



CITY OF  
BAINBRIDGE ISLAND

**Historic Preservation Commission  
Regular Meeting  
Thursday, March 7, 2024  
2:00 – 4:00 PM  
Location: City Council Conference Room, 280 Madison Ave N  
Bainbridge Island, WA 98110**

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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 March 7, 2024
- Approval of Meeting Minutes from February 1, 2024
- Call for Public Comment

2:10 pm: Subcommittee reports

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

2:30 pm: Workplan Discussion

- Review updates
- Vote to approve

3:00 pm: Old Business

- How to find new members?

3:15 pm: New Business

**For special accommodations, please contact Planning & Community  
Development 206-780-3750 or at [pcd@bainbridgewa.gov](mailto:pcd@bainbridgewa.gov)**



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**Regular Meeting**  
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3:30 pm: Review action items

- Inquiry regarding procedures for delisting properties-on hold until May 2 meeting (*Blake*)
- Discuss with Planning Dept obtaining access to SHPO WISAARD geodatabase; requires a user's agreement - Contact is Annie Strader, DAHP (*Blake*)
- Provide Historic Preservation information packet to new Planning Commissioners and Historic Preservation Commissioners
- Inclusion of historic data questions on demolition permit applications-on hold until May 2 meeting (*Staff*)
- Check on using Farmer's Market booth once a month from April-August (*Susan*)
- Bring Historic Properties signs located in PCD to March meeting (*Marlene*)
- Work with Michelle with CLG to update code/ordinance (*Susan*)
- Reach out to Suyematsu Alliance for their understanding of HPC engagement (*Susan*)
- Invite Jason Cooper to April 4 meeting for 30-minute presentation on willow tree and what's next (*Staff*)

4:00 pm: Adjourn

**For special accommodations, please contact Planning & Community  
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Call to Order (Attendance, Agenda, Conflict of Interest)

Approval of Agenda for February 1, 2024

Approval of Meeting Minutes from January 4, 2024

Call for Public Comment

Subcommittee Reports

Workplan Discussion

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?

Review/Summary of Action Items (*Facilitator*)

New Business

Review/Summary of Action Items

Adjourn

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

Chair Susan Hughes called the meeting to order at 2:00 PM. Commissioners in attendance were Eric Kortum, Rick Chandler, Susan Hughes, and Zachary Allen. City Council member Jon Quitslund 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 - February 1, 2024**

**Motion:** I move to approve the February 1, 2024, agenda as presented.

**Chandler/Kortum:** Approved unanimously

### **Review & Approve Minutes - January 4, 2024**

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

**Allen/Kortum:** Approved unanimously

### **Call for Public Comment**

- Doug Rauh expressed the desire to preserve the Police Station; comments were sent to commissioners today
- Angela Sandri read her email sent to the Bainbridge Island Review regarding the conversion of the Police Station into affordable housing; Jon Quitslund answered her questions about affordable housing

### **Subcommittee Reports**

- Identifying Historic Properties
  - Eric shared that Blain Cliver and Jim McNett are performing a survey of historic properties in Winslow; will be starting with data from HPC list of historic properties found on WA State SHPO database - only 8 properties on list are on local register
- Public Outreach (unfilled position)
  - Farmer's Market booth – April (heritage trees), Early August (historic properties); Rick would like to use booth once every month  
ACTION: Susan to check on using booth once a month for April-August
- Comprehensive Plan
  - No update
- Heritage Trees
  - Rick talked with parks and recreation they would like to do an inventory to determine if trees in between trails can be considered for heritage tree register
  - HPC would like to place willow tree on north end of the island on heritage tree register; Rick to continue research
    - Jason Cooper – Association of WA Archaeology spoke about historic willow trees  
ACTION: Invite Jason Cooper to April 4 meeting for 30-minute presentation on willow tree and what's next
  - Researching (9) trees on Three Tree Lane (private); Working on nomination forms
- Certified Local Government (CLG) Grant
  - Bainbridge Island is a Certified Local Government; has code for Historic Preservation program
  - Grants are available through the state
  - Approached Michelle Thompson (oversees CLG program) about using grant to update the municipal code; Michelle suggested working with her directly on code changes and use grant money for development of historic preservation plan
  - Historic Preservation Plan – outline where most sensitive cultural resources are and to be used to identify greater sensitivity of historical resources during development

### **Workplan Discussion**

- Review and discussion by HPC members about updates to current draft 2024 workplan.  
ACTION: Susan to update workplan to review with HPC at March meeting  
ACTION: Marlene to bring Historic Properties signs located in PCD to March meeting  
ACTION: Susan to work with Michelle with CLG to update code/ordinance

**ACTION:** Susan to reach out to Suyematsu Alliance for their understanding of HPC engagement

DRAFT

### **Old Business**

- Inclusion of historic data questions on demolition permit applications (Jodi Adams)
  - Postponed to a future agenda
- Former Police Station demolition-update  
ACTION: Susan will send questions to Jon Quitslund to be shared with City Manager
- SHPO WISAARD geodatabase-update
- Suyematsu Farm-update
- How to find new members?

