What section did you want to be in? 1712?

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Where it said little farther down I think it's hard to see here.

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Where it said, with single family or subdivisions in multi-family areas, or something, it said I think I saw that.

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Let's see, is it the this one that I was pointing out a minute ago?

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, Yeah. just wait week. that whole paragraph What does that say? It says Subdivisions established for multi-family and non-residential uses. shall comply with all provisions of bimc

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title 18 in paren zoning, applicable to the Zone district where the property is located, and for the type of development anticipated, this requirement shall include without limitation compliance with design guidelines and standards

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for lot areas, dimension, mobility and access, landscaping, screening and vegetative buffers.

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Okay, that's that's one I item right There I think I I might have missed that, too.

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That's missing a 0 lot line, because we want subdivisions, not just multi-family is one lot. multi-family is an apartment building, you know.

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See, Bob, that see that's a multi-family could be a condominium now condominiums. That's the reason it's gotta be defined as the reason i've

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recommended it to be defined because it's not defined right now.

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A multi-family could be an apartment house.

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It could be a condominium. it could be 0 lot line.

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It could be town homes, the defined in my experience on the East coast multi-family generally means a rental or or Co.

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Is a rental property and a lot of times people have tried to take that multi-family building and condoize it.

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And there's a lot of changes that they have to make to the building in order to make

that possible.

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And so there is there is a legal definition of multi-family that we need to adopt, or we need to.

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And I'm not that statewide or citywide or or what?

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Well, one of the reasons Wintergreen was doing what they were doing.

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Is because of condominium law in the State of Washington keeps a builder on the hook and accountable forever, and and builders do not want that to happen.

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So that is not taken into account here. So it needs to be a red line , like we should move on, but it needs to be a red flag.

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Yeah, excellent. Well, that well, that will go into our work plan that we also will be talking about later today.

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Well, just real quick. You might want to go to 1,836 Oh, 3 0.

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That's where it defines multifamily development it's under 1818, 36 o 3 0 you scroll down about halfway, and then you'll find multi-family or multi-family development

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Just typically when i'm used to multi-family, i'm used to a part. i'm used to just one lot. that's got a bunch of units. on it oops I don't know what I just did what happened

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Okay, Yeah. multi-family development it doesn't say multi-family, Development: Yeah.

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That's the only definition that we have see that that could apply to a condominium.

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Right? Yeah. But a condominium is just one lot per condominium.

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This says 2 or more dwelling units or more than one dwelling unit on one lot. We only have one lot for a condo or a 0 lot line, so that wouldn't pertain to a condo on this

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definition. These 2 thanks to definitions do not patch and and this prefix It's confusing it's confusing, and every confusion leaves the door open for you know right things that we generally don't want okay

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Sounds like a study group So then we we just go through the

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The form with each of the design. the design standards we're still 18 pages long, again, when they when they put their comments in, I start tightening it up.

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But I wanna make sure that you know that they feel like they've got it, I mean, I can tighten these way up and then, as they type they you know they can expand it.

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I mean if you want me to put like for instance they're discuss their response, our discussion, and our findings all on one page, I can do that.

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Yeah, I think that would be good. So you can kind of you can kind of concentrate.

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You get the idea of how we use document, and then it only expands as they need it.

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Right. The reason I think I kind of did that was to make sure that page breaks fell where they could, should or where it would be appropriate.

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But not a problem to Okay, make I don't think we don't know where the page break is until they .

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Build it out. Yeah, Exactly. , So the context analysis is just an umbrella. Then, over all the checklist items, Is that correct?

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Well, it was always meant to be that it was it was meant to be that.

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Did they? did. They need to provide more information for us about the context.

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Any more photographs, more sites, a couple more area around the site.

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Whatever we might deem necessary, and then it would be done it's not that we talk about the context.

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We assume that all the information in the context analysis permeates the rest of the discussion.

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Yeah, I mean to me and to you know, a designer.

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The the context is where you place your work so it it actually isn't, or it isn't necessarily factual right interview.

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What does designer see as the context you can't make anything up?

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You can't do it. But but what am I gonna pull from the context that informs my work. and we you know in in the context analysis part, they're really great things that we are making them hit on So that they know what

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we're looking at Well, I wonder then, todd should the context be at the end of our checklist. Not at the start.

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No, you you've got to have why, how?

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Why would you put it at the end? Well, i'm just well, what taught just, I mean, I understand the you the context in forms.

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But what's informing is the s is the peas the landscape, etc., isn't that correct

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But the way you'd always done it Joe you'd always looked at the contacts.

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Did we meet You know as we're going through the checklist once in a while you'd go back and say, Well, hey, did we meet this context?

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Number one number 2 number 3 that's the only reason I Bring that up. I got the impression you were using that as kind of a just an overall reference to check our progress on this check in the standards the individual standards

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in my, in my view. to go along with what Todd said is that the designer, a good designer, should take the effort to understand the context, should take the effort to go do that. And if someone comes to us with one photograph and with

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the hand drawn Google map or something and that's it I think we should not move ahead on any subject discussion until that is more well thought out on their part, so that we know they at least looked at the context.

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I looked at transportation systems. they looked at the adjacent neighborhood.

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They did all those things. if we put it if it says to them that it's the last thing to do, and it becomes a hoop rather than something useful.

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The deeper B, though request that I mean isn't that the order context is first When we look, when we look at the project, where then, you know, a is this presentation from the architect analyzed the natural

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systems. Oh, yeah, it does, you know, blah blah blah is analyzed.

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The systems of movement and access. Oh, yes, it does so what you're saying, then, Joe, is we we need to meet those 6 criteria before we even move on to anything else.

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What's their vision, their big picture vision the rest of the things are?

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How are they going to make the vision manifest How are they going to deliver it?

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And that's the non architect speaking here, that's a great That's great, Vicki. I love that But, yeah, the context should. it's not just an effort, Joe as you know is is I i'm if I care about

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where i'm designing or or what I want to design or the people that i'm designing for, or the community i'm designing for. I want to look at where this building is going to sit and then tick a

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stance. If all the buildings next to me have pitched roofs that's the context.

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And then, as a designer, I can decide. Do I want to pitch roof so that I match?

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Or do I want a flat roof? cause I wanna why I wanna be a foil to my context?

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Part of that is defining the context. and then what are you gonna do in that context?

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And that's those are really the dialogues that we want to be getting to in the design review board the kind of elevate the the design goals for for what we have for the island totally agree one another

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annoying, formatting thing. Marlene, you can take the spaces out between all the check boxes like the S.

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One s 2 s and that'll that'll lose some some space, too. but I already, I already like the kind of you kind of see the reason for the document, and how it works when it's kind of compressed absolutely true so you really can't look at the context until after the design

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guidance meetings. Then No, no that that's the context is the first thing you do.

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So you're saying for the conceptual meeting then we would look at the context to make sure that it meets those 6 criteria.

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Yeah, I think we we in the past we've given them with given them sorted to the beginning of the first design review after the context. after the console meeting, you know we say we'd like to see we'd like to hear what you

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think the site is about and if they, if they should have looked at the context before they come to us at all for the concept, if they happen during the concept meeting, they should learn that we want them, to look for the context, and everything and

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that our drop dead to me. The drop dead date is the beginning of the design.

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Review Number one which is the second meeting at that point. , We should not go farther unless the context announced.

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Analysis is satisfactory to the Drb. that's my let me, yeah to to extend that line of questioning Joe.

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Are there groups of these categories that we look at at certain meetings?



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You know what I mean like for our first in the in the the Concept Review.

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Well, actually, it says right context and analysis site, and Allison statement of intent.

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This is the old Drb that I have on page 11.

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And then design guidance, concept design and alternatives massing inciting options that doesn't really relate.

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Yeah, So you know what I mean. i'm wondering is There's not necessarily a hard and fast rules, but there should be minimums right the first time we meet the contact stuff should be done.

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I agree. Yeah. at this conceptual meeting, I mean, you can take those 6 context items and and ask questions on.

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I mean, like Vicki. says is what's your vision for analyzing the natural system, or what's your vision of the natural systems.

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So so my my original thought when I put this together, was that th the good the applicant would come with maybe 3 of those to the to the first concept meeting, and then they then we would say Oh, well, have you thought about anyising.

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Systems of movement and access for vehicles and for biking and walking.

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Oh, no, I didn't Okay, So we're asking you to do that, and have that really for the next meeting that that that's the way I saw that conversation going.

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But then the next meeting, I think the first Design review, Port meeting Design Review meeting, which is our second meeting.

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I think we should not be talking. we should not have to go back and say, you still need more context. me.

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True solve that in that first meeting, or or Joe, we might say we want to start this

meeting.

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When we did the context, you, we left you with an outstanding item.

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So before we go any further, please cover that outstanding items, we'll check that off, and then we'll go forward

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Well, let me ask This, then, is this: what if what if say someone's got 4 of the 6 items, but there's 2 of them missing on the context, just as a hot you know the high level should we then put in our

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notes that there's that they need to address you know item c.

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3 and C 6 at the next meeting to complete the context, or something.

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That was the idea that we would say context analysis, not complete.

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No, and what is the additional information, and you would say must must include C, 3, and C 5 or or something.

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Whatever todd that would make the the meet our notes more applicable, Because let's face it, you look at these notes that the Dr.

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B meeting. They don't really tell us anything but something like this would have some meat in it.

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Oh, I see that you didn't complete c 4 and c 6, And so let's let's go over that I think that's a really important because some of these projects can get spread out over a great period.

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Of time, and it's impossible to remember where we left off, but doing like Bob said, or Joe said, we're missing these things.

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We we start with. We start with that and the spreadsheet worksheet is carried forward.

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I mean, I I work with the applicant through the whole process to make sure that.

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Okay, this is what we left the last meeting with you know.

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What are your updates to that document? because we don't want them to lose any of our notes in the process as well.

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And you know, in the the planner assigned shouldn't have to babysit applicants.

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However, if the planner assigned understands that the applicant is going to get kind of short stopped if they show up for design guidance, and their context analysis is still 50% missing that they shouldn't even get to

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schedule the design Review. without saying to the planner, I will be prepared to fill in those blanks at the very first minute of this meeting.

