



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, NOVEMBER 21, 2023**

COUNCIL CHAMBERS
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA

AND

ZOOM WEBINAR

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](https://bainbridgewa.zoom.us/j/92947338351)
OR TELEPHONE: US: +1 253 215 8782
WEBINAR ID: 929 4733 8351

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
Councilmember Deets will be absent.
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
3. **REGULAR BUSINESS**
 - 3.A **(6:10 PM) Discuss Winslow Wastewater Treatment Plant Capacity,** 30 Minutes
[Tetra Tech_COBI Council Meeting Slides_WWTP Capacity.pptx](#)
 - 3.B **(6:40 PM) Discuss Permitting for Special Events - Police,** 30 Minutes
[Special Events - Council Slides 11-21-23 Final.pdf](#)
4. **COMMITTEE REPORTS - 7:10 PM**
5. **ADJOURNMENT - 7:20 PM**

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or cityclerk@bainbridgewa.gov by noon on the day preceding the meeting.



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: November 21, 2023

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (6:10 PM) Discuss Winslow Wastewater Treatment Plant Capacity,

SUMMARY: City staff and the City's consultant, Tetra Tech, will provide a summary of the Winslow Wastewater Treatment Plant capacity.

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION: Discussion.

COMMUNITY ENGAGEMENT AND OUTREACH: None currently planned.

FISCAL IMPACT:

Amount:	N/A
Ongoing Cost:	N/A
One-Time Cost:	N/A
Included in Current Budget?	No

BACKGROUND: At the September 26, 2023 regular City Council meeting, the Council agreed to discuss a detailed analysis of the future capacity of the Winslow wastewater treatment plant relative to the population planning goals in the Winslow Subarea Plan Update.

This agenda item responds to that request, with the City's consultant, Tetra Tech, providing a brief presentation on the wastewater treatment plant upgrades and anticipated capacity.

In summary, the plant operational and equipment upgrades that are currently in progress will address 80% of the proposed increases in population/growth that are planned over the next 20 years. Further capacity upgrades to serve additional growth - beyond the current 20-year horizon - are possible, and planning will need to begin for those improvements in about 10 years. Continued evaluation of the plant capacity will assist the City with determining exactly when further improvements will need to commence.

ATTACHMENTS:

[Tetra Tech COBI Council Meeting Slides WWTP Capacity.pptx](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding: N/A



