



CITY OF
BAINBRIDGE ISLAND

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

REMOTE MEETING ON ZOOM

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AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
3. **MAYOR'S REPORT - 6:10 PM**
4. **CITY MANAGER'S REPORT - 6:15 PM**
5. **PRESENTATIONS**
 - 5.A **(6:20 PM) Race Equity Task Force (RETF) Briefing and Work Plan Update, 30 Minutes**
RETF Scope of Work as of June 2019
[RETF_-_2020_Scope_of_Work_Proposal - December 2019.pdf](#)
[GARE General Training Info_December 2018 Final.pdf](#)
[RETF - 2020 Outreach Plan-Budget v1.docx](#)
[RETF GARE scope of work.docx](#)
[Update on 2020 RETF Workplan Items.pdf](#)
 - 5.B **(6:50 PM) Kitsap County Community Development Block Grant (CDBG) Program - Planning, 30 Minutes**

6. FUTURE COUNCIL AGENDAS - 7:20 PM

- 6.A Future Council Agendas, 10 Minutes**
July 14 City Council Regular Business Meeting.pdf
July 28 City Council Regular Business Meeting.pdf
August 4 City Council Study Session.pdf

7. UNFINISHED BUSINESS

- 7.A (7:30 PM) Update on the Development Moratorium - Planning, 10 Minutes**
Moratorium Status Report 20200707
Ordinance No. 2020-09 Extending the Development Moratorium Approved 032420.pdf
Moratorium Summary
- 7.B (7:40 PM) Green Building Task Force Update - Planning, 10 Minutes**
2020-07-07_CC_GBTF_Staff_Memo.docx
Attachment 1 - GBTF History Log
Attachment 2 - GBTF Roster
- 7.C (7:50 PM) Update and Next Steps after Joint Meeting with Planning Commission and City Council - Planning, 30 Minutes**
- 7.D (8:20 PM) Sustainable Transportation Plan Discussion - Public Works, 20 Minutes**
BAINBRIDGE STP July Council Update 20200707

8. CITY COUNCIL DISCUSSION

- 8.A (8:40 PM) Select City Council Liaison to Business Community - Councilmember Deets, 10 Minutes**
Request from BI Chamber & BIDA for Business Community Liaison.pdf
- 8.B (8:50 PM) Process for Evaluating Applicants for Planning Commission for Consistency with Requirements in City Code - Councilmember Nassar, 20 Minutes**
- 8.C (9:10 PM) Clarity on Noticing and Special City Council Meetings - Councilmember Nassar, 10 Minutes**
RCW 42.30.080 Special Meetings

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

10. ADJOURNMENT - 9:30 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: July 7, 2020

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (6:20 PM) Race Equity Task Force (RETF) Briefing and Work Plan Update,

SUMMARY: Receive information from the Race Equity Task Force members and review status of current work plan.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Information and discussion

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[RETF Scope of Work as of June 2019](#)

[RETF - 2020 Scope of Work Proposal - December 2019.pdf](#)

[GARE General Training Info December 2018 Final.pdf](#)

[RETF - 2020 Outreach Plan-Budget v1.docx](#)

[RETF GARE scope of work.docx](#)

[Update on 2020 RETF Workplan Items.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



RACE EQUITY TASK FORCE

Scope of Work

1. Develop a series of events through the end of the year designed to promote awareness and raise the community's level of engagement around race and to encourage a dialogue between Bainbridge Islanders and its elected officials on this topic.
2. Task Force will invite the Government Alliance on Race and Equity (GARE) and the People's Institute Northwest to first come and meet with the task force and then we will have a study session discussion.
3. Task Force to provide a series of recommendations to City Council on ways in which the City can help the community become a more inclusive and responsive community when it comes to addressing racial inequities.

Race Equity Task Force - 2020 Scope of Work Proposal

December 2019

The objectives of the 2020 scope are:

- **To ensure that the Task Force has a meaningful seat at the table:** The Task Force’s November recommendation to the city council explicitly states that “those most impacted by structural racial inequity need to be meaningfully involved in the creation and implementation of the institutional policies and practices that impact their lives.” To that effect, we believe it is of critical importance for the Task Force, who designed the recommendation to partner with GARE, be active participants in supporting the success of the work. Having a “seat at the table” allows the Task Force to be involved in crucial decision points as well as provide citizen oversight of the work.
- **To authentically represent people of color (POC) on the Island:** As part of the 2020 GARE engagement, we recommended that “key members of the community” participate in the workshops alongside the city. We imagine these “key members” to be representatives from community stakeholders such as Bainbridge Pride, the Interfaith Council, Chamber of Commerce, Helpline House, etc. The Task Force can act as liaisons with participating community groups to ensure transparency, accountability, and equitable representation of the needs of POC when working with the city.
- **To “carry the torch” at the conclusion of the workshops:** The primary deliverable of the 2020 workshops will be a long term racial equity action plan. In all likelihood, the city will need a Task Force or committee to support the successful implementation of the action plan once it is approved. It is of crucial importance that the Task Force be at the table during the conception of the plan so it can be best equipped to support its implementation down the line. No one likes to “inherit” a plan that they did not get to contribute to. By engaging the Task Force throughout the GARE partnership, the city will be in an optimal position to hit the ground running when it comes time for long term implementation of the equity plan.

Proposed 2020 Race Equity Task Force Scope of Work:

1. Develop a series of events through the end of the year designed to promote awareness of the city's partnership with the Government Alliance on Race and Equity (GARE), and raise the community's level of engagement around race to encourage a dialogue between Bainbridge Islanders and its elected officials on this topic.
2. Join the 2020 GARE workshops as full participants alongside key city staff and community members with a goal of: acquiring first hand education and training on this body of work as necessary to support outreach efforts; serve as support for city staff in between workshops to build out and provide feedback on draft collateral; and, act as representatives of and liaisons to the community at large by ensuring that the voices of people of color are heard and acknowledged throughout the course of the workshops.
3. In coordination and running parallel to the GARE partnership, provide a series of recommendations to the City Council on ways in which the City can help the community become a more inclusive and responsive community when it comes to addressing racial inequities.

DRAFT: 2020 Outreach Plan and Proposed Budget

Goal: A minimum of one event per quarter

Total Estimated Costs: \$9,400

- **Quarter 1: Projected Costs - \$1,550**
 - January 19, 2020: Martin Luther King Jr. event
 - Partner with Bainbridge Island Museum of Art
 - Costs: Table \$50, Honorariums \$1,500
 - RETF Informational Presentation alongside organizations such as Swerve and Rotary.
- **Quarter 2: Projected Costs - \$5,000**
 - Partner with Bainbridge Pride for Pride month celebrations
 - A Night of Poetry - Partnership with Bainbridge Island Museum of Art
 - Evening of poetry featuring poets of color from the surrounding Kitsap Peninsula. These poets would be presented alongside notable Seattle poet headliners (i.e. Anis Modjani, Nikita Oliver, Ebo Barton or Mavin Gardner).
 - Estimated Budget:
 - Promotion of the event. RETF will promote this as a solo event.
 - BIMA auditorium fee - \$250
 - Light appetizers catered by local company - \$1,000
 - Headline poets - \$1,200
 - Local poets - \$50 X 6 = \$300
 - Printing fees (poems will be displayed through the museum – 3 feet tall) - \$1,200
 - Incidentals - \$150
 - Promotion - \$900
- **Quarter 3: Projected Costs - \$850**
 - Grand Old Fourth Booth - \$250
 - Multicultural Advisory Committee Event - \$500
 - Bainbridge Arts & Humanities Event
 - Community Engagement Workshop – City Hall \$100
 - 2020 Farmers Market (~25 Saturdays)
- **Quarter 4: Projected Costs - TBD**
 - Community Open House - GARE Report
 - Information session detailing milestones, lessons learned, Race Equity toolkit, etc.
 - 2020 Farmers Market (~25 Saturdays)

- **Promotional Items and Outreach Assets: Projected Costs - \$2,000**
 - Literature development (i.e. pamphlet) - What is Race Equity and Why is it Important for Bainbridge Island?
 - Postcard fliers (design and print cost estimate)
 - Signage/Posters
 - Ongoing misc print costs



Building the Capacity of Government to Advance Racial Equity

The [Government Alliance on Race and Equity](#) (GARE) is a national network of government working to advance racial equity and increase opportunities for all. We use a three-prong approach:

- 1) We are a membership-led, membership-driven network of governmental jurisdictions that are committed to advancing racial equity
- 2) We offer pathways for new jurisdictions to begin doing racial equity work, including contractual technical assistance and year-long learning cohorts
- 3) We support and build local and regional collaborations that are broadly inclusive and focused on achieving racial equity

GARE is a joint project of the new [Race Forward](#) (recently merged with the [Center for Social Inclusion](#)) and the [Haas Institute for a Fair and Inclusive Society at UC Berkeley](#) (HIFIS).

Government's proactive work on racial equity has the potential to leverage significant change, setting the stage for the achievement of racial equity in our communities. GARE is building a national movement for racial equity; we share and expand best practices, tools and resources.

GARE's work is underpinned by the knowledge that we will not be able to advance racial equity without the transformation of government into an effective and inclusive democracy. For government to advance racial equity, we must recognize the historical legacy of government having created and maintained racial inequity, explicitly from the foundation of our country, and implicitly for the last half a century. Within our cities and counties, we must normalize racial equity as a key value, operationalize racial equity via new policies and institutional practice, and organize, both internally and in partnership with other institutions and the community.

GARE has effective approaches for building the capacity of organizations and institutions to eliminate institutional and structural racism and advance racial equity. We offer training and organizational development, either in introductory workshops, specific topics or via an extended learning curriculum. GARE, [Race Forward](#), the [Center for Social Inclusion](#), and the [Haas Institute for a Fair and Inclusive Society](#) (HIFIS) frequently offer joint workshops. We also partner with racial equity experts from across the country including via our [Technical Assistance Advisory Committee](#) and peer-to-peer experts from our members.

All of our workshops include:

- **Interactive and experiential components.** Adult learning styles vary. We use varied forms (including exercises and small group discussions) to share information to ensure learning objectives are met.
- **Explicit conversation and facilitation to illuminate the connection between individual, institutional and structural racism.** Our training methodology allows participants to make connections between individual experiences and the broader societal and

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structural ways in which race is constructed. We focus on institutional and structural strategies, as those are most effective for leveraging change.

- **Strong, expert facilitation.** Conversations about race can sometimes be difficult. We have a team of expert facilitators who not only are prepared to lead and guide conversation but to re-design activities in the moment to ensure participants' time and experience is maximized.
- **Applying learning.** Racial equity concepts can, at times, be abstract. Our workshops focus on the application of learning in the work place. *Doing* is often the best teacher.

GARE recognizes the importance of responding to unique situations. Context matters. We tailor workshops and learning activities to best meet the needs of participants and organizations. All of our workshops are informed by:

- Context setting to understand how best to tailor content and exercises,
- Background research to ensure content is relevant and focused on connections between institutional and structural change, and
- Interviews with a selection of participants to ensure that program design meets the needs and expectations of participants.

Costs

Costs for workshops depend on the composition of the training team, location, and number of sessions (for general planning purposes, a half day workshop is \$6k, a full day workshop is \$12k, and an extended curriculum that implements an organizational or sectoral change strategy and introduces new topics on a monthly or quarterly basis, with technical assistance between workshops, ranges from \$25k to \$200k). Workshop fees include prep time, a collaborative design meeting, all related travel expenses, and a debrief meeting. GARE member jurisdictions receive a 10% reduction on any contractual capacity building support.

Workshops

- ***Advancing Racial Equity: The Role of Government (4 to 16 hours)*** – This workshop provides an introduction to the role, responsibilities and opportunities for government to advance racial equity. We focus on normalizing racial equity as a core value with clear definitions of key terminology, operationalizing racial equity via new policies and institutional practice, and organizing, both internally and in partnership with other institutions and the community. Participants gain awareness of the history of race and of implicit and explicit bias and individual, institutional, and structural racism and how it impacts the workplace; gain skill at identifying and addressing institutional and structural racism; and increase capacity to advance racial equity. We introduce a racial equity tool that can be used in decisions relating to policies, practices, programs and budget and share effective communications strategies. This workshop includes facilitated discussion, exercises and video.
- ***Leading for Racial Equity (4 or 8 hours)*** – This workshop provides a common language and explores the tensions that RSJI leaders must address to be effective in working for race and social justice, including adaptive / technical, transactional / transformational, and formal / informal leadership. Participants focus on increasing understanding of key racial equity terminology, motivating change, developing skills at effectively communicating about race, and developing concrete action steps.

- ***Using a Racial Equity Tool (8 hours)*** – This workshop provides instruction and practice on how to use a racial equity toolkit within policy, program and budget decision-making processes. Participants will gain skills by using the tool with their own topics they would like to assess from a racial equity perspective.
- ***Communicating for Racial Equity (4 to 8 hours)*** – Communicating about race can sometimes be a challenge, but preparation and strategy make a big difference. This training provides tools for both interpersonal communication and communicating with the media and broader outside audiences.
- ***Developing a Racial Equity Action Plan (4 to 8 hours)*** – Developing a Racial Equity Action Plan means putting ideas and understanding into action. This entails building organizational infrastructure across the breadth (all functions) and depth (up and down hierarchy), using a Racial Equity Tool, and developing and implementing strategies, including both within and across departments.
- ***Cross-sector Organizing to Advance Racial Equity (8 hours)*** – Eliminating racial inequity and increasing results for all requires multiple organizations to be addressing institutionalized racism within their own institutions and partnering with others to eliminate structural racism. This rigor and focus will ultimately maximize impact in the community.
- ***Building Racial Equity Expertise: Train-the-Trainer (8 hours)*** – Learn racial equity facilitation and training skills that will support transformational change within institutions. This workshop includes an introductory 4-hour curriculum that you can use in your own organization, as well as specific exercises, and strategies for dealing with challenging situations. You will develop skills to take difficult conversations about race, and equity to a deeper level and develop strategies for working through challenging situations.
- ***Inclusive Outreach and Public Engagement (4 to 8 hours)*** – This workshop uses discussion and hands-on activities on how to implement inclusive outreach and public engagement policies, apply an equity framework to outreach materials and strategies, and deepen understanding of culturally inclusive dynamics.
- ***Tools for Organizational Change (4 hours)*** – This workshop provides hands-on exercises to discuss moving organizational change within government. Content is tailored to meet participants’ needs; it includes stakeholder analysis, power and politics, and tipping point theory.
- ***Workforce Equity (4 hours)*** – Talk about racial equity within institutions will not have credibility if the organization is not “walking the talk” as an employer. This workshop highlights best practices for human resources and hiring, with a focus on developing a work force that reflects the diversity of the community, across the breadth (functions) and depth (hierarchy) of the organization.

