



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, MARCH 03, 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**
 - 2.A **(6:05 PM) Pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for employment or to review the performance of a public employee, and 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**
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE - 6:35 PM**
4. **MAYOR'S REPORT - 6:40 PM**
5. **FUTURE COUNCIL AGENDAS**
 - 5.A **(6:45 PM) Future Council Agendas, 15 Minutes**
[Special City Council Meeting - Retreat March 6, 2020.pdf](#)
[City Council Regular Business Meeting March 10, 2020.pdf](#)
[City Council Study Session March 17, 2020.pdf](#)
[City Council Regular Business Meeting March 24, 2020.pdf](#)
[2020 List of Pending Council Meeting Topics.docx](#)
[2020 List of Proposed Future Council Topics.docx](#)
6. **UNFINISHED BUSINESS**
 - 6.A **(7:00 PM) Update on the Development Moratorium - Planning, 20 Minutes**
[20200221 Abbreviated Moratorium Work Program Status Report](#)
[Development Moratorium Handout 20191204.pdf](#)

Ordinance No. 2019-26 Extending the Development Moratorium Approved 092419

- 6.B **(7:20 PM) Green Building Update - Planning**, 10 Minutes
2020 01 28 CC Staff Memo January Update
- 6.C **(7:30 PM) Sustainable Transportation Plan Update - Public Works**, 10 Minutes
- 6.D **(7:40 PM) Sportsman Club Roundabout Design Discussion - Public Works**, 45 Minutes
Presentation - Sportsman_NewBrooklyn_Council 030320.pptx
FINAL FAQ - Sportsman Club New Brooklyn.docx
Transmittal Memo for Budget Charts for Sportsman Club New Brooklyn 2 28 2020
Capital Improvement Plan Budget Report_Sportsman_Club_New_Brooklyn_Rd.pdf
- 6.E **(8:25 PM) Review Resolution 2018-03 and Goals for Suzuki Property Affordable Housing Project - Executive**, 45 Minutes
Resolution No. 2018-03 Establishing Goals for the City-owned Suzuki Property Approved 012318

7. CITY COUNCIL DISCUSSION

- 7.A **(9:10 PM) Proposed Process for Filling Council Vacancy - Mayor Schneider**, 10 Minutes
Draft Timeline for Filling Council Vacancy 021320
Council Vacancy Notification 030320
Council Vacancy Application Packet 030320

8. FOR THE GOOD OF THE ORDER - 9:20 PM

9. ADJOURNMENT - 9:30 PM

GUIDING PRINCIPLES

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CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: March 3, 2020

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (6:05 PM) Pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for employment or to review the performance of a public employee, and 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)(g) and RCW 42.30.110(1)(i).

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Hold Executive Session.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: March 3, 2020

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:45 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:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[Special City Council Meeting - Retreat March 6, 2020.pdf](#)

[City Council Regular Business Meeting March 10, 2020.pdf](#)

[City Council Study Session March 17, 2020.pdf](#)

[City Council Regular Business Meeting March 24, 2020.pdf](#)

[2020 List of Pending Council Meeting Topics.docx](#)

[2020 List of Proposed Future Council Topics.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

**SPECIAL CITY COUNCIL MEETING
FRIDAY, MARCH 06, 2020**

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

AGENDA

1. **INTRODUCTION - 9:00 AM**
2. **REVIEW 2020 CITY COUNCIL PRIORITIES**
 - 2.A **2020 City Council Priorities, 90 Minutes**
Approved 2020 City Council Priorities
3. **REVIEW 2020 CITYWIDE WORKPLAN**
 - 3.A **2020 Citywide Workplan, 90 Minutes**
2020 Citywide Workplan Priorities
4. **LUNCH - 12:00 PM**
5. **PRINCIPLES OF CITY COUNCIL EFFECTIVENESS AND SUCCESS**
 - 5.A **Principles of City Council Effectiveness and Success, 90 Minutes**
6. **EXECUTIVE SESSION**
 - 6.A **Pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for employment or to review the performance of a public employee, 30 Minutes**
7. **ADJOURNMENT - 4:00 PM**

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**CITY OF
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**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, MARCH 10, 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 (6:05 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**
- 3. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
- 4. PUBLIC COMMENT**
- 5. MAYOR'S REPORT**
- 6. CITY MANAGER'S REPORT**
- 7. FUTURE COUNCIL AGENDAS**
 - 7.A (X PM) Future Council Agendas, 15 Minutes**
- 8. PRESENTATION(S)**
 - 8.A Public Safety Quarterly Briefing - Police, 20 Minutes**
- 9. PUBLIC HEARING(S)**
- 10. UNFINISHED BUSINESS**
 - 10.A (x PM) PLACEHOLDER: Schedule a Public Hearing on Ordinance No. 2020-XX, Related to Extending**

the Moratorium on Certain Development Activities - Planning, 10 Minutes
Development Moratorium Handout 20191204.pdf

10.B (x:xx PM) Wyatt Way Reconstruction Project Contract Award - Public Works, 10 Minutes

Wyatt Way Reconstruction Budget Report.pdf
Wyatt Way Presentation 031020.pptx
Bid Tab Wyatt Way_KGREVISED.xlsx
Wyatt_Contract_Seton DRAFT.docx

11. NEW BUSINESS

11.A (x PM) Ordinance 2020-03 "Housekeeping" Changes: Revising Chapters 2.14, 2.16, 18.09, 18.12, 18.15, and 18.36 BIMC - Planning, 20 Minutes

Staff Memorandum 021120
Ordinance No. 2020-03
Exhibit A Title 2 Housekeeping Changes
Exhibit B BIMC 18.09.020 Use Table Excerpt Temporary Uses
Exhibit C Title 18 Housekeeping Changes
PLANNING COMMISSION MINUTES 102419.pdf

11.B (x PM) Ordinance No. 2020-01, Updating the City's General Code Enforcement Process Contained in Chapter 1.26 BIMC, 20 Minutes

Ordinance No. 2020-01, Updating the City's General Code Enforcement Process Contained in Chapter 1.26 BIMC
Exhibit A to Ordinance No. 2020-01 - Redline Showing Changes from Current Ch. 1.26 BIMC

11.C Resolution No. 2020-02, Updating the City's Procedure for the Surplus and Sale of City-Owned Real Property - Executive, 10 Minutes

Resolution No. 2020-02, Updating the City's Procedure for the Surplus and Sale of City-Owned Real Property
Resolution No. 2016-18, The City's Current Procedure for the Surplus and Sale of City-Owned Real Property
Appraisal Institute - Summary of 2014-15 USPAP Changes to Written Appraisal Report Types

11.D Interlocal Agreement with Kitsap County Regarding for Emergency Vehicle Operation Course (EVOC) Training - Police, 5 Minutes

Interlocal Agreement with Kitsap County Regarding for Emergency Vehicle Operation Course (EVOC) Training

11.E Memorandum of Understanding with Olympic Educational Service District Regarding the Regional Student Threat Assessment Level II Team Program - Police, 5 Minutes

Memorandum of Understanding with Olympic Educational Service District Regarding the Regional Student Threat Assessment Level II Team Program

11.F Janitorial Contract Award - Public Works, 5 Minutes

Janitorial Agreement 2020

11.G Utility Van Procurement - Public Works, 5 Minutes

Columbia Ford Utility Van Quote.pdf

- 11.H Ordinance 2020-07 Amending BIMC 2.41, Human Services Funding Advisory Committee, Executive - 10 Minutes**
Ordinance No. 2020-07 Amending Chapter 2.41 Relating to the Human Services Funding Advisory Committee
- 11.I Ordinance 2020-08 Amending BIMC 2.43, Cultural Funding Advisory Committee, Executive - 10 Minutes**
Ordinance No. 2020 - 08 Amending Chapter 2.43 Relating to the Cultural Funding Advisory Committee
- 11.J (X:XX PM) Appointment to the Race Equity Task Force - Mayor Schneider, 5 Minutes**
Race Equity Task Force Prior Applications - Redacted (March 2020 Appointment)
- 11.K Creation of a Term-Limited Position Dedicated to Public Records Response - Executive, 10 Minutes**

12. COUNCIL DISCUSSION

- 12.A (X PM) Role of Council Liaisons - Councilmember Medina, 10 Minutes**
Councilmember Liaison Job Description draft 2-23-20 redlined.docx
Councilmember Liaison Job Description draft 2-23-20 clean.docx
- 12.B Task Force on Land Use Review Procedures, 5 Minutes**

13. CONSENT AGENDA

- 13.A Agenda Bill for Consent Agenda 5 Minutes**
- 13.B City Council Business Meeting Minutes, February 25, 2020**
- 13.C Ordinance No. 2020-06, Amending the 2020 Budget to Carry Forward Funding for Work Funded in 2019 but to be Performed in 2020 - Finance, 5 Minutes**
2019_Budget_Carry_over_into_2020_Transmittal_Memo
Ordinance No. 2020-06 Amending the 2020 Budget to Carry Forward 2019 Items.docx
Ord 2020-06 Attachment A - Carryover Request Final.xlsx
- 13.D Appointment to the Design Review Board - Mayor Schneider, 5 Minutes**
Design Review Board Applications (Redacted).pdf

14. COMMITTEE REPORTS

- 14.A X:XX PM Committee Reports, Executive 5 Minutes**
Climate Change Advisory Committee Minutes, January 27, 2020

