



Public works department Memorandum

From: Christopher Wierzbicki, PE, Public Works Director

Date: June 20, 2025

Subject: **South Island Sewer Connection Policy and Procedure**

City Council adopted a revised South Island Sewer Connection Policy (2.14A) on May 27, 2025 (attached), which was effective beginning June 1, 2025. The approved document outlines the policy and procedures associated with distribution of additional South Island Sewer Connections (characterized as Equivalent Residential Units or ERUs) made available to the City via the inter-local agency agreement between City of Bainbridge Island and Kitsap County Sewer District #7 dated October 25, 2024.

Per the approved policy, City Council will open a 30 day “call for sewer connections” annually on June 1 of the subject year. Following the open call period, City Staff will review the applications, clarify any questions with applicants, and finalize applications. Staff will then prepare an evaluation and prioritization of the received application forms and provide a summary along with recommendations to City Council for consideration of approval at a Regular Business meeting.

1. In 2025, the adjusted timeline will be as follows:
 - a. June 24 – Open call announced at Council Meeting for July 1-31
 - b. July 1-31 – Open Call for new sewer connection applications
 - c. August 1-31 – Staff review and clarify applications
 - d. October/November - Staff recommendations provided to City Council at a Regular Business meeting

Respondents to the open call will submit their application via the existing COBI Water Sewer Availability Application form (attached, also available online) identifying in the project description that the application is for a South Island Sewer new connection, and providing as much information as possible to allow staff to evaluate the requestor’s eligibility and priority in accordance with the classifications established in the revised policy.