
CALL TO ORDER, AGENDA REVIEW, CONFLICT DISCLOSURE
REVIEW AND APPROVE MINUTES – October 2, 2019
ANNUAL OPEN GOVERNMENT TRAINING
BUSINESS OWNER & EMPLOYEE SURVEY: Discuss Results
NEXT STEPS, DISCUSS AGENDA FOR NOVEMBER 6, 2019 MEETING
PUBLIC COMMENT
ADJOURN

CALL TO ORDER, AGENDA REVIEW, CONFLICT DISCLOSURE

Vice-chair Micah Strom called the meeting to order at 6:37 PM. Steering Committee members in attendance were Scott Anderson, Sam Marshall, Michael Loverich, Mark Tiernan and Jon Quitslund (Planning Commission). Chair Maradel Gale, Asaph Glosser and Jane Rein (Design Review Board) were absent and excused. Donna Harui, John Decker and Sarah Blossom (City Council) were absent. City Staff present were Deputy City Attorney Robbie Sepler, Long Range Senior Planner Jennifer Sutton and Administrative Specialist Jane Rasely who monitored recording and prepared minutes.

The agenda was reviewed. The conflict disclosure statement was read. Each present Steering Committee member stated their disclosure of interest. There were not any conflicts noted.

REVIEW AND APPROVE MINUTES – October 2, 2019

Motion: I'll make a motion to approve the minutes.

Loverich/Anderson: Passed Unanimously

ANNUAL OPEN GOVERNMENT TRAINING

Deputy City Attorney Robbie Sepler provided annual training on the Open Government Meetings Act.

BUSINESS OWNER & EMPLOYEE SURVEY: Discuss Results

Long Range Senior Planner Jennifer Sutton presented the survey results.

NEXT STEPS, DISCUSS AGENDA FOR NOVEMBER 6, 2019 MEETING

Ms. Sutton invited the Steering Committee members to the October 24, 2019 Planning Commission meeting to hear the discussion regarding the proposed wireless ordinance.

It was decided there was a need to record any decisions that were made during the course of steering committee meetings and that it was the responsibility of each committee member to bring themselves up to date on the committee's work if they missed a meeting.

PUBLIC COMMENT

Bob Russell, Citizen – Observed that the Neighborhood Center (NC) designation businesses were all conditional use permits and he wanted to know what they were going to do about it because he did not want to see those businesses go away.

ADJOURN

Meeting was adjourned at 8:22 PM.



Name (PLEASE PRINT) _____

Join ListServ

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Public Records Training for Members of City Advisory Groups

Today's Topics

1. What are the penalties for violations of records retention law and the PRA?
2. Complying with the PRA.
3. What is a public record?
4. Responding to a PRA request.
5. Use of email for agency business
6. Exemptions and prohibitions.

Penalties



References: Chapter 42.56 RCW; chapter 40.16 RCW

PRA Penalties

- ▶ Per day penalties from \$0 to \$100
- ▶ Costs and fees

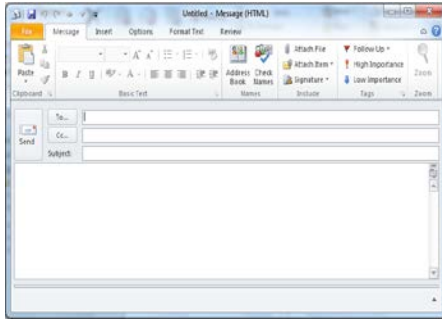
Also, as a committee member, the appointing authority (e.g., the City Council) has the authority to remove you from the committee based on a violation of City policy.



Purposes of the PRA

- People don't yield sovereignty to local government
- Maintain right to know
- People maintain control through access to information
- Fully protect public interest

Common Types of Public Records



Prepared
Owned
Used
Retained



Key Concept

- Consider the content of the record.
- A record is a public record if it relates to the conduct of government or the performance of any governmental or proprietary function, and it meets one of the POUR factors.
- A record is not a public record if it relates solely to personal matters and not to agency business.

Using Email for Committee Business

- ▶ Use your City account for all committee business
- ▶ Use your City account only for committee business.
- ▶ If you get a committee-related email message via your personal account, forward the email to your City account, and respond to the sender and indicate to them that all committee-related emails need to be sent to you via your City email address.

Texts Related to Committee Business

- ▶ Do not send texts related to committee business.
- ▶ If you receive a committee-related text message on your personal phone, use the following procedure:
 - 1) Reply with a message stating that all written committee-related communications must be through your City email address.
 - 2) Forward both the original text and your response as an attachment to your City email account.
 - 3) Include the date, sender & recipient name, and brief description of the topic in the subject line of the email.

Social Media and Committee Business

- ▶ Do not use social media for committee business.
- ▶ If you receive a committee-related message on your personal social media account, use the following procedure:
 - 1) Reply with a message stating that all written communication must be through your City email address.
 - 2) Forward both the original message and your response as an attachment to your City email account.
 - 3) Include the date, sender & recipient name, and brief description of the topic in the subject line of the email.

Social Media and Committee Business

- ▶ Every committee is encouraged to work with Kristen Drew, the City's Communications Coordinator
- ▶ Kristen Drew, Communications Coordinator
kdrew@bainbridgewa.gov
206.780.3741 (office)

Email, Text, and Social Media Recap

- ▶ Use your City email account for all committee business.
- ▶ Use your City email account only for committee business.
- ▶ Do not send texts related to committee business.
- ▶ Do not use social media for committee business.

Use of Personal Devices

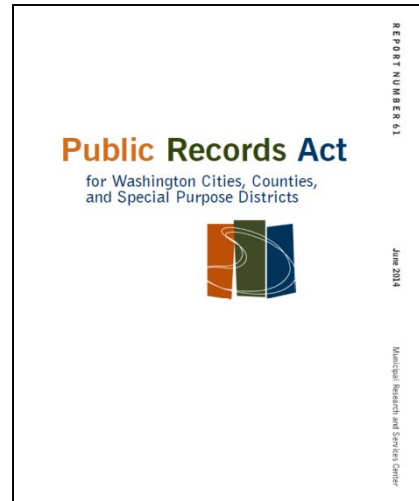
- ▶ Personal Devices = Personal phone, laptop, tablet, etc.
- ▶ To the extent possible, keep committee-related records separate from personal records.
- ▶ Do not delete committee-related records without first forwarding them to your City-issued email account.

Use of Online Productivity/Collaboration Tools

- ▶ Examples: Slack, Trello, Asana, etc.
- ▶ Do not use online productivity/collaboration tools.

Exemptions Under the PRA

- ▶ Exemptions are narrowly construed
- ▶ Exemptions are permissive rather than mandatory



Closing Recommendations

ELECTRONIC RECORDS – PRA AND RECORDS RETENTION		
DO'S AND DON'TS		
For Local Government Success		
These Do's and Don'ts are intended to provide summary guidance related to use of electronic records and electronic devices in compliance with the Public Records Act (PRA) (chapter 42.56 RCW) and records retention law (chapter 40.54 RCW). For a more thorough analysis of these issues, please review our related guide: Electronic Records – PRA and Records Retention Practice Tips . ⁴ For more information and resources also visit www.mrsc.org/opmagpr		
	Do	Don't
Agency Computer	Do use your agency computer to conduct agency business. This allows your agency to retain records appropriately and locate such records in response to a PRA request.	Don't delete records from your agency computer (or any computer) unless you're certain the records aren't public records, or the records are past their required record retention period. (If you have any doubt about deleting records, check with your agency's legal counsel.)
Personal Computer	Do use your personal computer to remotely access your agency's file server and email server (if your agency allows for such remote access).	Don't use your personal computer to conduct agency business unless you do so by accessing your agency's server(s) remotely. If that's not possible and you use your personal computer to conduct agency business, make sure that you: - Retain all public records with retention value; and - Provide those records to your agency or the agency can retain the records appropriately and make them available if a PRA request is made for such records.
Agency Email Account	Do use your agency email account to conduct agency business. This allows your agency to retain its records appropriately and to locate such records in response to a PRA request.	Don't delete emails sent or received from your agency email account unless you're certain the emails aren't public records, or the emails are past their required record retention period. (If you have any doubt about deleting emails, check with your agency's legal counsel.)

PRA – AGENCY OBLIGATIONS: A STARTING POINT	
CHECKLIST	
For Local Government Success	
The Public Records Act (PRA) establishes basic procedural requirements that each agency must adopt. Use this checklist as a start for PRA compliance. ⁴ For more information and resources visit www.mrsc.org/opmagpr	
☐	Assign a Public Records Officer (PRO) Post the PRO's contact information at the agency's place of business, on the agency's website (if any), and in any relevant publications. RCW 42.56.060.
☐	Adopt a Local Public Records Act Policy The local PRA policy should outline reasonable regulations for the agency's handling of public records requests, such as the agency's response process when it receives a records request. The policy must be prominently displayed. RCW 42.56.045.
☐	Publish a List of Exemptions and Prohibitions Found Outside the PRA Publish a list of exemptions and prohibitions to disclose other than those listed in the PRA. RCW 42.56.070. Examples of such other types of exemptions and prohibitions can be found in Appendix C of MRSC's <i>Public Records Act Publication</i> .
☐	Maintain an Index of Public Records Maintain a current index of many types of agency records unless to do so would be unduly burdensome for the agency. If it's unduly burdensome, the agency must adopt a formal order specifying the reasons why and the extent to which compliance would unduly burden or interfere with agency operations. RCW 42.56.070.
☐	Adopt a PRA Fee Schedule Establish fees for PRA costs, including costs for hard copies, electronic copies, and mailing costs. RCW 42.56.070 and RCW 40.56.120.
☐	Provide for a Review Procedure for any Denial of Records An agency must provide for review of a denial to inspect records. The review can be conducted by the PRO's supervisor, the agency's attorney, or any individual designated by the agency. Review is deemed complete two business days after the initial denial. RCW 42.56.120.
☐	PRA Training Requirements, Effective July 1, 2014 (see Office of the Attorney General: <i>Open Government Training Act</i> Q & A): - Every local elected official and every local government PRO must receive records training (PRA training concerning chapter 42.56 RCW and records retention training concerning chapter 40.54 RCW). - This training must be completed no later than 90 days after these elected officials and PROs take their oath of office or assume their duties. They must also receive "refresher" training at intervals of no more than four years.

*DISCLAIMER: This checklist is meant to provide summary information on basic procedural requirements of the PRA; this checklist is not intended to be regarded as specific legal advice. Consult with your agency's attorney about its legal use as well.

