



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, Elaine Liffgens, Howard Howlett (remote), and Greg Hunt. Council member Jon Quitslund was present. City Staff present were Planning Manager HB Harper, Associate Planner Joanne Mendenhall, 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 6, 2025 meeting

Motion: I move to approve minutes from January 6 meeting
Liffgens/Hunt: Passed Unanimously

b) Guterson Short Plat ([PLN52867 DRB DG](#))

Project Manager: Joanne Mendenhall
#2 Design Guidance Review Meeting
See Design for Bainbridge Subdivision FINAL Worksheet_PLN52867 01212025

c) Pre-app Conference Attendees

Elaine Liffgens will attend:
February 4, 11:00 PM PLN52965 PRE - NEW BROOKLYN SHORT PLAT

d) 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:
February 17 – Washington’s Birthday
- No additional new business was discussed

6. Adjourn

Chair Todd Thiel adjourned the meeting at 3:49 PM.



Todd Thiel, Board Chair



Marlene Schubert, Administrative Specialist



CITY OF
BAINBRIDGE ISLAND

City of Bainbridge Island
Design Review Board – Special Meeting
January 21, 2025

Please Print

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

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

Name	Affiliation	Phone & Email	
GREG HUNT	DRB		<input type="checkbox"/>
ELAINE LIFFGELIS	DRB		<input type="checkbox"/>
Joanne Mendenhall	PCD		<input type="checkbox"/>
MARK DUBIN	DRD		<input type="checkbox"/>
Tom Quitsband	Council		<input type="checkbox"/>
TODD THEL	DRB DRB		<input type="checkbox"/>
Adam Wheeler	Brown Wheeler		<input type="checkbox"/>



**City of Bainbridge Island
Design Review Board – Special Meeting
January 21, 2025**

Please Print

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

Name	Affiliation	Phone & Email	
DAVID GUTERSON			<input type="checkbox"/>
HB	COSI		<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Attendee Report				
Report Generated:	1/23/2025 7:07			
Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	Unique Viewers
Design Review Board Special Meeting	848 7562 9729	1/21/2025 13:01	169	1
			Total Users	Max Concurrent Views
			4	1
Host Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Design Review Board (Marlene Schubert)	mschubert@bainbridgewa.gov	1/21/2025 13:01	1/21/2025 15:49	169
Panelist Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Howard	howard.howlett@cobicommittee.email	1/21/2025 13:58	1/21/2025 14:58	60
HB Harper, COBI Planning Manager		1/21/2025 14:45	1/21/2025 15:48	63
Attendee Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
HB Harper, COBI Planning Manager		1/21/2025 14:45	1/21/2025 14:45	1



Design for Bainbridge Subdivision Worksheet

PROJECT: Guterson Short Plat PLN52867

PROJECT ADDRESS or PARCEL: 1925 TOE JAM HILL RD NE / 11240240142009

DATE: 01/21/2025

PROJECT PLANNER: Joanne Mendenhall

Design Review Board Meeting Dates: 12/16/24 CON; 01/21/25 DG

4-STEP DESIGN PROCESS

17.12.030 Four-step design process. 

The city's approach to planning for subdivisions requires a four-step process that gives the highest priority to identification and conservation of existing natural site features. This process reverses the conventional site planning approach, which typically begins by laying out the streets, lot lines and building footprints. Instead of first identifying the areas to be cleared for development, the design process begins by analyzing on-site resources and the site's relationship to surrounding properties, in order to identify what resources are most worthy of preservation and what areas can best accommodate development.