15. FOR THE GOOD OF THE ORDER

16. ADJOURNMENT

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CITY OF
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CITY COUNCIL STUDY SESSION
TUESDAY, MARCH 17, 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**
 - 2.A (6:05 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, 15 Minutes
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
4. **MAYOR'S REPORT**
5. **FUTURE COUNCIL AGENDAS**
 - 5.A **Future Council Agendas**, 15 Minutes
6. **PRESENTATIONS**
 - 6.A **Overview of Draft Climate Action Plan Goals and Strategies, Climate Change Advisory Committee - 30 Minutes**
7. **UNFINISHED BUSINESS**
 - 7.A **Sustainable Transportation Plan Update** 15 Minutes
 - 7.B **2021-26 Capital Improvement Plan Development Discussion - Public Works**, 60 Minutes

- 7.C (x PM) Shoreline Master Plan - Ecology Response on Critical Areas and Nonconforming Limited Amendment - Planning, 20 Minutes
20200218_CC_Staff Memo_SMP_Amendment
Ecology Recommendations to Resolve Issues Identified as Required and Recommended Determination of Initial Concurrence from the WA Department of Ecology.pdf
- 7.D (x) PM) Code of Conduct and Ethics Program Review - Executive, 30 Minutes

8. NEW BUSINESS

- 8.A Transportation Projects for Regional and Countrywide Federal Funding Discussion 15 Minutes

9. CITY COUNCIL DISCUSSION

10. FOR THE GOOD OF THE ORDER

11. ADJOURNMENT

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CITY OF
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CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, MARCH 24, 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. **FUTURE COUNCIL AGENDAS**
8. **PRESENTATION(S)**
9. **PUBLIC HEARING(S)**
 - 9.A (x PM) **PLACEHOLDER: Public Hearing on Ordinance No. 2020-XX, Related to Extending the Moratorium on Certain Development Activities - Planning, 10 Minutes**
Development Moratorium Handout 20191204.pdf
10. **UNFINISHED BUSINESS**
 - 10.A **Self Storage Moratorium Discussion 20 Minutes**
 - 10.B **Proposal from BIMPRD for Management Services at City Dock 15 Minutes**
11. **NEW BUSINESS**
 - 11.A **Update on Hearing Examiner Conditions Related to Public Amenities at Harbor Square Condominiums and Bainbridge Landing 15 Minutes**

- 11.B (x PM) Visconsi / Sound to Olympics Trail Project Update and Budget Amendment - Public Works, 10 Minutes**
Attachment A - Timeline Visconsi Trail
Attachment B - MOU Addendum 1
Sakai Trail Plan 2017
Visconsi Project Budget.pdf
- 11.C City Hall Repairs Contract - Public Works, 10 Minutes**
- 11.D Sewer Lift Station Upgrades Professional Services Agreement 10 Minutes**
- 11.E Utility Advisory Committee Work Plan Update and Recommendations - Public Works, 20 Minutes**
- 11.F (XX PM) Consider Public Art Spending Request from Arts and Humanities Bainbridge (AHB) and the Public Art Committee (PAC) - Executive, AHB/PAC 20 Minutes**
- 11.G Consider Public Art Committee (PAC) Recommendation for New Public Art Programming, AHB/PAC, Executive - 15 Minutes**

- 12. CONSENT AGENDA**
- 13. COMMITTEE REPORTS**
- 14. FOR THE GOOD OF THE ORDER**
- 15. ADJOURNMENT**

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CITY OF
BAINBRIDGE ISLAND

Memorandum

Date: 2/28/2020
To: City Council
From: Morgan Smith, City Manager
Subject: Pending City Council Topics

The table below provides a list of City Council topics that are currently ready for Council consideration but have not yet been scheduled for a Council meeting. Some notes are provided to indicate to what degree the topic is time-sensitive, etc.

TOPIC	NOTES
Options for City Academy and Quarterly programs	Information developed to respond to Council request to City Manager from May, 2019 Council retreat.



CITY OF
BAINBRIDGE ISLAND

Memorandum

Date: 1/31/2020
To: City Council
From: Morgan Smith, City Manager
Subject: Proposed Future City Council Topics

The table below provides a list of potential future City Council topics that have been identified by one or more councilmembers.

TOPIC
\$15 minimum wage
Rights of Nature ordinance
Packaging ordinance
Islandwide 25 mph speed limit
Tenant policies for rental properties
Requirement for on-site manager for short-term rental units
Street Tree program



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: March 3, 2020

ESTIMATED TIME: 20 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 it was for two additional months, and extended 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.

The development moratorium is scheduled to expire on April 3, 2020, unless the Council takes further action before such date. The following are 3 options for the Council to consider:

1. Let the development moratorium expire on April 3, 2020. This choice requires no additional Council action.
2. Extend the development moratorium "as is" for some period of time. The timeline would include consideration of work left to complete on the moratorium workplan (see attached).
3. Extend the development moratorium for some period of time, but in a modified or narrowed way. For instance, the development moratorium could be narrowed to exempt the zoning districts for which the Council is not further considering inclusionary zoning (e.g., the MUTC/Ericksen Overlay District).

If an extension is to occur (or be considered), the Council would need to hold a public hearing. For that public hearing to occur before the moratorium expires, City staff recommend that the Council consider setting the public hearing at the Council meeting on March 10, 2020, and conducting the public hearing at the March 24, 2020 Council meeting.

AGENDA CATEGORY: Discussion

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Moratorium work program and status update. Provide direction to staff about whether to consider extending the development moratorium further (see Summary section below for options).

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

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, Moratorium Summary Handout, and Ordinance No. 2019-26 (attached).

Over the course of six meetings from 2018-2020, the Council have discussed (1) the underlying issues that have limited the construction of new multifamily and affordable housing, and (2) how a successful inclusionary zoning and/or multifamily property tax exemption program could be adopted. At the most recent discussion on February 4, 2020, the Council provided direction that the City should move forward with considering inclusionary zoning only in the Central Core, Ferry Terminal, Gateway, and High School Road zoning districts.

ATTACHMENTS:

[20200221 Abbreviated Moratorium Work Program Status Report](#)

[Development Moratorium Handout 20191204.pdf](#)

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

FISCAL DETAILS: N/A

Fund Name(s):

Coding:

Moratorium on Accepting Certain Development Applications: ABBREVIATED Work Program Status Report – February 21, 2020

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 on March 17, 2020 to discuss Ecology's inconsistent elements before beginning the legislative process to update the SMP to integrate the CAO.
Status on February 21, 2020:	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 February 21, 2020:	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 February 21, 2020:	Complete: Adopted new Design for Bainbridge design guidelines on September 24, 2019.	

Moratorium on Accepting Certain Development Applications: ABBREVIATED Work Program Status Report – February 21, 2020

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.
<p>Status on February 21, 2020:</p> <p>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.</p>		
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 discussed the topic at the February 4, 2020 study session. The Council expressed an interest in pursuing Inclusionary Zoning in the MUTC Central Core, Ferry Terminal, Gateway and High School Road districts. The Council also expressed an interest in improving the City's Transfer of Development Rights (TDR) program in tandem with an inclusionary zoning program. These topics will be discussed again at the City Council, likely in April 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.</p> <p>The Planning Commission discussed Ordinance 2019-09 on December 12, 2019 and held a public hearing on the ordinance (now Ordinance 2020-02) on January 9, 2020. The Planning Commission formed a</p>

Moratorium Topic	Status	Timeline
		<p>subcommittee to further discuss a variety of ADU regulations, and are further revising the ordinance. Another public hearing on Ordinance 2020-02 will be held on March 12. Staff anticipates that Ordinance 2020-02 will be discussed by the City Council starting in April 2020.</p> <p>Recreational Vehicles as dwellings & 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 February 21, 2020:</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.</p> <p>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 will discuss inclusionary zoning again, together with the TDR program, at a study session, likely in April 2020.</p>	

December 4, 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

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 Narrowed Moratorium (December 4, 2019-April 3, 2020)