PRA – HOW TO PERFORM AN ADEQUATE SEARCH FOR RECORDS	
PRACTICE TIPS	
For Local Government Success	
The Public Records Act (PRA), chapter 42.56 RCW, requires that agencies perform an adequate search to locate records responsive to a public records request. The PRA itself doesn't provide detailed provisions on how to conduct an adequate search. Rather, such requirements can be found in <i>court decisions</i> interpreting the PRA, including <i>Highland v. Snohomish County</i> , 172 Wn.2d 702 (2013). These practice tips are based on such case law. Use these tips to guide your agency's search for responsive records. ⁴ For more information and resources visit www.mrsc.org/opmagpr	
Adopt a Standard Methodology to Search for Records	
(This methodology will apply to each search.)	
1	Records organization. Understand how each department within your agency organizes and retains its records.
2	Implement an effective system for locating and collecting responsive records. With an effective system in place, an agency can more efficiently find records responsive to a PRA request and more easily defend itself against a challenge that its search for records was inadequate, especially in situations in which the agency finds no records responsive to a PRA request. a. How does the agency inform applicable staff and officials about a PRA request? - TIP: Consider having the Public Records Officer (PRO) email the records request to applicable staff and officials and require them to actively respond regarding whether they have responsive records via the "reply" function in Microsoft Outlook (or equivalent). b. Who searches for the records? - TIP: If the PRO searches for records, consider developing a "tip sheet" identifying locations to search for commonly-requested records, listing commonly-used search terms, and providing other key information (see below). - TIP: If the PRO searches for records, consider developing a "tip sheet" identifying locations to search for commonly-requested records, listing commonly-used search terms, and providing other key information (see below).
3	Be clear on what the requester is seeking. a. In determining the scope of the search, take care not to interpret the request too narrowly. b. If the request is unclear, seek clarification from the requester. c. Document any communication the agency has with the requester.

*DISCLAIMER: These practice tips are meant to provide tips on how to perform an adequate search; the tips aren't intended to be regarded as specific legal advice. Consult with your agency's attorney about this topic as well.

ELECTRONIC RECORDS – PRA AND RECORDS RETENTION	
PRACTICE TIPS	
For Local Government Success	
These practice tips are intended to provide practical information to local government officials and staff about electronic records and requirements under the Public Records Act (PRA) (chapter 42.56 RCW) and records retention law (chapter 40.54 RCW). The tips are based on real-world experiences, as played out in our courts and otherwise. ⁴ For more information and resources visit www.mrsc.org/opmagpr	
Key Initial Point In the context of these practice tips, it's important to keep in mind that the vast majority of records—including electronic records—that agencies deal with are public records. That said, it's also important to recognize that: (1) not all records prepared, owned, used, or retained by an agency are public records; and (2) not all public records have retention value.	
Key Terms as Used in These Practice Tips Electronic record: An electronic record (e-record) is a record you can access through an electronic device. E-records include documents, emails, voice messages, texts, tweets, instant messages, photos, and videos. Electronic device: An electronic device (e-device) is any device you can use to access e-records. E-devices include desktop computers, laptops, smart phones, other cell phones, and tablets.	
Remember These General Principles for Electronic Records 1. Think before you "POUR." Regardless of the e-device you use to create or access an e-record, if that e-record, no matter its form, is prepared, generated, or retained by the agency, and its content relates to the conduct of government or the performance of any governmental or proprietary function, it's a public record. 2. Establish agency policies/procedures. Agencies should adopt effective policies and/or procedures related to e-communications and e-devices, including appropriate use and retention requirements. 3. Failure to comply can be costly. Knowledge of, and compliance with, the rules that apply to production and retention of e-records and use of e-devices is essential, because even inadvertent mistakes can result in serious consequences for your agency.	
What kind of consequences? If a PRA requester wins in court, an agency will be subject to daily penalties ranging from \$0-\$100 per day (the trial court decides the amount), and the court will award attorney fees and costs to the requester in the context of records retention requirements. It's a public record.	

Check out MRSC's Public Records (and OPMA) Practice Tips and Checklists.

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Open Public Meetings Act Training for Members of City Advisory Groups

Today's Topics

1. Purposes of the OPMA.
2. General OPMA requirements.
3. Regular and special meetings, and public notice.
4. Rules on public attendance and conduct during meetings.
5. Serial and online meetings, email, and social media.

Purposes of the OPMA

- ▶ People of Washington don't yield sovereignty to local governments and agencies.
- ▶ The people insist on remaining informed.
- ▶ Public servants in the state exist to aid in the conduct of the people's business.
- ▶ It's the intent of the OPMA that the actions of public servants be taken openly and that their deliberations be conducted openly.

3 General OPMA Requirements

1. All meetings of the governing body must be open to the public
2. No secret ballots
3. Ordinances, resolutions, rules, regulations, and orders must be adopted at a public meeting or they are invalid

OPMA – AGENCY OBLIGATIONS: A STARTING POINT

PRACTICE TIPS
For Local Government Success

MRSC 

The basic requirement of the Open Public Meetings Act (OPMA) is that meetings of governing bodies be open and public. Use these practice tips to guide your agency's OPMA compliance.* For more information and resources visit www.mrsc.org/opmapro.

Basic Requirements

- All meetings open and public. All meetings of governing bodies of public agencies must be open to the public, except for certain exceptions outlined in the OPMA, RCW 42.30.030.
- Quorum. Generally, a meeting occurs when a quorum (majority) of the governing body is in attendance and action is taken, which includes discussion or deliberation as well as voting. RCW 42.30.030(2) & (3).
- Attendees. All persons must be permitted to attend and attendees cannot be required to register their names or other information as a condition of attendance. Disruptive and disorderly attendees may be removed. RCW 42.30.040 & .050.
- No secret ballots. Votes may not be taken by secret ballot. RCW 42.30.060(2).
- Adoption of ordinances. Ordinances, resolutions, rules, regulations, and orders must be adopted at a public meeting or they are invalid. RCW 42.30.060(1).

Position in Agency	Required to Comply
Member of a governing body ☐ City or Town Councilmember or Mayor ☐ County Commissioner or County Councilmember ☐ Special Purpose District Commissioner/Board Member	Yes
Member of a subagency created by ordinance or legislative act, e.g.: ☐ Planning Commission ☐ Library Board ☐ Parks Board ☐ Civil Service Commission	Yes
Member of a committee ☐ Committees that act on behalf of the governing body, conduct hearings, or take testimony or public comment	Yes
Agency staff	No

Penalties for Noncompliance

- Actions null and void. Any action taken at a meeting which fails to comply with the provisions of the OPMA is null and void. RCW 42.30.090(1).
- Personal liability. Potential personal liability of \$100 for any member of a governing body who attends a meeting knowing that it violates the OPMA. RCW 42.30.120(1).
- Agency liability. Any person who prevails against an agency in any action in the courts for a violation of the OPMA will be awarded all costs, including attorney fees, incurred in connection with such legal action. RCW 42.30.120(2).

OPMA Training Requirements, Effective July 1, 2014

- Every member of a governing body of a public agency must complete training requirements on the OPMA within 90 days of assuming office or taking the oath of office.
- In addition, every member of a governing body must complete training at intervals of no more than four years as long as they remain in office.

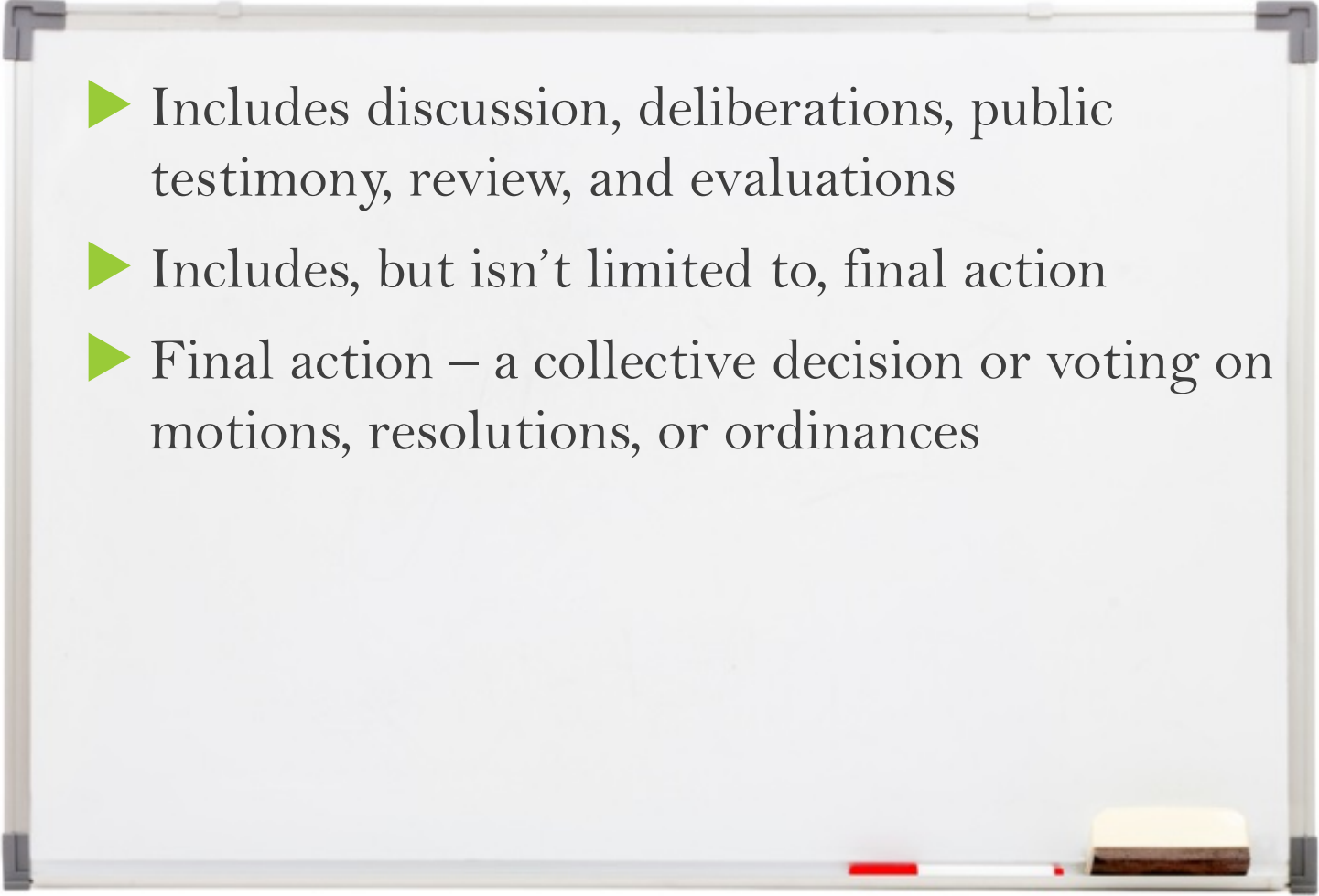
*DISCLAIMER: These practice tips are meant to provide summary information on basic agency obligations of the OPMA; the practice tips are not intended to be regarded as specific legal advice. Consult with your agency's legal counsel about this topic as well.

