



CITY OF
BAINBRIDGE ISLAND

**PLANNING COMMISSION SPECIAL MEETING
THURSDAY, JANUARY 26, 2023**

COUNCIL CHAMBERS @ CITY HALL
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA
OR
VIA ZOOM WEBINAR:

AGENDA

**1. CALL TO ORDER/LAND ACKNOWLEDGMENT/AGENDA REVIEW/CONFLICT
DISCLOSURE - 6:00 PM**

We would like to begin by acknowledging that the land on which we gather is within the ancestral territory of the Suquamish, "People of Clear Salt Water." Expert fishermen, canoe builders and basket weavers, the Suquamish live in harmony with the lands and waterways along Washington's Central Salish Sea as they have for thousands of years. Here, the Suquamish live and protect the land and waters of their ancestors for future generations as promised by the Point Elliot Treaty of 1855.

2. PLANNING COMMISSION MEETING MINUTES - 6:05 PM
Review and approve meeting minutes.

2.a (6:05 PM) Review and Approve Meeting Minutes 5 Minutes
[PC 12082022 DraftMinutes.pdf](#)

3. ELECTION OF PLANNING COMMISSION OFFICERS - 6:10 PM

4. PUBLIC COMMENT - 6:20 PM

5. PLANNING DIRECTOR'S REPORT - 6:30 PM

6. NEW BUSINESS - 6:40 PM

6.a (6:40 PM) Ordinance No. 2023-04 Clarifying Changes to BIMC Chapters 2.14 and 2.16 45 Minutes
[Ordinance No. 2023-04 Amendments to Title 2.docx](#)
[02082022 City Council Mtg Minutes.pdf](#)

7. FOR THE GOOD OF THE ORDER - 7:25 PM

8. ADJOURNMENT - 7:30 PM



Planning Commission meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the Planning & Community Development Department at (206) 780-3750 or pcd@bainbridgewa.gov by noon on the day preceding the meeting.

Public comment may be limited to allow time for the Commissioners to deliberate. To provide additional public comment, email your comment to pcd@bainbridgewa.gov or mail it to Planning and Community Development, 280 Madison Avenue North, Bainbridge Island, WA 98110.



CITY OF
BAINBRIDGE ISLAND

Planning Commission Special Meeting Agenda Bill

MEETING DATE: January 26, 2023

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:05 PM) Review and Approve Meeting Minutes

AGENDA CATEGORY: Minutes

PROPOSED BY: Renee Argetsinger

**PREVIOUS PLANNING COMMISSION
REVIEW DATE(S):**

PREVIOUS COUCIL REVIEW DATE(S):

RECOMMENDED MOTION:

I move to approve the December 8, 2022, meeting minutes as presented.

SUMMARY:

BACKGROUND:

ATTACHMENTS:



**Planning Commission Special Meeting
December 8, 2022
Meeting Minutes**

1) CALL TO ORDER/LAND ACKNOWLEDGMENT/AGENDA REVIEW/CONFLICT DISCLOSURE

The meeting was called to order by Chair Blossom at 6:00 PM. Commissioners present at this time, Chair Blossom, Vice Chair Mathews, Subramanian, Sullivan, Deines and Schaab. Commissioner Birtley joined the meeting at 6:04 PM. Also present was City Council Liaison Jon Quitslund. City Staff present: Planning & Community Development Director Patricia Charnas, Senior Planner Jennifer Sutton. Administrative Specialist Maria Dozeman monitored the meeting and prepared the minutes with Administrative Specialist Renee Argetsinger.

2) PLANNING COMMISSION MEETING MINUTES

2.a Draft Meeting Minutes - October 27, 2022 Planning Commission Special Meeting

[Cover Page](#)
[Oct272022DraftMinutes.pdf](#)

Motion: I move to approve the October 27, 2022 draft meeting minutes.

Sullivan/Mathews

The motion passed unanimously.

3) PUBLIC COMMENT

Public Comment

Ariel Schultz - Concerned about wheelchair accessibility when walking towards City Hall from Blackbird Bakery

4) PLANNING DIRECTOR'S REPORT

Shared an update on Comprehensive Plan Amendments

5) NEW BUSINESS

5.a Consider request by Madrona Way Investments that the City purchase its remaining 8,190 square feet of residential floor area

[Cover Page](#)
[20221208_PC_Staff_Memo_re_MWI_Floor_Area_pc \(1\).docx](#)
[Winslow Mixed Use Zoning Map.pdf](#)

Senior Planner Jennifer Sutton introduced the agenda topic and provided background. Mr Kelly Samson provided additional background on the agenda topic

Motion: I move to recommend that the City not purchase the remaining 8,190 square feet of floor area from Madrona Way Investments but do recommend that City Council provide some assurance to Mr. Samson that he or someone he transfers it to will be able to use that FAR in the future.