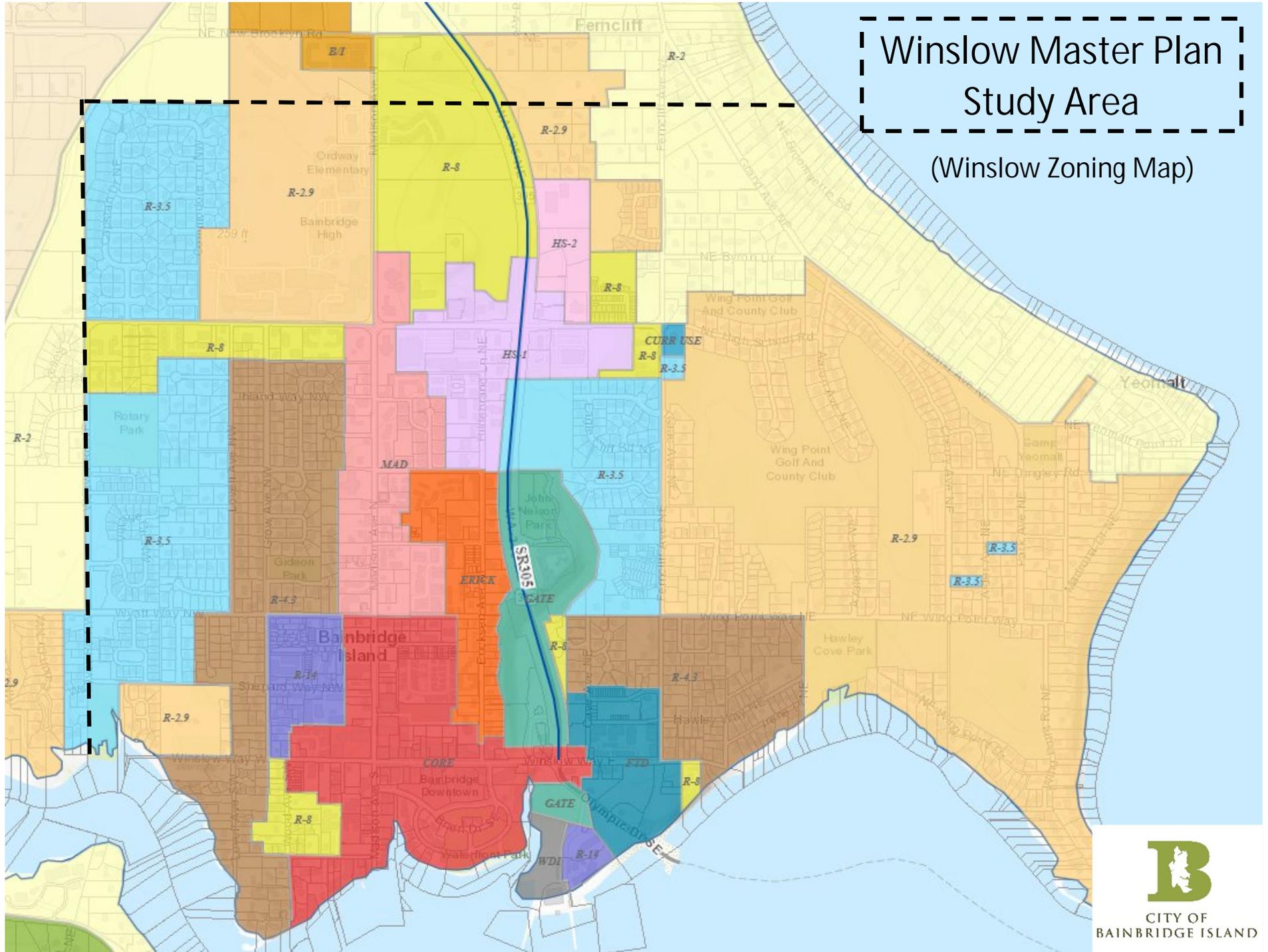
Subject to the exclusions below, the moratorium shall apply to Major Site Plan and Design Review and Major Conditional Use Permit proposals that are for development within the Winslow Master Plan Study Area (see map on next page) and did not, before the effective date of the moratorium, have a pre-application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

EXHIBIT B



Winslow Master Plan
Study Area

(Winslow Zoning Map)

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 24th day of September, 2019.

APPROVED by the Mayor this 24th 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)

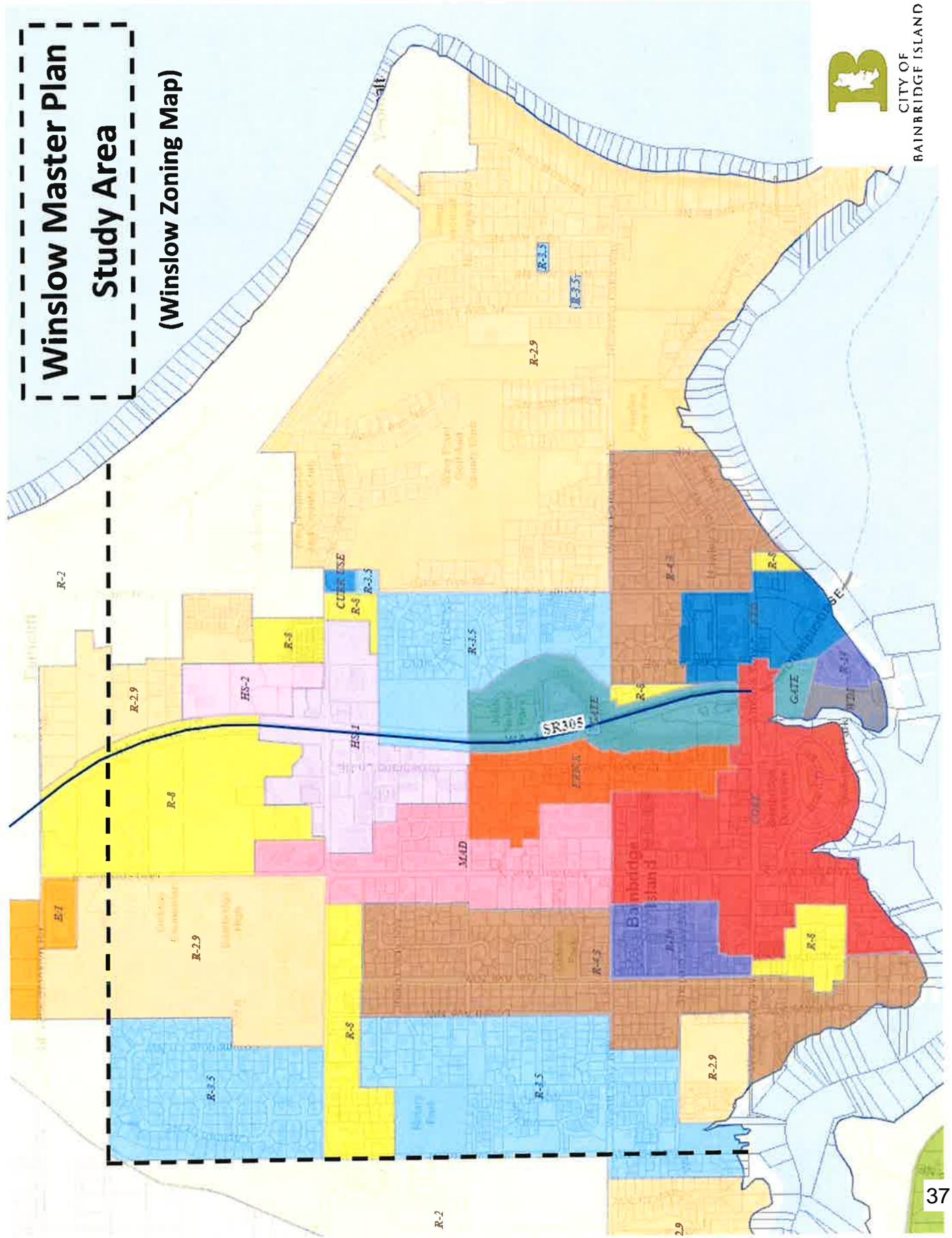
Exhibit B (Winslow Master Plan Study Area)

Exhibit A

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

Work Program Item	Description
Subdivision Standards	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).
Design Guidelines	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).
Conditional Use / Site Plan Decision Criteria	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).
Affordable Housing	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: March 3, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:20 PM) Green Building Update - Planning,

SUMMARY: Monthly report to the Council on the status of establishing the Green Building Task Force.

AGENDA CATEGORY: Report

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Discussion only.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND: The City Council first discussed forming a committee on November 5, 2019 and agreed to form a Green Building Task Force on December 10, 2019. The purpose of the Task Force is to work with City staff and the Council liaison to make program component recommendations of a green building program.

The City is seeking 9 qualified people to serve the task force and is in the process of reviewing the applications received by the January 31, 2020 deadline. The Council liaisons are Joe Deets and Michael Pollock.

ATTACHMENTS:

[2020 01 28 CC Staff Memo January Update](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding:



Department of Planning and Community Development

Memorandum

Date: January 28, 2019
To: City Manager
City Council
From: Heather Wright
Planning Director
Subject: Green Building Update

I. JANUARY 2020 UPDATE

- On January 8, the City Council appointed Joe Deets and Michael Pollock as the Council member liaisons to the task force.
- On January 16, the City posted a request for nine (9) green building experts to join the Green Building Task Force. The deadline for submittal is Friday, January 31.
- As of January 28, 2020, the City has received seven (7) applications.

II. Next Steps

- The City will interview applicants in February.
- A green building task force kick off meeting will be held at the end of February or early March 2020.



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: March 3, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:30 PM) Sustainable Transportation Plan Update - Public Works,

SUMMARY: Staff will provide an update to the Council on the project meetings with the Technical Advisory Group and the Task Force that are taking place on Friday, February 28th.

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND: Staff will provide an update to the Council on the project meetings with the Technical Advisory Group and the Task Force that are taking place on Friday, February 28th.

ATTACHMENTS:

FISCAL DETAILS: N/A

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: March 3, 2020

ESTIMATED TIME: 45 Minutes

AGENDA ITEM: (7:40 PM) Sportsman Club Roundabout Design Discussion - Public Works,

SUMMARY: Staff will present an update on the Sportsman - New Brooklyn Roundabout project for Council consideration.

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: The Council last heard from the staff on this project in November 2018. The project design has since been updated to reflect a prioritization of bicycle and pedestrian facilities. The project is at 90% design but will require a \$1.1 million budget amendment to move forward to construction in 2021. A full overview of the project is provided in the attached Frequently Asked Questions document.

