



Design Review Board Regular Meeting
Monday, October 21, 2024, 2:00 PM
Council Conference Room, City Hall
280 Madison Ave N
Bainbridge Island, WA 98110

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

Please click the link below to join the webinar:
<https://bainbridgewa.zoom.us/j/81392576299>

Or Telephone: US: +1 253 215 8782
Webinar ID: 813 9257 6299

Agenda

1. Call to Order/Roll Call – 2:00 PM

2. Conflict of Interest Disclosure – 2:02 PM

3. Public Comment – 2:05 PM

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

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

4. Regular Business

- a) Approve Minutes from October 7, 2024 regular meeting – 2:10 PM
- b) Brown Bear Car Wash ([PLN52325 DRB-FRR](#)) – 2:13 PM
Project Manager: Kelly Tayara
#3 Final Review and Recommendation Meeting
See digital file for materials
- c) Bainbridge Island Senior Community Center ([PLN52863 DRB CON](#)) – 2:43 PM
Project Manager: Auburn Lovett
#1 Conceptual Proposal Review Meeting
See digital file for materials

d) Pre-app Conference Attendees – 3:13 PM

e) Complying with HB1293 on Design Review Process and Standards – 3:15 PM
See D4B 1293 Proposal APPENDIX A and B.pdf attached

5. Good of the Order – 4:00 PM

6. Adjourn – 4:10 PM

Meeting Minutes

1. Call to Order/Roll Call

Co-Chair Elaine Liffgens called the meeting to order at 2:02 PM. Committee Members in attendance were Howard Howlett, Aidan Bird, Marc Aubin, and Greg Hunt. Todd Thiel was absent and excused. Council member Jon Quitslund was present. City Staff present were Planning Manager HB Harper, Planner Joanne Mendenhall, and Administrative Specialist Marlene Schubert who monitored recording and prepared minutes.

2. Conflict of Interest Disclosure

No conflicts of interest disclosed

3. Public Comment

No public comments received

4. Regular Business

a) Approve Minutes from September 16, 2024 meeting

Motion: I move to approve minutes from September 16 meeting
Howlett/Bird: Passed Unanimously

Opal Ridge Long Subdivision ([PLN52808 DRB CON](#))
Project Manager: Joanne Mendenhall
#1 Conceptual Proposal Review Meeting
Discussion only

b) Pre-app Conference Attendees

No pre-app conferences scheduled that require DRB attendance

c) Complying with HB1293 on Design Review Process and Standards

Reviewed the proposed plan to work through the different elements of Design for Bainbridge to align process with HB1293 requirements

5. Good of the Order

No new business discussed

6. Adjourn

Co-Chair Elaine Liffgens adjourned the meeting at 3:31 PM.

Todd Thiel (for Elaine Liffgens), Board Chair

Marlene Schubert, Administrative Specialist

DRAFT

Attendee Report				
Report Generated:	10/8/2024 7:22			
Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	Unique Viewers
Design Review Board Regular Meeting - 1st Monday	863 1182 8753	10/7/2024 13:06	145	1
				Total Users
				4
Host Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Marlene Schubert	mschubert@bainbridgewa.gov	10/7/2024 13:06	10/7/2024 15:31	145
Panelist Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Adam Wheeler		10/7/2024 14:07	10/7/2024 14:53	46
Attendee Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Adam Wheeler		10/7/2024 14:00	10/7/2024 14:07	8
Adam Wheeler		10/7/2024 14:53	10/7/2024 14:54	1



CITY OF
BAINBRIDGE ISLAND

City of Bainbridge Island
Design Review Board – Regular Meeting
October 7, 2024

Please Print

Name	Affiliation	Phone & Email	
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Jon Quistlund	Council		☐
MARC AUBIN	DRB		☐
AIDAN BIRD	DRB		☐

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

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

City of Bainbridge Island
Design Review Board – Regular Meeting
October 7, 2024

Please Print

Name	Affiliation	Phone & Email	
Howard T. Howlett	DBBI	hthowlett@gmail.com	☐
Joanne Mendenhall	PCD		☐
Ray Stevens on	Applicant	Ray@JFHBuilders.com	☐
Bryce Stevenson	Applicant	Bryce@JFHBuilders.com	☐
Barb Trafton	Bainbridge Island Parks & Trails fund	on it	☐
HB HARPER	COBI		☐
			☐

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A

APPENDIX

DOCUMENTS REQUIRED FOR DESIGN REVIEW

1. Written Project Overview
 - Project name and description
 - Zoning requirements summary including number of units and parking stalls
2. Context Analysis Drawing
 - Property lines
 - Topography including contours
 - Physical and natural features on site including critical areas per BMC 16.20, prevailing wind, tidal inundation
 - Trees
 - Surrounding properties' uses, zoning, and structures
 - Unique and prominent features including views
 - Known wildlife habitat
 - Streets, nearby active transportation facilities, and existing formal and informal trails
3. Site Plan
 - Label streets and property lines
 - Show roadways, parking areas, pedestrian and vehicular circulation
 - Label square footage for commercial/residential space
4. Landscape Plan
 - All streetscape and landscape elements
5. Written Architectural Narrative
 - Define a clear design narrative that guides all aspects of the project, including aesthetics, materials, and form.
 - Explain how the project meets sustainability goals of page X
6. Explain how the following were informed by the context analysis and design narrative:
 - Building form
 - Site design
 - Façade design choices and detailing
 - Materials and landscaping
7. Requested Departures
 - Include rationale for request
 - Anticipated community or project benefits
6. Site Section Drawings
 - Minimum of two site sections (both longitudinal and transverse) extending to adjacent buildings within 100 feet of the property line
 - Show preliminary floor to floor heights and overall height
7. Building Elevation Drawings
 - Elevations of each structure (all sides) and of adjacent structures at same scale.
8. Rendering Drawings
 - At least one eye level perspective from major street location.
 - At least one 3-dimensional rendering of entire project
9. Exterior Lighting Plan
 - final location of exterior lights and indication of light spillage at night
10. Materials Palette
 - Color and materials board with reference to drawings
 - Landscape color and materials board

B

APPENDIX

PRESENTATION REQUIRED AT DESIGN REVIEW BOARD MEETING

Presentation Objectives

- **Present Design Vision:** Clearly articulate the architectural narrative and goals of the project, including how the design aligns with community values and needs.
- **Showcase Key Features:** Highlight relevant aspects of the design such as unique architectural elements, sustainable practices, and functional spaces.
- **Demonstrate Compliance:** Provide evidence that the design meets municipal code, building codes, and other regulatory requirements.
- **Visual Representation:** Use submitted visuals to effectively convey design intent and context.
- **Address Community Impact:** Discuss how the project will affect the community, including economic, social, and environmental considerations.
- **Outline Next Steps:** Clearly define the project's timeline and immediate next steps post-review, setting expectations for further review by staff.

Presentation Parameters

- Presentations should take approximately 30 minutes.
- Afterward, the Design Review Board will facilitate a discussion that encourages feedback from board members. Applicants are expected to hear and discuss concerns and suggestions.