



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 Howard Howlett (remote), Marc Aubin, and Greg Hunt. Elaine Liffgens 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 February 3, 2025 meeting

Motion: I move to approve minutes from February 3 meeting
Hunt/Aubin: Passed Unanimously

b) Pre-app Conference Attendees

No pre-app conferences scheduled that require DRB attendance

c) Committee 2024 achievements and 2025 work plan

Motion: Approve the 2024 committee achievements and 2025 work plan as written to allow City Council to review and approve.

Thiel/Hunt: Passed Unanimously

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

No additional new business was discussed

6. Adjourn

Chair Todd Thiel adjourned the meeting at 3:15 PM.



Todd Thiel, Board Chair



Marlene Schubert, Administrative Specialist

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|---|------------------------------------|-------------------|---------------------------|---------------------------|
| Attendee Report | | | | |
| Report Generated: | 3/6/2025 7:44 | | | |
| Topic | Webinar ID | Actual Start Time | Actual Duration (minutes) | Unique Viewers |
| Design Review Board Regular Meeting - 1st M | 811.9652.6479 | 3/3/2025 13:17 | 119 | 1 |
| | | | | Total Users |
| | | | | 4 |
| Host Details | | | | |
| User Name (Original Name) | Email | Join Time | Leave Time | Time in Session (minutes) |
| Marlene Schubert | mschubert@bainbridgewa.gov | 3/3/2025 13:17 | 3/3/2025 15:16 | 119 |
| Panelist Details | | | | |
| User Name (Original Name) | Email | Join Time | Leave Time | Time in Session (minutes) |
| HB Harper, COBI Planning Manager | | 3/3/2025 14:04 | 3/3/2025 15:16 | 72 |
| Howard | howard.howlett@cobicommittee.email | 3/3/2025 13:53 | 3/3/2025 15:16 | 83 |
| Attendee Details | | | | |
| User Name (Original Name) | Email | Join Time | Leave Time | Time in Session (minutes) |
| HB Harper, COBI Planning Manager | | 3/3/2025 14:04 | 3/3/2025 14:04 | 1 |



CITY OF
BAINBRIDGE ISLAND

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

Please Print

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

| Name | Affiliation | Phone & Email | |
|---------------|-------------|---------------|--------------------------|
| TODD THIEL | DRB | | <input type="checkbox"/> |
| GREG HUNT | DRB | | <input type="checkbox"/> |
| MARC AUBIN | DRB | | <input type="checkbox"/> |
| Jon Quirkland | Council | | <input type="checkbox"/> |
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