



**Historic Preservation Commission
Regular Meeting
Thursday, November 3, 2022
2:00 – 4:00 PM
City Council Conference Room, 280 Madison Ave N
Bainbridge Island, WA 98110**

It is recommended that attendance be in-person, in the City Hall Council Conference Room / 280 Madison Ave N, Bainbridge Island, WA, but it is also accessible via the Zoom meeting platform.

Please click the link to join the meeting: <https://bainbridgewa.zoom.us/j/92833530039>

Or iPhone one-tap: US: +12532158782, 93138375561# or +16699009128, 93138375561#

Or Telephone: +1 253 215 8782 or +1 669 900 9128 or +1 346 248 7799

or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656

[Webinar ID: 928 3353 0039](#)

AGENDA

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

- Introductions
- Approval of Agenda for October 6, 2022
- Approval of Meeting Minutes from November 3, 2022
- Call for Public Comment

2:15 PM Review of Application for Special Property Tax Valuation

- Project Name: Bainbridge Island Lumber Building *(Continued from last month)*
Applicant George Lobisser will make a presentation, followed by discussion.
A binder with review materials is provided - see Attachment A for review process.
Description: The building was placed on the Local Historic Register in March, 2018 (City File No. [PLN51072 HPR](#)). The Municipal Code provides for a special tax valuation program for the rehabilitation of historic properties.

3:00 PM Review of Permit Applications

Demolition of potential Register-eligible properties: Review is by policy of the Planning Director. The HPC may waive review or make advisory, nonbinding comments on how alterations could be done in an historically appropriate manner.

- Project Name: Ludwig Address: 12843 Dalton Lane *(Continued from last month)*
Update: The HPC request for additional information was sent to the applicant on Oct. 7; no response was received. Is there any additional comment from HPC?
Description: Demolish a single-family house constructed in 1890
Permit link: [BLD26988 R-DEM](#) (see 'permit notes' for submittals)

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



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3:10 PM Committee Updates

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

3:15 PM Review draft 2023 work plan (*Attachment B*)

3:45 PM Old Business

- The Blakely Awards presentation is scheduled for the January 24, 2023 City Council meeting.
- Review draft letter about BIPRD Fort Ward plans as a recommendation to City Council (Motion for Council Member Moriwaki to bring the letter to Council)

3:50 PM New Business

- Justin Younker / Fieldstone Community on Manitou (Moran School) would like HPC input on the availability of grant funds to make improvements to the carriage house (known as the Caretaker's House on the Local Historic Register).

3:55 PM Action Items (*Hughes*)

4:00 PM Adjourn

Call to Order (Attendance, Agenda, Ethics)
Approval of Meeting Minutes from September 4, 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 2:02 PM. Commissioners in attendance were Susan Hughes, Eric Kortum, Blaine Cliver, and Rick Chandler. Commissioner Chris Moreno was absent. City Council member - Clarence Moriwaki was absent. City Staff present were Senior Planner, Kelly Tayara and Administrative Specialists - Renee Argetsinger, who monitored meeting and prepared minutes.

Introduction and Public Comment - John Lay regarding the historical significance of Fort Ward Parade Grounds and interest in its preservation. Discussion followed.

Motion: HPC Chair to draft letter regarding responsibility to maintain historical district, according to the municipal code and to note the Historic Preservation Commission's interest to any plans involving the parade grounds.

Cliver /Kortum: Passed Unanimously

Review & Approve Agenda - There were not any conflicts of interest noted.

Motion: I move that we approve the agenda

Cliver /Chandler: Passed Unanimously

Review & Approve Minutes – September 4, 2022

Motion: I'll make a motion to approve the September 2022 minutes.

Chandler /Cliver: Passed Unanimously

Review of Application for Special Property Tax Evaluation:

The Bainbridge Island Lumber Building was placed on the Local Historic Register in March of 2018 (City File No. [PLN51072 HPR](#)).

Motion deferred to next month's meeting in order to further review materials regarding the application.

2022 Work Plan Development:

Update provided by Kelly Tayara – the 2022 Work Plan has not yet been presented to the City Council. Kelly suggested drafting a biannual budget for 2023-2024 that would also request an expenditure budget.

Committee Updates:

- **Identifying Register-eligible Properties**

Work continues defining historic area boundaries. Commissioner Kortum suggested hosting a public meeting to encourage community involvement.

- **Public Education/Public Outreach**

No updates

- **Suyematsu Farm**

Discussion regarding maintenance of the ornamental gardens and potential work party to help clean it up. The Akio Suyematsu Day has resulted in interest from the Bainbridge Island Japanese American Community (BIJAC) to coordinate with Friends of the Farm on future events and the Suyematsu Farm. Discussion among commission regarding the National Register, Landmark Status and the City Council. Further discussion needed along with Clarence and the City Council on this issue.

