



CITY OF  
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION  
TUESDAY, JANUARY 07, 2020**

BAINBRIDGE ISLAND CITY HALL  
280 MADISON AVENUE N.  
BAINBRIDGE ISLAND, WASHINGTON

**AGENDA**

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
3. **PRESENTATIONS**
  - 3.A **(6:05 PM) Oath of Office - Executive**, 15 Minutes
4. **APPOINTMENT OF MAYOR AND DEPUTY MAYOR**
  - 4.A **(6:20 PM) Appointment of Mayor and Deputy Mayor - City Council**, 10 Minutes
5. **EXECUTIVE SESSION**
  - 5.A **(6:30 PM) Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency**, 30 Minutes
6. **UNFINISHED BUSINESS**
  - 6.A **(7:00 PM) Update on the Development Moratorium - Planning**, 10 Minutes  
Abbreviated Moratorium Work Program Status Report  
Moratorium Extension Handout Final 100419  
Ordinance No. 2019-26 Extending the Development Moratorium Approved 092419
  - 6.B **(7:10 PM) Update on Green Building Workplan - Planning**, 5 Minutes  
Request for GBTF Members

Staff Memo

- 6.C **(7:15 PM) Capital Improvement Plan Ad Hoc/Committee of the Whole Discussion - Public Works,** 10 Minutes  
CIP Process Presentation CC 2019-11-19
- 6.D **(7:25 PM) Next Steps for Suzuki Property Affordable Housing Project - Executive,** 30 Minutes  
Suzuki Revised Proposal 111319.pdf

**7. CITY COUNCIL DISCUSSION**

- 7.A **(7:55 PM) Affirm 2020 City Council Top Priorities,** 15 Minutes  
DRAFT - 2020 City Council Priorities.docx
- 7.B **(8:10 PM) Review 2020 Citywide Workplan Priorities - Executive,** 15 Minutes  
Q1-2020 Workplan Focus.pdf  
2020 Citywide Workplan Priorities
- 7.C **(8:25 PM) Discuss Role of Council Liaisons,** 15 Minutes  
Councilmember Liaison Job Description draft 12-3-19.docx
- 7.D **(8:40 PM) City Council Committee and Liaison Assignments - City Council,** 15 Minutes  
Draft - 2020 Council Assignments.pdf
- 7.E **(8:55 PM) Formation of Council Ad Hoc Committee for Public Farmland - Executive,** 10 Minutes  
Public Farmland Ad Hoc Committee and Scope of Work 01072020
- 7.F **(9:05 PM) Planning for 2020 City Council Annual Retreat,** 15 Minutes
- 7.G **(9:20 PM) Timing and Format of Q1-2020 Council Ward Meetings,** 10 Minutes

**8. FUTURE COUNCIL AGENDAS**

- 8.A **(9:30 PM) Future Council Agendas,** 10 Minutes  
City Council Regular Business Meeting January 14, 2020  
City Council Study Session January 21, 2020  
City Council Regular Business Meeting January 28, 2020

**9. FOR THE GOOD OF THE ORDER - 9:40 PM**

**10. ADJOURNMENT - 9:50 PM**

**GUIDING PRINCIPLES**

**Guiding Principle #1** - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

**Guiding Principle #2** - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

**Guiding Principle #3** - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

**Guiding Principle #4** - Consider the costs and benefits to Island residents and property owners in making land use decisions.

**Guiding Principle #5** - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

**Guiding Principle #6** - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

**Guiding Principle #7** - Reduce greenhouse gas emissions and increase the Island's climate resilience.

**Guiding Principle #8** - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



**City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or [cityclerk@bainbridgewa.gov](mailto:cityclerk@bainbridgewa.gov) by noon on the day preceding the meeting.**



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** January 7, 2020

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (6:05 PM) Oath of Office - Executive,

**SUMMARY:** Councilmembers Medina, Schneider, Hytopoulos, and Pollock will take the Oath of Office.

**AGENDA CATEGORY:** Presentation

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Oath of Office.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** January 7, 2020

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (6:20 PM) Appointment of Mayor and Deputy Mayor - City Council,

**SUMMARY:** The City Council will appoint a Mayor for 2020-2021, and a Deputy Mayor for the first 6 months of 2020.

**AGENDA CATEGORY:** Appointment

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** I move to nominate \_\_\_\_\_ to serve as Mayor of the City of Bainbridge Island for a two-year term.

I move to nominate \_\_\_\_\_ to serve as Deputy Mayor of the City of Bainbridge Island for a term commencing January 7, 2020, and ending June 30, 2020.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** January 7, 2020

**ESTIMATED TIME:** 30 Minutes

**AGENDA ITEM:** (6:30 PM) Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency,

**SUMMARY:** Executive session pursuant to RCW 42.30.110(1)(i).

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Hold Executive Session.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** January 7, 2020

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:00 PM) Update on the Development Moratorium - Planning,

**SUMMARY:** The Council approved Ordinance 2019-26 on September 24, 2019 that extended the moratorium as is for two additional months, and extends it further to April 3, 2020 in a more narrow form related to affordable housing and inclusionary zoning. See attached Work Program Status Report, Ordinance No. 2019-26, and moratorium summary.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:** Discussion.

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** City staff have been working to address the issues identified in the development moratorium (Ordinance No. 2018-02, amended by Ordinance Nos. 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, 2018-41, 2019-10 and 2019-26). On September 24, 2019, the City Council approved new subdivision regulations (Ordinance 2019-03) and design guidelines (Ordinance 2019-25), and extended the development moratorium (Ordinance No. 2019-26) in order to address affordable housing. See attached Work Program Status Report, Ordinance No. 2019-10, and summary.

**ATTACHMENTS:**

[Abbreviated Moratorium Work Program Status Report](#)

[Moratorium Extension Handout Final 100419](#)

[Ordinance No. 2019-26 Extending the Development Moratorium Approved 092419](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

Moratorium on Accepting Certain Development Applications: ABBREVIATED Work Program Status Report – December 20, 2019

Moratorium Topic	Status	Timeline
Critical Areas Ordinance (CAO)	Incomplete.	The City received a response from the Dept. of Ecology (DOE) on December 9, 2019. DOE determined that the amendment is largely consistent but have identified elements that appear inconsistent with applicable laws and rules. Staff will return to Council to discuss Ecology’s inconsistent elements before beginning the legislative process to update the SMP to integrate the CAO.
Status on December 20, 2019:	Complete: CAO update effective outside shoreline jurisdiction. Incomplete: Adoption of the new CAO within the SMP.	
Moratorium Topic	Status	Timeline
Subdivisions	Complete.	A public hearing with the City Council was held on August 27, 2019, with a second held on September 24, 2019. After closing the hearing, the City Council approved Ordinance 2019-03.
Status on December 20, 2019:	Complete: Ordinance 2018-20 approved by the City Council on December 11, 2018, related to revisions to land use review procedures for major projects, including subdivisions. New subdivision standards and design guidelines were approved on September 24, 2019 (Ordinance 2019-03). Subdivisions are now able to be submitted citywide. The City amended the Administrative Manual to incorporate the changes in the subdivision requirements on December 10, 2019. The City is working on a handbook to assist the public in understanding the new regulations.	
Moratorium Topic	Status	Timeline
Design Guidelines Update (related to Site Plan and Design Review and Conditional Use Permits).	Complete.	On September 24, the City Council held a public hearing on Ordinance 2019-25, adopting new design guidelines, Design for Bainbridge. After closing the public hearing, the City Council approved Ordinance 2019-25.
Status on December 20, 2019:	Complete: Adopted new Design for Bainbridge design guidelines on September 24, 2019.	

Moratorium on Accepting Certain Development Applications: ABBREVIATED Work Program Status Report – December 20, 2019

Moratorium Topic	Status	Timeline
Review Process for Land Use Permits (related to Subdivisions, Site Plan and Design Review, and Conditional Use Permits).	Complete	Ordinance 2019-24 revising the Decision Criteria for SPRs and CUPs was discussed by the City Council on November 26 and approved by the City Council on December 10, 2019.
Status on December 20, 2019:	Complete: Ordinance 2018-20 approved by the City Council on December 11, 2018, related to new roles and responsibilities for the Planning Commission and Design Review Board, review procedures for subdivisions, site plan and design review, and conditional use permits, and revisions to the legislative review process for amending the BIMC. Ordinance 2019-24 revising Chapter 2.16 BIMC related to decision criteria for site plan and design review and conditional use permits was approved by the City Council on December 10, 2019.	
Moratorium Topic	Status	Timeline
Affordable Housing	Incomplete.	<p>Inclusionary Zoning: The City Council had a presentation from ECONorthwest on September 17, 2019 to discuss inclusionary zoning regulations and a multifamily property tax exemption program. The Council asked for additional information, and another study session is scheduled for February 4, 2020.</p> <p>Common Ownership for ADUs: The City Council completed their policy discussion regarding common ownership of ADUs at their October 22, 2019 meeting. The Planning Commission discussed Ordinance 2019-09 on December 12, 2019 and will hold a public hearing on the ordinance (now Ordinance 2020-02) on January 9, 2020. Staff anticipates that Ordinance 2020-02 will be discussed by the City Council starting in February 2020.</p>

Moratorium Topic	Status	Timeline
		<p>Recreational Vehicles as dwellings &amp; Tiny Home Communities: The City Council last discussed RV's and tiny home communities at their October 22, 2019 meeting. The City Council will further discuss developing policy for both RVs and tiny home communities in Q2 2020. Any policy direction from the City Council will then be forwarded to the Planning Commission as part of the legislative process.</p>
<p>Status on December 20, 2019:</p>	<p>Complete: City Council discussion and endorsement of Priority and Quick Wins recommendations from the AHTF Report and City Manager's approach for implementation.                      Incomplete: Implementation/approval of AHTF recommendations, including adoption of inclusionary zoning regulations. The City has secured additional consultant services to assist with this task. The Council asked for additional information, and another study session is scheduled for February 4, 2020.</p>	

October 2, 2019

**DEVELOPMENT MORATORIUM SUMMARY:** Effective beginning January 9, 2018 through December 3, 2019. A narrowed development moratorium will be in effect beginning December 4, 2019 until April 3, 2020 (Ordinance No. 2018-02, amended by Ordinance Nos. 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, 2018-41, 2018-43, 2019-10 and 2019-26).

On September 24, 2019 the City Council approved Ordinance 2019-26, which extended the development moratorium **AS IS through December 3, 2019**. On December 4, the development moratorium will be narrowed, but in effect until April 3, 2020. The development moratorium before and after December 3, 2019 is described below.

