



CITY OF
BAINBRIDGE ISLAND

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

REMOTE MEETING ON ZOOM

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WEBINAR ID: 953 6028 9981

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, 20 Minutes**
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE - 6:25 PM**
4. **MAYOR'S REPORT - 6:30 PM**
5. **FUTURE COUNCIL AGENDAS - 6:35 PM**
 - 5.A **Future Council Agendas, 10 Minutes**
 - [August 11 City Council Regular Business Meeting.pdf](#)
 - [August 18 City Council Study Session.pdf](#)
 - [August 25 City Council Regular Business Meeting.pdf](#)
6. **UNFINISHED BUSINESS**

- 6.A **(6:45 PM) Green Building Task Force Update - Planning**, 10 Minutes
 GBTF Staff Memo
 Attachment 1 - GBTF History Log
 Attachment 2 - GBTF Roster
- 6.B **(6:55 PM) Update on the Development Moratorium - Planning**, 10 Minutes
 Abbreviated_moratorium_work_program_status_report
 Ordinance No. 2020-09 Extending the Development Moratorium Approved 032420.pdf
 Moratorium Summary

7. NEW BUSINESS

- 7.A **(7:05 PM) Bainbridge Island Senior Community Center Improvements Discussion**,
 20 Minutes
 BISCC Council presentation_2020-08-04.pdf
- 7.B **(7:25 PM) City Dock Low-Float Modification Discussion with Bainbridge Island Rowing Club**, 20
 Minutes
 City Dock Low Floats Council presentation_2020-08-04.pdf
- 7.C **(7:45 PM) COBI Connects Status and Communications Priorities for 2020 and 2021-2022 - Executive**,
 30 Minutes
 08042020 Memo - Proposed Communications Workplan 2021-2022.pdf
 08042020 PPT - Proposed Communications Workplan for 2021-2022.pdf
- 7.D **(8:15 PM) Discussion of Criteria and Amount for 2021 Lodging Tax Award Cycle - Executive, Council
 Co-Chairs Christy Carr and Kirsten Hytopoulos** 20 Minutes
 LTAC_Intro_for_CC_08042020
 Summary of LTAC awards 2018-2020.pdf
 LTAC Balance - 30 June 2020 - for CC 08042020.docx
 MRSC_-_Lodging_Tax__Hotel-Motel_Tax.pdf
- 7.E **(8:35 PM) Proposed Approach for 2021-2022 Human Services Awards - Executive**,
 20 Minutes
 HSF Presentation for CC 08042020
 Human Services Funding options for 2021-2022 for CC 08042020

8. FOR THE GOOD OF THE ORDER - 8:55 PM

9. ADJOURNMENT - 9:05 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.

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

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

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



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



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: August 4, 2020

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (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,

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

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Hold Executive Session.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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: August 4, 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:

[August 11 City Council Regular Business Meeting.pdf](#)

[August 18 City Council Study Session.pdf](#)

[August 25 City Council Regular Business Meeting.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, AUGUST 11, 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, 45 Minutes
3. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. PUBLIC COMMENT
5. MAYOR'S REPORT
6. CITY MANAGER'S REPORT
7. FUTURE COUNCIL AGENDAS
8. PRESENTATION(S)
9. UNFINISHED BUSINESS
 - 9.A Update on Race Equity Task Force 2020 Workplan Items 20 Minutes
 - 9.B (x PM) Schedule a Public Hearing on Ordinance No. 2020-X, Related to extending the Interim Zoning Control on Floor Area Ratio - Planning, 5 Minutes
Ordinance No. 2020-10 Adopting Interim Zoning Control Related to Bonus Density Approved 031020.pdf
 - 9.C (x PM) 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

[Ordinance_No._2020-17_Adopting_the_Shoreline_Master_Program_Amendment.docx](#)

[Exhibit_A_to_Ordinance_No._2020-17_Shoreline_Master_Program_Amendment.pdf](#)

[Exhibit_B_Table_of_Changes_to_Draft_SMP_Amendment.docx](#)

10. NEW BUSINESS

10.A (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.B Appointments to the Climate Change Advisory Committee, Environmental Technical Advisory Committee, Ethics Board, Historic Preservation Commission, Human Services Funding Task Force, Kitsap County Grant Recommendation Committee (Capital), Kitsap County Grant Recommendation Committee (Services), Kitsap Public Facilities District, Lodging Tax Advisory Committee, Race Equity Task Force, Salary Commission and Utility Advisory Committee - Mayor Schneider 10 Minutes

10.C Community Concerns Related to Sexual Assault Investigations and Bainbridge Island Police Department Procedures, 20 Minutes

11. COUNCIL DISCUSSION

11.A Proposed Changes to Process to Fill Planning Commission Vacancies, 15 Minutes

12. CONSENT AGENDA

12.A Agenda Bill for Consent Agenda, 5 Minutes

12.B Accounts Payable and Payroll

12.C City Council Regular Business Meeting Minutes, July 28, 2020

13. COMMITTEE REPORTS

14. FOR THE GOOD OF THE ORDER

15. ADJOURNMENT

GUIDING PRINCIPLES

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CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, AUGUST 18, 2020**

REMOTE MEETING ON ZOOM

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. **FUTURE COUNCIL AGENDAS**
6. **PRESENTATIONS**
7. **UNFINISHED BUSINESS**
 - 7.A **Sustainable Transportation Plan Update** 15 Minutes
8. **NEW BUSINESS**
 - 8.A **(x PM) Legislative Review of Land Use Regulations (Code Amendment), related to Eliminating a 500' Setback that Applies to Waste Transfer Facilities and Increasing Lot Coverage for Two Properties Commonly referred to as the "Triangle Property" - Planning,**
30 Minutes
[20200707_CC Staff Memo_Aveterra Legislative Review of Land Use Regulations Attachment A_PC Review Summary and Memorandums](#)
[Attachment B_PC Recorded Motion](#)
9. **CITY COUNCIL DISCUSSION**
10. **FOR THE GOOD OF THE ORDER**
11. **ADJOURNMENT**

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CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, AUGUST 25, 2020

REMOTE MEETING ON ZOOM

AGENDA

1. CALL TO ORDER/ROLL CALL - 6:00 PM
2. EXECUTIVE SESSION
3. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. PUBLIC COMMENT
5. MAYOR'S REPORT
6. CITY MANAGER'S REPORT
7. FUTURE COUNCIL AGENDAS
8. PRESENTATION(S)
 - 8.A **PCD Fee Study Update by Consultant, FCS** 30 Minutes
9. PUBLIC HEARING(S)
 - 9.A **(X PM) Public Hearing on Ordinance No. 2020-X, Related to extending the Interim Zoning Control on Floor Area Ratio - Planning**, 15 Minutes
Ordinance No. 2020-10 Adopting Interim Zoning Control Related to Bonus Density Approved 031020.pdf
 - 9.B **(x pm) Ordinance No. 2020-17 Adopting the Shoreline Master Program Amendment - Planning**, 30 Minutes
Staff Memorandum to City Council
Ordinance No. 2020-17 Adopting the Shoreline Master Program Amendment
Exhibit A to Ordinance No. 2020-17_Shoreline Master Program Amendment
Exhibit B Table of Changes to Draft SMP Amendment
10. UNFINISHED BUSINESS

- 10.A **Bainbridge Island Metropolitan Park and Recreation District (BIMPRD) Request for CARES Funding - Finance**, 10 Minutes
- 10.B **Self-Service Storage Moratorium Update** 20 Minutes
- 10.C **Update on Policing Town Hall** 10 Minutes
- 10.D **Monthly Update on 2020 Revenue and Expenses Forecasts - Executive**, 10 Minutes
- 10.E **Ordinance No. 2020-04, Adopting Small Wireless Facility Design Standards** 15 Minutes
- 10.F **Update on Timeline for PSE Franchise Renewal** 10 Minutes

11. NEW BUSINESS

- 11.A **2020 Midyear Report - Finance** 20 Minutes
- 11.B **Ordinance No. 2020-XX Relating to 2020 2nd Quarter Budget and Updated Capital Improvement Plan Amendments - Finance** 10 Minutes
- 11.C **2020 Annual Stormwater Preservation Program - Public Works**, 10 Minutes
- 11.D **Request for Proposals for 2021 Lodging Tax Projects - Executive** 15 Minutes

12. CONSENT AGENDA

13. COMMITTEE REPORTS

14. FOR THE GOOD OF THE ORDER

15. ADJOURNMENT

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CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: August 4, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:45 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 will update the Council regarding:
* Progress towards developing recommendations for a multi-phase “Road Map” and a “First Steps” Ordinance
* Feasibility of the schedule for developing the “First Steps” interim program

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:

[GBTF Staff Memo](#)

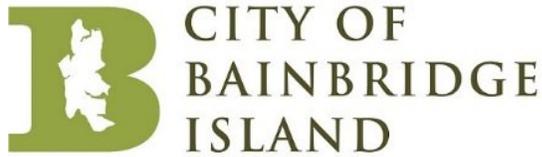
[Attachment 1 - GBTF History Log](#)

[Attachment 2 - GBTF Roster](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Department of Planning and Community Development

Memorandum

Date: August 4, 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.

7/7/2020	
7/21/2020	2 GBTF meetings per month (4 meetings total) to recommend an “off the shelf” green building program (or components of a program)
8/4/2020	
8/18/2020	
8/21/2020	
8/21/2020	GBTF recommendation for a multi-phase “Road Map” and a “First Steps” Ordinance
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 time is not available 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: Some amendments to the building code may require an additional 90-day review and approval by the Washington State Building Code Council, which could delay beyond the Council’s deadline the implementation of some provisions related to single family buildings (1-2 units that are 3 stories or less) and multi-family buildings (4 or less units with common wall construction that are 2 stories or less).

III. GBTF MEETINGS

The GBTF has met twice and will have its third meeting on August 4, 2020 during which they are expected to provide staff an assessment regarding the feasibility of completing its recommendations within the above timeline. This feedback from the GBTF will be reported to the Council later that same day during this agenda item.

The GBTF is working collegially and efficiently to develop “First Step” recommendations for an interim green building program as well as a multi-phase “Road Map” which will layout the process for developing a full green building program for Bainbridge Island consistent with the Comprehensive Plan and the Climate Action Plan.

GBTF meetings are held via the Zoom online platform. Meeting dates, public Zoom connection information, and agenda materials are posted to the [Green Building Task Force web page](#) and the [COBI meeting calendar](#).

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.
7/7/2020	GBTF meeting #1
7/7/2020	CC update on GBTF schedule and startup
7/21/2020	GBTF meeting #2

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: August 4, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:55 PM) Update on the Development Moratorium - Planning,

SUMMARY: On March 24, 2020, the City Council approved Ordinance No. 2020-09, which extended the development moratorium "as is" for an additional six months through October 3, 2020. See attached Work Program Monthly Update Memo, 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:

[Abbreviated moratorium work program status report](#)

[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 – July 30, 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 30, 2020:	Incomplete: City staff plans to request to set the public hearing on August 11 and to hold the public hearing on August 25, 2020. 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 it will become effective 14 days after final approval by Ecology.	
Moratorium Topic	Status	Timeline
Affordable Housing	Incomplete.	<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 (MFTE).</p> <p>The City Council had a policy discussion on February 4, 2020 regarding inclusionary zoning and MFTE 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. Further discussion was originally postponed due to COVID.</p>

Moratorium on Accepting Certain Development Applications: Work Program Status Report – July 30, 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, including inclusionary zoning and MFTE. The outcome of this joint meeting was the creation of an ad hoc subcommittee of three Council members and three Planning Commissioners to assist in prioritizing affordable housing efforts and other overlapping initiatives.</p> <p>On July 14, 2020 the Council held a discussion on Ordinance No. 2020-02 related to requiring common ownership and limiting short-term rental use for ADU's (postponed from April 2020 due to COVID). On July 28, 2020, the City Council decided to have the City Council/Planning Commission subcommittee mentioned above review and make recommendations on the proposed ordinance.</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 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 Planning Department's adjusted 2020 Work Plan.</p>
<p>Status on July 30, 2020:</p>	<p>The Council discussed Ordinance No. 2020-02 related to requiring common ownership for ADU's on July 14, 2020 and on July 28, 2020, referred it to the Council/Commission subcommittee.</p> <p>The Council/Commission subcommittee members have been selected, and their first meeting occurred on July 27, 2020. The subcommittee consists of Councilmembers Christy Carr, Kirsten Hytopoulos, and Michael Pollock and Commissioners Bill Chester, Kimberly McCormick Osmond, and Lisa Macchio.</p> <p>The Planning Commission also has an affordable housing subcommittee; with Commissioners Jon Quitslund, Joe Paar, and Sarah Blossom.</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)

