



Design Review Board Regular Meeting  
Monday, January 6, 2025, 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/81196526479>  
Or Telephone: US: +1 253 215 8782  
Webinar ID: 811 9652 6479

### **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](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.

**4. Regular Business**

- a) Approve Minutes from December 16, 2024 regular meeting – 2:10 PM
- b) Pre-app Conference Attendees – 2:13 PM
- c) Complying with HB1293 on Design Review Process and Standards – 2:15 PM

**5. Good of the Order – 3:15 PM**

**6. Adjourn – 3:25 PM**

---

---

## Meeting Minutes

### 1. Call to Order/Roll Call

Chair Todd Thiel called the meeting to order at 2:00 PM. Committee Members in attendance were Elaine Liffgens, Howard Howlett, and Greg Hunt. Aidan Bird and Marc Aubin were 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 Comment was received

### 4. Regular Business

#### a) Approve Minutes from December 2, 2024 meeting

**Motion:** I move to approve minutes from December 2 meeting  
Hunt/Liffgens: Passed Unanimously

#### a) Guterson Short Plat ([PLN52867 DRB CON](#))

Project Manager: Auburn Lovett  
#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

Continued team discussion of House Bill 1293 process changes

### 5. Good of the Order

- Members were made aware of the holidays that conflict with upcoming Design Review Board meetings:
  - January 20 – Martin Luther King Jr. Day
  - February 17 – Washington’s Birthday

- No additional new business was discussed

**6. Adjourn**

Chair Todd Thiel adjourned the meeting at 4:15 PM.

---

Todd Thiel, Board Chair

---

Marlene Schubert, Administrative Specialist

DRAFT



CITY OF  
BAINBRIDGE ISLAND

City of Bainbridge Island  
Design Review Board – Regular Meeting  
December 16, 2024

**Please Print**

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

Name	Affiliation	Phone & Email	
GREGG HUNT	DRB		<input type="checkbox"/>
Jon Quitslund	Council		<input type="checkbox"/>
ELANIE LIFFGELS	DRB		<input type="checkbox"/>
Joanne Mendenhall	PCD		<input type="checkbox"/>
TODD THIEL	DRB		<input type="checkbox"/>
Adam E Wheeler	BWE		<input type="checkbox"/>
DAVID GUTERSON	BWE		<input type="checkbox"/>



**City of Bainbridge Island  
Design Review Board – Regular Meeting  
December 16, 2024**

**Please Print**

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

Name	Affiliation	Phone & Email	
Howard T. Howlett	DRB		<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

<b>Attendee Report</b>				
Report Generated:	12/17/2024 8:19			
Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	Unique Viewers
Design Review Board Regular Meeting - 3rd Monday	813 9257 6299	12/16/2024 13:37	159	2
				Total Users
				5
<b>Host Details</b>				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Martene Schubert	mschubert@bainbridgewa.gov	12/16/2024 13:37	12/16/2024 16:15	159
<b>Panelist Details</b>				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Howard	howard.howlett@cobicommittee.email	12/16/2024 14:37	12/16/2024 16:15	98
HB Harper, COBI Planning Manager		12/16/2024 14:28	12/16/2024 16:15	108
<b>Attendee Details</b>				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Patty Charnas	pcharnas@bainbridgewa.gov	12/16/2024 14:19	12/16/2024 16:15	117
HB Harper, COBI Planning Manager		12/16/2024 14:28	12/16/2024 14:28	1