



Meeting Minutes

1. Call to Order/Roll Call

Alternate Chair Elaine Liffgrens called the meeting to order at 2:00 PM. Committee Members in attendance were Howard Howlett (remote), Gregory Hunt, and Marc Aubin. Chair Todd Thiel was absent and excused. Council member Jon Quitslund was present. City Staff present were Senior Planner, Jennifer Sutton, Administrative Specialist, Marlene Schubert, 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 received.

4. Regular Business

a) Approve Minutes from May 5, 2025 meeting

Motion: I move to approve minutes from May 5 meeting
M/S - Marc Aubin/Greg 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 board discussion of House Bill 1293 process changes

- DRAFT Design for Bainbridge Worksheet
- DRAFT Design for Bainbridge Applicant Checklist

Motion: I move to approve the Design for Bainbridge Worksheet
M/S - Marc Aubin/Greg Hunt: Passed Unanimously

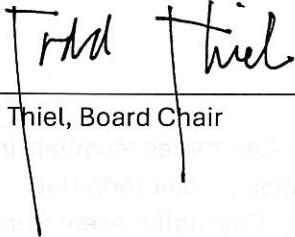
Motion: I move to approve the Design for Bainbridge Applicant Worksheet
M/S - Marc Aubin/Howard Howlett: Passed Unanimously

5. Good of the Order

- Update approved Design for Bainbridge manual for DRB member binders

6. Adjourn

Alternate Chair Elaine Liffgrens adjourned the meeting at 2:26 PM.



Todd Thiel, Board Chair



Megan McKenzie, Administrative Specialist



CITY OF
BAINBRIDGE ISLAND

City of Bainbridge Island
Design Review Board – Regular Meeting
June 2, 2025

Please Print

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

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

Name	Affiliation	Phone & Email	
Megan McKenzie	COBI		<input type="checkbox"/>
Greg Hunt	DRB		<input type="checkbox"/>
Jon Quitslund	Council		<input type="checkbox"/>
ELAINE LIFFGENS	DRB		<input type="checkbox"/>
MARC AUBIN	DRB		<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Attendee Report							
Report generated time	6/2/2025 14:56						
Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	Unique Viewers	Total Users	Max Concurrent Views	Enable Registration
Design Review Board Regular Meeting	848 2627 4822	6/2/2025 13:58	29	0	2	0	No
Host Details							
Attended	User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)	Is Guest	Country/Region Name
Yes	Megan McKenzie	mmckenzie@bainbridgewa.gov	6/2/2025 13:58	6/2/2025 14:26	29	No	United States
Panelist Details							
Attended	User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)	Is Guest	Country/Region Name
Yes	Howard	howard.howlett@cobicommittee.email	6/2/2025 13:58	6/2/2025 14:26	29	Yes	United States
Attendee Details							
Attended	User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)	Is Guest	Country/Region Name



Design for Bainbridge Worksheet

PROJECT: Click or tap here to enter text.

PROJECT ADDRESS or PARCEL: Click or tap here to enter text.

DATE: Click or tap to enter a date.

PROJECT PLANNER: Choose an item.

Chapter 4

SITE DESIGN STANDARDS

- S1** PROTECT AND REPAIR NATURAL SYSTEMS
- S2** PRESERVE, RESTORE, AND ENRICH WILDLIFE HABITAT
- S3** FIT THE PROJECT INTO THE SYSTEMS OF ACCESS AND MOVEMENT, PRIORITIZING PEDESTRIANS AND BICYCLES
- S4** SUPPORT AND CONTRIBUTE TO A VIBRANT PUBLIC REALM

DRB Discussion - Site Design Standards S1 through S4:

Click or tap here to enter text.

DRB Findings – Site Design Standards:

	Met	Does Not Meet	Not Applicable
S1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Chapter 4

PUBLIC REALM STANDARDS

- P1** CREATE A SAFE AND COMFORTABLE ENVIRONMENT FOR WALKING AND CYCLING
- P2** MINIMIZE IMPACT OF VEHICLES ON THE PUBLIC REALM
- P3** STRENGTHEN PUBLIC SPACE CONNECTIONS
- P4** FOSTER INTEREST AND ACTIVITY ALONG COMMERCIAL STREETS

DRB Discussion - Public Realm Standards P1 through P4:

Click or tap here to enter text.

DRB Findings – Public Realm Standards:

	Met	Does Not Meet	Not Applicable
P1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Chapter 4

BUILDING DESIGN STANDARDS

- B1** CREATE VARIED FACADES AT ALL SCALES
- B2** CELEBRATE AND PROMINENTLY FEATURE SUSTAINABLE DESIGN
- B3** USE HIGH QUALITY MATERIALS AND WELL-CRAFTED DETAILS

DRB Discussion - Building Design Standards B1 through B3:

Click or tap here to enter text.

