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AGENDA

2:00 PM Call to Order/Attendance/Conflict Disclosure

- Introductions
- Approval of Agenda for May 5, 2022
- Approval of Meeting Minutes from April 7, 2022
- Call for Public Comment

2:10 PM Review of Permit Applications

- Changes / Alterations to Local Register Properties which Require a Building Permit
Commission review is in accordance with BIMC [18.24.060.B](#): The Commission shall complete its review and make its decision within 45 days after the date of receipt of the application. If the Commission is unable to process the request within this time period, it may reasonably extend its review period for another 15 days upon written notice to the applicant. Reviews shall be based on the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, [48 CFR 44716](#), as updated and supplemented by the National Park Service, and the Secretary of the Interior's Standards for Rehabilitation, [37 CFR 67](#), as amended.

The Commission's determination, recommendations and certificate of appropriateness or a waiver shall be transmitted to the Building Official.

Fort Ward Building 15 1584 Fort Ward Hill Road Submitted: 04/13/2022

Project File: [BLD25815 REV1](#) (Permit Submittals drop-down menu/View Notes)

2:40 PM Finalize 2022 Work Plan (*Discussion / All*)

The draft work plan is an attachment to this agenda.

3:10 PM Process for Blakely Awards (*Discussion / All*)

A draft nomination form was sent to the Commission in April. In the past, nominations were open to the public.

For special accommodations, please contact Planning & Community
Development 206-780-3750 or at pcd@bainbridgewa.gov

3:20 PM Committee Updates

- Identifying Register-eligible Properties (*Chandler, Kortum*)
- Public Education / Public Outreach (*Moreno*)
- Suyematsu Farm (*Hughes, with Chandler, Kortum as applicable*)

3:30 PM Old Business

- The application for the 2019 Suyematsu Barn grant was prepared by a consultant, and the extent of City staff involvement in that preparation is unknown.
- The City has not yet held an interview of the sole applicant for the Commissioner vacancy.
- The feasibility of adding a historic layer to the City's GIS was requested at January 2022 meeting and the query is still pending with the IT Department.
- Staff is training / working on how best to add Suyematsu Farm resources on the HPC web page

3:40 PM New Business

- The Filipino–American Community Hall (c. 1928) is getting a new roof. The property is on the National Register.
- The terms of three of the Commissioners expire in June. Should terms expire, Commissioners continue to serve at the pleasure of the City.

3:50 PM Action Items (*Hughes*)

- Chair Hughes requested that the Blakely Award Nomination form be updated and sent to Commissioners. This task is completed.
- The Commission asked that the list of potential historic properties be updated and sent to the Commission. This task is completed (see attachment).
- At the March 4, 2022 meeting, the Commission asked that the invitation to list on the Local Register be updated (with tax and other incentives) and routed to Commissioner's for review. Staff is unable to find that invitation.

4:00 PM Adjourn

Call to Order (Attendance, Agenda, Ethics)
Approval of Meeting Minutes from March 3, 2022
Call for Public Comment
Committee Updates
New/Old Business
Adjourn

Call to Order (Attendance, Agenda, Ethics)

Chair Susan Hughes called the meeting to order at 2:08 PM. Commissioners in attendance were Eric Kortum, Susan Hughes, Judy Romann, Blaine Cliver, Chris Moreno, and Rick Chandler. City Council member, Clarence Moriwaki was absent. City Staff present were Senior Planner Kelly Tayara, Planner Shelly Woo, and Administrative Specialists Renee Argetsinger, who monitored meeting and prepared minutes.

Motion: I move that we approve the agenda
Kortum/Romann: Passed Unanimously

The agenda was reviewed. There were not any conflicts of interest noted.

Review & Approve Minutes – March 3, 2022

Motion: I'll make a motion to approve the March minutes.
Kortum/Romann: Passed Unanimously

Public Comment

David Powell – asked for information and provided comment on nomination of 487 Winslow Way property

Wendy Hinman – asked for information and provided comment on nomination of 487 Winslow Way property

Brooke Thompson – asked for information, provided comment, and supports the nomination on nomination of 487 Winslow Way property

Review of Permit Applications:

Planner, Shelly Woo, presented a Findings of Fact report on the nomination of the 487 Winslow Way property with further details provided by Architect, Charles Wenzlau, and the homeowner, Mr. Kelly Samson.

Motion: Approve the Nomination of the 487 Winslow Way Property
Cliver/Romann: Passed Unanimously at 3:04pm

Potential Nominees for Blakely Award (Discussion/All):

Commissioner Rick Chandler discussed a potential nominee for the Blakely Award.

Action: Susan Hughes to send nomination form to all Commissioners for their nominations.

