



CITY OF
BAINBRIDGE ISLAND

**Historic Preservation Commission
Regular Meeting
Thursday, February 1, 2024
2:00 – 4:00 PM
Location: City Council Conference Room, 280 Madison Ave N
Bainbridge Island, WA 98110**

It is recommended that attendance be in-person. The meeting is also accessible via Zoom.

Please click the link to join the meeting: <https://bainbridgewa.zoom.us/j/88135808464>

Or One tap mobile: +12532158782,,88135808464# US (Tacoma) +12532050468,,88135808464# US
Webinar ID: 881 3580 8464

AGENDA

2:00 pm: Call to Order / Attendance / Conflict Disclosure

- Introductions
- Approval of Agenda for February 1, 2024
- Approval of Meeting Minutes from January 4, 2024
- Call for Public Comment

2:10 pm: Subcommittee reports

- Identifying Historic Properties
- Public Outreach (unfilled position)
- Comprehensive Plan
- Heritage Trees
- CLG Grant

2:25 pm: Workplan Discussion

- Review actions and activities from 2023
- Confirm ongoing plans for 2024

2:40 pm: Old Business

- Inclusion of historic data questions on demolition permit applications (*Jodi Adams*)
- Former Police Station demolition-update
- SHPO WISAARD geodatabase-update
- Suyematsu Farm-update
- How to find new members?

3:40 pm: New Business

**For special accommodations, please contact Planning & Community
Development 206-780-3750 or at pcd@bainbridgewa.gov**



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Thursday, February 1, 2024
2:00 – 4:00 PM
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3:45 pm: Review action items

- Commissioners to provide comments on Police Station Demolition to Susan who will compile them and send to Patty Charnas by 01/17/24 (Susan)
- Remove Reese property from Local Historic Register (Blake)
- Inquiry regarding procedures for delisting properties (Blake)
- Contact Stephanie Trudeau regarding historic Agate St willow tree (Rick)
- Provide Historic Preservation information packet to new Planning Commissioners and Historic Preservation Commissioners
- Identifying Historic Properties Subcommittee: Meet to discuss spreadsheet of historic properties in downtown Winslow
- Discuss with Planning Dept obtaining access to SHPO WISAARD geodatabase; requires a user's agreement - Contact is Annie Strader, DAHP (Blake)

4:00 pm: Adjourn

**For special accommodations, please contact Planning & Community
Development 206-780-3750 or at pcd@bainbridgewa.gov**

Call to Order (Attendance, Agenda, Conflict of Interest)
Approval of Agenda for January 4, 2024
Approval of Meeting Minutes from November 2, 2023
Approval of Meeting Minutes from December 7, 2023
Call for Public Comment
Review of Permit Applications
 Police Station Demolition
 Request to remove a property from Local Historic Register
Subcommittee Reports
Workplan Discussion
New/Old Business
 CLG Grant for code audit
 Obtain copy of DAHP GIS database of Bainbridge Historic Properties
Review/Summary of Action Items (*Facilitator*)
Adjourn

Call to Order (Attendance, Agenda, Conflict of Interest)

Chair Susan Hughes called the meeting to order at 2:01 PM. Commissioners in attendance were Eric Kortum, Rick Chandler, Susan Hughes, and Zachary Allen. City Council member Clarence Moriwaki was present. City Staff present were PCD Building Official, Blake Holmes and Administrative Specialist Marlene Schubert who monitored recording and prepared minutes.

There were no conflicts of interest disclosed.

Approval of Agenda - January 4, 2024

Motion: I move to approve the January 4, 2024, agenda as presented.

Kortum/Allen: Approved unanimously

Review & Approve Minutes - November 2, 2023, and December 7, 2023

Motion: I move to approve the November 2, 2023, and December 7, 2023, minutes as presented.

Kortum/Allen: Approved unanimously

Call for Public Comment

No public comments were presented.