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Please let me please schedule the meeting for me, and I promise to perform.

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Yeah, otherwise we don't wanna look at it It's just like when Joe and you canceled the new Brooklyn.

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Whatever they call it. It was ridiculous they didn't have the information right?

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They had nothing. So do we take the Drb Findings thing, where it says, met not met, and put it under context as well. Where?

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Again. just what we're doing with S.

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One s 2 over here met not met with that under context analysis.

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Sure we could do that, sure. Oh, you mean taught at the first that the first meeting, the concept meeting we'd we'd either have a yes or a no there oh, no, no.

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Yes, and rather than the yes or no, or does not me.

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Yeah, okay, flows onto 2 pages. I could try to tighten it up a little.

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But that looks nice that's that's because that are like Vicki says maybe a month goes by before we look at the project again, for whatever reason we don't remember .

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What happened. This might really help staff too, because They've got more than just the projects going to the Dr.

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B. Yeah, this really should be something. you can pick up and see where we left it off right, and if Staff doesn't see it, then they'll tell the applicant. hey?

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Listen, I'm sorry, but until you get these 2 items done.

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The Drb. is not going to meet with you. Hmm.

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Okay, cool. and how, if we communicated that sort of black or white, you've you've come you've done these things, Therefore you can meet with the Drb.

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How is that? is that clearly communicated with staff that's a good question, Anna.

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That would be a staff person there. I guess the question would be under this list of 6 things.

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Would we want to say more information in, say C. 2 was not met, and we would expand and say what we wanted in C 2.

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Is that what you mean? Yeah, Yeah. Well, there's some value of judgment in that I mean, there's no question right?

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But I think Anna has a good point. How does if if you know not all of these hit right in order?

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So how are we making sure that the staff person is up to date on what's going?

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You know what we discussed, even if it's written here you know I guess it's.

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I would imagine that the it's part of the process that the staff gets the updated worksheet as we go through the process right?

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I mean in the in our diagram of the different meetings that people go to.

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It does say the conceptual proposal review is when we do context analysis.

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But there, isn't any experience instruction of Okay, staff members need to be sure that this context analysis is complete before we go into that first meeting.

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It's kind of implied but it's not explicit.

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See Anna, I think, with this new planning manager.

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You know there's there's we kind of have this on our agenda further down, that that we hope that we can have some sort of a a joint retreat working session where we get mutual expectations you know

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clarified, and I understood and start out with a really clean

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You know, slate of this is how we we jointly would like to do business.

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So we're hoping that when she gets her we won't hit her up the first day.

00:49:35.000 --> 00:49:55.000

But maybe the second day no yeah. but I think part of my point is as we're going through this staff transitions that'll happen periodically over time, and for a document like this to be useful as those staff changes happen having that written

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out in some way. could be really really helpful, right totally agree just kind of like uses and expectations of how this is used.

00:50:08.000 --> 00:50:22.000

Yeah, but it's still a it's still a value of judgment. I mean, we're not if if 10 is high and one is 0, is low, we're not looking for tens on the first context, analysis but if someone's

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at a 5. I mean to to me that's fine I mean at least there's an efforts been made , because we had.

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We've had. Well, we have one particular example project where a lot of things weren't addressed, and then the next meeting the same things weren't addressed.

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It was just a lot of argument. so I guess the question is that we're not looking for the the planning staff to make a value judgment on the stuff.

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We're just saying that they've that they've submitted on C.

00:51:00.000 --> 00:51:10.000

One through C 6, or whatever the standards that are due at The next meeting are . so in some ways the staff would put it on the applicant.

00:51:10.000 --> 00:51:12.000

You know you you've you've read the worksheet.

00:51:12.000 --> 00:51:22.000

You have you know you're confident in your answers and you're ready to move forward

00:51:22.000 --> 00:51:25.000

Alright, so I made a couple of those changes while you were talking.

00:51:25.000 --> 00:51:39.000

, like what you were hoping. Yup: Yeah, I mean, does that make sense to you, Marlene: Yeah, what I might do? Marlene is just put context analysis on the next page.

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Just so we know just so it's all so design is on one page, and there's some white space. and then okay, So you're saying starting here, which start on a new page, Okay, I like that because then that doesn't break it up too, much

00:51:52.000 --> 00:52:14.000

that could give a little more space here and not have to scrunch things so much. And then we can make that code slightly bigger for font. Yeah, that gives me the room to do that That's a great idea for those of

00:52:14.000 --> 00:52:21.000

us who are aging. Oh, oh, my God!

00:52:21.000 --> 00:52:28.000

That nice matters better, thank you, gee I did think it was me.

00:52:28.000 --> 00:52:37.000

Oh, well, it's good. i've even had my cataracts done so so on.

00:52:37.000 --> 00:52:40.000

These. All you have to do is just do them all the same way, Right?

00:52:40.000 --> 00:53:00.000

, , they look okay. I was playing while you were talking , and we've got our street types in frontages where we've got a chart. Now, for the applicants to check and then there's

00:53:00.000 --> 00:53:09.000

discussion. And then the same old meat does not mean great that's really good, because I don't think we've really focused much on the streets.

00:53:09.000 --> 00:53:17.000

I mean, I remember Messenger, house we did but I don't think we've really focused on a lot of these projects on the street frontages.

00:53:17.000 --> 00:53:20.000

Can you go back to the title, please? Tuttle Page?

00:53:20.000 --> 00:53:33.000

Sure,

00:53:33.000 --> 00:53:39.000

I'm trying to get my while you're there there was one more thing .

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We were gonna We talked about putting a footer on it that said Re.

00:53:45.000 --> 00:53:51.000

Oh, you've got the footer revised Oh, thank you perfect thing is with the way we've got it set up.

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You got a manually remember to change it that's Good.

00:53:56.000 --> 00:54:09.000

Yeah, just if I forget or one of us right but we're not changing this ever again. This is Well, the thing is next for me will be to now lock it down. you know all the stuff they're not allowed to touch i've

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got to lock it all down, so it will allow me to put this on the web page as a word document, because right now there's only Pdfs go up there and the fillable pdf was a nightmare as we

00:54:19.000 --> 00:54:27.000

all know that's why we went to the word version and I got permission to put a word version up if I locked down a lot of the areas where they we don't want anybody changing it.

00:54:27.000 --> 00:54:33.000

So that's my next step once we give the thumbs up on this i'll work on that, and then we can get them on the website.

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And then the people can go directly there and grab it instead of having to go through the plan or to get the document great.

00:54:40.000 --> 00:54:51.000

Okay, so alright. So given given that this is the the commercial, multi-family housing worksheet.

00:54:51.000 --> 00:55:00.000

Now go down to the supplemental standards, if you would please.

00:55:00.000 --> 00:55:10.000

Where was that? At Sorry, types and frontages? And you go through all that?

00:55:10.000 --> 00:55:27.000

The question then becomes how does the who's telling I think it's a little confusion when it comes to larger sites, and then the next page larger sites, and then it says historical places.

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And then it says civic uses are I mean I I don't wanna leave the applicant not understanding what those are, because if if there's not a larger site, they don't have to answer anything if it's

00:55:42.000 --> 00:55:53.000

not a story place they don't have to answer them it's not a specific use. They don't have to answer, but if it is, they do have to answer what we've been seeing folks do is putting out a applicable right is

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their response. at least that's what i've seen over the time, and then this doesn't apply to my project.

00:55:58.000 --> 00:56:01.000

And then you guys go in. Now that we got the not applicable boxes down there, you would go. Yep.

00:56:01.000 --> 00:56:06.000

We agree, one that's really confusing though? if you go up to larger site.

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What's the definition of a larger site is it one acre?

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Is it 10 acres? Is it 10 houses, one house?

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What is it it says over one acre



00:56:21.000 --> 00:56:25.000

Oh, maybe it's not a quote maybe it's not a problem.

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Maybe I guess there's time, when we go through it that if if they if we disagree with one of their things, we just that's when we talk about it.

00:56:32.000 --> 00:56:37.000

So maybe it's it's fine I I I think it's fine.

00:56:37.000 --> 00:56:41.000

Okay, sorry. One thing we don't have is are the chapter numbers.

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Should we have chapter numbers? Yeah. So I did it here , for this one right?

00:56:47.000 --> 00:56:50.000

Is that kind of what you're looking for and by the way d 4. B.

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Is defined at the very beginning. Mr. Morioto.

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Yeah, I know he loves his acronyms. In fact, I defined it right here in the title.

00:56:59.000 --> 00:57:19.000

By the way, so hopefully that helps go ahead. wondering if, just like in in in if we write, just write chapter 7, or the chapter above the first part of that of the team, section you know what I mean like, instead

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of where you have 3 types and frontages and then a paren on top of it.

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It's it says chapter, whatever it is although yeah chapter five see, I think, part of the confusion here is in the book.

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It's always been a confusion Chapter 5 if it is doing straight multi-family, not doing the subdivision.

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You do. Chapter 5, you skip chapter 6 because it's subdivision guidelines, and then you go to chapter 7, which is larger sites.

00:57:52.000 --> 00:58:01.000

And so that's confusing to an apple because because if it's something they would have to add 6 you know what I mean.

00:58:01.000 --> 00:58:08.000

So I think it's better to say before street types is is Todd said.

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It should say, You know, chapter 5 title is Street Types and Frontages.

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You have there, and maybe right where it says Street. you just say chapter 5 First street types in front of us and then under and then board since largest size.

00:58:28.000 --> 00:58:40.000

She goes Chapter 7 larger sites. and I don't think we have to do the deeper B for B site, because it's all for you, for B.

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Is this what you're saying, Joe, my i'm not sure if i'm.

00:58:43.000 --> 00:58:52.000

Under street types and front of just it would start out by saying, Chapter 5 Colon Street types and frontages.

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Oh, put it out front I put it on top or on top.

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You could go on top. Yeah, sure, and it doesn't need to be bolded.

00:59:02.000 --> 00:59:21.000

It just regular type, and then before larger sites the same way, you would put chapter 7, and then I would go so far , chapter 7.