Blossom/Mathews

The motion passed unanimously

Public Comment:

Michael Schwank - Doesn't believe the City should underwrite investments.

Ariel Schultz - provided public comment on the FAR discussion.

[5.b Introduction to upcoming Winslow Subarea Plan Update project
Cover Page](#)

[Winslow Subarea Plan Update Overview Presentation for 12 8 22 Planning Commission.pptx](#)

Senior Planner Jennifer Sutton introduced the agenda topic. Adam Amrhein, Project Manager, provided an update on Winslow Subarea Plan efforts.

Public Comment

Michael Schwenk, thanked the commission for their service and wished everyone a happy holiday.

Bob Russell, should the steering committee have at least 1-2 community members/citizens

6) FOR THE GOOD OF THE ORDER

From Chair Blossom- Multi Agency Advisory Team focused on implementing the Sustainable Transportation Plan needs a representative from the Planning Commission to participate. Commissioner Schaab will join the team and Commissioner will be the backup representative. A new Chair and Vice Chair will need to be elected at the beginning of the year. Chair Blossom brought up the topic of concurrency when a community develops/expands.

7) ADJOURNMENT

The meeting adjourned at 7:58 PM



CITY OF
BAINBRIDGE ISLAND

Planning Commission Special Meeting Agenda Bill

MEETING DATE: January 26, 2023

ESTIMATED TIME: 45 Minutes

AGENDA ITEM: (6:40 PM) Ordinance No. 2023-04 Clarifying Changes to BIMC Chapters 2.14 and 2.16

AGENDA CATEGORY: Ordinance

PROPOSED BY: Jennifer Sutton

**PREVIOUS PLANNING COMMISSION
REVIEW DATE(S):**

PREVIOUS COUCIL REVIEW DATE(S): February 8, 2022 (amendment to BIMC Section 2.16.210 only)

RECOMMENDED MOTION:

I move to schedule a public hearing on Ordinance No. 2023-04 for February 9, 2023.

SUMMARY:

This is to follow through on a council-directed motion passed on February 8, 2022, regarding a revision to city code on subarea planning and to make permanent in code a revised start time of Planning Commission meetings.

BACKGROUND: The City Council moved on February 8, 2022, to amend Chapter 2.16 of the Bainbridge Island Municipal Code such that the subarea planning process laid out therein would apply to small designated centers but not to Winslow--a change that has not thus far been made. Additionally, Planning Commission meetings are described in Chapter 2.14 as starting at 7:00PM, but have been held at 6:00PM as "special meetings" for several years. These two issues are proposed to be rectified in an ordinance that will require a public hearing before the Planning Commission before approval by City Council.

ATTACHMENTS:

ORDINANCE NO. 2023-04

AN ORDINANCE of the City of Bainbridge Island, Washington, related to clarifying and correcting amending Sections 2.14.020 and 2.16.210 of the Bainbridge Island Municipal Code.

WHEREAS, City planning staff have compiled a set of changes to the land use procedures and regulations of the Bainbridge Island Municipal Code (“BIMC”) to update and clarify certain provisions; and

WHEREAS, on February 8, 2022 the City Council discussed the provisions and history of BIMC section 2.16.210 *Subarea planning process* and the then upcoming update to the Winslow Subarea Plan, now in process; and

WHEREAS, this ordinance expedites Title 2 updates related to implementing the Council’s February 8, 2022 direction and reducing when a Planning Commission meeting must be identified as a “special meeting”; and

WHEREAS, at the close of the discussion on February 8, 2022 the City Council directed BIMC 2.16.210 be amended to clarify that it applied to only small designated areas such as Neighborhood Centers or the Day Road Business/Industrial areas, but not Winslow; and

WHEREAS, the Planning Commission considered draft Ordinance No. 2023-04 on January 26, 2023; and

WHEREAS, the Planning Commission held a public hearing on Ordinance No. 2023-04 on February 9, 2023, and after closing the public hearing, made a recommendation of XXX to the City Council; and

WHEREAS, on February 28, 2023, the City Council considered Ordinance No. 2023-04; and

WHEREAS, on XXX, 2023, the City Council adopted Ordinance No. 2023-04.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Section 2.14.020.E. of the Bainbridge Island Municipal Code is hereby amended to read as follows:

E. Meetings.

1. The planning commission shall meet on the second and fourth Thursday of each month and may hold such special meetings on other days, as the planning commission may determine necessary. ~~All~~ Regularly scheduled meetings will

generally shall begin at 6:00 p.m. 7:00 p.m. and shall endeavor to adjourn by 9:00 p.m.; provided, that the hours of a regular meeting may be modified ~~for~~ exceptional purposes, as determined by the chairperson in coordination with the director.

