



**CITY OF ROSLYN
PLANNING AND HISTORIC PRESERVATION
COMMISSION MEETING MINUTES**

MARCH 22, 2012 – 6:00 P.M.

109 S 1st, Roslyn, Washington

CALL TO ORDER, ROLL CALL, AGENDA UPDATE

Commissioner Craven, Commissioner Flowers, Commissioner Whitelaw, Commissioner Basterrechea, Commissioner Sweet, Commissioner, Woodwell, Commissioner Brodine.

City Planner – Lisa Haley

Commissioner Whitelaw absent

Commissioner Sweet made a **motion** to excuse Commissioner Whitelaw. Commissioner Flowers seconded the **motion**. All commissioners voted and the **motion** was approved 6-0.

CONSENT AGENDA:

4. Sign code
5. Update on Kittitas County grant update
6. Accessory Dwelling Unit discussion

CITIZEN'S COMMENTS: (on non agenda items)

Commissioner Brodine opened the floor to the public for items not on the agenda.

205 E Idaho Avenue – Chris Martin, would like to volunteer to help the Commissioner create a process for an easier Design Review. He still feels the process is taking to long and would like to see it changed. He will provide examples of other jurisdictions and their timelines. He feels not all the information currently required is necessary for the commission approval

Commissioner Flowers and Commissioner Woodwell will work with Chris Martin on possible improvements to Design Review procedures.

Commissioner Brodine closed the floor for public comments.

DISCUSSION ITEMS: (action may be taken following commission discussion)

1. Minutes of February 9, 2012

Commissioner Craven made a **motion** to approve the February 9, 2012 minutes as amended. Commissioner Basterrecea seconded the **motion**. All commissioners voted and the **motion** was approved 5-0.

2. Chris Martin Design Review – 405 N B Street

On January 31, 2012 Chris Martin submitted an application for Architectural Design review for a new garage and extensive remodel of the existing SFR. After discussions and correspondence with the applicant to get additional information the application was determined to be complete on March 05, 2012.

Commissioner Brodine asked if any members of the commission have had any exparte' communication about this application since it had been submitted to the city. No comments or communications were received from the commission.

Commissioner Brodine then asked do all commissioners feel they can that the can treat this project fairly and will not have any monetary gain by approving this application, all commissioners stated that they would have no monetary gain by approving this project as currently designed.

Commissioner Brodine then asked if any audience member felt that the commission could review this project fairly, there was public present but no comments were received.

FINDINGS OF FACT

Project: Chris Martin – New 623 square foot garage and extensive remodel to existing SFR.

Zoning: Residential

Parcel # 131134

Map# 20-15-17051-0107

Location: 405 N B Street

Owner: Chris Martin

MISC

Property **is not** on the Roslyn Register of Historic Places
Application is for a 623 square foot garage and extensive remodel to existing SFR
New wood picket fence
The use is a permitted use in the Residential zone
Power to garage
Water is existing on lot
New lighting is proposed
Design Review Application is complete
Install new 500 gallon propane tank
Total square footage of garage and house will be 1,580 square feet
Chimney will be removed from existing house
Front porch supports will be similar to what is existing

ROOF

Roof pitch on new garage will be 12:12
Front porch 4:12
Back porch 3:12
SFR 12:12
SFR roof will be wood shake

LOT

Lot size is 7008 sq feet
Lot is a single lot
Lot access is existing
Total current impervious surface coverage is 20%
New proposed impervious surface will be 16.9%.
Total impervious surface coverage will be 36.9%

BUILDING DESIGN

Building footprint for garage is 623 square feet
Building height 23' 6"
Foundation exposed more than 2' (two feet) will be backfilled with dirt, covered with siding or landscaped, as code requires
2 new skylights on house
French doors on back porch
House will not be moved
New foundation under house
House footprint will remain the same 957 sq. feet
A new 256 square foot patio will be installed
Front stairs will be relocated

Commissioner Woodwell made a **motion** to approve Findings of Fact as amended. Commissioner Craven seconded the **motion**. All commissioners voted and the **motion** was approved 6-0.

Commissioner Sweet made a **motion** to approve staff report as amend. Commissioner Craven seconded the **motion**. All commissioners voted and the **motion** was approved 6-0.

Commissioner Sweet made a **motion** to approve the Design Review application. Commissioner Woodwell seconded the **motion**. All Commissioners voted and the **motion** was approved 5-0.

3. Code of Conduct for Roslyn Planning and Historic Preservation Commission

Change Roslyn Planning and Historic Preservation Commission in place of Roslyn Historic Preservation Commission.

A3 add arrive on time and stay. Failure to notify City staff or other commissioners may result in an unexcused absence.

C remove and the Planning and insert and the City Council and capitalize Mayor and City staff.

C1 remove place

C5 add they should not represent themselves in place of Neither should they.

Commissioner Sweet made a **motion** to approve the Code of Conduct as amended. Commissioner Flowers seconded the **motion**. All commissioners voted and the **motion** was approved 6-0.

4. Sign Permit Application – How can this application be made easier to fill out? Based on the sign code as it is now it is complicated and cumbersome.
5. Update on Kittitas County grant update – Commissioner Brodine submitted a grant application to apply for Hotel Motel tax monies to get plaques for the Roslyn Local Register properties. The application was determined to be incomplete due to lack of a complete City of Roslyn budget and the monies were denied.
6. Accessory Dwelling Unit discussion – Commissioners will take a look at the current ADU code and start looking at drafting some documents to present to council to consider the removal of the 7900.00 fee.

Commissioner Woodwell made a **motion** to adjourn the meeting. Commissioner Sweet seconded the **motion**. All commissioners voted and the meeting was adjourned at approximately 8 pm.

Janine Brodine, Chair

Attest: _____
Lisa M. Haley, Planner