CITY OF
BAINBRIDGE ISLAND

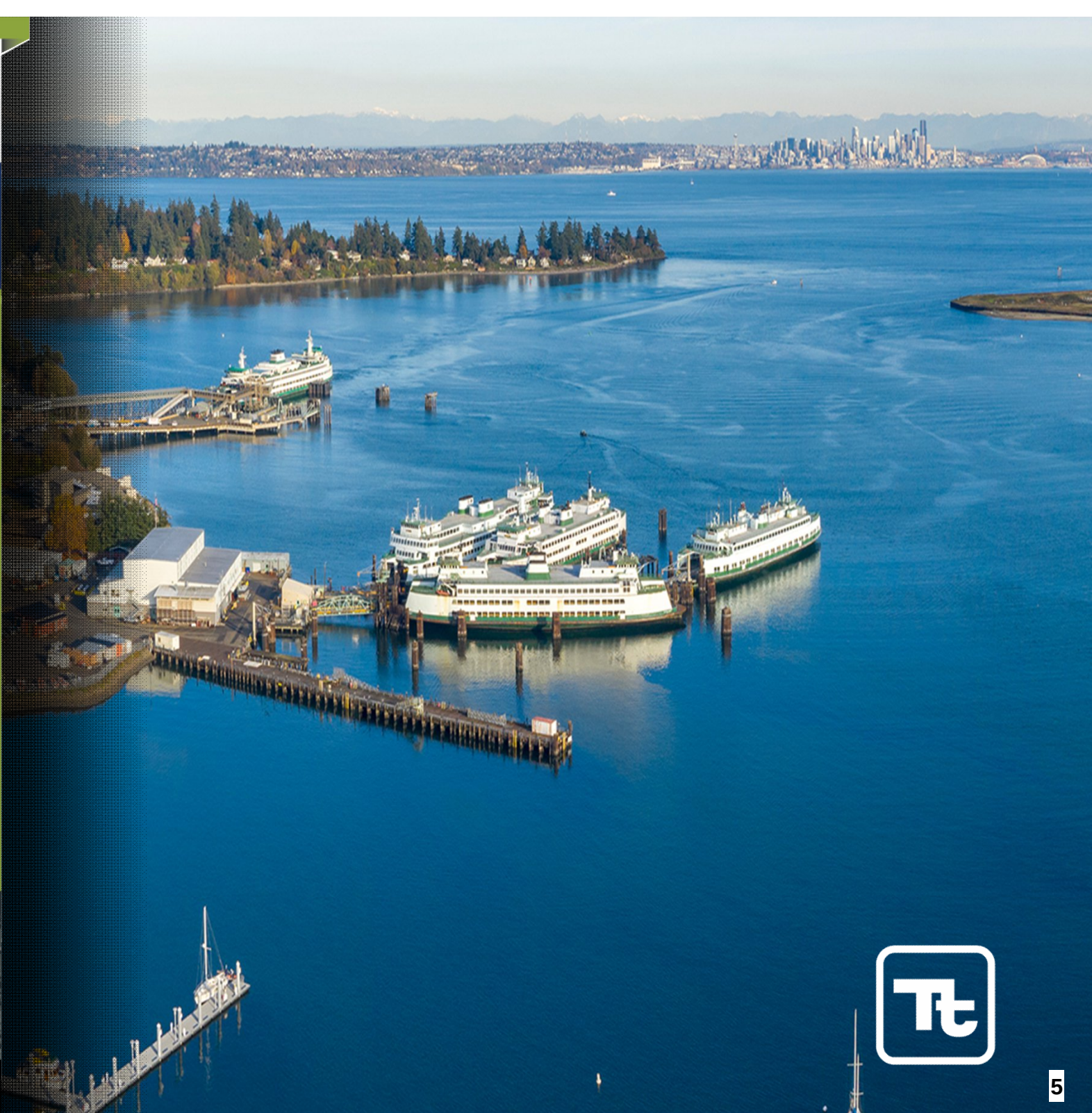


TETRA TECH

Winslow WWTP

Plant Capacity Review for City Council

November 21, 2023

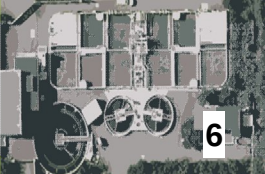


Agenda

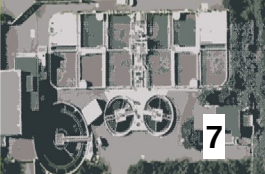
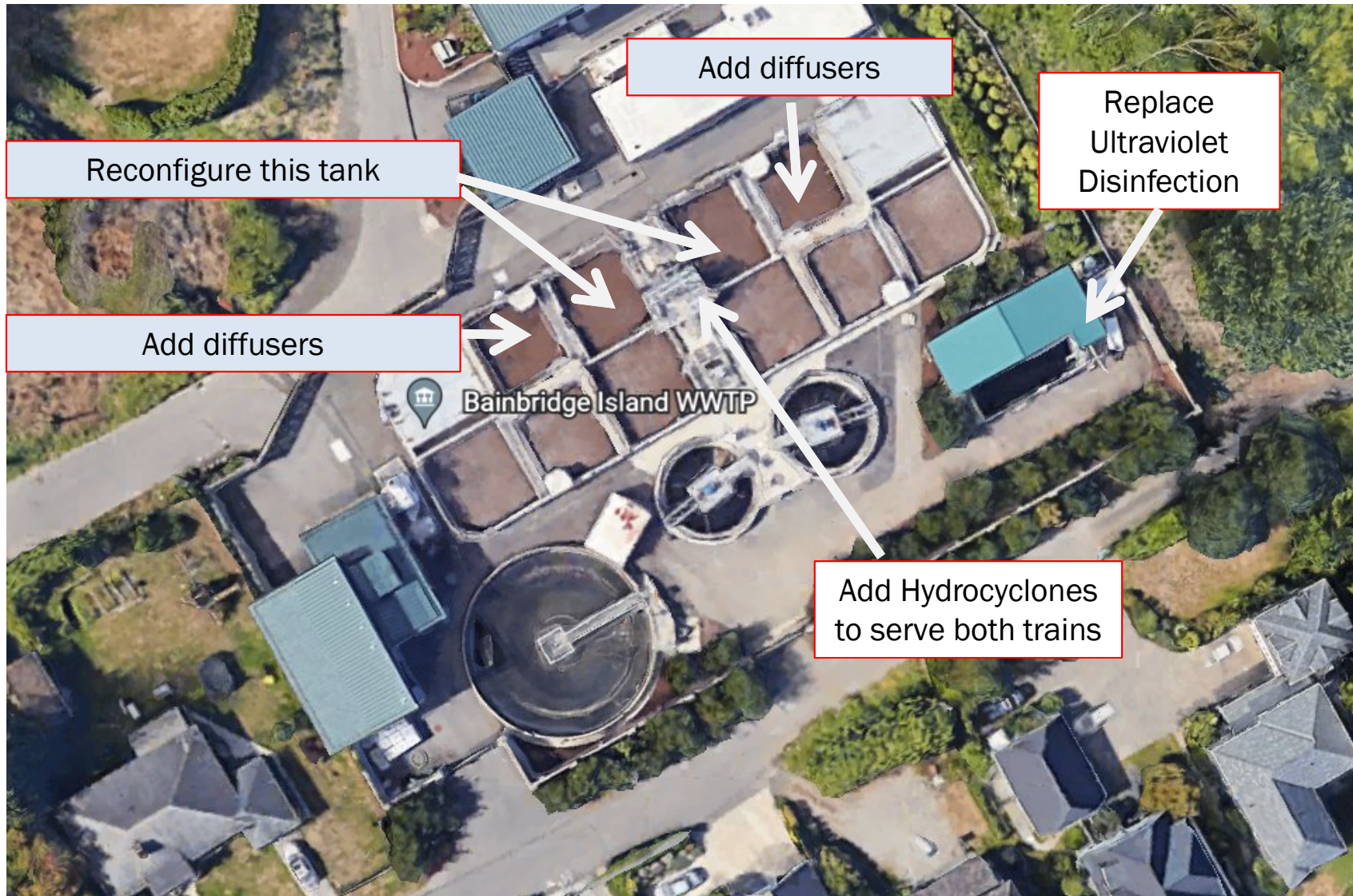
Plant Upgrades

Plant Capacity

Equivalent Residential Unit
(ERU) Calculation



Plant Upgrades



Wastewater Treatment Plant (WWTP) Flow Capacity

- Wastewater is composed of two principal components:
 - flow (gallons); and,
 - organic load (pounds)
- The Winslow WWTP has adequate hydraulic capacity to handle the **flow** component of wastewater for the next 10 to 20 years