Review of Permit Applications

- **Police Station Demolition**
Meagan Scott presented the Environmental Sciences Associates report. Blair King clarified the applicable code and the timeframe for the Historic Preservation Commission to provide comments by January 17, 2024.
Discussion by HPC members and City staff followed.
- **Request to remove a property from Local Historic Register**
Michael Reese presented the original historic registration form that included a statement that the property could be removed from the register at any time.
Discussion by HPC members and City staff followed.

Motion: I move to remove the Reese property from the Local Historic Register.
Allen/Kortum: Approved unanimously

Subcommittee Reports

- **Identifying Historic Properties**
Need copy of DAHP GIS database of historic properties
Susan/Eric will work on this subcommittee
- **Public Outreach**
On hold until new commissioners are in place
- **Comprehensive Plan**
No updates
- **Heritage Trees**
Rick will lead this subcommittee
- **CLG Grant**

Workplan Discussion

Postpone discussion until Ellen's comments are available

New/Old Business

- CLG Grant for code audit (Susan to contact Michelle??)
- Obtain copy of DAHP GIS database of Bainbridge Historic Properties

Review/Summary of Action Items

- Commissioners to provide comments on Police Station Demolition to Susan who will compile them and send to Patty Charnas by 01/17/24
- Remove Reese property from Local Historic Register
- Contact Stephanie Trudeau regarding historic Agate St willow tree – Rick
- Susan to work with Ellen on workplan feedback
- Provide Historic Preservation information packet to new Planning Commissioners and Historic Preservation Commissioners

Adjourn

Chair Hughes adjourned the meeting at 3:35 PM

Approved by:

Susan Hughes, Chair

Marlene Schubert, Administrative Specialist

DRAFT



CITY OF
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**CITY OF BAINBRIDGE ISLAND
HISTORIC PRESERVATION COMMISSION – REGULAR MEETING
January 4, 2024**

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

PLEASE PRINT

Name	Affiliation	Phone & Email	
Meagan Scott	ESA	msscott@esassoc.com 253.389.5975	<input type="checkbox"/>
Michael Reese		Mreesefam@aol.com 206 842.4523	<input type="checkbox"/>
Sharon Kortum	Resident	206-276-6485 sharonkortum@gmail.com	<input type="checkbox"/>
Blaine Cliver	Resident	802-558-7990 bcliver59@gmail.com	<input type="checkbox"/>
RICK CHANDLER	HPC	541-790-9366 RIKCHANDLER44@GMAIL.COM	<input type="checkbox"/>
Blake Holmes	Staff		<input type="checkbox"/>
Zach Allan	HPC	360.649.3080 Zachary.allan@gmail.com	<input type="checkbox"/>



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**CITY OF BAINBRIDGE ISLAND
HISTORIC PRESERVATION COMMISSION – REGULAR MEETING
January 4, 2024**

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

PLEASE PRINT

Name	Affiliation	Phone & Email	
John Burns	B.I. Citizen		<input type="checkbox"/>
Clarence Moriwaki	City Council		<input type="checkbox"/>
Susan S. Hughes	BIHPC		<input type="checkbox"/>
Laura Shear	COBI		<input type="checkbox"/>
Chris Dew	Citizen	ctdewfam@gmail.com	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Attendee Report				
Report Generated:	1/4/2024 23:01			
Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	Unique Viewers
Historic Preservation Commission	881 3580 8464	1/4/2024 13:44	111	6
			Total Users	Max Concurrent Views
			7	5
Host Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Marlene Schubert	mschubert@bainbridgewa.gov	1/4/2024 13:44	1/4/2024 15:35	111
Panelist Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Attendee Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Tracy Dew		1/4/2024 14:01	1/4/2024 15:26	86
Robert Miller		1/4/2024 14:07	1/4/2024 15:35	89
Patsy Reese 45H,89H,44H (1/2)		1/4/2024 14:00	1/4/2024 15:35	95
Ali		1/4/2024 15:25	1/4/2024 15:35	10
Steve Powell		1/4/2024 14:00	1/4/2024 15:03	63
Adam Nebenzahl	anebenzahl@bainbridgewa.gov	1/4/2024 14:02	1/4/2024 15:09	67