ATTACHMENTS:

[Presentation - Sportsman NewBrooklyn Council 030320.pptx](#)

[FINAL FAQ - Sportsman Club New Brooklyn.docx](#)

[Transmittal Memo for Budget Charts for Sportsman Club New Brooklyn 2 28 2020](#)

[Capital Improvement Plan Budget Report Sportsman Club New Brooklyn Rd.pdf](#)

FISCAL DETAILS: The existing project budget for this project is \$1,216,072 with \$375,839 spent with a remaining budget of \$840,233. If the Council decides not to continue with this project, approximately \$155,000 of federal grant funds will need to be returned.

Fund Name(s):

Coding:

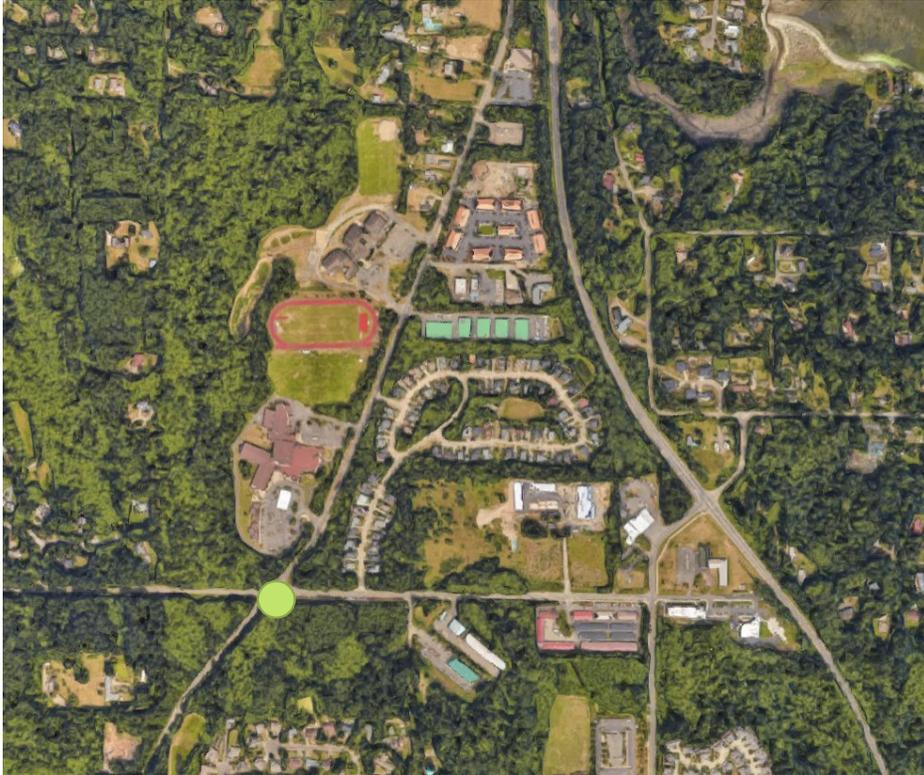
Sportsman / New Brooklyn Roundabout Presentation

City Council Study Session
March 3, 2020

Sportsman / New Brooklyn Roundabout

- Existing Conditions
- Improvements
- Impacts
- Budget

Existing Conditions - Context



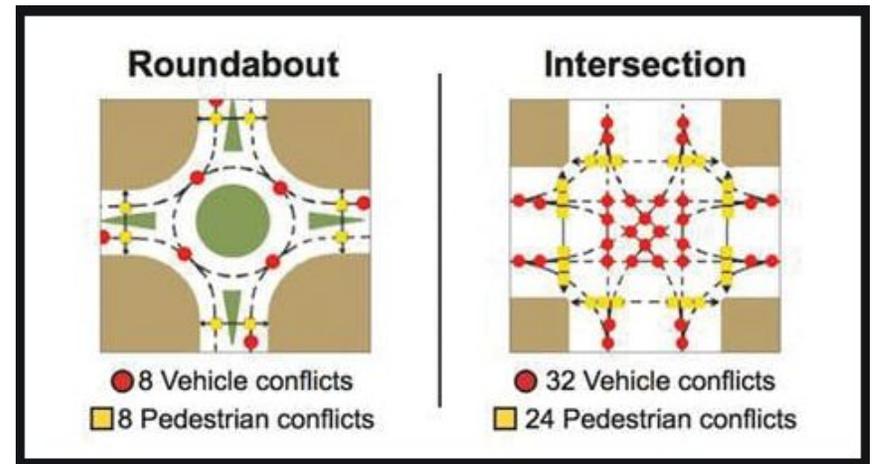
Existing Conditions – *Safety and Traffic*

- Secondary arterial
- 10,000 vehicles per day (240 trucks)
- 7 accidents, 5 injuries in the last seven years
- Overall level of service “B”



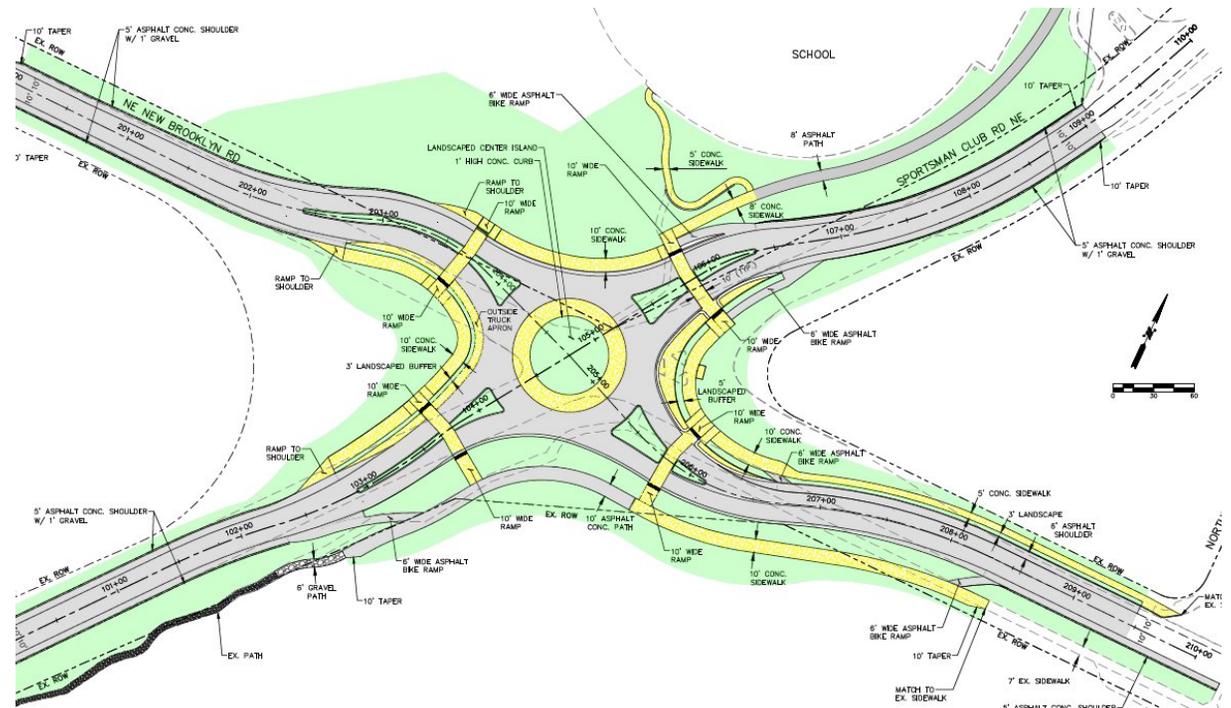
Improvements – Why a roundabout?

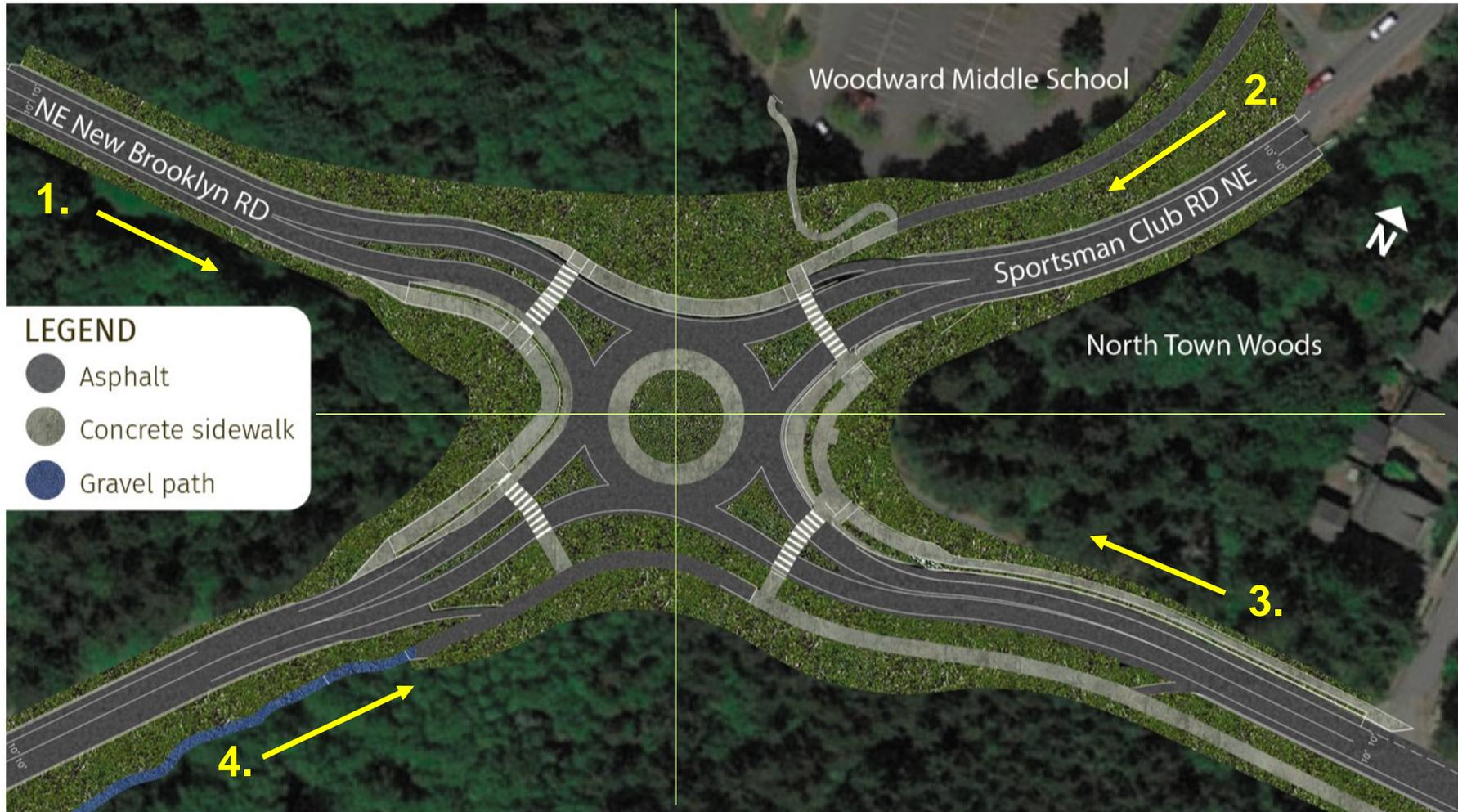
- Improve pedestrian and bicycle safety
- Recommended by FHWA for “safe routes to school”
- Plan for future LOS failure in 10-15 years



