



Design Review Board Special Meeting
Monday, March 17, 2025 2:00 PM
Council Conference Room, City Hall
280 Madison Ave N
Bainbridge Island, WA 98110

Meeting Minutes

1. Call to Order/Roll Call

Co-Chair Elaine Liffgens called the meeting to order at 2:00 PM. Committee Members in attendance were Marc Aubin, Todd Thiel, and Greg Hunt. Council member Jon Quitslund was present. Howard Howlett was absent. City Staff present were Permit & Admin Services Supervisor Darron Buchanan, 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 March 3, 2025 meeting

Motion: I move to approve minutes from March 3 meeting
Hunt/Aubin: 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

- Ord 2025-07 Design Review Amendments Exhibit J - Design for Bainbridge_2025.pdf
- Ord 2025-07 Design Review Amendments 4867-9011-5068 v.7.pdf
- Resolution No. 2025-06 Amending the Administrative Manual Exhibit A - Admin Manual_1293 changes final.pdf
- Resolution_No._2025-06_Amending_the_Administrative_Manual 4908-0817-4870 v.2.pdf

Discussion Only

5. Good of the Order

- Volunteer Appreciation Event: May 7 – Bainbridge Island Rowing Center 8:00 pm
- No additional new business was discussed

6. Adjourn

Chair Todd Thiel adjourned the meeting at 3:50 PM.



Todd Thiel, Board Chair



Marlene Schubert, Administrative Specialist

| | | | | |
|--|----------------------------|-------------------|---------------------------|---------------------------|
| Attendee Report | | | | |
| Report Generated: | 3/18/2025 8:40 | | | |
| Topic | Webinar ID | Actual Start Time | Actual Duration (minutes) | Unique Viewers |
| Design Review Board Regular Meeting - 3rd Monday | 810 5621 1418 | 3/17/2025 13:18 | 152 | 0 |
| | | | Total Users | Max Concurrent Views |
| | | | 1 | 0 |
| Host Details | | | | |
| User Name (Original Name) | Email | Join Time | Leave Time | Time in Session (minutes) |
| Design Review Board (Marlene Schubert) | mschubert@bainbridgewa.gov | 3/17/2025 13:18 | 3/17/2025 15:49 | 152 |
| Panelist Details | | | | |
| User Name (Original Name) | Email | Join Time | Leave Time | Time in Session (minutes) |
| Attendee Details | | | | |
| User Name (Original Name) | Email | Join Time | Leave Time | Time in Session (minutes) |



CITY OF
BAINBRIDGE ISLAND

City of Bainbridge Island
Design Review Board – Regular Meeting
March 17, 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 LIFFGELS | DRB | | <input type="checkbox"/> |
| Darron Buchanan | CIBI | | <input type="checkbox"/> |
| MARC AUBIN | DRB | | <input type="checkbox"/> |
| Jon Quitslund | Council | | <input type="checkbox"/> |
| TODD THIEL | DRB. | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> |