Making a Commitment: Implementing an Extended Learning Curriculum

GARE's extended learning curriculum is based on our effective approaches that not only introduce ideas, but build and sustain long-term commitments. Over the past decade, cities, counties and communities across the country have developed and are implementing racial equity initiatives or agendas and using racial equity tools. Our extended learning curriculum recognizes that single workshops are good for introductions, but a commitment to advancing racial equity and transforming government will require a longer-term commitment. We incorporate proven practices and replicates success, changing the norm of what is expected and possible from government and increases our collective impact.

Our extended learning curriculum can be customized for individual jurisdictions or offered in regional cohort models where a group of three to fifteen teams join to learn together. For example, see the [2018 Minnesota Advancing Racial Equity Cohort](#) or the national [Racial Equity Here](#) project, supported by Living Cities. Multiple jurisdictions joining together create alignment and synergy that can dramatically align efforts to eliminate institutional and structural racism and result in advances in racial equity and a more effective and inclusive democracy.

As a result of participating in an extended learning curriculum, teams receive tools and resources, including:

- A racial equity training curriculum, and a training for in-house trainers to implement the training with other employees,
- A Racial Equity Tool to be used in policy, practice, program and budget decisions,
- A capacity building plan and organizational structure to institutionalize equity within their own jurisdiction,
- Example policies and practices that help advance racial equity, and
- A Racial Equity Action Plan

The core curriculum can be customized to meet the unique environment of individual organizations or regions, but will consistently result in these key components.

Regular learning sessions focus on skill building and strategy development, with technical assistance, peer-to-peer networking and problem solving taking place between sessions. This will allow time for implementation of action steps before a new topic is introduced.

We welcome the opportunity to work with you. While the challenges in achieving racial equity are great, so too are the opportunities. It is clear from our momentum that we are building toward a future in which government works collectively with their communities to achieve racial equity. Positive change is already afoot in many parts of the country. By learning from and expanding our field of practice, GARE is strengthening strategies and increasing institutional resolve to achieve racial equity.

For more information, please contact [Rachael](#) Wyant, GARE Network Manager, at rwyant@raceforward.org or GARE Co-Director Dwayne Marsh at dmarsh@raceforward.org.

2020 Outreach Plan and Proposed Budget

Outreach/Budget Committee: Brenda Fantroy-Johnson, Peggi Erickson and Rasham Naasar

Budget Tracking: See file: RETF 2020 Budget.xls

Goal: A minimum of one event per quarter

Total Estimated Costs: \$9,400

1. Quarter 1: Projected Costs - \$1,550
 - 1.1. January 19, 2020: Martin Luther King Jr. event
 - 1.1.1. Partner with Bainbridge Island Museum of Art
 - 1.1.2. Budget MLK event: \$1550
 - 1.1.2.1. Table Fee: \$50
 - 1.1.2.2. Speaker Fees: \$1,500
 - 1.2. RETF Informational Presentation alongside organizations such as Swerve and Rotary.
2. Quarter 2: Projected Costs - \$5,000
 - 2.1. Partner with Bainbridge Pride for Pride month celebrations
 - 2.2. A Night of Poetry - Partnership with Bainbridge Island Museum of Art
Evening of poetry featuring poets of color from the surrounding Kitsap Peninsula. These poets would be presented alongside notable Seattle poet headliners (i.e. Anis Modjani, Nikita Oliver, Ebo Barton or Mavin Gardner).
 - 2.2.1. Estimated Budget: \$5,000
 - 2.2.1.1. Promotion of the event. (RETF will promote this as a solo event) - \$900
 - 2.2.1.2. BIMA auditorium fee - \$250
 - 2.2.1.3. Light appetizers catered by local company - \$1,000
 - 2.2.1.4. Headline poets - \$1,200
 - 2.2.1.5. Local poets - \$50 X 6 = \$300
 - 2.2.1.6. Printing fees (poems will be displayed through the museum – 3 feet tall) - \$1,200
 - 2.2.1.7. Incidentals - \$150
3. Quarter 3: Projected Costs - \$850
 - 3.1. Grand Old Fourth Booth - \$250
 - 3.2. Multicultural Advisory Committee Event - \$500
 - 3.3. Bainbridge Arts & Humanities Event
 - 3.4. Community Engagement Workshop – City Hall \$100
 - 3.5. 2020 Farmers Market (~25 Saturdays)
4. Quarter 4: Projected Costs - TBD
 - 4.1. Community Open House - GARE Report - Information session detailing milestones, lessons learned, Race Equity toolkit, etc.
 - 4.2. 2020 Farmers Market (~25 Saturdays)
5. Promotional Items and Outreach Assets: Projected Costs - \$2,000 (bucket amount)
 - 5.1. Literature development (i.e. pamphlet) - What is Race Equity and Why is it Important for Bainbridge?
 - 5.2. Postcard fliers (design and print cost estimate)
 - 5.3. Signage/Posters
 - 5.4. Ongoing misc print costs and button costs

I III. SCOPE OF WORK

Context setting

GARE recognizes that this project will benefit from additional context setting in the form of an understanding of the training that some employees have already taken. We will work with you to confirm the informal and formal leaders who are positioned to work on this project. We will also work with you to identify a set of key leaders who will form a “Core Team” for this project, leading

efforts to operationalize racial equity in Bainbridge Island. We would be happy to assist with this selection process.

Normalize

Normalizing conversations about race includes developing and sharing a racial equity framework as well as operating with urgency and accountability. GARE will provide one workshop for City leadership including the Race Equity Task Force.

Operationalize and Organize

After the initial workshop, GARE will work with Bainbridge Island leadership including Race Equity Task Force members to identify key initiatives / pilots to operationalize racial equity. GARE will lead a workshop for the Core Team to build skills using a racial equity tool and provide tools for communicating effectively about race.

If desired GARE can provide one, or possibly two additional sessions, thereby creating the foundations of a racial equity action plan and the infrastructure needed to operationalize and organize to drive and hold accountability for racial equity work across the institution. At the culmination of all the workshops, the Core Team will be early adopters by piloting the use of a racial equity tool, using data to develop and track racial equity strategies and developing racial equity action plans. The sessions will take place over the course of approximately four months with additional work and guidance (as needed) from the GARE staff team between sessions. The content of the sessions will again be informed by the context setting phase. The GARE curriculum will be used to support the Core Team's work.

Day 1 (late fall 2019)

✦ **Advancing Racial Equity: The Role of Government:** This workshop provides an orientation to the role, responsibilities and opportunities for government to advance racial equity. We focus on normalizing racial equity as a core value with clear definitions of key terminology, operationalizing racial equity via new policies and institutional practice, and organizing, both internally and in partnership with other institutions and the community. Participants gain increased understanding of racial equity terminology, including implicit and explicit bias and individual, institutional, and structural racism; gain skill at identifying and addressing institutional and structural racism; and increase capacity to advance racial equity in the work place.

✦ **Using a Racial Equity Tool:** This workshop provides an overview on how to use a racial equity toolkit to inform policy, program and budget decisions; and effective internal infrastructure and external partnerships to create lasting institutional transformation to advance racial equity.

Day 2 (in early 2020):

✦ **Using a Racial Equity Tool:** This content provides information on how to use a racial equity toolkit within policy, program and budget decision-making processes. Team members will gain skills by using the tool with their own lines of business that they would like to assess from a racial equity perspective.

✦ **Communicating for Racial Equity:** Communicating about race can sometimes be a challenge, but preparation and strategy make a big difference. This content provides tools for both interpersonal communication and communicating with the media and broader outside audiences.

Day 3 (optional)

✦ **Developing a Racial Equity Action Plan:** Introductory training is not enough; the City of

Bainbridge Island will want to put ideas and understanding into action, including strategies that are designed to advance racial equity.

✦ **Leading for Racial Equity:** This workshop provides a common language and explores the tensions that racial equity leaders must address to be effective in working for race and social justice, including adaptive / technical, transactional / transformational, and formal / informal leadership. Participants focus on increasing understanding of key racial equity terminology, motivating change, developing skills at effectively communicating about race, and developing concrete action steps.

Day 4 (optional)

✦ **Inclusive Outreach and Public Engagement:** This workshop uses discussion and hands-on activities on how to implement inclusive outreach and public engagement policies, apply an equity framework to outreach materials and strategies, and deepen understanding of culturally inclusive dynamics.

✦ **Tools for Organizational Change:** This workshop provides hands-on exercises to discuss moving organizational change within government, including building organizational infrastructure across the breadth (all functions) and depth (up and down hierarchy). Content is tailored to meet participants' needs, and will include topics such as stakeholder analysis, power and politics, and tipping point theory.

The total cost and timeline for the city's work with GARE is \$23,650, plus two optional workshops at \$10,000 each. (summary below).

I IV. Next Steps

This project, in its totality, will support the creation of deeper shared understanding among leadership, a Racial Equity Action Plan and greater staff capacity for implementation of racial equity across key departments. Our approach incorporates proven practices and replicates success, changing the norm of what is expected and possible from government.

We have appreciated your leadership and are excited about the possibility of moving this work forward. Please contact Nora Liu at nliu@raceforward.org with questions or to discuss next steps.

Sincerely yours,

Dwayne S. Marsh

GARE Co-Director & Race Forward Vice President of Institutional and Sectoral Change Context Setting

Preliminary work required to establish specific parameters of GARE engagement.	6 hours	\$1,500
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Day 1 – late fall 2019

Advancing Racial Equity: The Role of Government / Using a Racial Equity Tool	Full day	\$10,000
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This workshop introduces the role, responsibilities and opportunities for government to advance racial equity. We introduce a racial equity tool that can be used in decisions relating to policies, practices, programs and budget and share effective internal infrastructure and external

partnerships to create lasting institutional transformation to advance racial equity.

Day 2 – early 2020

Using a Racial Equity Tool / Communicating for Racial Equity

Full day

\$10,000

This workshop provides instruction and practice on how to use a racial equity toolkit within policy, program and budget decision-making processes and tools for effectively communicating about race.

Sub-total

\$21,500

Admin (10%)

\$2,150

Total

\$23,650

NOTE: there is a 10% cost reduction available for GARE members

Day 3 – optional

Developing a Racial Equity Action Plan / Leading for Racial Equity

8 hours

\$10,000

(plus fees)

This workshop provides instruction and hands on practice creating a racial equity action plan to drive implementation and accountability of the city’s racial equity work. It will also provide tools and skills to develop racial equity leadership.

Day 4 – optional

Inclusive Outreach and Public Engagement / Tools for Organizational Change

This workshop provides strategies and skills to implement effective inclusive public engagement leading to community partnerships as well as tools to create the internal infrastructure needed to continue to advance racial equity over time.



Memorandum

Date: 5/26/2020
To: City Council
From: Morgan Smith, City Manager
Subject: Update on Race Equity Task Force 2020 Workplan

This memo is intended to provide an update on items related to the 2020 Workplan for the Race Equity Task Force (RETF), and status as of the middle of Q2-2020. During January and February, City staff and Council liaisons were working to problem-solve implementation for several activities that were approved via Council action in December, 2019. This update is intended to capture the status of that effort, in order to inform planning that may occur later in 2020.

The memo provides a summary of past actions and current status of three key areas of the RETF's activities:

- Technical Assistance Program with Government Alliance on Race and Equity (GARE)
- RETF 2020 Outreach and Engagement Activities
- RETF Proposal for Community Signs

Due to the impacts of COVID-19, and significant restrictions on key activities related to outreach and community engagement, it may be some time before it is feasible to resume planning for some of these tasks. Given which, I believe it would be helpful to capture what is known at this time so this information can be used as a point of reference at some time in the future.

1. Technical Assistance Program with Government Alliance on Race and Equity (GARE)

In late November, 2019 the City Council approved the RETF request to implement a technical assistance program with GARE with a planned budget of \$44,000. The Council also approved the City to become a member of GARE. In early December, I reached out to the GARE point of contact, Nora Liu, to suggest we connect to discuss implementation. My first goal was to develop a specific scope of work for the technical assistance program, in order to draft and execute a professional services agreement between

the City and GARE. My intent was to then bring this agreement to City Council for awareness, even though the budget was within my signing authority. In that way, it would be clear to stakeholders whether the specifics of the planned project had been changed in any way, and if so the reasoning for any changes could be discussed. My planned timing was to aim to have an agreement executed by Feb. 1, 2020.

Nora suggested the earliest she could connect with me by phone was mid-January and so we scheduled a call for Jan. 17, 2020. In the time ahead of that meeting, I requested that a consultant with background in civic engagement, Torie Brazitis, conduct research on similar GARE projects in other cities, so that I could have the benefit of understanding how this type of program had been implemented elsewhere, and what best practices might be.¹ I also expected that Torie's review would provide due diligence on the GARE organization, so that the City could be confident in moving ahead with a significant financial payment to this vendor.

Torie provided me with the results of her review in a draft memo in mid-January, and a final version in late January. The final memo is attached (Attachment 1). Her review concluded that GARE was a highly regarded organization, and so I had no concerns in moving forward towards a partnership with GARE.

Torie's review also explained that no other cities in our region had worked with GARE to develop a technical assistance program. Instead, other cities had either become GARE members, had participated in a "learning cohort," or had done both of these. The cost for GARE membership for a City of our size is \$1,000 annually. The recent cost to participate in the Puget Sound learning cohort was roughly \$20,000.