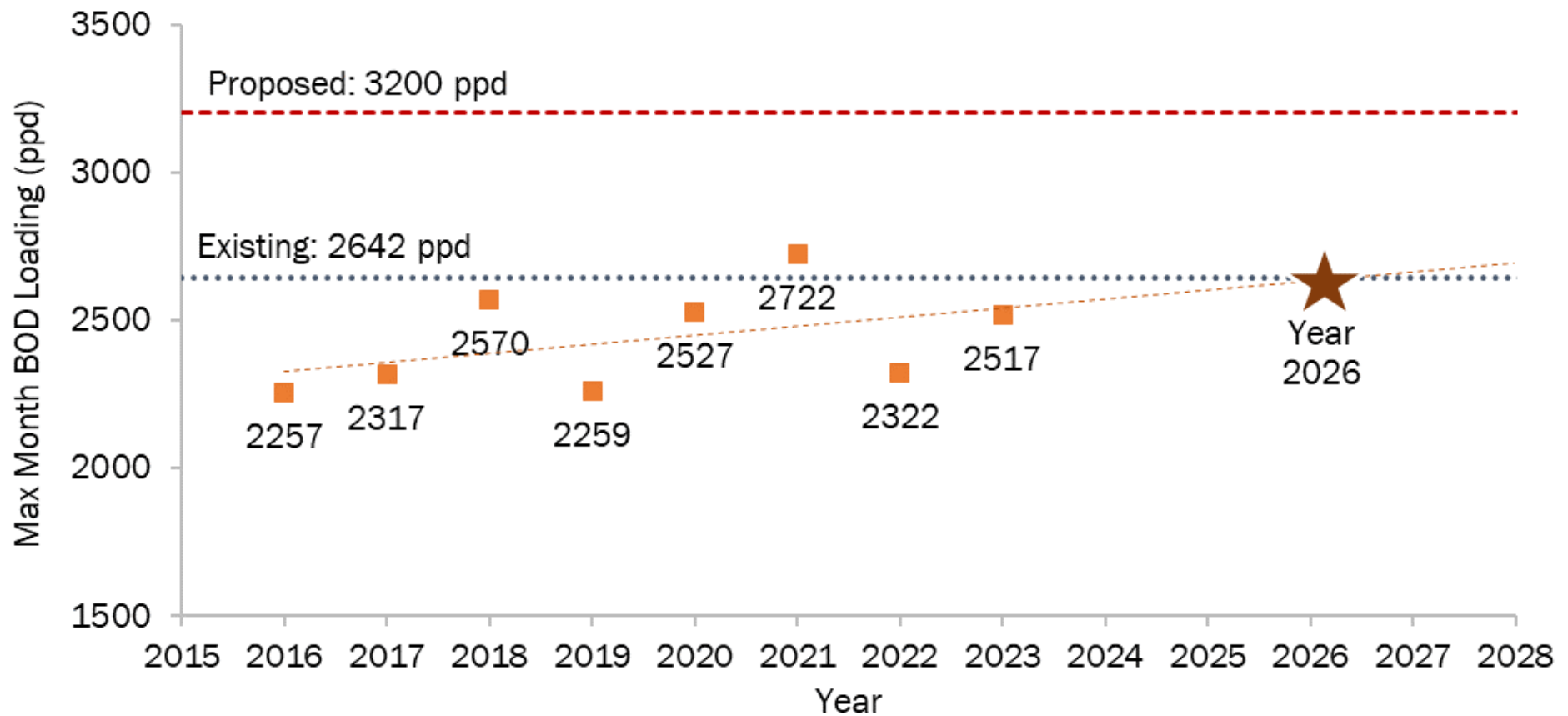


Wastewater Treatment Plant (WWTP) Load Capacity

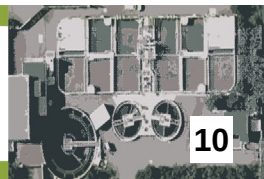
- The Winslow WWTP is running short of organic **load** capacity
- Secondary treatment upgrades are focused on expanding organic load treatment capacity:
 - Improvements will add ~20-25% additional organic load capacity



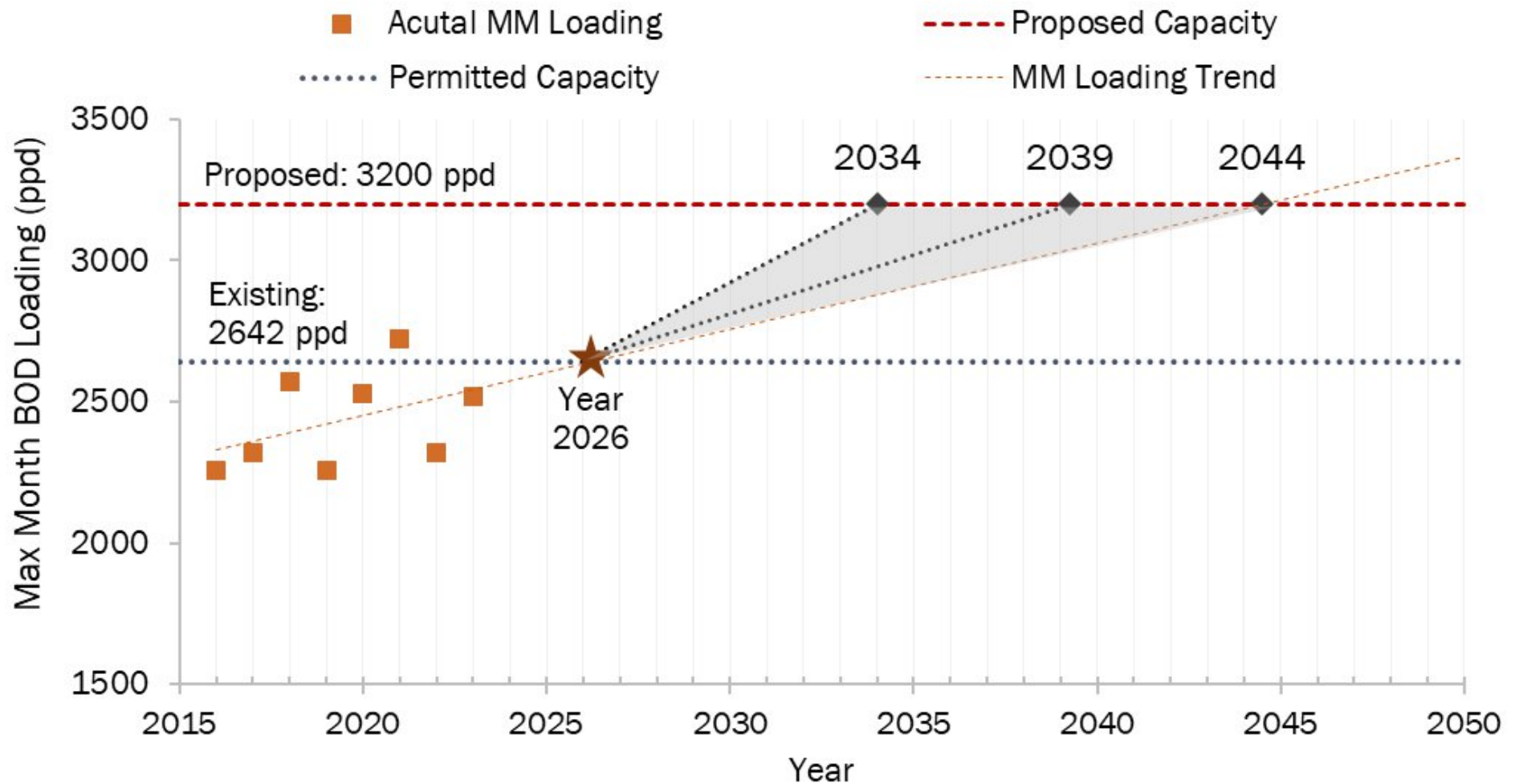
Wastewater Treatment Plant Influent Load Capacity