### **New Business**

#### **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 (Susan) - Complete
- Remove Reese property from Local Historic Register (Blake) - Complete
- Inquiry regarding procedures for delisting properties (Blake)
- Contact Stephanie Trudeau regarding historic Agate St willow tree (Rick) – In Progress
- 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)

### **Adjourn**

Chair Hughes adjourned the meeting at 4:02 PM

Approved by:

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Susan Hughes, Chair

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Marlene Schubert, Administrative Specialist



CITY OF  
BAINBRIDGE ISLAND

**CITY OF BAINBRIDGE ISLAND  
HISTORIC PRESERVATION COMMISSION – REGULAR MEETING  
February 1, 2024**

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

**PLEASE PRINT**

Name	Affiliation	Phone & Email	
Rick Chandler	HPC	RICKCHANDLER44@GMAIL.COM 541-790-9366	<input type="checkbox"/>
Jon Quitslund	City Council	jonquitslund@bainbridgewa.gov 206/450-6218	<input type="checkbox"/>
Doug Rauh	CITIZEN	RAUH01@MSN.COM	<input type="checkbox"/>
Jon Rose	" "	jonrose360@gmail.com 360 509 0631	<input type="checkbox"/>
Susan S. Hughes	HPC	susan54@gmail.com 206 780 1671	<input type="checkbox"/>
Zach Allen	HPC	Zacharyallen@gmail.com 360.649.3080	<input type="checkbox"/>
Blake Holmes	city staff		<input type="checkbox"/>



**CITY OF BAINBRIDGE ISLAND**  
**HISTORIC PRESERVATION COMMISSION – REGULAR MEETING**  
**February 1, 2024**

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

**PLEASE PRINT**

Name	Affiliation	Phone & Email	
Angela Sandri	citizen of BI	206-842-8262 APSpts31@aol.com	<input type="checkbox"/>
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<b>Attendee Report</b>				
Report Generated:	2/29/2024 14:15			
Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	Unique Viewers
Historic Preservation Commission	881 3580 8464	2/1/2024 13:35	148	4
				Total Users
				7
<b>Host Details</b>				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Marlene Schubert	mschubert@bainbridgewa.gov	2/1/2024 13:35	2/1/2024 16:02	148
<b>Panelist Details</b>				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Association for Washington Archaeology		2/1/2024 15:53	2/1/2024 15:59	6
<b>Attendee Details</b>				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Mike Reese		2/1/2024 14:00	2/1/2024 16:02	123
TD		2/1/2024 15:57	2/1/2024 16:02	6
Cooper (he/him/his)		2/1/2024 15:29	2/1/2024 15:41	12
Association for Washington Archaeology		2/1/2024 15:42	2/1/2024 15:53	11
Association for Washington Archaeology		2/1/2024 15:59	2/1/2024 16:02	3

**1. Permit Applications**

- A. Review COBI permit applications, Historic Register and Heritage Tree nomination applications, and Special Tax Valuation applications.
- B. Develop a guide on roofs, siding, and windows based on SOI guidelines for permit request applications.

**2. COBI Historic Registry**

- A. Review list of historic properties, including all associated location data / GIS data / maps, nomination forms and associated information.
  - 1) Work with the COBI Planning Department to obtain a copy of the Washington State Department of Archaeology and Historic Preservation geodatabase for Bainbridge Island through a user's agreement.
  - 2) Work with the COBI Planning Department to update the geodatabase data
- B. Provide plaques for listed historic register properties
- C. Identify, document, and evaluate Local Register-eligible properties and historic area designation for the Winslow, Port Blakely, Rolling Bay, and Rockaway Beach areas.
  - 1) Document and evaluate contributing elements of districts and standalone historic properties
  - 2) Delineate historic district / area boundaries
  - 3) Prepare and submit nomination applications to appropriate historic registers
  - 4) Prioritize downtown Winslow historic area
    - a. Prioritize identification of Register-eligible properties
    - b. Define boundaries
    - c. Gauge area property owners' interest / support for placing properties on the Local Register.
- D. Develop a BI Historic Preservation Management Plan through CLG grant funding to identify areas of high, medium, and low sensitivity for cultural resources with recommendations for the long-term management of these areas
- E. Review COBI Historic Registry property owner notification letters:
  - 1) Invitation to nominate property to the Local Historic Register
  - 2) Notification that property has been identified as Register-eligible
- F. Create an online folder on the COBI website for unrestricted historic preservation reports

**3. Update the Historic Preservation Program Ordinance (BIMC 18.24)**

- A. Work with State CLG staff to update ordinance. When finalized, the updated ordinance shall be submitted to the City Council for review.

#### **4. Suyematsu Historic Farming District**

- A. Advocate, support, and advise COBI and Suyematsu Farm Legacy Alliance as needed 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) Work toward listing the historic district on the State and National Registers of Historic Places to enhance grant acquisition and regional support

#### **5. Public Outreach and Engagement**

- A. Promote listing on the Local Historic Register by sponsoring and supporting public activities that may include:
  - 1) Workshops, open houses, and other public events to include: An HPC booth at the Farmers Market; promoting the Heritage Tree registry/ Celebrating Akio Suyematsu Day.
  - 2) Submit educational articles to local publications.
  - 3) Conduct outreach meetings / community-based workshops / open houses to educate the public about the COBI Historic Registry and Island history.
  - 4) Work with the COBI Comprehensive and Winslow Subarea Plans to ensure that historic properties are considered in the COBI long-range planning and ensure that these plans align with the BIMC.