This design process is required for all residential subdivisions. The process is further defined in BIMC [2.16.125.D](#); it consists of four steps: (A) delineate natural area; (B) locate homesites and community space; (C) define access; and (D) draw lot lines. (Ord. 2019-03 § 5 (Exh. A), 2019)

4-Step Design Process Complete:

Yes: No: Not Applicable:



Design for Bainbridge Subdivision Worksheet

Chapter 3

CONTEXT ANALYSIS

- C1** ANALYZE NATURAL SYSTEMS
- C2** IDENTIFY THE EXTENT AND VALUE OF WILDLIFE HABITAT AND CORRIDORS
- C3** ASSESS UNIQUE AND PROMINENT FEATURES
- C4** CONSIDER THE DEFINING ATTRIBUTES OF THE BUILT ENVIRONMENT
- C5** ANALYZE SYSTEMS OF MOVEMENT AND ACCESS
- C6** STUDY HOW THE SITE RELATES TO AND CAN CONTRIBUTE TO THE PUBLIC REALM

	Met	Does Not Meet	Not Applicable
C1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If marked Does Not Meet, additional information required:



Chapter 5

STREET TYPES AND FRONTAGES

Street Types	Check all that apply
State Route	<input type="checkbox"/>
Main Street	<input type="checkbox"/>
Neighborhood Main Street	<input type="checkbox"/>
Neighborhood Mixed Use	<input type="checkbox"/>
Mixed Use Arterial	<input type="checkbox"/>
Rural by Design	<input checked="" type="checkbox"/>
Green Street	<input type="checkbox"/>
Rural Green Street	<input type="checkbox"/>
Frontage Types	Check all that apply
Linear / Storefront	<input type="checkbox"/>
Landscape	<input type="checkbox"/>
Plaza	<input type="checkbox"/>
Forecourt	<input type="checkbox"/>
Stoop / Terrace	<input type="checkbox"/>
Vegetated Buffer	<input checked="" type="checkbox"/>
Parking	<input type="checkbox"/>

Applicant Response – Street Types and Frontages:

The project is on Toe Jam Hill Road, which is very low-traffic and narrow (~14' wide). City staff is considering requiring gravel shoulders to be constructed along the east and west frontages along Toe Jam Hill Road. Because of the existing critical areas and buffers and large trees located on cut slopes the space for a gravel shoulder is very limited. We have provided an figure showing the available room for a shoulder improvement and photos along the frontage. We would like to discuss this with the Design Review Board to determine the best approach.

Two of the new lots will share the same driveway as the existing residence. The third new homesite's driveway will connected to Brownell Lane (Private).

DRB Discussion – Street Types and Frontages:

DRB Findings – Street Types and Frontages:



Design for Bainbridge Subdivision Worksheet

	Met	Does Not Meet	Not Applicable
Street Types	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frontages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Chapter 6
SUBDIVISION GUIDELINES

ISLAND CHARACTER: PRESERVE AND MAINTAIN ISLAND CHARACTER

Applicant Response – Island Character:

The special character of Bainbridge is different for each person. That diversity is to be celebrated. We are planning on using Lot B to create a writers retreat. The other two homesites will be kept for our children's use.

The homesites will be located so as to preserve the entirety of the forest viewable from the road. Each of the homesites are a different shape which will encourage diversity of home size and shapes.

DRB Discussion – Island Character:

DRB Findings – Island Character:

Met	Does Not Meet	Not Applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Design for Bainbridge Subdivision Worksheet

NEIGHBORHOOD CONTEXT: REFLECT AND/OR ENHANCE THE CONTEXT PROVIDED BY EXISTING ROADWAY CHARACTER AND NEIGHBORING PROPERTIES

Applicant Response – Neighborhood Context:

Homes along Toe Jam Hill Road are setback from the road and are screened with established vegetation. We are proposing this same aesthetic for the proposed home sites.

DRB Discussion – Neighborhood Context:

DRB Findings – Neighborhood Context:

Met	Does Not Meet	Not Applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Design for Bainbridge Subdivision Worksheet

NATURAL AREA: INCORPORATE FORESTED AND/OR OTHER NATURAL AREAS INTO SITE DESIGN IN SUCH A WAY THAT ECOLOGICAL AND AESTHETIC INTEGRITY, QUALITIES, AND VALUES ARE PRESERVED OR RESTORED

Applicant Response – Natural Area:

The property contains a number of wetlands (5) with the majority of them being category 3. There is also a Type Np stream on the east side of the property to the west of Toe Jam Hill road. In addition, there is extensive established native vegetation on the property. The proposed natural area will protect the wetlands, streams and their buffers, meeting the 65% retention requirement.