On Jan. 17, Torie and I talked with Nora by phone for roughly 90 minutes. At that time, we scheduled a follow-up phone call for Feb. 3. On Jan. 22, I met with Mayor Schneider and RETF Council liaisons Joe Deets and Rasham Nassar. As part of that meeting, I provided an update on the key take-aways from my first discussion with Nora:

- When Nora and I spoke, I asked if she could provide examples of other cities where GARE has developed joint programs like the program that GARE proposed for Bainbridge (in which community members and City staff would be co-mingled in a cohort). Based on Torie's review, we could not identify other examples of this format, and I was interested in understanding how we might be able to successfully implement this structure.
- I also asked Nora if she could provide examples of other cities where GARE had provided a technical assistance program for a single city, as opposed to either a membership opportunity or a learning cohort for a team of organizations. I emphasized that I was interested in knowing more about both of these aspects of comparable projects in other cities, particularly cities that were close to our scale (population = 23,000 and City FTE = 130). Much of GARE's work was within larger cities, where implementation issues and staff capacity were different than for Bainbridge Island.

¹ In order to expedite the process for due diligence and review of comparable programs in other cities, I engaged an outside resource to assist me with research on GARE's work with other jurisdictions. The total cost for these services was \$2,580.

- At the end of our Jan. 17 phone call, Nora let me know that she would be leaving GARE in March, and so transition plans would need to be part of our planning.

I did not hear from Nora again until Feb. 3, the day of our scheduled follow-up call. At that point, Nora emailed me to let me know that neither she nor other GARE staff would be available to talk that day as planned. However, she was handing my questions over to Gordon Goodwin, GARE's director, and that he would follow-up in light of her imminent departure.

I emailed Gordon Goodwin on Feb. 4, to restate the questions I had raised with Nora and to make sure he had clarity on my outstanding concerns. In addition, I asked if GARE had decided whether a new learning cohort would be launched in the Puget Sound region. When Nora and I spoke in January, she was not sure if another cohort would be organized, and did not have a clear sense of when GARE expected to make that decision. Since all of the other regional comparisons Torie identified were partnered with GARE via either GARE membership, or via participation in GARE's Northwest learning cohort, I emphasized that I was very interested in whether this might be a future opportunity for Bainbridge Island.

At that point, because of the significant community interest in this project, and my developing sense that the plans to implement a technical assistance program early in 2020 were not on track, I provided an update to City Council via two emails I sent on Feb. 7, 2020.

On Feb. 14, having not heard back from Gordon Goodwin, I sent a follow-up email to him and re-stated the open issues and questions I was hoping he could address. I shared that email with Leslie, Joe and Rasham for their awareness. I did not receive any response from Gordon to either of my emails to him.

On March 3, Joe Deets suggested that he reach out directly to GARE to discuss outstanding issues. My understanding is that he arranged a phone call with Gordon Goodwin on April 21. I was not able to join that call due to COVID-19 response priorities, and do not have any information on whether there is clarification on our identified questions.

These are the outstanding questions for GARE:

1. **Learning Cohort.** Has GARE decided whether a new learning cohort will be launched in the Puget Sound region? When Nora and I spoke, she was not sure and did not have a clear sense of when GARE expected to make that decision. Since all of the other regional comps we have identified are partnered with GARE via either GARE membership, or through participation in the NW learning cohort, we are very interested in whether this may be a future opportunity for Bainbridge Island.
2. **Technical Assistance in Other Cities.** When Nora and I spoke, I asked if she could provide examples of other cities where GARE has developed joint programs like the one GARE proposed for Bainbridge (with community members and City staff co-mingled in a cohort). I also asked if Nora could provide examples of other cities where GARE had provided a technical assistance program for a single city, as opposed to either a membership opportunity or a learning cohort for a team of organizations. In particular we are interested in examples from cities that are close to our scale (population = 23,000 and City FTE = 130).
3. **Timing/Transition Issues.** During our Jan. 17 phone call, Nora indicated that GARE expected to be able to plan for a Fall 2020 implementation of the proposed technical assistance program. I asked Gordon whether he had a more definite sense of when the new staff would be on board

and able to work with us on planning. Given events since February, it is likely that there will be significant impacts to planned timing and staffing.

When feasible, next steps for this project would involve resuming discussions about the format and approach that GARE proposes, and to receive their response to our questions about similar projects in comparable cities. With that information, City staff can assess any issues related to feasibility and implementation, and move forward to confirm required staff support, schedule, and cost.

2. RETF 2020 Outreach and Engagement Activities

In December, 2020 the City Council approved a proposed workplan for the RETF that envisioned a series of community outreach events. Planning for these events began immediately, with significant support from the Council liaisons Joe Deets and Rasham Nassar. It is not typical for council liaisons to need to assist City advisory groups in this way. However, City staff were seeking a path forward to support the RETF workplan Council had approved. The RETF workplan involved several aspects which were not typical for a City advisory group: expenditure of City funds, extensive outreach and community engagement on the City's behalf, and community event planning. After discussions with the RETF Council liaisons, a hybrid approach was developed to support the RETF workplan while also ensuring compliance with City financial practices.

Due to COVID-19 restrictions, plans for RETF outreach events and other activities are currently on hold. When it is feasible to resume planning for these events, it will be important to be alert to the issues that were identified in Dec – Feb. Going forward, it would be best for advisory group workplans to be reviewed by City staff in advance of City Council consideration. That would allow staff to inform Council about any administrative challenges or conflicts with City practices, and to highlight for Council the level of staff support that should be planned in order to support the advisory group's proposed workplan.

3. RETF Proposal for Community Signs

In November, 2019 the RETF approved a recommendation that Council approve "Welcome Signage" to be installed in the area of Waypoint Park (intersection of Olympic Drive and Winslow Way). That recommendation was formalized via motion by the RETF and their proposal also included a draft design that the RETF developed.

I was informed of this proposal by RETF liaison Joe Deets, who also discussed this proposal with then-Mayor Kol Medina and then-Deputy Mayor Matt Tirman. I advised that I believed it would be helpful for City staff to consider the RETF draft design as a starting point and to have staff review similar ideas from other cities. I also suggested that staff could review the language from the City's 2017 resolution related to Bainbridge Island as an Welcoming and Inclusive City ([Res. 2017-09](#)). My intent was to develop 2-3 options for Council and RETF to consider. The options I planned to bring back to the RETF could then be assessed by Public Works for placement, safety, sizing, retro-reflectivity, etc. In that way, the RETF and then Council would have the benefit of considering options that were understood to be technically feasible.

To expedite this effort, I asked Torie Brazitis to conduct a review related to this proposal and to develop recommendations. The results of her review are attached (Attachment 2). As a next step, I suggest the RETF review this report and provide feedback and suggestions on next steps. Once there is additional feedback from RETF, I can coordinate with the RETF liaisons to schedule time for Council consideration of whether to move forward with the RETF's proposal for a community Welcome Sign. The next steps that would follow would be review of a Council-approved draft design by Public Works to develop a technically feasible sign layout and proposed site for installation.

ATTACHMENT 1

SUMMARY MEMO
ON GARE PROJECTS IN COMPARABLE CITIES



To: Morgan Smith, City Manager, City of Bainbridge Island
From: Torie Brazitis, Chancery Civic LLC
Date: Friday, January 31, 2020 - **Updated**
Subject: Background Information on Government Alliance for Race Equity (GARE) for 2020 Technical Assistance Implementation

The City of Bainbridge Island's Race Equity Task Force (RETF) discussed the concept of engaging outside experts in race equity to offer services to Bainbridge Island at its 2019 meetings. After interviewing the People's Institute and the Government Alliance for Race Equity (GARE), the Race Equity Task Force asked GARE to submit a proposal to the City to provide technical assistance in 2020. This was then presented to the City Council at a study session on October 26, 2019 and approved by the City Council at its regular business meeting on November 26, 2020.

The City Council directed the City Manager to develop an agreement between the City of Bainbridge Island and GARE for technical assistance and to become a member of the GARE Network at the November 26, 2020 business meeting. The proposal from GARE dated August 28, 2019 is attached as Appendix A.

Summary of GARE Support for Other Cities

I reviewed the list of Washington State cities involved with GARE to determine those of a similar size as Bainbridge Island. I spoke with staff members at three cities of a comparable size to Bainbridge Island (Lakewood, Issaquah, Tukwila) that have started on race equity and inclusion work. I also spoke with staff at a larger city (Tacoma) to learn how they do this work.

Results by City

This section summarizes my conversations with each City that I contacted. It includes demographic information to provide a comparison with Bainbridge Island in other factors relevant to race equity work¹.

City of Lakewood, Washington (Population: 60,538; 58.7% white only; median income \$50,175)

I spoke with Mary McDougal, the Human Resources Director at the City of Lakewood, Washington on Wednesday, December 18, 2019. She said the City is a member of GARE and

¹ City demographic information is from the current US Census QuickFacts briefing paper for each. For comparison, that dataset describes the City of Bainbridge Island as having a population of 24,846, being 89.1% white only, and having a household median income of \$115,230.

participates in the NW Cohort, a program from June 2019 to March 2020 in which groups of staff members from cities in Oregon and Washington gather for monthly all-day meetings in Portland or Seattle and learn as a group.

Lakewood convened a staff-only Equity Committee that advises the City Manager on this work. The scope of the Committee has changed several times. Ms. McDougal said staff on the committee benefited from the Cohort because it helped them connect with staff in other cities on this topic and facilitated learning. She noted they often learn a lot from larger cities that have dedicated more resources toward this priority.

City of Issaquah, Washington (Population: 39,378; 68.3% white only; median income \$101,508)
I spoke with Sustainability Director David Fujimoto via a phone call on Friday, January 31, 2020. He said the City began their work in this area several years ago and joined GARE as a member in 2019. In addition, they send six staff members to the NW Cohort. He said this is a challenging time commitment for a City of their size. Staff from Issaquah partnered with staff from Shoreline, Kent and Bellevue to make a “mini-cohort” among the four cities and negotiated a price discount with GARE for each participating city to join the NW Cohort training.

Mr. Fujimoto said the City of Issaquah recently split their equity work into two sections, each led by a different staff member. The external section of their work is led by the staff member who leads their human services grants program, which helps build relationships well with community members. This section supports the City’s representation at community discussions and projects about equity and cultural events. The internal section of their work is led by the Human Resources Department and focuses on staff training and equity impacts of City services. He said they participate in a regular, regional gatherings of City equity staff in King County called Government Equity and Race Inclusion (GERI). This is led by King County and City of Renton.

City of Tukwila, Washington (Population: 20,294; 39.6% white only; median income \$57,215)
I spoke with two staff members – Community Engagement Coordinator Niesha Fort-Brooks and Deputy City Administrator Rachel Bianchi at the City of Tukwila via a phone call on Thursday, January 9, 2020. They told me the City of Tukwila does not participate in the NW Cohort because it would have required too much staff time. They also pointed out that travel and lodging costs are not included in the fee for the Cohort, so they decided their City could not afford the full cost. The City is a GARE member, however, and benefits from the membership by receiving literature and information on best practices from GARE and by attending GARE’s annual conference. The City of Tukwila also participates in the Government Equity and Race Inclusion (GERI) meetings that Issaquah mentioned.

In 2017, the Tukwila City Council passed a City equity policy with six goals. This policy guided the staff’s work to set three priorities in 2019 and four priorities in 2020 to further this work. In the same year, the City’s Equity and Diversity Commission, which had operated with only community members for many years, was reorganized into the Equity and Social Justice Commission and became more effective with a clearly defined work plan, representative membership, and the addition of two staff members. Alongside the ESJ Commission, an internal staff-only Equity Policy Implementation Committee (EPIC) also guides the City’s work on race equity and inclusion.

The Tukwila staff members advised that these conversations can be uncomfortable. They also advised that the initiative would make progress only if a top executive, such as the City Manager or a Department Director, advocates for it. They also advised that small cities should be realistic on how much funding and staff resources could be dedicated to this work, given other priorities and lean staffing levels. Large cities often have more resources for this work. While such a level of resources is often not realistic for small cities, the staff at larger cities often serve as experienced advisors to smaller cities through organizations such as GARE.

City of Tacoma (Population: 216,279; 64.9% white only; 21.4% under age 18)

I spoke with Lucas Smiraldo at the City of Tacoma, Washington via a phone call on Friday, January 10, 2020. He said the City is both a GARE member and participant in the NW Cohort. They send 18-19 staff to the Cohort meetings. The Office of Equity and Human Rights, where he works, has 10-11 staff members now, and he estimates it will grow to 15 staff members in the next few years. Mr. Smiraldo advised the City of Bainbridge Island should consider ways to make its commitment to this work permanent and sustainable. He observed this usually required a commitment of resources and changes to policy mechanisms to make sure race equity is considered in all actions.

Themes Across Cities

This section outlines two themes heard across the interviews.

Membership or Cohort Participation is Common; TA is Not

I have not yet been able to find a small Washington city that contracted with GARE for individual technical assistance, so Bainbridge Island may be unique in this area. Nora may have sent you information on cities that have done this, but my initial research did not find one. Instead, most cities either participated in the Cohort, were members, or did both.

City	Dedicated staff	Member	Cohort	TA Contract
Lakewood	No	X	X	
Tukwila	No	X		
Tacoma	Yes	X	X	
Issaquah	No	X	X	
Bainbridge Island	No	X		X

GARE Provides Valuable Advice and Professional Development for City Staff

All city staff members said GARE signature staff training sessions are a valuable resource for staff professional development, especially for introductory trainings on this topic. GARE’s signature training sessions help normalize discussions of racism by emphasizing that the *institution* of the local government has a history of racism, not that staff members are racist. This safe space allows staff to participate in conversations that can be uncomfortable, normalize race equity considerations, and suggest areas for race equity assessments.

Additional Recommendations

Ms. Fort-Brooks at the City of Tukwila recommended the City of Bainbridge Island also look at inclusion work done by the City of Renton and its Mayor's Office. The best contact there will be Deputy Administrator for Public Affairs Preeti Shridhar (pshridhar@rentonwa.gov; 425-430-6569).

Mr. Fujimoto recommended the City of Bainbridge Island consult with the City of Shoreline and the City of Bellevue about this work, too. Both cities have taken unique approaches to this work, and both are members of the GARE NW Cohort. He will send me contact information for staff contacts at those cities, which I will forward on receipt.

As a side note, the cost estimates from GARE for the technical assistance states that a 10% discount is available for GARE members. It does not appear to have been applied in those estimates. I would recommend you ask Nora for this, which should save the City \$4,300 off the previous cost estimates, bringing the new projected total expenditure to \$40,700.