Old Business

- Request that City Council present Blakely Award - pending
- Update on open HPC positions (Tayara) – interviews happening this week
- Mine Sweeper Presentation from last meeting – Mr. Louis Alloin followed up on his request for a letter of endorsement for his project.

Motion: Draft email message endorsing his project and forward to the city for review.

Kortum /Hughes: Passed Unanimously

New Business

- Further research information regarding the Fort Ward Parade Grounds (Kortum)
- Update provided regarding the Town and Country Sign (Kortum)

Action Items

- Susan Hughes to review the municipal code and follow up with the Parks Department regarding the Fort Ward Parade Grounds
- Kelly Tayara to provide additional photographs of the Lumber Yard (PLN51072 HPR)
- Eric Kortum to research the Dalton Lane property
- Blaine Cliver to provide a list of register eligible properties
- Kelly Tayara to provide first draft of 2023-2024 Work Plan
- Susan Hughes to follow up with Friends of the Farm regarding potential work parties
- Susan Hughes to draft email to Louis Alloin regarding Mine Sweeper project

Adjourn

The meeting adjourned at 3:59pm by motion.

Motion: I move to adjourn

Cliver/Kortum: Passed Unanimously

DRAFT

BIMC 18.24.100 Review and monitoring of properties for special property tax valuation.

A. Special Valuation Program Established. Pursuant to Chapter [84.26](#) RCW, a local option program is hereby established that shall make available to owners of historic property a special tax valuation for the rehabilitation of the historic property, as set forth in Chapter [84.26](#) RCW and this section.

B. Application Process for Special Property Tax Valuation.

1. An applicant desiring to obtain special property tax valuation for historic property shall file a complete application with the Kitsap County assessor no later than October 1st of the year immediately preceding the first assessment year for which special valuation classification is requested. Applications filed after the October 1st deadline shall not be considered for special property tax valuation until the following year.
2. Complete applications shall include the following information and documentation:
 - a. A legal description of the historic property;
 - b. Comprehensive exterior and interior photographs of the historic property before and after rehabilitation;
 - c. Architectural plans or other legible drawings depicting the completed rehabilitation work;
 - d. A notarized affidavit attesting to the actual cost of the rehabilitation work completed prior to the date of application and the period of time during which the work was performed, with documentation of both to be made available to the historic preservation commission upon request; and
 - e. For properties located within National Register historic districts, a statement from the Secretary of the Interior, indicating the property is a certified historic structure as defined in WAC [254-20-030](#)(2).
3. The Kitsap County assessor shall forward to the historic preservation commission all complete applications for special property tax valuation for historic property within 10 days after receiving such applications.

C. Review Process.

1. The historic preservation commission shall review each application for special tax valuation and determine: if the application is complete; if the subject property meets the criteria set forth in RCW [84.26.030](#) and WAC [254-20-070](#)(1); and if the subject property meets the criteria set forth in subsection D of this section. The historic preservation commission shall review all timely applications, and shall enter a determination on the application no later than December 31st of the calendar year in which the application is made.
2. If the historic preservation commission finds that a subject property is eligible and meets all criteria set forth in this section, the historic preservation commission shall enter into an historic preservation special valuation agreement with the owner of the subject property, which agreement shall contain all terms required by WAC [254-20-120](#). Upon mutual execution of such an agreement, the historic preservation commission shall approve the application.

3. If the historic preservation commission determines that the subject property does not meet all the requirements of this section, the historic preservation commission shall deny the application.
4. Historic preservation commission decisions to approve or deny applications for special tax valuation shall be in writing, shall describe the facts upon which the determination is based, and shall be filed with the Kitsap County assessor within 10 days after the date of the decision.
5. For those applications approved by the historic preservation commission, the historic preservation commission shall forward a copy of the applicable historic preservation special valuation agreement, the application and all supporting documentation to the Kitsap County assessor. The historic preservation commission shall also notify the State Review Board that the subject property has been approved for special valuation and shall monitor the subject property for continued compliance with the historic preservation special valuation agreement throughout the 10-year special valuation period.
6. The historic preservation commission shall determine whether a property is disqualified from special valuation either because of the owner's failure to comply with the terms of the historic preservation special valuation agreement or because of a loss of historic value resulting from physical changes to the building or site. In the event that the historic preservation commission concludes that a property is no longer qualified for special valuation, the historic preservation commission shall notify the owner, the Kitsap County assessor and the State Review Board in writing and state the facts supporting its findings.