**Development Activity PROHIBITED During the Moratorium (through December 3)**

- A. All applications for new short subdivisions (BIMC 2.16.070), except two-lot short subdivisions in which there is an existing single-family residence, new preliminary long subdivisions (BIMC 2.16.125), and new large lot subdivisions (BIMC 2.16.080).
- B. Major Site Plan and Design Review and Major Conditional Use Permit proposals that are not otherwise subject to this moratorium and that did not, before the effective date of the moratorium, have a pre-application conference on the Planning Department's calendar. Provided, that the moratorium does not apply to Major Site Plan and Design Review and Major Conditional Use Permit proposals for properties located in the Mixed-Use Town Center/Central Core Overlay District or the Business/Industrial District.

***EXCEPTIONS to the Above Development Activities Prohibited During the Moratorium:***

1. Permits and approvals for affordable housing projects that qualify as Housing Design Demonstration Project (HDDP) Tier 3 projects pursuant to BIMC 2.16.020.S. and Table 2.16.020.S-1, and
2. Permits and approvals for government facilities and structures; educational facilities and preschools; wireless communication facilities; and emergency medical and disaster relief facilities.

**Development Activity PROHIBITED During the Narrowed Moratorium (December 4, 2019-April 3, 2020)**

Subject to the exclusions below, the moratorium shall apply to Major Site Plan and Design Review and Major Conditional Use Permit proposals that are for development within the Winslow Master Plan Study Area (see map on next page) and did not, before the effective date of the moratorium, have a pre-application conference on the Planning Department's calendar.

***EXCEPTIONS to the Above Development Activities Prohibited During the Narrowed Moratorium:***

Exclusions.

1. The moratorium shall not apply in the Mixed-Use Town Center/Central Core Overlay District.
2. The moratorium shall not apply to development proposals that include 10% or more of total residential units designated as affordable housing. "Affordable housing" means affordable housing as governed by Chapters 18.21 and 18.12 of the Bainbridge Island Municipal Code ("BIMC"), as well as BIMC 18.36.030.
3. The moratorium shall not apply to subdivisions.
4. The moratorium shall not apply to permits and approvals for affordable housing projects that qualify as Housing Design Demonstration Project (HDDP) Tier 3 projects pursuant to BIMC 2.16.020.S. and Table 2.16.020.S-1.
5. The moratorium shall not apply to permits and approvals for government facilities and structures; educational facilities and preschools; wireless communication facilities; and emergency medical and disaster relief facilities.



## **ORDINANCE NO. 2019-26**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; amending Ordinance No. 2019-10; providing for severability; leaving the effective date of the moratorium unchanged; and extending the moratorium in its current form for two months until December 3, 2019, and in a more narrow form from December 4, 2019, until April 3, 2020.

**WHEREAS**, on January 9, 2018, the City Council enacted Ordinance No. 2018-02 and thereby established a temporary emergency moratorium on the acceptance and processing of certain Permit Applications, as defined in Section 2 of Ordinance No. 2018-02; and

**WHEREAS**, the City Council and City staff received feedback and comment from individuals related to the moratorium and, based partly on that feedback and comment, the Council determined that certain exclusions to the moratorium needed to be amended to clarify the Council's intent regarding such exclusions; and

**WHEREAS**, on January 16, 2018, the Council enacted Ordinance No. 2018-03, which amended Ordinance No. 2018-02 to clarify some of the exclusions; and

**WHEREAS**, the Council and City staff received additional feedback and comment from individuals related to the moratorium and, based partly on that feedback, the Council determined that further amendment was necessary to clarify which types of activities are subject to the moratorium, and which activities are excluded from the moratorium; and

**WHEREAS**, on February 15, 2018, the Council enacted Ordinance No. 2018-05, which amended and restated Ordinance No. 2018-02 and Ordinance No. 2018-03; and

**WHEREAS**, based on additional information and consideration related to educational facilities and preschools, as well as related to the applicability of the moratorium in the Mixed Use Town Center/Central Core Overlay District, on March 13, 2018, the Council approved Ordinance No. 2018-09 to further clarify which types of activities are subject to the moratorium, and which activities are excluded from the moratorium; and

**WHEREAS**, this moratorium was imposed, in part, to allow the City Council and City staff adequate time to complete the Critical Areas Ordinance Update process, and to address the Council's concerns about the City's development review process, standards, and guidelines, as well as regarding affordable housing related issues; and

**WHEREAS**, the Council adopted the Critical Areas Ordinance Update (Ordinance No. 2018-01) on February 27, 2018, and the updated Critical Areas Ordinance took effect on April 23, 2018; and

**WHEREAS**, critical areas within the City's shoreline jurisdiction are regulated by the City's shoreline master program (see, e.g., Chapter 16.12 BIMC, RCW 36.70A.480(3)(b)); and

**WHEREAS**, integration of applicable critical areas regulations into the shoreline master program is essential to ensuring adequate protection of critical areas within the shoreline jurisdiction and no net loss of shoreline ecological functions; and

**WHEREAS**, regulations for critical areas within the City's shoreline jurisdiction are in the process of being updated through an amendment of the City's shoreline master program consistent with the Shoreline Management Act and that amendment process was ongoing as of July 9, 2018, which was the original date that the moratorium was set to expire, and that process continues to be ongoing; and

**WHEREAS**, the City Council approved Ordinance 2018-14 on April 24, 2018, amending the development moratorium in order to have the provisions of Section 3.B. only apply within the City's shoreline jurisdiction areas (Chapter 16.12 BIMC); and

**WHEREAS**, a number of moratorium priorities were identified at a joint meeting of the City's Design Review Board and Planning Commission on February 22, 2018, including the following:

(1) Revise review procedures for preliminary subdivisions to include the Design Review Board and Planning Commission in process; and

(2) Analyze alternatives to decision-making authority for the Design Review Board, Planning Commission, and Hearing Examiner for subdivisions, conditional use permits, and site plan and design review; and

(3) Identify specific development standards to review/revise in Chapters 18.12 and 18.15 of the Bainbridge Island Municipal Code; and

(4) Initiate rewrite of subdivision design standards in Chapter 17.12 of the Bainbridge Island Municipal Code; and

**WHEREAS**, at the April 3, 2018, City Council study session, the City's Department of Planning and Community Development provided a briefing on the Design Review Board and Planning Commission joint meeting wherein the Council authorized staff to proceed with a work plan addressing the priorities identified at the joint meeting; and

**WHEREAS**, on April 2 and 23, May 7 and 21, June 4 and 18, August 6, 13 and 20, September 4 and 17, and October 15, 2018, the City's Design Review Board discussed alternatives for revisions to the City's land use review procedures and/or subdivision design guidelines; and

**WHEREAS**, on March 22, May 10, June 7, 14, and 21, July 12 and 26, August 9, 23, and 30, September 13 and 27, October 25, November 8 and 29, and December 13, 2018, as well

as on January 10, and February 13 and 28, 2019, the City’s Planning Commission discussed alternatives for revisions to the City’s land use review procedures, subdivision design guidelines, and/or subdivision standards; and

**WHEREAS**, the City provided legal background on the roles of land use bodies, presented in a memorandum from attorney James E. Haney (outside legal counsel for the City) entitled, “*Roles of City Council, Planning Commission, Design Review Board, and Hearing Examiner in Land Use Permits*,” dated June 1, 2018, and the City Council had a special workshop related to land use review procedures on August 27, 2018; and

**WHEREAS**, the City’s Planning Commission completed their review of land use review procedures and forwarded their recommendations on those issues to the City Council, and on December 11, 2018, the Council enacted Ordinance No. 2018-20 related to revisions and updates to the City’s land use review procedures; and

**WHEREAS**, as part of the Planning Commission’s review and consideration of the City’s subdivision review procedures, design guidelines, and standards, the Commission has reviewed the proposed ordinance related to such regulations, Ordinance No. 2019-03; and

**WHEREAS**, on February 13, 2019, and continuing to February 28, 2019, the Planning Commission conducted a public hearing on Ordinance No. 2019-03, and subsequently forwarded the proposed ordinance and their recommendations to the City Council; and

**WHEREAS**, each of the multiple Design Review Board and Planning Commission meetings as described above included an opportunity for public comment on the alternatives for revisions to the City’s subdivision guidelines, standards, dimensional standards, and/or land use review procedures; and

**WHEREAS**, the City Council reviewed and considered proposed updates to the City’s subdivision regulations at regularly scheduled meetings on September 4 and 11, October 9, and December 4, 2018, and January 22, 2019; and

**WHEREAS**, the City Council is in the process of considering the Planning Commission’s recommendations related to proposed updates to the City’s subdivision regulations as included in Ordinance No. 2019-03, including at the Council’s meetings on March 19, April 2 and 16, May 28, and July 23, 2019; and

**WHEREAS**, the City Council held a public hearing on Ordinance 2019-03 on August 27, 2019, and September 24, 2019; and

**WHEREAS**, City staff is working with the Design Review Board and a consultant team related to updating the City’s Design Guidelines (BIMC 18.18.030) more generally (i.e., the design guidelines that aren’t included in the separate effort described above related to design guidelines for subdivisions), and that work was completed in August 2019; and

**WHEREAS**, on January 30 and May 22, 2019, the City hosted public meetings on the design review regulations update; and

**WHEREAS**, on March 4 and 18, April 1, May 6, June 17, and July 15, 2019, the City's Design Review Board discussed the design review regulations update; and

**WHEREAS**, at the February 5 and June 4, 2019, City Council study sessions, the City's consultant, Framework, provided briefings on the design review regulations update; and

**WHEREAS**, the Planning Commission held a public hearing on Ordinance No. 2019-25 (related to design review regulations) on September 5, 2019; and

**WHEREAS**, City staff provided the Planning Commission's September 5, 2019, recommendations related to the design review regulations update to the City Council for consideration at the Council's September 17, 2019, study session; and

**WHEREAS**, the City Council held a public hearing on Ordinance No. 2019-25 on September 24, 2019, and considered the input it received related to Ordinance No. 2019-25 prior to adopting the ordinance; and

**WHEREAS**, on June 12, 2018, the City Council authorized the execution of a professional services agreement to conduct an economic market analysis and feasibility study regarding a new inclusionary zoning program and updates to the City's Transfer of Development Rights program, both of which address affordable housing related issues; and

**WHEREAS**, on July 24, 2018, the Affordable Housing Task Force ("AHTF") presented its final report to the City Council and the Council discussed the recommendations more thoroughly on August 21, 2018; and

**WHEREAS**, on October 2 and December 4, 2018, the City Council received a project update on the economic market analysis from the consultant (ECONorthwest/Forterra) related to inclusionary zoning and possible updates to the City's Transfer of Development program; and

**WHEREAS**, on February 19, 2019, the City Council reviewed and provided direction to staff related to the ECONorthwest/Forterra final report and the AHTF report recommendations, and the Council discussed the status of the Council's Affordable Housing Ad Hoc Committee; and

**WHEREAS**, City staff members continue to work on prioritizing and organizing work on the inclusionary zoning and other AHTF report recommendations which were endorsed by the Council at its February 19, 2019, meeting and work is ongoing in this effort; and

