



August 13, 2018

Coates Design  
Attn: Joe McRitchie  
900 Winslow Way E. Suite 210  
Bainbridge Island, WA 98110

Re: Bainbridge Island Aquatic Center PLN51217 PRE Pre-application Conference Summary

Dear Mr. McRitchie,

Thank you for meeting with staff on July 31 to discuss the feasibility of replacing the Ray Williamson pool. It is likely that Site Plan and Design Review (major) a Conditional Use Permit or amendment to the existing permit, and State Environmental Policy Act (SEPA) review are required to redevelop the site. Design Review Board review and a Public Participation Meeting are required prior to application Submittal requirements, including those for a preapplication conference, are found in the [Administrative Manual](#). Please find additional information in the attached planning checklist. Reviewer information follows:

<i>Project Manager:</i> Kelly Tayara	<a href="mailto:ktayara@bainbridgewa.gov">ktayara@bainbridgewa.gov</a>	206.780.3787
<i>Development Engineer:</i> Paul Nylund	<a href="mailto:pnylund@bainbridgewa.gov">pnylund@bainbridgewa.gov</a>	206.780.3783
<i>Building Official:</i> James Weaver	<a href="mailto:jweaver@bainbridgewa.gov">jweaver@bainbridgewa.gov</a>	206.780.3755
<i>Fire Marshal:</i> Jared Moravec	<a href="mailto:jmoravec@bifd.org">jmoravec@bifd.org</a>	206.842.7686

Please note that information provided at the preapplication conference and in this letter reflects existing codes and standards, currently available information about the site and environs, and the level of detail provided in the pre-application conference submittal. Comments provided pursuant to preapplication review shall not be construed to relieve the applicant of conformance with all applicable fees, codes, policies, and standards in effect at the time of complete land use permit application. The comments on this proposal do not represent or guarantee approval of any project or permit. While we have attempted to cover as many of the Planning, Engineering, Building and Fire related aspects of your proposal as possible during this preliminary review, subsequent review of your land use permit application may reveal issues not identified during the initial review. If the City's pre-application review indicates that the City intends to recommend or impose one or more conditions of permit approval, and if the applicant objects to any of said conditions, the applicant is hereby requested and advised to provide written notice to the City of which conditions the applicant objects to and the reasons for the applicant's objections.

Please do not hesitate to contact me if you have questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. Tayara', is written over a faint, larger blue signature graphic.

Kelly Tayara, Senior Planner

cc: Perry Barrett, BIMPRD  
Tamela Van Winkle, BISSD

**Department of Planning and Community Development**  
**280 Madison Avenue North**  
**Bainbridge Island, Washington 98110-1812**  
**[www.bainbridgewa.gov](http://www.bainbridgewa.gov)**  
**Phone: 206.780.3750 Fax: 206.780-0955**

**Checklist for Pre-applications**

**General Information**

Conference Date 7/31/2018  
 Project Name BI Aquatice Center Feasibility  
 Location / Address \_\_\_\_\_  
 Tax Parcel Number \_\_\_\_\_  
 Planning Contact Kelly Tayara  
 Zoning/Comp Plan Designation R-2.9  
 Project Description Feasibility study to replace Ray Williamson pool

Type of Planning Permit / Approval Required	Municipal Code	Base Fee*	Per Lot - Additional Fee	Per Lot School Impact fee (1/2 due at final plat)
x Preapplication Conference	2.16.020.G	\$ 1,000	-	-
x Conditional Use Permit	2.16.050/110	\$ 4,770 / 10,494		-
x SPR Site Plan and Design Review - Planning Commission	2.16.040	\$ 8,586	-	-
x Health District Fee - (Deposit - separate check)		\$ 130		
x Design Review Board (one-time fee - prior to application)		\$ 250		
x Public Participation Meeting (prior to application)		\$ 250		

Contact Kelly Tayara to schedule Public Participation Meeting and Design Review Board. Contact Lara Lant llant@bainbridgewa.gov or 206.780.3770 to schedule application appointment and verify fees.