D. Criteria.

1. The class of historic property eligible for special valuation in the city includes all properties listed on the local register that have been substantially rehabilitated at a cost and within a time period that meets the requirements set forth in Chapter [84.26](#) RCW.
2. Property Review Criteria. In its review of an application for special valuation of an historic property, the historic preservation commission shall determine if the subject property meets each of the following criteria:
 - a. The property is an historic property;
 - b. The property is included within a class of historic property determined eligible for special valuation pursuant to subsection D.1 of this section;
 - c. The property has been rehabilitated at a cost that meets the definition set forth in RCW [84.26.020](#)(2) within 24 months prior to the date of application; and
 - d. The property has not been altered in any way that adversely affects those elements that qualify it as historically significant, as determined by applying the standards set forth in WAC [254-20-100](#)(1).
3. Rehabilitation and Maintenance Criteria. The historic preservation commission shall use the Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties set forth in WAC [254-20-100](#) as the minimum requirements for determining whether

an historic property is eligible for special valuation and whether the property continues to be eligible for special valuation once it has been so classified.

E. Agreement. The historic preservation commission shall use the historic preservation special valuation agreement set forth in WAC [254-20-120](#) as the minimum agreement required by this section. (Ord. 2016-11 § 2, 2016: Ord. 2011-02 § 2 (Exh. A), 2011. Formerly 18.24.060)

	Budget Item	\$
1. COBI Historic Registry A. Review current list of COBI historic properties, including all associated location data/GIS data/maps, nomination forms and associated information, held by COBI and HPC. 1) Submit an information request to COBI 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. 2) Provide COBI with parameters for GIS database of historic properties (e.g. buildings over 70 years of age) B. Identify, document, and evaluate Local Register-eligible properties and districts in the Port Blakely, Rolling Bay, Winslow, and Rockaway Beach areas. 1) Establish the level of formality for a district (e.g. is this an area designation to better focus HPC outreach and education efforts, or is this an effort to regulate development ?) 2) Document and evaluate contributing elements of districts and standalone historic properties 3) Delineate historic district / area boundaries 4) Prepare and submit nomination applications (to the Local Register? National Register?) 5) Prioritize the creation of a Port Blakely historic district a. Prioritize identification of Register-eligible properties in the area b. Gauge area property owners' interest / support C. Review COBI Historic Registry property owner notification letters: 1) Invitation to nominate property to the Local Historic Register 2) Notification that property has been identified as Register-eligible 3) Distribute plaques to properties on the Local Register	Consultant? Plaques	

2. <u>Suyematsu Historic Farming District</u> A. Advocate and advise COBI and the lease holder, Friends of Farms (FoF), in the following: 1) Insure that local historic register requirements for the historic farm (as outlined in the BIMC) are addressed in future planning for the farm including COBI funded reports and planning documents, the COBI / FoF master lease, and FoF 2022 Draft Master Plan; 2) Long term use and interpretive goals for the farm; 3) Funding opportunities and methods for stabilization, historic preservation, interpretation and long term management of the historic farm; 4) Listing the Farm on the WA Historic Registry and National Register of Historic Places to enhance grant acquisition; and 5) Any other issues that may arise. B. Pursue connection with Bainbridge Island Japanese American Community (BIJAC) to coordinate with Friends of the Farm on future events and the Suyematsu Farm. C. Place all associated and appropriate Suyematsu Historic Farm documents in an HPC accessible server/folder/database. D. Identify and prepare a list of potential grant opportunities for preservation and interpretation of Suyematsu Farm to assist in future funding efforts. 3. <u>Public Outreach and Engagement</u> A. Promote listing on the Local Historic Register by sponsoring and supporting public activities that may include: 1) Submit educational articles to the COBI Newsletter / Bainbridge Island Review / Kitsap Sun; 2) Sponsor local workshops, open houses, or speakers; 3) Install educational exhibits in local venues; and 4) Other promotional activities. a. Establish an HPC booth at the Farmers Market b. Promote the Heritage Tree registry c. Celebrate Akio Suyematsu Day annually B. Educate the Bainbridge Island public on the importance of their cultural heritage.	Promotional and venue fees Canopy / umbrella, table, chairs Promotional and venue fees
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**Canopy /
umbrella,
table, chairs**

Promotional and venue fees

1) Conduct outreach meeting and/or community-based workshop / open houses to educate the public about the COBI Historic Registry and Bainbridge Island history 2) Facilitate community building and the exchange of oral histories and related information and documentation potential from generational families living in these areas. 3) Expand outreach to and coordination with the 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) in the future. The purpose of this outreach would be to assess ongoing efforts, needs/gaps, and interest in collaborating in an annual educational outreach program that highlights and integrates different aspects and areas of Bainbridge Island History into K-12 programs and curriculum. 4. Ongoing: Review COBI permit applications, Historic Register and Heritage Tree nomination applications, and Special Tax Valuation applications.		
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