**WHEREAS**, the City Council had a policy discussion on September 17, 2019, regarding inclusionary zoning or multifamily property tax exemption programs; and

**WHEREAS**, on February 27, 2018, the City Council was provided with a moratorium work program; and

**WHEREAS**, on April 10, May 22, June 5, June 19, July 17, August 21, September 4 and 18, October 2 and 16, November 6 and 20, and December 4, 2018, as well as on January 15, February 5 and 19, March 5 and 19, April 2 and 16, May 7 and 21, June 4 and 18, July 2 and 16, August 6 and 20, and September 3 and 17, 2019, the City Council was provided further moratorium work program status report updates; and

**WHEREAS**, on June 26, 2018, the City Council held a public hearing and approved Ordinance 2018-23, extending the development moratorium for another 90 days until October 9, 2018; and

**WHEREAS**, on September 25, 2018, the City Council held a public hearing and approved Ordinance 2018-41, and thereby extended the development moratorium for another six (6) months, and in so doing narrowed the moratorium to remove two-lot short subdivisions in which there is an existing single-family residence from the moratorium; and

**WHEREAS**, on October 16, 2018, the City Council discussed integrating critical area regulations into the Shoreline Master Program (Chapter 16.12 BIMC) and made the policy decision to not apply new Aquifer Recharge Protection Area regulations (BIMC 16.20.100) within the City's shoreline jurisdiction areas; and

**WHEREAS**, as a result of that policy decision, and the City Council's affirmation on October 23, 2018, that the moratorium should be narrowed in that manner, the Council directed staff to prepare an ordinance to entirely remove Section 3.B. (which, in effect, applied the Aquifer Recharge Protection Area regulations in the City's shoreline jurisdiction areas) from the moratorium; and

**WHEREAS**, on October 23, 2018, the City Council discussed additional revisions to the development moratorium, including related to excluding from the moratorium certain permit applications for development in the Business/Industrial zoning district, and the Council directed staff to prepare an ordinance to narrow the moratorium accordingly; and

**WHEREAS**, on October 23, 2018, the City Council also discussed potentially further narrowing provisions of the moratorium related to applications for new short subdivisions that the Council had previously narrowed, and the Council decided to not take such action at that time pending the Planning Commission's ongoing but not yet completed work related to subdivisions, including new subdivision design guidelines and revised subdivision standards and review procedures; and

**WHEREAS**, on October 23, 2018, the City Council also discussed issues related to making condominiums out of accessory dwelling units ("ADUs") and common ownership of ADUs, and the Council directed staff to work on possible revisions to the BIMC to allow the Council to further consider the common ownership issue related to ADUs; and

**WHEREAS**, the City Council discussed requiring common ownership for new ADUs at its meetings on June 18, July 23 and September 10, 2019, and directed staff to begin legislative review with the Planning Commission to adopt such regulations via draft Ordinance 2019-09; and

**WHEREAS**, on November 13, 2018, the City Council approved Ordinance 2018-43, and thereby narrowed the moratorium as requested by the Council and described above related to entirely removing Section 3.B. (which, in effect, applied the Aquifer Recharge Protection Area regulations in the City's shoreline jurisdiction areas) from the moratorium, and broadening an exclusion related to certain Major Site Plan and Design Review and Major Conditional Use Permit proposals to include in that exclusion such proposals for properties located in the Business/Industrial District; and

**WHEREAS**, although the City has been working to address the land use issues identified in the development moratorium, as described above, the updated subdivision standards and design guidelines would be adopted on September 24, 2019, at the earliest, and work is ongoing and not yet completed on affordable housing and the Site Plan and Design Review and Conditional Use Permit Decision Criteria; and

**WHEREAS**, on September 3 and 10, 2019, the City Council discussed the moratorium, including the option of extending it for two additional months (to December 3, 2019) to allow time for public outreach to educate the public about the new subdivision standards and design review regulations and to possibly extend a more narrow form of the moratorium beyond December 3, 2019, in order to adopt affordable housing requirements; and

**WHEREAS**, it is anticipated that an extended moratorium would be narrowed to apply only to certain types of development in the Winslow Master Plan Study Area, with some exceptions; and

**WHEREAS**, the City possesses land use jurisdiction and regulatory authority over the City's incorporated lands; and

**WHEREAS**, the moratorium promotes the public good and is necessary for the protection of public health, property, safety, and welfare, and the public emergency on which this moratorium was imposed continues to exist and this ordinance does not change the basis for that declaration of emergency, except as described above, nor the effective date of the moratorium, which is January 9, 2018.

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

**Section 1. Findings of Fact.** The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council's initial findings of fact in support of the moratorium, as established by Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, 2018-41, 2018-43, and 2019-10.

**Section 2. Public Hearing.** Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council conducted a public hearing on this extension of the moratorium at its meeting on September 24, 2019, and took public testimony and considered further findings of fact.

**Section 3. Moratorium Amended.** The moratorium is hereby amended, as also stated in Section 7 and Section 8 below, to extend the moratorium in its current form for two months until December 3, 2019, and then in a more narrow form as described below until April 3, 2020.

**Section 4. Moratorium Work Plan.** As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew a moratorium for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made, and the City has thereby previously extended the moratorium as described herein based on the work plan that has been developed and the findings of fact that have been made in this ordinance and the previous ordinances related to this moratorium, and the City is hereby extending the moratorium for an additional six months based on an updated work plan (see attached Exhibit A), conducting another public hearing, and adopting additional findings of fact as stated in this ordinance.

**Section 5. 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 6. No Change to Basis for Declaration of Emergency or Effective Date.** This ordinance shall take effect and be in force five (5) days from and after its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the emergency declarations stated in the moratorium ordinances which preceded this ordinance, Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, 2018-41, 2018-43, and 2019-10, except as described in the “Whereas” clauses of this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support the emergency declarations adopted as part of the enactment of this moratorium were included in the “Whereas” clauses of Ordinance No. 2018-02 and Ordinance No. 2018-03, and were restated and supplemented in Ordinance No. 2018-05 and Ordinance No. 2018-09, and Ordinance Nos. 2018-14, 2018-23, 2018-41, 2018-43, and 2019-10, and as well as in this ordinance, and those “Whereas” clauses are adopted as findings of fact.

**Section 7. Change to Duration in Current Form to December 3, 2019.** This ordinance amending the moratorium shall cause the moratorium to remain effective in its current form until December 3, 2019, and in a more limited form as described below in Section 8 until April 3, 2020, unless terminated earlier by the City Council. This ordinance does not change the effective date of the moratorium, which is January 9, 2018.

**Section 8. Change to Duration in Narrowed Form from December 4, 2019, until April 3, 2020.** This ordinance amending the moratorium shall also cause a more narrow form of the moratorium to be in effect from December 4, 2019, through April 3, 2020, as follows:

A. Subject to the exclusions below, the moratorium shall apply to Major Site Plan and Design Review and Major Conditional Use Permit proposals that did not, before the effective date of the moratorium, have a pre-application conference on the Planning Department's calendar, and which proposals are for development within the Winslow Master Plan Study Area. See, Exhibit B (attached).

B. Exclusions.

(1) The moratorium shall not apply in the Mixed Use Town Center/Central Core Overlay District.

(2) The moratorium shall not apply to development proposals that include 10% or more of total residential units designated as affordable housing. "Affordable housing" means affordable housing as governed by Chapters 18.21 and 18.12 of the Bainbridge Island Municipal Code ("BIMC"), as well as BIMC 18.36.030.

(3) The moratorium shall not apply to subdivisions.

(4) The moratorium shall not apply to permits and approvals for affordable housing projects that qualify as Housing Design Demonstration Project (HDDP) Tier 3 projects pursuant to BIMC 2.16.020.S. (formerly BIMC 2.16.020.Q.) and Table 2.16.020.S-1 (formerly Table 2.16.020.Q-1).

(5) The moratorium shall not apply to permits and approvals for government facilities and structures; educational facilities and preschools; wireless communication facilities; and emergency medical and disaster relief facilities.

The moratorium shall remain effective for the updated and extended period as established for the moratorium, which is currently scheduled to expire in its current form based on this ordinance on December 3, 2019, and in a more limited form as described above until April 3, 2020, unless terminated earlier by the City Council. This ordinance does not change the effective date of the moratorium, which is January 9, 2018. The Council may, at its sole discretion, renew the moratorium for one or more six (6) month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED by the City Council this 24<sup>th</sup> day of September, 2019.

APPROVED by the Mayor this 24<sup>th</sup> day of September, 2019.

  
\_\_\_\_\_  
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

  
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK	September 20, 2019
PASSED BY THE CITY COUNCIL	September 24, 2019
PUBLISHED:	September 27, 2019
EFFECTIVE DATE:	October 2, 2019
ORDINANCE NO:	2019-26

Attached:

Exhibit A (Work Plan)

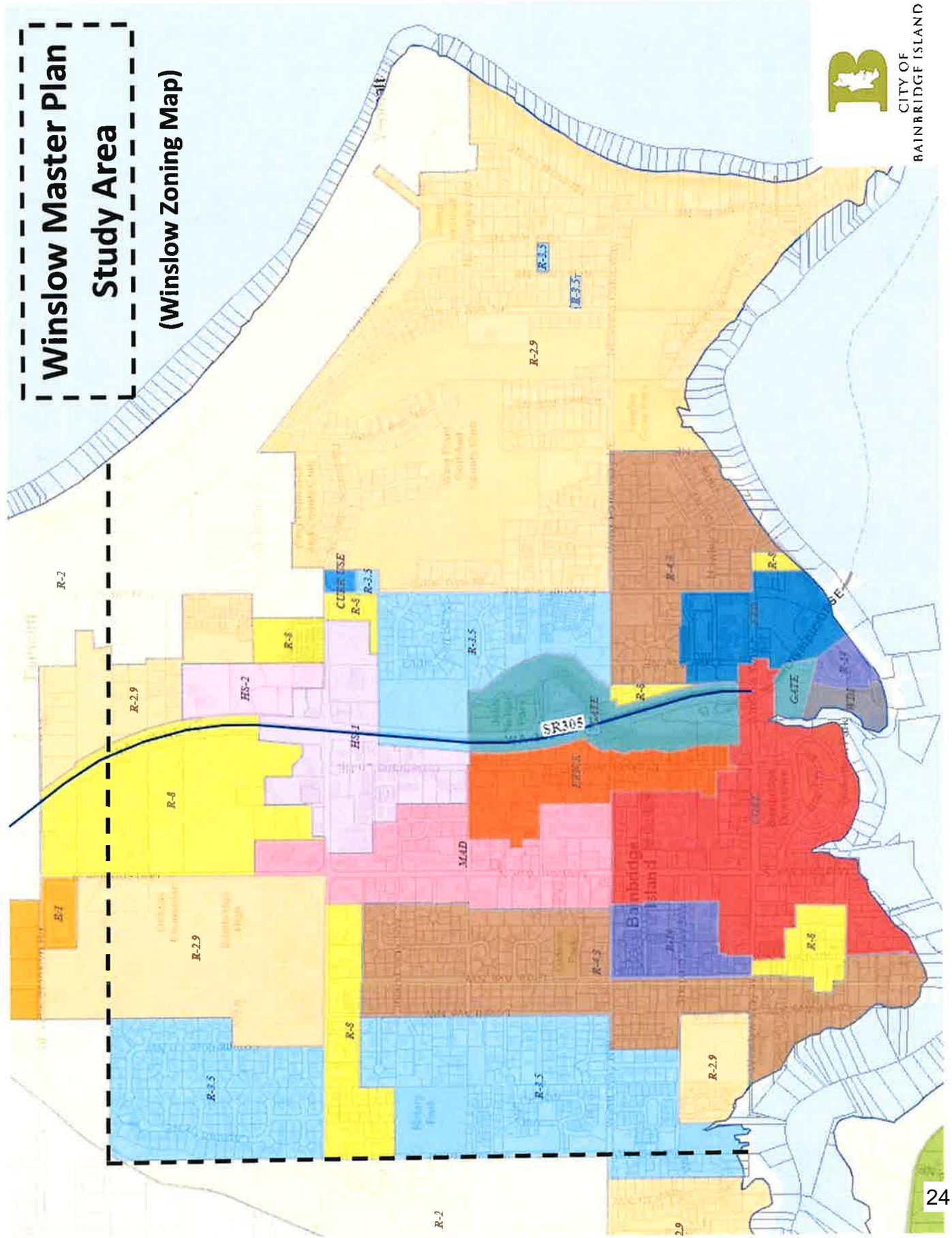
Exhibit B (Winslow Master Plan Study Area)