Attachments:

- A. GARE Proposal to the City of Bainbridge Island (August 28, 2019)
- B. City of Tukwila, Washington – Resolution 1921 Adopting a City Equity Policy (2017)

ATTACHMENT 2

SUMMARY MEMO
ON WELCOMING COMMUNITY SIGN



To: Morgan Smith, City Manager, City of Bainbridge Island
From: Torie Brazitis, Chancery Civic LLC
Date: Tuesday, January 14, 2020
Subject: Suggested wording for “Welcoming Community” sign

Placing a sign at Waypoint Park to show that Bainbridge Island is a welcoming and inclusive community is a goal of the City’s Race Equity Task Force. To prepare the City to implement this well, this memo provides background information on several welcoming signs in the Puget Sound region, compares the suggested sign copy with the wording of a 2017 resolution about the City being welcoming and inclusive, and provides four options for creating text of a “Welcoming Community” sign at Waypoint Park.

The idea of a welcoming sign was suggested at the April 11, 2019 meeting of the Race Equity Task Force as a future agenda item. After forming a subcommittee to develop the concept, the Task Force approved sign copy at their November 7, 2019 meeting. Council Member and Task Force liaison Joe Deets emailed the proposed sign copy to City leadership on November 11, 2019.

Existing Suggested Text for Welcoming Community Sign

The task force suggested the following wording:

*We welcome
ALL ethnicities
All religions
ALL languages
ALL countries of origin
All sexual orientations
ALL genders
ALL abilities*

We stand with YOU.



Summary of Research

I searched for welcoming signs in the Puget Sound region and found text for welcome signs in the City of Seattle and the City of Bothell. I also found information on sign development processes for City of Kirkland and City of Bremerton, and information on a SAFE Place

programs in Seattle, King County, and Bremerton. I reviewed these signs and programs to see what other cities are doing.

Focus on Immigrants and Refugees

Many welcoming resolutions and signs were created in response to increased hostility toward immigrants and refugees after 2016. This occurred as many cities also passed welcoming city resolutions to affirm their cities as sanctuaries for all people.

As an example of these types of signs, Seattle’s welcome sign came from their Office of Immigrants and Refugee Affairs (OIRA) and has a focus on immigrants and refugees. It is included as Attachment A. Staff at the City of Seattle note the messages in other languages were community reviewed.

Expressing “Welcome” in Many Languages

To create visual interest using a simple message, the City of Kirkland created a word cloud of welcoming words in their community’s top languages. Unfortunately, this is a very difficult task to do accurately. The sign was corrected and reprinted multiple times.

The City of Bothell modeled their sign off of Kirkland’s, but Bothell staff had every greeting confirmed by a language translation service before the sign was printed. Their finalized sign is shown as Attachment B. This approach demonstrates the power of simplicity in sign design and wording.

Tribal Land Recognition on Welcoming Sign

Other cities such as Berkeley, California have debated whether these signs should include a “land recognition” of the original first inhabitants of the land. If the City wishes to include this, I suggest consultation with leaders at the Suquamish Tribe to determine what language would be appropriate.

SAFE Place Programs

The Seattle Police Department created a SAFE Place program where businesses hang signs in their windows to show victims of hate crimes will be safe on their property. This program has been duplicated in other cities, including Bremerton. Also in Seattle, Friends of Youth in King County created their own program called King County Safe Place in which businesses and public spaces hang signs to show that youth ages 11-17 who feel unsafe are welcome in their spaces. These signs are shown in Attachment C.

If the City wishes to show its support for communities which may feel unsafe, taking a leadership role in a SAFE place program could do that.

Alignment with City of Bainbridge Resolution No. 2017-09

The suggested text from RETF does not match City of Bainbridge Resolution 2017-09, “Bainbridge Island Welcoming and Inclusive City Resolution.” The resolution states that Bainbridge Island is a “Welcoming and Inclusive City that respects the fundamental human dignity of all people.” The resolution goes on to specify that the community supports “persons of

all races, creeds, colors, national origins, sexes, sexual orientation, gender identities, gender expressions, mental abilities, and physical abilities.”

The following compares terms in the resolution to the RETF sign copy, with the single match shown in bold:

Resolution Term	In RETF text
Races	Ethnicities
Creeds	Religions
Colors	-
-	Languages
National Origins	Countries of Origin
Sexes	-
Sexual orientations	Sexual orientations
Gender identities	Genders
Mental abilities	Abilities
Physical abilities	Abilities

Research indicates there may have been changes in preferred terminology in the three years since February 2017. Many terms on the RETF sign copy appear to be preferred but aren’t in alignment with the City’s resolution. To work with this, I propose that the City either align the wording with the existing resolution for consistency, update the City’s position with a new resolution that uses more contemporary terminology, use a full paragraph of text from the resolution for the sign, or make the sign much simpler to make the text more timeless.

Four Options for Suggested Sign Copy

Below are four options for copy on the welcoming sign. The first aligns the text with the City’s resolution. The second updates the legislative text to more modern terminology. The third uses the complete resolve paragraph to be sign copy. The fourth takes a different approach in hopes of finding common ground and helping the text stay current for a longer period of time.

1. *Adapt RETF Text to Align with Resolution:* This would change the sign text to the following:

*Bainbridge Island
welcomes people of
ALL races
All creeds
ALL colors
ALL national origins
All sexes
All sexual orientations
ALL gender identities
ALL mental abilities
ALL physical abilities*

We stand with YOU.

2. *Issue New Resolution to Update Terminology:* In honor of Black History Month or another opportunity to celebrate the diversity of its community, the City Council could approve a new 2020 Welcoming and Inclusive City Resolution with updated terminology. This may involve a great deal of effort for a small update, but it would be another confirmation of the City’s efforts to be inclusive and provide the legislative basis for sign text that is closer to the RETF recommendation.

3. *Use the Full “Resolved” Paragraph as Sign Text:* The City could use the complete “resolved” paragraph at the end of the resolution as its sign copy. It is free-standing, includes the approved wording of which people are welcome, and provides a strong legislative foundation for the sign copy. This text is:

“The City of Bainbridge Island is a Welcoming and Inclusive City that embraces all residents and visitors regardless of race, creed, color, national origin, sex, sexual orientation, gender identity, gender expression, mental ability, and physical ability; a City that strives for unity and harmony in our community; and a City that respects the essential human dignity of all people.”

4. *Reduce Complexity with Simpler Main Text:* In this option, the sign text could be a simple message like “We welcome everyone” or “All are welcome here” in large font. Beneath that, you could include any of the following text which elaborates further but is still all-inclusive, and does not specify types of diversity:

- “The City of Bainbridge Island is a Welcoming and Inclusive City ... that respects the fundamental dignity of all people.” This text is pulled directly from the resolution.
- “We are committed to building an inclusive and safe community, where all persons are fully accepted, integrated, and protected.” This text is pulled directly from the resolution.

In pursuit of a sign which will endure and express the right, welcoming sentiment for 15-20 years, I recommend the City follow the fourth approach to keep wording as simple as possible. It will make the sign more readable and hopefully sidestep changing terminology in the future.



 **City of Seattle**

所有人在這裡都是被歡迎的
我們自豪地為移民和難民服務。

الجميع مرحب بهم هنا.
نفتخر بخدمة المهاجرين واللاجئين.

**Maligayang pagdating,
sa inyong lahat.**
Buong kapurihan namin maghatid
ng mga imigrante at mga takas.

**All are
welcome
here.**

Todos son bienvenidos aquí.
Estamos orgullosos de servir
a inmigrantes y refugiados.

**We proudly serve
immigrants & refugees.**

Dhamaan ku soo dhawaada halkaan.
Waxaa sharaf inoo ah in aan
soo dhaweyno dadka Ajnabiga
iyo Qaxootiga.

خوش آمدید.
ما با افتخار در خدمت مهاجران
و پناهندگان هستیم.

Tất cả mọi người được chào đón ở đây.
Chúng tôi hân hạnh phục vụ những
người nhập cư và tị nạn.

seattle.gov/welcoming

Attachment B – City of Bothell Welcoming Sign

Welcome

Добро пожаловать 欢迎
Bienvenido Hoş Geldiniz
ようこそ Bem-vindo
Willkommen 환영합니다
স্বাগতম Talofa afio mai
Bienvenue स्वागतम
Kính chào quý khách
ברוכים הבאים! ಸ್ವಾಗತಂ
مرحباً Välkommen
Καλώς ήρθες Seja bem-vindo
நல்வரவு **Karibu**
Benvenuto Selamat Datang

Lower window used: 93.5" t x 44.75" w

Round 3 Edits | 1/18/19

Welcome

Добро пожаловать 欢迎
Russian Simplified Chinese
Bienvenido Hoş Geldiniz
Spanish-Spain Turkish
ようこそ Bem-vindo
Japanese Portuguese-Portugal
Willkommen 환영합니다
German Korean
স্বাগতম Talofa afio mai
Bengali Samoan
Bienvenue स्वागतम
French Hindi
Kính chào quý khách
Vietnamese
ברוכים הבאים! ಸ್ವಾಗತಂ
Hebrew Telugu
مرحباً Välkommen
Arabic Swedish
Καλώς ήρθες Seja bem-vindo
Greek Portuguese - Brazil
நல்வரவு **Karibu**
Tamil Swahili
Benvenuto Selamat Datang
Italian Malay

Lower window used: 93.5" t x 44.75" w

Round 3 Edits | 1/18/19

Attachment C: Logos from SAFE Place Programs





CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: July 7, 2020

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (6:50 PM) Kitsap County Community Development Block Grant (CDBG) Program - Planning,

SUMMARY: Kitsap County Department of Human Services is the lead agency for managing the use of federal Community Development Block Grant (CDBG) funds throughout Kitsap County. The presentation was requested by Kitsap County DHS staff to provide information on updating the 5-year CDBG Consolidated Plan. It will include an overview of Block Grant funds, what the Consolidated Plan is and HUD's requirements, and the application cycle and how it ties to the Consolidated Plan.

AGENDA CATEGORY: Presentation

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

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

BACKGROUND: Since 1996 Kitsap County has qualified as an Urban County and receives Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) funds from the U.S. Department of Housing and Urban Development (HUD). The cities of Poulsbo, Port Orchard, and Bainbridge Island participate in the consortium through interlocal agreements for CDBG and HOME with Kitsap County. The City of Bremerton is designated as its own entitled City for CDBG funds and is a member of the HOME Consortium.

The funding requires a Consolidated Plan which must be updated every 5 years. During 2020, in partnership with the City of Bremerton, Kitsap County will be updating the Consolidated Plan for the years 2021 - 2025.

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:

Kitsap County
Community Development
Block Grant Program

2021-2025 CONSOLIDATED PLAN

What Are Block Grant Funds?

Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) funds are Federal sources from HUD for:

- Housing
- Public Services
- Community & Economic Development

Projects principally benefit low income individuals, families and neighborhoods

Most funding is for capital projects

Funds are allocated by HUD based on a formula and subject to the federal budget.

How are Funds Allocated by HUD?

Kitsap County is designated as an Urban County and receives an annual formula allocation of CDBG and HOME

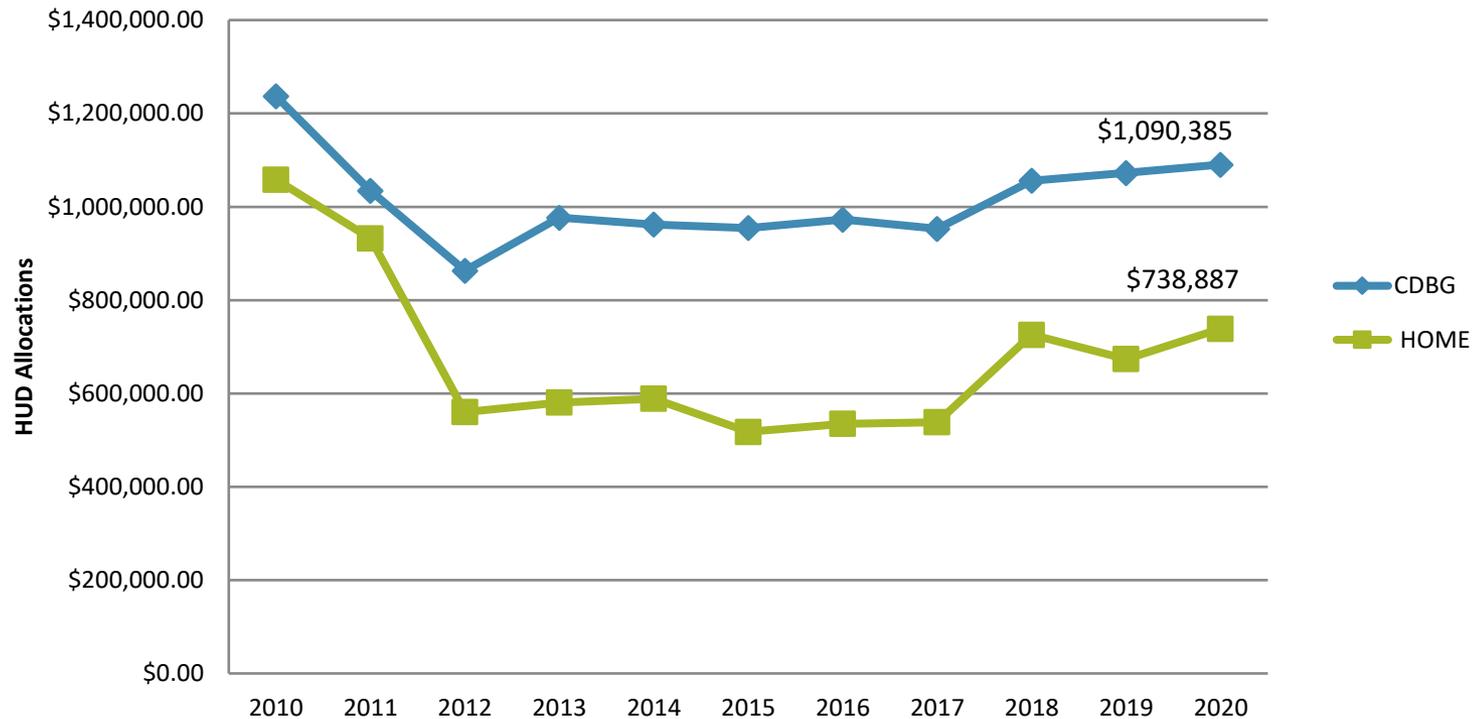
Cities of Port Orchard, Poulsbo and Bainbridge Island sign interlocal agreements to participate

The City of Bremerton qualifies as an entitlement city and receives its own allocation of CDBG funds

The City and County are a Consortium for HOME funds

Historical County CDBG & HOME Consortium Allocations

Historical County CDBG & HOME Consortium Allocations



What Is the Consolidated Plan?