May 2014

What is a Meeting?



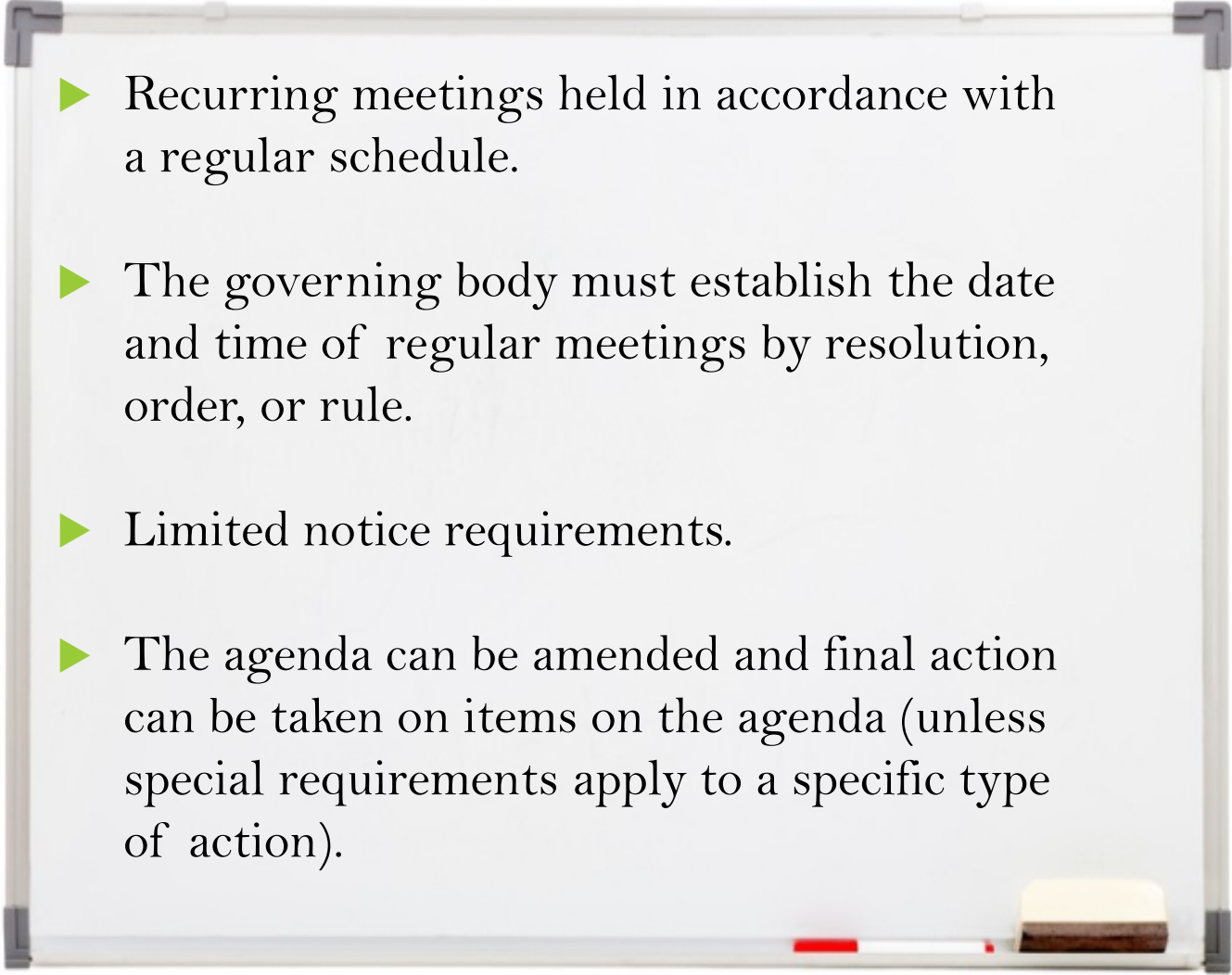
“Action” Under the OPMA

- 
- ▶ Includes discussion, deliberations, public testimony, review, and evaluations
 - ▶ Includes, but isn't limited to, final action
 - ▶ Final action – a collective decision or voting on motions, resolutions, or ordinances

Other Types of Activities that Could be Considered a Meeting



Regular Meeting

- 
- ▶ Recurring meetings held in accordance with a regular schedule.
 - ▶ The governing body must establish the date and time of regular meetings by resolution, order, or rule.
 - ▶ Limited notice requirements.
 - ▶ The agenda can be amended and final action can be taken on items on the agenda (unless special requirements apply to a specific type of action).

What is a Special Meeting?

- ▶ Any meeting other than a regular meeting, regardless of label.
- ▶ May be called by the presiding officer or a majority of the members of the governing body.
- ▶ Has special notice requirements.
- ▶ The meeting may be about more than one topic.
- ▶ However, **no final action** may be taken on a topic **unless the topic was listed in the notice for the meeting.**

Public Attendance and Conduct During Meetings



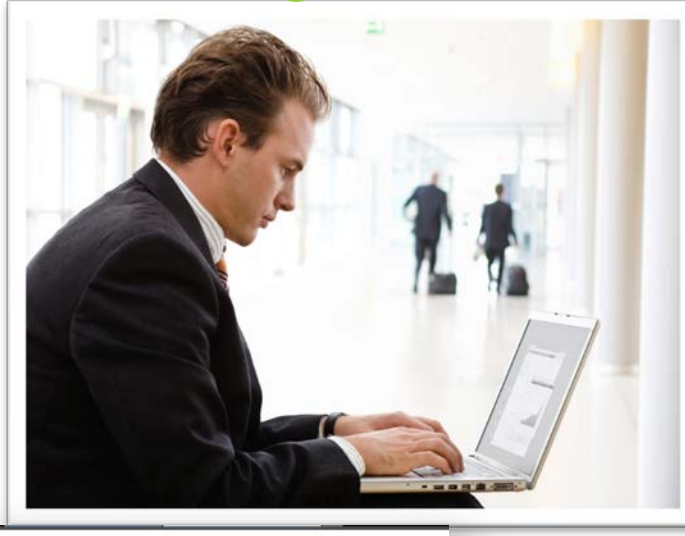
Serial (or “Rolling”) Meetings



Telephone Tree



Practice Tips to Avoid OPMA Violations When Using Email



OPMA – ELECTRONIC COMMUNICATIONS

PRACTICE TIPS

For Local Government Success

These practice tips are intended to provide practical information to local government officials and staff about electronic communications and requirements under the Open Public Meetings Act (OPMA), chapter 42.30 RCW. Electronic communications between members of an agency's governing body can implicate the OPMA, and these practice tips will help guide you in identifying and addressing key issues in this regard.* For more information and resources visit: www.mrsc.org/opmapra

An Email Exchange Can Constitute a Meeting

If you, as a member of the governing body (e.g., city council, board of commissioners, planning commission), communicate with other members of the governing body by email, keep in mind that email exchanges involving a majority of members of the governing body can constitute a "meeting" under the OPMA. This principle also applies to text messaging and instant messaging.

What types of email exchanges can constitute a meeting? If a majority of the members of the governing body takes "action" on behalf of the agency through an email exchange, that would constitute a meeting under the OPMA. Note that taking "action" under the OPMA can occur through mere discussion of agency business, and that any "action" may be taken only in a meeting open to the public. The participants in the email exchange don't have to be participating in that exchange at the same time, as a "serial" or "rolling" meeting can occur in violation of the OPMA.

Recommendations: As a member of the governing body, consider the following tips to avoid potential OPMA violations:

- Passive receipt of information via email is permissible, but discussion of issues via email by the governing body can constitute a meeting.
- An email message to a majority or more of your colleagues on the governing body is allowable when the message is to provide only documents or factual information, such as emailing a document to all members for their review prior to the next meeting.
- If you want to provide information or documents via email to other members of the governing body, especially regarding a matter that may come before the body for a vote, have the first line of the email clearly state: "For informational purposes only. Do not reply."
- Unless for informational purposes only, don't send an email to all or a majority of the governing body, and don't use "reply all" when the recipients are all or a majority of the members of the governing body.
- Alternatively, rather than emailing materials to your colleagues on the governing body in preparation for a meeting, have a designated staff member email the documents or provide hard copies to each member. It's permissible, for example, for a staff member to communicate via email with members of the governing body in preparation for a meeting, but the staff member needs to take care not to share any email replies with the other members of the governing body as part of that email exchange.

The OPMA and Email – Practice Tips

- ▶ Passive receipt of information via email is permissible – but discussion of issues via Committee email can constitute a meeting.
- ▶ It's generally OK to email a majority or more of the Committee only documents or factual information.
- ▶ For such information-only emails to other members of the governing body, have the first line of the email clearly state: “For informational purposes only. Do not reply.”
- ▶ Except for information-only emails, don't send an email to all or a majority of the Committee, and don't use “reply all” when the recipients are all or a majority of the Committee.
- ▶ Alternatively, have a designated staff member email the documents or provide hard copies to each member of the governing body.

Closing Recommendations

OPMA – ELECTRONIC COMMUNICATIONS

PRACTICE TIPS

For Local Government Success



These practice tips are intended to provide practical information to local government officials and staff about electronic communications and requirements under the Open Public Meetings Act (OPMA), chapter 42.30 RCW. Electronic communications between members of a governing body can implicate the OPMA, and these practice tips will help guide you in identifying and addressing key issues in this regard.* For more information and resources visit www.mrsc.org/opmaprs

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What types of email exchanges can constitute a meeting? If a majority of the members of the governing body takes "action" on behalf of the agency through an email exchange, that would constitute a meeting under the OPMA. Note that taking "action" under the OPMA can occur through mere discussion of agency business, and that any "action" may be taken only in a meeting open to the public. The participants in the email exchange don't have to be participating in that exchange at the same time, as a "trial" or "rolling" meeting can occur in violation of the OPMA.

Recommendations: As a member of the governing body, consider the following tips to avoid potential OPMA violations:

- Passive receipt of information via email is permissible, but discussion of issues via email by the governing body can constitute a meeting.
- An email message to a majority or more of your colleagues on the governing body is allowable when the message is to provide only documents or factual information, such as emailing a document to all members for their review prior to the next meeting.
- If you want to provide information or documents via email to other members of the governing body, especially regarding a matter that may come before the body for a vote, have the first line of the email clearly state: "For informational purposes only. Do not reply."
- Unless for informational purposes only, don't send an email to all or a majority of the members of the governing body, and don't use "reply all" when the recipients are all or a majority of the members of the governing body.
- Alternatively, rather than emailing materials to your colleagues on the governing body in preparation for a meeting, have a designated staff member email the documents or provide hard copies to each member. It's permissible, for example, for a staff member to communicate via email with members of the governing body in preparation for a meeting, but the staff member needs to take care not to share any email replies with the other members of the governing body as part of that email exchange.

OPMA – EXECUTIVE SESSIONS

CHECKLIST

For Local Government Success



The Open Public Meetings Act (OPMA) requires specific steps be taken in order to hold an executive session. Use this checklist to guide your agency's compliance with the OPMA related to executive sessions.* For more information and resources visit www.mrsc.org/opmaprs

	Requirement	Completed/ Applicable
Meeting	An executive session can only be held as part of a regular or special meeting.	Yes
Purpose	The presiding officer announces in open session the purpose of the executive session.	Yes
End Time	The presiding officer announces in open session the time the executive session will end.	Yes
Legal Counsel	Legal counsel is present during the executive session, if required. (See topics below and on the next page for discussions that require the presence of legal counsel.)	Yes
Confidentiality	At the start of the executive session, participants are reminded that discussions are confidential.	Yes
Topics	Related to local governments, the following topics set forth in RCW 42.30.130(1) can be discussed in executive session.	Yes
	• Matters affecting national security. RCW 42.30.130(1)(A).	Yes
	• Lease or purchase of real estate if there's a likelihood that disclosure would increase the price. RCW 42.30.130(1)(B).	Yes
	• Consideration of the minimum offering price for sale or lease of real estate if there's a likelihood that disclosure would decrease the price. RCW 42.30.130(1)(C).	Yes
	• Negotiation on the performance of a publicly bid contract. RCW 42.30.130(1)(D). See back of page.	Yes
	• Complaints or charges brought against a public officer or employee. RCW 42.30.130(1)(E).	Yes
	• Note: At action's request, discussion must be in open session.	Yes
	• Qualifications of an applicant for public employment. RCW 42.30.130(1)(F). See back of page.	Yes
	• Performance of a public employee. RCW 42.30.130(1)(G). See back of page.	Yes
	• Qualifications of an applicant/candidate for appointment to an elective office. RCW 42.30.130(1)(H). See back of page.	Yes
	• Agency enforcement actions. RCW 42.30.130(1)(I). See back of page.	Yes
	• Note: Requires presence of legal counsel.	Yes
	• Current or potential litigation. RCW 42.30.130(1)(J). See back of page.	Yes
	• Note: Requires presence of legal counsel.	Yes
	• Legal risks of current or proposed action. RCW 42.30.130(1)(K). See back of page.	Yes
	• Note: Requires presence of legal counsel.	Yes
Extended End Time	If the executive session is not completed by the originally announced end time, the presiding officer announces the extended end time in open session before returning to executive session.	Yes
Resuspension	Open session is not resumed until after the announced end time.	Yes

Meeting Date: _____ Form Completed By: _____
Attendees: _____
*DISCLAIMER: This checklist is meant to provide summary information on executive sessions; the checklist is not intended to be regarded as specific legal advice. Consult with your agency's attorney about this topic as well.

OPMA – AGENCY OBLIGATIONS: A STARTING POINT

PRACTICE TIPS

For Local Government Success



The basic requirement of the Open Public Meetings Act (OPMA) is that meetings of governing bodies be open and public. Use these practice tips to guide your agency's OPMA compliance.* For more information and resources visit www.mrsc.org/opmaprs

Basic Requirements

- All meetings open and public. All meetings of governing bodies of public agencies must be open to the public, except for certain exceptions outlined in the OPMA. RCW 42.30.030.
- Quorum. Generally, a meeting occurs when a quorum (majority) of the governing body is in attendance and action is taken, which includes discussion or deliberation as well as voting. RCW 42.30.030(2) & (3).
- Attendees. All persons must be permitted to attend and attendees cannot be required to register their names or other information as a condition of attendance. Disruptive and disorderly attendees may be removed. RCW 42.30.040 & .050.
- No secret ballots. Votes may not be taken by secret ballot. RCW 42.30.060(2).
- Adoption of ordinances. Ordinances, resolutions, rules, regulations, and orders must be adopted at a public meeting or they are invalid. RCW 42.30.060(3).

Position in Agency

Member of a governing body	Required to Comply
☐ City or Town Councilmember or Mayor ☐ County Commissioner or County Councilmember ☐ Special Purpose District Commissioner/Board Member	Yes
Member of a subagency created by ordinance or legislative act, e.g.: ☐ Planning Commission ☐ Library Board ☐ Parks Board ☐ Civil Service Commission	Yes
Member of a committee ☐ Committees that act on behalf of the governing body, conduct hearings, or take testimony or public comment	Yes
Agency staff	No

Position for Noncompliance

- Actions null and void. Any action taken at a meeting which fails to comply with the provisions of the OPMA is null and void. RCW 42.30.060(3).
- Personal liability. Potential personal liability of \$100 for any member of a governing body who attends a meeting knowing that it violates the OPMA. RCW 42.30.130(3).
- Agency liability. Any person who prevails against an agency in any action in the courts for a violation of the OPMA will be awarded all costs, including attorney fees, incurred in connection with such legal action. RCW 42.30.130(2).

OPMA Training Requirements (RCW 42.30.140)

- Every member of a governing body of a public agency must complete training requirements on the OPMA within 90 days of assuming office or taking the oath of office.
- In addition, every member of a governing body must complete training at intervals of no more than four years as long as they remain in office.

*DISCLAIMER: These practice tips are meant to provide summary information on basic agency obligations of the OPMA; the practice tips are not intended to be regarded as specific legal advice. Consult with your agency's legal counsel about this topic as well.

OPMA – NOTICE REQUIREMENTS

PRACTICE TIPS

For Local Government Success



Under the Open Public Meetings Act (OPMA), to ensure that agency deliberations and other actions are conducted and taken openly, agencies are required to provide sufficient public notice of their meetings. Use these practice tips as a starting guide for OPMA notice requirements.* For more information and resources visit www.mrsc.org/opmaprs

	Regular Meetings (RCW 42.30.070)	Special Meetings (RCW 42.30.080)
Definition	Held in accordance with a schedule fixed by ordinance, resolution, policy, or other rule.	Anything other than a regular meeting. May be called by the presiding officer or a majority of the members of the governing body.
Notice and Agenda	Effective June 12, 2014, agendas must be made available on the agency's website at least 24 hours in advance of the meeting unless the agency: - Doesn't have a website; or - Employed fewer than 10 full-time equivalent employees. There are no other notice requirements for regular meetings in the OPMA. However, other relevant laws apply to some local governments, for example, other laws are required to establish a procedure for notifying the public of the preliminary agenda for the forthcoming council meeting (although not necessarily called as well as regarding upcoming hearings. RCW 35A.12.160) RCW 35.22.280 RCW 35.23.232; RCW 37.27.300. There are no similar requirements for counties or special purpose districts related to preliminary agendas.	The special meeting notice must specify the date, time, and place of the special meeting, and the business to be transacted. - Personal notice. Written notice must be delivered personally by mail, fax, or e-mail at least 24 hours before the meeting to: - Each member of the governing body, unless the member submits a written waiver of notice in advance with the clerk, or the member is actually present at the meeting; and - Each member of the news media who has on file with the governing body a written request for notice of special meetings. - Website notice. Notice must be posted on the agency's website 24 hours in advance of the meeting, unless the agency: - Doesn't have a website; or - Employs less than 10 full-time equivalent employees; or - Doesn't employ personnel whose duty, as defined by a job description or existing contract, is to maintain or update the website. - Notice at agency's principal location. Notice must be prominently displayed at the main entrance of the agency's principal location and the meeting site if the meeting isn't held at the agency's principal location.
Emergency	In an emergency situation (e.g., fire, flood, earthquake, or other emergency), a meeting may be held at a site other than the regular meeting site, and the notice requirements under the OPMA are suspended during such an emergency.	The notices required for special meetings aren't required if a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when those requirements of such notices would make notice impracticable and increase the likelihood of such injury or damage.
Holidays	Regular meetings that are not held on holidays. If a regular meeting falls on a holiday, the meeting must be held on the next business day.	Although not specifically addressed by the OPMA, we recommend that special meetings not be held on holidays out of consideration for public participation.
Resuspension	There are no restrictions on the type of business that may be transacted at regular meetings.	Final disposition cannot be taken on any matter not listed in the special meeting notice.

*DISCLAIMER: These practice tips are meant to provide summary information on the notice requirements of the OPMA; these tips are not intended to be regarded as specific legal advice. Consult with your agency's legal counsel about this topic as well.

#2

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, September 04, 2019 10:37:07 AM
Last Modified: Wednesday, September 04, 2019 10:48:04 AM
Time Spent: 00:10:57

Page 1

Q1 What is the name of your business? (optional)

Respondent skipped this question

Q2 Are the owners of the business live on Bainbridge Island? If so how long have owners been residents?

Yes 51 years

Q3 How long have you been in business?

43

Q4 Approximate square footage of business?

20,000 sq ft

Q5 What services or goods do you provide?

Retail and self storage

Q6 How many in person customer contacts does your business have on an average day.

5 per day

Q7 Where does your customer base come from?

Bainbridge Island

Q8 What mode of transportation do your customers use to access your business (estimate %)?

Drive? 100%

Q9 How many employees does your business employ?

5

Island Center Area Business Survey

Q10 How many employees live off-Island?

2

Q11 What percentage of employees are:

Married/Domestic Partnership? **100%**

Q12 Where do you envision your business in 10 years? How long do you plan to own/operate your business?

Improved retail facilities. Ownership would be indefinite

Q13 Are there additional services you would like to provide to the community that your current zoning doesn't allow for?

Additional retail square footage.

Q14 What are the challenges of operating your business in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.

Traffic	1
Cell Service	5
Septic or Water	2
Parking	3
Pedestrian Access	4
Location	6

Q15 What would help you better operate your business in Island Center?

Additional NC zoning, sewer

Q16 What additional business and services would you like to see in Island Center? What additional businesses would complement the area?

Local amenities, deli, pub, restaurants etc

Q17 Is Island Center a place that people want to spend time? Do customers visit your business because they need to or because they want to?

Because they need to. Not many people want to spend time.

Island Center Area Business Survey

Q18 What are the benefits doing business in Island Center?

Good location. Central to the island. Area already supports certain types of businesses

Q19 What are the challenges of doing business in Island Center?

Traffic and lack additional nc zoning. Not a place people want to visit.

Q20 What is your vision for Island Center?

A more accessible pedestrian bike friendly area. A place people want to visit and spend time at.

Q21 Anything else you would like to add?

Respondent skipped this question

#3

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, September 04, 2019 11:10:13 AM
Last Modified: Wednesday, September 04, 2019 11:23:20 AM
Time Spent: 00:13:06

Page 1

Q1 What is the name of your business? (optional)

Respondent skipped this question

Q2 Are the owners of the business live on Bainbridge Island? If so how long have owners been residents?

yes, born on Bainbridge

Q3 How long have you been in business?

45 years

Q4 Approximate square footage of business?

10,000

Q5 What services or goods do you provide?

Automotive, Autobody, Mechanical, Electric vehicle repair, Detail, Rental cars

Q6 How many in person customer contacts does your business have on an average day.

50

Q7 Where does your customer base come from?

90% on island 10% off island

Q8 What mode of transportation do your customers use to access your business (estimate %)?

Drive? 100

Q9 How many employees does your business employ?

22

Island Center Area Business Survey

Q10 How many employees live off-Island?

20

Q11 What percentage of employees are:

Single?	20
Married/Domestic Partnership?	80
Children at Home?	40

Q12 Where do you envision your business in 10 years? How long do you plan to own/operate your business?

We will have advanced with the automotive field and will be servicing mostly hybrid & electric vehicles

Q13 Are there additional services you would like to provide to the community that your current zoning doesn't allow for?

Respondent skipped this question

Q14 What are the challenges of operating your business in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.

Traffic	1
Cell Service	2
Septic or Water	6
Parking	4
Pedestrian Access	3
Location	5

Q15 What would help you better operate your business in Island Center?

Cell service, cell service, better traffic flow

Q16 What additional business and services would you like to see in Island Center? What additional businesses would complement the area?

Bakery? pub? More business that will service the areas residents, not necessarily the whole island

Q17 Is Island Center a place that people want to spend time? Do customers visit your business because they need to or because they want to?

because of a need

Island Center Area Business Survey

Q18 What are the benefits doing business in Island Center?

Out of the busy part of the island (Winslow)

Q19 What are the challenges of doing business in Island Center?

Traffic, cell service

Q20 What is your vision for Island Center?

make it a place where area residents can get together within their own neighborhood, a place where people and kids can play

Q21 Anything else you would like to add?

Respondent skipped this question

#4

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, September 12, 2019 11:21:20 AM
Last Modified: Thursday, September 12, 2019 11:26:02 AM
Time Spent: 00:04:41

Page 1

Q1 What is the name of your business? (optional)

Congregation Kol Shalom

Q2 Are the owners of the business live on Bainbridge Island? If so how long have owners been residents?

The community serves Bainbridge and N. Kitsap. A large chunk of our membership lives on the island

Q3 How long have you been in business?

Almost 30 years

Q4 Approximate square footage of business?

Respondent skipped this question

Q5 What services or goods do you provide?

Religious community (worship services, education, etc)

Q6 How many in person customer contacts does your business have on an average day.

Hard to say. Religious services typically occur on Fri/Sat

Q7 Where does your customer base come from?

Bainbridge and N Kitsap

Q8 What mode of transportation do your customers use to access your business (estimate %)?

Drive?	94
Walk?	3
Bike?	3

Island Center Area Business Survey

Q9 How many employees does your business employ?

about 5, though only 1 full time

Q10 How many employees live off-Island?

about half

Q11 What percentage of employees are:

Respondent skipped this question

Q12 Where do you envision your business in 10 years? How long do you plan to own/operate your business?

We see ourselves as a growing congregation with a commitment to a presence on the island

Q13 Are there additional services you would like to provide to the community that your current zoning doesn't allow for?

no

Q14 What are the challenges of operating your business in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.

Traffic	3
Cell Service	4
Septic or Water	5
Parking	1
Pedestrian Access	2
Location	6

Q15 What would help you better operate your business in Island Center?

Respondent skipped this question

Q16 What additional business and services would you like to see in Island Center? What additional businesses would complement the area?

Respondent skipped this question

Q17 Is Island Center a place that people want to spend time? Do customers visit your business because they need to or because they want to?

Respondent skipped this question

Island Center Area Business Survey

Q18 What are the benefits doing business in Island Center?

Central location for membership

Q19 What are the challenges of doing business in Island Center?

Respondent skipped this question

Q20 What is your vision for Island Center?

Respondent skipped this question

Q21 Anything else you would like to add?

Respondent skipped this question

#5

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, September 18, 2019 7:48:16 AM
Last Modified: Wednesday, September 18, 2019 7:52:38 AM
Time Spent: 00:04:22

Page 1

Q1 What is the name of your business? (optional)

Bainbridge Ready, LLC

Q2 Are the owners of the business live on Bainbridge Island? If so how long have owners been residents?

5 years

Q3 How long have you been in business?

4 years

Q4 Approximate square footage of business?

home office

Q5 What services or goods do you provide?

Home management services

Q6 How many in person customer contacts does your business have on an average day.

This is not a store front retail type of business

Q7 Where does your customer base come from?

All island home owners

Q8 What mode of transportation do your customers use to access your business (estimate %)?

Respondent skipped this question

Q9 How many employees does your business employ?

1

Island Center Area Business Survey

Q10 How many employees live off-Island?

NA

Q11 What percentage of employees are:

Single?

NA

Q12 Where do you envision your business in 10 years? How long do you plan to own/operate your business?

forever

Q13 Are there additional services you would like to provide to the community that your current zoning doesn't allow for?

NA

Q14 What are the challenges of operating your business in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.

Traffic	4
Cell Service	3
Pedestrian Access	1
Location	5

Q15 What would help you better operate your business in Island Center?

easier transit through main 4-corner intersection

Q16 What additional business and services would you like to see in Island Center? What additional businesses would complement the area?

more store front retail - commerce to entice neighbors out to interact more.

Q17 Is Island Center a place that people want to spend time? Do customers visit your business because they need to or because they want to?

NA

Q18 What are the benefits doing business in Island Center?

Mid-island is nice halfway point for all islanders.

Island Center Area Business Survey

Q19 What are the challenges of doing business in Island Center?

Traffic, parking, lack of retail

Q20 What is your vision for Island Center?

broader zoning, bring in sewer.

Q21 Anything else you would like to add?

My business is not standard, not sure if these questions well suited to me and my type of business.

#6

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, September 18, 2019 4:45:15 PM
Last Modified: Wednesday, September 18, 2019 4:53:22 PM
Time Spent: 00:08:06

Page 1

Q1 What is the name of your business? (optional)

Bainbridge Gardens

Q2 Are the owners of the business live on Bainbridge Island? If so how long have owners been residents?

Two of the four property owners live on Bainbridge.

Q3 How long have you been in business?

30 years at Island Center location

Q4 Approximate square footage of business?

6 acres

Q5 What services or goods do you provide?

Garden Center services

Q6 How many in person customer contacts does your business have on an average day.

Varies by season

Q7 Where does your customer base come from?

Primarily Bainbridge

Q8 What mode of transportation do your customers use to access your business (estimate %)?

Drive?	99
Bike?	1

Island Center Area Business Survey

Q9 How many employees does your business employ?

Varies by season

Q10 How many employees live off-Island?

Varies by season; more than half

Q11 What percentage of employees are:

Respondent skipped this question

Q12 Where do you envision your business in 10 years?
How long do you plan to own/operate your business?

Respondent skipped this question

Q13 Are there additional services you would like to provide to the community that your current zoning doesn't allow for?

Respondent skipped this question

Q14 What are the challenges of operating your business in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.

Traffic 2

Cell Service 1

Q15 What would help you better operate your business in Island Center?

Respondent skipped this question

Q16 What additional business and services would you like to see in Island Center? What additional businesses would complement the area?

Respondent skipped this question

Q17 Is Island Center a place that people want to spend time? Do customers visit your business because they need to or because they want to?

Respondent skipped this question

Q18 What are the benefits doing business in Island Center?

Respondent skipped this question

Q19 What are the challenges of doing business in Island Center?

Respondent skipped this question

Q20 What is your vision for Island Center?

Respondent skipped this question

Q21 Anything else you would like to add?

Respondent skipped this question

#7

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, September 20, 2019 9:13:14 AM
Last Modified: Friday, September 20, 2019 9:30:30 AM
Time Spent: 00:17:16

Page 1

Q1 What is the name of your business? (optional)

Sawathdy Thai Cuisine

Q2 Are the owners of the business live on Bainbridge Island? If so how long have owners been residents?

yes

Q3 How long have you been in business?

since 1992

Q4 Approximate square footage of business?

3000

Q5 What services or goods do you provide?

Restaurant

Q6 How many in person customer contacts does your business have on an average day.

100 including take-out

Q7 Where does your customer base come from?

primarily Bainbridge Island

Q8 What mode of transportation do your customers use to access your business (estimate %)?

Drive? almost all

Island Center Area Business Survey

Q9 How many employees does your business employ?

13

Q10 How many employees live off-Island?

7, but varies as staffing changes and time of year, eg highschool students

Q11 What percentage of employees are:

Single?

mostly, but I don't ask that of my staff

Q12 Where do you envision your business in 10 years? How long do you plan to own/operate your business?

Likely retire in 10 years or soon thereafter

Q13 Are there additional services you would like to provide to the community that your current zoning doesn't allow for?

I'd like to have space for outdoor dining without cars in view(parking lot) or the road in view. Not sure that zoning is the issue. Just building design and location.

Q14 What are the challenges of operating your business in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.

Respondent skipped this question

Q15 What would help you better operate your business in Island Center?

More attractive space, landscaping, room for outdoor dining, shuttle bus from Winslow to New Brooklyn so accessible for tourists and those who do not have a car. Not easy to walk to restaurant, even if live in neighborhood. mmore nearby residential property. Other shops that bring people to the immediate area, like gift shops, e.g. pedestrian focussed so browsing opportunity, like Lynwood Center, but not necessarily as large a development.

Q16 What additional business and services would you like to see in Island Center? What additional businesses would complement the area?

see 15 above. gift shops, coffee shop, child activity business/service.

Q17 Is Island Center a place that people want to spend time? Do customers visit your business because they need to or because they want to?

People come for a service they need, like auto repair, renting equipment, or to my restaurant because they want great Thai food!

Island Center Area Business Survey

Q18 What are the benefits doing business in Island Center?

Only restaurant here, and only Asian restaurant outside Winslow.

Q19 What are the challenges of doing business in Island Center?

Lack of public transportation, have to have a car.

Q20 What is your vision for Island Center?

More businesses that are pedestrian/service oriented, retail, not more industrial, some residential, preferably more affordable than most of Bainbridge (apts above retail?) A small park or playground.

Q21 Anything else you would like to add?

Just do something that makes the area more attractive. Current owner of building I rent wants to spend as little money as possible on maintenance and no improvements. Need someone with a vision for something that businesses can still afford to rent. The challenge, I know!

Island Center Business Survey: You can also take this survey online:

<https://www.surveymonkey.com/r/M55PW5M>

1. What is the name of your business? (optional) *Modern Collision Rebuild & Service*
2. Are the owners of the business live on Bainbridge Island? If so how long have owners been residents? *yes*
3. How long have you been in business? *4/5 years*
4. Approximate square footage of business? *10,000 sf*
5. What services or goods do you provide? *Automotive*
6. How many in person customer contacts does your business have on an average day? *50*
7. Where does your customer base come from? *90% Island 10% off Island*
8. What mode of transportation do your customers use to access your business?
100% Drive ____% Bike ____% Walk
9. How many employees does your business employ? *23*
10. How many employees live off-Island? *21*
11. What percentage of employees are *20* %Single *80* %Married *40* %Children at Home
12. Where do you envision your business in 10 years? How long do you plan to own/operate your business? *we will have advanced with the automotive field and will be servicing mostly Hybrid & Electric vehicles*
13. Are there additional services you would like to provide to the community that your current zoning doesn't allow for?
14. What are the challenges of operating your business in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.
1 Traffic 2 Cell service 6 Septic 4 Parking 3 Pedestrian Access 5 Location
15. What would help you better operate your business in Island Center?

over for additional questions

16. What additional business and services would you like to see in Island Center? What additional businesses would complement the area?

Bakery?, bar? more business that will service the area residents not necessarily the whole Island

17. Is Island Center a place that people want to spend time? Do customers visit your business because they need to or because they want to.

Because of a need

18. What are the benefits doing business in Island Center?

out of the "Busy" part of the island (Winslow)

19. What are the challenges of doing business in Island Center?

Traffic, Cell reception, traffic Calming

20. What is your vision for Island Center?

a place where residents ^{can} ~~will~~ get together within their neighborhood

21. Anything else you would like to add?

Island Center Business Survey: You can also take this survey online:

<https://www.surveymonkey.com/r/M55PW5M>

1. What is the name of your business? (optional) ISLAND CENTER AUTO
2. Are the owners of the business live on Bainbridge Island? If so how long have owners been residents? yes - 54 years 68 years
3. How long have you been in business? 45 years
4. Approximate square footage of business? 85 foot Road Frontage
5. What services or goods do you provide? AUTO REPAIR
6. How many in person customer contacts does your business have on an average day? + 30
7. Where does your customer base come from? LOCAL
8. What mode of transportation do your customers use to access your business?
100% Drive % Bike % Walk
9. How many employees does your business employ? 5
10. How many employees live off-Island? 4
11. What percentage of employees are 3 % Single 2 % Married 4 kids % Children at Home
12. Where do you envision your business in 10 years? How long do you plan to own/operate your business?
Always open to offers
13. Are there additional services you would like to provide to the community that your current zoning doesn't allow for? NUMEROUS
14. What are the challenges of operating your business in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.
X Traffic Cell service Septic X Parking Pedestrian Access Location
15. What would help you better operate your business in Island Center?
MORE PARKING

over for additional questions

16. What additional business and services would you like to see in Island Center? What additional businesses would complement the area?

NUMEROUS BUSINESS TYPES
could compliment AREA.

17. Is Island Center a place that people want to spend time? Do customers visit your business because they need to or because they want to.

BOTH

18. What are the benefits doing business in Island Center?

LOCAL GOOD ACCESS - DON'T HAVE TO LEAVE ISLAND.

19. What are the challenges of doing business in Island Center?

VERY BUSY ROAD THAT PEOPLE DRIVE TO FAST ON.

20. What is your vision for Island Center?

21. Anything else you would like to add?

Island Center Business Survey: You can also take this survey online:

<https://www.surveymonkey.com/r/M55PW5M>

'19 SEP 5 PM 3:24

1. What is the name of your business? (optional) HERBERT PROPERTIES
2. Are the owners of the business live on Bainbridge Island? If so how long have owners been residents? YES, 25 YEARS
3. How long have you been in business? 25 YEARS
4. Approximate square footage of business? 1000
5. What services or goods do you provide? AUTHOR
6. How many in person customer contacts does your business have on an average day? NONE
7. Where does your customer base come from? BOOK SALES
8. What mode of transportation do your customers use to access your business?
100%Drive %Bike %Walk
9. How many employees does your business employ? 1
10. How many employees live off-Island? 0
11. What percentage of employees are %Single 100%Married %Children at Home
12. Where do you envision your business in 10 years? How long do you plan to own/operate your business? STILL WRITING AS LONG AS THE BOOKS KEEP SELLING
13. Are there additional services you would like to provide to the community that your current zoning doesn't allow for? NO
14. What are the challenges of operating your business in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.
 Traffic 1 Cell service Septic Parking Pedestrian Access Location
15. What would help you better operate your business in Island Center?
BETTER CELL RECEPTION

over for additional questions

16. What additional business and services would you like to see in Island Center? What additional businesses would complement the area?

17. Is Island Center a place that people want to spend time? Do customers visit your business because they need to or because they want to.

ONLY AT SAWBRIDGE GARDENS OR SAWATOY'S

18. What are the benefits doing business in Island Center?

CLOSE TO MY HOUSE

19. What are the challenges of doing business in Island Center?

CELL SERVICE

20. What is your vision for Island Center?

DON'T HAVE ONE

21. Anything else you would like to add?

PERMIT CELL TOWERS IN NEIGHBORHOOD SERVICE CENTERS

Island Center Business Survey: You can also take this survey online:

<https://www.surveymonkey.com/r/M55PW5M>

'19 SEP 5 PM 3:24

1. What is the name of your business? (optional) BRIAN MERRITT
2. Are the owners of the business live on Bainbridge Island? If so how long have owners been residents? YES, 20 YEARS
3. How long have you been in business? 20 YEARS
4. Approximate square footage of business? 1000
5. What services or goods do you provide? BOOKS
6. How many in person customer contacts does your business have on an average day? NONE
7. Where does your customer base come from? MAIL / EMAIL / WEBSITE
8. What mode of transportation do your customers use to access your business?
100 %Drive ____ %Bike ____ %Walk
9. How many employees does your business employ? 1
10. How many employees live off-Island? 0
11. What percentage of employees are ____ %Single 100 %Married ____ %Children at Home
12. Where do you envision your business in 10 years? How long do you plan to own/operate your business? SAME AS NOW, UNKNOWN... AS LONG AS POSSIBLE
13. Are there additional services you would like to provide to the community that your current zoning doesn't allow for? NO
14. What are the challenges of operating your business in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.
____ Traffic 1 Cell service ____ Septic ____ Parking ____ Pedestrian Access ____ Location
15. What would help you better operate your business in Island Center?
BETTER CELL SERVICE

over for additional questions

16. What additional business and services would you like to see in Island Center? What additional businesses would complement the area?

17. Is Island Center a place that people want to spend time? Do customers visit your business because they need to or because they want to. ^{NO}

18. What are the benefits doing business in Island Center?

NEAR MY HOME

19. What are the challenges of doing business in Island Center?

CELL RECEPTION

20. What is your vision for Island Center?

SIMILAR TO NOW

21. Anything else you would like to add?

PLEASE MAKE CELL TOWERS
PERMITTED IN ISLAND CENTER AND LYNWOOD CTR.

Island Center Business Survey: You can also take this survey online:

<https://www.surveymonkey.com/r/M55PW5M>

1. What is the name of your business? (optional) Jerry's Auto Rebuild
2. Are the owners of the business live on Bainbridge Island? If so how long have owners been residents? no
3. How long have you been in business? 50 years
4. Approximate square footage of business? 5300
5. What services or goods do you provide? Auto body Repair
6. How many in person customer contacts does your business have on an average day? 10
7. Where does your customer base come from? Bainbridge Island
8. What mode of transportation do your customers use to access your business?
100 %Drive ____ %Bike ____ %Walk
9. How many employees does your business employ? 7
10. How many employees live off-Island? 7
11. What percentage of employees are ____ %Single 100 %Married 10 %Children at Home
12. Where do you envision your business in 10 years? How long do you plan to own/operate your business?
Double production, Expand to other locations
13. Are there additional services you would like to provide to the community that your current zoning doesn't allow for?
no
14. What are the challenges of operating your business in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.
✓ Traffic ✓ Cell service ____ Septic ____ Parking ____ Pedestrian Access ____ Location
15. What would help you better operate your business in Island Center?
Better street Exposure

over for additional questions

16. What additional business and services would you like to see in Island Center? What additional businesses would complement the area?

Improvements to existing Businesses,
more restaurants

17. Is Island Center a place that people want to spend time? Do customers visit your business because they need to or because they want to.

need to

18. What are the benefits doing business in Island Center?

Its the only place I am zoned to
do business

19. What are the challenges of doing business in Island Center?

Traffic, Street exposure

20. What is your vision for Island Center?

Visual Appearance ~~and~~ improvements
and Better Flow of traffic

21. Anything else you would like to add?

If there was ~~sewer~~ I would add
space above my business for employee
apartments

Island Center Business Survey: You can also take this survey online:

<https://www.surveymonkey.com/r/M55PW5M>

1. What is the name of your business? (optional)
2. Are the owners of the business live on Bainbridge Island? If so how long have owners been residents? *Yes, 40 YEARS*
3. How long have you been in business? *25 YEARS*
4. Approximate square footage of business? *9400 sq ft*
5. What services or goods do you provide? *AUTO REPAIR*
6. How many in person customer contacts does your business have on an average day? *12*
7. Where does your customer base come from? *BE / PORT HADLOCK / PT TOWNSEND*
8. What mode of transportation do your customers use to access your business?
100% Drive ____% Bike ____% Walk
9. How many employees does your business employ? *5*
10. How many employees live off-Island? *5*
11. What percentage of employees are *5* %Single ____%Married ____%Children at Home
12. Where do you envision your business in 10 years? How long do you plan to own/operate your business? *RETIRE IN 10 YEARS*
13. Are there additional services you would like to provide to the community that your current zoning doesn't allow for? *MAJOR DETAILING*
14. What are the challenges of operating your business in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.
2 Traffic 3 Cell service 1 Septic 6 Parking 5 Pedestrian Access 7 Location
15. What would help you better operate your business in Island Center?
Sewer; Be improved TRAFFIC; IMPROVED RELIABILITY

over for additional questions

16. What additional business and services would you like to see in Island Center? What additional businesses would complement the area?

Restaurants

17. Is Island Center a place that people want to spend time? Do customers visit your business because they need to or because they want to.