Improvements – Project Elements

- Traffic calming
- 5'-wide shoulders
- Multi-use sidewalks
- Raised crosswalks with flashing beacons
- Separated path extensions
- Landscaping/public art





Impacts – *Environment and Traffic*

- Remove 36 trees larger than 12” diameter
- Net zero impervious surface
- Overall LOS “A” and congestion reduction at peak school hours



Impacts – Other Considerations

- Development of Suzuki property would likely retain overall LOS “C”
- Separated bicycle facilities not likely to pass cost benefit analysis
- Crossing guards not a simple solution per BISD



Photo credit: M. Reid, Kitsap Sun

Budget

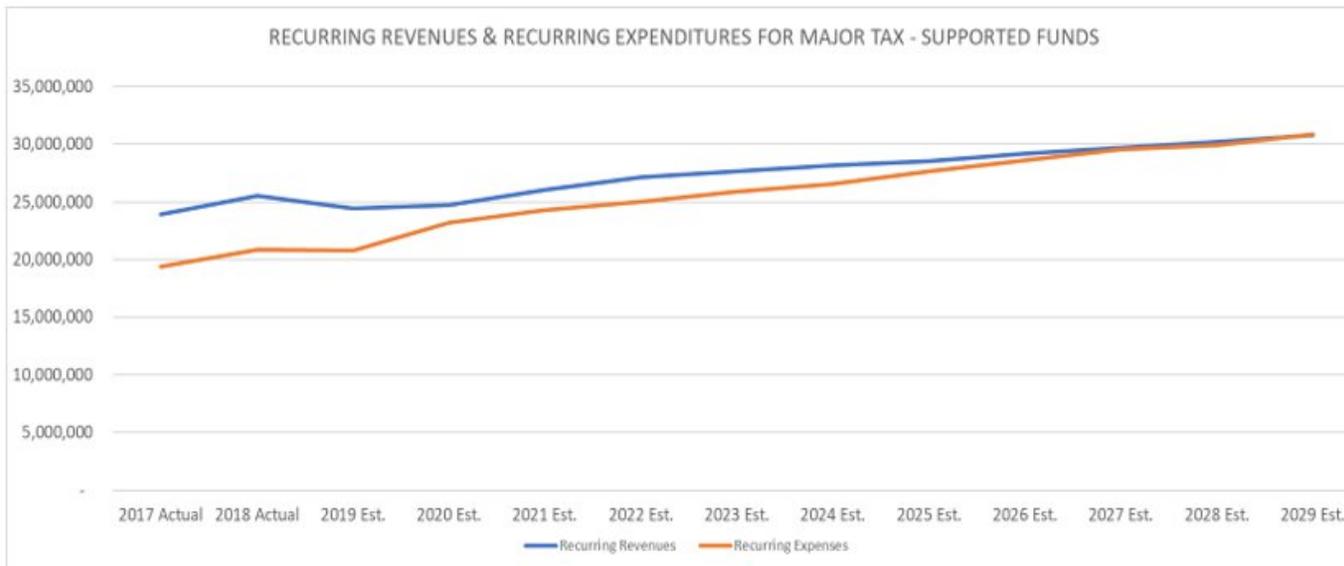
Estimated Cost	\$2,315,000
Current Budget	\$1,216,000
Traffic Impact Fees	\$358,000
Federal Grant (Design)	\$155,000
Federal Grant (Construction)	\$703,000
<i>Expenditures to Date</i>	<i>\$376,000</i>
<i>Traffic Impact Fees</i>	<i>\$222,000</i>
<i>Federal Grant (Design)</i>	<i>\$154,000</i>
Remaining Balance	\$840,000
Traffic Impact Fees	\$137,000
Federal Grant (Construction)	\$703,000
Funds Required	\$1,099,000

*If the project does not move forward, approximately \$155,000 of federal grant funds will need to be returned

Budget – Expenditure Impacts

Recurring Revenues and Recurring Expenditures for Major Tax-Supported Funds

The addition of a one-time expense of \$1,100,000 does not change the City’s budget for recurring revenues or recurring expenditures. The chart below shows that recurring revenues are greater than recurring expenditures until 2029.



Sportsman / New Brooklyn Roundabout Presentation - *Discussion*

Sportsman Club-New Brooklyn Road Intersection Improvements

Frequently Asked Questions

Why is the City considering a roundabout at this location?

The City is proposing a roundabout for the Sportsman Club Road-New Brooklyn Road intersection to encourage walking and biking on the Island, increase safety for pedestrians and bicyclists, and reduce traffic congestion in the coming decades.

As recognized by the Federal Highway Administration's Safe Routes to School program, modern roundabouts are one of nine proven safety countermeasures recommended for school zones. The [Safe Routes to School guide](#) states:

This designation is based on research that has shown that roundabouts greatly improve safety compared to traditional intersections...In particular, at locations near schools, consideration should be given to designing bicycle curb ramps and wider sidewalks to accommodate transitions for bicyclists between the roadway and the sidewalk system. Wider sidewalks and crosswalks can help mitigate potential conflicts between pedestrians and bicyclists.

The City's design includes all the recommended accommodations.

The City's design review consultant, Toole Design, shared that roundabouts at school locations are becoming more and more common. The City of Bellevue recently installed a mini roundabout at the Tyee Middle School with great success.

What kind of growth is expected around the Sportsman Club Road and New Brooklyn Road intersection in the future?

Up until the early 1990s, this area of the island was fairly rural. However, in the last several decades a significant amount of development has slowly contributed to growth in the surrounding area. That growth started with the development of two adjacent middle schools, Woodward and Sakai, and continued with the development of the residential neighborhood, North Town Woods and the original Coppertop Park light industrial area. Near the outer reaches of the intersection, other significant developments have been constructed, including the Island Church and expansion of the Coppertop development to the north, and the Bainbridge Artisan Resource Network (BARN), Bainbridge Island Fire District Station 21, and Madrona House assisted living facility to the east.

New development is continuing to be planned in the immediate vicinity of the intersection, and along the outer reaches of each corridor in the following areas:

- Southeast corner of the intersection: The City is considering the development of a 60+ unit affordable housing development on the Suzuki property;

- East of the intersection: The City is planning for the re-location of the Police and Court facilities to the former Harrison Medical Center building;
- West of the intersection along the New Brooklyn corridor: The City is facilitating a sub-area plan for the Island Center neighborhood, which will likely include planning for increases in compact residential and commercial development over the next several decades.

Is the intersection unsafe in its present condition?

From 2013 to 2017, City records indicate that there were seven recorded collisions at or related to the Sportsman Club-New Brooklyn intersection. The five-year period included two recorded injuries: one resulting from a left-turn collision due to driver inattention, and the other injury resulting from a driver falling asleep and striking a mailbox and tree near the intersection. One bicycle-related crash occurred at the intersection, between 2013 and 2017, when a left-turning passenger vehicle failed to grant right of way to a bicycle from the opposing direction.

Given the high peak traffic volumes, and the inadequacy of the current facilities at the intersection, undesirable driver and pedestrian behavior is often witnessed through casual observation. For example, during visits to the site in 2018 and 2019, City staff and consultants observed several children exiting vehicles parked on the east shoulder of Sportsman Club Road and crossing to the south school driveway, sometimes without looking for a safe crossing opportunity. Vehicle stacking, and several near-miss accidents, including those with pedestrian and bicyclists, were also recently observed during both school arrival and dismissal periods.

What improvements will be constructed for pedestrians and bicyclists?

The City worked with the project engineering design consultant, Skillings Connolly, and held a half-day charrette with pedestrian and bicycle design experts, Toole Design, to develop the approach to the roundabout. The design is intended to improve and expand facilities and safety for pedestrians and bicyclists, improve the flow of traffic throughout the day, and accommodate the intersection's unique volume of large vehicle and truck traffic related to school buses, fire trucks, delivery and construction vehicles:

- On the north, south and west sides of the intersection, 5-foot wide paved shoulders will be added on both sides of the road within the project limits, and the off-road pedestrian trail will be enhanced, widened, and interconnected with the existing facilities;
- On the east side of the intersection, 5-foot wide paved shoulders will be added on both sides of the road within the project limits. New sidewalks will be added, and existing sidewalks will be enhanced and widened;

- On all legs of the intersection, vehicles will be prompted to slow down to the 20-mph roundabout design speed through the creation of a “chicane” or curved approach, and the vehicle lane widths will be reduced to 10-foot wide;
- On all legs of the intersection, the pedestrian sidewalk or trail will be widened to a 10-foot multi-use path with mountable transitions for bicyclists. All legs of the intersection will include 10-foot wide ADA accessible ramps and raised concrete crosswalks with rapid-flashing beacons.

Did the City consider a design alternative that includes fully separated paths for pedestrians and bicyclists?

Yes, the staff heard from some members of the community about the desire to build a roundabout at this location that included fully separated bicycle and pedestrian facilities. The staff reviewed this concept with design experts from Toole Design, and came to the conclusion that a fully-separated design would not pass a cost-benefit analysis test – the design would require a larger footprint that would add cost and further impact tree and vegetation removal, while not significantly increasing safety for users at this location. The fully separated alternative should continue to be evaluated in other locations on the island where traffic speeds, the volume of non-motorized users, and intensity of surrounding land-uses would dictate the need for different accommodations for all users.

What are the traffic conditions at the intersection today?

The Sportsman Club-New Brooklyn intersection is one of the City’s busier areas, consisting of the crossing of two secondary arterials – the busiest classification of roadway on the island after State Route 305. Sportsman Club Road (north-south), is the busiest leg of the intersection, as the corridor serves the schools and majority of light-industrial uses and serves as a primary route for vehicles traveling to and from SR305 and the south end of the island. In accordance with the Intersection Control Analysis (ICA) report prepared for the roundabout project, Sportsman Club Road carries approximately 6,400 vehicles a day, and New Brooklyn carries approximately 3,200 vehicles a day. Of those vehicles, approximately 240 are trucks or heavy vehicles.

How does the City measure traffic congestion at intersections on the island?

In accordance with the Island-wide Transportation Plan (IWTP), which is part of the City’s Comprehensive Plan, the City measures congestion at intersections with a level of service (LOS) analysis that considers the wait-time of approaching vehicles. The recommended LOS for secondary arterials in the Sportsman Club-New Brooklyn area of the island is

identified in the IWTP as being LOS C, which equates to a wait-time of between 15-25 seconds. In accordance with the City's traffic report for the project, the intersection currently performs at an overall LOS B at all times of the day. Without any improvements, in 2035 the intersection is anticipated to perform at an overall LOS D (the analysis uses an annual growth projection of 2.7% per year).

How would an affordable housing development on the Suzuki property impact traffic congestion at the Sportsman Club-New Brooklyn intersection?

According to the traffic study prepared by the City's consultant for the Suzuki property project (which anticipated 91 residential units on the Suzuki property), the intersection would perform at level of service (LOS) A because the report assumes that the City has constructed a roundabout. However, in comparing the traffic analysis in the Suzuki traffic study to the analysis in the City's traffic report, it is clear that if the Suzuki property were to be developed without the roundabout, the intersection would perform at LOS C during the PM peak hour (the hour used to analyze projects for development purposes). Therefore, the developer of the property – if the development scheme was unchanged from that outlined in the report – would not be responsible for any improvements at the intersection because the recommended LOS for secondary arterials in the Sportsman Club-New Brooklyn area, identified in the Island-wide Transportation Plan (IWTP), is LOS C.

Will a roundabout improve traffic congestion during school pickup and drop-off times?

Not necessarily, as intersection performance is difficult to manage during surge events such as school pickup and drop-off times. For example, City staff and community members know from experience that the the High School Road roundabout performs at a less than desired level of service during afternoon school pick-up and drop-off. While the design for the Sportsman Club-New Brooklyn roundabout includes different and more modern features, such as extended separation between the roundabout and pedestrian crossings that will allow for improved safety and traffic flow, it is unrealistic to expect that the intersection will perform at LOS A for vehicles during the peak time (as identified in the City's traffic study)– which is currently between 3:00 p.m. and 3:40 p.m.

Has the school district considered hiring a crossing guard for this location to improve traffic flow?

The Bainbridge Island School District is not against the use of a crossing guard at this location; however, they have identified that crossing guard positions are difficult to fill, and the main purpose of the crossing guards are to ensure safety – not improve traffic flow. Crossing guards could still be considered after the construction of a roundabout.

Will the roundabout add more impervious surface than exists currently?

The proposed roundabout design will result in almost no increase in impervious surfaces, as the design includes landscaping on each leg of the intersection, as well as between pedestrian and vehicular traffic and within the center of the roundabout.

Will construction of the roundabout require the removal of trees?

The need to shift the roundabout to the north and west of the intersection to accommodate westbound right turns requires the removal of up to 36 trees greater than 12 inches in diameter on the north and west sides. The project budget includes funds for planting new trees and vegetation and includes the construction of a retaining wall on the northwest side of the intersection to reduce the impacts on existing trees and vegetation. The location of separated paths will be identified in the field during construction to ensure maximum retention of existing trees.

What is this project going to cost?

The total cost of the project, as designed, is expected to be \$2,315,000. If the project moves forward, approximately 60% of the project would be funded by the City and 40% of the project would be funded by grants.

The current project budget (in round numbers), is as follows:

Current Budget	\$1,216,000
Traffic Impact Fees	\$358,000
Federal Grant (Design)	\$155,000
Federal Grant (Construction)	\$703,000

The City has spent the following to date:

Expenditures to Date	\$376,000
Traffic Impact Fees	\$222,000
Federal Grant (Design)	\$154,000

The project budget remaining is as follows:

Remaining Balance	\$843,000
Traffic Impact Fees	\$137,000
Federal Grant (Construction)	\$703,000

The project needs the following additional budget for completion:

Additional Funds Required	\$1,099,000
---------------------------	-------------

If the project does not move forward after the City Council discussion on March 3, 2020, the City will be required to repay approximately \$154,000 in grant funds that were used for the initial design phases.

###



CITY OF
BAINBRIDGE ISLAND

Finance Department Memorandum

Date: February 28, 2020

To: Morgan Smith, City Manager

From: Finance Department

Subject: Additional funding for Sportsman Club New Brooklyn Intersection from General Fund Balance

Summary

In preparation for the upcoming Council discussion regarding additional funding for Sportsman Club New Brooklyn Intersection project, staff reviewed the financial impact of making this funding decision. We used the assumption that funding for Sportsman Club New Brooklyn Intersection project will increase the project budget by \$1,100,000 to a total of \$2,216,000, with the additional funding coming from existing fund balance in the General Fund. The result is that the overall tax-supported recurring revenues and recurring expenses would be unchanged while the fund balance would decrease by \$1,100,000 bringing us closer to our policy reserve level within ten years.

With the addition of a one-time expense of \$1,100,000, the City's budgeted recurring revenues are estimated to be greater than recurring expenditures until 2029. The ending fund balance for the General Fund exceeds the policy reserves throughout the 10-year analysis window.

Ten-Year Analysis Approach

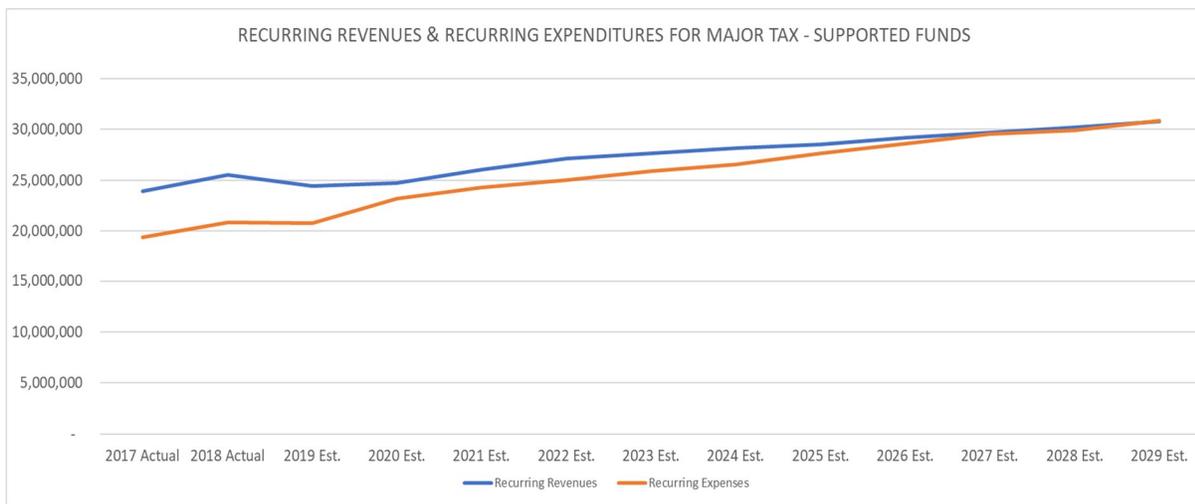
To support the review of the long-term viability of the City's financial structure, the Finance Department provides a ten-year forward look at the City's projected financial performance by fund. These charts use the same approach as the charts presented in the 2019-2020 biennial budget, however, they have been updated to reflect current financial performance so the charts in this memo do not exactly match the charts presented in the Adopted Budget. Key assumptions used in the current analysis include:

- 2019 revenues and expenditures match current estimates;
- 2019 ending fund balance updated per current financial performance;
- 2020 revenues and expenditures match the 2020 modified budget;
- Suzuki project expenditures included as assumed in the Adopted Budget, with \$800,000 in approved spending and \$800,000 in assumed revenue for sale of the property;
- Police and Municipal Court Building funding comes from \$8.0 million in debt and \$12.0 million in existing City resources;

- Debt service updated to match new debt issue and existing debt;
- Revenue assumptions updated to move towards 100% recovery for B&DS per the financial policies;
- Other revenue and expenditure inflators not changed from previous models, and
- Charts are extended by one year.

