



CITY OF  
BAINBRIDGE ISLAND

DESIGN REVIEW BOARD  
REGULARLY SCHEDULED MEETING  
MONDAY, MARCH 2, 2020  
2:00 – 5:00 PM  
COUNCIL CONFERENCE ROOM  
280 MADISON AVE N  
BAINBRIDGE ISLAND, WA 98110

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## AGENDA

- 2:00 PM Call to Order (Attendance, Agenda, Ethics)
- 2:05 PM Approval of Minutes  
January 6, 2020 - Amended  
February 3, 2020
- 2:10 PM PBV Fairyland ([SPRA13880B-1](#))  
Project Manager: Annie Hillier  
Review & Recommendation Meeting  
*See digital file for materials*
- 3:10 PM Police Court Facility (PLN51524 CUPA/SPRA)  
Project Manager: Ellen Fairleigh  
Confirm Recommendation for Planning Commission  
*Transcripts will be provided*
- 3:40 PM My Office ([PLN51683 DRB-DG](#))  
Project Manager: Kelly Tayara  
Design Guidance Meeting  
*See digital file for materials*
- 4:40 PM New/Old Business
- Board Member Issues/Concerns
- 4:45 PM Adjourn

Call to Order (Attendance, Agenda, Ethics)  
Review and Approval of Minutes – December 2, 2019  
Net Systems Storage ([PLN51660 DRB](#))  
Discuss PCD/DRB project review steps  
Discuss DRB review process for old Virginia Mason Medical  
New/Old Business  
Adjourn

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

Chair Joseph Dunstan called the meeting to order at 2:00 PM. Design Review Board members in attendance were Jane Rein, Michael Loverich, Todd Theil, and Laurel Wilson. Shawn Parks was absent and excused. Planning Commissioners Don Doman and John Quitslund were present. City Staff present were Planning Manager David Greetham, Senior Planner Kelly Tayara, Planner Ellen Farley, Administrative Specialist Jane Rasely and Administrative Specialist Marlene Schubert who monitored recording and prepared minutes.

The agenda was reviewed, and no conflicts were disclosed.

**Review and Approval of Minutes – December 2, 2019**

**Motion: I move to approve.**

**Rein/Loverich: Passed Unanimously**

**Net Systems Storage ([PLN51660 DRB](#))**

**Conceptual Review Meeting – Discussion Only**

~~See attached comments from DRB~~

*AMENDMENT (02/14/2020): no attached comments from DRB were received, note made in error – see attached emails*

**Discuss PCD/DRB project review steps**

**Joseph Dunstan, DRB Chair – Discussion Only**

See attached handout

**Discuss DRB review process for old Virginia Mason Medical**

**Joseph Dunstan, DRB Chair – Discussion Only**

**New/Old Business**

Chair Joseph Dunstan requested a standing agenda item Member Issues/Concerns be added to each agenda for five minutes. Mr. Dunstan also requested to be notified prior to DRB meeting cancellation.

**Adjourn**

The meeting was adjourned at 4:02 PM

Approved by:

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Joseph Dunstan, Chair

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Marlene Schubert, Administrative Specialist

**From:** [Joseph Dunstan](#)  
**To:** [Marlene Schubert](#); [Todd Thiel](#)  
**Subject:** Re: Question about notes for Design Review Board meeting January 6, 2020  
**Date:** Friday, January 10, 2020 1:43:52 PM

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Hi Todd and Marlene, Todd, I did not really ask you to take notes for our meetings each meeting, just the one time. At the next DRB meeting I would like to establish a note taker but I have other tasks to assign, so let's wait to discuss at the next meeting. If however, you did take notes please send them to marlene and I. But don't feel obligated or bad if you didn't. hope this all makes sense.

Joe

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**From:** Marlene Schubert <mschubert@bainbridgewa.gov>  
**Sent:** Friday, January 10, 2020 12:09 PM  
**To:** Todd Thiel <todd.thiel@cobicommittee.email>  
**Cc:** Joseph Dunstan <joseph.dunstan@cobicommittee.email>  
**Subject:** RE: Question about notes for Design Review Board meeting January 6, 2020

Hi Todd,

Apparently, these notes are not needed today for me to complete my tasks. They will be needed prior to the next DRB meeting so they can be added as part of the 01/06/2020 meeting minutes approval. I apologize for the confusion.

Thank you!

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**From:** Marlene Schubert  
**Sent:** Friday, January 10, 2020 8:30 AM  
**To:** Todd Thiel <todd.thiel@cobicommittee.email>  
**Cc:** Joseph Dunstan <joseph.dunstan@cobicommittee.email>  
**Subject:** Question about notes for Design Review Board meeting January 6, 2020  
**Importance:** High

Hi Todd,

Did I notice that you were taking notes during the January 6<sup>th</sup> meeting, as you had for the December 2<sup>nd</sup> meeting? If yes, I failed to ask for a copy of those notes. Is there anyway you can scan them and send them to me via email, possibly today?