- HUD Requirement
- 5 Year Plan
- Joint plan
- Identification of housing & community development needs
- Long-term strategy to address needs

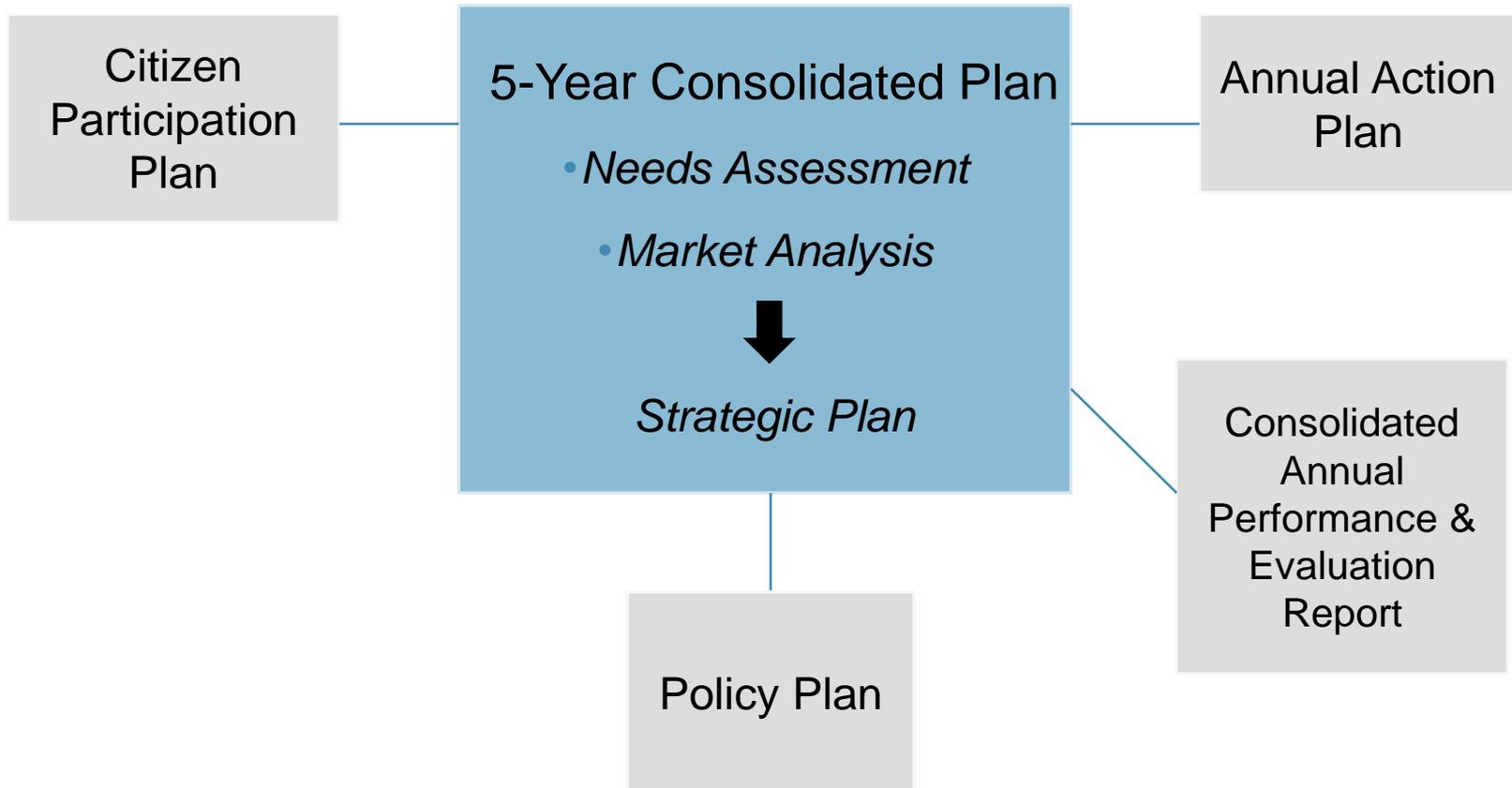
Plan Format

Key Components:

- ✓ Needs Assessment
- ✓ Housing Market Analysis
- ✓ Strategic Plan
- ✓ Action Plan



The Consolidated Plan links several HUD required documents together



Planning Process



Consolidated Plan Timeline 2020



Current Consolidated Plan Priorities 5 Years of Investment

- Preservation of existing affordable housing, and construction or acquisition of new housing, for households at or below 50% AMI
 - **\$3,002,079 HOME**
 - **\$4,198,979 CDBG**
- Increased economic opportunities for low-income individuals; and
 - **\$333,267 CDBG**
- Provision of critical services to meet basic needs and promote long-term self-sufficiency.
 - **\$774,789 CDBG**

City of Bremerton identified their own priorities around neighborhood revitalization, homeownership, economic opportunities and abatement of slum and blight.

Current Consolidated Plan Goals & Outcomes

2016-2020 Consolidated Plan - Strategic Plan Goals									
Consolidated Plan Goals	Con Plan 5-Year Target	Year 1 Project Goals	Year 2 Project Goals	Year 3 Project Goals	Year 4 Project Goals	Year 5 Project Goals	All Years Project Goals	Actual to Date	
New Rental units created/constructed	16units	0	8	0	0	82	90	0	
Rental Units Rehabilitated	318units	96	94	24	10	0	224	152	
New Homeowner Housing created/constructed	20units	16	0	0	3	0	19	16	
Homeowner Housing Rehabilitated/weatherized	225units	39	37	35	40	41	192	147	
Direct Financial Assistance to Homebuyers	25households	10	8	7	10	2	37	16	
Preserve/Increase affordable housing in Bremerton	40households	9	4	6	1	2	22	7	
Increase economic opportunities	390individuals	79	77	42	42	31	271	194	
Provide Support Services	110,070individuals	22,014	23,025	22,657	23,011	21,804	112,511	70,277	

- Actuals are tracked for each year and reported to HUD
- For HOME the County reports for both County & City of Bremerton
- For CDBG County and City report separately

2021-2025 Consolidated Plan

New Strategic Plan Priorities

- Affordable Housing
- Public Facilities and Infrastructure
- Economic Development
- Public Service

Goals will be established for each of the priorities for the 5-year period – each year projects funded must meet these goals

Current Challenges

Housing Affordability

- There is a great need for more affordable housing but there are many obstacles.
 - Funding and developer capacity issues
 - New development is expensive
 - Low supply of existing housing
 - Rent pressure
 - Rapidly rising home prices
 - Less mobility

Poverty

- Low wage employment
- Vulnerable populations on fixed incomes

Annual Grant Cycle

Kitsap County allocates funds each year through a competitive process

2021 Funds

RFP for HOME funded Housing Projects

- New Construction
- Acquisition & Rehabilitation

NOFA for CDBG projects

- Public Service Programs – 15% set-aside max.
- Housing Weatherization & Rehabilitation
- Economic Development
- Public Facilities & Infrastructure

HOME Eligibility



HOME is for housing projects including acquisition, rehabilitation, new construction and preservation.



Projects must serve low-income households (80% HUD published area median income and below)



Many regulatory requirements for the use of funds



Projects must meet goals and priorities in the Consolidated Plan

CDBG Eligibility



CDBG is used to benefit low income people and neighborhoods.



Eligible activities include public facilities and infrastructure, acquisition/rehab. of housing, relocation and demolition, removal of slum & blight, economic development and public service



All projects must meet a National Objective and other federal regulatory requirements



Project must meet goals and priorities in the Consolidated Plan

Annual Grant Cycle Process

- Eligible Applicants
- How to Apply
- Important Dates
- Technical Assistance
- Application Review & Evaluation
- Grant Recommendation Committee
 - Two Committees – 8 members each
 - ✓ Each city appoints two people
 - ✓ Each County Commissioner appoints two people
 - ✓ BOCC appoints two at-large

2021 Grant Cycle Information

Key dates are included in the *2021-2025 Consolidated Plan and 2021 Application Schedule* posted on the Coordinated Grant page:

<https://www.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx>

Important Information will be posted to this site including the RFP and NOFA. To receive notice of updates to the web page sign up for electronic notification and subscribe to the Coordinated Grant Application page.

Go to : www.kitsapgov.com and scroll to the bottom of the page and select News Sign Up

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CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: July 7, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: Future Council Agendas,

SUMMARY: Council will review future Council agendas.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[July 14 City Council Regular Business Meeting.pdf](#)

[July 28 City Council Regular Business Meeting.pdf](#)

[August 4 City Council Study Session.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JULY 14, 2020

REMOTE MEETING ON ZOOM

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, 30 Minutes**
3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
4. **PUBLIC COMMENT**

In order to streamline the meeting and promote clarity and efficiency, public comment on all topics will only be accepted during this time.
5. **MAYOR'S REPORT**
6. **CITY MANAGER'S REPORT**
7. **PRESENTATION(S)**
8. **PUBLIC HEARING(S)**
9. **UNFINISHED BUSINESS**
 - 9.A **(x PM) Resolution No. 2020-08, Updating City Financial and Budget Policies - Finance, 10 Minutes**

[Financial Policies Presentation for CC 06302020.pdf](#)
[2020 Financial and Budget Policies Memo - Summary of changes.docx](#)
[Resolution No. 2020-08 Establishing Financial and Budget Policies.docx](#)
[Resolution No. 2019-24 Updating the City's Procurement Policy Approved 100819.pdf](#)
[RES 2016-20 Adopting a Municipal Securities Disclosure Policy Approved 082316.pdf](#)
[Resolution No. 2016-18 Amending Resolution No. 2009-02 Surplus Property Approved 082316.pdf](#)
[RES 93-52 - Investment Policy.pdf](#)
10. **NEW BUSINESS**

- 10.A Review of Police Department Use of Force Policy - Police, 30 Minutes**
- 10.B Emergency COVID-19 Cleaning Contract Amendment No. 1 - Public Works, 10 Minutes**
 Janitorial Covid Orig Contract - Exec.pdf
 Janitorial Covid Contract Amendment No. 1 Exec.pdf
 Resolution No. 2020-06 COVID-19 - Affirming Proclamation of Emergency Approved 031020.pdf
- 10.C (x:xx PM) Springbrook Creek and Manzanita Creek Watershed Planning – Department of Ecology Puget Sound Natural Estuary Program Grant Acceptance and Budget Amendment - Public Works, 10 Minutes**
 2018 NTA Watershed Planning Email.pdf
- 10.D Chlorine Generator Upgrades - Public Works, 5 Minutes**
 Chlorine Generator PSA.docx
 ATTACHMENT C.pdf
- 10.E Bainbridge Parks Foundation Bench Donation - Public Works, 5 Minutes**
 Bench Donation Agreement.docx
 Attachment A Bench description.pdf
 Attachment B Bench locations.pdf
- 10.F (x PM) Ordinance 2020-03 "Housekeeping" Changes: Revising Chapters 2.14, 2.16, 18.09, 18.12, 18.15, and 18.36 BIMC - Planning, 30 Minutes**
 Staff Memo.docx
 Ord_2020-03.docx
 Title 2 Changes Summary Table.docx
 Title 18 Changes Summary Table.docx
 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
- 10.G (x PM) Resolution No. 2020-04 Amending the City's Fee Schedule to add a "Temporary Construction Staging Permit" fee and a deposit fee for third-party review of environmental reports- Planning, 5 Minutes**
 Resolution No. 2020-04 Amending Fee Schedule.docx
- 10.H (x PM) Ordinance No. 2020-02 Relating to Accessory Dwelling Units (ADUs) - Planning, 20 Minutes**
 20200623_Staff_Memo_on_ADUs hw rev 1.docx
 20200511 Ordinance 2020-02 DRAFT.docx
 October 2018 Legal Memo on ADUs
 March 12, 2020 Planning Commission Minutes
 Planning Commission Subcommittee Recommendations Regarding ADUs
 ADU Use Specific Standards 18.09.030
 Building Official Memo re Tiny Home Appendix Q Adoption

- 10.I **Resolution No. 2020-14, Adopting an Electronic Signature Policy - Executive**, 5 Minutes
- 10.J **(x PM) 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
- 10.K **Lovell Avenue Sewer Beach Mains Project Professional Services Agreement - Public Works**, 10 Minutes
- 10.L **Interlocal Agreement with Kitsap Public Health for Network Security Consultation and Training, Executive** - 5 Minutes

11. CONSENT AGENDA

- 11.A **Agenda Bill for Consent Agenda**, 5 Minutes
- 11.B **City Council Study Session Minutes, June 16, 2020**
- 11.C **City Council Regular Business Meeting Minutes, June 23, 2020**
- 11.D **Sportsman Club & New Brooklyn Intersection Improvements Supplemental Agreement No. 2 - Public Works**, 5 Minutes
 Supplemental Agreement_2.pdf
 Supp Agrmt_2 Exhibit A-2.pdf
- 11.E **Appointments to the Design Review Board - Mayor Schneider**, 5 Minutes
 City Advisory Group Vacancies (Design Review Board).pdf
 Marshall - Design Review Board (Redacted).pdf
 Russell - Design Review Board (Redacted).pdf
 Wilson - Design Review Board (Redacted).pdf
- 11.F **Ordinance No. 2020-14 Relating to 2020 1st Quarter Budget and Updated Capital Improvement Plan Amendments - Finance**, 5 Minutes
 2020 1st QTR BUA Transmittal Memo_Final.docx
 ORD 2020-14 2020 1st QTR Budget and CIP Amendments.docx
 Exhibit A to Ord_2020-14 - Q1_Budget_Amendments.pdf
- 11.G **Cost Allocation Methodology Overview for Budget Preparation - Finance**, 5 Minutes
 Cost Allocation Presentation CC 063020.pptx

[Cost allocation Plan 2021 - 2022.pdf](#)