## Exhibit A

### Moratorium on Certain Development Work Plan Schedule Ordinance No. 2019-26 (December 2019 – June 2020)

Work Program Item	Description
<b>Subdivision Standards</b>	Revise the subdivision standards to result in residential development that reflects Comprehensive Plan goals and policies included in the land use, housing, and environmental elements. These updated standards are anticipated to be adopted at the September 24, 2019, City Council meeting (Ordinance 2019-03).
<b>Design Guidelines</b>	Update and improve the design guidelines and review process to result in higher quality development that reflects the Island's values and character. These updated design review regulations, <i>Design for Bainbridge</i> , are anticipated to be adopted at the September 24, 2019, City Council meeting (Ordinance 2019-25).
<b>Conditional Use / Site Plan Decision Criteria</b>	Revise criteria to reduce subjectivity in decision-making and better ensure outcomes consistent with the Comprehensive Plan. The Planning Commission will complete their review and recommendation on updated Decision Criteria and it is anticipated that the City Council could adopt these amendments in November 2019 (Ordinance 2019-24).
<b>Affordable Housing</b>	Develop an affordable housing work program in response to an Inclusionary Zoning Feasibility Analysis and Affordable Housing Task Force reports. Affordable housing tools being considered for adoption include Inclusionary Zoning and the Multifamily property tax exemption.

# EXHIBIT B





CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** January 7, 2020

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (7:10 PM) Update on Green Building Workplan - Planning,

**SUMMARY:** Report to the Council on the status of establishing a green building task force. This is the first of planned monthly updates on the green building code.

**AGENDA CATEGORY:** Report

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:** Discussion only.

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** On November 5, 2019, the City Council held a study session on green building code next steps and agreed to form a green building committee. At a subsequent business meeting on December 10, 2019, the Council agreed on the number of members, that the Committee would be a Task Force rather than a Committee, and that a Council member would serve as liaison to the Task Force.

Since that meeting, City staff has drafted a request for green building members to serve on the task force (Request for GBTF memo) that is proposed to post on January 10, 2020 with a closing date of January 24, 2020. Staff is also requesting direction from the Council about which Councilmember will serve as liaison to the Green Building Task Force and if the Council would like to set a goal or goals for the Task Force, as previously discussed at the November 5, 2019 meeting (See Memo below).

**ATTACHMENTS:**

[Request for GBTF Members](#)

[Staff Memo](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

The City of Bainbridge Island is seeking nine (9) qualified representative(s) to serve on the Green Building Task Force. Applicants should possess demonstrated experience in the application of green building codes in areas such as: the design sector; material and component manufacturing and supply; construction sector; research sector; green roof industry sector; renewable energy industry sector; energy efficiency industry sector; and water quality/capture requirements expert(s). Task Force members will be appointed by the City Council.



Department of Planning and Community Development

## Memorandum

Date: January 7, 2020  
To: City Manager  
City Council  
From: Heather Wright, Planning Director  
Todd Cunningham, Building Official  
Subject: Green Building Task Force Update

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### **I. BACKGROUND**

At the November 5, 2019 Study Session, staff presented a memo and provided a briefing outlining a proposed workplan to complete the Green Building Code effort. City staff proposed three components of a Green Building program including 1) recommendation on projects that would be subject to mandatory requirements, 2) voluntary incentives that would be offered to encourage greater use of Green Building features, and 3) model green building code (or codes) that the City could adopt or build from.

On December 10, 2019, the City Council agreed to form a Green Building Task Force with nine members with a Council member serving as liaison. Since the meeting, Staff has drafted a request for green building members to serve on the task force. This is the first of monthly updates on the green building task force.

### **II. Green Building Task Force**

The City has drafted a request for Green Building Task Force members (attached) that is proposed to post by Friday January 10, 2020 with the closing date of Friday, January 24, 2020. The Council also agreed that the task force would include a Council member as liaison.

Staff is seeking a determination on the Council liaison to the Task Force.

### **III. Carbon Goal for the Green Building task force**

To help frame the discussion by the Green Building Task Force, the Council discussed establishing a goal for the Task Force. Questions asked by the Council included "What do we want to get out of a green building ordinance - energy reduction, production or reduction of carbon use? What does success look like?"

At the November 5, 2019 study session, it was proposed that a goal for the Task Force to guide policy decisions could be "Carbon Neutral Buildings by 2040".

Would the Council like to continue with the "Carbon Neutral Buildings by 2040" goal for the Task Force?



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** January 7, 2020

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:15 PM) Capital Improvement Plan Ad Hoc/Committee of the Whole Discussion - Public Works,

**SUMMARY:** City staff is seeking guidance from the Council on their desired approach to early involvement in the development of the 2021-26 Capital Improvement Plan.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Discussion regarding the process to be followed during 2020 to develop the next biennial update to the City's Capital Improvement Plan.

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**FISCAL IMPACT:**

<b>Amount:</b>	N/A
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** This item was last discussed at the November 19, 2019 Study Session. Over the past year, the City Council and staff have discussed the need to review and adjust the process through which capital projects are being identified, prioritized, scheduled, and included in the City's Capital Improvement Plan (CIP). Last November, City staff presented two options for Council involvement in the process and are now seeking guidance on the Council's preferred approach regarding: (1) the forming of a Council Ad Hoc Committee; or (2) working with a Committee of the Whole. Once the Council has made this decision, City staff can begin scheduling the CIP process for the remainder of the year.

The presentation attached to this agenda item has not changed since the November 2019 presentation.

**ATTACHMENTS:**

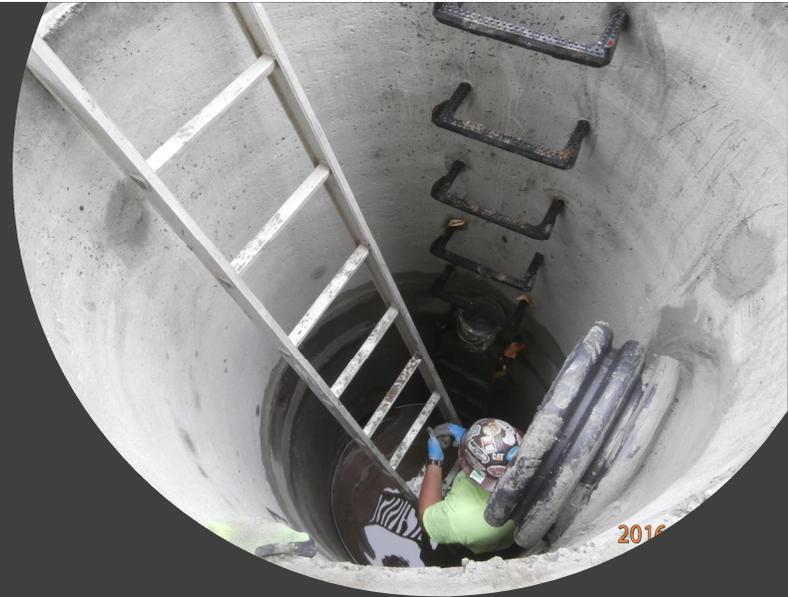
[CIP Process Presentation CC 2019-11-19](#)

**FISCAL DETAILS:** N/A - discussion only

**Fund Name(s):**

**Coding:**

# CAPITAL IMPROVEMENT PLAN PROCESS IMPROVEMENTS



COBI City Council Presentation  
November 19, 2019



# Agenda

1. Review Goals
2. Work Plan Status
3. Process Improvement Progress

## Goals from November 2018

- Clearly articulate the process and criteria for project selection.
- Council understands and supports the Capital Improvement Plan (CIP) process.
- CIP process allows for emerging priorities.
- Project selection incorporates input from staff, Council, and the public.

# Work Plan Progress

## CIP Process Improvements

TASK #	DESCRIPTION	PERCENT COMPLETE	TARGET DATE	NOTES
1	Illustrate the CIP process	100%	Q4 2018	Completed
2	Develop Project Request form	100%	Q3 2019	Completed
3	Develop CIP Projects website	90%	Q4 2019	Need additional project data
4	Establish City Council CIP ad hoc committee	0%	Q4 2019	
5	Document Cost Estimation methodology	30%	Q2 2020	In process
6	Develop Prioritization Matrix	20%	Q2 2020	Moved to Sustainable Transportation Plan
7	Develop performance indicators for budget, schedule, and scope	0%	Q4 2020	

## Previous Discussions

- Educate and illustrate the CIP development process (remove the “black box”).
- Develop a CIP process that allows for emerging priorities.

## Today's Discussion

Q4 2019

- Clearly articulate the City's decision-making process and criteria for project selection.
- Develop a website that illustrates CIP projects.
- Establish a three-member City Council ad hoc committee in Q4 prior to biennial budget years.
- Create a Project Request Form.

## Capital Improvement Program Project Suggestion Form



Please use this form if you have a project to recommend for consideration in the Capital Improvement Program. All project requests will be reviewed by the appropriate City Department and shared with the City Council for consideration in this year's or future year's Capital Improvement Program.