00:59:21.000 --> 00:59:25.000

Sorry. Oh, yeah, Sorry i'm trying to copy paste it say myself typing.

00:59:25.000 --> 00:59:35.000

So. Okay, Sorry. i'm trying to see where You're chewing gum and walking at the same time there.

00:59:35.000 --> 00:59:52.000

Sorry everybody's watching like that yeah let's go on, go ahead the to the next page Well, I have a question. I have a question on on the larger sites.

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So you don't think we should let me ask you this then on larger sites.

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I'm gonna look at winter green winter green there was 2 one and a half acre sites.

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But there's 0 lot line units or they could have been condominiums wouldn't chapter 7 also pertain to the 0 lot line in the condominium, because even though it's on a

larger site the

01:00:20.000 --> 01:00:28.000

condo itself is not greater than one acre, but the entire site is greater than one acre.

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Yeah, they should have met those 2 standards i'm just wondering.

01:00:33.000 --> 01:00:39.000

Do do we look at larger a chapter 7 for 0 lotline and condos?

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If it's over one acre? Yeah, Well, the the sites are on.

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But what site do you look at? You Look at it, the building side.

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Are you looking at the entire development site, I don't know what site you're looking at.

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No, you're not looking at at a at a building site? Because how do you cluster buildings on a building set? You're looking at the entire project and saying that you want to cluster all the buildings Okay, so you

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think it's clear enough then. Oh, so you looked at that.

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And when I was looking at Winter Green I was looking at looking at the little tiny you know, home site.

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Yeah, Hmm. Under historic places and certifications.

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I could just do the chapter 7 as well

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I mean just the same right, you know, testing. Can you hear me?

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Yes, i'd switch enforce

01:01:52.000 --> 01:01:59.000

This is looking a lot better. I think Todd Marlene is looking a lot better.

01:01:59.000 --> 01:02:06.000

Oh, yeah, this is gonna be a lot easier. to That's what I you know.

01:02:06.000 --> 01:02:10.000

The Planning Commission has to look at it and if there's too much to look at.

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They're not going to look at everything and this makes it so much easier for them to look at.

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Are we adding chapters to these other sections as well?

01:02:19.000 --> 01:02:34.000

No, no, Okay, , I think if we do it in one place we should do it through out that's kind of what i'm thinking, cause , I don't know I like consistency myself.

01:02:34.000 --> 01:02:43.000

So all of these above like all these are chapter 4 is that what you're saying Sorry I don't know the book as well as you guys do.

01:02:43.000 --> 01:03:02.000

And then the design guidelines all of the guidelines are all 4, I think, putting putting the chapter number would make it easier for people who don't know. do for be very well to be able to find what

01:03:02.000 --> 01:03:10.000

we're talking about standards are written yeah it's consistent, I mean, that's consistency put in the chapters in there, too.

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That's fine, you say chapter 4 for all of these others

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Your editing abilities is astounding I don't know feel like I struggle a little.

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But thank you. Hmm. there! but the grace I got to go on

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Yeah, that really looks nice. How many pages are there then with this 11?

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Now we're down to 11 from 18 so we started a 40.

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Yeah. originally. Yeah. alright, I think i've incorporated all of that goodness.

01:03:58.000 --> 01:04:07.000

Yeah, look good. let's save it save it really good work.

01:04:07.000 --> 01:04:23.000

Alright. so let me find our other one commercial so this is the subdivision. i'm assuming I apply a lot of the same things, and I probably don't want to bore you guys with it so just walking, through i'll

01:04:23.000 --> 01:04:29.000

make the font bigger here. i'll move context analysis onto a second page.

01:04:29.000 --> 01:04:46.000

I'll do whether the 4 step was complete or not just like we did, I'll add in the seed run through C 6 instead of the yes or no , right now, so anyways I can don't have to have you guys walk through

01:04:46.000 --> 01:04:51.000

that unless you wanna see the outcome of it you just don't want to waste a lot of your time.

01:04:51.000 --> 01:05:01.000

Oops. yeah, no, that's yeah that's nice So anyways, i'll take care of all that chapter stuff.

01:05:01.000 --> 01:05:07.000

Looks like we had the chapters noted anyway. so it won't be hard for me to know what they are.

01:05:07.000 --> 01:05:12.000

Well, they're gonna be different to make sure well okay, so what we have oops.

01:05:12.000 --> 01:05:26.000

I'm sorry i'm giving you guys dizzy chapter 3 for context, analysis, chapter 5 for street types, chapter, 6 for subdivision, and everything below this is all subdivision, right, island character neighborhood. context.

01:05:26.000 --> 01:05:31.000

So I don't think I have to all of that is Chapter 7.

01:05:31.000 --> 01:05:47.000

Oh, 7, I had it wrong it was 6 so it's 6. Sorry. Okay, So I think there's only like 3 or 4 chapters that we reference in this, because most of it is all chapters you Mike,

01:05:47.000 --> 01:06:01.000

so , , Okay, Vicki.

01:06:01.000 --> 01:06:10.000

This is where we talked about taking the guidelines to a standard right?

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And . this is the place where mark hoffman said you know, he he said, it's a language thing that that it's a guideline. you know a term of art those are my words

I can't

01:06:25.000 --> 01:06:34.000

remember exactly. I I would call it a term of art. They mean the same thing, and that we were going the right direction and wanting to to do that.

01:06:34.000 --> 01:06:45.000

But that's still would maybe require just a legal check off. So I i'm afraid.

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If did I do you think that's what we heard Todd, he said.

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Mark said you were going the right direction you are currently but he didn't say, do it.

01:06:56.000 --> 01:07:05.000

You're okay to do it. because we also wanted to change that word intent.

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You know, don't change the language so tent intent should be changed.

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The guideline and then we wanted the standard well we couldn't change it yet, anyway, because the city council as an approved Well, it may not be a city council issue.

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No, it doesn't even have to be a resolution mark Mark was saying.

01:07:27.000 --> 01:07:35.000

You're going the right direction it's it's It's a it's almost like a grammatical thing. .

01:07:35.000 --> 01:07:38.000

But I don't think we quite dare do it quite yet.

01:07:38.000 --> 01:07:49.000

We need, I think, a little bit more confidence versus just the verbal from Mark. I remember correctly.

01:07:49.000 --> 01:08:03.000

It was that that he he thought we were right but We needed to talk to legal. to be sure that everything is good, and that we're doing it correctly, that we're going through the right process to make the change right Yeah, I

01:08:03.000 --> 01:08:07.000

apologize. I stepped up for a second because of what standards and guidelines.

01:08:07.000 --> 01:08:16.000

Yeah, yeah, it's in that it's in that book where the chapter 6, where all of a sudden it the word standard disappeared.

01:08:16.000 --> 01:08:19.000

. but it's also if you look at chapter 6 right?

01:08:19.000 --> 01:08:25.000

Where does island character neighborhood context natural areas in order to match the rest of it?

01:08:25.000 --> 01:08:34.000

It really should be like Sg: one Sg: 2 Sg\* , rather than having to write it all out.

01:08:34.000 --> 01:08:42.000

Right? Yeah, I just did. Okay, it just does look very different.

01:08:42.000 --> 01:08:48.000

So I don't know if it's too much of a jump to do that for this worksheet.

01:08:48.000 --> 01:09:04.000

I I think we need to do like anna herd and That's a that's on our to do, and as soon as we can get our hands on the planning manager who hopefully can get attention from legal sooner rather than

01:09:04.000 --> 01:09:13.000

later, because we've waited a long we've waited We've been waiting on this now for almost 8 months. longer than that.

01:09:13.000 --> 01:09:17.000

Okay, time. flies, when you're had we've been waiting since last July, so it's enough already.

01:09:17.000 --> 01:09:31.000

Well, hopefully, we have a new culture coming in as the leadership

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Awesome I think it looks good, Todd.

01:09:37.000 --> 01:09:42.000

I get this too,

01:09:42.000 --> 01:09:47.000

What's next. Alright, i'll clean up a little bit more but I think we're on the right track.

01:09:47.000 --> 01:09:59.000

Wanna get this bigger. Okay? i'll just scroll through let me know if you've seen anything that causes your heartburn

01:09:59.000 --> 01:10:04.000

Yeah like todd said I mean you're gonna put a little box in either it meets or it doesn't meet right.

01:10:04.000 --> 01:10:11.000

Instead of that, we can have a stuff written out, but still have a little box that says the historical and cultural resources.

01:10:11.000 --> 01:10:13.000

Either. It meets not me or i've got it right there.

01:10:13.000 --> 01:10:23.000

Can you see it? , Oh, okay, okay. So yeah most of these are just the one liner, because they're all separate in this case.

01:10:23.000 --> 01:10:29.000

So yeah, with just basically the same way, all the way down through all of those items.

01:10:29.000 --> 01:10:36.000

And then we get to the bottom. Where? now, with Okay, let me ask you this.

01:10:36.000 --> 01:10:38.000

I think I did it 2 different ways. i'm glad I looked at this.

01:10:38.000 --> 01:10:44.000

I did it individually under each section, or we can do it at the very end.

01:10:44.000 --> 01:10:50.000

Now, I think probably each section is better because you won't have to go flip a couple of pages to go find out whether it was met or not.

01:10:50.000 --> 01:10:55.000

Matt, but I just wanted to offer up this as an option instead of doing it like this.

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Under each section oops. I don't know what I just did

01:11:00.000 --> 01:11:03.000

You can capture you're providing a summary.

01:11:03.000 --> 01:11:08.000

Yeah. So I don't know if you want to do it one way or the other, or both, I guess, is what i'm trying to say, Go ahead.

01:11:08.000 --> 01:11:19.000

, This is this is what I was talking about before? Because on the other sections where you have all of the standards, and then the checklist is right below.

01:11:19.000 --> 01:11:23.000

That's why we want to go to change this to be Sg.



01:11:23.000 --> 01:11:31.000

One through 6, and then we can get it all on the same page , so don't we need not applicable.

01:11:31.000 --> 01:11:33.000

Yeah, we could. I just wanted to, you know. Just get some.