It is not a ~~Want to~~ good place for people to meet. They need to meet

18. What are the benefits doing business in Island Center?

Location

19. What are the challenges of doing business in Island Center?

Sewer; TRAFFIC

20. What is your vision for Island Center?

Improved traffic, more restaurants public services. Is Center would be more of a community

21. Anything else you would like to add?

Are 5 employees commute from off island. No where to live on Island

Island Center Business Survey: You can also take this survey online:

<https://www.surveymonkey.com/r/M55PW5M>

1. What is the name of your business? (optional)
2. Are the owners of the business live on Bainbridge Island? If so how long have owners been residents? ^{yes} 1973
3. How long have you been in business? 26 yrs
4. Approximate square footage of business? 1100 sq
5. What services or goods do you provide? custom picture framing, photo frames
Jewelry
6. How many in person customer contacts does your business have on an average day? varies greatly
7. Where does your customer base come from? BI 1022 to 7018
8. What mode of transportation do your customers use to access your business?
98 %Drive ____ %Bike ____ %Walk
9. How many employees does your business employ? currently 3 + owner
10. How many employees live off-Island? 2
11. What percentage of employees are ____ 2 %Single ____ 2 %Married ____ %Children at Home
12. Where do you envision your business in 10 years? How long do you plan to own/operate your business?
13. Are there additional services you would like to provide to the community that your current zoning doesn't allow for?
14. What are the challenges of operating your business in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.
____ ☒ Traffic ____ Cell service ____ Septic ____ ☒ Parking ____ Pedestrian Access ____ Location
15. What would help you better operate your business in Island Center?

Better parking for the community

over for additional questions

16. What additional business and services would you like to see in Island Center? What additional businesses would complement the area?

Food amenities

17. Is Island Center a place that people want to spend time? Do customers visit your business because they need to or because they want to.

They need to.

18. What are the benefits doing business in Island Center?

Location

19. What are the challenges of doing business in Island Center?

Doing business in Island Center is good.

TRAFFIC IS VERY DIFFICULT.

20. What is your vision for Island Center?

21. Anything else you would like to add?

Island Center Business Survey: You can also take this survey online:

<https://www.surveymonkey.com/r/M55PW5M>

1. What is the name of your business? (optional) BAINBRIDGE RENTAL
2. Are the owners of the business live on Bainbridge Island? If so how long have owners been residents? YES, 38 YEARS, 48 YEARS.
3. How long have you been in business? SINCE 2000
4. Approximate square footage of business? 1000 SQ FT
5. What services or goods do you provide? EQUIPMENT SALES RENTAL, REPAIR
6. How many in person customer contacts does your business have on an average day? 60-100
7. Where does your customer base come from? B.I & SURROUNDING AREA
8. What mode of transportation do your customers use to access your business?
100 %Drive ____ %Bike ____ %Walk
9. How many employees does your business employ? 6
10. How many employees live off-Island? 4
11. What percentage of employees are 75 %Single 25 %Married 25 %Children at Home
12. Where do you envision your business in 10 years? How long do you plan to own/operate your business?
13. Are there additional services you would like to provide to the community that your current zoning doesn't allow for?
14. What are the challenges of operating your business in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.
1 Traffic 5 Cell service 4 Septic 2 Parking 6 Pedestrian Access 3 Location
15. What would help you better operate your business in Island Center?

over for additional questions

16. What additional business and services would you like to see in Island Center? What additional businesses would complement the area?

More Retail

17. Is Island Center a place that people want to spend time? Do customers visit your business because they need to or because they want to.

95% because they need to.

18. What are the benefits doing business in Island Center?

~~Central~~ Central Location

19. What are the challenges of doing business in Island Center?

TRAFFIC, SPACE Limitations

20. What is your vision for Island Center?

21. Anything else you would like to add?

Question 12: As a resident of Bainbridge Island for 38 years, and having children that are fifth generation to Bainbridge Island, I would like to think that our business has a future on Bainbridge Island. The truth of the matter is that at this current time I no longer have the ability to grow my business here. With limited space and few options for the location of my business I am not able to add inventory that is being requested of us. Equipment that we are not able to rent because of space limitations is being brought in from elsewhere to Bainbridge Island. We have considered moving our business to Suquamish, which would allow us more space. I feel that this would be a huge inconvenience to the island population, not only because of the time it would require to go to Suquamish, but also the added traffic as we have over 25,000 rental and retail sales in a year. Overall we at Bainbridge Rental are happy to be located on the Island, being multi-generational to the Island, it is important for us to be able to serve our customers and community.

Question 15: What would help us operate our business better in Island Center is the ability to gain more space. As the island population grows we are physically running out of space to serve our customers. This creates a problem in two ways. First we are not able to provide services to our customers and also we are losing rental revenue by not being able to provide services to the larger construction projects on the island.



CITY OF
BAINBRIDGE ISLAND

Island Center Business Survey: You can also take this survey online:

<https://www.surveymonkey.com/r/M55PW5M>

'19 SEP 5 PM 3:25

1. What is the name of your business? (optional) NORTH PACIFIC MINISTORAGE
2. Are the owners of the business live on Bainbridge Island? If so how long have owners been residents? 42 YEARS YES
3. How long have you been in business? 40 YEARS
4. Approximate square footage of business? 13,000
5. What services or goods do you provide? MINISTORAGE, CONSTRUCTION, BOATREPAIR, OFFICE SPACE, APARTMENT RENTAL
6. How many in person customer contacts does your business have on an average day? 10
7. Where does your customer base come from? ISLAND WIDE, A FEW FROM OFF ISLAND
8. What mode of transportation do your customers use to access your business?
100% Drive 0% Bike 0% Walk
9. How many employees does your business employ? NONE
10. How many employees live off-Island? 0
11. What percentage of employees are _____%Single _____%Married _____%Children at Home
12. Where do you envision your business in 10 years? How long do you plan to own/operate your business?
20 YEARS ABOUT THE SAME
13. Are there additional services you would like to provide to the community that your current zoning doesn't allow for? CELL TOWER LOCATION
14. What are the challenges of operating your business in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.
____Traffic XCell service _____Septic _____Parking _____Pedestrian Access _____Location
15. What would help you better operate your business in Island Center?
DEPENDABLE CELL RECEPTION

over for additional questions

16. What additional business and services would you like to see in Island Center? What additional businesses would complement the area?

17. Is Island Center a place that people want to spend time? Do customers visit your business because they need to or because they want to. *AT THE RESTAURANT AND THE COFFEE SHOP AT BAIN GARDENS*

18. What are the benefits doing business in Island Center? *NEAR MY HOME*

19. What are the challenges of doing business in Island Center? *CELL SERVICE*

20. What is your vision for Island Center? *NONE*

21. Anything else you would like to add?

*PLEASE USE THE ATTACHED PROPOSED ORDINANCE,
UPDATED OF COURSE, TO MAKE CELL TOWERS A PERMITTED USE,
THANKS, JIM LLEWELLYN*

Zed A
ORDINANCE 2017-_____

An ordinance of the City of Bainbridge Island, Washington, relating to certain permitted uses in Chapter 18.

WHEREAS, the City recognizes the need for an adequate infrastructure for wireless communications, and:

WHEREAS, telecommunications surveys have revealed that cell phone reception was poor to non-existent in over 30 Island locations including the corridor between Island Center and Lynwood center and in Rolling Bay and;

Whereas no applications install "micro antennas" anywhere in the City have been submitted in the 3 years since the adoption of Ordinance 2015-23 which was enacted to encourage such wireless facilities and;

Whereas, the city believes that wireless communications facilities are an appropriate use in Neighborhood Service Centers;

The City Council of the City of Bainbridge Island do ordain as follows:

SECTION 1 – Section 18.09.020 Use Table is amended to show monopoles and lattice towers as a permitted use in neighborhood center zones.

Mayor, Val Tollefson

Approved as to form: _____
Joe Levan, City Attorney

Attest/Authenticated: _____
Christine Brown, City Clerk

Island Center Area Employee Survey



1. What is the name of the business that you work for?

Modern Collision

2. How long have you worked at this location?

5 years

3. Do you live on Bainbridge Island? No If NO, where do you live? Silverdale

4. What mode of transportation do typically use to get to work?

X Drive _____ Bike _____ Walk _____ Bus _____

5. Average time it takes to get from home to work: 35 minutes Work to home: 45 minutes

Anything else about your commute you would like to share?

6. How would you describe your household?

_____ Single X Married/Domestic Partner X Children at Home

7. What are the challenges of working in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.

1 Traffic 2 Cell service _____ Septic _____ Parking _____ Pedestrian Access/Safety
_____ Location _____ Other

8. What additional business and services or businesses would you like to see in Island Center?

more fast food options

9. Is Island Center a place that people want to spend time?

10. What are the benefits of working in Island Center?

Good Pay - Great Work Environment

11. What are the challenges of working in Island Center?

12. Anything else you would like to add?

Island Center Area Employee Survey



1. What is the name of the business that you work for?

Modern Collision Rebuild & Service

2. How long have you worked at this location?

8 1/2 years

3. Do you live on Bainbridge Island? No If NO, where do you live? Tracyton

4. What mode of transportation do typically use to get to work?

X Drive Bike Walk Bus

5. Average time it takes to get from home to work: 40 min. Work to home: 1 hr. 15 min

Anything else about your commute you would like to share?

6. How would you describe your household?

 Single X Married/Domestic Partner Children at Home

7. What are the challenges of working in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.

2 Traffic 1 Cell service 5 Septic 6 Parking 3 Pedestrian Access/Safety
4 Location Other

8. What additional business and services or businesses would you like to see in Island Center?

over for additional questions

9. Is Island Center a place that people want to spend time?

They should

10. What are the benefits of working in Island Center?

off the highway

11. What are the challenges of working in Island Center?

cell & service

12. Anything else you would like to add?

Island Center Area Employee Survey



1. What is the name of the business that you work for?

Modern Collision Repair and Service

2. How long have you worked at this location?

1 day

3. Do you live on Bainbridge Island? *No* If NO, where do you live? *Suquamish*

4. What mode of transportation do typically use to get to work?

X Drive _____ Bike _____ Walk _____ Bus

5. Average time it takes to get from home to work: *10 min* Work to home: *15 min*

Anything else about your commute you would like to share?

6. How would you describe your household?

_____ Single *X* Married/Domestic Partner _____ Children at Home

7. What are the challenges of working in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.

_____ Traffic *X* Cell service _____ Septic _____ Parking _____ Pedestrian Access/Safety

_____ Location _____ Other

8. What additional business and services or businesses would you like to see in Island Center?

over for additional questions

9. Is Island Center a place that people want to spend time?

Yes

10. What are the benefits of working in Island Center?

Already on the back road to beat traffic on + off the Island.

11. What are the challenges of working in Island Center?

None

12. Anything else you would like to add?

None

Island Center Area Employee Survey



1. What is the name of the business that you work for?

Modern Collision Rebuild & Service

2. How long have you worked at this location?

3 weeks

3. Do you live on Bainbridge Island? no

If NO, where do you live? Peelsbo

4. What mode of transportation do typically use to get to work?

☒ Drive ☐ Bike ☐ Walk ☐ Bus

5. Average time it takes to get from home to work: 20 min Work to home: 20 min

Anything else about your commute you would like to share?