11.H Resolution No. 2020-09, Updating the City's Debt Policy - Finance, 5 Minutes

[Resolution No. 2020-09 - Updating the City Debt Policy](#)

[RES 2008-14 - Debt Policy.pdf](#)

[Exhibit A to Resolution No. 2020-09 - COBI Debt Policy.docx](#)

11.I Resolution No. 2020-11, Establishing Equipment Rental and Revolving Fund Policy - Finance, 5 Minutes

[Resolution No 2020-11 Establishing Equipment Rental and Revolving Fund Policy.docx](#)

[Exhibit A to Resolution No 2020-11 Equipment Rental and Revolving Policy.docx](#)

[Ord_2004-20_Approved.pdf](#)

[Ordinance No. 2017-09 Equipment Rental Fund Update Approved 050917.pdf](#)

12. COMMITTEE REPORTS

13. FOR THE GOOD OF THE ORDER

14. ADJOURNMENT

GUIDING PRINCIPLES

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

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

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

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



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CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JULY 28, 2020

REMOTE MEETING ON ZOOM

AGENDA

1. **CALL TO ORDER/ROLL CALL - 6:00 PM**
Councilmember Medina will be absent.
2. **EXECUTIVE SESSION**
3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
4. **PUBLIC COMMENT**
In order to streamline the meeting and promote clarity and efficiency, public comment on all topics will only be accepted during this time.
5. **MAYOR'S REPORT**
6. **CITY MANAGER'S REPORT**
7. **PRESENTATION(S)**
8. **PUBLIC HEARING(S)**
9. **UNFINISHED BUSINESS**
 - 9.A **Self-Service Storage Moratorium Update** 20 Minutes
 - 9.B **Set the Public Hearing for Shoreline Master Program (SMP) Amendment for Critical Areas Ordinance Integration and Amendments to Nonconforming Uses, Structures, and Lots, Ord 2020-17 - Planning,**
10 Minutes
[20200623_CC_Staff_Memo_SMP_Amendment_Summary_of_ECY_comments](#)
Determination of Initial Concurrence from the WA Department of Ecology
Ecology Recommendations to Resolve Issues Identified as Required and Recommended
Resolution No. 2019-05, Jan 8, 2019
Draft SMP Amendment, Jan 8, 2019
 - 9.C **Update on PSRC Vision 2050, Countywide Planning Policies, and OFM population numbers** 30
Minutes

9.D **(XX PM) Monthly Update on 2020 Revenue and Expenses Forecasts - Executive**, 10 Minutes

10. **NEW BUSINESS**

10.A **Q3 Public Safety Briefing - Police**, 30 Minutes

10.B **Comcast Franchise Renewal - Overview of Public Process** 15 Minutes

10.C **Letter of Support for Bainbridge Island Land Trust Property Acquisition**, 5 Minutes

10.D **Request for Proposals for 2021 Lodging Tax Projects - Executive**, 15 Minutes

10.E **Proposed Approach for 2021-2022 Human Services Awards - Executive**
20 Minutes

10.F **Lovell Avenue Sewer Beach Mains Project Professional Services Agreement - Public Works**, 10
Minutes
[Lovell Ave Sewer Beach Main PSA.docx](#)

11. **CONSENT AGENDA**

12. **COMMITTEE REPORTS**

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

14. **ADJOURNMENT**

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CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, AUGUST 04, 2020**

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

AGENDA

1. CALL TO ORDER / ROLL CALL - 6:00 PM
2. EXECUTIVE SESSION
3. APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE
4. MAYOR'S REPORT
5. PRESENTATIONS
 - 5.A **(x PM) COBI Connects Status and Communications Priorities for 2020 and 2021-2022 - Executive** 30
Minutes
6. UNFINISHED BUSINESS
7. NEW BUSINESS
 - 7.A **Bainbridge Island Senior Community Center Improvements Discussion**
20 Minutes
 - 7.B **Low Float Dock Addition Discussion** 20 Minutes
 - 7.C **2021 SMP Periodic Review Update** 20 Minutes
8. CITY COUNCIL DISCUSSION
9. FUTURE COUNCIL AGENDAS
10. FOR THE GOOD OF THE ORDER
11. ADJOURNMENT

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CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: July 7, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:30 PM) Update on the Development Moratorium - Planning,

SUMMARY: On March 24, 2020, the City Council approved Ordinance No. 2020-09 to extend the development moratorium "as is" for an additional six months through October 3, 2020. See attached Work Program Status Report, Ordinance No. 2020-09, and moratorium summary.

AGENDA CATEGORY: Discussion

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Discussion.

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, 2018-43, 2019-10, 2019-26, and 2020-09). Most recently, on March 24, 2020, the City Council extended the development moratorium via Ordinance No. 2020-09 in order to address the two remaining items on the work plan, which are: (1) integration of the updated (2018) Critical Areas Ordinance (CAO) into the Shoreline Master Program (SMP); and (2) various actions related to affordable housing. See attached moratorium work program status report for the status on these two items.

ATTACHMENTS:

[Moratorium Status Report 20200707](#)

[Ordinance No. 2020-09 Extending the Development Moratorium Approved 032420.pdf](#)

[Moratorium Summary](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Moratorium on Accepting Certain Development Applications: Work Program Status Report – June 26, 2020

Moratorium Topic	Status	Timeline
Critical Areas Ordinance (CAO)	Incomplete.	Adopt the new critical areas ordinance (CAO) into the Shoreline Master Program (SMP). The City sent a draft ordinance to the Dept. of Ecology (Ecology) and received their response on December 9, 2019. Ecology determined that the amendment is largely consistent but has identified elements that appear inconsistent with applicable laws and rules. Due to COVID-19, City staff held a rescheduled March 2020 Council discussion about Ecology’s response during the June 23, 2020 City Council meeting. At that meeting, the Council authorized staff to move forward with the preparation of an ordinance that incorporates Ecology's required changes, staff's recommended changes based on Ecology's recommended changes, and staff's own recommended changes, as well as to schedule a public hearing for that ordinance at a future meeting.
Status on July 7, 2020:	Incomplete: City staff plans to return to the Council at the end of July or beginning of August for a public hearing on a draft ordinance for a limited SMP amendment to integrate the CAO. Following a public hearing and local adoption by the City Council, Staff will transmit the SMP Amendment to Ecology in accordance with WAC 173-26-110 and the amendment will become effective 14 days after final approval by Ecology.	
Moratorium Topic	Status	Timeline
Affordable Housing	Incomplete.	Develop an affordable housing work program in response to an Inclusionary Zoning Feasibility Analysis and Affordable Housing Task Force reports. Affordable housing tools that are being considered for adoption include inclusionary zoning and the multifamily property tax exemption . The City Council had a policy discussion on February 4, 2020 regarding inclusionary zoning and multifamily property tax exemption programs. The Council also requested that the consultant leading the discussion return with information and analysis regarding transfer of development rights (TDR’s). It was anticipated that the Council would continue this policy discussion in the Spring of 2020 (postponed due to COVID).

Moratorium on Accepting Certain Development Applications: Work Program Status Report – June 26, 2020

	<p>The City Council and Planning Commission held a joint meeting on June 22, 2020 to discuss ongoing affordable housing and related land use initiatives. The outcome of this joint meeting was the creation of an ad hoc subcommittee of three Councilmembers and three Planning Commissioners to assist in prioritizing affordable housing efforts and other overlapping initiatives.</p> <p>The Council discussion on Ordinance No. 2020-02 related to requiring common ownership for ADU's is rescheduled from April 2020 to July 14, 2020 (postponed due to COVID).</p> <p>The Council had requested that the Planning Commission provide policy recommendations on alternative affordable housing types including tiny homes, recreational vehicles as residences, and tiny home villages. The Planning Commission began discussing tiny homes as a permitted use along with the ADU ordinance, Ordinance No. 2020-02, and elected to further discuss tiny homes in a separate, future ordinance. It is anticipated that consideration of this topic is deferred to 2021, according to the Department's adjusted 2020 Work Plan.</p>
<p>Status on July 7, 2020:</p>	<p>The Council discussion on Ordinance No. 2020-02 related to requiring common ownership for ADU's is rescheduled from April 2020 to July 14, 2020.</p> <p>The Council/Commission subcommittee members have been selected, but the subcommittee has not met yet. The subcommittee consists of Councilmembers Christy Carr, Kirsten Hytopoulos, and Michael Pollock and Commissioners Bill Chester, Kimberly McCormick Osmond, and Joe Paar.</p>

ORDINANCE NO. 2020-09

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; amending Ordinance No. 2019-26; providing for severability; leaving the effective date of the moratorium unchanged; and extending the moratorium for six months to October 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 No. 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, in addition to updating standards, guidelines, and land use procedures, another moratorium work plan item was to update the decision criteria for Site Plan and Design Review and Conditional Use Permits to ensure that future development is appropriately and thoroughly analyzed; and

WHEREAS, together with the land use review procedural changes approved by Ordinance No. 2018-20, amending the Site Plan and Design Review and Conditional Use Permits decision criteria implements Land Use Element Policies LU 6.5 and LU 6.8; and

WHEREAS, the Planning Commission discussed Ordinance No. 2019-24 modifying the decision criteria for Site Plan and Design Review during five meetings in 2019, including on March 14, August 8 and 22 (public hearing), September 5 and 26, and October 10, 2019, and recommended approval to the City Council; and

WHEREAS, the City Council discussed Ordinance No. 2019-24 on November 26, 2019 and again on December 10, 2019 and approved the ordinance on December 10, 2019; 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 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 considered the Planning Commission’s recommendations related to proposed updates to the City’s subdivision regulations as included in Ordinance No. 2019-03, including at Council meetings on March 19, April 2 and 16, May 28, and July 23, 2019;

WHEREAS, the City Council held a public hearing on Ordinance No. 2019-03 on August 27, 2019 and September 24, 2019; and

WHEREAS, the City Council approved Ordinance No. 2019-03 on September 24, 2019 related to updates to the City’s subdivision regulations, and the ordinance went into effect on October 24, 2019; and

WHEREAS, City staff worked 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 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 and subsequently approved the ordinance on September 24, 2019, after considering 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 policy discussions on September 17, 2019 and February 4, 2020 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, September 3 and 17, November 5, and December 3, 2019, and January 7, February 4, and March 3, 2020, 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 No. 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 No. 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, September 10, and October 22, 2019, and directed staff to begin legislative review with the Planning Commission to adopt such regulations via draft Ordinance No. 2019-09; and

WHEREAS, the Planning Commission discussed Ordinance No. 2019-09 on December 12, 2019 and then held a public hearing on Ordinance No. 2020-02 (formerly Ordinance No. 2019-09) on January 9, 2020; and

WHEREAS, on January 9, 2020, the Planning Commission created a temporary subcommittee to further discuss these topics and other ADU regulations, and that subcommittee submitted recommended changes related to Ordinance No. 2020-02 to the Planning Commission at its February 13, 2020 meeting; and

WHEREAS, the Planning Commission endorsed the subcommittee recommendations on February 13, 2020, and reviewed amended Ordinance No. 2020-02 on February 27, 2020; and

WHEREAS, the Planning Commission held another public hearing on Ordinance No. 2020-02 on March 12, 2020, and after closing the public hearing, recommended approval of Ordinance No. 2020-02 to the City Council; and

WHEREAS, on November 13, 2018, the City Council approved Ordinance No. 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 work is ongoing and not yet completed on affordable housing and some other moratorium work plan items; 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 was 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, on September 24, 2019, the City Council enacted Ordinance No. 2019-26, which extended the moratorium in its then-current form until December 3, 2019, and in a more narrow form from December 4, 2019, until April 3, 2020; and

WHEREAS, the City Council had a policy discussions on February 4, 2020 regarding inclusionary zoning and multifamily property tax exemption programs, and it is expected that the Council will continue this policy discussion in the Spring of 2020; and

WHEREAS, the City Council is currently scheduled to discuss and consider Ordinance No. 2020-02 (related to requiring common ownership for ADUs) in April 2020 or thereafter; 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, 2019-10, and 2019-26.

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 March 24, 2020, 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 below, to extend the moratorium in its current form as described in Ordinance No. 2019-26 for six months until October 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, 2019-10, and 2019-26, 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, 2019-10, and 2019-26, as well as in this ordinance, and those “Whereas” clauses are adopted as findings of fact.

Section 7. Change to Duration to October 3, 2020. This ordinance amends Ordinance No. 2019-26 and hereby extends the current moratorium, and this ordinance shall cause the moratorium to remain effective in its current form until October 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 March, 2020.

APPROVED by the Mayor this 24th day of March, 2020.



