



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

**July 26, 2012 – 6:07 P.M.**

201 S 1<sup>st</sup>, Roslyn, Washington

**CALL TO ORDER, ROLL CALL, AGENDA UPDATE**

Commissioners Craven, Basterrechea, and Whitelaw were absent.

Commissioners Brodine, Flowers, Sweet and Woodwell were present.

**CONSENT AGENDA:**

**CITIZEN'S COMMENTS: (on non agenda items)**

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

**1. Minutes**

- a. Commissioner Woodwell moved to accept the minutes
- b. Commissioner Sweet seconded the motion
- c. The motion passed

**2. Code Revisions**

- a. Roof Pitch – Extensions of current roofs at less than 9:12
  1. The commission discussed Chapter 18.50.030(B) (3)
  2. When a citizen adds to a roof, the citizen must make it 9:12 if the entire roof is currently at 6:12, creating a weird drop off and obvious addition, and does not add to the historic integrity of the building.
    - a. The commission decided that if the roof meets snow load requirements, then a citizen should be able to make their roofs uniform
    - b. The commission discussed the intent of the code, which was to preserve the historic look of homes by preserving the steep roof pitches
  3. The commission asked staff to rewrite the code and bring it back for their review.

**3. Sign Code Review**

- a. Sign Code Review
  1. Shawna gave a quick review of the process the new sign code will travel to become law, and the timeline which we are following (October completion date – in front of council in January).
  2. Page two – some changes were made to 15.25.020(A) (8) & (9)
    - i. removal of the word poster (9)

- ii. Addition of the words event, banners, a-boards (9)
- 3. Commissioner Flowers asked for a definition of “temporary” in relation to sign code. It was decided that it will be 7 days for consistency 15.25.030 (A) (22)
  - i. Also, for construction projects, how long can signs be up? Maybe tie the banners to the inspection for each step of the project (electrical, plumbing, framing, etc)
- 4. The commission asked Shawna to find out if the sign in front of OCH needs to come down.
- 5. Page three – some changes were made to 15.25.020(B) (6)
  - i. excluding authorized open signs
- 6. Page five – remove plastic from the options for sandwich board options
- 7. Page six – 15.25.040 (A) (7)
  - i. The commission feels that a special use permit for signage should be added to the special event application
- 8. Page seven
  - i. 15.25.040 (A) (8) – add the word structural before supports
  - ii. 15.25.040 (B) (1) – break after the word Zones to bullet “1”
    - a. (b) 36 square feet
    - b. (c) Change “hanging signs and window signs “ to “total signage”
    - c. (c) Moved “front, rear, side wall, or approved awning” from (e) to (c). (scratch “e”)
  - iii. 15.25.040 (B) (3) (c) – shall not exceed 6 sq ft, no more than 36 inches high, and no bigger than 48 sq ft
- 9. There was some discussion on how to define illuminated, back-lit, etc signs
- 10. Page eight – 15.25.040 (B) (5) – add commercial central district
  - b. Murals – tabled for next meeting

#### **4. Mayor’s Request**

- a. New Sign applications when businesses switch hands
  - 1. The commission decided that if a business changes hands, and nothing changes, signs do not need to be re-permitted

#### **5. Carport Question**

- a. A citizen came into the office asking about his temporary/winter carporting options
  - 1. You cannot have a tent-like structure
  - 2. You cannot have a metal framed or metal sided structure
  - 3. You can build a carport if it complies with design review and building department codes
  - 4. Temporary structures are 30 days or less per year – not all winter long

#### **6. Construction Supplies – Code Compliance**

b. Shawna asked the commission how they feel about construction supplies being a compliance issue

1. The commissioners felt that the visibility of supplies from a public right of way could be a trigger point. (clearly visible)

2. The commissioners also felt that there is a difference between a little pile of supplies and stockpiling – need to define stockpiling

**Commissioner Flowers moved to adjourn the meeting, Commissioner Woodwell seconded and the motion passed**