DRB Findings – Building Design Standards:

	Met	Does Not Meet	Not Applicable
B1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Chapter 4

LANDSCAPE STANDARDS

- L1** INTEGRATE THE LANDSCAPE CONCEPT TO COMPLEMENT THE ARCHITECTURAL CONCEPTS
- L2** SUPPORT THE PUBLIC REALM WITH THE LANDSCAPE DESIGN
- L3** INTEGRATE SUSTAINABLE FEATURES INTO THE LANDSCAPE AND MAKE THEM VISIBLE WHEREVER POSSIBLE
- L4** INTEGRATE AND HIGHLIGHT GREEN INFRASTRUCTURE PRACTICES
- L5** SUPPORT HEALTHY HABITAT IN THE LANDSCAPE
- L6** PRESERVE AND ENHANCE IMPORTANT VIEWS AND VIEW CORRIDORS

DRB Discussion – Landscape Standards L1 through L6:

Click or tap here to enter text.

DRB Findings – Landscape Standards:

	Met	Does Not Meet	Not Applicable
L1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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 type="checkbox"/>
Green Street	<input type="checkbox"/>
Rural Green Street	<input 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 type="checkbox"/>
Parking	<input type="checkbox"/>

DRB Discussion – Street Types and Frontages:

Click or tap here to enter text.

DRB Findings – Street Types and Frontages:

	Met	Does Not Meet	Not Applicable
Street Types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frontage Types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Design for Bainbridge Worksheet

Chapter 7 LARGER SITES

STANDARD 1 DESIGN SITES TO MINIMIZE THE VISUAL IMPACT OF PARKING ON THE PUBLIC REALM.

STANDARD 2 DESIGN THE SITE BY CLUSTERING BUILDINGS AND ARRANGING THEM WITH FRONTAGES ON PUBLIC STREETS, PUBLIC SPACES, OR OPEN SPACE.

DRB Discussion - Larger Sites Standard 1 and 2:

Click or tap here to enter text.

DRB Findings - Larger Sites:

	Met	Does Not Meet	Not Applicable
Standard 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Chapter 7
HISTORIC PLACES

STANDARD 1 DESIGN THE SITE, BUILDING(S), AND LANDSCAPE TO BE COMPATIBLE WITH HISTORIC BUILDINGS WITHOUT DIRECTLY MIMICKING HISTORIC ARCHITECTURAL STYLES.

STANDARD 2 MAINTAIN THE HISTORIC INTEGRITY OF BUILDINGS OVER 50 YEARS OLD LISTED OR ELIGIBLE FOR THE NATIONAL OR LOCAL REGISTER OF HISTORIC PLACES.

DRB Discussion - Historic Places Standard 1 and 2:

Click or tap here to enter text.

DRB Findings - Historic Places:

	Met	Does Not Meet	Not Applicable
Standard 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Design for Bainbridge Worksheet

This project is recommended for:

Approval:

Click or tap here to enter text.

Approval with the following conditions:

Click or tap here to enter text.

Denial with the following deficiencies:

Click or tap here to enter text.

SIGNATURE: _____ **DATE:** Click or tap to enter a date.
Chair, Design Review Board



Design for Bainbridge Applicant Checklist

DESIGN REVIEW REQUIREMENTS – PREPARATION CHECKLIST

This checklist is designed as a reference tool to help prepare the applicant for a scheduled Design Review Board meeting. Please refer to the [Design for Bainbridge \(DFB\) Manual \(2025\) – Appendix A](#) for detailed information & requirements. Further information regarding the Design Review process can be found in the [Administrative Manual for Planning Permits](#). to be linked to approved updated documents on COBI website 6/3/25.

DOCUMENTS REQUIRED FOR DESIGN REVIEW (APPENDIX A):

	Submittal Document
<input type="checkbox"/>	Written Project Overview
<input type="checkbox"/>	Context Analyst Drawing
<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	Landscape Plan
<input type="checkbox"/>	Written Architectural Narrative*
<input type="checkbox"/>	Site Section Drawings
<input type="checkbox"/>	Building Elevation Drawings
<input type="checkbox"/>	Rendering Drawings
<input type="checkbox"/>	Exterior Lighting Plan
<input type="checkbox"/>	Materials Palette

*The Architectural Narrative MUST INCLUDE the following elements:

- Clear design narrative that guides all aspects of the project, including aesthetics, materials, & form
- Explain how the project is sustainable as defined on page 11 of the DFB manual
- Explain how the following were informed by the context analysis and design narrative:
 - Building Form
 - Site Design
 - Façade design choices and detailing
 - Materials and landscaping
- Requested Departures
 - Include rationale for request
 - Anticipated community or project benefits

PRESENTATION REQUIREMENTS (APPENDIX B):

Presentations should take approximately 30 minutes. Afterward, the Design Review Board will facilitate a discussion that encourages feedback from board members. Applicants are expected to hear and discuss concerns and suggestions.