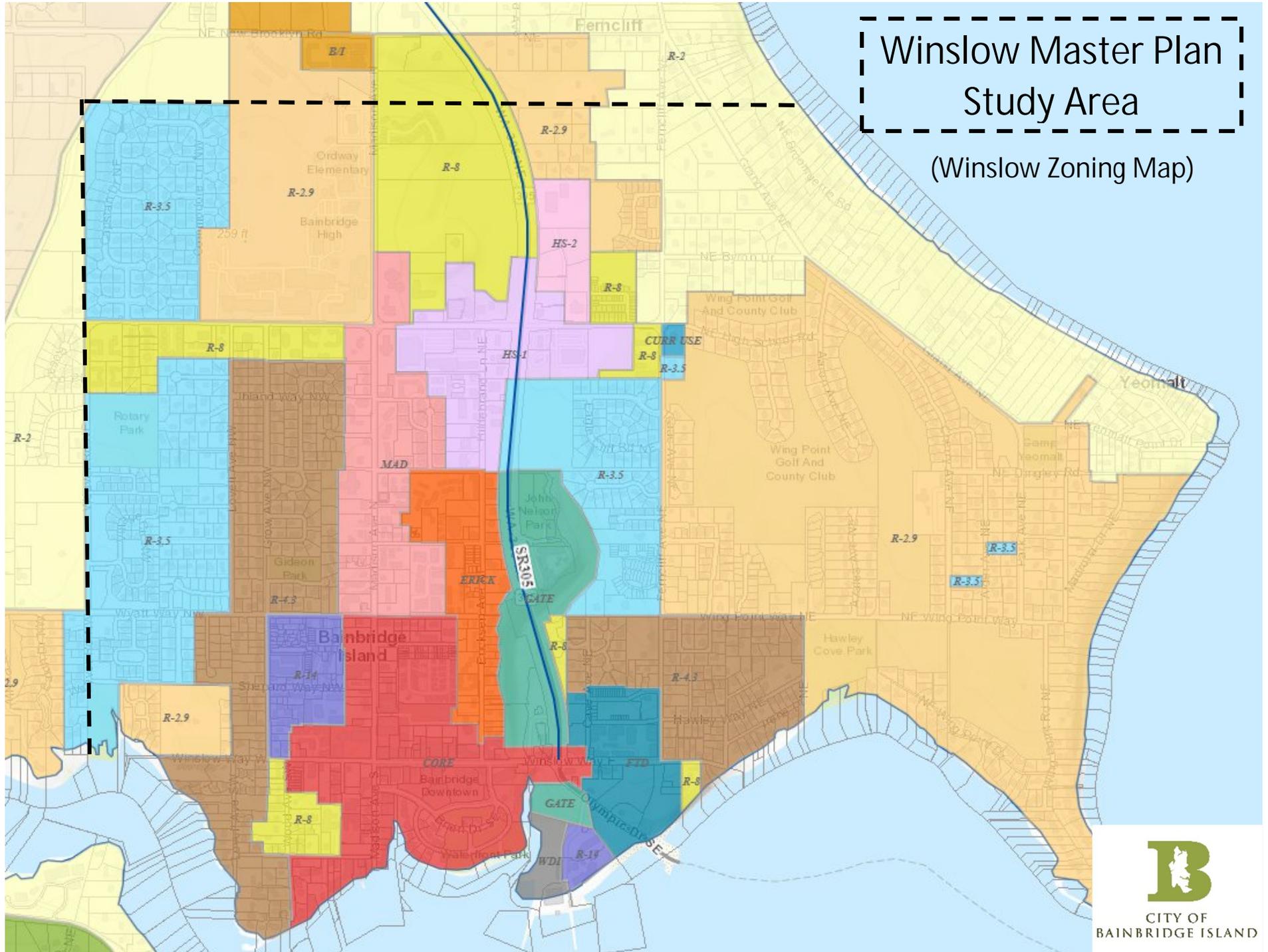
Exhibit B (Winslow Master Plan Study Area)

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.



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: August 4, 2020

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:05 PM) Bainbridge Island Senior Community Center Improvements Discussion,

SUMMARY: Public Works staff and representatives from the Bainbridge Island Senior Community Center will provide the Council with information regarding potential upgrades to the City-owned community center for consideration along with the 2021-26 Capital Improvement Plan.

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	N/A
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND: On June 23, 2020, Public Works staff reviewed with the Council their recommendations for the 2021-26 Capital Facilities Plan. As part of that discussion, staff communicated that representatives from the Bainbridge Island Senior Community Center (BISCC) would like the opportunity to discuss with the Council their plans for upgrading and improving the Center facility, which is owned by the City.

The facility upgrades are a combination of recommendations from a City-prepared asset management study, as well as direct input from the BISCC board and program managers. The City hired a consultant firm to review and provide a cost estimate of the work, which is estimated in the range of \$450,000. As part of the presentation, City staff and BISCC representatives will review how the upgrades will positively impact the longevity and usefulness of the facility.

ATTACHMENTS:

FISCAL DETAILS: N/A

Fund Name(s):

Coding:

BAINBRIDGE ISLAND SENIOR COMMUNITY CENTER (BISCC) RENOVATIONS



City Council Presentation

August 4, 2020

Agenda

1. Background
2. Existing Conditions
3. Project Proposal
4. Costs

Background

Senior Center Improvements

May 2018 Infrastructure Deficiency Assessment

Sept 2019 BISCC identifies additional renovations

Feb 2020 Renovation costs estimated

2018
Deficiency
Assessment



Projected
Project Costs

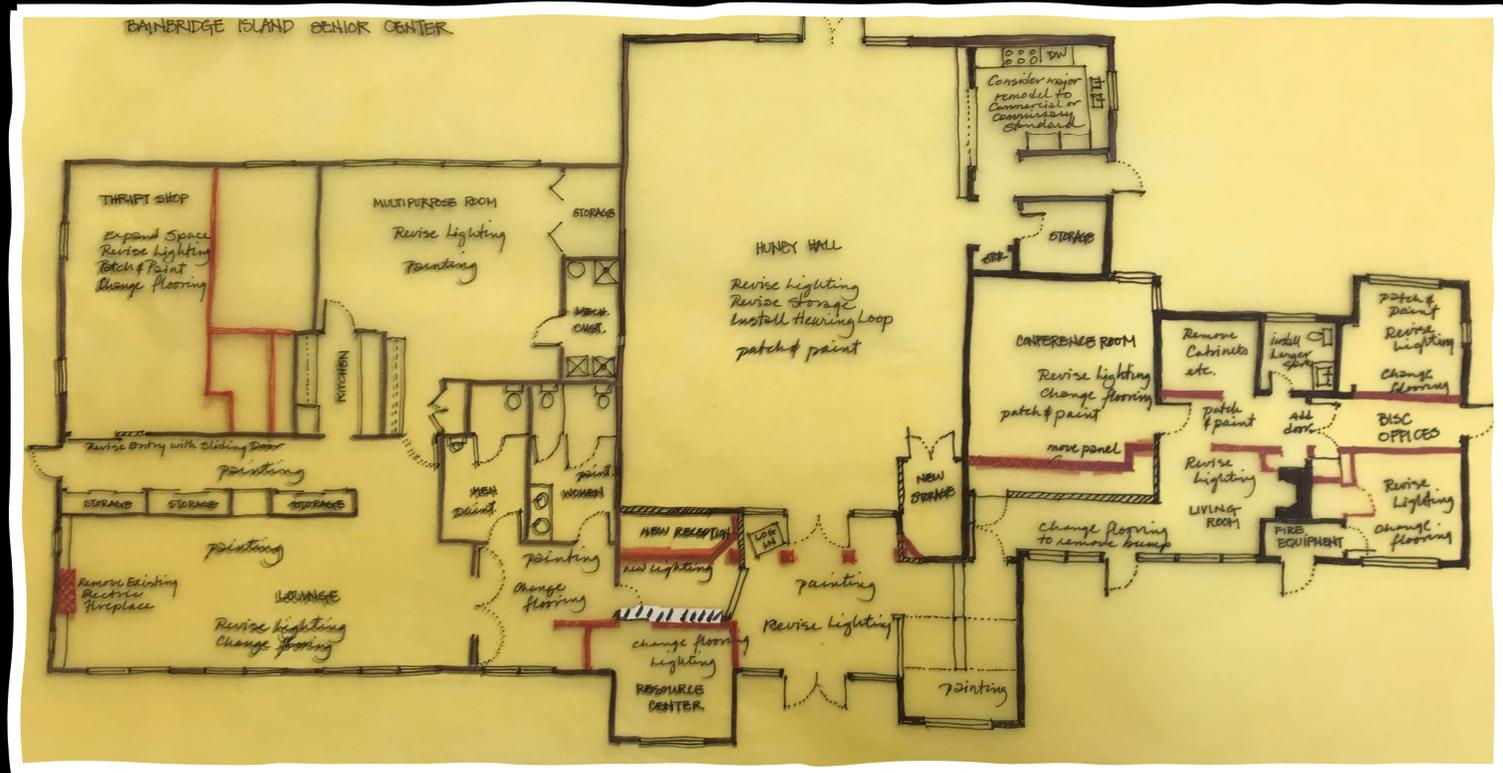
2018 Study

Estimate of Costs

2018 Deficiency Study

Insulation	\$ 12,000
Heat Pump	\$ 23,000
Fire Alarm System	\$ 27,000
Data Systems	\$ 16,000
<u>Kitchen Appliances</u>	<u>\$ 12,000</u>
Sub-Total	\$ 90,000
<u>Taxes & Contingency</u>	<u>\$ 31,500</u>
Total	\$ 121,500

2020 Project Proposal



2020 Project Proposal



Projected
Project Costs

2020 Proposal

Estimate of Costs

2020 Renovation Plan

Demolition	\$ 42,000
Wood Framing	\$ 6,000
Roof Patch	\$ 1,000
Doors and Windows	\$ 13,000
Finishes (wall, floor, ceiling)	\$ 104,000
Fire Suppression	\$ 7,000
Plumbing	\$ 3,000
HVAC	\$ 10,000
Electrical	\$ 12,000
Sub-Total	\$ 198,000
Taxes & Contingency (35%)	\$ 70,000
Soft Costs (30%)	\$ 60,000
Total	\$ 328,000

Projected Total Project Costs

Estimate of Costs

2018 Deficiency Study	\$ 121,500
<u>2020 Renovation Plan</u>	<u>\$ 328,000</u>
Add'l Funding Required	\$ 449,500



Discussion



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: August 4, 2020

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:25 PM) City Dock Low-Float Modification Discussion with Bainbridge Island Rowing Club,

SUMMARY: Public Works staff and representatives from the Bainbridge Island Rowing Club will provide the Council with information regarding potential "low-float" improvements to the City Dock for consideration along with the 2021-26 Capital Improvement Plan.

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION: Information only

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: On June 23, 2020, Public Works staff reviewed with the Council their recommendations for the 2021-26 Capital Facilities Plan. As part of that discussion, the staff communicated that representatives from the Bainbridge Island Rowing Club would like the opportunity to discuss with the Council their request for adding a "low-float" to the City Dock. As part of the presentation, City staff and Bainbridge Island Rowing Club representatives will review how the upgrades will positively impact the usefulness of the facility, as well as provide information regarding potential costs.

ATTACHMENTS:

[City Dock Low Floats Council presentation 2020-08-04.pdf](#)

FISCAL DETAILS: The 2019-24 Capital Improvement Plan includes \$30,000 for City Dock modifications, none of which has been spent to date.

Fund Name(s):

Coding:

CITY DOCK LOW FLOATS



City Council Presentation
August 4, 2020

Agenda

1. Background
2. Existing Condition
3. Project Proposal
4. Costs

Background

City Dock Reconstruction

2015-2017 Design and Permitting

August 2017 Construction begins

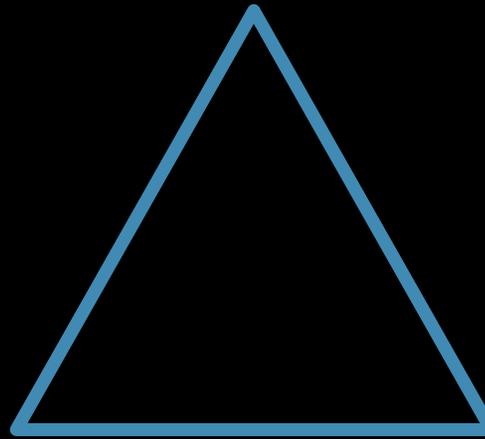
June 2018 Grand Opening



Constraints

FREEBOARD

Height of deck above water surface



BUOYANCY

Weight capacity

TRANSPARENCY

Amount of shading

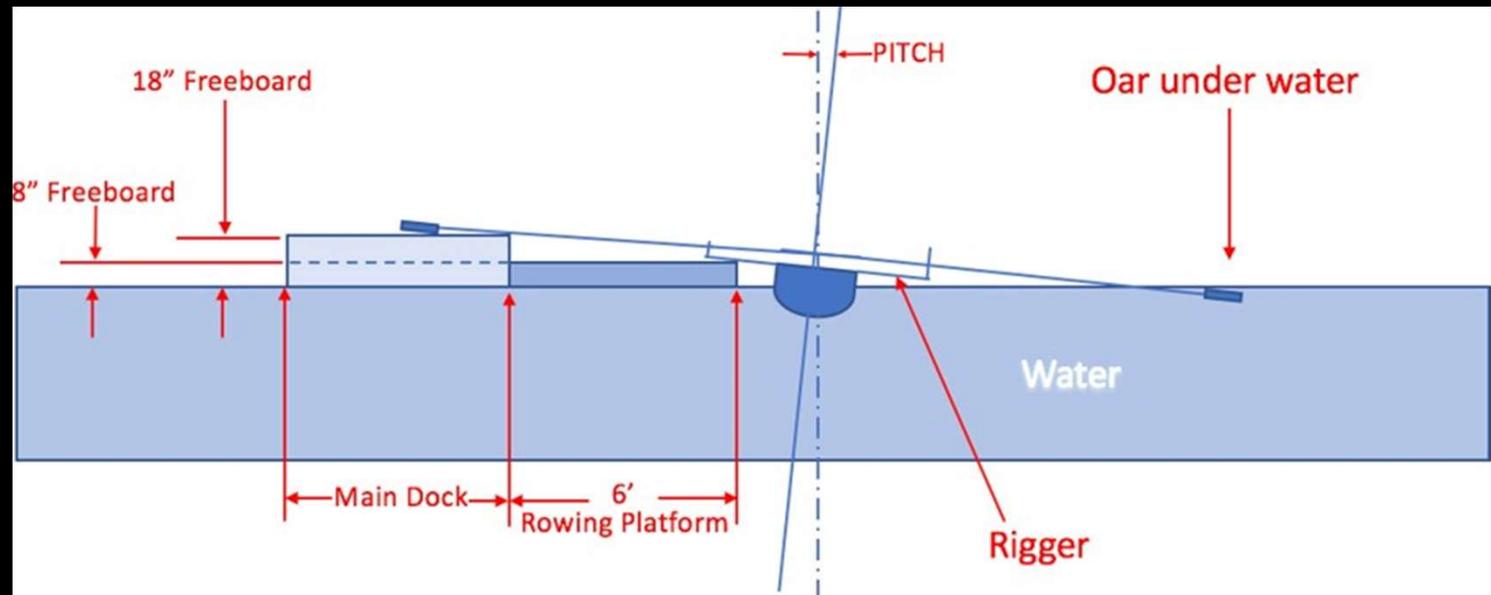
Existing
Condition

MAIN FLOAT
(16" Freeboard)

LOW FLOAT
(8" Freeboard)



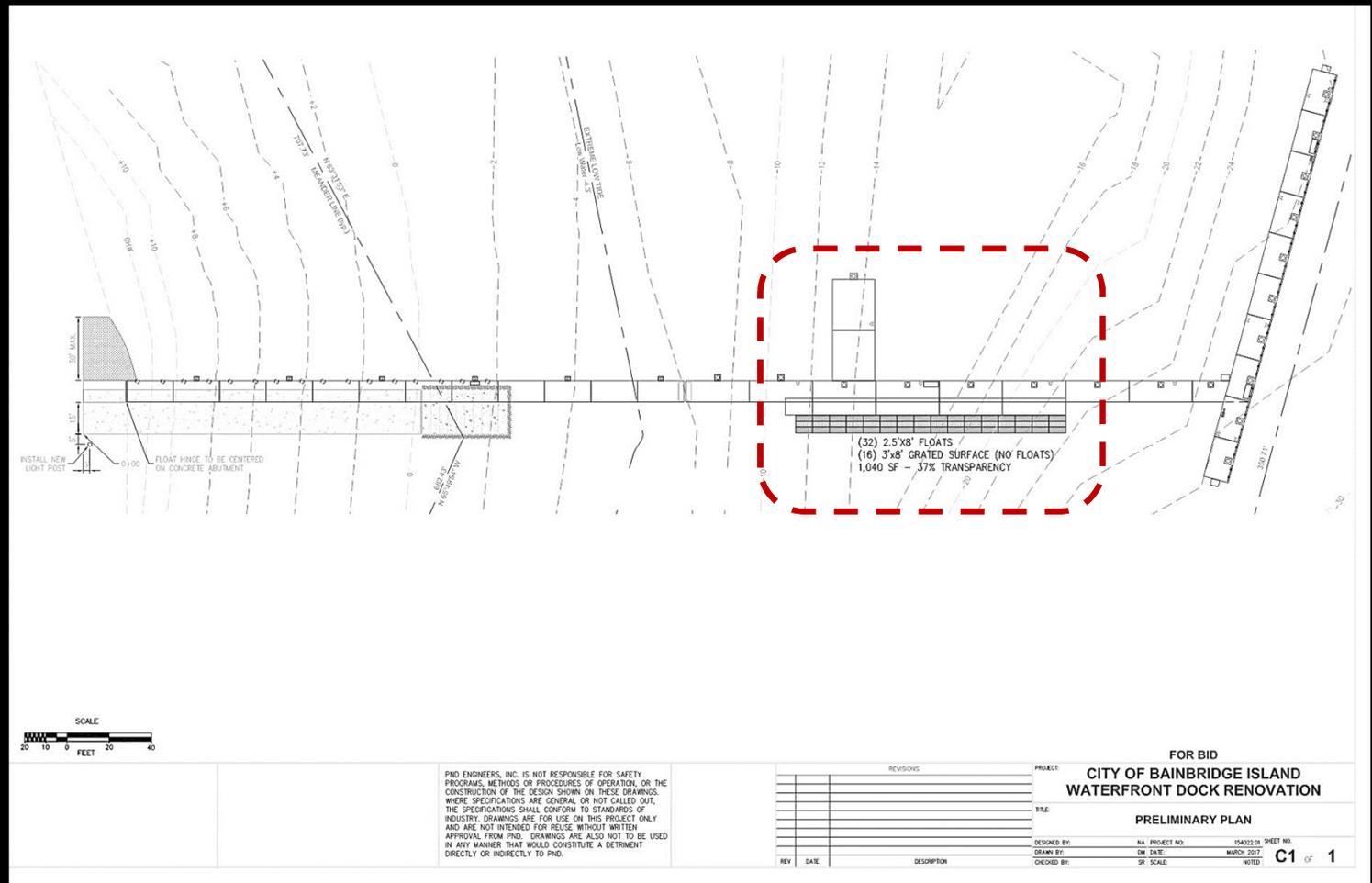
Existing Condition



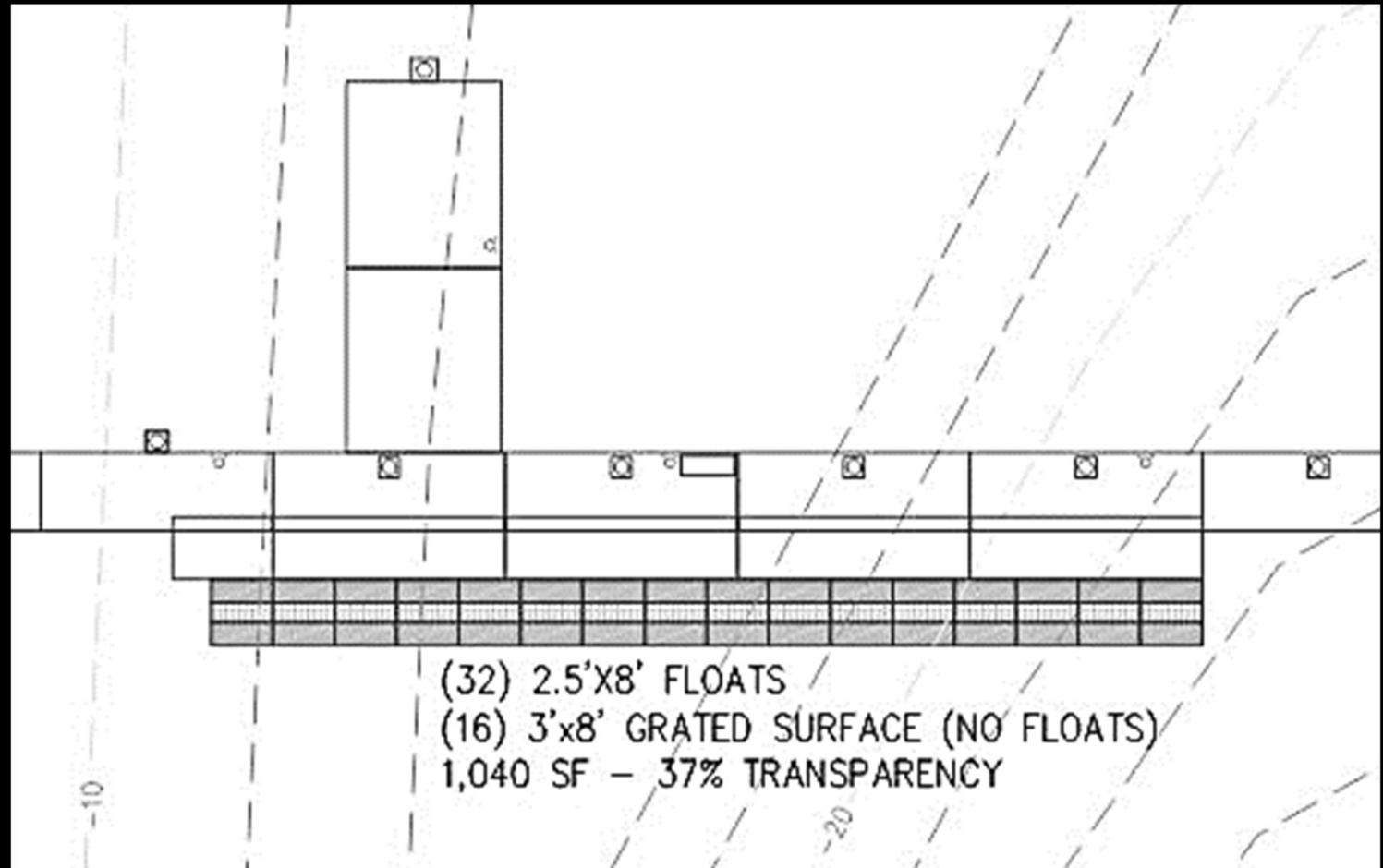
Existing Condition



Project Proposal



Project Proposal

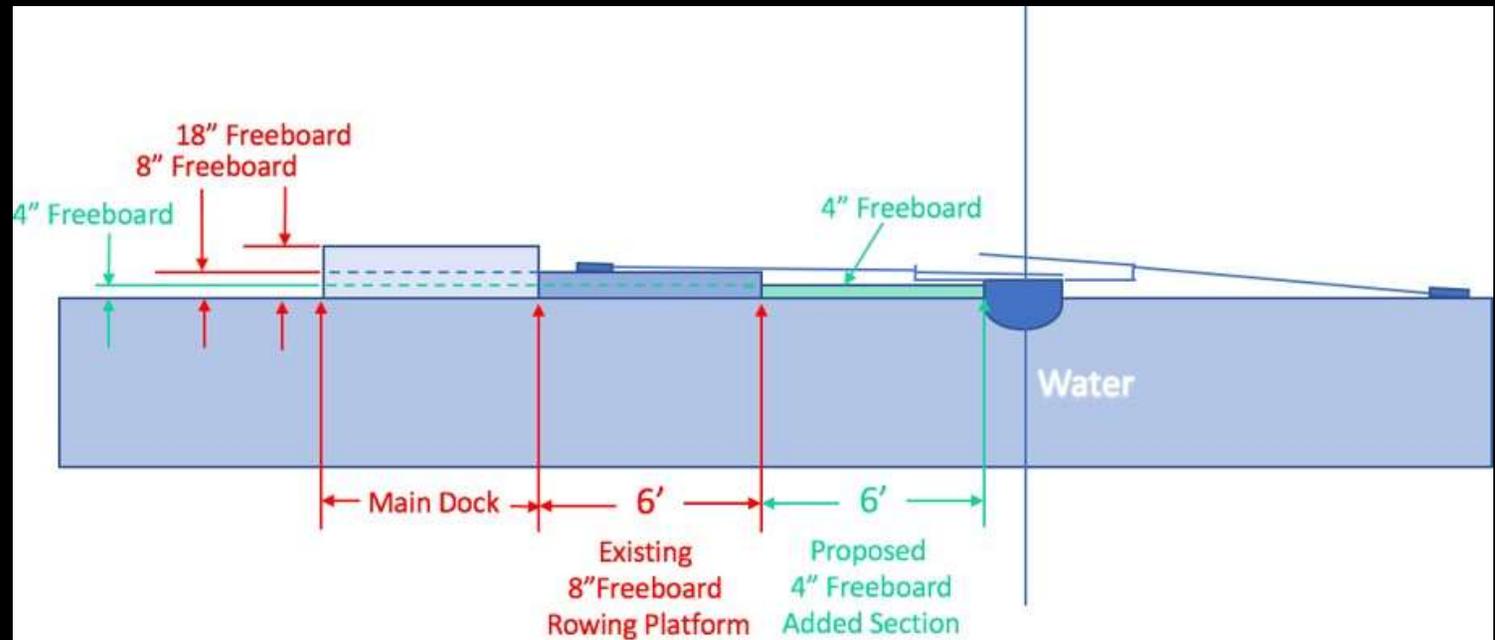


Project Proposal



Additional 8-foot rowing float
(5.5" freeboard, per manufacturer)

Project Proposal



Projected Project Costs

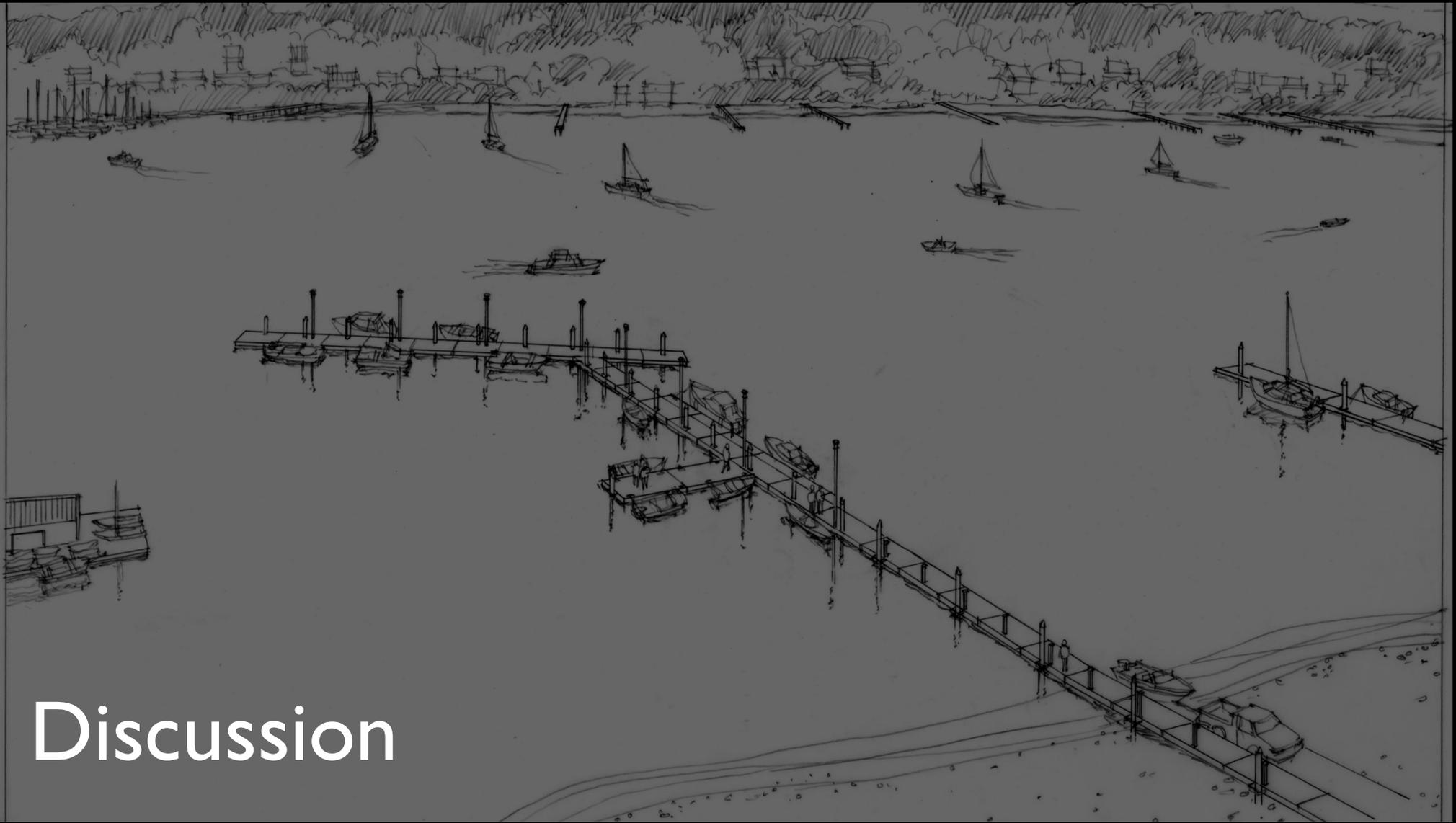
Estimate of Costs

Engineering Consultant	\$ 70,000
Permit Fees	\$ 8,000
Mitigation Construction	\$ 80,000
<u>Dock Construction</u>	<u>\$ 130,000</u>
Sub-Total	\$ 288,000
<u>Planning Contingency</u>	<u>\$ 42,000</u>
Total	\$ 330,000

Current Budget Available

Design Funding	\$ 30,000
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Add'l Funding Required \$ 300,000



Discussion



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: August 4, 2020

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (7:45 PM) COBI Connects Status and Communications Priorities for 2020 and 2021-2022 - Executive,

SUMMARY: The Communications Coordinator will provide an update on the status of COBI Connects, and proposed Communications priorities for the remainder of 2020, and 2021-2022.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion only.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND: In 2019, the City began producing COBI Connects, a monthly newsletter that is mailed to all addresses on Bainbridge Island (roughly 12,000). This project was launched as a top priority of the City Council to keep the community informed on City topics. The project was implemented as a one-year pilot period and the first issue was mailed in April 2019.

The City hired consultants (writer and graphic designer) to help produce the newsletter with oversight by the Communications Coordinator. In February 2020, the consultants provided notice that April 2020 would be their final issue of COBI Connects. The City then held a Request for Qualifications (RFQ) process, with an April 10 deadline. The process to interview and contract with new consultants has been delayed due to the COVID-19 pandemic and staff availability. Before we resume production, it is important for the Council to review progress to date, and to confirm the level of effort desired for the remainder of 2020 and 2021-2022.

In addition, the proposed 2021-2022 priorities include: City project support + outreach, a weekly e-newsletter, video and photography projects, and website enhancements (as available).

ATTACHMENTS:

[08042020 Memo - Proposed Communications Workplan 2021-2022.pdf](#)

[08042020 PPT - Proposed Communications Workplan for 2021-2022.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



EXECUTIVE DEPARTMENT
MEMORANDUM

Date: July 24, 2020
To: Morgan Smith, City Manager
From: Kristen Drew, Communications Coordinator
Subject: Proposed 2021-2022 Communications Workplan

Summary: Proposed 2021- 2022 Communication Priorities and Budget

<p>Proposed 2021-2022 Priorities</p> <ul style="list-style-type: none"> • COBI Connects • City project support + outreach • Other: City Manager’s Report (weekly e-newsletter), Social Media • TBD - Website enhancements 	<p>Proposed 2021-2022 Budget</p> <ul style="list-style-type: none"> • Annual external costs for monthly COBI Connects: \$110,000 per year for a combination of 4-page & 8-page newsletters • Annual external costs for other tasks: \$48,000 (without web enhancements) <p>Total Annual: \$158,000</p> <p>2021-2022 Budget: \$316,000</p>
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For comparison, the Communications budget for 2019-2020 was \$270,000 and included \$150,000 to support the production of the newsletter.

Review of 2019 Workplan

Below is a summary of the 2019 workplan item successes and challenges. In 2019, we identified four main areas of focus:

- Launch an all-island, mailed newsletter
- Project support and outreach
- Website Enhancements
- Other (weekly e-newsletter, social media, email listserv, etc.)

Focus Area: Newsletter

In 2019, the City began producing COBI Connects, a monthly newsletter that is mailed to all addresses on Bainbridge Island (roughly 12,000). This project was launched as a top priority of the City Council to keep the community informed on City topics. The project was implemented as a one-year pilot period and the first issue was mailed in April 2019. The content is based on current topics on City Council agendas, ongoing projects, and topics that respondents identified in the City's communications survey conducted in 2019.

The City hired consultants (writer and graphic designer) to help produce the newsletter with oversight by the Communications Coordinator. In February 2020, the consultants provided notice that April 2020 would be their final issue of COBI Connects. The City then held a Request for Qualifications (RFQ) process, with an April 10 deadline. The process to interview and hire new consultants has been delayed due to the COVID-19 pandemic and staff availability. Before we resume production, it is important for the Council to review progress to date, and to confirm the level of effort desired for the remainder of 2020 and 2021-2022.

During the one-year pilot period, the total cost to produce 13 COBI Connects issues was roughly \$113,606. The consultant costs included roughly \$31,625 and the costs for printing and postage included \$81,980.

Of the 13 issues, six were 8 pages and seven were 4 pages. An 8-page newsletter costs roughly \$10,250 to produce and a 4-page newsletter costs \$8,350 to produce.

- **Successes**

- We received an overwhelming amount of positive responses from the community.
- Newsletter reaches wide audience (mailed islandwide).
- Great communications tool for many City projects.
 - We're able to coordinate outreach for multiple projects and cut back on other costs. For example, we used COBI Connects to inform the community of an upcoming Island Center subarea planning workshop instead of mailing a separate islandwide postcard.
- The newsletter is printed on 100% recycled paper.

- **Challenges**

- We don't know how many people are reading but based on emails and feedback the newsletter seems to be successful.
- Turnaround time for printing & mailing
 - We strive to have current information in the newsletter, but it can be challenging due to the turnaround time to print and mail the newsletter. We've found a business that can print and mail the newsletter in a week, but the turnaround time remains a monthly challenge.
 - We must carefully consider content because information is changing often (City Council agendas, City Council discussion/decisions, projects, etc.) and we also don't want the newsletter to be outdated when it arrives in mailboxes.
- Staff time
 - The newsletter requires a great deal of oversight, which does not allow for much support of other ongoing projects and/or requires use of personal time to

complete tasks. The newsletter requires approximately 75% of the Communications Coordinator's week as the deadlines approach for gathering content and story ideas, writing, editing, etc.

- The newsletter would be easier to coordinate with a writer and designer who are full-time employees and aware of the day-to-day functions of the City and City Council topics.
- Costs higher than anticipated
 - In 2018, we estimated the costs to produce the newsletter would be \$54,000 as Council proposed a "bulletin" (one page – front and back). Once we began preparing the newsletter, it became evident that a 4-page or 8-page newsletter was more realistic to cover the number of current events and ongoing projects. We now anticipate costs to be roughly \$110,000.
 - We tried several options to print and mail the newsletter based on cost and time to print and mail. The current option (Minuteman Press – performs the printing and mailing) is more expensive but has the fastest turnaround time, which is generally less than a week.

Focus Area: Project support and outreach

In 2019, staff continued efforts to inform the community of ongoing and upcoming City projects.

- **Successes** (e.g. Olympic Drive Non-motorized Improvement Project)
 - Developed factsheets + improved project webpages.
 - Staff participated in many in-person outreach events (aboard the ferry, table at Safeway, table at Town & Country, etc.).
 - Developed a video project to educate people about the changes along Olympic Drive.
- **Challenges**
 - Staff capacity and communications training
 - City is getting better at using simple language and visuals, but would like to see more (video, infographics, etc.).
 - It's difficult for one staff member in Communications to support all departments and ongoing projects.
 - In-person outreach was a great tool for City staff, but due to the COVID-19 pandemic these activities are suspended. We will seek other outreach opportunities.

Focus Area: Website Enhancements

In 2019, we hoped to work with the Information Technology Department to improve the City website. IT staff handles the technical parts of the website and each department is responsible for maintaining the content on its own pages. The Communications Coordinator assists with content.

- **Successes**
 - We have focused on improving content in a timely manner.
 - Staff updated the Notify Me (email project listserv) lists and removed outdated projects.
 - Staff participated in website training (early 2020).
- **Challenges**
 - Staff lacks the capacity for a website redesign.

Focus Area: Other communications priorities

We learned from the 2019 communications survey that the City needs to promote current outreach tools (City Manager’s Report, Notify Me, social media, etc.) as many respondents suggested ideas that the City was already doing.

In 2019, we put a lot of effort into promoting these tools in our newsletters, social media and website.

- **Successes**

- We have seen growth on all communications platforms
 - City Manager’s Report (weekly e-newsletter)
 - The number of active subscribers has grown by 33% since Q1 2019.
 - Our open rate is 56% (industry average is 34%).
 - Social media
 - Facebook: 13% increase in page “likes” from Q1 2019 to July 2020 (2,878 likes)
 - Twitter: 20% increase in followers from Q1 2019 to July 2020 (1,696 followers)
 - Notify Me (email lists)
 - We have seen significant increases in subscribers, including for projects where there was a great amount of outreach (e.g. Olympic Drive, Design Guidelines, etc.).
- Access to City Council agendas and meetings
 - Many survey respondents were not aware they have an option to receive the City Council agenda by email, so we focused efforts to promote this tool.
 - The number of agenda subscribers has increased by 305% since March 2019.
 - We promote the agendas and viewing options (livestream, Bremerton Kitsap Access Television) in the City Manager’s Report, social media, COBI Connects, etc.

- **Challenges**

- Communications Coordinator lacks capacity to post consistently on social media.

In 2020 and beyond, we will continue to seek ways to connect with the community to ensure equity and that we’re reaching all demographics to provide opportunities to be involved in the City’s public process and informed on topics. On a case-by-case basis, we will determine the best outreach efforts due to the challenges of the COVID-19 pandemic and lack of in-person events.

2021-2022 Proposed Communications Focus Areas

Areas & Tasks	Weekly Hours	Share of Total
Content Development <ul style="list-style-type: none"> • Support COVID-19 response • Oversee/manage COBI Connects • Oversee/manage City Manager's Report • Press Releases (News Flash) • City project stories for outreach materials, website & social media 	20	50%
Project Outreach: City Projects <ul style="list-style-type: none"> • Project factsheet <ul style="list-style-type: none"> -Meet with team -Write factsheet, review and edit information, create video, etc. -Share information on social media & website • Create template for project factsheets • Adobe programs + training 	8	20%
Social Media (Facebook, Twitter, Nextdoor) <ul style="list-style-type: none"> • Create social media calendar • Graphics + Photos • Videos • Weekly/Monthly: <ul style="list-style-type: none"> -Write posts, schedule posts 	5	12.5%
General Administration <ul style="list-style-type: none"> • Emails • Master Calendar • Weekly Assignments 	5	12.5%
Internal Communications <ul style="list-style-type: none"> • Biweekly meetings with department directors • Communications training (presentation, media, video, etc.) 	2	5%
Web Enhancements: TBD - IT will oversee website enhancements with support of Communications Coordinator	As available	
Community Engagement & Outreach (in-person outreach TBD due to COVID-19) <ul style="list-style-type: none"> • Education workshops (e.g. Tree regulations, Land use, etc.) 	As available	

2021-2022 Proposed Annual Budget

Focus Areas & Tasks	Monthly Cost	Annual Cost
COBI Connects		
Professional Services: Writer + Graphic Designer <ul style="list-style-type: none"> • Research + Write (11 hours per month*) • Design (38 hours per month*) <p>*Numbers are an average and do not reflect staff time.</p> <p>External consultants are responsible for producing COBI Connects with oversight by Communications Coordinator. Hours will vary depending on content.</p> <p>Costs may change when new consultants are hired.</p>	\$2,450	\$29,400
Printing + Postage		
4-page (7 times per year)	\$5,900	\$41,300
8-page (5 times per year)	\$7,800	\$39,000
Total	\$8,350 - \$10,250	\$109,700
Professional Services: Photography & Video <ul style="list-style-type: none"> • Create archive of new photographs for City communications • Create videos for communications, education, and marketing efforts. 	\$2,000	\$24,000
Professional Services: Graphic Design Create graphics for project support and social media (as requested).	*\$500 *This is an estimate. Hours will vary.	\$5,000
Website Enhancements	TBD	TBD
Other Focus Areas & Tasks		
Outreach (Printing, Facebook ads, etc.)		\$5,000
Training (annual government conference, Adobe, FEMA courses)		\$4,500
Supplies (microphones, phone equipment, etc.)		\$6,000
Service/Other Misc. (Canva graphics)		\$2,000
Dues/Subscriptions (BI Review, Constant Contact, Canva Graphics)		\$1,500
Computer Software (Adobe, Dropbox)		\$1,500
External Costs Total (without web + COBI Connects)		\$48,000
Grand Total (combined COBI Connects & other external costs; without web)		\$157,700



CITY OF
BAINBRIDGE ISLAND

2021-2022 Communications Plan

Aug. 4, 2020

Presentation Goals

- Review and discuss progress on COBI Connects
- Review of other 2019-2020 communications focus areas
- Provide summary of proposed 2021-2022 budget



Focus Area: Newsletter

- Background
 - Newsletter launched in April 2019 as City Council top priority
 - Mailed to all 98110 addresses (roughly 12,000)
 - Newsletter currently on hold; process to interview and hire new consultants delayed due to COVID-19 and staff availability.



COBI Connects Costs

- The total cost to produce 13 newsletters was roughly \$114,000
- Combination of pages
 - 4-page newsletter (\$8,350/issue)
 - 8-page newsletter (\$10,250/issue)



COBI CONNECTS

APRIL 2020

Web: BainbridgeWA.gov Facebook: [Facebook.com/citybainbridgeisland](https://www.facebook.com/citybainbridgeisland) Notify Me: bainbridgewa.gov/list.aspx

Council Message

Joe Deets, North Ward



As I am writing this, the City issued a Proclamation of Local Emergency related to the COVID-19 virus. The proclamation allows the City to use all resources necessary to respond. I urge everyone to take extra care of themselves while also looking out for those among us who are isolated and most vulnerable, and to support our local businesses that are being affected economically. We are all in this together.

The work of the City, of course, needs to continue, and Council is steadfast in fulfilling its role as its legislative body. In order to do so efficiently, the Council needs to fill the vacant South Ward seat. The six sitting Council members will make the selection; for under Washington State law, if we don't do it the County Commissioners will! I highly encourage anyone in the South Ward who has a depth of knowledge about our community and is good at working collaboratively with others to apply.

Joe Clark selected as new Police Chief



City Manager Morgan Smith has selected Joe Clark as the next Police Chief for the Bainbridge Island Police Department, following a lengthy and rigorous selection process.

Clark currently serves as Deputy Chief of Police for the Norfolk Police Department, where he has been employed since 1986.

During Clark's 34-year career, he has served in numerous positions throughout the Norfolk Police Department, beginning as an officer and advancing through the ranks to the Deputy Chief role in 2017. He currently leads the day-to-day operations of the department, including the 24-hour field command, public information office, and coordination of community affairs.

Clark has a Bachelor of Arts in criminology from Saint Leo University and a Master of Science in education (with a concentration in counseling) from Old Dominion University. He is also a 2008 graduate of the FBI National Academy.

"I am excited to come to Bainbridge Island, not only to serve as your Chief of Police, but as an active member of this community," said Clark. "What attracted me to BIPD was the strong relationship between the officers and the residents. I look forward to joining this team and continuing to build upon that relationship."

Clark collaborated with the YWCA and Commonwealth's Attorney's Office to establish a Family Justice Center (the first in Virginia) and worked with community

Continued on page 3

City Council seeks to fill South Ward vacancy

Bainbridge Island residents interested in serving on the City Council have until 4 p.m. Friday, April 17 to apply to fill a vacancy created by the resignation of Councilmember Matthew Tirman who held Position No. 3 in the South Ward.

Residents interested in applying for the Council vacancy must have lived on Bainbridge Island for at least one year as of March 17, 2019, must currently live in the South Ward, and be registered to vote. You can view a detailed ward map on the City's website: www.bainbridgewa.gov/219.

Application forms are available on the City website at www.bainbridgewa.gov/217. If you prefer a paper copy of the application, please email the City Clerk at cityclerk@bainbridgewa.gov and staff will mail you a copy.

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

The timeline for filling the Council vacancy is as follows:

- **Friday, April 17:** Applications are due to City Clerk by 4 p.m.
- **TBD (due to COVID-19):** Candidate interviews at City Council meeting(s).

1

COBI Connects Successes

- Positive response from community
- Reaches wide audience (mailed islandwide)
- Great communications tool for many City projects
- 100% recycled paper



COBI Connects Challenges

- We don't know how many people are reading
- Turnaround time to print + mail
- Staff time
- Costs higher than anticipated

Aging: Island resources available to help you prepare for cognitive limitations

Aging can bring many wonderful things to the fore: an ability to focus on things that matter to you, a deeper appreciation of relationships, and time to reflect on the beauty of the natural world. But aging also brings limitations. As a community, we experienced this during a recent event involving a missing elderly person.

One of the most frightening prospects for many people is that they might suffer from dementia. Dementia only affects about 10 percent of us, but many more of us feel anxiety about this prospect. In all

At the Bainbridge Island Senior Community Center, we schedule programs around these topics every couple of months, and you need not be a member to participate. If you can have a family member attend with you, so much the better. At Island Volunteer Caregivers, we have just hired a Community Resources Navigator to help people learn about services available to help with life's challenges. The Navigator, Katie Auger, will be providing support at the Senior Center as well.

Taking a few steps now is just good sense.



Reed Price of the Bainbridge Island Senior Community Center and Rita Elsberry of Island Volunteer Caregivers contributed to this article. Both organizations receive financial support from the City through the human services funding program.

The City uses a two-year funding cycle to support local nonprofits that provide human services to the community. During the 2019-2020 funding cycle, the City awarded \$660,000 to support this important work.

cases, people who proactively make provisions for diminished cognitive capacity are in much better shape to cope with it should symptoms appear.

The best thing we each can do is write up advance directives - designating what kind of health care we would like, including in the event we experience limitations.

For more information about the City's human services funding, please see the City's webpage: www.bainbridgewa.gov/600/City-Funded-Human-Services

New Hours - Continued from page 1

Weekly building permit application appointments will increase from 21 to 35 - a 60 percent increase. These changes allow PCD to be timelier and more responsive during the peak construction season. The new hours also improve staff capacity to respond to email and phone inquiries.

When building and planning staff are not participating in appointments, they complete the review of permits and plans. Last year, PCD processed more than 300 planning permits and more than 800 building permits. The City has many complex, highly-detailed codes and regulations, and part

of the role of PCD is to ensure compliance of these rules and to educate residents on land use and building requirements. PCD uses a team-based approach to review permits for consistency, thoroughness and accuracy and to uphold stewardship of our shoreline and critical areas.

"We are committed to ensuring that our important regulations related to the environment are well understood and fully implemented," said Interim PCD Director Heather Wright.

Future Improvements

PCD will continue to close for process improvements on the **second Thursday of**

Household chemical collection event

COBI's O&M Facility

SATURDAY / June 15
10 a.m. - 4 p.m.
7305 Hidden Cove Rd., Bainbridge Island

Accepted at no charge

Adhesives • Aerosols • Automotive fluids (excludes motor oil, antifreeze) • Corrosive cleaners • Flammable liquids • Lawn and garden chemicals • Oil-based paints and stains • Paint thinner • Pool and spa chemicals

Not accepted

Latex paint • Motor oil • Antifreeze • Batteries • Light bulbs, tubes • Propane tanks • Needles • Marine flares • No business or nonprofit waste • No containers > 5 gallons

What do I do with it?
See recycle.kitsapgov.com



each month to allow new customer service initiatives to be developed and implemented. Future improvements include:

- Transition to a fully electronic permitting process.
- Collaboration among planning, building and public works staff to improve the combined review of project applications.

To schedule an appointment to submit a planning or building permit or request a land use consultation, please use the City's online calendar: www.bainbridgewa.gov/pcd-appointments

Focus Area: Project Support + Outreach

- Successes: Olympic Drive
 - Developed factsheets + improved project webpages
 - In-person outreach
 - Video project



Project Support + Outreach Challenges

- Continue to improve simple language & visuals but can do more.
- It's difficult for one staff member to support all departments and ongoing projects.
- In-person outreach suspended due to the COVID-19 pandemic.



Focus Area: Website Enhancements

- Background
 - IT staff works on the technical aspect; each department maintains its own webpage content.
- Successes
 - Improving content in a timely manner.
 - Staff updated the Notify Me lists (email listserv).
 - Staff training in early 2020.



Website Enhancements Challenges

- Staff lacks the capacity for a website redesign.



Other 2019-2020 Communications Priorities

- Successes:
 - Growth on all communications platforms
 - City Manager's Report
 - Social Media
 - Notify Me (email project lists)
 - Removed outdated lists



Other 2019-2020 Communications Priorities

- Successes: Access to City Council agendas & meetings
 - 305% increase in agenda subscribers
 - We promote the agendas and viewing options in the City Manager's Report, social media, COBI Connects, etc.



Other 2019-2020 Communications Priorities

- Challenges:
 - Staff lacks capacity to post consistently on social media.



2021-2022 Communications Focus Areas

- Continue support of COVID-19 response
- COBI Connects
- Continue project support + outreach
 - Photographs
 - Infographics
 - Video
- Continue City Manager's Report
- Website enhancements - TBD



2021-2022 Estimated Costs: COBI Connects

COBI Connects	Monthly Cost	Annual Cost
Professional Services: Writer + Graphic Designer <ul style="list-style-type: none"> • Research + Write (11 hours per month*) • Design (38 hours per month*) *Numbers are an average and do not reflect staff time.	\$2,450	\$29,400
Printing + Postage		
4-page (7 times per year)	\$5,900	\$41,300
8-page (5 times per year)	\$7,800	\$39,000
Total	\$8,350 - \$10,250	\$109,700

Other 2021-2022 Estimated Costs

Focus Areas & Tasks	Annual Cost
Professional Services: Photography & Video <ul style="list-style-type: none">• Create archive of new photographs for City communications• Create videos for communications, education, and marketing efforts.	\$24,000
Professional Services: Graphic Design	\$5,000
Other (outreach, training, etc.)	\$20,500
Website Enhancements	TBD
External Costs Total (without web + COBI Connects)	\$48,000

2021-2022 Total Estimated Costs

- Annual costs for COBI Connects \$110,000
- Annual costs for other focus areas \$48,000 (excludes web)
- **Total annual costs** \$158,000 (excludes web)

City Council Decisions

- Would the City Council like to make any significant adjustments to COBI Connects?



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: August 4, 2020

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (8:15 PM) Discussion of Criteria and Amount for 2021 Lodging Tax Award Cycle - Executive, Council Co-Chairs Christy Carr and Kirsten Hytopoulos

SUMMARY: The City of Bainbridge Island annually solicits proposals for eligible projects to receive funding from the City's Civic Improvement Fund. The City Council appoints members to the Lodging Tax Advisory Committee (LTAC), which reviews project proposals and provides the City Council with recommendations on project funding. The Request for Proposals will include certain criteria established by the City Council, which will be reviewed and discussed at this meeting.

Council will also review recent financial performance of this revenue and decide on the amount to be awarded for 2021.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion only

STRATEGIC PRIORITY: Vibrant Economy

FISCAL IMPACT:

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

BACKGROUND: In 2020, the Council discussed and added new criteria to the Request for Proposals, including:

- * starting with awards for 2021, organizations may not receive funding more than three (3) years in a row for the same activity
- * promote innovative ideas
- * incentivize events
- * seek qualifying capital investments

These criteria were added to others, detailed in the attached presentation, some of which are established by state law. Council may choose to continue to change the criteria that were added by the City of Bainbridge Island.

ATTACHMENTS:

[LTAC Intro for CC 08042020](#)

[Summary of LTAC awards 2018-2020.pdf](#)

[LTAC Balance - 30 June 2020 - for CC 08042020.docx](#)

[MRSC - Lodging Tax Hotel-Motel Tax.pdf](#)

FISCAL DETAILS: The lodging tax, also referred to as the hotel-motel tax, is a consumer tax on lodging charges. The State of Washington provides guidance for eligible uses of these funds, as well as for how the funds are awarded. Additional information is provided in the attached explanatory material from MRSC.

Each year since 2011, the amount of revenue received by the City of Bainbridge Island from this revenue source has increased. Over the past three years, the average amount of revenue received was \$240,000 however in 2020 there was a significant decrease in revenue. The recommended award for 2021 is \$210,000 which is lower than the amount of funding provided in 2020 of \$275,000. The recommended award total is supported by our estimated year-end fund balance estimates. For several years, it has been the City's practice to award an amount of total funding that is fully supported by the prior year's fund balance. This provides certainty to the recipient organizations that funding will be available, and allows a lead time to adjust in the event of any significant downturns in this revenue stream.

Fund Name(s): Other

Coding:



2021 LODGING TAX AWARDS

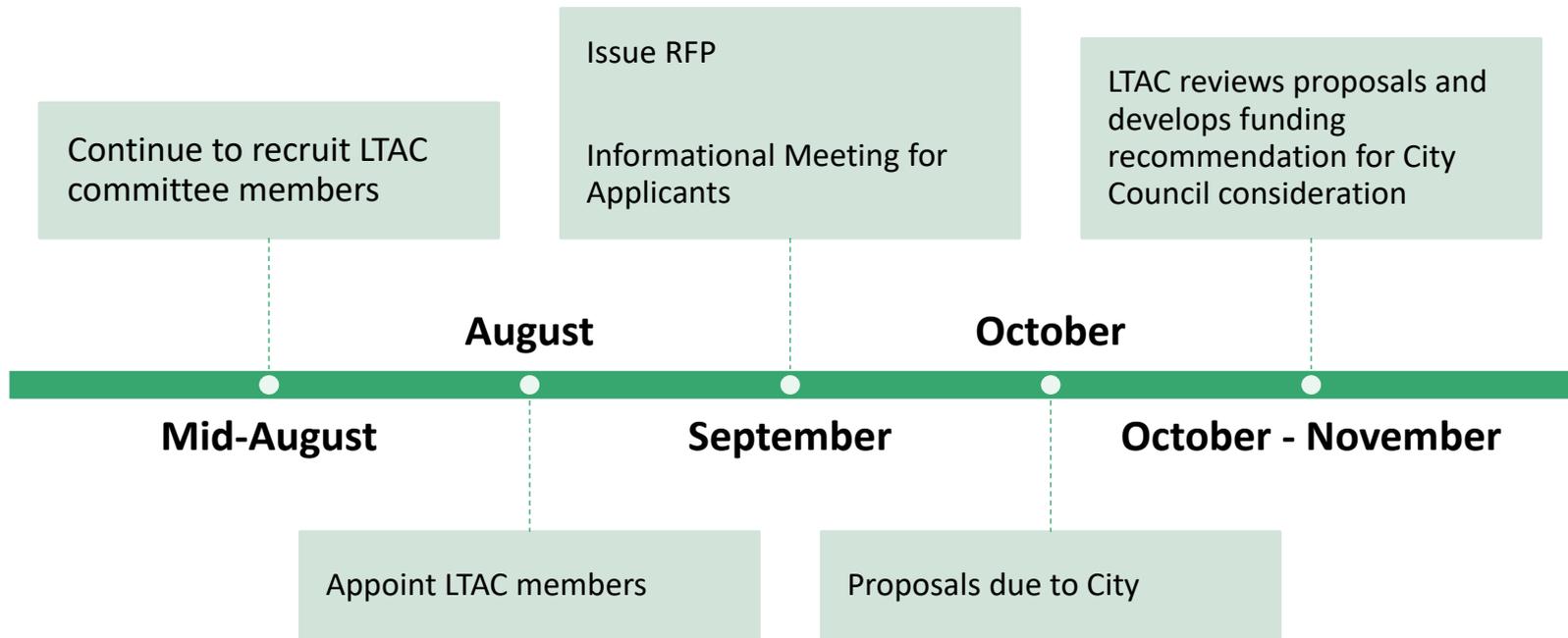
August 4, 2020

2021 LTAC AWARDS

Tonight's Topics

- Review award cycle schedule
- Confirm amount to award for 2021
- Discuss selection criteria and eligibility

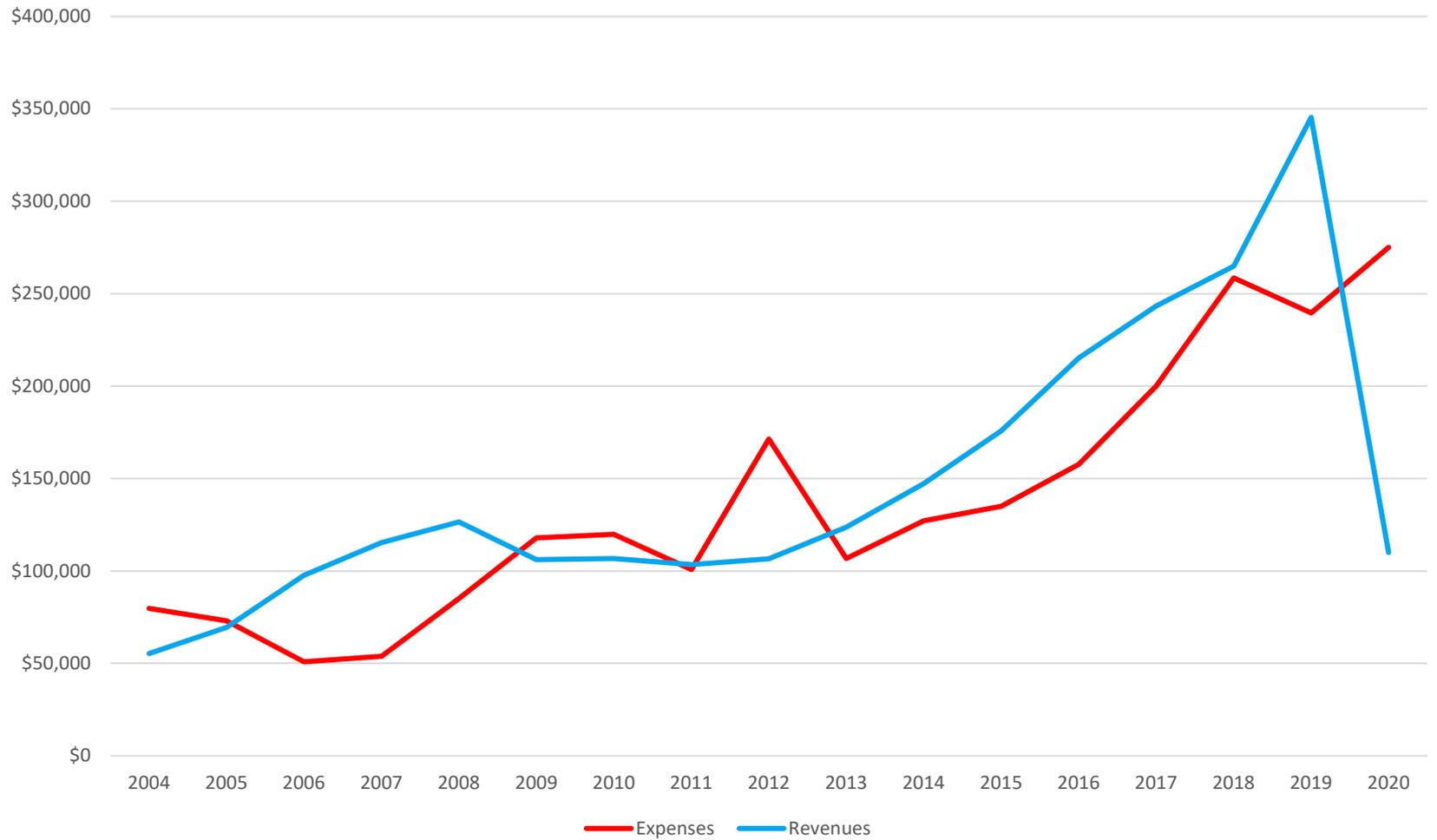
GENERAL TIMELINE



PLANNED FUNDING LEVEL

- Plan for total 2021 awards of \$225,000
- Expect to award an amount fully supported by 2021 starting fund balance in the Civic Improvement Fund

Lodging Tax Revenue and Expense



2021 LTAC CRITERIA

- A. Encourages tourism from visitors traveling more than 50 miles and from visitors traveling from outside Washington State.
- B. Expected impact on increase in overnight stays in paid accommodations on the island.
- C. Expected increase in tourism. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- D. Potential to draw visitors to the Island and increase overnight stays during the off-season, October 1 until Memorial Day.
- E. Applicant's demonstrated history of organizational and project success, including but not limited to previous LTAC-funded projects.

2021 LTAC CRITERIA (CONTINUED)

- F. Project reflects partnerships with other organizations and businesses, to encourage cooperative tourism marketing and minimize duplication of services.
- G. Project reflects innovative use of LTAC funds.
- H. Proposals for events that will generate an expected increase in tourism are encouraged.
- I. Proposals for capital projects are encouraged.
- J. Project goals and/or results can be objectively assessed.
- K. Project will leverage award funds with additional matching funds or donated in-kind goods or services.

REVIEW CRITERIA FOR 2021 AWARD CYCLE

- Updates made in 2019 for 2020 cycle
 - Starting with awards for 2021, organizations may not receive funding for the same activity for more than three (3) years in a row
 - Promote innovative ideas
 - Incentivize events
 - Seek qualifying capital investments

2021 AWARD CYCLE ELIGIBILITY

- Applicants must be a municipality, public facilities district, or registered with the Washington Secretary of State as a Washington State Corporation.
- Individual persons are not eligible.
- For-profit, private businesses are not eligible.
- Proposals from organizations with a board member, officer, or staff member serving on the LTAC are not eligible.

NEXT STEPS

August 4 – Questions and discussion

Requested Decisions:

Consider criteria to be included in RFP

Confirm amount to be awarded for 2021

August 25 – Consider RFP

Mid-September – Staff will issue RFP

Three-year summary of LTAC Awards

Recipient	2018		2019		2020	
	Purpose	Award	Purpose	Award	Purpose	Award
Arts & Humanities Bainbridge	Event Marketing & Operations - Celluloid Bainbridge	\$ 7,000	Artsopolis Community Cultural Platform	\$ 15,000	Currents Online Cultural Collaborations	\$ 10,000
Bainbridge Arts & Crafts	Marketing	\$ 5,000	Tourism Marketing - Off-Island Advertising Package	\$ 15,000	Off-Island Advertising	\$ 5,000
Bainbridge Island Chamber of Commerce	Advertising, Marketing & Visitor Info Center	\$ 70,000	Tourism Marketing, Special Events, Operations	\$ 63,000	Visitor Information Center	\$ 40,000
Bainbridge Island Downtown Assoc.	Tourism Marketing , Special Events	\$ 57,000	Tourism Marketing , Special Events	\$ 50,000	Multi-Media Destination Marketing Campaign	\$ 35,000
Bainbridge Island History Museum	Facility Operations	\$ 15,000	Operations - "Free the Museum"	\$ 12,000	2nd Annual Pickleball Founders Tournament	\$ 12,000
Bainbridge Island Lodging Assoc.	Marketing	\$ 50,000	Tourism Marketing, Special Events - Destination Bainbridge 2019	\$ 60,000	Destination Bainbridge: 2020	\$ 56,500
Bainbridge Island Museum of Art	Marketing	\$ 10,000	Special Events - "Celebration of Artists' Books	\$ 10,000	Cultural Impact Programs & Festivals	\$ 5,000
Bainbridge Island Parks Foundation					Trillium Trail Family Run	\$ 6,500
Bainbridge Island Winery Alliance	Wine on the Rock	\$ 14,500	Tourism Marketing, Special Events - BI Wineries: Wine on the Rock	\$ 15,000	Wine on the Rock Event	\$ 14,000
Bloedel Reserve	Shoulder Season Awareness Campaign	\$ 23,000			Shoulder Season Awareness : "Fish Where the Fish Are"	\$ 10,000
City of Bainbridge Island					Downtown Wayfinding Signs	\$ 12,000
Friends of the Farms	Harvest Fair Marketing	\$ 3,000				
North Kitsap Tourism Coalition		\$ 9,500	Tourism Marketing - Market Plan & Event Implementation	\$ 10,000	Media Support	\$ 7,000
Visit Bainbridge Island					Multi-Media Destination Marketing Campaign	\$ 50,000
Visit Kitsap Peninsula	Marketing - participation in county-wide programs	\$ 9,000	Tourism Marketing	\$ 12,000	12-Month Lodging & Tourism Marketing Campaign	\$ 12,000
		\$ 273,000		\$ 262,000		\$ 275,000



CITY OF
BAINBRIDGE ISLAND

UPDATE on CIVIC IMPROVEMENT FUND (LTAC) BALANCE:

As of June 30, 2020

	Amount
Balance as of Jan 1, 2019	\$294,000
2019 Project Grants	(\$262,000)
Unspent Grant Funds	\$11,000
2019 Revenue	\$ 345,000
Balance as of Dec. 31, 2019:	\$388,000

	Amount
Balance as of Jan 1, 2020	\$388,000
2020 Project Awards	(\$275,000)
Unspent Awards (estimated)	\$20,000
Estimated 2020 Revenue	\$ 110,000
Estimated Balance as of Dec. 31, 2020:	\$243,000

Lodging Tax (Hotel-Motel Tax)

This page provides an overview of the lodging tax, also known as the hotel-motel tax, that cities and counties in Washington State may charge to benefit tourism.

What is the Lodging Tax?

The lodging tax, also referred to as the hotel-motel tax, is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities.

How Can the Lodging Tax Revenues Be Used?

The guiding principle for the use of lodging taxes is that they must be used for activities, operations and expenditures designed to increase tourism. Specifically, lodging taxes can be used for:

- Tourism marketing;
- Marketing and operations of special events and festivals designed to attract tourists;
- Operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district; or
- Operations of tourism-related facilities owned or operated by nonprofit organizations ([RCW 67.28.1816](#)).

Note that, as of July 1, 2013, capital expenditures for tourism-related facilities owned by nonprofit organizations are no longer permitted expenditures of lodging tax funds.

If you are considering using lodging tax revenues to fund staff support of the Lodging Tax Advisory Committee, see MRSC's blog post on [Using Lodging Taxes for Staff Support of LTAC](#).

In addition, 2015 legislation ([SB 1223](#)) also allows cities and counties to (optionally) use lodging tax revenues to repay general obligation bonds ([RCW 67.28.150](#)) or revenue bonds ([RCW 67.28.160](#)) for affordable workforce housing within a half-mile of a transit station. The legislation does not grant additional bonding capacity or lodging tax resources but provides another option for the use of these limited resources. (King County has separate mandatory provisions requiring at least 75% of the revenues to be used for affordable housing and the arts beginning in 2021. However, these provisions do not apply to other local governments.)

What is Included in Tourism Marketing and Operations?

It includes activities defined as "tourism promotion" in state law ([RCW 67.28.080](#)).

- Advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists;

- Developing strategies to expand tourism;
- Operating tourism promotion agencies; and
- Funding the marketing or operation of special events and festivals designed to attract tourists.

What is a "Tourism-Related Facility"?

A tourism-related facility is a real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is (a) owned by a public entity, nonprofit organization (including a non-profit business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce) and (b) used to support tourism, performing arts, or to accommodate tourist activities ([RCW 67.28.080](#)).

What Kinds of Facilities Does this Include?

It depends. The guiding principle here is that the facilities should be used by tourists. So, for example, a municipal golf course would likely be a permitted expenditure in Chelan, where it probably would not be if it were in a residential neighborhood in Spokane. Each situation is unique.

Applications for Lodging Tax Funds

In counties or cities of at least 5,000 population, applications must be submitted directly to the lodging tax advisory committee (LTAC). In counties or cities of less than 5,000, applications are submitted to the county or city. The law is silent on how often the awards should be made. Some jurisdictions choose to make awards as part of their annual budget cycle. Others also make mid-year awards to account for unexpected increases or decreases in projected revenue.

Who Must Apply?

- Convention and visitors bureaus;
- Destination marketing organizations;
- Nonprofits, including main street organizations, lodging associations, or chambers of commerce;
- Municipalities - The State Auditor's Office is interpreting the law to mean that all users of funds, including municipalities, are considered applicants and must follow relevant application procedures. So, cities and counties should submit applications for their own projects to the LTAC.

What is Included in the Application?

All applications must include estimates of how funding the activity will result in increases to people staying overnight, travelling 50 miles or more, or coming from another state or country. To ensure this data is collected, jurisdictions should require this information on their lodging tax application forms.

There is no requirement that priority for funding be given to applicants expected to generate the most travelers, and lodging tax revenue may still be awarded to recipients who generate few of these types of travelers.

Examples of Funding and Application Guidelines

- [Mount Vernon 2017 Lodging Tax/Tourism Promotion Funding Application Guidelines and Information](#)

- [San Juan County 2017 Lodging Tax Facilities Grant Program](#)
- [Ocean Shores 2015 Lodging Tax Plan for Use and Application Information](#)

Examples of Applications for Lodging Tax Funds

- [Ellensburg Request for Proposals Lodging Tax Fund](#) (2017)
 - [Lacey Application for City of Lacey Lodging Tax Funds](#) (2019)
 - [Pacific County Lodging Tax Grant Application Packet](#) (2019)
 - [Wenatchee Application for Wenatchee Lodging Tax Funds](#) (2016)
-

Review and Selection of Applications

In a municipality of at least 5,000 population, the LTAC receives all applications for lodging tax revenue and recommends a list of candidates and funding levels to the municipality's legislative body for final determination. If a municipality under 5,000 chooses to establish a LTAC, they may, but do not have to, follow these requirements.

What Does the Municipality Do with the LTAC's Recommendations?

The legislative body "may choose only *recipients* from the list of candidates and recommended amounts provided by the local lodging tax advisory committee" ([RCW 67.28.1816\(2\)\(b\)\(ii\)](#), emphasis added). However, an [informal opinion from the Attorney General's Office](#) in 2016 states that the legislative body may award amounts different from the LTAC's recommended amounts, but only after satisfying the procedural requirements of [RCW 67.28.1817\(2\)](#). This requires the municipality to submit its proposed change(s) to the LTAC for review and comment at least forty-five days before final action is taken.

For more details, see our blog post on [Informal AG Opinion Clarifies Lodging Tax Awards](#).

Contracts with Recipients of Lodging Tax Funds

Because of the state constitutional gift of public funds prohibition, a city or county should enter into a contract with any private organization providing marketing services, operating special events or festivals, or any other tourist promotion activity. The contract should spell out the tourism-related services to be provided in exchange for city or county funding and what reports will be required. Also, any organization doing promotion on behalf of the city or county may only spend lodging tax funds on items that the city or county itself could fund. This prohibits, for example, any expenditures on promotional hosting.

Examples of Contracts for Services with Recipients of Lodging Tax Funds

- [Olympia Professional Services Agreement for Tourism Promotion \(Lodging Tax\) Services](#)
 - [Union Gap Old Town Days Agreement](#) (2011)
 - [Wenatchee Municipal Services Agreement Re: Lodging Tax Funded Activities](#) (2014)
-

Reporting Requirements

- All entities receiving lodging tax funds must provide information to their respective local government on their use of these funds as required by [RCW 67.28.1816](#). This includes local governments that directly use lodging tax funds for municipal purposes, such as municipal facilities or community events. Local governments will then, in turn, report this information annually to JLARC using their [on-line reporting system](#).
- Local governments should, as part of their contract with recipients, require that the report be provided immediately after the event or activity.
- The deadline for local governments to submit the annual data to JLARC is May 30 for the year ending the previous December 31.
- JLARC does *not* provide advice on how to estimate tourism impacts. Good faith estimates of actuals can be reported provided applicants and users of funds indicate how those estimates will be developed. All information (including descriptions of how actual impacts were estimated) will be available for public review.
- JLARC can be contacted for technical issues associated with the reporting portal by emailing jlarc@leg.wa.gov

Reference Sources

- [Instructions for Reporting Lodging Tax Expenditures](#) (February 2018)
- [2017 JLARC Lodging Tax Report: 2017 Lodging Tax Expenditures Update](#) (August 2018)
- [FAQs for Reporting Lodging Tax Expenditures](#) (February 2018)

Lodging Tax Advisory Committee (LTAC)

- This committee must have at least five members, appointed by the governing body.
- The committee membership must include at least two representatives of businesses that are required to collect the lodging tax, at least two people who are involved in activities that are authorized to be funded by this tax, and one elected city official who serves as chairperson of the committee. The statute also provides that a person who is eligible under the first category is not eligible for appointment under the second category, and vice versa.
- Organizations representing hotels and motels and organizations involved in activities that can be funded by this tax may recommend people for membership.
- The number of committee members from organizations representing the hotels and motels and the number from organizations involved in activities that can be funded must be equal.
- A city's committee may include a non-voting elected county official and vice-versa.
- The governing body must review the membership of the committee annually.

In addition to reviewing applications for the use of the lodging tax, what does the committee do?

Any proposal to impose a new lodging tax, raise the rate of an existing tax, repeal an exemption from the lodging tax, or change the use of the tax proceeds, must be submitted to the lodging tax advisory committee for review and comment.

- This submission must occur at least 45 days before final action will be taken on the governing body's proposal. Even if the committee finishes its work before the 45 days are up, the governing body still must wait 45 days.

- The committee's comments must include an analysis of the extent to which the proposal will accommodate activities for tourists or increase tourism, and of the extent to which it will affect the long-run stability of the fund to which the hotel-motel taxes are credited.
- If the advisory committee does not submit comments before the time that final action is to be taken on the proposal, the governing may go ahead and take final action.

Examples of LTACs and Code Provisions

- [Kirkland Municipal Code Ch. 5.19](#) - Lodging Excise Tax
- [Olympia Lodging Tax Advisory Committee](#)
- [Port Townsend Municipal Code Ch. 2.74](#) - Lodging Tax Advisory Committee
- [Kitsap County Lodging Tax Advisory Committee](#)
- [San Juan County Lodging Tax Advisory Committee](#) - see also [San Juan County Code Sec. 3.16.030-.050](#)

What Are the Tax Rates?

Any county and most cities may impose a "basic" two percent tax under [RCW 67.28.180](#) on all charges for furnishing lodging at hotels, motels, and similar establishments (including bed and breakfasts and RV parks) for a continuous period of less than one month. This tax is taken as a credit against the 6.5 percent state sales tax, so that the total tax that a patron pays in retail sales tax and the hotel-motel tax combined is equal to the retail sales tax in the jurisdiction. In most cases, when a city and county both impose this tax, there is a credit for the amount of the city tax against the county tax so that two taxes are not levied on the same taxable event.

In addition, most counties and cities may levy an additional tax of up to two percent, for a total rate of four percent, under [RCW 67.28.181\(1\)](#). This "special" tax is not credited against the state sales tax. Therefore, if a county or city levies this additional tax, the total tax on the lodging bill will increase by two percent.

There are some exceptions established in [RCW 67.28.181\(2\)](#).

[RCW 67.28.181\(1\)](#) stipulates that this additional two percent tax may be levied as long as the total tax rate under [Ch. 36.100 RCW](#) (the public facilities district tax), [Ch. 82.08 RCW](#) (the state sales tax), [Ch. 82.14 RCW](#) (the city, county, and transit district sales taxes), [Ch. 67.28 RCW](#) (the hotel-motel tax chapter), and [Ch. 67.40 RCW](#) (the convention and trade center tax) does not exceed twelve percent. (Note that the sales tax rate for the Regional Transit Authority (Sound Transit) in portions of King, Pierce, and Snohomish counties is not included in making these calculations.) The limit for the total rate in Seattle is 15.2 percent, because the convention center tax is higher than in the rest of the county. This means that most cities in King County may only levy a one percent tax and Seattle cannot levy any tax.

Counties (including the cities within the county) and cities that had authority to levy a "special" tax before July 27, 1997 that allowed a total rate higher than four percent, had that rate grandfathered in by the 1997 legislation. Grays Harbor and Pierce counties are in this category, plus Chelan, Leavenworth, Long Beach, Bellevue, Yakima, and Winthrop.

Cities located in counties that had the authority to levy a total four percent tax county-wide before January 1, 1997, are limited to the "basic" two percent rate. This affects cities in Snohomish and Cowlitz counties.

Due to some unique circumstances, there was a period of time at the end of 1997 and beginning of 1998 when the outstanding taxing authority was six percent, rather than the four percent the legislature intended. During this time, Wenatchee and East Wenatchee raised their total tax to six percent. These rates were grandfathered in by the 1998 legislature.

Last Modified: April 23, 2019

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CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: August 4, 2020

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (8:35 PM) Proposed Approach for 2021-2022 Human Services Awards - Executive,

SUMMARY: Discussion of options and selection of a preferred approach to the human services funding award cycle for the 2021-2022 biennium. There are three options explained in the memo and presentation: (1) Expedited process, (2) Delayed process, and (3) Original process.

Confirmation of continuation of funding at the current amount of \$660,000 per biennium.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to direct the City Manager to proceed with the Human Services Funding Award Cycle for 2021-2022 using the "expedited" - or - "delayed" - or - "original" process and to affirm the funding at \$660,000 for the coming two-year award cycle.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	\$660,000 for 2021-2022
Ongoing Cost:	
One-Time Cost:	roughly \$330,000 in each year
Included in Current Budget?	No

BACKGROUND: The City is a key partner and funding resource for our local human service providers, providing roughly \$1.0 million each biennium through different funding mechanisms, or \$660,000 through the human service funding cycle. Additional information is available on the City's website: <https://www.bainbridgewa.gov/600/City-Funded-Human-Services> .

In 2015, the City developed its current approach to awarding human services funding after extensive community and Council process. The next year, the City funded a Needs Assessment to learn more about the unmet human services needs of our community. Every two years starting in 2016, the City issued a Request for Proposals (RFP) to solicit funding requests from eligible organizations that provide human services to Bainbridge Island residents. Proposals in the past three cycles have been reviewed by a city advisory committee appointed by the City Council (Human Services Funding Advisory Committee, or HSFAC). The HSFAC, or now the Human Services Funding Task Force (HSFTF), developed a funding recommendation that

is provided to the City Council for their consideration and approval. This is a relatively time-intensive process, with extensive involvement from the Council liaisons, City staff, community organizations and the community task force. Given the constraints posed by the COVID pandemic, staff is suggesting that the Council consider additional options for making this funding decision.

Because the City operates on a two-year funding cycle, the City will make decisions this year to provide awards for activities in 2021 and 2022. The City anticipates awards in each year of roughly \$330,000, or \$660,000 total. Making this decision now allows the City to include the funding as part of budget development.

The attached transmittal memo provides three options for moving forward with the award cycle.

ATTACHMENTS:

[HSF Presentation for CC 08042020](#)

[Human Services Funding options for 2021-2022 for CC 08042020](#)

FISCAL DETAILS: Since 2016, the City has provided roughly \$330,000 per year to community organizations which provide health and human services. The distribution of funding is recommended to the Council by a committee especially convened for that purpose.

Fund Name(s): General Fund

Coding:



CITY OF
BAINBRIDGE ISLAND

Process for 2021-2022 Human Services Funding

August 4, 2020

Human Services Funding (HSF)

Tonight's topics:

- Overview of Human Services Funding Cycle
- Proposed 2021-2022 options
- Funding amount

Human Services Funding (HSF)

Overview:

- Framework derived from City's Human Services Element
- Proposed 2021-2022 awards = \$660,000
 - Same level as previous two award cycles (2017-2018; 2019-2020)
 - City's per capita level of support exceeds regional comps

Human Services Funding (HSF)

Prior cycles:

- City issues RFP and receives proposal
- Community advisory task force review
- Outside facilitation by subject matter expert
- Fall meetings for presentations and selection
- Council consideration of task force recommendation
- Council approval of recommendation by year-end

Human Services Funding (HSF)

Current context:

- Time constraints
- Organizational capacity challenges at the City and partner non-profits
- Only 2 applications received for 7 task force positions

2021-2022 HSF Approach Options

1. Expedited process
2. Delayed process
3. Original process

Option 1

Expedited process – continue the current awards through the next biennium.

- Extends City financial support at current level
- Continuity and predictability for recipient organizations
- Minimizes administrative effort from local non-profits
- No opportunity to consider new applicants

Option 1

- Prior processes have resulted in relatively stable set of recipients.
- In the most recent cycle (2019-2020), funding provided to 12 different organizations, of which:
 - 7 received funding in each of the three previous cycles (5 years)
 - 3 received funding in two of the three previous cycles (4 years)
 - 2 received funding for the first time in 2019-2020

2016-2020 HSF Awards

Organization	Type of Funding	2016 1-year	2017-2018	2019-2020
		funding	2-year funding	2-year funding
Bainbridge Youth Services	General Operating	\$ 54,150	\$ 105,000	\$ 102,500
BI Boys and Girls Club	General Operating	\$ 46,650	\$ 73,000	\$ 70,000
BI Child Care Centers	General Operating	\$ 32,650	\$ 44,000	\$ 20,000
BI Senior Community Center	General Operating	\$ -	\$ 39,000	\$ 90,000
BI Senior Community Center	Project	\$ -	\$ -	\$ 10,500
BI Special Needs Foundation	General Operating	\$ 13,150	\$ 28,000	\$ 30,000
Helpline House	Project	\$ -	\$ 44,000	\$ 51,000
Hope House	General Operating	\$ 6,000	\$ -	\$ -
Housing Resources Bainbridge - Home Finding	Project	\$ 20,000	\$ 30,000	\$ 26,000
Housing Resources Bainbridge - Independent Living	Project	\$ 50,000	\$ 103,000	\$ 80,000
Island Time Activities	General Operating	\$ -	\$ -	\$ 20,000
Island Volunteer Caregivers	General Operating	\$ 29,500	\$ 51,000	\$ 50,000
Kitsap Community Resources	General Operating	\$ 36,500	\$ 64,000	\$ 45,000
Kitsap Sexual Assault Center	General Operating	\$ 27,000	\$ -	\$ -
Peacock Family Services	Project	\$ -	\$ -	\$ 25,000
Smile Partners - Smiles for Life	General Operating	\$ -	\$ 22,000	\$ -
Washington Smile Partners	General Operating	\$ 14,400	\$ -	\$ -
YWCA Kitsap County	General Operating	\$ -	\$ 57,000	\$ 40,000
	Total	\$ 330,000	\$ 660,000	\$ 660,000

Option 2

Delayed process – defer the process until Q1 2021.

- Provides additional time for administration and task force recruitment
- Provides opportunity to consider new applicants
- Defers decisions and may complicate annual budgeting process for community organizations

Option 3

Original process – use the same timeline as in the previous biennia

- Provides opportunity to consider new applicants
- May not be feasible given time constraints

Council direction: HSF approach

❑ Expedited process

- Next steps – outreach to community organizations, updates contracts for 2021-2022
- Estimated fall time commitment – low

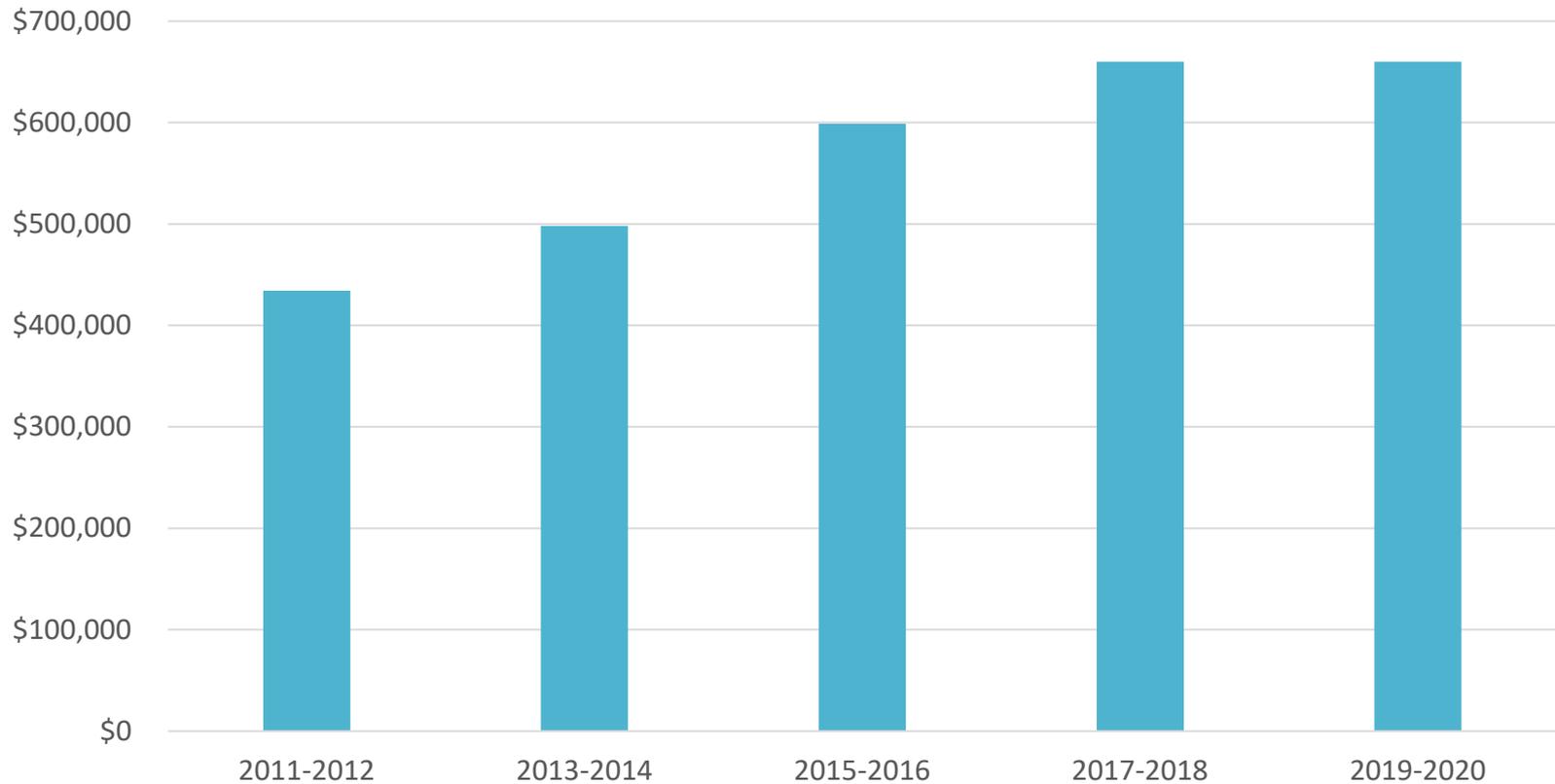
❑ Delayed process

- Next steps – outreach to community organizations regarding new timing
- Estimated fall time commitment – minimal

❑ Original process

- Next steps – outreach to community organizations, identify task force members, decide on outside facilitation, issue RFP, proposal process
- Estimated fall time commitment – high

Human Services Funding Award Cycle 2011 - 2020



Current funding approach (2-year cycle) began in 2017
Proposal: continue funding at same level into 2021-2022

Conclusion

Requested Decisions:

Consider and select option for Human Services Funding Cycle

Confirm amount to be awarded for 2021-2022



CITY OF
BAINBRIDGE ISLAND

Executive Department Memorandum

Date: July 29, 2020
To: Morgan Smith, City Manager
From: Ellen Schroer, Deputy City Manager
Subject: Human Services Funding Approach for 2021-2022

One of the workplan tasks which is behind its typical schedule this year is the human services funding award cycle. After considering several options, I'd like to suggest that the City Council discuss a streamlined process for the upcoming two-year award cycle. My proposal is that we provide the City Council a recommendation to continue current funding to the organizations selected by the committee in the last review cycle. This option, and two others, are explained in more detail below.

The City provides a significant amount of financial support to community organizations which provide health and human services. As we move into budget development, the expectation is that the City will continue that commitment in the coming biennium. This proposal considers options for how to make the decision of how the available funding will be awarded.

Background

The City has a long history of providing support to organizations that provide human services to our community, with different approaches to determining the funding distribution over time. In the most recent cycles, the City has convened a group of community members to assist with this process. After issuing a Request for Proposals and receiving applications, the committee has reviewed applications from non-profit organizations, heard presentations, and developed a set of funding recommendations. This is a relatively time-intensive process for all involved; this year I'd like to consider options for a modified approach given the time constraints faced by the applicant organizations and the City.

Options for 2020 process for 2021-2022

At this time, I have identified the following options:

1. Expedited process – the City Council could continue the current awards through the next biennium. This approach would offer predictability to the organizations and provide continuity of funding and services to the community. It would not allow for renewed community participation in this particular set of decisions, and would not allow for new organizations to apply for funding in this cycle. These constraints may be weighed against the fact that, in the

past City funding cycles, there has been a relatively high degree of consistency in the portfolio of local organizations that received City funding. This is shown in the list of funding outcomes provided in the table below.

2. Delayed process – the City Council could defer the award process until Q1 2021. This approach would allow us to continue to use a well-developed and successful process, but to acknowledge the need for additional time to complete this process successfully. A delay could also help both applicants and the funding task force understand the new environment and priorities for community services, due to emerging public health and economic impacts. A delayed approach would also allow additional time for applicant organizations – returning and new – to consider and develop an application. The result would be to delay the funding decision until the first half of 2021, which potentially complicates budget development and planning for community organizations.
3. Original process – the City Council could direct staff to attempt to complete the next funding cycle process as planned during Q3-Q4 of 2020. To be successful, this approach will require significant staff and Council liaison time to complete the usual process within the next 12 weeks. The ability to do so is also complicated by the fact that there are currently only two applicants for the seven-member Human Service Funding Task Force. This is the advisory group that reviews the funding proposals, with the support of an external facilitator.

The table on the next page shows that, for the past five years, the advisory group has arrived at a relatively stable set of recommendations, with funding awarded to a fairly consistent set of organizations. In the most recent two-year cycle, 12 organizations were awarded City funding. Of these, 7 organizations had been awarded funding in each of the three previous funding cycles (5 years). Another 3 organizations had been awarded funding in the past two funding cycles (4 years). Only 2 organizations had not previously received City funding.

Table One: 2016 – 2020 Human Services Funding Award Cycles

Organization	Type of Funding	2016 1-year funding	2017-2018 2-year funding	2019-2020 2-year funding
Bainbridge Youth Services	General Operating	\$ 54,150	\$ 105,000	\$ 102,500
BI Boys and Girls Club	General Operating	\$ 46,650	\$ 73,000	\$ 70,000
BI Child Care Centers	General Operating	\$ 32,650	\$ 44,000	\$ 20,000
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Washington Smile Partners	General Operating	\$ 14,400	\$ -	\$ -
YWCA Kitsap County	General Operating	\$ -	\$ 57,000	\$ 40,000
	Total	\$ 330,000	\$ 660,000	\$ 660,000

Recommendation

Given the current complications due to the ongoing pandemic, constraints on City administrative capacity, significant organizational impacts to the non-profit recipient organizations, and the low initial community response to the call for task force members, I recommend moving forward with an extension of the current distribution of funds, as described in Option 1 above.

This approach could be adjusted to accommodate feedback from the recipient organizations, including flexibility with respect to programming and use of City funds, so that funding in the 2021-2022 cycle is applied in a manner that best addresses current and emerging community needs.

Thank you for your consideration of this topic.