**Submitter's Name** (please print) \_\_\_\_\_

**Submitter's Address** \_\_\_\_\_

**Submitter's Phone or Email** \_\_\_\_\_

**Project Location** (include map) \_\_\_\_\_

### Project Type (please check one)

- Land Acquisition
- Construction or expansion of a new public facility, street, or utility
- Rehabilitation of a facility
- Design work or planning study
- Equipment (non-vehicular)
- Replacement or purchase of vehicles
- Other \_\_\_\_\_

**Project Description** (be specific, include project outcomes. Use additional pages as necessary)

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### Project Justification (check all that apply)

- Identified in Planning Document or Study (identify plan or study)  
\_\_\_\_\_
- Improves Quality of Existing Services
- Continuation of Existing Project
- Extends Useful Life of Current Facility or Equipment
- Provides Added Capacity to Serve Growth
- Addresses Public Health or Safety Need
- Reduces Long-Term Operating Costs
- Alleviates Substandard Conditions or Deficiencies
- Provides Incentive to Economic Development
- Responds to Federal or State Requirement
- Eligible for available Matching Funds
- Other \_\_\_\_\_

**Please return to the Public Works Department:**  
**City Hall, 280 Madison Ave, Bainbridge Is, WA 98110**  
**[pwadmin@bainbridgewa.gov](mailto:pwadmin@bainbridgewa.gov)**

## CAPITAL PROJECT TYPES

Most City money spent for capital projects  
draw from *utility funds*



## CAPITAL PROJECT TYPES

The most discussed CIP projects involve non-motorized improvements.



GENERAL  
AND  
UTILITY  
FUNDS

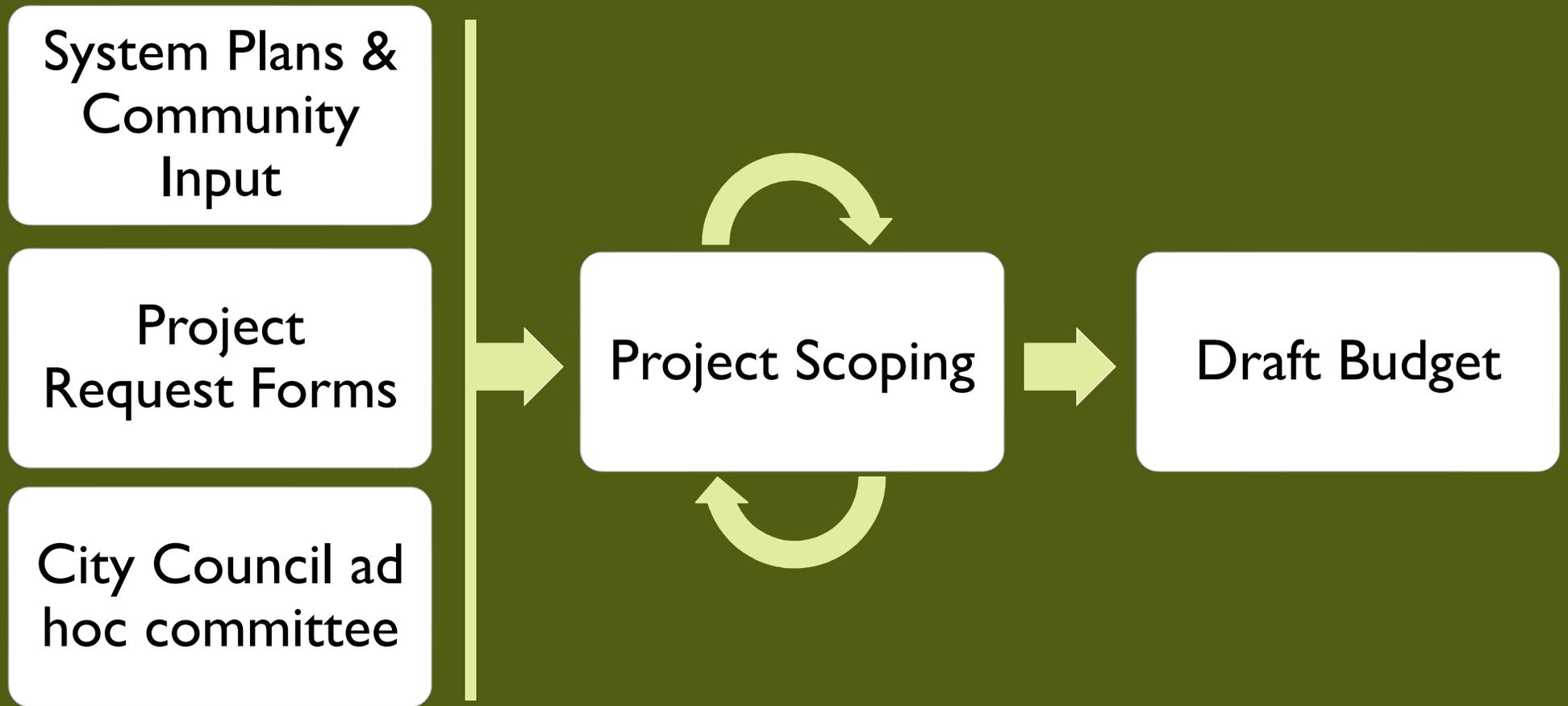
Transportation

Non-Motorized  
Transportation

Facilities

Fleet and  
Equipment

# CAPITAL IMPROVEMENT PLAN PROCESS



## Project Scoping

Q1  
2020

- Hold outreach events for public feedback on Draft CIP.
- Document the cost estimation methodology.
- Develop a prioritization matrix to evaluate competing projects.

## Project Scoping

Q2  
2020

- Hold outreach events for public feedback on Draft CIP.
- Document the cost estimation methodology.
- Develop a prioritization matrix to evaluate competing projects.

## Project Scoping

Q2  
2020

- Hold outreach events for public feedback on Draft CIP.
- Document the cost estimation methodology.
- Develop a prioritization matrix to evaluate competing projects.



## **DISCUSSION POINTS**

- Feedback on CIP process and Project Suggestion Form
- Formation of Council CIP ad hoc committee

## **NEXT STEP**

- Community outreach



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** January 7, 2020

**ESTIMATED TIME:** 30 Minutes

**AGENDA ITEM:** (7:25 PM) Next Steps for Suzuki Property Affordable Housing Project - Executive,

**SUMMARY:**

At the November 19 study session, the Council agreed to schedule time at an upcoming business meeting to determine whether to evaluate new potential options for the project site plan. At a subsequent meeting, the Council agreed to delay additional discussion of this topic until the new Councilmembers were seated in 2020.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:**

TBD

**STRATEGIC PRIORITY:** Healthy and Attractive Community

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

At the August 27, 2019 City Council business meeting, the Council approved a site plan for the Suzuki project to include 100 housing units (60 rental units, 39 for sale units, and 1 manager unit).

At the October 1 study session, the Council considered issues related to the selected site plan and the City's Housing Design Demonstration Project (HDDP). At that meeting, the Council reviewed zoning assumptions within the selected site plan, financial assumptions within the selected site plan, and the status of Olympic Property Group (OPG) site development activities.

At the November 19 study session, the Council discussed new options for the project site plan. Some alternatives discussed included a fewer number of housing units and a different mix of affordable and market rate units. The Council agreed to schedule time at an upcoming business meeting to confirm whether to move

forward to evaluate potential alternative options for the project's site plan. At a subsequent meeting, the Council agreed to delay additional discussion of this topic until the new Councilmembers were seated in 2020.

The attached note on site plan issues was drafted by Jonathan Davis and was reviewed by the Council during the Nov. 19 discussion.

**ATTACHMENTS:**

[Suzuki Revised Proposal 111319.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

For various reasons, including the uncertainty of funding sources; neighbor pushback; whether HDDP gets extended; etc. the team working on Suzuki has been looking at options for how to move forward with the project. The following is a summary of a project that we believe would have a wider base of support within the community, be financially possible given changing market conditions, and allow the project to continue moving ahead.

**Number of Units**

Based on discussions with project stake-holders sixty-five living units (SFR and ADUs) on the Suzuki property is a number that seems like it would get much wider support than the currently proposed 100 units. Without HDDP in place to provide its density bonus over the base density of 30 single family homes we need to rely on COBI Municipal Code Chapter 18.21 for a fifty percent density bonus to provide rental units to households at or below Low Income (at or below 80% AMI). The intent would be to create a subdivision using the new Title 17.12 with 45 lots. To increase the number of affordable units available for rent ADUs would be built on some of these lots and also rented by HRB.

**Funding Sources**

25 or 26 units of the base density units would be built to sell at market rate. The funds generated from these sales would be then used to support the construction of the rental units. These for sale units would be between 1,300sf and 1,800 sf (1,600 net sf).

Even with these larger market rate sales cross-funding the affordable units the project will need other funding sources. These would likely need to be other sources than those proposed by Bridge due to the reduced scale of the project. Grants, State Capital Funds, councilmanic bonds, lodging tax, sales tax etc. are all sources that could be pursued to fund the project.

**Land**

How is the land transferred? Currently, the council is pursuing surplusizing the property and donating the property to HRB. (Another entity will need to be given the conservation area as HRB does not do that sort of work.) Surplusizing takes time and removes the land from the cities assets. What if the development portion of the land (35% of the total property) were leased to HRB for the period until entitlement and funding is in place? At that point COBI could donate the land to HRB. This way, should the project not be realized the city would own a more valuable property entitled with a subdivision.

**Conditions**

The community, including neighbors, council members etc. have voiced various concerns about what will be built at Suzuki. Based on this feedback the following list of conditions could be required of the project.

- Affordable housing units - build as many as possible, ideally more than 50% of the units.
- Total number of housing units (including ADUs) – no more than 65
- ARPA - follow COBI standards of development and use.
- Wildlife Corridor - ARPA to match 300' wide corridor
- COBI LID standards - meet where possible
- Massing - build two story buildings along New Brooklyn
- Parking - screen from New Brooklyn
- Pond - do not touch, unless enhancing.



