



Design Review Board Regular Meeting
Monday, April 21, 2025, 2:00 PM
Council Conference Room, City Hall
280 Madison Ave N
Bainbridge Island, WA 98110

The Design Review Board will hold this meeting in person, in the City Hall Council Conference Room. Attendance may be in person, or the meeting is also accessible via the Zoom webinar platform.

Please click the link below to join the webinar:
<https://bainbridgewa.zoom.us/j/81056211418>

Or Telephone: US: +1 253 215 8782
Webinar ID: 810 5621 1418

Agenda

- 1. Call to Order/Roll Call – 2:00 PM**
- 2. Conflict of Interest Disclosure – 2:02 PM**
- 3. Public Comment – 2:05 PM**

In person public comment is accepted at this time on any topic of public interest. Each commenter will have three minutes, or such amount as the meeting chair determines, to speak. Public comment is not taken on individual agenda items during the meeting. Public comment is simply received by the Design Review Board, with no response, and the Design Review Board cannot deliberate on items that are not on the agenda. The lack of comment is not an endorsement or a denial of the comment.

Please refer to guidelines and instructions for public comment, including orderly behavior and civility in remarks ([LINK](#) to instructions). Remote public comment is allowed with advance notice by 4:00 p.m. on the business day before the meeting to cityadmin@bainbridgewa.gov, provided that all remote commenters shall be required to display their true name and to keep their camera turned on to show their true uncovered face while delivering their comments.

- 4. Regular Business – 2:10 PM**
 - Approve Minutes of March 17, 2025 regular meeting
 - NE Brooklyn Short Plat ([PLN52965 DRB CON](#))
Project Manager: Joanne Mendenhall
#1 Conceptual Proposal Review Meeting
See digital file for materials
 - Pre-app Conference Attendees
 - Complying with HB1293 on Design Review Process and Standards
See attached:
 - DRAFT Design for Bainbridge Worksheet
- 5. Good of the Order – 3:25 PM**
 - Volunteer appreciation event: May 7 - Bainbridge Island Rowing Center 6:00-8:00 pm
 - Design Review Board members group photo
- 6. Adjourn – 3:30 PM**

Meeting Minutes

1. Call to Order/Roll Call

Co-Chair Elaine Liffgens called the meeting to order at 2:00 PM. Committee Members in attendance were Marc Aubin, Todd Thiel, and Greg Hunt. Council member Jon Quitslund was present. Howard Howlett was absent. City Staff present were Permit & Admin Services Supervisor Darron Buchanan, and Administrative Specialist Marlene Schubert who monitored recording and prepared minutes.

2. Conflict of Interest Disclosure

No conflicts of interest disclosed

3. Public Comment

No Public Comment was received

4. Regular Business

a) Approve Minutes from March 3, 2025 meeting

Motion: I move to approve minutes from March 3 meeting
Hunt/Aubin: Passed Unanimously

b) Pre-app Conference Attendees

No pre-app conferences scheduled that require DRB attendance

c) Complying with HB1293 on Design Review Process and Standards

Continued team discussion of House Bill 1293 process changes

- Ord 2025-07 Design Review Amendments Exhibit J - Design for Bainbridge_2025.pdf
- Ord 2025-07 Design Review Amendments 4867-9011-5068 v.7.pdf
- Resolution No. 2025-06 Amending the Administrative Manual Exhibit A - Admin Manual_1293 changes final.pdf
- Resolution_No._2025-06_Amending_the_Administrative_Manual 4908-0817-4870 v.2.pdf

Discussion Only

5. Good of the Order

- Volunteer Appreciation Event: May 7 – Bainbridge Island Rowing Center 8:00 pm
- No additional new business was discussed

6. Adjourn

Chair Todd Thiel adjourned the meeting at 3:50 PM.

Todd Thiel, Board Chair

Marlene Schubert, Administrative Specialist

DRAFT

Attendee Report				
Report Generated:	3/18/2025 8:40			
Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	Unique Viewers
Design Review Board Regular Meeting - 3rd Monday	810 5621 1418	3/17/2025 13:18	152	0
			Total Users	Max Concurrent Views
			1	0
Host Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Design Review Board (Marlene Schubert)	mschubert@bainbridgewa.gov	3/17/2025 13:18	3/17/2025 15:49	152
Panelist Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Attendee Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)



CITY OF
BAINBRIDGE ISLAND

City of Bainbridge Island
Design Review Board – Regular Meeting
March 17, 2025

Please Print

****Want to be added to Listserv?****

Check the box and Provide Phone **AND** Email

Name	Affiliation	Phone & Email	
GREG HUNT	DRB		<input type="checkbox"/>
ELAINE LIFFGELS	DRB		<input type="checkbox"/>
Darron Buchanan	CIBI		<input type="checkbox"/>
MARC AUBIN	DRB		<input type="checkbox"/>
Jon Quitslund	Council		<input type="checkbox"/>
TODD THIEL	DRB.		<input type="checkbox"/>
			<input type="checkbox"/>



Design for Bainbridge Worksheet

PROJECT:
PROJECT ADDRESS or PARCEL:
DATE:
PROJECT PLANNER:
Design Review Board Meeting Date:

Chapter 4

SITE DESIGN STANDARDS

- S1** PROTECT AND REPAIR NATURAL SYSTEMS
- S2** PRESERVE, RESTORE, AND ENRICH WILDLIFE HABITAT
- S3** FIT THE PROJECT INTO THE SYSTEMS OF ACCESS AND MOVEMENT, PRIORITIZING PEDESTRIANS AND BICYCLES
- S4** SUPPORT AND CONTRIBUTE TO A VIBRANT PUBLIC REALM

DRB Discussion - Site Design Standards S1 through S4:

DRB Findings – Site Design Standards:

	Met	Does Not Meet	Not Applicable
S1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Chapter 4

PUBLIC REALM STANDARDS

- P1** CREATE A SAFE AND COMFORTABLE ENVIRONMENT FOR WALKING AND CYCLING
- P2** MINIMIZE IMPACT OF VEHICLES ON THE PUBLIC REALM
- P3** STRENGTHEN PUBLIC SPACE CONNECTIONS
- P4** FOSTER INTEREST AND ACTIVITY ALONG COMMERCIAL STREETS

DRB Discussion - Public Realm Standards P1 through P4:

DRB Findings – Public Realm Standards:

	Met	Does Not Meet	Not Applicable
P1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Chapter 4

BUILDING DESIGN STANDARDS

- B1** CREATE VARIED FACADES AT ALL SCALES
- B2** CELEBRATE AND PROMINENTLY FEATURE SUSTAINABLE DESIGN
- B3** USE HIGH QUALITY MATERIALS AND WELL-CRAFTED DETAILS

DRB Discussion - Building Design Standards B1 through B3:

DRB Findings – Building Design Standards:

	Met	Does Not Meet	Not Applicable
B1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Chapter 4

LANDSCAPE STANDARDS

- L1** INTEGRATE THE LANDSCAPE CONCEPT TO COMPLEMENT THE ARCHITECTURAL CONCEPTS
- L2** SUPPORT THE PUBLIC REALM WITH THE LANDSCAPE DESIGN
- L3** INTEGRATE SUSTAINABLE FEATURES INTO THE LANDSCAPE AND MAKE THEM VISIBLE WHEREVER POSSIBLE
- L4** INTEGRATE AND HIGHLIGHT GREEN INFRASTRUCTURE PRACTICES
- L5** SUPPORT HEALTHY HABITAT IN THE LANDSCAPE
- L6** PRESERVE AND ENHANCE IMPORTANT VIEWS AND VIEW CORRIDORS

DRB Discussion – Landscape Standards L1 through L6:

DRB Findings – Landscape Standards:

	Met	Does Not Meet	Not Applicable
L1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Chapter 5

STREET TYPES AND FRONTAGES

Street Types	Check all that apply
State Route	<input type="checkbox"/>
Main Street	<input type="checkbox"/>
Neighborhood Main Street	<input type="checkbox"/>
Neighborhood Mixed Use	<input type="checkbox"/>
Mixed Use Arterial	<input type="checkbox"/>
Rural by Design	<input type="checkbox"/>
Green Street	<input type="checkbox"/>
Rural Green Street	<input type="checkbox"/>
Frontage Types	Check all that apply
Linear / Storefront	<input type="checkbox"/>
Landscape	<input type="checkbox"/>
Plaza	<input type="checkbox"/>
Forecourt	<input type="checkbox"/>
Stoop / Terrace	<input type="checkbox"/>
Vegetated Buffer	<input type="checkbox"/>
Parking	<input type="checkbox"/>

DRB Discussion – Street Types and Frontages:

DRB Findings – Street Types and Frontages:

	Met	Does Not Meet	Not Applicable
Street Types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frontage Types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Design for Bainbridge Worksheet

Chapter 7 LARGER SITES

STANDARD 1 DESIGN SITES TO MINIMIZE THE VISUAL IMPACT OF PARKING ON THE PUBLIC REALM.

STANDARD 2 DESIGN THE SITE BY CLUSTERING BUILDINGS AND ARRANGING THEM WITH FRONTAGES ON PUBLIC STREETS, PUBLIC SPACES, OR OPEN SPACE.

DRB Discussion - Larger Sites Standard 1 and 2:

DRB Findings - Larger Sites:

	Met	Does Not Meet	Not Applicable
Standard 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Chapter 7
HISTORIC PLACES

STANDARD 1 DESIGN THE SITE, BUILDING(s), AND LANDSCAPE TO BE COMPATIBLE WITH HISTORIC BUILDINGS WITHOUT DIRECTLY MIMICKING HISTORIC ARCHITECTURAL STYLES.

STANDARD 2 MAINTAIN THE HISTORIC INTEGRITY OF BUILDINGS OVER 50 YEARS OLD LISTED OR ELIGIBLE FOR THE NATIONAL OR LOCAL REGISTER OF HISTORIC PLACES.

DRB Discussion - Historic Places Standard 1 and 2:

DRB Findings - Historic Places:

	Met	Does Not Meet	Not Applicable
Standard 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Design for Bainbridge Worksheet

This project is recommended for:

Approval:

Approval with the following conditions:

Denial with the following deficiencies:

SIGNATURE: _____
Chair, Design Review Board

DATE: