



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, Marc Aubin, and Howard Howlett (remote). Gregory Hunt was absent and excused. Council member Jon Quitslund was present. City Staff present were Acting Planning Manager Darron Buchanon, Senior Planner Jennifer Sutton, Associate Planner Joanne Mendenhall, and Administrative Specialist Megan McKenzie 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 Amended Minutes from April 21, 2025 meeting

Motion: I move to approve minutes from April 21 meeting

Liffgens/Aubin: Passed Unanimously

b) NE Brooklyn Short Plat ([PLN52965 DRB - DESIGN GUIDANCE](#))

Project Manager: Joanne Mendenhall

#2 Design Guidance Review Meeting

Motion: I move to approve the project with conditions

Liffgens/Thiel: Passed Unanimously

See Design for Bainbridge Subdivision FINAL Worksheet_PLN52965 05052025

c) Pre-app Conference Attendees

No pre-app conferences scheduled that require DRB attendance

d) Complying with HB1293 on Design Review Process and Standards

Continued board discussion of House Bill 1293 process changes

- DRAFT Design for Bainbridge Worksheet

Discussion only

5. Good of the Order

- 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 3:38pm.



Elaine Liffgrens, Board Co-Chair



Megan McKenzie, Administrative Specialist



**City of Bainbridge Island
Design Review Board – Regular Meeting
May 5, 2025**

Please Print

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

Name	Affiliation	Phone & Email	
Megan McKenzie	C.O.B.I. (PCD)		<input type="checkbox"/>
Joanne Mendenhall	PCD		<input type="checkbox"/>
MARC AUBIN	DRB		<input type="checkbox"/>
Tom Daitzland	Council		<input type="checkbox"/>
Adam Wheeler	Browne Wheeler Engr.		<input type="checkbox"/>
ELAINE LIFFGENS	DRB		<input type="checkbox"/>
TODD THIEL	DRB		<input type="checkbox"/>



CITY OF
BAINBRIDGE ISLAND

City of Bainbridge Island
Design Review Board – Regular Meeting
May 5, 2025

Please Print

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

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

Name	Affiliation	Phone & Email	
Jennifer Sutton	PCD Sr. Planner		<input type="checkbox"/>
Malcolm Griffin	Builder		<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Attendee Report				
Report generated time	5/6/2025 7:29			
Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	Unique Viewers
Design Review Board Regular Meeting - 1st Monday	811 9652 6479	5/5/2025 13:45	115	3
			Total Users	Max Concurrent Views
			6	3
Host Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Panelist Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
Megan McKenzie	mmckenzie@bainbridgewa.gov	5/5/2025 13:45	5/5/2025 15:40	115
Howard	howard.howlett@cobicommittee.email	5/5/2025 13:52	5/5/2025 13:55	3
Howard	howard.howlett@cobicommittee.email	5/5/2025 13:55	5/5/2025 15:40	105
Attendee Details				
User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)
	12066177455	5/5/2025 13:57	5/5/2025 15:40	103
Don Breiner		5/5/2025 14:02	5/5/2025 15:23	82
jason1969galbreathgmail.com		5/5/2025 14:03	5/5/2025 14:35	32



Design for Bainbridge Subdivision Worksheet

PROJECT: NE Brooklyn Short Plat

PROJECT ADDRESS or PARCEL: 21250220142000

DATE: 05/05/2025

PROJECT PLANNER: Joanne Mendenhall

Design Review Board Meeting Dates: 04/21/25 CON; 05/05/25 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:



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 checked="" 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 NE New Brooklyn Road. The City of Bainbridge Island classifies the road as a Secondary Arterial. The new access will be a private road.

DRB Discussion – Street Types and Frontages:

West side of drive should be treated as similar to East side of drive as possible.

DRB Findings – Street Types and Frontages:

	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. Creating a new homesites will allow families to add to our community in their unique way.

The layout will be consistent with neighboring development which includes clearing around the homes with trees around the perimeter of the properties.

DRB Discussion – Island Character:

Departures enhance island character as much as possible; offset by the preservation of the remaining acreage to preserve the wooded character of the island.

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:

The parcel is located just east of the Island Center Service Center. Surrounding parcels to the east are primarily a mixture of old farmland and forest with moderate sized homes.

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 type IV wetland in the northwest corner and a type F stream bisecting the property. In addition, there is extensive established native vegetation on the property. The proposed natural area will protect the wetland, stream 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 City of Bainbridge Island water and use onsite septic systems to infiltrate the water onsite. In addition, the stormwater generated by the project will be infiltrated onsite.

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:

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.

DRB Discussion – Community Space:

DRB Findings – Community Space:

Met	Does Not Meet	Not Applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 65% Natural Area.

DRB Discussion – Cluster Homesites:

DRB Findings – Cluster Homesites:

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



Design for Bainbridge Subdivision Worksheet

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

Applicant Response – Solar Access:

The areas around the homes will be cleared, but the preservation of trees in the roadside and perimeter buffers may limit solar access on lots A and D during the fall and winter.

DRB Discussion – Solar Access:

DRB Findings – Solar Access:

Met	Does Not Meet	Not Applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 Island Wide transportation plan calls for a bike facility on both sides of the road (Design Standard B). The Sustainable Transportation Plan calls for a multiuse path on the south side of New Brooklyn Road.

Kitsap Transit has a bus stop at the corner of NE New Brooklyn, Fletcher Bay Road and Miller Road.

DRB Discussion – Access and Circulation:

DRB Findings – Access and Circulation:

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

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.

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:

The project will use three different home designs.

DRB Discussion – Diversity in House Design:

DRB Findings – Diversity in House Design:

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



Design for Bainbridge Subdivision Worksheet

FACING PUBLIC STREETS: REINFORCE NEIGHBORLIINESS 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:

Approval with the following conditions:

BUFFER DEVIATION/DEPARTURE: The Design Review Board, after consideration of options and taking into consideration the preservation of the acreage at the North portion of the site (approx nine acres) is in support of the departure for a 35 foot fullscreen buffer at the East property line. Additionally, planting which conforms to a partial screen buffer is to be planted in the (10 to 15') zone parallel the west side of the access drive.

Denial with the following deficiencies:

SIGNATURE: _____

Todd Thiel

Chair, Design Review Board

DATE: _____