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** January 7, 2020

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (7:55 PM) Affirm 2020 City Council Top Priorities,

**SUMMARY:** To affirm the 2020 Top Priorities for the City Council. A draft list is attached for review and discussion.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Discussion

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[DRAFT - 2020 City Council Priorities.docx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



## City Council's Top Priorities for 2020

### Climate Action Plan

- Sustainable Transportation Plan
- Green Building Policies

### Affordable Housing

- Suzuki Affordable Housing Project
- Other Initiatives

### Groundwater Management Plan

### 2021-2022 Budget and Capital Plans



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** January 7, 2020

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (8:10 PM) Review 2020 Citywide Workplan Priorities - Executive,

**SUMMARY:** To review 2020 Workplan Priorities and focus for Q1-2020 tasks.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Discussion

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Q1-2020 Workplan Focus.pdf](#)

[2020 Citywide Workplan Priorities](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

**Q1-2020 Priority Items:**

Task	Dept.	Next Step/Notes	Complexity
<b>HIGHEST PRIORITY</b>			
Suzuki project	Exec	Council decisions	
Police/Court facility	Exec	Council decisions/permitting/finance	
WSDOT/Hwy. 305/Day Rd. issues	PW	Council decisions (as needed)	
Sustainable Transportation workplan	PW	Council educational briefing, launch	
Climate Action Plan	Exec	Council receives draft CAP	
Moratorium on Self-Storage Facilities	PCD	Council decisions	
Green Building workplan	PCD	Council appoints TF members	
City Council annual planning/retreat	Exec	Council decisions	

<b>Planning &amp; Community Dev.</b>	<b>Next Step/Notes</b>	<b>Complexity</b>
Island Center SubArea Plan	Committee rec/public meeting	
Inclusionary Zoning/MFTE	Council briefing/decisions	
Additional ADU/RV/tiny home changes	Council decisions	
Resume SMP periodic review	Internal	
SMP amendments	Internal	
Resume CAO review	Internal	
Previous ADU/tiny home changes	Council approval	
Previous Sign Code changes to Council	Council approval	
Fill PCD vacancies	Internal	
Building & Dev. Svcs. Rate Study	Internal	

<b>Public Works</b>	<b>Next Step/Notes</b>	<b>Complexity</b>
N. Brooklyn/Sportsman Club roundabout	Council briefing/decisions	
Dana's Trail project	Council briefing/decisions	
Visconsi trail segment plans	Council briefing/decisions	
Town Square Cover project plans	Council briefing/decisions	
PSE Community Solar project	Council briefing/decisions	
Groundwater Management Plan	Hiring, workplan	
Wyatt Way project	Project design, outreach info	
Fill Capital Manager vacancy	Internal	

<b>Exec/Fin/Legal</b>	<b>Next Step/Notes</b>	<b>Complexity</b>
Public Farmland management options	Council Ad Hoc review	
AHB funding request and Something New	Council briefing/decisions	
PSE franchise renewal	Council briefing/Internal	
Implement RETF recommendations	Internal	
"City Academy" proposal	Council briefing/decisions	
Closing for CHI property purchase	Internal	
2021-22 Biennial Budget planning	Council briefing/internal	
2021-29 Capital Improvement Plans	Council briefing/decisions	



CITY OF  
BAINBRIDGE ISLAND

2020 Workplan Priorities

January 7, 2020

**EXECUTIVE – 2020 Highest Priorities**

<b>Task</b>	<b>Planned</b>
Complete closing for purchase of Harrison property	Q1
Implement changes to Ethics Program	Q1
Support Council review/adoption of Climate Action Plan	Q1 – Q2
Support Council decision-making on Suzuki affordable housing project	Q1 – Q4
Support Council consideration of I-976 impacts	Q1 – Q4
Support RETF outreach workplan	Q1 – Q4
Manage GARE technical assistance project	Q1 – Q4
Support Council consideration of public farmland framework	Q1 – Q4
Support Council consideration of BIMPRD option to manage City Dock	Q1
Support Council consideration of “City Academy” project	Q1
Support Council consideration of use of LTAC funds for affordable housing	Q1 – Q2
Support Council plans for workshop on Teen Mental Health	Q1-Q4
Facilitate Council review of ongoing funding for Public Art Committee/AHB and plans for “Something New” rotating artwork project	Q1
Review and affirm Communications Plan Initiatives: <ul style="list-style-type: none"> <li>• COBI Connects</li> <li>• Project outreach info</li> <li>• Website improvements</li> <li>• National Citizens Survey</li> </ul>	Q1
Police/Court facility: <ul style="list-style-type: none"> <li>• Complete final design</li> <li>• Issue bid docs</li> <li>• Select construction contractor</li> <li>• Initiate construction</li> <li>• Internal transition plans</li> </ul>	Q1 - Q4
Emergency Preparedness: <ul style="list-style-type: none"> <li>• Continue Map Your Neighborhood outreach</li> <li>• complete MOUs with community partners for Hubs and Shelters</li> <li>• Plan and execute quarterly EOC exercises</li> </ul>	Q1 – Q4
Plan for 2021 Community Needs Assessment	Q2 - Q3 2020

**EXECUTIVE – 2020 Other Priorities**

<b>Task</b>	<b>Planned</b>
Support installation of 2020 “Something New” public artwork	Q1
Revise and update City real property surplus process	Q1
Implement closed captioning for City Council meetings	Q1
Resolve Crawford shade covenant issues	Q1 – Q2
Continue to investigate options to improve community cellular service	Q1 – Q4
Establish franchise agreements with utilities located in City right-of-way (e.g., KPUD, Verizon, etc.)	Q1 – Q4
Support 2021 LTAC funding cycle	Q2
Support 2021-2022 Human Services funding cycle	Q2
Complete annual update to GHG inventory dataset	Q3
Revise and update City special event permit process	Q1 - Q3
Complete disposition of designated surplus property (Pritchard, IslandWood Easement, Manitou).	Q1 – Q4
Complete Code changes to convert Human Services Funding Advisory Committee to a Task Force	Q1
Complete Code changes to convert Cultural Funding Advisory Committee to a Task Force	Q1
Consider rules related to Sexually Violent Predator Housing	TBD
Support City participation in opioid lawsuit	TBD
Identify options for WSF viewing platform	TBD

**FINANCE – 2020 Highest Priorities**

<b>Task</b>	<b>Planned</b>
Plan and complete Biennial 2021-2022 Budget	Q1 – Q4
Support Council long-range planning to address I-976 impacts	Q1
Police/Court project tracking and reporting	Q1 – Q4
Develop community information on Prior Year actuals and Current Year budget	Q1 - Q2
Submit 2019 Financial Reporting for Certificate of Excellence in Financial Reporting (CAFR) award	Q2

**PLANNING & COMMUNITY DEVELOPMENT – 2020 Highest Priorities**

<b>Task</b>	<b>Planned</b>
Support Council consideration of Green Building Initiatives <ul style="list-style-type: none"> <li>to include consideration of proposed solar ordinances</li> </ul>	Q1 – Q4
Support Council considerations of Inclusionary Zoning and Multi-Family Tax Exemption programs	Q1 – Q4
Confirm timing/approach for Winslow Master Plan update	Q1
Support Council review of rules related to self-storage facilities	Q1 – Q2
Support Council completion of remaining workplan items associated with Development Moratorium	Q1 – Q2
Complete revisions to Native Vegetation, Landmark Trees <ul style="list-style-type: none"> <li>Develop and implement change in noticing requirements for tree clearing</li> </ul>	Q1 - Q2
Complete Island Center Subarea Plan	Q1 – Q3
Complete administrative review of Critical Areas Ordinance	Q1 - Q2
Complete changes to Sign Code	Q1 – Q2
Complete changes to Code Enforcement	Q1
Complete SMP Limited Amendment	Q1
Complete SMP 2020 Periodic Update	Q1 – Q4
Complete Building & Development Services Rate Study	Q1 – Q3
Support Council consideration of HB 1923 affordable housing planning grants	Q2
Support Council consideration of TDR changes/ARL Designation	Q2 – Q4
Support Council consideration of changes to common ownership of ADU's	Q2 – Q4
Support Council consideration of ordinance to allow RV's as permanent housing	Q2 – Q4
Support Council consideration of rules for tiny home villages	Q2 – Q4
Complete International Building Code Update	Q1 – Q4

**PLANNING & COMMUNITY DEVELOPMENT – 2020 Other Priorities**

<b>Task</b>	<b>Planned</b>
Complete Administrative Corrections to Title 18 <ul style="list-style-type: none"> <li>• Complete clarifications of Use definitions</li> <li>• Develop and implement requirements for off-site construction staging</li> <li>•</li> </ul>	Q1
Continue Department Process Improvements <ul style="list-style-type: none"> <li>• Training on permitting software</li> <li>• Provide additional on-line permits</li> <li>• Standardize reporting and templates</li> </ul>	Q1 - Q4
Implement Emergency Management Response Kits for Building Inspectors	Q3
Implement enhanced SMP monitoring, outreach, stewardship & restoration projects	Q2 - Q4
Bi-annual Code Consistency Amendments <ul style="list-style-type: none"> <li>• Consistency changes to Parking Standards</li> <li>• Consistency changes to Dimensional Standards</li> </ul>	Q3 – Q4
Amend Addressing for County Consistency	Q2
Amend SEPA ordinance to reflect updates approved by State in 2014	Q3 - Q4
Review Noise Standards	TBD
Initiate Winslow Master Plan update	TBD
Initiate additional Subarea Plan update (TBD)	TBD

**POLICE – 2020 Highest Priorities**

Task	Planned
Camera Systems: <ul style="list-style-type: none"> <li>• Complete implementation of body cameras per MOU</li> </ul>	Q1
Police/Municipal Court Replacement Project: <ul style="list-style-type: none"> <li>• Support completion of final design</li> <li>• Support facility transition plans</li> </ul>	Q1 – Q4
Inventory System: <ul style="list-style-type: none"> <li>• Replace manual inventory system with software to improve tracking and planning for replacement cycles</li> </ul>	Q1 – Q4
Professional Development: <ul style="list-style-type: none"> <li>• Coordinate with CJTC and WASPC to achieve compliance with new I-940 requirements</li> </ul>	Q1 – Q4
Records Management System (RMS): <ul style="list-style-type: none"> <li>• Coordinate as needed per Kitsap County transition to new RMS</li> <li>• Ensure City budget planning for estimate \$200k COBI contribution</li> </ul>	Q1 – Q4
Traffic Emphasis: <ul style="list-style-type: none"> <li>• Continue work to coordinate via a designated traffic improvement officer</li> <li>• Consider purchase of additional hand-held radar gun</li> <li>• Consider purchase of additional speed signs</li> </ul>	Q1 – Q4

**PUBLIC WORKS – 2020 Highest Priorities**

<b>Task</b>	<b>Planned</b>
Support Sustainable Transportation Project	Q1 – Q4
Support Groundwater Management Plan: <ul style="list-style-type: none"> <li>• Hire hydrogeologist</li> <li>• Review workplan with Council, ETAC</li> <li>• Create task force</li> <li>• Launch workplan</li> </ul>	Q1 – Q4
Support design options and financing issues for WSDOT/Day Rd. project	Q1 – Q2
Sportsman Club/New Brooklyn Roundabout – Complete Design	Q1 – Q4
Wyatt Way Roundabout and Improvements – Complete Design and construct	Q1 – Q4
Lead PSE franchise renewal process – Phase I	Q1 – Q4
Lead updates to Citywide Capital Improvement Plan	Q1 – Q4
Support PSE community solar project	Q1 – Q4
Design and complete Dana’s Trail project/improvements planned for BISD property	Q1 – Q4
Complete pre-design for Winslow Water Tank replacement	Q1 – Q4
Support annual rotation of “Something New” public art program (design and install 2 new bases)	Q1 – Q4
Complete Winslow wayfinding project	Q1 – Q4
Complete identified traffic calming projects	Q1 – Q2
Complete changes to Fire Code/Coordination with BIFD	Q1 – Q4
Support Council consideration of design options for Town Square cover	Q1 – Q4
Support Council consideration of BIMPRD collaboration on trail projects	Q1 - Q2
Support Council consideration of proposed improvements to Bainbridge Island Senior Community Center (BISCC)	Q1 – Q4
Support Council consideration of proposed improvements to City Hall	Q1 – Q4
Support Council consideration of City Dock expansion options	Q1
Complete study to upgrade WWTP to tertiary treatment	Q1 – Q4

**PUBLIC WORKS – 2020 Highest Priorities (continued)**

High School Road Safety Improvements – complete design and construct	Q1 – Q4
Support completion of STO trail segment by Visconsi	Q1 – Q3
Support PSE Brien Drive power undergrounding and electric car charging station	Q1 – Q3
Complete Eagle Harbor Drive McDonald Creek Culvert and other scheduled culvert repairs	Q1 – Q4
Complete Country Club road bulkhead repair	Q1 – Q4
Initiate design for Wood, Lovell, Sunday Cove lift station upgrades	Q1 – Q4
Initiate work to assess site options at Vincent Road property	TBD

**PUBLIC WORKS – 2020 Other Priorities**

<b>Task</b>	<b>Planned</b>
Adopt ordinance to regulate Fats, Oil and Grease (FOG) in City sewer system	Q3 – Q4
Develop and implement noticing requirements for City capital projects	Q3 – Q4
Complete implementation of short-term recommendations from parking study	TBD
Complete consistency changes to Design and Construction Standards	Q1 – Q3
Complete consistency changes to stormwater Code	Q3 – Q4
Continue Major Maintenance Projects per 2018 Facility Assessment	Q1 – Q4
Scope and commence Islandwide stormwater study	Q2 – Q4
Pursue agency accreditation through APWA	Q1 – Q4
Improve administration of road approach permitting	Q2 – Q3
Consolidate Codes related to right of way (ROW)	Q2 – Q3
Update fees for Traffic Concurrency and Mitigation	Q2 – Q4
Update BIMC related to recovery of infrastructure costs (charge period for latecomers, bonding for civil improvements)	Q3 – Q4
Complete SCADA upgrades	Q1 – Q4



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** January 7, 2020

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (8:25 PM) Discuss Role of Council Liaisons,

**SUMMARY:** To continue previous Council discussion regarding the role of Council liaisons. A memo provided to the Council at the December 3 study session is attached for review and discussion.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** Discussion

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Councilmember Liaison Job Description draft 12-3-19.docx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

## Councilmember Liaison Job Description

### Definition of Liaison

“Liaison”: a person who establishes and maintains communication for mutual understanding and cooperation (Merriam-Webster Dictionary).

### Duties and Expectations of a Council Liaison

- 1 A Councilmember acting as a liaison to a Council advisory committee or other body (a “Committee”) is not a member of the Committee.
- 2 A Councilmember liaison is acting as a representative of the full Council and, as such, has no authority to provide any direction or guidance to the Committee other than direction or guidance that clearly represents direction or guidance of the full Council.
- 3 Generally put, the Councilmember liaison shall not attempt to influence the work or recommendations of the Committee. More specifically,
  - the Councilmember shall not take part in the Committee’s deliberations or discussions unless (a) the Committee requests the Councilmember’s participation in a particular discussion or (b) the Councilmember determines that he or she must speak up in order to remind the Committee of Council direction, City policies, or City laws; and
  - the Councilmember shall not take part in any votes or decisionmaking of the Committee.
- 4 The Councilmember liaison shall work to ensure that the Committee is only taking actions or doing work that is within the scope of the Committee’s work as determined or approved by Council. The liaison can do this by, for example, reminding the Committee as needed of the scope of work that the Council set for the Committee.
- 5 The Councilmember liaison shall bring to the Council any requests from the Committee, such as the following:
  - (a) questions raised by a Committee about the Committee’s scope of work;
  - (b) requests from the Committee to change the Committee’s scope of work;
  - (c) requests for expenditures of City resources to further the Committee’s work (money, staff time, or other resources); and
  - (d) requests from the Committee to place an item on a Council meeting agenda.

- 6 The Councilmember liaison shall work to ensure that the Council is regularly updated on the work of the Committee. To that end, the Council shall on a quarterly basis revisit the work plan of each Committee and hear from each Committee's liaison a report on the Committee's progress on the work plan.

## Governance Manual Provisions

### Section 3.2.6 Council Liaison

With Council approval, a Councilmember may serve for a calendar year as the Council's Liaison (i.e. representative), to an organization. A Liaison is responsible for facilitating communication, collaboration and coordination with the designated organization, and with regular reporting and accountability to the Council. There are typically Councilmember Liaisons to four types of organizations:

- A county-wide or regional policy or governing body or intergovernmental organization (such as the Kitsap Regional Coordinating Council)
- A community organization (such as an arts, business, or social service organization)
- A governing or inter-agency board functioning in the city (such as the Parks Board or the Intergovernmental Working Group – IGWG); and
- A citizen board, commission, or committee of the City, whether or not the charter calls for an ex officio Council member (such as the Utility Advisory Committee or Lodging Tax Advisory Committee)

### Exhibit B, section (c) Liaison Procedures

Individual members of the Council may be assigned as liaisons whose duties involve keeping current with a group or activity by either attending meetings or conferring with members, and keeping Council informed. Liaisons may advocate Council actions on behalf of their assigned group or activity. Care must be taken to avoid an Appearance of Fairness Doctrine violation, or conflict of interest possibilities (i.e.: in the unusual case of a quasi-judicial proceeding). Liaisons' functions and duties may be further defined and/or directed by the Mayor or Mayor Pro Tem with concurrence of Council.



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** January 7, 2020

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (8:40 PM) City Council Committee and Liaison Assignments - City Council,

**SUMMARY:** Council will discuss committee and liaison assignments for 2020.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** Discussion.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Draft - 2020 Council Assignments.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

**LOCAL AND REGIONAL BOARD / COMMITTEE ASSIGNMENTS**

<b>Group</b>	<b>Meeting Date</b>	<b>Time</b>	<b>Location</b>	<b>2019 Assignments</b>	<b>NOTES</b>
Bainbridge Island Healthy Youth Alliance	Quarterly		Bainbridge	Blossom	
Hwy 305 Task Force	As called		Suquamish, usually	Medina, Peltier, Deets	
Housing Kitsap Board	1 <sup>st</sup> and 3 <sup>rd</sup> Tuesdays	3:15 pm/ 11:00 am	Bremerton	Medina, Tirman	
Intergovernmental Work Group	Quarterly; 3 <sup>rd</sup> Monday	5:30 PM	Bainbridge	Peltier, Medina	
Kitsap 911 Board	1 <sup>st</sup> Tuesday (some)	12:30 pm	Bremerton	Medina	
Kitsap Economic Development Alliance	3 <sup>rd</sup> Thursday on quarterly basis	3:00 – 6:00 p.m.	Various county locations	Medina, Schneider	
Kitsap Emergency Management Council	1 <sup>st</sup> Tuesday (some)	12:30 pm	Bremerton	Medina	
Kitsap Health District Board	1 <sup>st</sup> Tuesday	1:30	Bremerton	Medina	

**LOCAL AND REGIONAL BOARD / COMMITTEE ASSIGNMENTS**

<b>Group</b>	<b>Meeting Date</b>	<b>Time</b>	<b>Location</b>	<b>2019 Assignments</b>	<b>NOTES</b>
Kitsap Regional Coordinating Council (KRCC) Executive Board	1 <sup>st</sup> Tuesday	10:15 a.m.	Bremerton	Medina, Tirman	
KRCC Transportation Policy Board	3 <sup>rd</sup> Thursday (not August or Nov.)	1:00 p.m.	Bremerton	Tirman, Medina (alternate)	
KRCC Land Use Policy Board	3 <sup>rd</sup> Thursday (only 4 meetings in 2018)	2:45 p.m.	Bremerton	Nassar, Peltier (alternate)	
Kitsap Transit Board	1 <sup>st</sup> and 3 <sup>rd</sup> Tuesdays	8:30 am	Bremerton	Medina	
Puget Sound Clean Air Agency Advisory Council	2 <sup>nd</sup> Wednesdays (5-8 meetings a year)	9:00 am	Seattle	Schneider	
Puget Sound Regional Council Transportation Policy Board			Seattle	Tirman (alternate)	
Puget Sound Regional Council Growth Management Policy Board			Seattle	Peltier (alternate)	
West Central Local Integrating Organization	Fridays, Quarterly	varies	Bremerton	Medina	
West Sound Alliance	As called		Bremerton	Nassar	

**LIAISONS TO CITIZEN ADVISORY COMMITTEES AND COMMISSIONS**

<b>Group</b>	<b>Meeting Date</b>	<b>Time</b>	<b>Assignments</b>	<b>NOTES</b>
Climate Change Advisory Committee	3 <sup>rd</sup> Wednesday	6:15 p.m.	Deets	
Cultural Funding Advisory Committee – <i>Council member acts as liaison and non-voting Chair</i>	Summer/autumn 2019	TBD	Nassar (Chair), Schneider (Co-chair)	N/A
Design Review Board	1 <sup>st</sup> /3 <sup>rd</sup> Mondays	2:00 PM	Peltier	
Environmental Technical Advisory Committee	2 <sup>nd</sup> Thursday	3:00 pm	Nassar	
Ethics Board	3 <sup>rd</sup> Monday	6:30 pm	Deets	N/A
Historic Preservation Commission	1 <sup>st</sup> Thursday	2:00 pm	Blossom	
Human Services Funding Advisory Committee	Summer/autumn 2020		Schneider, Tirman (from 2018 cycle)	
Island Center Subarea Plan Steering Committee	1 <sup>st</sup> /3 <sup>rd</sup> Wednesdays	6:00 p.m.	Blossom	
LEOFF 1 Disability Board – <i>2 Council members are members</i>	TBD	TBD	TBD	TBD
Lodging Tax Advisory Committee – <i>Council member acts as Chair; second Council member is non-voting Vice-Chair</i>	Spring/Summer		Nassar (Chair); Tirman (Vice Chair)	
Planning Commission	2 <sup>nd</sup> /4 <sup>th</sup> Thursdays	7:00 pm	Blossom	
Utility Advisory Committee	2 <sup>nd</sup> Wednesday	5:00 pm	Nassar	

**COUNCIL AD HOC COMMITTEES**

<b>Group</b>	<b>Meeting Date</b>	<b>Time</b>	<b>Assignments</b>
Youth Mental Health Workshop Proposal			Deets, Tirman, Nassar

**LIAISONS TO CITIZEN TASK FORCES**

<b>Group</b>	<b>Meeting Date</b>	<b>Time</b>	<b>Assignments</b>
Race Equity Task Force – <i>Council members are liaisons</i>	1 <sup>st</sup> Thursday	6:30 p.m.	Nassar, Deets



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** January 7, 2020

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (8:55 PM) Formation of Council Ad Hoc Committee for Public Farmland - Executive,

**SUMMARY:** The Council will consider creation of the Public Farmland Ad Hoc Committee, including the following:

- 1) authorize formation of the committee;
- 2) specify the Ad Hoc Committee members, and
- 3) review and affirm the Scope of Work (as detailed in the attachment and below in the background section).