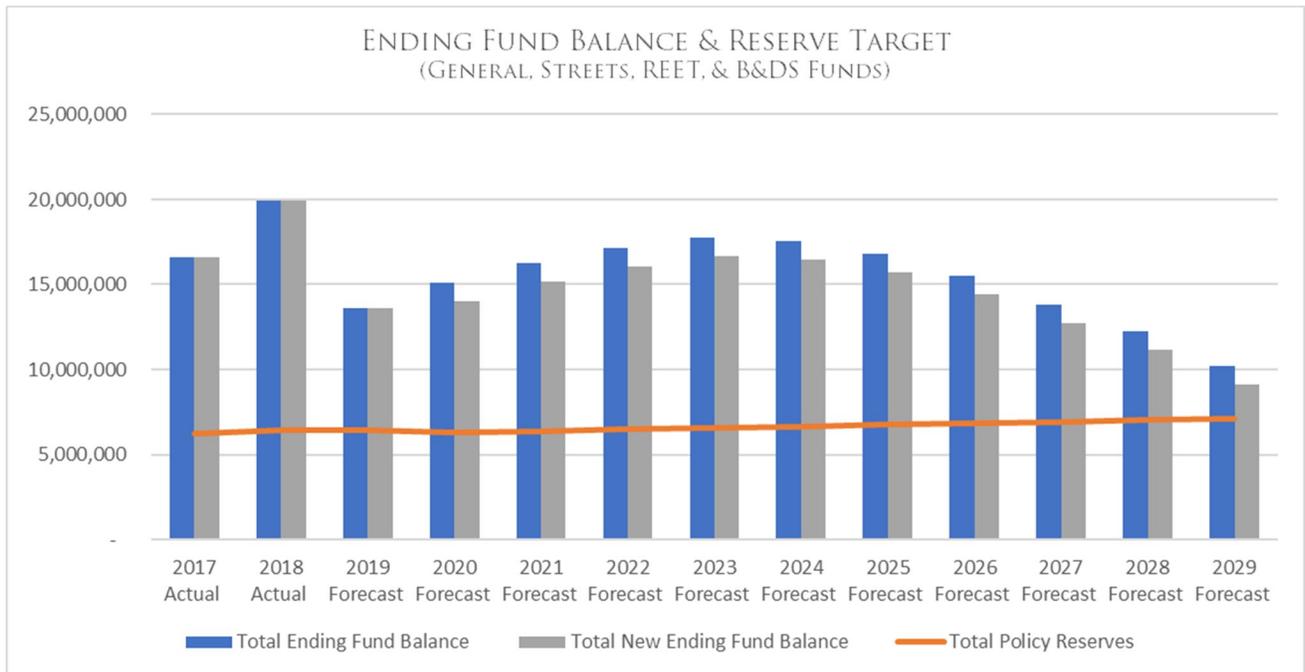
Recurring Revenues and Recurring Expenditures for Major Tax-Supported Funds

The addition of a one-time expense of \$1,100,000 does not change the City’s budget for recurring revenues or recurring expenditures. The chart below shows that recurring revenues are greater than recurring expenditures until 2029.



Ending Fund Balance and Policy Reserves

The current spending on the Sportsman Club New Brooklyn Intersection Project is sustainable in the 10-year plan, while additional funding of Sportsman Club New Brooklyn Intersection Project through a contribution from General Fund Balance at a cost of \$1,100,000 will bring us closer to our policy reserve levels. In the chart below, the blue columns represent the current approved budget while the gray columns show the addition of \$1,100,000 to the project budget.



Attachment:

- Sportsman Club New Brooklyn Intersection Project Report as of January 10, 2020

Project: Sportsman Club Road and New Brooklyn Road

Location: Intersection Improvements

00715

Project Description



Description: Capacity (level of service) improvements at intersection of Sportsman Club Road and New Brooklyn Road. Level of service C from 2004 study. Since that time, the Sakai and Woodward schools have changed schedules, resulting in impacts to the intersection. A roundabout is proposed. Estimated schedule and costs assume a right-of-way donation by the School District.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
General Fund \$	-	-	-	-	-
Trans. Impact Fees	25,000	216,072	117,000	-	358,072
Federal Grant	155,000	-	703,000	-	858,000
	180,000	216,072	820,000	-	\$ 1,216,072

Budget Notes

	Amount	Source	Description
Original budget \$	1,000,000		Original project authorization
Budget Amendments	100,000	2019 CIP Updates	
	116,072	2019Q1 BUA	CIP update to project
Total Project Budget \$	1,216,072		Increase to amend design agreement

Financial Update Spending through February 25, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
General Fund \$	1,216,072	358,928	16,910	375,839	840,233

Current Project Status

Right-of-way acquisition started with School District. Preparing design modifications for review by Council in late 2019. Currently scheduled for construction in 2021.



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: March 3, 2020

ESTIMATED TIME: 45 Minutes

AGENDA ITEM: (8:25 PM) Review Resolution 2018-03 and Goals for Suzuki Property Affordable Housing Project - Executive,

SUMMARY:

At the January 7, 2020 Council meeting, the Council discussed the Suzuki property affordable housing project, potential goals for the project and options for next steps. At the conclusion of that discussion, the Council agreed to plan for a future discussion that would begin with a review of the project goals that were previously captured in a resolution passed by City Council in 2018. That resolution, Resolution 2018-03, Establishing Goals for the City-owned Suzuki Property, is attached. This time is scheduled for the Council to take up a review of those project goals.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

Discussion.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

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.

At the January 7, 2020 Council meeting, the Council discussed the project and potential goals and next steps. At the conclusion of that discussion, the Council agreed to plan for a future discussion that would begin with a review of the project goals that were previously captured in a resolution passed by City Council in 2018. That resolution, Resolution 2018-03, Establishing Goals for the City-owned Suzuki Property, is attached.

ATTACHMENTS:

[Resolution No. 2018-03 Establishing Goals for the City-owned Suzuki Property Approved 012318](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

RESOLUTION NO. 2018-03

A RESOLUTION of the City of Bainbridge Island, Washington, establishing goals for the conservation and development of affordable housing on the City-owned Suzuki property.

WHEREAS, the City of Bainbridge Island purchased the property known as the Suzuki property in 2000; and

WHEREAS, the property is located within the Winslow Sewer Service Area; and

WHEREAS, in 2015, the City invited development teams to participate in a competitive process to assist with the development of affordable housing on the Suzuki property; and

WHEREAS, the City Council selected a team comprised of Olympic Property Group, Housing Kitsap, and Jonathan Davis; and

WHEREAS, the 2016 Housing Needs Assessment identified a demand for affordable housing options on Bainbridge Island; and

WHEREAS, the 2016 Comprehensive Plan contains numerous goals related to affordable housing.

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

Section 1. The City Manager is directed to negotiate a development services agreement with Olympic Property Group for the purpose of completing all necessary work required for permits, approvals, and development of the site.

Section 2. The development services agreement shall incorporate the following goals:

- A. The project shall be 100% affordable with the goal of achieving affordable housing for income levels of 30 – 120% AMI.
- B. The project shall be a mix of rental and homeownership units.
- C. The project shall create permanent affordable housing.
- D. 50% of the land value related to the site will be contributed to the project by the City of Bainbridge Island.
- E. Ownership of the project after permit approvals have been obtained will be as follows:

1. Green space will be held in a land trust administered by a nonprofit or governmental entity;
 2. Homes for sale will be held in a community land trust to be administered by Housing Resources Bainbridge or a similar nonprofit entity. If necessary to assure permanent affordability, there should be deed restrictions and/or covenants providing for permanent affordability of the homes; and
 3. Homes for rental will be held by a partnership of Housing Kitsap and tax credit investors. In addition, there shall be deed restrictions and/or covenants providing for permanent affordability of the homes.
- F. The project shall be designed to develop the optimal number of affordable housing units, consistent with the 2016 Comprehensive Plan, zoning requirements, the 2017 Environmental Assessment prepared by Environmental Science Associates (“ESA”), site characteristics, sustainable development practices, and financial considerations.

Section 3. The City Manager shall provide the development services agreement to the City Council for approval.

Section 4. If the development services agreement is approved, the City Manager shall provide status reports to the City Council during City Council Business meetings at project milestones when Preliminary Design is completed, when Preliminary Approval has been achieved, and prior to beginning site engineering, construction, and development. At each of these milestones, City Council action to proceed will be required prior to moving to the next phase.