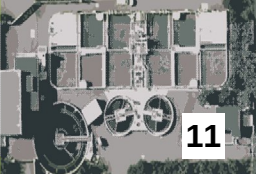
BOD = biological oxygen demand
PPD = pounds per day



Wastewater Treatment Plant Load Capacity Projection



BOD = biological oxygen demand
PPD = pounds per day



Wastewater Treatment Plant Capacity

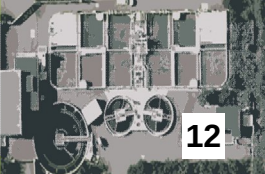
Organic Capacity

- About 125 ppd (remaining capacity)
- About 560 ppd of added capacity



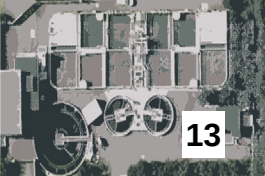
Equivalent Residential Units

- 200 ERUs (remaining capacity)
- 900 ERUs (added capacity)



Conclusions

- Proposed planned upgrades can accommodate around 80% of the ERU growth planned in the next 20 years (~1,100 of planned ~1,400 ERUS)
- City will need to continue evaluating further plant upgrades in the future to match actual ERU growth





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City Council Study Session Agenda Bill

MEETING DATE: November 21, 2023

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (6:40 PM) Discuss Permitting for Special Events - Police,

SUMMARY: City staff will provide an overview of the current Special Events process and receive direction from City Council.

AGENDA CATEGORY: Discussion

PROPOSED BY: Police

RECOMMENDED MOTION: Discussion.

COMMUNITY ENGAGEMENT AND OUTREACH: None currently planned.

FISCAL IMPACT:

Amount:	N/A
Ongoing Cost:	N/A
One-Time Cost:	N/A
Included in Current Budget?	No

BACKGROUND: At the September 12, 2023 City Council Regular Business Meeting, the Council agreed to discuss the Special Event Permitting process relating to events occurring on private property. This agenda item responds to that request and provides an overview of the permitting process, events co-sponsored by the City, and major events hosted in the City.

The City of Bainbridge Island issues an average of 30 permits for special events each year. Permitted events range in size from major community events such as the Grand Old 4th of July Parade and Rotary Auction to smaller events held in Waterfront Park. Applications are submitted at least 30 days prior to the event. Completed applications are reviewed by appropriate City departments, Bainbridge Island Fire Department, and Public Health. The completed application is submitted to the City Manager's office for final review prior to issuance of the permit.