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Identify Councilmembers who will constitute this Ad Hoc committee; review scope of work.

I move to schedule this item for further discussion and consideration of approval at the January 28 Business Meeting.

**STRATEGIC PRIORITY:** Healthy and Attractive Community

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** The City Council discussed its public farmland and the desired way to manage and fund the farmland several times in 2019, including at the July 16, September 17, and October 22 Council meetings. At the October 22 meeting, the Council decided to form an ad hoc committee, with membership to be determined in 2020. The current action is scheduled in order to identify the membership of the ad hoc committee and to review and affirm the work plan for the committee.

Section 3.1.3 of the City's Governance Manual describes Council Ad Hoc Committees as follows:

An Ad Hoc Committee is a temporary committee established by Council to investigate and advise Council on a specific policy or issue for future Council action, or to develop a legislative or policy proposal for Council on a

particular topic. The Council may appoint up to three Councilmembers to an Ad Hoc Committee, and, if applicable, one or more citizens or subject matter experts who are not city employees. Furthermore, each Ad Hoc Committee shall include the City Manager (or his or her designee) and any City staff that the City Manager chooses to assign to the Committee. An Ad Hoc Committee shall be dissolved upon completion of the Council-assigned task.

The draft scope of work is as follows:

Review current framework for management of the City's public farmland, in order to develop recommendations to the full Council on:

1. Whether all of the City farmland properties should continue to be managed within a single framework.
2. Whether some or all of the City properties should be managed on behalf of the City by an external organization.
3. If an external organization is responsible for management of some or all of the City properties, what are the scope of services the City requires.
4. If an external organization is responsible for management of some or all of the City properties, what is the preferred framework to manage the provision of those services.

**ATTACHMENTS:**

[Public Farmland Ad Hoc Committee and Scope of Work 01072020](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

# AdHoc Committee Formation Request

Request date:

Requested by:

Procedural Authority/Governance Manual Reference(s):

Name of Committee Proposed:

Purpose/Scope of Work:

Specific task deliverable(s) (recommendation, report, etc.):

Link to Council/Dept work plan:

Reports to:  City Council  City Manager Public participation/education required?  Yes  No

Staff support required?  Yes  No Sunset date:

If Yes, in what form (notes, technical, etc.)?

City Manager's comments:

Members:

**Proposed Motion:**

Date action taken:



CITY OF  
BAINBRIDGE ISLAND

# PUBLIC FARMLAND AD HOC COMMITTEE

## Scope of Work

Review current framework for management of the City's public farmland, in order to develop recommendations to the full Council on:

1. Whether all of the City farmland properties should continue to be managed within a single framework.
2. Whether some or all of the City properties should be managed on behalf of the City by an external organization.
3. If an external organization is responsible for management of some or all of the City properties, what are the scope of services the City requires.
4. If an external organization is responsible for management of some or all of the City properties, what is the preferred framework to manage the provision of those services.



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** January 7, 2020

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (9:05 PM) Planning for 2020 City Council Annual Retreat,

**SUMMARY:** To confirm plans for an annual City Council planning retreat to be held in March, 2020.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Discussion

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** January 7, 2020

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (9:20 PM) Timing and Format of Q1-2020 Council Ward Meetings,

**SUMMARY:** To discuss timing for first quarter ward meetings, and to consider whether to adjust the format for some or all meetings.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** Discussion

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** January 7, 2020

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (9:30 PM) Future Council Agendas,

**SUMMARY:** Council will review future Council agendas.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Discussion.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[City Council Regular Business Meeting January 14, 2020](#)

[City Council Study Session January 21, 2020](#)

[City Council Regular Business Meeting January 28, 2020](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, JANUARY 14, 2020

BAINBRIDGE ISLAND CITY HALL  
280 MADISON AVENUE N.  
BAINBRIDGE ISLAND, WASHINGTON

AGENDA

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - 6:00 PM
2. EXECUTIVE SESSION
  - 2.A Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency 45 Minutes
3. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. PUBLIC COMMENT
5. MAYOR'S REPORT
6. CITY MANAGER'S REPORT
7. PRESENTATION(S)
  - 7.A (X PM) Proclamation Recognizing Dr. Martin Luther King Day on January 21, 2020, 5 Minutes  
Martin Luther King Proclamation 2020
8. PUBLIC HEARING(S)
  - 8.A Public Hearing on Ordinance No. 2019-40, Adopting a Temporary Moratorium on Self-Service Storage Facilities - Planning, 10 Minutes  
Ordinance No. 2019-40 Adopting a Moratorium on Self-Storage Facilities Approved 112619
9. UNFINISHED BUSINESS
  - 9.A Affirm 2020 Transportation Benefit Fund Spending Plan for Road Repairs and Maintenance - Finance, 10 Minutes

- 9.B Wyatt Way Reconstruction Project Update and Contract Amendment - Public Works 10 Minutes**  
Amendment No 4.docx  
Exh A Scope.pdf  
Wyatt Way Reconstruction Budget Report.pdf

**10. NEW BUSINESS**

- 10.A Settlement Agreement with Whitney Equipment Company (Placeholder). 10 Minutes**

**11. CONSENT AGENDA**

- 11.A Agenda Bill for Consent Agenda, 5 Minutes**

- 11.B Accounts Payable and Payroll**  
Payroll.pdf  
Report to Council of Cash Disbursements 12-26-19.pdf

- 11.C City Council Study Session Minutes, December 3, 2019**

- 11.D Special City Council Meeting Minutes, December 10, 2019**

**12. COMMITTEE REPORTS**

- 12.A ( \_\_:\_\_ PM) Committee Reports, 5 Minutes**  
Climate Change Advisory Committee Meeting Minutes, November 18, 2019  
Ethics Board Meeting Minutes, October 21, 2019  
Ethics Board Meeting Minutes, September 16, 2019

**13. FOR THE GOOD OF THE ORDER**

**14. ADJOURNMENT**

**GUIDING PRINCIPLES**

**Guiding Principle #1** - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

**Guiding Principle #2** - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

**Guiding Principle #3** - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

**Guiding Principle #4** - Consider the costs and benefits to Island residents and property owners in making land use decisions.

**Guiding Principle #5** - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

**Guiding Principle #6** - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

**Guiding Principle #7** - Reduce greenhouse gas emissions and increase the Island's climate resilience.

**Guiding Principle #8** - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



**City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or [cityclerk@bainbridgewa.gov](mailto:cityclerk@bainbridgewa.gov) by noon on the day preceding the meeting.**



CITY OF  
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION  
TUESDAY, JANUARY 21, 2020**

BAINBRIDGE ISLAND CITY HALL  
280 MADISON AVENUE N.  
BAINBRIDGE ISLAND, WASHINGTON

**AGENDA**

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
4. **MAYOR'S REPORT**
5. **PRESENTATIONS**
6. **UNFINISHED BUSINESS**
  - 6.A **(X PM) Police and Court Project Update and Sustainability Discussion - Public Works, 15 Minutes**
7. **NEW BUSINESS**
  - 7.A **Options for Potential "City Academy" Annual and Quarterly Community Engagement Programs, 45 Minutes**
  - 7.B **Ordinance 2019-33 "Housekeeping" Changes: Revising BIMC Title 2 Administration,....and Land Use Procedures and Title 18 Zoning 20 Minutes**  
20200114\_CC\_Staff\_Memo  
DRAFT Ord 2019-33.docx  
Exhibit A Title 2 Housekeeping Changes.docx  
Exhibit B BIMC 18.09.020 Use Table Excerpt Temporary Uses.docx  
Exhibit C Title 18 Housekeeping Changes.docx
  - 7.C **Sustainable Transportation Plan: Laying the Groundwork Public Works 2 Hours**
  - 7.D **State Route 305 / Day Road Roundabout Project Update 10 Minutes**

8. CITY COUNCIL DISCUSSION
9. FUTURE COUNCIL AGENDAS
10. FOR THE GOOD OF THE ORDER
11. ADJOURNMENT

### GUIDING PRINCIPLES

**Guiding Principle #1** - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

**Guiding Principle #2** - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

**Guiding Principle #3** - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

**Guiding Principle #4** - Consider the costs and benefits to Island residents and property owners in making land use decisions.

**Guiding Principle #5** - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

**Guiding Principle #6** - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

**Guiding Principle #7** - Reduce greenhouse gas emissions and increase the Island's climate resilience.

**Guiding Principle #8** - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



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**CITY OF  
BAINBRIDGE ISLAND**

**CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, JANUARY 28, 2020**

**BAINBRIDGE ISLAND CITY HALL  
280 MADISON AVENUE N.  
BAINBRIDGE ISLAND, WASHINGTON**

**AGENDA**

- 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - 6:00 PM**
- 2. EXECUTIVE SESSION**
- 3. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
- 4. PUBLIC COMMENT**
- 5. MAYOR'S REPORT**
- 6. CITY MANAGER'S REPORT**
- 7. PRESENTATION(S)**
  - 7.A Proclamation declaring February 9, 2020 as "The Arc of the Peninsulas Awareness Day," 5 Minutes**
- 8. PUBLIC HEARING(S)**
- 9. UNFINISHED BUSINESS**
  - 9.A Visconsi Trail Project Update and Budget Amendment - Public Works, 10 Minutes**
  - 9.B (x PM) Ordinance No. 2020-01, Updating the City's General Code Enforcement Process Contained in Chapter 1.26 BIMC (Placeholder) 10 Minutes**
- 10. NEW BUSINESS**
  - 10.A Biennial Budget Process 10 Minutes**

**10.B Review 2019 Results for Citywide Workplan Priorities and Comprehensive Plan Implementation.**  
15 Minutes

**10.C Resolution No. 2020-01 Relating to a Fee Schedule Update - Finance, 10 Minutes**  
Resolution No. 2020-01 Updating Fee Schedule.docx

**11. CONSENT AGENDA**

**11.A Agenda Bill for Consent Agenda, 5 Minutes**

**11.B Accounts Payable and Payroll**

**11.C City Council Study Session Minutes, January 7, 2020**

**11.D City Council Regular Business Meeting Minutes, January 14, 2020**

**12. COMMITTEE REPORTS**

**13. FOR THE GOOD OF THE ORDER**

**14. ADJOURNMENT**

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