



CITY OF  
BAINBRIDGE ISLAND

**Historic Preservation Commission**  
**Regular Meeting Thursday, September 3, 2020**  
**2:00 – 4:00 PM**  
**Online via Zoom**  
**See log in info below**

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The Historic Preservation Commission (HPC) will hold this meeting using a virtual, Zoom webinar platform, per Governor Inslee's "Stay Home, Stay Healthy" orders.

Members of the public will be able to call in to the Zoom meeting.  
Please click the link below to join the webinar: <https://bainbridgewa.zoom.us/j/99692915830>

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Webinar ID: 996 9291 5830

International numbers available: <https://bainbridgewa.zoom.us/j/99692915830>

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## AGENDA

- 2:00 PM Call to Order and Attendance  
Conflict of Interest / Disclosure  
Introductions / Welcome New Commissioners / *Kortum*  
Approval of September 3, 2020 Agenda  
Approval of Minutes - July 23, 2020 & August 6, 2020  
Call for Public Comment / *Kortum*
- 2:10 PM Suyematsu Farmstead / *Montgomery* / *Kortum*
- Provide new Commissioners with background
  - Review the following 2020 Work Plan goals
    - Prepare a status report about the Suyematsu Farm to familiarize City Council with the complexities facing the City's management of this historic site and farming property.
    - Make recommendations to City Council about the Suyematsu Farm / next steps.
  - Discuss City Council / Friends of the Farm tour of the property on August 7
  - Continue discussion on ideas to increase Council engagement for historic preservation of City-owned properties.

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



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2:35 PM Fort Ward Stables Building 15 & 16 / *Jason McLennan, McLennan Design*

- Presentation and discussion of a redevelopment proposal and listing on the Local Register (Please review the attachment prior to the meeting)

3:05 PM Review of Permit Applications / *All Commissioners*

The Commission may waive review, or make advisory, nonbinding comments on how alterations to potential Register-eligible properties could be done in a historically appropriate manner.

- City File Name: Hoveida Permit link: [BLD24928 DEM](#)  
*Special instructions to view materials: Go to the bottom of the page to “Notes” and open “Documents received 8-21-2020 ...”*  
Submitted: 21AUG2020 Address: 4218 Rockaway Beach Road NE  
Description: Demolish a house built in 1960

3:15 PM Open Government Training / *Robbie Sepler, Deputy City Attorney*

- Public Records Act and the Open Public Meetings Act / Presentation and Q & A

3:50 PM New/Old Business

- Discuss Commissioners’ preference for order of activities on a standard agenda (e.g. public comment both at the start and end of the meeting?)
- Discuss October 1, 2020 agenda / November 5, 2020 agenda
  - Sportsmans Club application for alteration to a property listed on the Local Register (see attachment for regulations)  
City File link [BLD24940 C-DEC](#) (Go to “notes” at the bottom of the screen)
  - Ideas for 2021 work plan (The plan is finalized at the end of each calendar year)
    - ❖ Identify Register Eligible properties in Winslow
  - Review the nomination of The Laurels (Tom & Myra Hudson home) to the Historic Register (received 20AUG2020 - see attachment for process)
  - Review the nomination of Fort Ward Buildings 15 & 16 to the Historic Register (received 25August2020 - see attachment for process)

4:00 PM Adjourn

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Call to Order (Attendance, Agenda, Ethics)  
HPC Vacancy Update  
Discuss August 6<sup>th</sup> Agenda  
Review Demo Permits  
New/Old Business  
Adjourn

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

Chair Eric Kortum called the meeting to order at 2:10 PM. Historic Preservation Commissioners in attendance were Sandy Burke, Susan Hughes, Megan Luce, Brianna Kosowitz, and Marcia Montgomery. City Staff present were Planning Manager David Greetham, Senior Planner Kelly Tayara, and Administrative Specialist Carla Lundgren who monitored the remote meeting and prepared minutes.

The agenda was reviewed, and no conflicts were disclosed.

**HPC Vacancy Update – Discussion Only**

Three vacancies total with Megan Luce resigning her position at the meeting. Application deadline is July 31<sup>st</sup> with interviews being held the first week in August.

**Preparation of August 6, 2020 Agenda – Discussion Only**

**Demo Permit Review-**

**Oombear West ([BLD24561 R-DEM](#))**

**Motion:** I move that we as a Commission approve the application to move the house and demolition the foundation as stated on the application.