01:11:33.000 --> 01:11:45.000

Which way are we going? and then I can fix it, But I did it each individually at the each end of each of the guidelines or standards, whatever we're calling it, or we can do it all at the end or

01:11:45.000 --> 01:11:54.000

we can do both for each section and then summarize so it's up to you.

01:11:54.000 --> 01:12:05.000

Unfortunately, if we're going to keep it the way it is keep it the way it is that we just do the 3 with it, knowing hopefully in the not too distant future, be able to collapse it, and make this section look like every

01:12:05.000 --> 01:12:12.000

other chapter. Okay, so, I'm, hearing that i'll add a not applicable to every one of these, and i'll get rid of this page.

01:12:12.000 --> 01:12:23.000

Well todd What if all i'm just wondering would it be easier to have that summary on the other one also for the planning commission?

01:12:23.000 --> 01:12:30.000

Someone's in a hurry they can always look at the summary, and just see on one look what was met, or what wasn't met.

01:12:30.000 --> 01:12:35.000

What do you think about that? Todd having the summary on the first one also?

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Just so that someone can look at it and a whole list and see what was met and what wasn't meant, instead of having to go page by page.

01:12:43.000 --> 01:12:50.000

It. it's double duty it's twice the amount of work and twice the amount of opportunity for error.

01:12:50.000 --> 01:12:55.000

So I just keep it the way it is now until we change it to the match.

01:12:55.000 --> 01:13:00.000

The rest of them right? Okay, So i'll add not applicable here.

01:13:00.000 --> 01:13:10.000

Okay, Okay, and that's to every one of the subdivision sections here, right?

01:13:10.000 --> 01:13:14.000

Every one of them has an applicable okay i'll make sure I do that.

01:13:14.000 --> 01:13:19.000

I wanna take your time here, but all right. I think I made most of the changes.

01:13:19.000 --> 01:13:27.000

I got a few more tweaks to make to meet what you need, but I think we're looking much better.

01:13:27.000 --> 01:13:38.000

So for finalization. right do you want to?

01:13:38.000 --> 01:13:45.000

I have some slight tweaks that we can don't have to bother everybody with.

01:13:45.000 --> 01:13:58.000

Should we make those connections, try corrections, try and circulate them to everybody before our next meeting, so that if there are no if there are no issues, you can take it to E t it to be blessed, Yeah.

01:13:58.000 --> 01:14:03.000

Yes, I would very much love the final thumbs up from everyone, because it's a lot of work for me to do.

01:14:03.000 --> 01:14:13.000

The next step, and i'd rather know that this is the document we're moving forward with. So yes, I don't mind one more look before I jump in and do all the work I need to do so I appreciate that

01:14:13.000 --> 01:14:19.000

. Yeah. Happy to happy to help all right all right so I guess what i'm hearing is.

01:14:19.000 --> 01:14:23.000

I'll finish up the items we'll bring put this back on the agenda for next time.

01:14:23.000 --> 01:14:27.000

Just to get one more books out. Look over and get thumbs up.

01:14:27.000 --> 01:14:34.000

Okay, Yeah, my handy back I don't know who that is not me.

01:14:34.000 --> 01:14:39.000

Yeah, it's going

01:14:39.000 --> 01:14:52.000

Okay, okay, alrighty. So next let me pull up the agenda, so we can see where we're

at

01:14:52.000 --> 01:15:04.000

But still who it is, everybody's on mute but me Bob Joe Todd.

01:15:04.000 --> 01:15:10.000

Okay, I don't know there we go Alrighty that was weird, all right. So Mr.

01:15:10.000 --> 01:15:14.000

Todd. The next was to look at the Review design review, board work plan.

01:15:14.000 --> 01:15:29.000

So actually, Joe, I have a quick question for you. I remember when I first started, like within weeks we had a retreat down at the corner, some place down here at the corner of Winslow way, and 305 a conference room and I

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know there are planning commissioners there, and Dr. B. members, and I think they called it a retreat.

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And my question is, did the work plan come out of those retreats?

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Was that a deliverable out of those meetings, so that you guys knew what you were looking toward working, or how?

01:15:44.000 --> 01:15:50.000

What is the process to get this in place every year because i'm really green?

01:15:50.000 --> 01:16:01.000

Is clarence still here. I guess pretty good so you should hear this, too. , he's a guy in the red shirt. Oh, he's the guy in the richard that's right he's the resist guy

01:16:01.000 --> 01:16:24.000

right. Yeah. So The 5 years that i've been on here the first 3 or 4 years every April in January in April each committee set up their own work, plan and the chair would was given 5

01:16:24.000 --> 01:16:32.000

minutes could the city Council to share the what their work plan?

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And it went very, very fast. Zoom, 17 committee somehow, under the the previous mayor.

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That went away, and we have not had any vetting or any request for a work plan.

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It just stopped happening. It was never meant to be from that planning Commission meeting that meeting with the the Rb.

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And the planning group which I remember very much.

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And I. Actually, we never saw work product from that meeting which was kind of sad as well.

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But anyway, it was always designed, and I have old examples.

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If anybody wants to see them I could pass them out to anybody.

01:17:21.000 --> 01:17:33.000

But anyway, that was the idea. Every January usually over January, the the Dr. B. would meet, and we would come up with our work plan for the year. and of course the top of the list would always be You know review projects.

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All over, Bob, but then there'd. be 3 or 4 other items we would try to achieve during the year, and we were given 5 min to present to the City Council, so that's kind of but the city council is never asked for them in all

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these years clearance and I don't know yeah I think it just went away, and I don't know if that's something that should be revitalized or not.

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I don't know what the council wants to do cool Well, what prompted this Joe.

01:18:01.000 --> 01:18:10.000

Just so, you know. Sorry clients Let me just jump in here real quick, because I want to give context. , Ellen Shore reached reached out to me and said, where's your work?

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Plan for 2022, and I my eyes got like , What is she talking about?

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I don't know anything so I went snooping and I found this one here.

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This is the latest, and this makes sense, because Covid hit very early.

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2020, and the last one we had available was 2019.

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So it kind of all falls into place that things may have dropped because of everything that went crazy around here.

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Right. So this was what was given. but the actual work plan is down here right that I wrote that that's the last one I wrote right.

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So what I did was, I thought, Oh, my gosh! the upstairs exist exactly.

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When Executive asked for something we usually try to accommodate, and I went oh, so I reached out to Vicki, and Todd immediately went emergency.

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We have to put this together, and I pulled in them into a quick meeting.

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I'm like well, in the meantime I found out that it was okay to give them the 2,019, and that you know, for us to work on it.

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So it was a fire drill that didn't need to be so hot. but I got a little excited, so what Vicki did in her sorry to interrupt.

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It used to be, the Council would ask the city manager and Roz would ask the would ask each committee, and we'd get a little memo from Roz said, could you have it ready?

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And then Roz would put it together, put them all together, and and and and collate them, and give them to the Council.

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But so yeah, and it probably was my fault that after 2,019 or whatever 18.

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Nobody's asking for it. We really didn't put one together you know knowing what's going on.

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So what Vicki did was quickly threw together some items. so, Vicki, what I did with your items, which are all here on the right.

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I went ahead and move the you know, this first page is more in the format matching what Joe had done previously, so the only thing I did was change the format.

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And so all the data you had over here on the right is contained in this first page.

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So this is. I think what we'll review is this first page. If that's okay cause like I said, I did bring everything over let me add to this, though, if you don't mind this is you know really to

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Clarence and everybody I feel like that the council it's extra work for the Council to have to read these, of course, but I think it's useful for them to know, because one of the things that I used to put in I think I put it in

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the was. Maybe I didn't that there were 1,900 h or whatever it was.

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A volunteer time, you know. We went through the whole year and added up all the meetings and all the hours, and all the time, you know.

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And you say this was put 1,900 h or something into this, and I think the Council should know that.

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So it was. It was really, in the context of a hey sort of a report on the Drb.

01:21:00.000 --> 01:21:15.000

And the workpl. Yeah, And so when I go back to yours that's exactly what was at the top how many hours So you did a little bit of a annual report from the year before now I don't know if that's

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part of the work plan what the definition of a work plan is.

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But the main thing we focused on you know vicki and company was the second part, which is actually the work plan.

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You know all i'm all i'm saying is that that was the way it used to be with the Council.

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There was, there was an annual report. This is what we did last year.

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This is how many hours involved. blah blah blah!

01:21:37.000 --> 01:21:44.000

And this is our work. Plan for 2,000 next year so How can we can surely do something very similar to this I mean absolutely.

01:21:44.000 --> 01:21:50.000

I Didn't like again I didn't realize what the requirements were. it's up to the council, or or Blair.

01:21:50.000 --> 01:21:58.000

I guess, Blair king probably needs to you know you know be the one to decide that I don't know.

01:21:58.000 --> 01:22:02.000

Well, I I think it's good that we maintain it even if it's not asked for , sure just you know.

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Maybe it doesn't hit everything they would need but you know continues that work.

01:22:09.000 --> 01:22:17.000

Bye. Okay, yes, yeah. I I think it's an a governor's manner that it required to put one every year.

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If i'm not mistaken I don't know why the previous Council chose not to have them.

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But I recall that this is something that every Advisor grouping Commission has to put in It could be wrong, but I I remember reading that somewhere

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So I can. I mean, I can take a stab at some of the statistics, you know, who was who was on hold and what their term expires, and how many with that noise is set on on here.

01:22:55.000 --> 01:23:01.000

That can hear. No, Okay, alright good cause I didn't I couldn't tell if it was a fire alarm or not . okay.

01:23:01.000 --> 01:23:12.000

So anyways, I can I can try to kind of pull that together just the stats that I could do But the project they didn't go into detail.

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They just said what types of projects they looked at over that year last year, for instance.

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And then they just kind of talked again about some of the things they worked on.

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Yes, during last year, and then went into what's coming next year, or this year, for instance.

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So we would have to do this for 2,021.

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This this part, and, like I said, I could probably help with the statistics part.

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I can help you since I was the chair last year I can probably like maybe.

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Yeah. Oh, i'm, sure and so it sounds to me like maybe and i'm not trying to lead you meeting Todd so kick me aside.