2. Planning commission meetings shall be held at the city of Bainbridge Island City Hall. Under special circumstances, regular and special meetings and retreats may be held in other locations as publicly noticed.

3. The planning commission shall give public notice of its meetings as provided by law. Notice for a public hearing shall be provided at least 10 days in advance of said hearing.

4. All meetings of the planning commission shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter 42.30 RCW). In the event a regular meeting falls upon a legal holiday, the meeting shall be held on the following business day.

5. All meetings shall be conducted according to Robert's Rules of Order.

6. The planning commission shall review and approve rules of procedure and code of conduct annually.

Section 2. Section 2.16.210.B of the Bainbridge Island Municipal Code is hereby amended as follows:

B. Applicability. This chapter applies to:

1. Neighborhood and Industrial A-designated centers that ~~have~~ has been identified in the adopted Land Use Element of the comprehensive plan; and

2. Discrete neighborhoods outside of designated centers.

Section 3. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. This ordinance shall take effect and be in force five (5) days from its passage and publication as required law.

PASSED by the City Council this XX day of XX 2023.

APPROVED by the Mayor this XX day of XX 2023.

Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATE:

/s/

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	XX, 2023
PASSED BY THE CITY COUNCIL:	XX, 2023
PUBLISHED:	XX, 2023
EFFECTIVE DATE:	XX, 2023;
ORDINANCE NUMBER:	2023-04



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, FEBRUARY 8, 2022

MEETING MINUTES

1) [CALL TO ORDER / ROLL CALL](#)

Mayor Deets called the meeting to order at 6:02 p.m. on the Zoom webinar platform.

Mayor Deets, Deputy Mayor Fantroy-Johnson, and Councilmembers Hytopoulos, Moriwaki, Quitslund, and Schneider were present. Councilmember Pollock was absent and excused.

2) [APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE](#)

City Manager King noted that agenda item 9.D needs to be removed from the agenda. Councilmember Moriwaki moved and Councilmember Hytopoulos seconded to approve the agenda as amended. The motion carried unanimously, 6-0. There were no conflicts of interest disclosed.

3) [PRESENTATION\(S\)](#)

3.A [Present Proclamation Declaring February 2022 as "Black History Month"](#)

[Cover Page](#)

[Black History Month Proclamation 2022.docx](#)

Deputy Mayor Fantroy-Johnson read the proclamation.

Chasity Malatesta and Isaiah Brown, a student on the Bainbridge Island School District's Multi-Cultural Advisory Council, accepted the proclamation.

4) [PUBLIC COMMENT](#)

4.A [Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk](#)

[Cover Page](#)

[Instructions for Providing Public Comment at Remote Meetings.pdf](#)

Beth Javens, Director of Visit Kitsap, provided information on a draft of the Management Plan for the Maritime Washington National Heritage Area.

Carrie Smith expressed concerns with the policing.

Lisa Neal expressed concerns with the University of Washington Winslow Subarea Plan study.

5) CONSENT AGENDA

5.A Agenda Bill for Consent Agenda
[Cover Page](#)

Councilmember Moriwaki asked to remove item 5.C from the Consent Agenda.

MOTION: I move to approve the Consent Agenda as amended with item 5.C pulled.

