



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



CITY OF
BAINBRIDGE ISLAND

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

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

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"/>
			<input type="checkbox"/>
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			<input type="checkbox"/>

Attendee Report				
Report Generated:	2/26/2025 10:14			
Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	Unique Viewers
Design Review Board Regular Meeting - 1st Monday	811 9652 6479	2/3/2025 13:20	85	0
			Total Users	Max Concurrent Views
			2	0
Host Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
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)
None				