I have been in training all week and would very much like to tie up the loose ends from Monday's meeting today.

Have a great weekend!

Thank you,



**MARLENE SCHUBERT**

Administrative Specialist II  
Planning & Community Development

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[www.bainbridgewa.gov](http://www.bainbridgewa.gov)

**From:** [Marlene Schubert](#)  
**To:** [Carla Lundgren](#); [Ellen Fairleigh](#)  
**Subject:** RE: PLN51660 comments?  
**Date:** Friday, February 14, 2020 7:35:00 AM

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This was an error on my part. At the time, I thought that one of the DRB members was taking notes, but found out later I was wrong. That is why I included the comment but then failed to remove it. I will correct this error.

Thanks,  
Marlene

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**From:** Carla Lundgren <[clundgren@bainbridgewa.gov](mailto:clundgren@bainbridgewa.gov)>  
**Sent:** Friday, February 14, 2020 7:20 AM  
**To:** Ellen Fairleigh <[efairleigh@bainbridgewa.gov](mailto:efairleigh@bainbridgewa.gov)>  
**Cc:** Marlene Schubert <[mschubert@bainbridgewa.gov](mailto:mschubert@bainbridgewa.gov)>  
**Subject:** RE: PLN51660 comments?

This would be a question for Marlene. She attended that meeting and published the minutes. I do see where the minutes say “see attached comments from DRB” and no comments were attached.

Marlene: Do you have the comments from the DRB? If not, then that phrase should not be on the minutes. If so, the comments need to be included with the minutes and uploaded to the project files that were discussed. If you need help, or have questions, let me know.



**CARLA LUNDGREN**

Administrative Specialist

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**Planning and Community Development service hours:**

- Walk-in customers: 8 a.m. - 12 p.m. Monday-Friday
- Appointments: 8 a.m. – 3 p.m. Monday-Friday

Appointments may be scheduled here: [Planning and Building Submittal Appointment Calendar](#)

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**From:** Ellen Fairleigh <[efairleigh@bainbridgewa.gov](mailto:efairleigh@bainbridgewa.gov)>  
**Sent:** Thursday, February 13, 2020 6:24 PM  
**To:** Carla Lundgren <[clundgren@bainbridgewa.gov](mailto:clundgren@bainbridgewa.gov)>  
**Subject:** FW: PLN51660 comments?

Hi Carla,

Do you know if there are any written comments for the below meeting regarding the proposed Net Systems storage building?

Thanks,

Ellen

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**From:** [dan@milesyanick.com](mailto:dan@milesyanick.com) <[dan@milesyanick.com](mailto:dan@milesyanick.com)>

**Sent:** Thursday, February 13, 2020 4:17 PM

**To:** Ellen Fairleigh <[efairleigh@bainbridgewa.gov](mailto:efairleigh@bainbridgewa.gov)>

**Cc:** 'Miles Yanick' <[milesyanick@milesyanick.com](mailto:milesyanick@milesyanick.com)>

**Subject:** PLN51660 comments?

Hi Ellen, does the DRB have any written comments regarding the proposed NET Systems storage building that we discussed at our January 6 conceptual review? The meeting minutes say “see attached comments from DRB”, but no comments are attached. I don’t see anything in the [Agenda Center](#).

Thanks,

Dan

Dan Lazarek, Architect, NCARB, LEED AP Homes

[Miles Yanick & Company](#)

(206) 842-6516

Call to Order (Attendance, Agenda, Ethics)  
Review and Approval of Minutes – January 3, 2020  
261 Ericksen ([PLN51561 DRB](#))  
New/Old Business  
Adjourn

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

Chair Joseph Dunstan called the meeting to order at 2:06 PM. Design Review Board members in attendance were Jane Rein, Michael Loverich, and Todd Theil. Shawn Parks was absent. Laurel Wilson was absent and excused. Planning Commissioner John Quitslund was present. City Council member Leslie Schneider was present. Joe Tovar with Tovar Planning was present. Citizens Heidi Huber and Pam Churchill were present. City Staff present were Planning Manager David Greetham, Senior Planner Kelly Tayara, and Administrative Specialist Marlene Schubert who monitored recording and prepared minutes.

The agenda was reviewed, and no conflicts were disclosed.

**Review and Approval of Minutes – January 3, 2020**

**Motion: I move to approve.**  
**Theil/Loverich: Passed Unanimously**

**PBV Manor House Expansion ([PLN51616 DRB](#))  
Conceptual Proposal Review Meeting – *Discussion Only***

**New/Old Business**

Chair Joe Dunstan provided process items to Joe Tovar to include in the upcoming retreat.

**Adjourn**

The meeting was adjourned at 4:02 PM

Approved by:

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Joseph Dunstan, Chair

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Marlene Schubert, Administrative Specialist