Ferry lane would help

6. How would you describe your household?

☐ Single ☒ Married/Domestic Partner ☐ Children at Home

7. What are the challenges of working in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.

1. ☒ Traffic 2 Cell service ☐ Septic ☐ Parking ☐ Pedestrian Access/Safety
☐ Location ☐ Other

8. What additional business and services or businesses would you like to see in Island Center?

over for additional questions

9. Is Island Center a place that people want to spend time?

Yes

10. What are the benefits of working in Island Center?

11. What are the challenges of working in Island Center?

12. Anything else you would like to add?

Island Center Area Employee Survey



1. What is the name of the business that you work for?

Modern Collision

2. How long have you worked at this location?

10 years

3. Do you live on Bainbridge Island? *NO*

If NO, where do you live? *Port Townsend*

4. What mode of transportation do typically use to get to work?

X Drive _____ Bike _____ Walk _____ Bus

5. Average time it takes to get from home to work: *1 hr 15 min* Work to home: *1 hr.*

Anything else about your commute you would like to share?

*ISLAND TRAFFIC During School YEAR
is BAD*

6. How would you describe your household?

_____ Single *X* Married/Domestic Partner *X* Children at Home

7. What are the challenges of working in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.

1 Traffic *2* Cell service _____ Septic _____ Parking _____ Pedestrian Access/Safety
_____ Location _____ Other

8. What additional business and services or businesses would you like to see in Island Center?

A DELI

9. Is Island Center a place that people want to spend time?



10. What are the benefits of working in Island Center?



11. What are the challenges of working in Island Center?



12. Anything else you would like to add?



Island Center Area Employee Survey



1. What is the name of the business that you work for?

Modern Collision

2. How long have you worked at this location?

6 years

3. Do you live on Bainbridge Island? *No* If NO, where do you live? *Indonola-ish*

4. What mode of transportation do typically use to get to work?

✓ Drive Bike Walk Bus

5. Average time it takes to get from home to work: *20 minutes* Work to home: *45-60 minutes*

Anything else about your commute you would like to share?

Definitely we all know it's going to be bumper-to-bumper, but I guess what might help is somehow notifying drivers at, say, Day Road that there is an accident or some issue that is going to cause hours of waiting. Then we have a chance at turning around and trying again later

6. How would you describe your household?

 Single *✓* Married/Domestic Partner *0* Children at Home

7. What are the challenges of working in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.

3 Traffic *1* Cell service Septic Parking *2* Pedestrian Access/Safety
 Location Other

8. What additional business and services or businesses would you like to see in Island Center?

A market that has more stuff than the gas station; one or two decent restaurants or a deli – something better than the gas station.

over for additional questions

9. Is Island Center a place that people want to spend time?

Sure, well, it's destination-centric. You come here to go to a specific place or you're driving through.

10. What are the benefits of working in Island Center?

Not too crowded; access at Day Road - I don't have to drive all the way to Winslow, that's where my job is.

11. What are the challenges of working in Island Center?

Have to drive at least to the Safeway area to get anything.

Pulling out of the parking lot at Modern Collision / Island Center Auto.

12. Anything else you would like to add?

It's good the speed limit has been lowered in this area but I seldom see officers.

If I have to turn left it's very poor sight lines (especially if vehicles are blocking in front of Island Center Auto) and can be dangerous.

Island Center Area Employee Survey



1. What is the name of the business that you work for?

Modern collision + Rebuild

2. How long have you worked at this location?

Almost 5 years

3. Do you live on Bainbridge Island? NOPE If NO, where do you live? Poulsbo

4. What mode of transportation do typically use to get to work?

X Drive _____ Bike _____ Walk _____ Bus _____

5. Average time it takes to get from home to work: 15-30mins Work to home: 30-1 hour

Anything else about your commute you would like to share?

Drive times all depend on traffic and time of day.

6. How would you describe your household?

_____ Single X Married/Domestic Partner _____ X Children at Home

7. What are the challenges of working in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.

1 Traffic 1 Cell service 3 Septic 4 Parking 2 Pedestrian Access/Safety
6 Location _____ Other _____

8. What additional business and services or businesses would you like to see in Island Center?

Restaurants maybe

9. Is Island Center a place that people want to spend time?

I see a lot of walkers & bikers

So I'd assume yes but not sure. I would not unless going to grand forest or Battlepoint Park.

10. What are the benefits of working in Island Center?

Pretty central to big business area.

11. What are the challenges of working in Island Center?

Just the commute can get bad, and the stretch from New Brooklyn to Battle Point is really hard to pull in and out of Roads & Business parking lots.

12. Anything else you would like to add?

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Island Center Area Employee Survey



1. What is the name of the business that you work for?

Modern Collision ReBuild & Service

2. How long have you worked at this location?

~3 years

3. Do you live on Bainbridge Island? NO If NO, where do you live? Gug, Vamish

4. What mode of transportation do typically use to get to work?

✓ Drive _____ Bike _____ Walk _____ Bus _____

5. Average time it takes to get from home to work: 15 min Work to home: 30 min

Anything else about your commute you would like to share?

6. How would you describe your household?

✓ Single _____ Married/Domestic Partner _____ Children at Home _____

7. What are the challenges of working in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.

✓ Traffic ✓ Cell service _____ Septic _____ Parking _____ Pedestrian Access/Safety _____
_____ Location _____ Other _____

8. What additional business and services or businesses would you like to see in Island Center?

food

over for additional questions

9. Is Island Center a place that people want to spend time?

~~yes~~ no

10. What are the benefits of working in Island Center?

I can take BACK Roads

11. What are the challenges of working in Island Center?

Traffic is bad at the end of Day

12. Anything else you would like to add?

no

Island Center Area Employee Survey



1. What is the name of the business that you work for?
Modern Collision Rebuild & Service
2. How long have you worked at this location?
5 Months
3. Do you live on Bainbridge Island? No If NO, where do you live? Poulsbo
4. What mode of transportation do typically use to get to work?
X Drive _____ Bike _____ Walk _____ Bus _____
5. Average time it takes to get from home to work: 20 min Work to home: 1 hr
Anything else about your commute you would like to share?
305 is Horrible
6. How would you describe your household?
X Single _____ Married/Domestic Partner _____ Children at Home _____
7. What are the challenges of working in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.
1 Traffic 5 Cell service 10 Septic 10 Parking 10 Pedestrian Access/Safety
0 Location _____ Other _____
8. What additional business and services or businesses would you like to see in Island Center?
No

over for additional questions

9. Is Island Center a place that people want to spend time?

~~No~~ ~~Business~~ ~~Yes~~ Yes

10. What are the benefits of working in Island Center?

Ease of Access

11. What are the challenges of working in Island Center?

Traffic

12. Anything else you would like to add?

Fix Traffic & Blind Spots
Pulling out of Businesses

Island Center Area Employee Survey



1. What is the name of the business that you work for?

MODERN COLLISION REBUILD & SERVICE

2. How long have you worked at this location?

2 years

3. Do you live on Bainbridge Island?

NO

If NO, where do you live?

Poulsbo

4. What mode of transportation do typically use to get to work?

X

Drive

Bike

Walk

Bus

5. Average time it takes to get from home to work:

1 hour

Work to home:

1 hour

Anything else about your commute you would like to share?

I STOP & PICK UP my daughter from school.

6. How would you describe your household?

Single

X

Married/Domestic Partner

X

Children at Home

7. What are the challenges of working in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.

① X

Traffic

⑤

Cell service

④

Septic

②

Parking

③

Pedestrian Access/Safety

⑥

Location

Other

8. What additional business and services or businesses would you like to see in Island Center?

N/A

over for additional questions

9. Is Island Center a place that people want to spend time?

Yes -

10. What are the benefits of working in Island Center?

Beautiful Environment, great people.

11. What are the challenges of working in Island Center?

TRAFFIC

12. Anything else you would like to add?

N/A

Island Center Area Employee Survey



1. What is the name of the business that you work for?

Modern Collision

2. How long have you worked at this location?

~ 6 months

3. Do you live on Bainbridge Island? NO If NO, where do you live? Shelton

4. What mode of transportation do typically use to get to work?

X Drive _____ Bike _____ Walk _____ Bus _____

5. Average time it takes to get from home to work: 1.5-2 hours Work to home: 1.5-2 hours

Anything else about your commute you would like to share?

6. How would you describe your household?

_____ Single _____ Married/Domestic Partner X Children at Home

7. What are the challenges of working in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.

most Traffic least Cell service _____ Septic _____ Parking _____ Pedestrian Access/Safety
_____ Location _____ Other

8. What additional business and services or businesses would you like to see in Island Center?

food

over for additional questions

9. Is Island Center a place that people want to spend time?

yes

10. What are the benefits of working in Island Center?

Beautiful and nice people

11. What are the challenges of working in Island Center?

commute / cost of living

12. Anything else you would like to add?

Island Center Area Employee Survey



1. What is the name of the business that you work for?

Bainbridge Rental

2. How long have you worked at this location?

2 1/2 years

3. Do you live on Bainbridge Island? yes If NO, where do you live? _____

4. What mode of transportation do typically use to get to work?

X Drive _____ Bike _____ Walk _____ Bus

5. Average time it takes to get from home to work: 15 mins Work to home: 20 mins

Anything else about your commute you would like to share?

6. How would you describe your household?

X Single _____ Married/Domestic Partner _____ Children at Home

7. What are the challenges of working in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.

_____ Traffic _____ Cell service _____ Septic _____ Parking _____ Pedestrian Access/Safety
_____ Location _____ Other

8. What additional business and services or businesses would you like to see in Island Center?

over for additional questions

9. Is Island Center a place that people want to spend time?

10. What are the benefits of working in Island Center?

11. What are the challenges of working in Island Center?

12. Anything else you would like to add?

Island Center Area Employee Survey



1. What is the name of the business that you work for?

Bain Bridge rental

2. How long have you worked at this location?

5 years

3. Do you live on Bainbridge Island? NO If NO, where do you live? Chimacum, wa

4. What mode of transportation do typically use to get to work?

☒ Drive ☐ Bike ☐ Walk ☐ Bus

5. Average time it takes to get from home to work: 1:15 Work to home: 1:30

Anything else about your commute you would like to share?

6. How would you describe your household?

☐ Single ☐ Married/Domestic Partner ☒ Children at Home

7. What are the challenges of working in Island Center with current conditions? Please rank from most important (1) to least important – feel free to add or skip items.

☐ Traffic ☐ Cell service ☐ Septic ☒ Parking ☐ Pedestrian Access/Safety
☐ Location ☐ Other

8. What additional business and services or businesses would you like to see in Island Center?

more food options

over for additional questions

9. Is Island Center a place that people want to spend time?

Yes

10. What are the benefits of working in Island Center?

location, It Between Island Exit & Lynnwood center
also A lot of Home owners

11. What are the challenges of working in Island Center?

Its a great Place to work

12. Anything else you would like to add?

no.