**Burke/Kosowitz:** Pass unanimously

**Macaluso ([BLD24446-2 R-DEM](#))**

**Motion:** I move we approve the demolition for 11201 Wing Point Way as presented on the application.

**Luce/Burke:** Passed unanimously

**Antibes House ([BLD24595 R-DEM](#)) – Moved to August 6, 2020 Agenda**

**Oliver House ([BLD24632 R-DEM](#)) - Moved to August 6, 2020 Agenda**

**Madison Avenue Development ([BLD24653 R-DEM](#)) - Moved to August 6, 2020 Agenda**

**Public Comment - None**

**New/Old Business**

Discussion on process for the Hudson submittal for historic registry

**Adjourn**

The meeting was adjourned at 3:56 PM

DRAFT

Call to Order (Attendance, Agenda, Ethics)  
Administrative Updates  
Suyematsu Next Steps  
Blakely Award  
Review of Permit Applications  
Discussion of September 3, 2020 Agenda  
Public Comment  
New/Old Business  
Adjourn

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

Commissioner Megan Luce called the meeting to order at 2:08 PM. Historic Preservation Commissioners in attendance were Chair Eric Kortum, Sandy Burke, Susan Hughes, Brianna Kosowitz, Megan Luce and Marcia Montgomery. Also present were City Council Liaison Kirsten Hytopoulos, City Liaison and Senior Planner Kelly Tayara, and City Administrative Specialist Marlene Schubert. The agenda was reviewed, and no conflicts were disclosed.

### **Administrative Updates**

- **HPC Vacancy Update** - The recommendation of the interview panel will be considered by City Council at their August 11<sup>th</sup> meeting, and confirmation is tentatively scheduled at their August 25<sup>th</sup> meeting. Those appointed will attend the September 3<sup>rd</sup> Historic Preservation Commission meeting in their official capacity. Commissioner Kosowitz is on the interview panel and stated that no link to the interview meeting nor interview questions had been received yet; Senior Planner Tayara will follow up with Executive Assistant Roz Lazoff.
- **Status of Tom and Myra Hudson Historic Register Nomination** - Commissioner Burke will coordinate with staff and Myra Hudson for submittal on August 10.
- **Designate Meeting Timekeeper** - Chair Kortum is timekeeping.

### **Suyematsu Next Steps**

**Motion:** I move to move this discussion to later in the agenda while waiting for Kirsten Hytopoulos to join.

**Luce/Hughes:** Passed unanimously

### **Blakely Award**

The Blakely Award will be presented at the 2021 Founders Pickleball Tournament.

### **Review of Permit Applications**

The Commission completed reviews of the following permit applications and Senior Planner Tayara will send Commission comments to the owners:

- **Antibes House ([BLD24595 R-DEM](#))** – Commissioner Montgomery will draft a letter to the owners and, subsequent to input from Commissioners Burke and Luce, will route the draft to the Commission for review.
- **Oliver House ([BLD24632 R-DEM](#))**
- **Madison Avenue Development ([BLD24653 R-DEM](#))**
- **Rice Cabin ([BLD24900 DEM](#))**

### **Suyematsu Next Steps**

Commissioner Montgomery referenced a letter from the Commission to the City Council that sought support to fund building repair activities, and asked Councilmember Hytopoulos for ideas to increase Council engagement for historic preservation of City-owned properties. Councilmember Hytopoulos, along with Deputy Mayor Deets, Councilmember Nassar, and Friends of the Farm representatives, will tour the Suyematsu property tomorrow. The Commission asked that Councilmember Hytopoulos direct the tour group's attention to the outbuildings, notably the picker cabins which are in immediate need of repair to prevent building collapse. Chair Kortum emphasized the potential for the property to provide a good learning experience for children, and that the outbuildings are an integral part of the farm.

### **Public Comment and Discussion of September 3, 2020 Agenda**

- **Fort Ward Stables ([PLN51760 PRE](#))**

Jason McClellan shared a brief presentation and requested that the Commission consider a full presentation to discuss redevelopment of the property, along with listing on the Local Historic Register, at the September meeting. The Commission agreed, and Senior Planner Tayara will provide applicable Municipal Code information to Mr. McClennan and Commissioners in advance of that meeting.

**New/Old Business** - None

**Adjourn** - The meeting adjourned at 4:29 PM

## Attachment: Municipal Code Provisions

Local Register Listing Process ◦ Zoning Standard Relief ◦ Alterations to Listed Properties

### **BIMC 18.24.040 Local register of historic places.**

#### A. Criteria for Designating Properties for Listing on the Local Register.

Any building, structure, site or object, whether publicly or privately owned, may be designated for listing on the local register if it is significantly associated with the history, architecture, archaeology, engineering or cultural heritage of the community; it has physical integrity; it is at least 50 years old or is of lesser age but has exceptional importance; and it qualifies as at least one of the following:

1. Is associated with events that have made a significant contribution to the broad patterns of national, state, or local history;
2. Embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction;
3. Is an outstanding work of a designer, builder, or architect who has made a substantial contribution to the art;
4. Exemplifies or reflects special elements of the city's cultural, economic, political, aesthetic, engineering, or architectural history;
5. Is associated with the lives of persons significant in national, state, or local history;
6. Has yielded or may be likely to yield important archaeological information related to history or prehistory;
7. Is a building or structure removed from its original location but that is significant primarily for architectural value, or that is the only surviving structure significantly associated with an historic person or event;
8. Is a birthplace or grave of an historical figure of outstanding importance;
9. Is a cemetery that derives its primary significance from age, from distinctive design features, or from association with historic events, or cultural patterns;
10. Is a reconstructed building that has been executed in a historically accurate manner on the original site;
11. Is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and that does not fit into formal architectural or historical categories; or
12. Is listed on the National Register or the State Register.

