

Call to Order (Attendance, Agenda, Conflict of Interest)  
Approval of Agenda for March 7, 2024  
Approval of Meeting Minutes from February 1, 2024  
Call for Public Comment  
Subcommittee Reports  
Workplan Discussion  
Old Business  
    How to find new members?  
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 2:15 PM. Commissioners in attendance were Eric Kortum and Rick Chandler. Zachary Allen was absent and excused. 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 – March 7, 2024**

**Motion:** I move to approve the March 7, 2024, agenda as presented.  
**Kortum/Chandler:** Approved unanimously

**Review & Approve Minutes - February 1, 2024**

**Motion:** I move to approve the February 1, 2024, minutes as presented.  
**Kortum/Chandler:** Approved unanimously

**Call for Public Comment**

- No public comments were presented

### **Subcommittee Reports**

- Identifying Historic Properties
  - Eric working on properties previously outlined
    - ACTION: Susan to send copy to Rick
    - ACTION: Determine process to get historical marker signs to parcel owners
- Public Outreach (unfilled position)
- Comprehensive Plan
  - No update
- Heritage Trees
  - Rick will continue working on nomination of Three Tree Lane western pine tree owned by BARN to heritage tree list
  - Eric will bring nomination form to next meeting to add O'Connor house and significant tree to local register
- Certified Local Government (CLG) Grant
  - No update

### **Workplan Discussion**

- Reviewed workplan

### **Approval of Work Plan – March 7, 2024**

**Motion:** I move to approve the work plan, as presented.

**Kortum/Chandler:** Approved unanimously

### **Old Business**

- How to find new members?

### **New Business**

ACTION: Susan to send HPC qualifications to Roz

### **Review/Summary of Action Items**

- Inquiry regarding procedures for delisting properties-on hold until May 2 meeting (*Blake*)  
ACTION: Remove from action item list
- 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-on hold until Historic Architect is HPC member
- Inclusion of historic data questions on demolition permit applications-on hold until May 2 meeting (*Staff*)
- Check on using city's Farmer's Market booth once a month from April-August (*Susan*)  
ACTION: Request a Saturday in April for Heritage Trees month
- Bring Historic Properties signs located in PCD to March meeting (*Marlene*)

ACTION: Remove from action item list

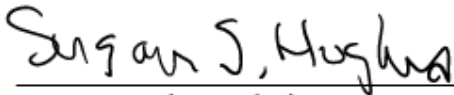
- Work with Michelle with CLG to update code/ordinance (*Susan*)
- Reach out to Suyematsu Alliance for their understanding of HPC engagement (*Susan*)
- Invite Jason Cooper to April 4 meeting for 30-minute presentation on willow tree and what's next (*Staff*)

ACTION: Place on agenda at 3:30 timeslot

**Adjourn**

Chair Hughes adjourned the meeting at 4:04 PM

Approved by:



Susan Hughes, Chair



Marlene Schubert, Administrative Specialist

<b>Attendee Report</b>				
Report Generated:	3/29/2024 11:22			
Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	
Design Review Board Regular Meeting - 3rd Monday	813 9257 6299	3/18/2024 13:26	177	
			Unique Viewers	Total Users
			3	4
<b>Host Details</b>				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Marlene Schubert	mschubert@bainbridgewa.gov	3/18/2024 13:26	3/18/2024 16:23	177
<b>Panelist Details</b>				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
<b>Attendee Details</b>				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Maribel's iphone		3/18/2024 14:58	3/18/2024 15:39	42
ralphspillinger		3/18/2024 15:35	3/18/2024 15:45	10
Karen Kimzey		3/18/2024 14:57	3/18/2024 15:26	29



CITY OF  
BAINBRIDGE ISLAND

**CITY OF BAINBRIDGE ISLAND  
HISTORIC PRESERVATION COMMISSION – REGULAR MEETING  
March 7, 2024**

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

**PLEASE PRINT**

Name	Affiliation	Phone & Email	
ERIC KORTUM	Commissioner	/	<input type="checkbox"/>
Susan S. Hughes	HPC	/	<input type="checkbox"/>
Jon Ortland	Council		<input type="checkbox"/>
Blake Holmes	COBI staff		<input type="checkbox"/>
Rick CHAMPLOR	HPC		<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

**1. Permit Applications**

- A. Review City of Bainbridge Island (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 Secretary of Interior (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 (DAHP) 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 Certified Local Government (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.
  - 5) Collaborate with Bainbridge History Museum, Senior Center, and other groups as appropriate.