Committee Updates:

- **Identifying Register-eligible Properties (Chandler, Kortum)**
No new updates. Discussion regarding potential property considerations, determine boundaries for Blakely Historic District, mapping areas, utilizing GIS and GPS, and community involvement.
- **Public Education/Public Outreach (Moreno)**
Commissioner Chris Moreno initiated discussion about developing community workshops, educating community about HPC, historic districts, and directing people to appropriate resources. Current focus: Arbor Day, writing article about Heritage Tree Registry, and facilitating public involvement. Commissioners Susan Hughes and Rick Chandler created an outline. Commissioner Chandler coordinated with the Farmers Market re: Public Outreach Booth scheduled for the next 4 consecutive Saturdays.
- **Suyematsu Farm (Hughes/Chandler/Kortum/Cliver)** – Meeting took place with Ellen Mirro, possible next step: draft memorandum from HPC. Friends of the Farm have questions about scope of work and are looking for comment and recommendations from the Historical Preservation Commission. Architects are working on the residential buildings of the farm. Friends of the Farm have incorporated a consultant to conduct evaluation and report on farm structures. Commissioner Susan Hughes to sign memo for access to the farm and meet with the Suyematsu team.

2022 Work Plan Development (Discussion/All):

Commissioner Chris Moreno sent a draft work plan to the Commission in January.

Action: Commissioners need to review, comment, and update the draft sent.

Old Business

- (Tayara) Addition of historic layer to City's GIS – Query is pending with COBI IT Department, no response yet.
- (Tayara) Obtaining report of all buildings constructed prior to a certain date is easily done, according to the IT Department; Kelly asked the Commission to identify what information it would like in the report. Waiting for input from the HPC.
- (Tayara) Staff is in the process of researching whether City staff helped with the 2019 Suyematsu Barn grant application. The grant application was prepared by a consultant, but extent of City involvement in that preparation is being researched by staff. Unclear what City involvement was.
- (Tayara) Fort Ward Bakery/ Blakely Award – staff is unable to find minutes confirming award, but Chair Kortum has shared correspondence. Kelly recommends preparing certificate.
- (Tayara) Suyematsu Farm resources on the HPC web page: Staff is researching how best to add this feature (e.g., a folder), and collecting the documents for addition. Renee to

work on this following website construction training.

New Business

- Heritage Tree Proclamation – Is Chair Susan Hughes available to receive the Proclamation at the City Council meeting on April 12, 2022?
- Move HPC meetings to City Hall (In person) meetings – is this possible beginning in June? Kelly Tayara to inquire.

Action Items (Hughes)

- Volunteers to join Rick at the Farmer's Market to promote BI Heritage Trees (HPC):
 - April 9th: Susan
 - April 16th: Blaine
 - April 23: Eric
 - April 30: Judy

Please arrive around 9:45am; the booth is near the parking lot area and easy to find.

- Meeting to plan Suyematsu Farm visit – April 22 @ 10am (Eric, Susan, Blaine)
- Complete Blakely Award nomination form for Katy Curtis (Rick)
- Review 2022 Work Plan; Submit comments to Susan and Chris before May meeting (HPC).
- Email Blakely Award nomination form to HPC (Kelly)
- Email 2022 draft Work Plan to HPC (Kelly)
- Find out if HPC can meet in person for May meeting (Kelly)
- Update list of potential local register properties (Kelly)
- Determine boundary of proposed Blakely Historic District (Blaine, Eric)
- Accept Heritage Tree Proclamation at City Council Meeting on April 12 (Susan)
- Determine parameters for listing all buildings older than 50 years on the City's ArcGIS layer so that we can get access to it. (Kelly)

Adjourn

The meeting adjourned at 4:07pm by motion.

Motion: I move to adjourn

Hughes: Passed Unanimously

City of Bainbridge Island – Historic Preservation Commission

2022 Work Plan (Proposed Draft)

HPC Mission: The mission of the HPC is to advocate for the preservation of historically significant buildings, structures, sites, objects, and districts. The HPC establishes, maintains, and updates the local historic inventory, local historic register, heritage tree register, and identifies register eligible properties. Additionally, the HPC reviews nominations to the local, state, and national registers, minor conditional use permits (CUP) for zoning relief, changes or alterations to local historic register or register eligible properties, demolition permits, and special valuation of historic properties. [<https://www.bainbridgewa.gov/233/Historic-Preservation-Commission#:~:text=The%20mission%20of%20the%20HPC,and%20identifies%20register%20eligible%20properties.>; accessed 1/24/2022].

Priority Areas

1. COBI Historic Registry

- a. Review current listing on the COBI Historic Registry, including all associated location data/GIS data/maps, nomination forms and associated information, held by COBI and HPC.
 - i. Submit an information request to COBI Planning Department for current listings and associated information for the purposes of integration and development of a COBI Historic Registry geodatabase to be accessible to HPC commissioners for the purposes of assisting with HPC permit reviews and Historic Registry identification and planning efforts.
- b. Identification, documentation, and evaluation of COBI Historic Registry eligible (i.e., previously undocumented and unevaluated) historic districts, sites, and buildings in the following areas/neighborhoods identified by HPC in 2021: Port Blakely, Rolling Bay, Winslow, and Rockaway Beach.
 - i. Process to include identification of register eligible properties, delineation of historic district boundaries, notification and outreach with property owners (interest/support), documentation and evaluation of identified Historic Registry eligible historic districts and contributing elements and standalone historic properties, and preparation and submittal of associated nomination forms for COBI, property owner, and HPC review and approvals.
 - ii. Identification and expansion of COBI Historic Tree Registry – based on review and integration of previously published historic document/book noted by Commissioner Chandler).
- c. Review COBI Historic Registry property owner notification letter. Update draft as needed.