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But it sounds to me like we'll work on the annual report from last year, and but today maybe we can look at the items that Vicki thought might be in our work plan for this year, and see?

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If you guys are on board with that and then add subtract, and then we can go from there.

01:24:06.000 --> 01:24:12.000

Okay, I dash these off and it's really very much a rough draft.

01:24:12.000 --> 01:24:16.000

So have added, I have no pride of authorship.

01:24:16.000 --> 01:24:19.000

I mean, we thought we had an emergency. So I wrote this in 10 min.

01:24:19.000 --> 01:24:27.000

Did a great job go for it like I said you can ignore the right page.

01:24:27.000 --> 01:24:34.000

It's it's this left page that has everything on the right page, with just in a different format.

01:24:34.000 --> 01:24:53.000

So I think we can agree that that is correct. So on the look first, I think the first thing that we should we should actually happen is the obvious, which is that we review commercial and multi-family residential projects.

01:24:53.000 --> 01:25:02.000

Okay, but I think that was kind of part of the annual report. not part of the work plan in your past example, but instrument.



01:25:02.000 --> 01:25:07.000

Part of the workforce of this year is the debts our primary function.

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Maybe i'm just getting the bureaucrat well, I think your duties are explained elsewhere.

01:25:11.000 --> 01:25:15.000

This is exactly what are you going to try to accomplish this here within those duties?

01:25:15.000 --> 01:25:21.000

I don't maybe i'm wrong. so somebody is going up, but I think we know what you're supposed what you review by looking at the code.

01:25:21.000 --> 01:25:25.000

I think this is okay. What What kinds of things we're going to try to check off the list this year?

01:25:25.000 --> 01:25:33.000

I think you're right, marlene but it might be good to, not reference here, but for us.

01:25:33.000 --> 01:25:41.000

Find that piece that establishes what we are and what we do

01:25:41.000 --> 01:25:54.000

Projects reviewed throughout the years that's kind of what you mean no. but I think that's just for our general reference.

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I don't know that it needs to come up here

01:26:01.000 --> 01:26:09.000

So

01:26:09.000 --> 01:26:24.000

So the design review application process should we put new in there or updated design review, application, No.

01:26:24.000 --> 01:26:37.000

I guess it's okay the the what we're doing what our plan , is to support that because we haven't had many projects that have come in that way.

01:26:37.000 --> 01:26:41.000

We've all I think We've only had one right under the new process.

01:26:41.000 --> 01:26:45.000

Hmm,

01:26:45.000 --> 01:26:53.000

So again Vicki threw down some thoughts. We can rewrite them or enhance them, or leave them.

01:26:53.000 --> 01:27:06.000

Be i'm Okay, with the first one

01:27:06.000 --> 01:27:13.000

The other. The other 2, though shouldn't I don't know they should fall under this bullet point.

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They might be their own bullet points, or or Bob, did you have a comment?

01:27:17.000 --> 01:27:23.000

There,

01:27:23.000 --> 01:27:27.000

Oh, I can't hear him Oh, if you took your headset off.

01:27:27.000 --> 01:27:33.000

Maybe it's not. Oh, needs bar it's Bob.

01:27:33.000 --> 01:27:44.000

Okay, I think Vicki i'm going to speak for You I think this because the pre-op conferences as new are new because of the change in process where you guys are attending them.

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Okay, that's possibly why she included it under here that's fine.

01:27:51.000 --> 01:27:55.000

Oh!

01:27:55.000 --> 01:28:04.000

The editing of the Manual, though, could fit under probably just a general category of its own in a way that kind of covers everything right.

01:28:04.000 --> 01:28:17.000

So can I ask, Okay, I'm: on the second one Okay, So did we want to pull this out into its own category here this first ,

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Let's see here, do you just want it by itself or does it need a title No, it's fine right there.

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We should enumerate some some bigger ones if we like like.

01:28:31.000 --> 01:28:51.000

We talked about reformatting. Chapter 6 follow the same format as the others.

01:28:51.000 --> 01:28:56.000

Joe, or oh, good! did Bob drop? A problem must be rejoining us.

01:28:56.000 --> 01:29:04.000

Did you have something, Joe? Well i'm in i'm in the next category. so I didn't want to go ahead until people were ready.

01:29:04.000 --> 01:29:15.000

I'm i'm in the design review board meetings so I didn't want to go ahead and till everybody was done with the last

01:29:15.000 --> 01:29:29.000

Going to that staff. Expectations of staff there are some items in this where we're gonna need staff help such as

01:29:29.000 --> 01:29:36.000

The staff should be verifying that the applicant is providing the correct submittal requirements.

01:29:36.000 --> 01:29:43.000

Again. if they do not have the submittal documents meeting with a Dr.

01:29:43.000 --> 01:29:48.000

B. shouldn't be calendar where where so I'm I'm.

01:29:48.000 --> 01:29:51.000

Under design Review board meetings , Okay, I wanna make sure we're looking at this right?

01:29:51.000 --> 01:30:01.000

This is our work plan. Now we're putting instructions to the staff is this:

01:30:01.000 --> 01:30:15.000

So like if we if if we look at we get our stuff on Thursday, we look at it, and we realize, like, like Joe did that time, that literally we had a back of an envelope drawing Joe canceled the meeting this

01:30:15.000 --> 01:30:23.000

is an example of saying, Hold it. We can't do that but actually that should never have gotten on the agenda.

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In the first place, staff should have said whoops you can't do that but so we have a responsibility to follow through and say, if this is all they've sent us it's a back of an interval of

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drawing for a concept meeting, we cannot proceed. so so we the chair.

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The chair is in charge of looking at his packet and and calling up, planning manager and saying, Please take this off the agenda.

01:30:52.000 --> 01:30:58.000

Hi, I I actually think that all 4 items you have listed under design Review board meetings.

01:30:58.000 --> 01:31:11.000

. is is not a work plan. Those are not I think the work plan is to conduct design, review board meetings, to review.

01:31:11.000 --> 01:31:17.000

You know multi-family, and commercial projects that's what we do.

01:31:17.000 --> 01:31:30.000

I you know and I don't think we sit I don't think that we sit there and and and and say that we have to make sure that the documents occur. that's that's all the stuff that's inside I don't think we

01:31:30.000 --> 01:31:33.000

need the email. Okay, I don't think we need to even list any of those sticks.

01:31:33.000 --> 01:31:40.000

Personally as part of the work point I mean the work You know That's how we get the work plan done.

01:31:40.000 --> 01:31:49.000

It's not the work. plan. right. yeah we're gonna be careful between instructions on how versus what we're trying to accomplish.

01:31:49.000 --> 01:32:02.000

Right? Well, well, maybe the last bullet, Joe, which is our job, is the worksheet, should stay in here

01:32:02.000 --> 01:32:06.000

Yeah, Yeah. Okay, So let's finish this conduct the Rb meetings.

01:32:06.000 --> 01:32:11.000

Review. What did you say, Jo. Commercial and multi-family commercial?

01:32:11.000 --> 01:32:21.000

I'll sorry commercial multi-family and subdivisions, and I see other people have the hands up.

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So yeah, Bob, I was Can you hear me? Okay, Okay.

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Good. Yeah. I was just suggesting on the prior one when it came to the D for B.

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I saw that where the action was to see the completion and incorporation of the design for bambers into the into the Via.

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You know the violin municipal cold, it says, support editing of the design for Bamboos Manual.

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Well, we we supported it, but we want to see the completion, and then So sorry, Marlene, that's not under that category.

01:33:06.000 --> 01:33:11.000

He's talking about the first yeah up a little, which one up here back here.

01:33:11.000 --> 01:33:16.000

You're saying, or it says support editing of the design for bambage.

01:33:16.000 --> 01:33:23.000

I think we need a little more action. We want to see the completion, an incorporation of the design Cambridge into the bay.

01:33:23.000 --> 01:33:34.000

We're all in municipal code. Well, it is where, son?

01:33:34.000 --> 01:33:38.000

Okay, so do I need to make some changes here. .

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No, that could be edit and refine the design for me for be manual.

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But I think what you're talking about by Bob is actually the inverse right?

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We wanna work with the code to make sure that the code supports designed for Bainbridge, because it's already in the code that designed for Bainbridge is the authority but there, are conflicts that undermine that

01:34:04.000 --> 01:34:13.000

authority. right. But we haven't got the design for bambridge incorporated into the code yet not formally.

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That's what i'm saying I thought that we had I believe we had, where, where we that it does say that.

01:34:21.000 --> 01:34:26.000

But it it in conflict that's Why, it's not clear?

01:34:26.000 --> 01:34:36.000

Are you talking about the worksheets Bob or the design for Bebridge Manual? The design for bambers I should be able to go in like we did before click on the hyperlink takes me to design for bambridge and I

01:34:36.000 --> 01:34:44.000

don't see a access to it not integrated into the code.

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Okay, act. Okay, that yeah, right now, we just have a strike out version.

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We're still we're still working progress we haven't got a final d for B into the code.

01:34:56.000 --> 01:35:11.000

Yet so that should be Provide x. provide easy public access to the most recent version of design for Bainbridge. Sounds fine.

01:35:11.000 --> 01:35:13.000

Okay, So when it says, provide, does that mean the Drb.

01:35:13.000 --> 01:35:18.000

Is going to do this, because this is your work plan. I just want to be careful here.

01:35:18.000 --> 01:35:34.000

Well for accuracy. In December a version which is that strike up version was taken to the Council, and they approved that version.

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In December, however, the a lot of the editing that we had done in July was not included in what was given to the Council in December.

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So this this list of items that we keep saying we've got to get these items to you know through legal etc., etc., on that list.

01:36:01.000 --> 01:36:09.000

Some of them do not require any council act action. they're They're the kinds of things like Mark Hoffman was talking about, you know, standard and guideline.

01:36:09.000 --> 01:36:17.000

In this. In this context they're identical that legal Joel Van can say, Change it, and it doesn't have to go to council.

01:36:17.000 --> 01:36:22.000

We do not know at this point on that list if any of them have to go to council.