Information required for land use application:	Municipal Code	Notes:
x SEPA Checklist		WAC 197-11-800
x Landscape plan must include site specific evaluation of total impact on tree coverage / Tree units/ISA valuation		
x Design guideline checklist		

x Critical Areas	16.20	Buffer*	Setback
Wetland			

  

x Zoning Standards	Title 18	Minimum	Maximum
Lot Coverage: lot area covered by buildings			25 %
Setback, Front		25	
Setback, Side		5 /10	
Setback, Rear		15	
Building Height			25 / 30 with CUP
Structure Height			25 / 30 with CUP
Parking	18.15.020-1		

x Landscaping, Screening, Tree Retention/Protection/Replacement	18.15.010
Tree Retention, Protection & Replacement	
Perimeter buffer	Table 18.15.010-3
Roadside buffer	Table 18.15.010-4
Parking lot landscaping	18.15.010.F.1
Site Specific Evaluation of Total Impact on Tree Coverage	18.15.010.G.3
Total Site Tree Unit Requirements	18.15.010.G.4

x **Design Standards / Guidelines** Design Guidelines for Commercial and Mixed Use Projects  
<https://www.bainbridgewa.gov/DocumentCenter/View/3447/Commercial-Mixed-Use--NSC-Design-Guidelines?bidId=>

## SITE ASSESSMENT REVIEW: COMPLETE

**Date:** Thursday, August 30, 2018  
**SmartGov Case No.:** SAR80134  
**Owner:** Bainbridge Island Aquatics Center Feasibility  
**Mailing Address:** 8521 Madison Ave | Bainbridge Island, WA 98110  
**Applicant/Agent:** Joe McRitchie, Coates Design  
**Applicant/Agent Email:** [joe@coatesdesign.com](mailto:joe@coatesdesign.com); 206.780.0876  
**Project:** Replace Ray Williams lap pool  
**Site Location:** 8521 Madison Ave | Bainbridge Island, WA 98110  
**Tax Identification No.:** 222502-4-003-2008

This completed Site Assessment Review (SAR) letter serves as an endorsement from the Department of Public Works of the project with recommendations to achieve Low Impact Development (LID) to the maximum extent practicable based on the Department of Ecology's Storm Water Management Manual for Western Washington (SWMMWW). The following LID recommendations apply to the site as it has been presented in the application to reduce vegetation removal, minimize hard surface installation, and mimic natural hydrology. This assessment is non-binding, unless the recommendations are as required under BIMC 15.20. Application for permits with the City of Bainbridge Island for which a SAR is required shall be in substantial conformance with this proposal, or, else a new SAR shall be required.

### Project Surfaces/Thresholds:

Threshold	Proposed Project
Proposed New/Replaced Hard Surface Total	>10000 sf
Proposed Land Clearing/Disturbance	~12000 sf
Existing Site Impervious Coverage	On file
Total Site Area	~73 ac
Site Previously Developed Under Adopted Stormwater Regulations (after 2/10/1999)	NO
Type of Development (New or Redevelopment)	Redevelopment

### Recommendations:

- This project is in the conceptual phase but generally proposes to replace the Ray Williamson Pool portion of the BI Aquatic center complex by demolishing the existing pool and either rebuilding in a similar footprint or potentially expanding the building to accommodate a larger pool in a yet to be determined alternate location on the site. The final permitting for the actual structure will be completed under a Building Permit issued by COBI Planning and Community Development.
- An application for Building permit will require the project demonstrate compliance with applicable minimum requirements (MRs) # 1 through 9 of the City's adopted stormwater manual.
  - MR#1 – Develop a Permanent Stormwater Site Plan (SSP) - the comprehensive report containing all the technical information and analysis necessary for the City to evaluate a proposed development project for compliance with stormwater requirements.
  - MR#2 – Develop a Construction Erosion Control Plan: Also known as Stormwater Pollution Prevention Plan (SWPPP).
  - MR#3 – Source Control of Pollution – Primarily concerned about pool maintenance chemicals and filtration back flushing wastewater.
  - MR#4 – Preservation of Natural Drainage Systems and Outfalls
  - MR#5 – On-Site Stormwater Treatment
  - MR#6 – Runoff Treatment (Water Quality)
  - MR#7 – Flow Control (Impound and control excess runoff due to larger hard surface quantity)