PASSED by the City Council this 23rd day of January, 2018.

APPROVED by the Mayor this 23rd day of January, 2018.

By: 
 Kol Medina, Mayor

ATTEST/AUTHENTICATE:

By: 
 Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	January 19, 2018
PASSED BY THE CITY COUNCIL:	January 23, 2018
RESOLUTION NO.	2018-03



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: March 3, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (9:10 PM) Proposed Process for Filling Council Vacancy - Mayor Schneider,

SUMMARY: The Council will discuss the proposed process for filling the Council vacancy. Attached is the proposed timeline, notice, and application.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to approve the process for filling the Council Vacancy and authorize the City Manager to initiate the application process.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[Draft Timeline for Filling Council Vacancy 021320](#)

[Council Vacancy Notification 030320](#)

[Council Vacancy Application Packet 030320](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



PROPOSED TIMELINE FOR FILLING COUNCIL VACANCY

02/13/20 DRAFT

Week 1

- Prepare application and Council vacancy notification (deadline is 4 weeks out)
- Post application and notice on City web site and provide copies at front desk of City Hall
- Submit display ad for Bainbridge Review and publish for 2 weeks
- Send out press release
- Notice in City Manager Report

Week 2

- 2nd publication of display ad in Bainbridge Review
- Notice in City Manager Report
- City Clerk forwards applications to Council as they are received

Week 3

- Notice in City Manager Report
- City Clerk forwards applications to Council as they are received

Week 4

- Applications are due to City Clerk by 4 pm on Friday
- City Clerk forwards remaining applications to Council

Week 5

- Candidate interviews are held at a Special City Council meeting and finalists are selected following the process established in 2018 (or other process TBD)

Week 6

- Finalist interviews are held at a Special City Council meeting, and a new Council member is selected following the process established in 2018 (or other process TBD)

Following Week

- New Council member is sworn in



Council Vacancy Notification March __, 2020

Deadline to Apply for Council Vacancy - April __, 2020

The City of Bainbridge Island is now accepting applications from Bainbridge Island residents to fill a vacancy on the City Council. A position on the seven-member City Council is open following the resignation of Councilmember Matthew Tirman, who held Position No. 3, South Ward.

The term of the vacated position will commence once a candidate is appointed by a majority vote of the City Council and will expire after the results of the November 2021 general election are certified.

The timeline for filling the Council vacancy is as follows:

- Friday, April __, 2020: Applications are due to City Clerk by 4:00 p.m.
- _____, April __, 2020: Candidate interviews beginning at ____ p.m. (Special City Council Meeting) and selection of finalists
- _____, April __, 2020: Finalist interviews beginning at ____ p.m. and appointment
- Tuesday, April __, 2018: Swearing in of new Councilmember at 6:00 p.m. (City Council Business Meeting)

Residents interested in applying for the Council vacancy must have resided in the City of Bainbridge Island for at least one year prior to Council appointment, must currently reside within the South Ward, and must be registered to vote. Follow this link to view the Ward map on the City's website: [Ward Map](#)

Interested residents may obtain application forms at City Hall, located at 280 Madison Avenue North, or on the City's web site: [Application](#).

Applications are due no later than 4:00 p.m. on Friday, April __, 2020. Applications received after 4:00 p.m. on April __, 2020 will not be accepted.

The City of Bainbridge Island operates under the Council-Manager form of government. The seven-member City Council serves as the legislative body of the City. The Council is responsible for setting policy, adopting the annual budget, adopting laws, determining the services the City provides and the funding levels for those services, and appointing citizens to its advisory boards and commissions.

Please see RCW [42.12.070](#) for Washington State Law regarding Council vacancies.

For more information on the Council vacancy, contact City Clerk Christine Brown at 206.780.8618 or cityclerk@bainbridgewa.gov.



APPLICATION FOR APPOINTMENT TO BAINBRIDGE ISLAND CITY COUNCIL SOUTH WARD POSITION #3

Thank you for your interest in serving the community as a member of the Bainbridge Island City Council.

The timeline for filling the Council vacancy is as follows:

- Friday, April __, 2020: Applications are due to City Clerk by 4:00 p.m.
- _____, April __, 2020: Candidate interviews beginning at _____ p.m. (Special City Council Meeting) to determine finalists
- _____, April __, 2020: Finalist interviews beginning at _____ p.m. and selection
- Tuesday, April ____, 2020: Swearing in of new Councilmember at 6:00 p.m. (Business Meeting)

To be considered, your application must be completed and received by the City Clerk at Bainbridge Island City Hall (280 Madison Avenue North) no later than 4:00 pm on Friday, April ____, 2020. Applications received after 4:00 pm will not be accepted. Additional written information after this date will not be accepted, unless requested by the City Council.

Please submit the following items:

- Application (see page 4)
- A 1 page cover letter indicating your interest and general qualifications for the position.
- A resume of no more than 2 pages.
- Answers to the Supplemental Questions of no more than 3 pages total.

For further information, please contact

Mayor Leslie Schneider at 206.200.4502 or
lschneider@bainbridgewa.gov

This application and any correspondence should be addressed to:

Christine Brown, City Clerk
Council Recruitment
280 Madison Avenue North
Bainbridge Island, WA 98110
cityclerk@bainbridgewa.gov

Councilmember Eligibility, Requirements & Public Disclosure

To be eligible to be appointed to the Bainbridge Island City Council, you:

- Must have continuously resided within the Bainbridge Island city limits for a minimum of one year prior to your appointment to the Council, and
- Must currently reside within the South Ward, and
- Must be a registered voter in the City of Bainbridge Island.

If you hold, participate in or are involved in any contract(s) with the City of Bainbridge Island, please explain your involvement in your cover letter.

If you hold any other elected public office, please state what office and where in your cover letter. Please note that:

- Once a Councilmember application is filed with the City, it is a public record available to the public.
- The applications received from all candidates who meet the minimum requirements of State law, along with the answers to the supplemental questions, will be posted on the City of Bainbridge Island website as part of the Council's meeting packet the week of the initial interview.
- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission (www.pdc.wa.gov).

City Council Duties & Compensation

The Bainbridge Island City Council is the legislative authority of the City of Bainbridge Island. The City operates under the Council-Manager form of government. The seven-member City Council serves as the legislative body of the City. The Council is responsible for setting policy, adopting the biennial budget, adopting laws, determining the services to be provided and the funding levels for those services, and appointing citizens to its advisory boards and commissions.

The duties of a City Councilmember will likely involve an average minimum commitment of 18 – 20 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Councilmember duties include, but are not limited to:

- Attendance is required at regular City Council meetings, which are held weekly on Tuesday evenings of each month, from 6:00 pm to 10:00 pm and occasionally later. From time to time, the City Council or Mayor may call special City Council meetings to handle city business. Attendance is also required at the Council's annual Advance usually held on a weekday in March.
- Councilmembers are expected to serve on Council Sub-Committees, regional boards and commissions, and to represent the City Council at various community functions. These various meetings and functions occur normally during the evenings, but may also occur on some weekends, and during some weekdays.
- Some travel is expected locally, regionally, and/or within the State of Washington, involving various organizations which the City of Bainbridge Island is a member. Councilmembers may also at their discretion travel and attend training, education and/or participate in other organizations at the local, regional, state, or in some instances on the national level. Travel, education, and training expenses for local, regional, state, and national activities are reimbursed in accordance with City policy applicable to all employees and city officials, subject to the budgetary limit set for each councilmember and for the city council as a whole.

The Councilmember salary as of January 1, 2020, is \$1,200 per month.

Interview Questions

Each candidate should come to the interview prepared to speak to the following questions:

1. Are there any regional issues or forums in which you have a particular interest or expertise? (e.g. transportation, water supply, human services, water quality, fiscal management, solid waste, etc.)
2. Do you want to serve on the City Council because of a particular local issue on which you want to work or are your interests more broadly distributed?

APPLICATION FOR APPOINTMENT TO BAINBRIDGE ISLAND CITY COUNCIL POSITION #3

Applicant Information

(Please type or print)

Applicant Name _____

Residence Address _____

Home Phone _____ Work/Cell Phone _____

E-Mail _____

Cover Letter & Resume

Please attach a one-page cover letter and a resume of no more than two pages to this application.

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Bainbridge Island on separate pages using no more than 3 pages total:

1. Why are you interested in serving as a Bainbridge Island City Councilmember?
2. What strength would you bring to the Council?
3. What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?
4. Explain your current and past community involvement and/or service on city, nonprofit, or public boards, committees, task forces, or commissions and how this has contributed to the Bainbridge Island community. Address its relevance to the position of Bainbridge Island City Councilmember.
5. What do you wish to accomplish during this appointed term as Bainbridge Island City Councilmember?
6. What is your vision for our City and community?
7. Is there anything else that you may wish to add that would help us get to know you a little better?

Please return this form, your cover letter, resume and answers to the supplemental questions to the City Clerk at Bainbridge Island City Hall (280 Madison Avenue North, cityclerk@bainbridgewa.gov) no later than 4:00 pm on Friday, April __, 2020. Applications received after 4:00 pm will not be accepted.

The application and any correspondence should be addressed to:

Christine Brown, City Clerk
Councilmember Recruitment
280 Madison Avenue North
Bainbridge Island, WA 98110
cityclerk@bainbridgewa.gov