01:36:22.000 --> 01:36:30.000

It's possible, what are you suggesting for the for the for the work, for the work.

01:36:30.000 --> 01:36:43.000

Plan , , We worked with PCD: 2 complete the changes to the deep for being manual.

01:36:43.000 --> 01:37:02.000

Yeah edit and refined. yes, and then work with the planning department to ensure changes are applied, or yeah, design for beambridge completion.

01:37:02.000 --> 01:37:22.000

Just call it that I mean well it's not going to be completed because it's it's a living document which are the well, the the part that was approved whatever yeah, or the

01:37:22.000 --> 01:37:32.000

edited version of the Council adopted December version is Yes.

01:37:32.000 --> 01:37:47.000

Oh, shouldn't we have the most recent version is always available to the public that we were not, You know, because if we make big big steps in the next few months that should go up.

01:37:47.000 --> 01:37:53.000

Yeah, that sounds good. alright. So what am I doing wrong here?

01:37:53.000 --> 01:38:12.000

Talk to me. Yeah, just the most recent version yeah yeah that's all that's that's I think we all know what that means is is posted always posted on the website.

01:38:12.000 --> 01:38:23.000

Or is easily accessible. So you only change update to easily access that's pretty self explaining.

01:38:23.000 --> 01:38:43.000

Is is posted. this is I. I think it can be posted anywhere, but we wanna make sure that easily acceptable, easily, easily findable by the public.

01:38:43.000 --> 01:38:50.000

Well send them. Actually, they have a hyperlink, and the code is what they easily acceptable, like a accessible.

01:38:50.000 --> 01:39:02.000

Okay, so you want me to say not no that no posted that's good that's good it's actually in both.

01:39:02.000 --> 01:39:08.000

It's in forms and documents but it's also that a hyperlink inside the municipal code.

01:39:08.000 --> 01:39:14.000

Also you click on the hyperlink. it takes you right to the design for Bambridge.

01:39:14.000 --> 01:39:25.000

So what you're trying to say is there's some more edits and re refinement needed and that as those are incorporated that it's available because right now it is posted on the website.

01:39:25.000 --> 01:39:31.000

Yeah, but it's a strike. but it's the approve version. It's only thing we got right now, right?

01:39:31.000 --> 01:39:46.000

Yeah, it also you want the hyperlink on the website the biggest air, the biggest air in the one that's posted right now.

01:39:46.000 --> 01:39:56.000

That causes unmitigated unmitigated grief is the fact that they keep sending the applicants to the admin manual versus the appendix for submittal requirements.

01:39:56.000 --> 01:40:06.000

Oh, good point, that's part vicki that is the biggest That's another bullet is correct. . that is correct.

01:40:06.000 --> 01:40:16.000

That's part of that well Yes, Mark Hoffman has that list, and that list is going to the new planning manager for completion.

01:40:16.000 --> 01:40:27.000

It's on her work. plan that's what we've been told, I mean that this is a work plan this isn't our individual tasks.

01:40:27.000 --> 01:40:40.000

This is a work plan, man. I don't think we need to add everything under each one of these categories, because they all can flip it to that category right? right? and it's limiting if we try to do that

01:40:40.000 --> 01:40:45.000

parents;

01:40:45.000 --> 01:40:53.000

Parents. Oh, you okay, I'm in a couple of things I wanted code is right.

01:40:53.000 --> 01:41:02.000

I'm, looking at the code that item, 7 item, 7 under your duties and responsibilities, report annually to the City Council prior to the start of Budget process.

01:41:02.000 --> 01:41:10.000



So yeah, these progress reports or work plans are fall under that category, and so it should have been required over the previous councils.

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I don't know why they didn't do that and under using responsibilities.

01:41:13.000 --> 01:41:21.000

You may have not revisited but if I can just read it. it's pretty broad, but I think all of the things that you're covering are are fit under here.

01:41:21.000 --> 01:41:40.000

So it's I i've got chapter 2.1, 4, point 0 or 0 design review board, and it's under letter D, and it says duties and responsibilities and your board shall have this number one review and make recommendations on

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all preliminary large lots, subdivisions, preliminary long subdivisions, major site, plan and design reviews, major conditional use, permits and major shoreline, conditional use permits applications related to single family residences such as

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family daircare homes, minor major home occupations, and single family residential height.

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Variations are exempt from design, review, board, consideration in addition at locations related to utility, facilities and non-city, outdoor recreation facilities are exempt from design review board, and then there's more you

01:42:13.000 --> 01:42:29.000

know the direct you can request that you review and make recommendations on preliminary short subdivisions, and and amendments and additions design guidelines and then we're you're talking about how it's

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in design project that's still going on here reset review and serve as an advisor capacity to the city.

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Regarding major projects, and then pretty wide open. Such other duties and responsibilities has may be provided by resolution or ordinance by the Council.

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So I mean you were going through some pretty specific things. and I think a lot of them fell under, you know, broad categories of major site plans.

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I think multi-family project would definitely be a major major project.

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So yeah. could we just go up marlene to the top and quote that code section let's see where where Joe was putting in?

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Where did you put? Where did we put that, Joe? , Yeah, you were saying we do these things so you they just put his first item.

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So well, maybe we should. just for the code Section that is our work plan.

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We will attempt to fulfill responsibilities and code section.

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No, we won't attempt we will fulfill responsibilities in code section.

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Whatever 2 down 14, whatever it was, 2 dot, 1 4 dot 0 for 0 Design Review board Section d duties I think I missed it.

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2, dot, 1, 4, dot i'm sorry design review board and Then it's a section d duties and responsibilities.

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That's good. Very good. Yeah, thank you it got awfully long other duties is assigned.

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Ouch Alright, Okay, fulfill responsibilities as defined in Chapter 2, dot 14, dot o 4 old Section D.

01:44:31.000 --> 01:44:42.000

That sound right? Okay, I I personally love the the other 3 sign.

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We do board meetings makes a lot of sense everything there.

01:44:46.000 --> 01:44:55.000

I think the and community code in the small code is is written really well, and I think perfect professional development.

01:44:55.000 --> 01:45:03.000

If there are opportunities. Yeah, the only thing we could add is something about partnering with the planning commission from the PCD.

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And any kind of annual meeting or annual we treat, or something to to to foster communication with a link mission.

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Try to foster communication. Would that be a separate bullet, or under one of these headings?

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Okay,

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You know, just suck, , yeah, there you go. Yeah.

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And it would be like, you know, foster communication or something with the the the Pc.

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I'll get the documents out later. Okay, cool Alright, yeah, Well, yeah, just yeah, the Pc. the Cc.

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And the PCD

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And you said to what did you say? You added something to that, Todd?

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Was it just foster communications? That was it. I always use communicate collaborate and

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Okay, collaborate yeah that's a good 3 c's

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Whole lab 4 rate, and what was the third cooperate cooperate?

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That's always a good one. that's what we try

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Oops,

01:46:51.000 --> 01:46:59.000

I think that's good. Do we want to continue to communicate collaborate and cooperate.

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Yeah, that's probably like sounds like we've never done it before

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Or enhance our or continues. probably good so okay we're putting the best foot forward.

01:47:19.000 --> 01:47:28.000

You know 1 one item that I think when Clarence read it off I think I heard him something about advising the city, or something like that, Clarence.

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I think, when you, read it. you know one of the big yeah it's been a real pet pave of Joe for many years, and it is of me, though i'm getting i'm not the public.

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As much now, but right now the they have to refine the public portal, so the public can get into it right now.

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The public really isn't it's not intuitive to get into the portal of a pull up the project.

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This is something that Joe has been working on for years and nothing ever happened. Well, that's because we don't have control over the portal.

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It is designed by smart Gov. the way it is, and there are numerous ations all over the country, that if we make a change, they all have to agree to it.

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And I guess that was simplify it.

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Remember you you gave you. You gave us sad hen or gave me the hand, or something about sending some sign.

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Well, there's nothing

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Because that's where it would go enter at least 2 characters Use this as the wildcard.

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You know all that kind of little tips I think should go right there, and I don't have control over changing that.

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I did look into it. and and that available anywhere is what available is that actually available somewhere? I mean, is there a way that we could go to a help?

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Yeah, I was just gonna that's what I was kind of looking at.

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Oh, here's a portal user guide right here?

01:49:14.000 --> 01:49:20.000

Oh, at the bottom, do you see that let me open it now?

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I don't know how current it is and I can take an action to look into that, but it does tell you how to sign up how to change your password.

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How to view information. So it is available. I mean the screenshots look a little different because they've recently, you know, did some changes to that.

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But tell you to put the percentage sign in when you don't know what see? does it say let's see? I I thought maybe a one pager that you could put in Well, the public's not gonna be want to read a dozen pages

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to figure out how to use Well, but that's Why, There's a table of content.

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So they can go to the page that's most useful to them right I mean, does it have the percentage

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So, so, Marlene, i'm wondering if before you even get into the portal on the city managed website.

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There is a an entry point to this and we control, I think it on that.

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Is that possible? when you go down, you know, to to online, permitting right right there before it even gets you into the portal.

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Is it possible that the city can have what Bob is suggesting?

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This one line, because it has to be as simple as when you enter an address.

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You must type out southwest is a whole word i'm i'm using that as an example because the the portal is so specific that if you type in the word, if you type in blvd for boulevard and don't

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type in Boulevard. you can't get to mandatory Park Project.

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But the problem is it's not consistent oh, you know Boulevard, So, making a cheat sheet could be pages long, I could be and and you're saying that every city across countries using

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this Whoever has purchase the software and There's a lot of I mean our even our county uses this So I tell you what it doesn't help it doesn't help the citizens

01:51:51.000 --> 01:52:02.000

of the of being right now. the advance search is always the way to go, though you know I mean for you to kind of put in some parcel numbers or something that you know.

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This, I think, is the permit number, so I mean the Vance Search is a very helpful item.

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When you can, you know. figure out how best to find something.

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But well, even put it in that cheat sheet sign i'll tell you morally.

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It has helped me so many times, I would have wouldn't, you know.

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So. so I guess I go back to Why, this is well, this is a problem.