2. Suyematsu Historic Farming District

- a. Develop a work plan in collaboration with COBI and the lease holder, Friends of Farm (FoF), to address the following:
 - i. Identify integrity issues of historic district and contributing historic elements and features identified as at risk in the Sheridan Study and KO Report and by HPC commissioners the past few years.
 - ii. Identify historic preservation values and historic preservation goals for the farm; e.g. the Commission recommends developing the contributing farm components as a “public” museum highlighting the role of Japanese-American farmers and Indi-Filipinos in Bainbridge Island history; linking this museum with the Japanese Exclusion Memorial and the Japanese-American experience before, during, and after WW2 on Bainbridge Island.
 - iii. How to integrate the historic component with the farm and public component that are already part of the FoF master plan; the KO Study offers a blueprint of this integration.
 - iv. How to develop and manage the historic component of Suyematsu Farm as outlined in the KO Study; funding for stabilization and development of historic interpretation; methods and funding for long term management of the historic component. How best to support FoF as the leasee, or is there other management alternatives that could work closely with FoF.
 - v. Insure that Historic Preservation concerns are addressed in COBI funded reports and planning documents, the COBI and FoF master lease, and FoF 2022 Draft Master Plan.
- b. Place all associated and appropriate Suyematsu Historic Farm documents in an HPC accessible server/folder/database.
- c. Establish a procedure for HPC commissioners to schedule, obtain permissions, and access Suyematsu Historic Farm.
- d. Photograph and measure all contributing structures, building, and associated artifacts to assess integrity needs; should be done by a qualified conservator recommended by the Washington State Department of Archaeology and Historic Preservation (DAHP).
- e. Encourage COBI to list Suyematsu Farm on the WA Historic Registry and National Register of Historic Places to improve chances of receiving public interpretation grants. If permitted, prepare and submit of appropriate nomination forms (use DAHP forms from DAHP website), and provide to COBI and FoF to review.

3. Public Outreach and Engagement

- a. COBI Newsletter/Bainbridge Island Review/Kitsap Sun - Coordinate with COBI, appropriate stakeholders, and draft two or three newsletter entries focused on the following topics: COBI Historic Registry, COBI Heritage Trees, Suyematsu Historic Farm, or newly identified potential Historic Districts/Sites - Port Blakely/Winslow/Rolling Bay/Rockaway Beach.
- b. Targeted outreach meetings and community-based workshops/open houses in neighborhoods associated with the newly identified historic districts noted above (e.g., Port Blakely, Rolling Bay, Winslow, etc.). The purpose of these meetings would be to: 1) educate the public about the COBI Historic Registry, Bainbridge Island history, and the historical significance of their neighborhood and homes/farms, and 2) to assess concerns and interest from associated property owners in participating in COBI Historic Registry and nomination process. These meetings would help facilitate community building and the exchange of oral histories and related information and documentation potential from generational families living in these areas.
- c. Optional - Conduct outreach and coordinate with Bainbridge Historical Society and Museum, COBI Public and Private K-12 Schools, and associated historic stakeholder communities (e.g., Suquamish Tribe, Japanese American communities and organizations, and Indi-Filipino American community and organizations). Purpose of this outreach would be to assess ongoing efforts, needs/gaps, and interest in collaborating in a annual educational outreach program that highlights and integrates different aspects and areas of Bainbridge Island History into K-12 programs and curriculum. HPC members could help organize and provide technical assistance.

4. Ongoing Review COBI Permit and Historic Registry Requests and Applications

List of historic properties for the HPC to potentially contact (2021-2022)

- 1 Port Blakely
- 2 Port Blakely strip next to port blakely, homes along the water, oddfellows, into west port blakely
- 3 Port Blakely cemetary
- 4 Eagle Harbor Ferry Maintenance Facility - WSDOT
- 5 Magnusson (or at least flagpole)
- 6 4106 Rockaway (Moran Shipyard)
- 7 Dr Ernest Burgess home (Pleasant Beach)
- 8 Downtown Winslow
- 9 Rolling Bay
- 10 Port Madison
- 12 Pickleball court (Pleasant Beach)
- 13 Manor House (Lynwood Center)
- 14 Police Station
- 15 7799 Hansen Road
- 16 The Bainbridge Condominiums / 965 Winslow Way E
- 17 Fort Ward Administration Building
- 18 Tillicum
- 19 T&C sign
- 20 House off South Beach
- 21 Bainbridge Condominium
- 22 Beck / Bombay House
- 23 Country Club
- 24 Agate Pass Bridge
- 25 Guterson Home
- 26 Jack Olsen Home
- 27 Drwight Sutton Home
- 28 Ritchie Observatory at Battlepoint Park
- 29 Bloedel Reserve
- 30 Strawberry Park
- 31 Eagledale Park
- 32 Four cemeteries, including Old Mill and Seabold