DRB Discussion – Natural Area:

DRB Findings – Natural Area:

Met	Does Not Meet	Not Applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Design for Bainbridge Subdivision Worksheet

NATURAL SITE CONDITIONS: PRESERVE AND INTEGRATE EXISTING NATURAL SITE PATTERNS AND FEATURES THROUGHOUT THE SITE

Applicant Response – Natural Site Conditions:

The proposed homesites are located to minimize soil disturbance, impervious area, driveway length and utility extensions.

DRB Discussion – Natural Site Conditions:

DRB Findings – Natural Site Conditions:

Met	Does Not Meet	Not Applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Design for Bainbridge Subdivision Worksheet

HISTORIC AND CULTURAL RESOURCES: PRESERVE IMPORTANT HISTORIC AND CULTURAL RESOURCES

Applicant Response – Historical and Cultural Resources:

The existing site does not provide any known important historic or cultural resources.

DRB Discussion – Historical and Cultural Resources:

DRB Findings – Historical and Cultural Resources:

Met	Does Not Meet	Not Applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Design for Bainbridge Subdivision Worksheet

STORMWATER: INTEGRATE STORMWATER FACILITIES IN SITE DESIGN WITH EMPHASIS ON INFILTRATION AND DISPERSION PRACTICES

Applicant Response – Stormwater:

The proposed homesites will be located to allow existing stormwater patterns to continue unobstructed as much as possible. Water runoff generated by the new impervious area created by the project will be managed as follows:

- 1) Runoff from the house will be directed to the infiltration areas.
- 2) Runoff from the driveways will be directed to multiple rain gardens.

DRB Discussion – Stormwater:

DRB Findings – Stormwater:

Met	Does Not Meet	Not Applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Design for Bainbridge Subdivision Worksheet

SEPTIC SYSTEMS: MINIMIZE IMPACT OF SEPTIC FACILITIES

Applicant Response – Septic Systems:

The property will be served by individual on site septic systems.

DRB Discussion – Septic Systems:

DRB Findings – Septic Systems:

Met

Does Not Meet

Not Applicable



Design for Bainbridge Subdivision Worksheet

WATER CONSERVATION: PROTECT THE ISLAND'S FINITE GROUNDWATER RESOURCES AND ADAPT TO THE IMPACTS OF A CHANGING CLIMATES

Applicant Response – Water Conservation:

The properties will be served by Kitsap Public Utility District #1 water.

DRB Discussion – Water Conservation:

DRB Findings – Water Conservation:

Met	Does Not Meet	Not Applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Design for Bainbridge Subdivision Worksheet

COMMUNITY SPACE: PROMOTE A SHARED SENSE OF COMMUNITY

Applicant Response – Community Space:

Well more than 65% of the parcel will remain as Natural Area, and that Natural Area is well greater than 50 feet in width. Therefore, per BIMC Table 17.12.070-1, no Community Space is required of this plat. The new homesites to the west of Toe Jam Hill Road will be located in a cluster to promote opportunities for interaction. The homesite to the east is located to make it part of the Brownell Lane neighborhood.

DRB Discussion – Community Space:

A path and extending existing path would promote a shared sense of community

DRB Findings – Community Space:

Met	Does Not Meet	Not Applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Design for Bainbridge Subdivision Worksheet

CLUSTER HOMESITES: PROMOTE INTERACTION WITHIN THE COMMUNITY AND FACILITATE THE EFFICIENT USE OF LAND BY REDUCING DISTURBED AREAS, IMPERVIOUS SURFACES, UTILITY EXTENSIONS AND ROADWAYS

Applicant Response – Cluster Homesites:

Per BIMC Table 17.12.060-1, clustering of homes in a short subdivision with greater than 50% natural area is not required. We are proposing to have 73% Natural Area.