Leslie Schneider, Mayor

ATTEST/AUTHENTICATE:

 DEPUTY CITY CLERK

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK	March 20, 2020
PASSED BY THE CITY COUNCIL	March 24, 2020
PUBLISHED:	March 27, 2020
EFFECTIVE DATE:	April 1, 2020
ORDINANCE NO:	2020-09

Attached:

Exhibit A (Updated Work Plan)

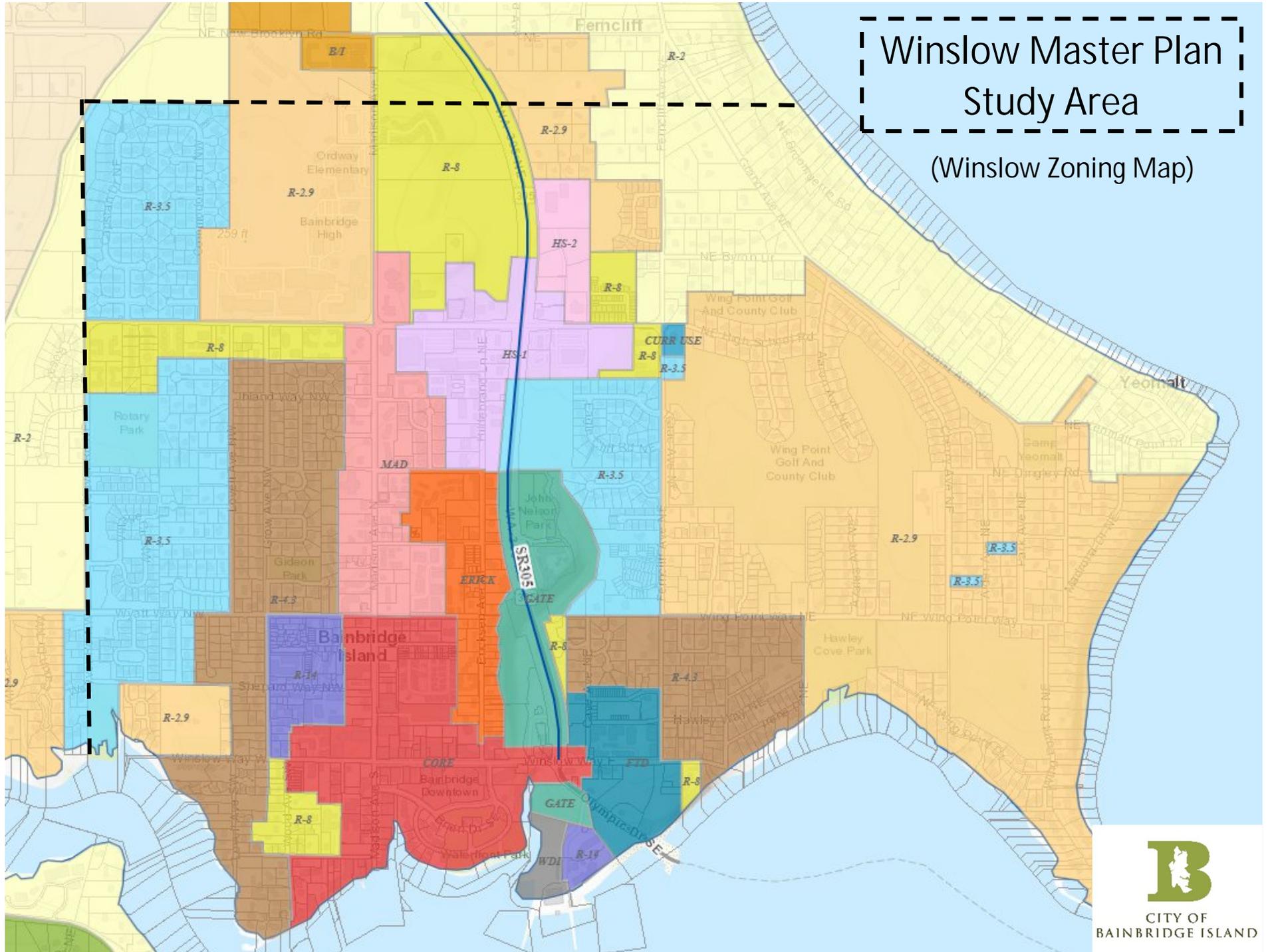
Exhibit B (Winslow Master Plan Study Area)

Exhibit A

Moratorium on Certain Development – Updated Work Plan Schedule Ordinance No. 2020-09 (April 2020 – October 2020)

Work Program Item	Description
Critical Areas Ordinance	<p>Adopt the new critical areas ordinance (CAO) into the Shoreline Master Plan (SMP). The City sent a draft ordinance to the Dept. of Ecology (Ecology) and received their response on December 9, 2019. Ecology determined that the amendment is largely consistent but have identified elements that appear inconsistent with applicable laws and rules. It is anticipated that City staff will return to the Council in Spring 2020 to discuss Ecology’s inconsistent elements before beginning the legislative process to update the SMP to integrate the CAO.</p>
Affordable Housing	<p>Develop an affordable housing work program in response to an Inclusionary Zoning Feasibility Analysis and Affordable Housing Task Force reports. Affordable housing tools that are being considered for adoption include inclusionary zoning and the multifamily property tax exemption.</p> <p>The City Council had a policy discussions on February 4, 2020 regarding inclusionary zoning and multifamily property tax exemption programs, and it is anticipated that the Council will continue this policy discussion in the Spring of 2020.</p> <p>The Council is scheduled to discuss and consider Ordinance 2020-02 (related to requiring common ownership for ADUs) in April 2020 or thereafter.</p> <p>The Council has requested that the Planning Commission provide policy recommendations on alternative affordable housing types including tiny homes, recreational vehicles as residences, and tiny home villages. The Planning Commission began discussing tiny homes as a permitted use along with the ADU ordinance, Ordinance No. 2020-02, and elected to further discuss tiny homes in a separate, future ordinance. It is anticipated that consideration of this topic will continue with the Planning Commission in the Spring 2020.</p>

EXHIBIT B



Winslow Master Plan
Study Area

(Winslow Zoning Map)

DEVELOPMENT MORATORIUM SUMMARY: Effective beginning January 9, 2018. A narrowed development moratorium will be in effect beginning December 4, 2019 until October 3, 2020

On September 24, 2019 the City Council approved Ordinance 2019-26, which extended the development moratorium through December 3, 2019. On December 4, 2019 the development moratorium was narrowed, but in effect until April 3, 2020. On March 24, 2020, the City Council extended the development moratorium **AS IS** again by approving Ordinance 2020-09. The development moratorium after December 3, 2019 is described below.

Development Activity PROHIBITED During Current Development Moratorium (December 4, 2019-October 3, 2020)

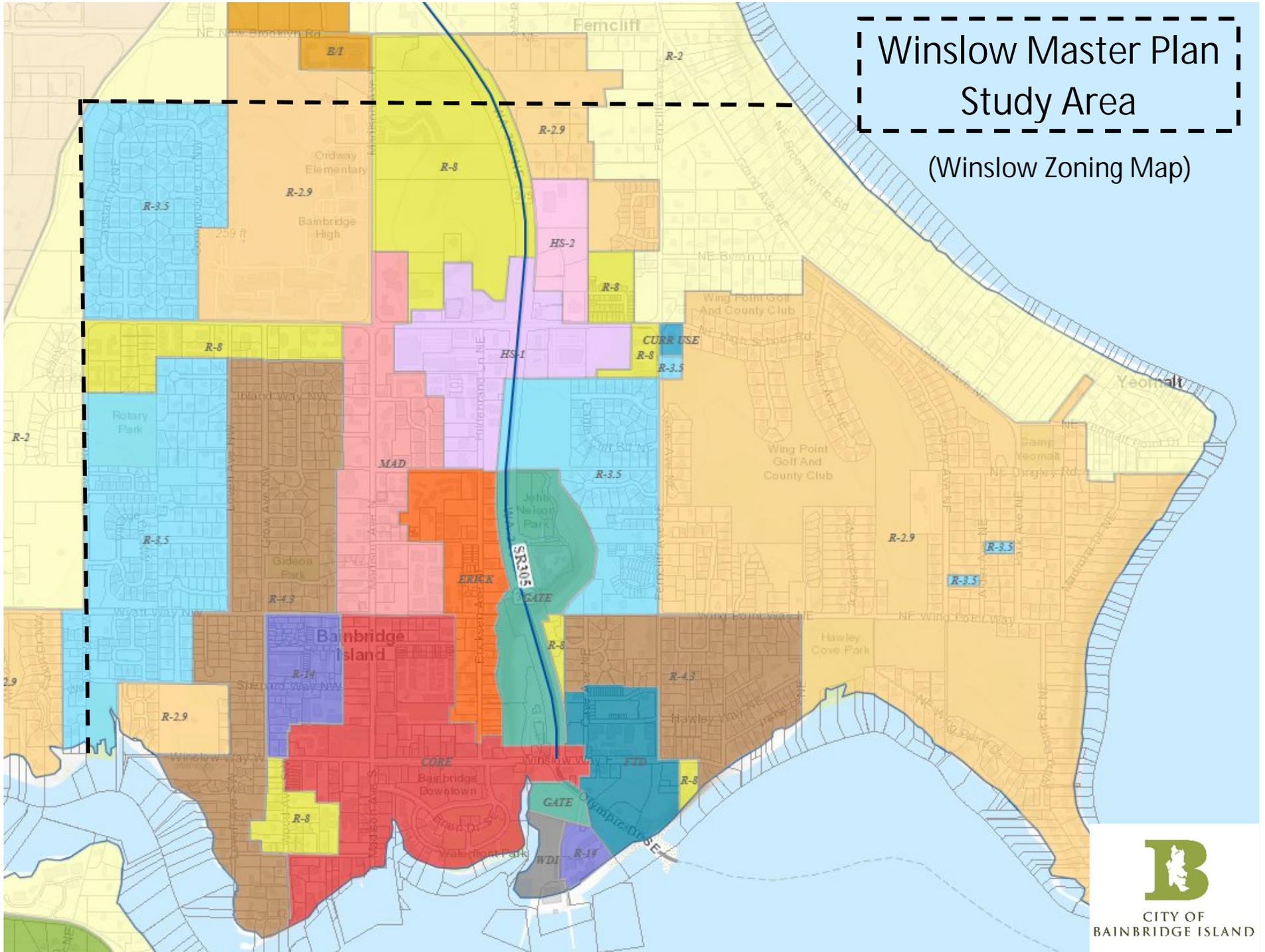
Subject to the exclusions below, the moratorium shall apply to Major Site Plan and Design Review and Major Conditional Use Permit proposals that are for development within the Winslow Master Plan Study Area (see map on next page) and did not, before the effective date of the moratorium, have a pre-application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



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: July 7, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:40 PM) Green Building Task Force Update - Planning,

SUMMARY: On June 16th, the City Council directed the Green Building Task Force to recommend an interim “off the shelf” green building program (or components of a program) to be implemented before the current development moratorium expires, in order to support the City’s greenhouse gas emission reduction goals in the time while a full Bainbridge Island program is developed. This agenda item presents the following:

- * A tentative schedule for accomplishing that directive
- * The assumption and limitations required to achieve that schedule
- * An update on starting up the Green Building Task Force

AGENDA CATEGORY: Discussion

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Update and discussion.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND: See attached staff memo

ATTACHMENTS:

[2020-07-07 CC GBTF Staff Memo.docx](#)

[Attachment 1 - GBTF History Log](#)

[Attachment 2 - GBTF Roster](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Department of Planning and Community Development

Memorandum

Date: July 7, 2020
To: City Manager
City Council
From: Heather Wright, Planning Director
Peter Best, Senior Planner
Subject: Green Building Task Force Update

I. BACKGROUND

On June 16th, the City Council directed the Green Building Task Force (GBTF) to recommend an interim “off the shelf” green building program (or components of a program) to be implemented before the current development moratorium expires¹ to help with the City’s greenhouse gas (GHG) emission reduction goals while a full Bainbridge Island program is developed. The Council also stated this direction was made within the context of their recent declaration of a climate emergency ([Resolution 2020-05](#)) and reaffirmed their previous direction for the green building initiative to aggressively contribute to GHG emission reductions.

Note: A summary of prior actions related to the Green Building Initiative is provided as Attachment 1.

II. TENTATIVE SCHEDULE

The following is an aggressive schedule to achieve the Council’s direction for an interim program.

July & August	2 GBTF meetings per month (4 meetings total) to recommend an “off the shelf” green building program (or components of a program)
8/21/2020	GBTF recommendation complete
9/1/2020	CC Study Session
9/8/2020	1st reading of draft ordinance (Regular Meeting)
9/22/2020	2nd reading & adoption of ordinance (Regular Meeting)
10/3/2020	Deadline by which CC directed the interim program to be implemented/effective

¹ The adopted motion specified October 20, 2020 as the implementation deadline for an interim green building program. However, the development moratorium (Ordinance 2020-09) expires on October 3, 2020, which is the implementation deadline staff will work towards unless otherwise directed.

Note: The feasibility of this schedule assumes the following:

- An ordinance must be adopted by 9/22/2020 using normal legislative procedures. No special public engagement meetings will be scheduled, and no legislative procedure waivers or emergency actions will be taken.
- The ordinance will only amend the Building Code, BIMC Title 15 because there is not time for review by the Planning Commission. Planning Commission review is required for amendments to BIMC Chapter 2.16 and Titles 16, 17, and 18.
- Staff can support up to two Task Force meetings per month. A workshop with other jurisdictions or outside experts will be conducted after October.
- The GBTF will substantially contribute to identifying and analyzing “off the shelf” programs (or components of a program) while developing their recommendations for an interim green building program.

Note: Amendments to the building code may require an additional 90-day review and approval by the Washington State Building Code Council, which would delay implementation beyond the Council’s deadline.

III. GBTF STARTUP

Staff have begun to schedule GBTF meetings for July and August. All meetings will be held via the Zoom online platform. The meeting dates and agenda materials will be posted to an updated [Green Building Task Force web page](#) when available.

IV. ATTACHMENTS

1. Green Building Initiative History Log
2. GBTF Roster

Green Building Initiative
History Log

Date	Description
7/17/2018	CC study session on a green building incentive program
11/5/2019	CC study session on an approach to a green building code
12/3/2019	CC study session on the 2019 City of Bainbridge Island Greenhouse Gas Emissions Inventory Final Findings Report which documented that 55% of the communities overall emissions came from building energy use.
12/10/2019	CC study session on workplan for green building code options
1/7/2020	CC provided direction on GBTF recruitment and for aggressive GHG reduction
1/16/2020	CC adopted its top priorities for 2020 as well as the 2020 Citywide Work Plan which affirmed green building remains a top priority
2/4/2020	CC update on GBTF applications and selection process
3/3/2020	CC update on GBTF applications and appointment process
3/10/2020	CC advanced a slate of GBTF candidates for appointment on 3/24/2020
3/24/2020	CC appointed GBTF members
5/26/2020	CC adopted the goals and strategies for the Climate Action Plan presented by the City's Climate Change Advisory Committee , which includes overarching GHG reduction goals as well as goals and strategies related to green building
6/9/2020	CC declared a climate emergency (Resolution 2020-05)
6/16/2020	CC provided direction to the GBTF to recommend an interim "off the shelf" green building program (or components of a program) to be implemented before the current development moratorium expires (i.e.: Ordinance 2020-09 expires on 10/4/2020) to help with the City's greenhouse gas (GHG) emission reduction goals while a full Bainbridge Island program is developed.

Acronyms

CC = City Council

GBTF = Green Building Task Force

GHG = Greenhouse gas emissions

GREEN BUILDING TASK FORCE ROSTER



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6/26/2020



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: July 7, 2020

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (7:50 PM) Update and Next Steps after Joint Meeting with Planning Commission and City Council - Planning,

SUMMARY: The City Council and Planning Commission held a special meeting on June 22, 2020 to discuss affordable housing initiatives and potential topics to include in land use review update. The purpose of this item is to provide an update and discuss next steps after the joint meeting.

AGENDA CATEGORY: Discussion

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Green, Well-Planned Community

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: July 7, 2020

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (8:20 PM) Sustainable Transportation Plan Discussion - Public Works,

SUMMARY: The Council will receive an update on the status of restarting the Sustainable Transportation Plan project.

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION: Information.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: After a 3-month pause in work due to COVID-19, the Sustainable Transportation Plan is restarting. The project team has developed an updated schedule—maintaining the original scope of work—that anticipates Council adoption of the plan in May 2021. The team has also adjusted their approach to the first phase of community engagement, focusing on enhanced digital options supported by Island-wide mailings.

The presentation includes a discussion of draft project goals for Council consideration, which were prepared in the first three months of the project and remain appropriate given current conditions. These goals, and the values that underpin them, will be vetted with the public as part of the August engagement activities.

ATTACHMENTS:

[BAINBRIDGE STP July Council Update 20200707](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding:

Bainbridge Island



Sustainable Transportation Plan

City Council Update

July 7, 2020

Restarting Our Work

- Update project schedule and work plan, maintaining original scope
- Reconvene Sustainable Transportation Plan Task Force and Technical Advisory Team (July 17)
- Advance Phase 1 engagement planning, including an Online Open House (early August)
- Refresh draft project goals and complete in-progress deliverables



Photo credit: Bainbridge Island Historical Museum



Updated Project Work Plan



VISION, GOALS, & PERFORMANCE MEASURES

EVALUATION FRAMEWORK & GAP ANALYSIS

PROJECT, PROGRAM, & POLICY IDENTIFICATION

NEAR-TERM ACTION PLAN DEVELOPMENT

FEB 2020

Topics

- Informational: Project Work Plan
- Review of Engagement Plan

KEY DECISIONS

Affirmation of Engagement Plan

JUL 2020

Project Restart

- Revised Engagement Plan
- Preliminary Project Goals for Public Input

KEY DECISIONS

Approval of Engagement Plan
Affirmation of Preliminary Project Goals for Public Input

AUG 2020

Topics

- Informational: Public Input on Goals & Performance Measures; Existing Plan & Project Inventory
- Review of Gap Analysis and Evaluation Approach

KEY DECISIONS

Affirmation of Gap Analysis and Evaluation Approach

SEP 2020

Topics

- Revised Goals & Performance Measures
- Informational: Preliminary Gap Analysis Findings
- Review Project Identification Approach

KEY DECISIONS

Approval of Final Plan Goals and Performance Measures
Affirmation of Project Identification Approach

OCT 2020

Topics

- Review of Gap Analysis Findings
- Revised Evaluation Approach
- Multimodal Level of Service Work Session

KEY DECISIONS

Affirmation of Gap Analysis Findings
Approval of Evaluation Framework

NOV 2020

Topic

- Informational: Preliminary Review of Project, Program, & Policy Identification
- Review of Scenario Development Approach

KEY DECISIONS

Affirmation of Scenario Development Approach

DEC 2020

Topics

- Review Project, Program, & Policy Evaluation Results
- Review of Draft Scenarios for Public Input

KEY DECISIONS

Affirmation of Evaluation Results
Affirmation of Draft Scenarios for Public Input

MAY 2021

Topics

- Near-Term Action Plan

KEY DECISIONS

Approval of Near-Term Action Plan

APR 2021

Topics

- Informational: Engagement Summary
- Review of Draft Near-Term Action Plan

KEY DECISIONS

Affirmation of Near-Term Action Plan

MAR 2021

Topics

- Revised Recommended Scenario
- Funding, Phasing, & Implementation Plan Work Session

KEY DECISIONS

Approval of Recommended Scenario
Affirmation of Funding, Phasing & Implementation Plan Approach

FEB 2021

Topics

- Informational: Public Input on Scenarios
- Review of Draft Recommended Scenario
- Revised Near-Term Action Plan Outline

KEY DECISIONS

Affirmation of Draft Recommended Scenario
Approval of Near-Term Action Plan Outline

JAN 2021

Topics

- Review of Near-Term Action Plan Outline
- Informational: Funding & Implementation Plan Introduction

KEY DECISIONS

Affirmation of Near-Term Action Plan Outline

Council Affirmation

Council Approval

Sustainable Transportation Task Force (STTF)

Technical Advisory Team (TAT)

Community Outreach

Adjusted Engagement Plan

Responding to Address COVID-19

- Expand online engagement platform for summer outreach
- Include live-stream presentation, new questions about changes to travel behavior, and opportunities to share real-time feedback
- Create community-wide mailer and survey to provide non-digital opportunities for participation
- Explore socially distanced avenues to share information

Take our brief survey by July 13, 2020



RETHINK TRANSIT

Overview Survey Contact Us and Learn More

We want to hear from you!

During 2020, we are planning the future of transit in Everett. We want to hear about your transit values and priorities.

On this webpage, you can learn about Rethink Everett Transit, a planning effort helping the City of Everett plan future transit, and share your thoughts by taking the brief survey below.

Why is this planning needed?

Everett is growing, with the population expected to increase by up to 60% in the next 20 years. The city's goals include supporting the transportation needs of this growing population and business community.

To help accommodate growth, the Everett Transit Long-Range Plan was finalized in 2018. The plan defined objectives for Everett's transit planning through 2040. Everett Transit engaged more than 2,000 community members during the development of the plan.

Since adoption of the plan, it appears funding for transit will not be enough to meet Everett's growth goals. The City of Everett has identified three options for managing future transit service in Everett:

 **Option 1 - Growth:** Follow the "Growth Option" from the Everett Transit Long-Range Plan, which would require asking voters to increase the transit sales tax from its present level of 0.6% (6 cents on a \$10 taxable purchase) to 0.9% (9 cents on a \$10 taxable purchase) in Everett. This option would allow for those revenues to be invested in sustaining and improving transit mobility within the city.





Preliminary Plan Goals

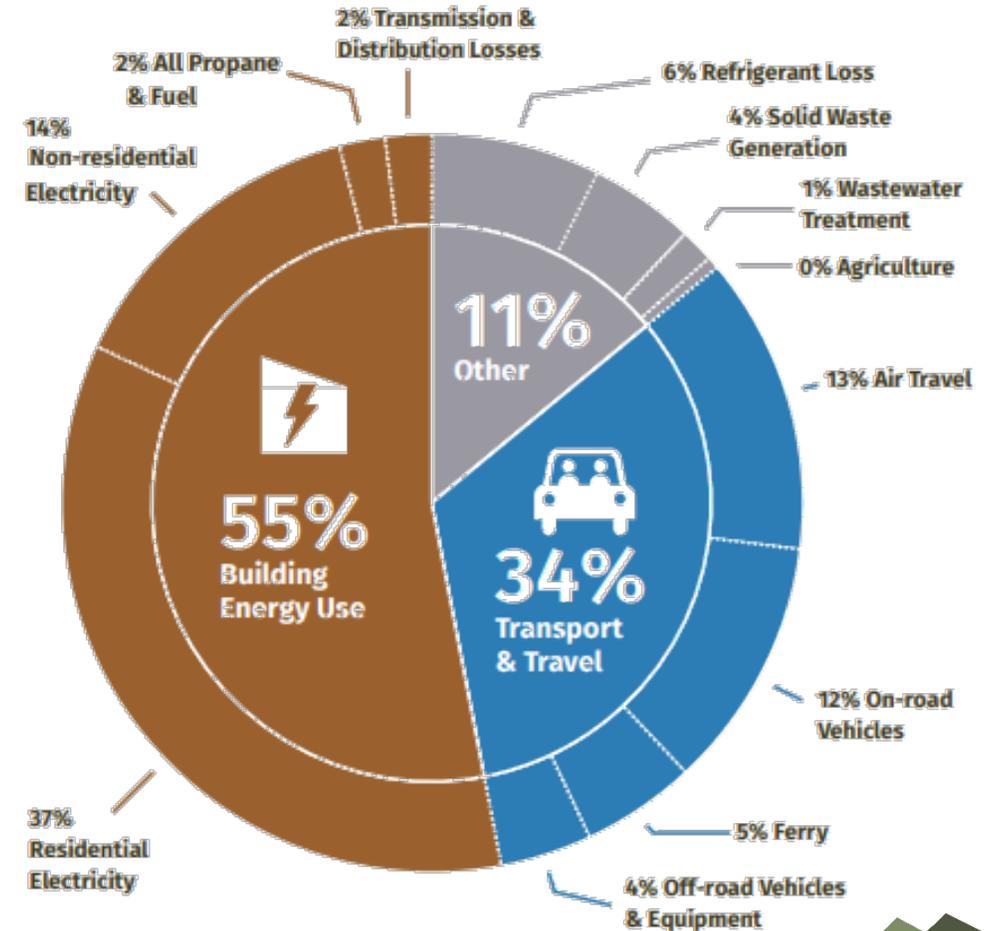


Our North Star

Climate Action

Reduce transportation-related emissions in support of the Island-wide goal of 90% greenhouse gas (GhG) emissions reduction by 2040

Community Overall Emissions 233,998 MTCO_{2e}



Source: Cascadia Consulting Group



Preliminary Supportive Goals

- Safety
- Equity
- Mode Shift
- Comfortable & Accessible
- Connected & Convenient
- Implementation



Social & Quality Goals

- **Safety:** Achieve zero traffic-related fatalities and injuries by 2040
- **Equity:** Eliminate disproportionate burden in our mobility system
- **Mode Shift:** Reduce drive-alone trips to 25% of the Island's mode share by 2040



Economic & Performance Goals

- **Comfortable and Accessible:** Create an all ages and abilities network tailored to Bainbridge Island
- **Connected and Convenient:** Develop an integrated mobility system that connects destinations with sustainable travel options
- **Implementation:** Align our values and decisions to maximize use of limited space and resources





Next Steps



July and August Focus Areas

- Prepare for early August engagement, with live-stream open house, robust online platform, and mailed survey
- Finalize plan review and project inventory
- Complete existing conditions snapshot and prepare for gap analysis
- Develop preliminary evaluation framework approach
- Collaborate with STTF and TAT



THANK YOU!



Jennifer Wieland

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CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: July 7, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:40 PM) Select City Council Liaison to Business Community - Councilmember Deets,

SUMMARY: At the June 23, 2020 City Council meeting, Councilmember Deets asked to place the appointment of a Council liaison to the business community on an upcoming agenda following a request from the Chamber and Downtown Association. The Council will discuss the request and consider appointing a liaison.

AGENDA CATEGORY: Appointment

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to appoint _____ as Council liaison to the business community.

STRATEGIC PRIORITY: Vibrant Economy

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Request from BI Chamber & BIDA for Business Community Liaison.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Joe Deets

From: Kevin Dwyer <kevin@bainbridgechamber.com>
Sent: Tuesday, June 23, 2020 4:23 PM
To: Council; Morgan Smith
Cc: Kevin Dwyer; Jerri Lane
Subject: Business Community Liaison

City Council,

During these rather stressful times, the business community - led by the Chamber of Commerce and the Downtown Association- would truly appreciate a designated City Council person who could act as a liaison between the city and island businesses.

This council representative would interact with community business leaders and bring back issues to the larger council that are of upmost importance to our businesses. Obviously, we are pre-occupied these days with Covid-19 and the Pandemic, but going forward, and looking backward, there are other issues that we feel make sense to have a touchstone person at the council level.

Of late, Councilman Joe Deets has been actively involved with interacting with the Chamber, BIDA and other business groups during the Covid-19 crisis. But whether it's Mr. Deets or not who is selected, we think it would be wise to choose a liaison.

In years past, there used to be a council committee – known as the Community Relations Committee – that dealt directly with island business and economic issues, such as parking, zoning and tourism. Maybe a liaison could be a first step towards reconvening such a committee.

We appreciate anything the City Manager and the City Council can do to support our businesses.

Sincerely,

Kevin Dwyer
President/CEO
Bainbridge Island Chamber of Commerce

Jerri Lane,
Executive Director
Bainbridge Island Downtown Association



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: July 7, 2020

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (8:50 PM) Process for Evaluating Applicants for Planning Commission for Consistency with Requirements in City Code - Councilmember Nassar,

SUMMARY: At the June 30 Special Meeting, City Council agreed to place time for this topic on the agenda for the next Council meeting.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion.

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: July 7, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (9:10 PM) Clarity on Noticing and Special City Council Meetings - Councilmember Nassar,

SUMMARY: At the June 30 special City Council meeting, Councilmember Nassar requested that the City Attorney provide clarity regarding noticing for special City Council meetings.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND: Noticing for special meetings is governed by state law. Specifically, a description of what applies for noticing of special meetings is set forth in RCW 42.30.080, which is part of the Open Public Meetings Act (Chapter 42.30 RCW). Attached is RCW 42.30.080.

ATTACHMENTS:

[RCW 42.30.080 Special Meetings](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

RCW 42.30.080**Special meetings.**

(1) A special meeting may be called at any time by the presiding officer of the governing body of a public agency or by a majority of the members of the governing body by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the governing body. Written notice shall be deemed waived in the following circumstances:

(a) A member submits a written waiver of notice with the clerk or secretary of the governing body at or prior to the time the meeting convenes. A written waiver may be given by telegram, fax, or electronic mail; or

(b) A member is actually present at the time the meeting convenes.

(2) Notice of a special meeting called under subsection (1) of this section shall be:

(a) Delivered to each local newspaper of general circulation and local radio or television station that has on file with the governing body a written request to be notified of such special meeting or of all special meetings;

(b) Posted on the agency's web site. An agency is not required to post a special meeting notice on its web site if it (i) does not have a web site; (ii) employs fewer than ten full-time equivalent employees; or (iii) does not employ personnel whose duty, as defined by a job description or existing contract, is to maintain or update the web site; and

(c) Prominently displayed at the main entrance of the agency's principal location and the meeting site if it is not held at the agency's principal location.

Such notice must be delivered or posted, as applicable, at least twenty-four hours before the time of such meeting as specified in the notice.

(3) The call and notices required under subsections (1) and (2) of this section shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the governing body.

(4) The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

[2012 c 188 § 1; 2005 c 273 § 1; 1971 ex.s. c 250 § 8.]