



**Design Review Board Regular Meeting  
Monday, November 3, 2025**

City Hall Council Conference Room  
280 Madison Ave N  
Bainbridge Island, WA

and

Remote Meeting on Zoom  
<https://bainbridgewa.zoom.us/j/84826274822>  
or Telephone: US: +1 253 215 8782  
Webinar ID: 848 2627 4822

**Meeting Minutes**

**1. Call to Order / Roll Call**

*Chair Todd Thiel called the meeting to order at 2:02 PM. Committee Members in attendance were Gregory Hunt, Marc Aubin, and Elaine Liffgens. Howard Howlett was absent. Council member Jon Quitslund was present. City Staff present were Senior Planner, Jennifer Sutton and Administrative Specialist, Megan McKenzie, who monitored recording and prepared minutes.*

**2. Approval of Agenda / Conflict of Interest Disclosure**

*ACTION: No conflicts of interest disclosed. Agenda approved unanimously with the following amendment: Defer Item 5.A to a future meeting.*

**3. Public Comment**

Please refer to [guidelines and instructions for public comment](#), including orderly behavior and civility in remarks. Remote public comment is allowed with advance notice by 4:00 p.m. on the business day before the meeting by emailing [cityadmin@bainbridgewa.gov](mailto: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.

*ACTION: No public comment received.*

**4. Regular Business**

**4.A Approve Meeting Minutes – Regular Meeting 06/02/2025**

*ACTION: Approved the June 2 Regular Meeting Minutes as presented.*

**5. Good of the Order**

**5.A Discussion RE: Potentially Revising the Sequencing and Timeline of DRB Role in the Land Use Review Process**

*ACTION: Deferred to future meeting.*

**5.B Discussion RE: Potential Projects Required to go to DRB with little to no Design Elements**

*ACTION: Discussion only.*

**5.C Distribute Design Review Board Member Resource Manual Updates**

*ACTION: Information only.*

**6. Adjournment**

*Chair Todd Theil adjourned the meeting at 2:45pm.*

The City of Bainbridge Island's meetings are wheelchair accessible. The City also provides auxiliary aids and services for effective communication such as assistive listening devices, closed captioning, and print materials in digital format. For other reasonable accommodations and/or modification to programs, services, or activities, please contact the ADA Coordinator, Anshu Wahi at [awahi@bainbridgewa.gov](mailto:awahi@bainbridgewa.gov) or 206-947-0803 as soon as possible, preferably at least two business days prior to the meeting.



CITY OF  
BAINBRIDGE ISLAND

City of Bainbridge Island  
Design Review Board – Regular Meeting  
November 3, 2025

**Please Print**

| Name            | Affiliation     | Phone & Email |                          |
|-----------------|-----------------|---------------|--------------------------|
| GREG HUNT       | DRB             |               | <input type="checkbox"/> |
| MARC AUBIN      | DRB             |               | <input type="checkbox"/> |
| TODD THIEL      | DRB             |               | <input type="checkbox"/> |
| ELAINE LIFFGENS | DRB             |               | <input type="checkbox"/> |
| Jon Quotsland   | Council         |               | <input type="checkbox"/> |
| Jennifer Sutton | PCD Sr. Planner |               | <input type="checkbox"/> |
|                 |                 |               | <input type="checkbox"/> |

**\*\*Want to be added to Listserv?\*\***  
Check the box and Provide Phone **AND** Email

## Attendee Report

Report generated time 11/4/2025 10:35

|                            |               |                   |                       |                |             |                |                     |
|----------------------------|---------------|-------------------|-----------------------|----------------|-------------|----------------|---------------------|
| Topic                      | Webinar ID    | Actual Start Time | Actual Duration (min) | Unique Viewers | Total Users | Max Concurrent | Enable Registration |
| Design Review Board Regul. | 848 2627 4822 | 11/3/2025 13:29   | 76                    | 0              | 1           | 0              | No                  |

### Host Details

|          |                                 |                 |                 |                 |          |                     |
|----------|---------------------------------|-----------------|-----------------|-----------------|----------|---------------------|
| Attended | User Name (Origin Email)        | Join Time       | Leave Time      | Time in Session | Is Guest | Country/Region Name |
| Yes      | Megan McKenzie mmckenzie@bainbr | 11/3/2025 13:29 | 11/3/2025 14:45 | 76              | No       | United States       |

### Panelist Details

|          |                          |           |            |                 |          |                     |
|----------|--------------------------|-----------|------------|-----------------|----------|---------------------|
| Attended | User Name (Origin Email) | Join Time | Leave Time | Time in Session | Is Guest | Country/Region Name |
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### Attendee Details

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|----------|--------------------------|-----------|------------|-----------------|----------|---------------------|
| Attended | User Name (Origin Email) | Join Time | Leave Time | Time in Session | Is Guest | Country/Region Name |
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