DRB Discussion – Cluster Homesites:

DRB Findings – Cluster Homesites:

Met	Does Not Meet	Not Applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Design for Bainbridge Subdivision Worksheet

SOLAR ACCESS: PROVIDE SOLAR ACCESS FOR WELL BEING AND ENERGY PRODUCTION

Applicant Response – Solar Access:

The preservation of trees -- in part to assist in maintaining the absorption of groundwater and protecting the onsite wetlands will minimize solar access on the site overall.

DRB Discussion – Solar Access:

DRB Findings – Solar Access:

Met	Does Not Meet	Not Applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Design for Bainbridge Subdivision Worksheet

ACCESS AND CIRCULATION: PROVIDE A PRACTICAL AND PLEASANT NETWORK OF MULTI-MODAL CIRCULATION

Applicant Response – Access and Circulation:

The adjacent Toe Jam Hill Road have low volumes of motor vehicle traffic and is used by bicyclists and pedestrians, often using the entire lane. Bicyclists and pedestrians at this location are fortunate to have direct access to several serviceable routes to many desired destinations such as:

- A) Nute's Pond Park including the proposed trail from the park to Bolero Dr.
- B) South Beach
- C) Fort Ward State Park

Kitsap Transit has routes on Fort Ward Hill Road.

We would like to discuss with you other opportunities to provide pedestrian routes with the project.

DRB Discussion – Access and Circulation:

DRB Findings – Access and Circulation:

Met	Does Not Meet	Not Applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Design for Bainbridge Subdivision Worksheet

MOTOR VEHICLES: MINIMIZE THE PROMINENCE OF MOTOR VEHICLE USE AND STORAGE

Applicant Response – Motor Vehicles:

The existing trees and vegetation buffer obscure views of parking areas and the proposed garages. Additionally, the parking area and the garage for the new houses will be a significant distance from Toe Jam Hill Road.

DRB Discussion – Motor Vehicles:

DRB Findings – Motor Vehicles:

Met	Does Not Meet	Not Applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Design for Bainbridge Subdivision Worksheet

HOMESITE DESIGN: CONFIGURE BUILDING FOOTPRINTS AND ALLOWED USES EFFICIENTLY WITHIN A HOMESITE

Applicant Response – Homesite Design:

The homesites are designed and situated with strict adherence, and careful attention, to BIMC 17.12.060.B. Homesites are located on relatively flat portions of the parcel and situated to use a shared driveway or have a very short driveway.

DRB Discussion – Homesite Design:

DRB Findings – Homesite Design:

Met	Does Not Meet	Not Applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Design for Bainbridge Subdivision Worksheet

DIVERSITY IN HOUSE DESIGN: PROVIDE A RANGE OF HOME SIZES AND DESIGNS TO ACHIEVE DIVERSITY IN VISUAL APPEARANCE AND AFFORDABILITY

Applicant Response – Diversity in House Design:

This project is only adding three homesites to the neighborhood and will be designed to look different than the existing houses in the neighborhood. The homesite configurations are different shapes to help promote a diversity in house designs.

DRB Discussion – Diversity in House Design:

DRB Findings – Diversity in House Design:

Met	Does Not Meet	Not Applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Design for Bainbridge Subdivision Worksheet

FACING PUBLIC STREETS: REINFORCE NEIGHBORLINESS OF HOMES ALONG A PUBLIC STREET

Applicant Response – Facing Public Streets:

The proposed site plan situates the homesites back from the public road on a private driveway, so as to preserve the privacy and the native vegetation views in this beautiful part of Bainbridge Island.

DRB Discussion – Facing Public Streets:

DRB Findings – Facing Public Streets:

Met	Does Not Meet	Not Applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Design for Bainbridge Subdivision Worksheet

This project is recommended for:

Approval:

The Design Review Board is in favor of the implementation of a trail as it supports a number of DRB Subdivision guidelines: Island Character, Natural Site Conditions, Community Space and Access & Circulation

Approval with the following conditions:

Denial with the following deficiencies:

Todd Thiel

SIGNATURE: _____
Chair, Design Review Board

DATE: 01/21/2025