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Why is it something has to be on our work plan ?

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That's not something that we do yeah I don't know I I thought you didn't like it.

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I thought you I don't like it but I can't do anything about it.

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, Now this is something you guys are gonna work on and try to finish , you can't , we can advise the city.

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That's what I was looking at was enough that's all.

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Yeah, right now nobody knows that there's any issues with I've heard about this for years.

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I'm Joe, and from Jane Rain and again it's probably the reason nothing's been done is because we don't have control.

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So it's not like we've not a whole lot we have control over when you're thinking of a workaround I think another red flag.

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But I don't think it would just something that's on our work point because it's not for Dr. B.

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To do I mean I don't know if it's not important, then we don't do it.

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Well even say it wasn't that important it's outside of our realm of influence if I can jump the advice is limited, though.

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And so yeah, it's focused on well I can read them all.

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But short divisions. And do you make recommendations? on changes, amendments, and or additions to this dying guidelines?

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Now maybe the website is a design I don't know I kinda think they're talking about housing design and building design .

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So yeah, that's where that's where the advisory part is, don't even we don't need to consider it.

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I was just a suggestion that's all the the single guaranteed cheap.

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Sheet item that works is that you tell everybody to go to the Kits up county parcel viewer, and if you, if you, if you can work a map, you can, you can visually get to the piece of property and get that

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parcel number Every application in the city has a tax parcel number on it, so it like.

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When you enter in the portal you know there you don't have to try to get the address correct and spell it correctly, and Southwest versus spelled out southwest if you

can if you can work the

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parcel viewer I mean that's a single cheap item that is almost a guarantee, but it sends citizens opted the kits have county parcel viewer, which in and of itself, if if you're

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visually challenged is impossible. so it's kind of a no win. I've put parcel numbers in Vicki.

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It doesn't work in the portal really .

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That that means that when the application is being in taken in that either the parcel number is missing, or maybe it's incorrect or the applicant just put down the wrong personal number, no more it should work If you use the advanced search and put the

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parcel number in the advanced search it should find I don't know what parcel that was for.

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That That's all right. Okay, I thought we had some stuff out here.

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But you know. we gotta get this cleaned up because it's like I can't find anything, either. just like anybody else can't find anything.

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But I do know that we did have some instructions that we 1 point somewhere out here on how to kind of use the parcel, I mean.

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I'm sorry the portal so I can look into that, and see what I can do about helping with that other other work plan for 2022.

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We we have our our the next one for Bamberg Island municipal code, which is good

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Any any other outstanding new items? Oh, I on that one!

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Could could I ask Clarence a question? You know we wrote that letter?

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Month or so ago. And is there any like you know which way the wind is blowing?



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With the Council to to you know. Consider! you know how to solve the inconsistencies in the conflicts in the code.

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Are they waiting for new leadership to even talk about it?

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Maybe. Well, we're trying to here so there's a big elephant in trying to buy a lot of different ways.

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But that's something that you're not the first advisor group to talk about problems with the code.

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So we We i've heard it I can't speak for the whole Council right now. that's something I would like to look into

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It's just a matter of how much time we have just.

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I'll just speak for myself. Okay, thank you

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Okay, how are we feeling? good? Good. alright so we've got the work plan feeling?

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Okay and like, I said, Offline Joe and I can work on what the annual report was from last year we can do that.

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Okay, alrighty, what's next? next on the agenda so I was asked by Todd and Vicky if they can recruit, and I talk to Ellen shore, and is okay, as long as the engine you

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know the architect lives on the island. they can apply

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Of course you will probably want someone who doesn't do a ton of work on the island, because then they would have to recuse himself an awful lot.

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I would suspect. So I mean, you know I mean I know a couple of times.

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You guys have had, too, because you were involved in a previous project, or a project with that particular applicant, or whatever.

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But it hasn't happened a lot in my tenure with you guys.

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So I think that would be ideal if they didn't do a ton of work on the island, if to join the the board, because then, when

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Jonathan gave a supplied for a position the last round couple of years ago, and he wouldn't have been asked to fill out the new form that they have.

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This is you can't work for the city for 5 years . I remember that right, and I don't think it's a problem that you work on projects in on Bambor.

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You know, over there. but if you, if you have a contract with the city, there is a form. it did.

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We all have to sign It says we don't work for the city for 5 years. and John from Davis would not have been willing to sign something like that to be a member, because he likes working on things for the city Okay, So in other words what you

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mean work for the city is work on a city capital project, or something like that.

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And I I think even I I think it's even an issue.

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If you work for a large company in seattle and they did something for for Bainbridge, you'd have to make sure you didn't work on it , or recuse yourself.

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One of the 2 So anyway, yeah, the question was, Can we recruit?

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Is there anything against the rules? And Ellen said, recruit away, and her only thing was, They have to live on the island.

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She didn't go into any other details but Anyways, that my next question would be.

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We kind of need a status of what the members what the applications are because we can't really go out and and tell people to apply if it's like, Oh, we already there might be been approved so that I

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think that's great information to know but is that good for this term?

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Or do we need to wait until next time? We need people to apply?

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It may depend. like you said on what the applications are because one if we don't have a second architect with Michael's departure.

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I don't know what that does because the code specifically says you have to have 2.

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So it does help me. We just banned does that mean I mean I don't know what what happens if we can't meet the requirements of the Design review Board

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Have you know, has raws not, I can I can check with her to just at least get that information cause that's gonna be important, because if we don't, then we have to recruit.

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Or we're gonna be in trouble. we can't we Can't continue right.

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I think you're interpretation. as i'm reading at your interpretations correct, and must it says, and at least 2 architects are you required to have that so, even though you've got a huge

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quorum. it's written in the code that that has to exist. so technically your you, it's good to have a meeting, but technically you probably can't make a decision because you don't have that membership so i'll check

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with Roz and see what you can atleast give me around.

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Okay, of all the i've heard 3 applications I think through Vicki or somebody.

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So we know Todd is one of them. So if the other 2 are not architects, then you know, then, that maybe triggers us needing to recruit right.

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So without Todd, we have because Michael is well we can just make Michael stay.

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Actually that's in the code but I wouldn't go there.

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Okay, So without todd we don't have any architects, So we really, if you could ask rods and then we could all, you know, reach out to our linkedin contacts, or you know and just

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inquire and tell him what a fun job it is.

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The other question would be you know I think a surefire way to reach people might be

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How's that for equivocal add in the Seattle Aia jobs, cause there are a you know, a fair amount of architects that flow across the water every day.

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But the question there is, How do we pay for that? And how does that happen?

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I was hoping it was a free so and I don't know if I mean we do have budgets here.

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I mean i've got money in our budget for community outreach.

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I don't think that's what this is considered though So I don't know if we could pay for it out of the PCD.

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Budget or not, I don't know what the rules are around something like that.

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Well, maybe if todd finds, out, you know cause We're asking for an ad for a volunteer position, maybe they'll give us a discount or something and then then Marlene you could reach out and ask you know

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the adds, a \$100. Can the city please do \$100 for this? Ad: Yeah.

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So let me know. I think we have to keep in mind that there's always been a problem recruiting people, because it's on a Monday at 2 o'clock.

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The meeting, It leaves us with retired people , on the island, and I think we need to look at that as as either a good or bad thing, or try to maybe focus on getting a retarded architect on the

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out, I mean. Well, Joe, Todd and I worried about that and I reached out to Roz, who then sent me to Ellen, and the response to that was that the Dr.

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B. Because if it's substantial staff involvement has historically been during the day to meet you know that timeframe when staff is available, and so well that argument is kind of specious.

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I mean the planning commission requires a lot of stuff.

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Come to love your input want, your feedback. But the Rcw.

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Does not require a design review board So that is also one of the ways she told me.

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They look at it. The 2 committees that are Rcw.

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Directed happen at night possible. so one of the things, in addition to the meetings being during your normal work day and one of the things that makes it difficult, as someone still working full-time is that it's a 3 h

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meeting It's a very long meeting that takes up the entire afternoon. and so I don't know if there's there are ways that we could use use retreat time to to work on some of the sort of words missing work that

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we do so that we can focus our regular meetings on more projects.

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Or maybe it's having having an hour overlap so the the meeting starts at 4, and goes more into the into the evening.

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If we do actually need those 3 h so there's one overlap

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The staff can come but it doesn't need to be the whole time.

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That is overlap just so, you know we close at 4.

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So , after hours for staff Okay, well there's there's one other issue, and this kind of relates also also to in-person meetings.

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The meetings were staggered a lot because they can't overlap.

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They only have so much capacity to overlap zoom meetings on it side, so that may still, since the planning Commission is going to meet in person. But they still have.

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Yeah, I think they're they're still doing zoom so that that capacity issues out there.

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And then the issue of it sounds like that reading City managers think the expectation is that the that these committees are are you will meet in person.

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So that, too, like today i'm sitting at my daughter's in Montana, and we do go on vacation, and if you're short a quorum, and it's in the summer or everybody's sick it's the

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holidays whatever to be able to have that dual capacity.

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Maybe some people are there in person, but we always have zoom.

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Ability makes sense. Well, I think that . he said, .

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For a working person. Zoom may be the difference between the will able to do it and not do it at all.

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Because they could be they could be sitting in their car on the ferry in a meeting. right?

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So he used the word envision if you notice that it wasn't required.

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So I asked about that, because we are in the small conference room again that we had started in before we went home for Covid, and that's a very small room.

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To have 7 of you, and to me planning manager applicant plan.

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You know, Planner in there, and so I said to Ellen I'm not comfortable, and I know

some of my Dr.

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B members are not comfortable, being shoved into a tiny room.

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The difference is the technology We're using Planning Commission and City Council use a tool called Grannicus along with Zoom, and if we move to the Grannicus platform, we can use the Chambers So I have

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a meeting on Wednesday with our it, to find out.

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What does that mean to move to that platform so we can use the chambers and feel like we have a little elbow room.

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But in the meantime, if I can't turn that around by June the sixth, which is our first meeting under the new, you know, back in person guidelines we will be able to open up the big garage.

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Door we can have, But anybody who needs to speak or be seen has to be in that conference room because of the zoom.

