



Design Review Board Regular Meeting
Monday, March 3, 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>

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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, 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 February 3, 2025 regular meeting – 2:10 PM
 - b) Pre-app Conference Attendees – 2:13 PM
 - c) Committee 2024 achievements and 2025 work plan – 2:15 PM
 - d) Complying with HB1293 on Design Review Process and Standards – 2:45 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 (remote), and Greg Hunt. Marc Aubin was absent and excused. 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 January 21, 2025 meeting

Motion: I move to approve minutes from January 21 meeting
Liffgens/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

Motion: Approve the current state of the Design for Bainbridge Manual with the understanding that the pictures described at 1/21/25 DRB special meeting will be included before presenting to outside groups.

Thiel/Howlett: Passed Unanimously

5. Good of the Order

- Upcoming holidays that conflict with scheduled Design Review Board meetings:
February 17 – Washington's Birthday

- Volunteer appreciation event:
May 7 - Bainbridge Island Rowing Center 6:00-8:00 pm
- No additional new business was discussed

6. Adjourn

Chair Todd Thiel adjourned the meeting at 2:44 PM.

Todd Thiel, Board Chair

Marlene Schubert, Administrative Specialist

DRAFT



CITY OF
BAINBRIDGE ISLAND

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

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Name	Affiliation	Phone & Email	<input type="checkbox"/>
GREG HUNT	DRB		<input type="checkbox"/>
TOOB THIEL	DRB		<input type="checkbox"/>
Jon Quitslund	Commit		<input type="checkbox"/>
ELAINE LIFFGENS	DRB		<input type="checkbox"/>
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Design Review Board (Marlene Schubert)	mschubert@bainbridgewa.gov	2/3/2025 13:20	2/3/2025 14:44	85
Panelist Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Howard	howard.howlett@cobiccommittee.email	2/3/2025 14:02	2/3/2025 14:44	43
Attendee Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
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