Chapter 12.06 of the Bainbridge Island Municipal Code – Parades and Assemblies, regulates the special event process. Per BIMC 12.06.010, "The purpose of this chapter is to protect the public's health, safety and welfare through the issuance of special event permits for parades, processions and other assemblies occurring on public property. Permits are required for parades, assemblies, or processions occurring "in or upon any street, park or other public place in the city, which would have a direct impact on traffic flow or congestion or the

public's ability to use public streets, parks or other public places, or which would significantly impact the need for city-provided emergency services." (BIMC 12.06.020)

Historically, permits have not been required for events that occur on residential or commercial private property, school district property, and park district property unless there was an associated impact to public property and roads.

Council is asked to discuss this process to determine if additional regulation related to events on private property is desired, consider criteria for City co-sponsored events, and limits to the number of major events hosted in the City. With Council approval, staff will develop recommendations and return to Council with proposals for consideration.

In addition, the Bainbridge Island Chamber of Commerce has asked to initiate a conversation with regard to a film location permit process. Film permits are a specialized form of Special Event permits. The Chamber is currently working with Washington State Filmworks and would like to discuss the pros and cons of requiring specific permits for commercial filming. Staff is seeking City Council approval to expend time to engage in this discussion with the Chamber.

ATTACHMENTS:

[Special Events - Council Slides 11-21-23 Final.pdf](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding: N/A



Special Events

City Council Meeting
November 21, 2023

Chapter 12.06

12.06.010 Purpose.

The purpose of this chapter is to protect the public's health, safety and welfare through the issuance of special event permits for parades, processions and other assemblies occurring on public property.

12.06.020 Definitions.

A. "Parade," "assembly" and "procession" means any parade, march, ceremony, show, exhibition, pageant or procession of any kind, or any similar display or gathering, in or upon any street, park or other public place in the city, which would have a direct impact on traffic flow or congestion or the public's ability to use public streets, parks or other public places, or which would significantly impact the need for city-provided emergency services.

Current Event Approval Process

Chronological Steps	Lead Time
Application, addendums, and fees submitted to Police Department.	~ 30 days prior to event
Police Department verifies application is complete and pushes out to reviewers for approval (both internal and external parties).	~ 21 days prior to event
Reviewers report back to Police Department with an affirmative, or with conditions/revisions the applicant must implement.	Concurrently
Police Department works with applicant and reviewers to address any identified concerns or required revisions.	Concurrently
Police Department develops Incident Action Plan for 'larger' events and works with applicant to ensure safety requirements are met.	Concurrently
When reviewers are satisfied and concerns are addressed, Police Department sends application to City Manager for final approval.	~ 14 days prior to event
Police Department issues the approved permit to the applicant.	~ 7 days prior to event
Police Department invoices applicant for police services (when applicable) and refunds park damage deposit (if eligible).	After the event

Special Event Permits

Municipality	Application Fee	Required Lead Time	Issuing Department
Bainbridge Island	27.50	30 Days	Police
Poulsbo	75+	90 Days (45 if no road closures)	Parks & Rec
Bremerton	100	90 Days	Community Development
Port Orchard	50	90 Days	City Council
Gig Harbor	50 sponsored 150 not for profit 500 commercial	90 Days (60 if no road closures)	Public Works

No event
permit
required
for:

Private property

School property

Parks District property

Recurring Events

Event	Organizer	Month	Sponsored?
Chilly Hilly	Cascade Bicycle Club	February	
Moonlight Markets	BI Arts & Humanities	May – October	
The Great Ferry Race	Orca Running	June	
Juneteenth	Race Equity Advisory Committee	June	YES
July 3 rd Street Dance	BI Downtown Association	July	YES
BYS Fun Run	Bainbridge Youth Services	July	YES
Grand Old Fourth	BI Chamber of Commerce +	July	YES
Rotary Auction	Rotary Club of Bainbridge Island	July	YES
Bainbridge Pride Fest	Bainbridge Pride	June or July	
Bike for Pie	Squeaky Wheels Bicycle Club	August	
Dream Big	BI Rowing Club	September	
Hometown Halloween	BI Downtown Association +	October	YES
Turkey Trot	Helpline House	November	
Holiday Tree Lighting	BI Downtown Association +	November	YES

Discussion Topics:

Events on private property

City-sponsorship of events

Limiting major events

Commercial filming