Moriwaki/Hytopoulos: The motion carried 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki

NOES:

ABSENT: Michael Pollock

ABSTAIN: None

5.B Approve Accounts Payable and Payroll

[Cover Page](#)

[AP Report to Council of Cash Disbursements 02-09-22.pdf](#)

[Council Report PR 2-4-22.pdf](#)

5.D Authorize Purchase of 2022 Ford Mach-E SUV Police Vehicle (\$51,547.55 + upfit estimated at \$5,000.00) . - Public Works

[Cover Page](#)

[2022 Ford Mach-E SUV Quote.pdf](#)

5.E Authorize Purchase of 2022 Ford Police Interceptor Hybrid Vehicle (\$43,797.94 + upfit estimated at \$25,000.00) - Public Works

[Cover Page](#)

[2022 Ford Interceptor SUV Hybrid Quote.pdf](#)

5.F Accept the \$100,000 Washington State Department of Commerce Grant and Authorize Execution of the Associated Interagency Agreement with the Department of Commerce to fund a City Housing Action Plan - Planning

[Cover Page](#)

[COMMERCE Bainbridge Island Grant Contract-22-63314-004.docx](#)

ITEM REMOVED FROM THE CONSENT AGENDA

5.C Approve City Council Meeting Minutes

[Cover Page](#)

[City Council Study Session Minutes, January 18, 2022.pdf](#)

[City Council Regular Business Meeting Minutes, January 25, 2022.pdf](#)

Councilmember Moriwaki asked to remove the statement in the January 25, 2022 meeting minutes that Councilmember Pollock recused himself from agenda item 8.C, Provide Direction on Police and Court Facility. City Manager King suggested that the minutes could be clarified to remove that statement and state only that Councilmember Pollock left the meeting.

MOTION: I move to approve it [the minutes] as amended with the language that the City Manager directed to our Clerk.

Moriwaki/Schneider: The motion carried 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki

NOES:

ABSENT: Michael Pollock

ABSTAIN: None

6) COUNCIL ANNOUNCEMENTS

Councilmember Schneider reported on a climate change pilot project related to sustainable transportation in another city.

Councilmember Moriwaki reported on a Design Review Board meeting.

Deputy Mayor Fantroy-Johnson reported on a showing of a documentary film, "Roosevelt High School: Beyond Black & White" at Bainbridge Island Museum of Art.

Mayor Deets highlighted his office hours on Saturday and mentioned that committee reports will be added to future study sessions.

Mayor Deets reported that Councilmember Pollock has resigned his positions as liaison to the Climate Change Advisory Committee (CCAC) and the Planning Commission. Councilmember Schneider will take his position on the CCAC, and Councilmember Quitslund will be the sole Council liaison to the Planning Commission.

7) CITY MANAGER'S REPORT

City Manager Blair provided an update on State zoning legislation currently under consideration and recruitment for a Director of Planning and Community Development.

8) PUBLIC HEARING(S)

8.A Hold Public Hearing and Adopt Ordinance No. 2022-01 (formerly Ordinance No. 2021-35) relating to revising the Housing Design Demonstration Project Program - Planning

[Cover Page](#)

[Public Hearing Draft Ordinance No. 2022-01 \(formerly No. 2021-35\) Revising HDDP Program.docx](#)

[Exhibit A to BIMC 2.16.020.S. HDDP.docx](#)

City Manager King introduced the agenda item. Interim Planning Director Hofman and Senior Planner Sutton provided additional information.

Mayor Deets opened the public hearing at 6:40 p.m.

Public Comment

Phedra Elliott expressed concerns with the ordinance.

Ron Peltier expressed concerns with the ordinance.

Mayor Deets closed the public hearing at 6:46 p.m.

Council discussed the ordinance and the comments received.

MOTION: I move that City Council move forward with approving the revised version of the HDDP as presented.

Hytopoulos/ Moriwaki: The motion failed 2 – 4.

AYES: Kirsten Hytopoulos, Clarence Moriwaki
NOES: Joe Deets, Leslie Schneider, Brenda Fantroy-Johnson, Jon Quitslund
ABSENT: Michael Pollock
ABSTAIN: None

MOTION: I move to schedule additional discussion on Ordinance No. 2022-01 at a future City Council meeting.

Deets/Fantroy-Johnson: The motion failed 3 – 3.

AYES: Joe Deets, Brenda Fantroy-Johnson, Jon Quitslund
NOES: Leslie Schneider, Kirsten Hytopoulos, Clarence Moriwaki
ABSENT: Michael Pollock
ABSTAIN: None

RESTATED MOTION: I move to forward tonight's discussion to the Planning Commission to incorporate the comments from tonight's hearing and provide recommendations to Council from the comments at the hearing.

Schneider/Fantroy-Johnson: The motion carried 4 – 2.