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Now, if we can get in the chambers and use graniteus, then that kind of expands that, and allows us to do a little more.

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So that's that and I asked Well, what's the big deal with folks coming in, You know.

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Why do we have to have them in person when actually opma does not say that it says remote members can attend remotely.

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I mean board members can attend remotely, and she said Well, one of it's part of it, too, is a safety thing.

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Here. I am the only staff. Maybe you guys are all sitting at home.

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We have citizens coming in we close at 4 we're here till 5 I'm.

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By myself. Possibly they were worried about safety as well, so that was part of it as well, which I appreciate them.

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Thinking about that. So what i'm hoping to do is on Wednesday.

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Talk with it, and see how difficult it is for us to pivot toward to using Graniteus.

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And if we can do that by June sixth, then we will open the chambers, and everybody can feel a little more comfortable.

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But keep in mind. vicki it doesn't say you have to be in person.

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So on those occasions when you're off to visiting your daughter, I suspect it'd be okay for you to come in on zoom as a member, and your counterparts would be in person, and and we would just

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do it a hybrid So I I think it's doable for you guys to continue to do your duties, even when you may have to be out of town.

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So more to come on there because I can get granite, because put into place, simple enough, and not cause a whole bunch of hubbub in the next couple of weeks.

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That is my goal, so we can all be comfortable and use the chambers.

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One comment. i'd like to make back anna suggested making the meetings you know, 2 h long and then doing work at other times, or something.

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You gotta be really, really, really careful, because it has to be an open public meeting, and you can't be doing other work.

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Oh, you know, in other places, you know unless it's like a subcommittee. it's been identified. It could then do work and bring it back.

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But would have to be approved to discuss during the actual meeting That's why I suggested doing a retreat time where we could take some of the the sort of parking lot issues that we've we started coming up

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with and review them all at the same time maybe it's twice a year, or and have a full a full day retreat.



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That would be an open meeting. but that would have a limited scope to just these.

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Sort of , editing clerical things that's pop.

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That sounds yeah. yeah. Okay,

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Very good. So, Marlene, can you ask for us if we are in dire need of an architect?

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See who applied and see what their credentials are, and if , another one is not an architect, we have to do something.

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And again. Michael can stay on for a couple of months while we find somebody.

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Hmm. Just in the summertime, too, we're coming at you the best time of the year around.

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I might suggest to taught it. Probably be good for the new planning director to know that to know that we need to architects Is that what you mean? Well, yeah, because she's coming in new I don't know what kind of an action? list she has But she's.

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A planning director, and then there's a manager that lives on the island that's coming in on June the sixth.

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So we it's important that they both know that you know we we may, if we don't have an architect, we're gonna need one, because it's a joint effort we're , i'm going under the

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assumption, because I I can take a limited role here because I'm one of the applicants that they are they are looking at that.

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That is something on there. Yeah. And I think I think Mark put it on that list of things to do good

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Great any any new old business there's no pre apps coming up.

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No, i've not gotten a single nope I can look at the calendar. but i'm sure they've been pretty good about making sure you guys are invited There's been this effort for people to attend these

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things. it seems, and I think I think becky and I've talked about this before.

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That what's more important is that everybody read the reports come from those?

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How do we get those? How on, when do we get those I don't see any process for that?

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But if the process is that at the end of the Pre app the couple that I've attended the planner says, I will generate a letter which is in the code within 1010 working days, So basically 2 weeks, So they

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generate that letter, and they post that letter on the pre app under the pre app number and

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Then when they start through the the the design, guidance thing, the the numbering system changes.

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So if you are aware that that has changed you can't find that letter, and so , we go here.

02:15:02.000 --> 02:15:15.000

We go to the portal again. So Marlene has been good enough that she makes sure that when we get to the design guidance, meeting that for sure, somehow or other, that letter is in our materials for the design first design

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guidance. Maybe that seems to be the only workaround there is, unless you've got all these numbers memorized conceptual design guidance and the Ffr.

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Permit types and have it as a submittal so that the permit specialists know that that is also a required item, and I don't have to remember to.

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Oh, my gosh, let me go upload this so I haven't been able to pull the trigger with them.

02:15:47.000 --> 02:15:52.000

But that is my goal is to have it listed as a submittal on those meetings.

02:15:52.000 --> 02:15:58.000

For you guys and that it would be part of either the applicant or somebody's responsibility Make sure it's there when they say, Marlene, here you go.

02:15:58.000 --> 02:16:05.000

It's ready for your design review board agenda well there's if you're if you're doing that this is not in your job description.

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But there was another issue for a planning commission meeting and it was the final meeting, for I I don't remember.

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Oh, it's for why it madison and and somehow, some way, the design guidance, final checklist was not in the planning commission materials, and that is a requirement.

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Because at that they are supposed to give substantial weight to our decision, and they have no documentation for it.

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So somewhere in this shifting around and that was under the old process So that was so something happened that that was missing out of their meeting materials.

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So. okay, let me just see if there's a like a submittal that can be added, so that and I don't know how this all works, because I don't know much about the planning Commission, and all that but i'll see what I can find

02:17:07.000 --> 02:17:16.000

out about how we ensure one time it got dropped because what I tend to do is when it's final, i'll upload it to like the now we're calling it the ffr drb f of

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our final review and recommendation, i'll make sure the final document is uploaded to that permit, and it's also sent to the applicant.

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So if it's one of their requirements to give to the planner for the planning commission, then somebody dropped the ball there.

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But I don't know what happened Yeah, okay we're going back to Todd's question was that I attended a couple of meetings.

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I'm retired, so my time is a little more flexible than working full time.

02:17:47.000 --> 02:17:54.000

I'd made up a format that i'd sent out the 2 of the meetings I attended? Was that

helpful?

02:17:54.000 --> 02:18:10.000

Is that just a waste of time it's a lot of work for you to do, Bob, and it just I thought it would give some.

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Well, I thought it might give some clarity if not Then won't you? Won't do it.

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Yeah, it's helpful I don't know that you know it's not in the official document.

02:18:19.000 --> 02:18:26.000

It's not you know it's additional what we have I think what's more helpful is that in our meetings.

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We have a you know we have a brief presentation by someone that was there.

02:18:32.000 --> 02:18:41.000

Just to talk about those points. Yeah, see we we didn't have that that's the reason I room because that's what I thought we were gonna do.

02:18:41.000 --> 02:18:47.000

But we never did it. So I just wrote it yeah no it's it's great.

02:18:47.000 --> 02:18:52.000

It's great to have but again it's outside of the official record and all of the protocol stuff.

02:18:52.000 --> 02:19:00.000

So we to bring that into the records. We can have a discussion at the meeting, so we should make sure that at the following the Rb.

02:19:00.000 --> 02:19:08.000

Meeting. we you bring that up

02:19:08.000 --> 02:19:17.000

Just looking at the calendar I don't know why this one's back up here again, cause we've been through this one.

02:19:17.000 --> 02:19:31.000

Do you see it right Michael pre application conference let's see what it is Mercury Michael subdivide.

02:19:31.000 --> 02:19:33.000

This is a subdivision with this be normally something you guys would look at.

02:19:33.000 --> 02:19:58.000

I'm guessing right is it a subdivision or 2, so I don't so is is Is it a pre app

conference under the old process, or the new process Well, with it being May the

02:19:58.000 --> 02:20:07.000

30 first I don't, know I mean I would have said new but I can't assume that if the project's been around a while right but I just don't understand why it's going back, through but I

02:20:07.000 --> 02:20:18.000

don't know enough about stuff to is it the permit specialist that Oh, I saw So this is a boundary line adjustment.

02:20:18.000 --> 02:20:22.000

I don't think you guys are involved in that my phoneologies?

02:20:22.000 --> 02:20:38.000

Is it the permit specialist that send and It's supposed to send the note out to Vicki and Todd or however, yeah, I see nothing other than that and another one that didn't apply to you guys

02:20:38.000 --> 02:20:41.000

either. I have nothing on the calendar all the way through June and July.

02:20:41.000 --> 02:20:57.000

So far right alright so let's go back to the agenda real quick. All right. Well, we don't have anyone here to give us any updates on where that Hmm. or the general projects coming down the pipe but

02:20:57.000 --> 02:21:03.000

we just kind of looked ourselves email it's funny michael's like I was getting your emails Then I didn't get him.

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Now, I I think, and I haven't had a time to contact it.

02:21:07.000 --> 02:21:14.000

But there's a distribution list in the address book that's called Design Review Board, and has all of you guys as members.

02:21:14.000 --> 02:21:20.000

And did everybody get their email this time? for the meeting like where I say, here's the packet.

02:21:20.000 --> 02:21:31.000

Let me know if you're coming, or everybody got it I went ahead, and instead of using the distribution list, I typed in each of your emails, and it something must be wrong in that distribution list is what i've come up

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with. Are we on the distribution list or all the all your names, and I mean all your email addresses are part of that group.

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But it's for some reason there must be something wrong with it because you're not.

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You're not getting consistent email by using that that group.

02:21:44.000 --> 02:21:49.000

So I need to reach out to it but what i'm gonna do. in the meantime, is i'm not using any distribution list.

02:21:49.000 --> 02:21:54.000

I'm gonna type each of your addresses in every time because I want to make sure you're getting what you need.

02:21:54.000 --> 02:21:58.000

I I just very upsetting to me because you can't be prepared if you don't know what's coming right?

02:21:58.000 --> 02:22:03.000

So anyways, I will work on it i'm gonna probably take this off of the agenda next time.

02:22:03.000 --> 02:22:09.000

But I just kind of wanted to give you guys a heads up that we may have discovered why you're it's hit, miss.

02:22:09.000 --> 02:22:18.000

Okay, Yeah, Thank you.

02:22:18.000 --> 02:22:28.000

I think that's the end unless You have any other issues or concerns no concerns for me any any other members.

02:22:28.000 --> 02:22:32.000

Yup excellent. It can't be we're not getting done early. Wait a minute.

02:22:32.000 --> 02:22:56.000

We gotta stay on , yeah, right, All right. See? everybody.