	Requested budget item
<p>1. Ongoing Review COBI permit applications, Historic Register and Heritage Tree nomination applications, and Special Tax Valuation applications.</p> <p>2. COBI Historic Registry</p> <p>A. Review list of historic properties, including all associated location data / GIS data / maps, nomination forms and associated information.</p> <p>1) Submit an information request to COBI for current listings and associated information for the purposes of integration and development of a COBI Historic Registry geodatabase to be accessible to the HPC for the purposes of assisting with permit reviews, Historic Registry identification and planning efforts</p> <p>2) Provide COBI with parameters for GIS database of historic properties (e.g. buildings over 50 years old. Ideally, this would be an interactive GIS database (e.g. click on property and nomination form pops up)</p> <p>B. Provide plaques for listed historic register properties</p> <p>C. Identify, document, and evaluate Local Register-eligible properties and historic area designation for the Port Blakely, Rolling Bay, Winslow, and Rockaway Beach areas.</p> <p>1) Document and evaluate contributing elements of districts and standalone historic properties</p> <p>2) Delineate historic district / area boundaries</p> <p>3) Prepare and submit nomination applications to appropriate historic registers</p> <p>4) Prioritize the creation of a Port Blakely historic district</p> <p>a. Prioritize identification of Register-eligible properties in the area</p> <p>b. Define boundaries</p> <p>c. Gauge area property owners' interest / support</p> <p>D. Review COBI Historic Registry property owner notification letters:</p> <p>1) Invitation to nominate property to the Local Historic Register</p> <p>2) Notification that property has been identified as Register-eligible</p>	<p>7-10 plaques at \$200 each</p> <p>Consultant?</p>

3. Update the Historic Preservation Program (BIMC 18.24)

- A. Establish committee to review and offer changes for Council review;
- B. Areas to address include:
 - 1) Eliminate ambiguity in process descriptions
 - 2) Align with Certified Local Government requirements for historic preservation and historic properties
 - 3) HPC review of all documents, permits, and projects on historic properties owned or managed by government entities (e.g. certain projects are currently not subject to review, and HPC should be reviewing any activity on a historic property)
 - 4) Add the process HPC is to follow for communication with the City Manager, City Council, outside agencies and the public
 - 5) Add requirements for more detailed archaeological and historic background information to accompany permit requests
 - 6) Consider adding new incentives for historic preservation (e.g. consider surveying applicants for incentives that would increase the likelihood of historic preservation)

4. Suyematsu Historic Farming District

- A. Advocate, support, and advise COBI and stakeholders in the stabilization, preservation, and interpretation of the historic district;
 - 1) Ensure that local historic register requirements for the historic farm (as outlined in the BIMC) are addressed in future planning for the farm;
 - 2) Long term use and interpretive goals for the farm;
 - 3) Work toward listing the historic district on the State and National Registers of Historic Places to enhance grant acquisition and regional support;
 - 4) Place all associated and appropriate Suyematsu historic farm documents in an HPC accessible server / folder / database

5. Public Outreach and Engagement

- A. Promote listing on the Local Historic Register by sponsoring and supporting public activities that may include:
 - 1) Sponsor workshops, open houses, and other public events to include: An HPC booth at the Farmers Market; Promote the Heritage Tree registry/ Celebrate Akio Suyematsu Day annually.
 - 2) Submit educational articles to the COBI Newsletter / Bainbridge Island Review / Kitsap Sun.
 - 3) Conduct outreach meetings / community-based workshops / open houses to educate the public about the COBI Historic Registry and Island history. Focus outreach on Port Blakely this biennium.

Canopy / table	\$250
Displays / easels	350
Refreshments	200
Venue fees	100
Venue fees	800
Mailing / stamps	400