AYES: Joe Deets, Leslie Schneider, Brenda Fantroy-Johnson, Jon Quitslund
NOES: Kirsten Hytopoulos, Clarence Moriwaki
ABSENT: Michael Pollock
ABSTAIN: None

9) REGULAR BUSINESS

9.A Receive University of Washington Livable Cities Program Presentation on Winslow Master Plan Project

[Cover Page](#)
[Winslow Master Plan - Final Presentation.pdf](#)
[Winslow Master Plan Analysis Final Report 2021-2.pdf](#)

City Manager King introduced the agenda item. Senior Planner Sutton provided additional information. University of Washington students Talia Kertsmann, Fangnuo Tao, Jinfan Huang, Zipei Wang, and Barbs Mendez joined the meeting and provided a presentation.

9.B Discuss Proposal to Review, Substantially Modify, or Repeal BIMC 2.16.210 (Subarea Planning Process) - Planning

[Cover Page](#)
[Staff Memo on BIMC 2.16.210.docx](#)
[BIMC 2.16.210.pdf](#)

City Manager King introduced the agenda item. Interim Planning Director Hofman and Senior Planner Sutton provided additional information. Council discussed the topic.

MOTION: I move that the Code BIMC 2.16.210 be amended to apply to only small designated areas but not Winslow.

Moriwaki/Hytopoulos: The motion carried 5 – 1.

AYES: Joe Deets, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki
NOES: Brenda Fantroy-Johnson
ABSENT: Michael Pollock
ABSTAIN: None

9.C Review Approach to Winslow Master (Subarea) Plan Preparation ** 2022 Council High Priority Project - Planning**

[Cover Page](#)

[Staff Memo on WMP update.docx](#)

[Map of Winslow Sewer & WMP areas.pdf](#)

City Manager King introduced the agenda item. Interim Planning Director Hofman provided additional information, and Council discussed the item.

MOTION: I move to direct the City Manager to convene an interdepartmental committee to begin the project to update the Winslow Subarea Plan by: 1) Reviewing the Plan to identify outdated sections; and 2) Creating a project timeline for completing the update to the Plan that integrates existing related work program items.

Fantroy-Johnson/Quitslund: The motion carried 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki
NOES:
ABSENT: Michael Pollock
ABSTAIN: None

MOTION: I move to direct the City Manager to bring back for City Council review a draft description of the Winslow Comprehensive Plan Update project to be used in a future request for qualifications process in order to identify a consultant to run the project.

Quitslund/Schneider: The motion carried unanimously 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki
NOES:
ABSENT: Michael Pollock
ABSTAIN: None

MOTION: I move that we change the references and create the Winslow Subarea Plan in all places where it is previously referenced as the Winslow Master Plan.

Schneider/Fantroy-Johnson: The motion carried unanimously 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki
NOES:

ABSENT: Michael Pollock
ABSTAIN: None

Mayor Deets adjourned the meeting for a break at 8:27 p.m. and reconvened the meeting at 8:35 p.m.

9.D Review and Concur with Scope of Work for Housing Action Plan Professional Services Contract **2022 Council High Priority Project - Planning**

[Cover Page](#)

[BI Housing Action Plan Scope Draft Revised_1-25-2022.docx](#)

This item was removed from the agenda.

9.E Consider Establishing an Annual Travel/Training Budget of \$1,500 each for Councilmembers (a total of \$10,500) and a Corresponding Travel and Training Policy - Executive

[Cover Page](#)

[Admin Policy Council Travel and Training 02032022](#)

[2022 Travel Expense Claim Form](#)

[2022 Travel Advance Request](#)

[Travel Section - COBI Employee Manual as of June 24, 2021](#)

[City Council Training Tracking Matrix.pdf](#)

City Manager King introduced the agenda item.

MOTION: I move to direct the City Manager to establish an annual travel and training budget of \$1,500 for each Councilmember, for a total of \$10,500, and to approve a Travel and Training Policy for the City Council as provided.

Fantroy-Johnson/Schneider: The motion carried 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki

NOES:

ABSENT: Michael Pollock

ABSTAIN: None

9.F Discuss Revised Legislative Policy Guidelines for the 2022 Legislative Agenda - Executive

[Cover Page](#)

[Legislative Policy Guidelines for 2022 for CC 02082022](#)

[AWC 2022 Legislative Priorities](#)

Deputy City Manager Schroer introduced the agenda item, and Council discussed the guidelines.

MOTION: I move that the Council endorse the legislative policies as presented and authorize the City Manager to provide comment to the State or Federal legislative bodies consistent with this direction as appropriate and when timely.

Deets/Moriwaki: The motion carried 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki

NOES:

