



Design Review Board Special Meeting  
Tuesday, January 21, 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/84875629729>

Or Telephone: US: +1 253 215 8782  
Webinar ID: 848 7562 9729

### 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 January 6, 2025 regular meeting – 2:10 PM
- b) Guterson Short Plat ([PLN52867 DRB DG](#)) – 2:13 PM  
Project Manager: Joanne Mendenhall  
#2 Design Guidance Review Meeting  
*See digital file for materials*
- c) Pre-app Conference Attendees – 3:13 PM
- d) Complying with HB1293 on Design Review Process and Standards – 3:15 PM

**5. Good of the Order – 3:55 PM**

Holidays that conflict with upcoming Design Review Board meetings:  
February 17 – Washington’s Birthday

**6. Adjourn – 4:00 PM**

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## 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 Marc Aubin and Greg Hunt. Elaine Liffgens was absent and excused. Howard Howlett was absent. Aidan Bird has resigned from the board. Council member Jon Quitslund was present. City Staff present were Planning Manager HB Harper 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 16, 2024 meeting

**Motion:** I move to approve minutes from December 16 meeting  
Aubin/Hunt: Passed Unanimously

#### 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  
*Discussion Only*

### 5. Good of the Order

- Upcoming holidays that conflict with scheduled Design Review Board meetings:
  - January 20 – Martin Luther King Jr. Day  
We will hold a Special Design Review Board meeting on January 21 to replace the January 20 meeting which is cancelled due to the holiday
  - February 17 – Washington’s Birthday
- No additional new business was discussed

**6. Adjourn**

Chair Todd Thiel adjourned the meeting at 3:17 PM.

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Todd Thiel, Board Chair

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Marlene Schubert, Administrative Specialist

DRAFT



CITY OF  
BAINBRIDGE ISLAND

City of Bainbridge Island  
Design Review Board – Regular Meeting  
January 6, 2025

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TODD THIEL	DRB		<input type="checkbox"/>
MARK ARGIN	DRB		<input type="checkbox"/>
JEN QUITSBAND	Council		<input type="checkbox"/>
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Marlene Schubert	mschubert@bainbridgewa.gov	1/6/2025 14:01	1/6/2025 15:17	77
<b>Panelist Details</b>				
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