



**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

Agenda

1. Call to Order / Roll Call

2. Approval of Agenda / Conflict of Interest Disclosure

3. Public Comment

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 Board, with no response, and the 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. 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, 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

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

5. Good of the Order

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

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

5.C Distribute Design Review Board Member Resource Manual Updates

6. Adjournment

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 or 206-947-0803 as soon as possible, preferably at least two business days prior to the meeting.

Meeting Minutes

1. Call to Order/Roll Call

Alternate Chair Elaine Liffgrens called the meeting to order at 2:00 PM. Committee Members in attendance were Howard Howlett (remote), Gregory Hunt, and Marc Aubin. Chair Todd Thiel was absent and excused. Council member Jon Quitslund was present. City Staff present were Senior Planner, Jennifer Sutton, Administrative Specialist, Marlene Schubert, and Administrative Specialist, Megan McKenzie, who monitored recording and prepared minutes.

2. Conflict of Interest Disclosure

No conflicts of interest disclosed

3. Public Comment

No public comment received.

4. Regular Business

a) Approve Minutes from May 5, 2025 meeting

Motion: I move to approve minutes from May 5 meeting
M/S - Marc Aubin/Greg 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 board discussion of House Bill 1293 process changes

- DRAFT Design for Bainbridge Worksheet
- DRAFT Design for Bainbridge Applicant Checklist

Motion: I move to approve the Design for Bainbridge Worksheet
M/S – Marc Aubin/Greg Hunt: Passed Unanimously

Motion: I move to approve the Design for Bainbridge Applicant Worksheet
M/S – Marc Aubin/Howard Howlett: Passed Unanimously

5. Good of the Order

- Update approved Design for Bainbridge manual for DRB member binders

6. Adjourn

Alternate Chair Elaine Liffgrens adjourned the meeting at 2:26 PM.

Todd Thiel, Board Chair

Megan McKenzie, Administrative Specialist

DRAFT



CITY OF
BAINBRIDGE ISLAND

City of Bainbridge Island
Design Review Board – Regular Meeting
June 2, 2025

Please Print

****Want to be added to Listserv?****

Check the box and Provide Phone **AND** Email

Name	Affiliation	Phone & Email	
Megan McKenzie	COBI		<input type="checkbox"/>
GREG HUNT	DRB		<input type="checkbox"/>
Jon Quitslund	Council		<input type="checkbox"/>
ELAINE LIFFGENS	DRB		<input type="checkbox"/>
MARC AUBIN	DRB		<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Attendee Report							
Report generated time	6/2/2025 14:56						
Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	Unique Viewers	Total Users	Max Concurrent Views	Enable Registration
Design Review Board Regular Meeting	848 2627 4822	6/2/2025 13:58	29	0	2	0	No
Host Details							
Attended	User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)	Is Guest	Country/Region Name
Yes	Megan McKenzie	mmckenzie@bainbridgewa.gov	6/2/2025 13:58	6/2/2025 14:26	29	No	United States
Panelist Details							
Attended	User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)	Is Guest	Country/Region Name
Yes	Howard	howard.howlett@cobicommittee.email	6/2/2025 13:58	6/2/2025 14:26	29	Yes	United States
Attendee Details							
Attended	User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)	Is Guest	Country/Region Name