- MR#8 – Wetlands Protection
- MR#9 – Operations and Maintenance (For larger projects, an O&M manual is required to ensure installed stormwater control facilities are adequately maintained and operated properly.)
- The BI Metro Parks and Recreation District (BIMPRD) leases the Aquatic center site from BI School District 303 (BISD303) and the proposal includes additional parking outside of the marked lease area based on submitted documents. It is likely that COBI DE will treat the leased area as a discrete site for purposes of compliance with the SWMMWW but given the plethora of other projects on this parcel being undertaken by BISD, there is some concern about cumulative impact and ultimately any proposal for this site should consider the additional proposals planned for the BHS site as a whole and address those in project documents.
- COBI has adopted the International Swimming Pool and Spa Code, 2015 edition. BIMC 15.22.050 prohibits the discharge of chlorinated spa or swimming pool water to COBI storm water drainage system and provides conditions which must be met for dechlorinated water to be discharged to the storm drainage system, including being volumetrically and velocity controlled. BIMC 13.12.030 makes it unlawful to discharge swimming pools into the city sanitary sewage disposal system.
- As proposed, the project creates more than 5,000sf of new/replaced hard surfaces so this plan **shall be** created by (or under the direction of) a professional civil engineer licensed to practice in Washington State. The SWMMWW volume I, section I-3.1.5, Step 5 offers additional guidance on content and format of the plan and narrative to assist the applicant in preparation and submittal for review by COBI Development engineering staff.
- Compliance with MR#2 requires a Stormwater Pollution Prevention Plan (SWPPP), also called an Erosion Control Plan (MR #2) that applies to all land-disturbing activities and temporary impacts associated with the project. A well followed SWPPP with established clearing and disturbance limits and clearly thought out phasing helps to minimize unnecessary destruction of healthy soils during the construction process.
- The SWPPP and SSP (from MR#1) should accompany any clearing, grading, or building permit submittal.
- Retaining or planting trees within 20 feet of hard surfaces is recommended to reduce peak stormwater runoff amounts.
- MR#5 – *On-Site Stormwater Management*. Project shall employ on site BMP's to infiltrate, disperse, and retain stormwater runoff on-site to a feasible extent without causing flooding or erosion impacts. Consulting Engineer may opt to use list #2 (SWMMWW Vol I, I-2.5.5) for each runoff generating surface (Lawn, Roofs or Other Hard Surfaces) and select the first BMP that is considered feasible or to select any BMP in the manual and show that it meets the Low Impact Design performance standard by running an approved hydrology model and providing the results in the SSP.
  - When using List #2, Infeasibility criteria per the SWMMWW shall be documented in the SSP overview when a BMP is deemed infeasible and the next lowest priority BMP is considered. Use COBI Form B109b to document infeasibilities and include it as part of the SSP when submitting.
  - If multiple BMP's are utilized, the permanent stormwater plan should clearly indicate which contributing areas are being mitigated by each system. System sizing criteria and rationale for any selected BMPs should also be included in the site plan per MR#1.
  - Significant stormwater facilities already exist on site and any new requirements shall fully integrate or upgrade those facilities into the new facility Stormwater Site Plan.
- Based on preliminary project description, compliance with BIMC 15.32 and 15.40 will likely require a traffic impact analysis to be completed for this project unless it can be shown to be exempt per BIMC 15.32.030B.
  - On site traffic patterns shall also conform to all NFPA requirements as assessed by BIFD fire marshal before any redesign of existing site access is approved.
- ARPA: Any proposed development or activity requiring a site assessment review (SAR), located within the R-0.4, R-1 or R-2 zoning designation, requires designation of an Aquifer Recharge Protection Area (unless exempt under BIMC 16.20.100.E.1(a-d)). Your property requires designation of an ARPA through the site plans submitted with your building permit and any land use permit that may be required. The proposed ARPA shall meet the general requirements and design standards under BIMC 16.20.100.D and E.

- Fire flow requirements could be problematic for this project given the size and potential flammable pool chemicals maintained on site. The requirements will be set by the BIFD Fire Marshal (per NFPA requirements), but it's possible that water system upgrades would be required in order to meet them, which should be considered in the design process.

### Summary

These recommendations are based upon the submission documents and Pre-Application conference discussions held on 31 July 2018. They are not fully inclusive of all requirements for the site proposal and do not constitute an approval, permit or a planning level review, especially given the conceptual level of design currently available. They do represent a site-specific analysis and review of low impact development principles based on COBI understanding of the current preliminary project proposal and define some of the civil site design and documentation requirements going forward in what would be the permitting process for this project. Consider this letter to be an addendum/supplement to the Pre-Application Conference Summary letter sent by COBI PCD/Kelly Tayara dated 13 August 2018 complete with the same caveat that we have attempted to address as many aspects as possible at this stage, but that the subsequent design, review and permitting process may reveal further issues not identified in this initial analysis. Please don't hesitate to contact COBI Development Engineering with any questions or concerns. This letter will be required as a submittal with the follow-on application for any building or land use (clearing) permit associated with the single-family residence project on this site.



Paul Nylund, M.S., E.I.T.  
Development Engineer  
Public Works, Engineering

Cc: (Via Email) Tamela Van Winkle, BI School District 303  
Perry Barrett, BI Metropolitan Parks and Recreation District