#### C. Process for Designating Properties for Listing on the Local Register.

1. Any person, including the historic preservation commission or any historic preservation commission member, may nominate a building, structure, site, or object for listing on the local register; provided, that no property shall be nominated without the prior written consent of the owner.
2. The nomination shall include, when possible, the tax parcel number (and the UTM reference, if required for compatibility with the State Register) and a description of all interior and exterior features and outbuildings that contribute to its designation.

3. In reviewing the nomination, the historic preservation commission shall consider the local inventory and the city's comprehensive plan, and the merits of the nomination, according to the criteria in subsection A of this section, and shall proceed according to the nomination review standards established in the historic preservation commission's rules.
4. The historic preservation commission shall provide public notice of the date, time and location of the meeting during which it will consider the designation nomination. Written notice of the date, time and location of the meeting shall be provided no later than 10 days prior to the meeting to the nominator, the owner(s) of public record and the lessees, if any, of the subject property. The historic preservation commission shall further publish at least one notice of the meeting in a newspaper of general circulation in the city. The historic preservation commission shall also post a notice on a conspicuous location on the subject property.
5. If the historic preservation commission finds that the nominated property is eligible for listing on the local register, the historic preservation commission shall list the property on the register, with the consent of the owner of the property. The commenters, property owner, nominator and lessees, if any, shall be notified in writing of the listing no later than 30 days after the listing.
6. Once a property is placed on the local register the property owner is expected to provide ordinary maintenance to the property to prevent deterioration and decay which threaten the historic features of the property.
7. Properties listed on the local register shall be identified in the planning database maintained by the city and the listing shall be forwarded to the Kitsap County assessor for identification of the historical property in the Kitsap County zoning records.
8. If a property is added to the local register a notice of that status shall be added on the property title records.
9. The city shall make available a sign to place on the property indicating the local register designation.

D. Removal of Properties from the Local Register.

Properties listed on the local register or properties identified as eligible for the local register may be removed from the register or lose eligibility only by the historic preservation commission in accordance with this section. The historic preservation commission may remove any property from the local register or properties identified as eligible for the local register with or without the owner's consent, if the historic preservation commission deems the property no longer appropriate for designation to the local register or eligible for the local register because it no longer satisfies the original criteria in support of its designation. The procedure for removal for local register properties shall be established by the historic preservation commission and shall include the procedures for notification to the public and interested parties set forth in subsection B.4 of this section. If a property is removed from the local register a notice of that change in status shall be added to the title records.

**BIMC 18.24.010 Purpose and relationship to zoning and building codes.**

C. Zoning Code Relief.

Designated local register properties may be authorized for a use not otherwise permitted in a certain zone. The planning director may approve said use through an administrative conditional use (BIMC [2.16.050](#)). The planning director may also waive or modify development standards such as: setbacks, open space, lot coverage, landscape buffers and parking requirements.

**BIMC 18.24.060 Changes or alterations to property located on the local register requiring a building permit.**

A. Review Required.

No person shall alter, reconstruct, relocate, remodel or restore the exterior of a property listed on the local register without a review or a waiver. Local register properties require a certificate of appropriateness or a waiver and register eligible properties require review and comments from the historic preservation commission.

B. Review Process.

1. The building official shall notify the historic preservation commission of any application for a permit to alter, reconstruct, relocate, remodel or restore the exterior of a property listed on the local register. If the activity is not exempt from review, the historic preservation commission shall notify the applicant of the review requirements.
2. The historic preservation commission shall meet with the applicant and review the proposed work in accordance with the standards established in the historic preservation commission's rules. Unless required by another ordinance or law, the historic preservation commission shall not be required to provide public notice of the application. In the case of an application to perform work to the property, the historic preservation commission shall complete its review and make its decision within 45 days after the date of receipt of the application. If the historic preservation commission is unable to process the request within this time period, the historic preservation commission may reasonably extend its review period for another 15 days upon written notice to the applicant. If the historic preservation commission fails to issue a decision within 60 days of receiving the application, the application shall be deemed approved and the historic preservation commission shall issue a certificate of appropriateness to the building official.
3. Reviews shall be based on the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, [48 CFR 44716](#), as updated and supplemented by the National Park Service, and the Secretary of the Interior's Standards for Rehabilitation, [37 CFR 67](#), as amended.
4. The historic preservation commission's decision on any application shall be in writing and shall state the findings of fact and the basis for its decision. Any conditions to the certificate of appropriateness or waiver recommended by the historic preservation commission and accepted by the applicant in this review process shall become conditions of approval of the permits issued. If the owner accepts the historic preservation commission recommendations and conditions, a certificate of appropriateness or a waiver shall be issued by the historic preservation commission according to standards established in the historic preservation commission's rules.
5. The historic preservation commission's determination, recommendations and, if awarded, the certificate of appropriateness or a waiver shall be transmitted to the building official. If a certificate of appropriateness or waiver is awarded, the building official may then issue the permit.
6. If a certificate of appropriateness or waiver is denied, the building official shall not issue the permit.