



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

November 8, 2012 – 6:00 P.M.

201 S 1st, Roslyn, Washington

CALL TO ORDER, ROLL CALL, AGENDA UPDATE

Commission Chairperson Brodine called the meeting to order at 6:03pm

Present: Commissioner Craven, Commissioner Sweet, Commissioner Woodwell,
Commissioner Brodine

Absent: Commissioner Basterrechea

Commissioner Flowers arrived at 6:06pm

CONSENT AGENDA:

1. Chairperson Brodine read a letter from the Mayor about how the Commission excuses absences, asking that the Commissioner be required to notify someone they were going to be absent and that the Commission determines the absence to be acceptable.
 - a. Commissioner Brodine also noted that the Commission does not vote on excusing absences, but rather it is the Chairperson's decision whether or not to excuse. She further noted that she would be the one to decide if any Commissioner has 3 unexcused absences in a row; it is her job to approach the Mayor and Council about whether or not to have them removed from the Commission.
2. Chairperson Brodine stated that the next scheduled meeting is on Thanksgiving Day, and most of us have other plans. She asked the Commission how they would feel about moving it November 29th, which is the fifth Thursday of the month.
 - a. Commissioner Sweet asked if we were still in 2 meetings in a month. Staff responded that after the sign code is done, we should switch to 1 meeting in a month. As well, it was discussed to change to 1 meeting in December due to Christmas.
 - b. None of the present Commissioners had a problem with the schedule changes.
3. Commissioner Brodine added Plaque Suggestions, and Flag/Banner Signs to the Agenda

CITIZEN'S COMMENTS: (on non agenda items)

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

1. Minutes

- a. Commissioner Brodine made some corrections to the October 25, 2012 Meeting Minutes
 - i. Consent Agenda
 1. Commissioner Brodine brought up the procedure for excusing absences
- b. Commissioner Woodwell moved to accept the Minutes as amended, Commissioner Sweet seconded the motion, and the motion passed
- c. Commissioner Brodine made some corrections to the September 13, 2012 Minutes drafted by the Assistant Clerk Treasurer
 - i. Typos
 - ii. Staff let the Commission know that the changes in codes from this meeting have not been changed in the code yet
 - iii. Commissioner Craven asked why we put a square footage limit on the murals, and Commissioner Brodine explained that if it was small enough, it would have a reduced fee.
 1. Staff explained that if a permit application is handled by staff there must be a fee attached to it to pay for staff time.
 - iv. Commissioner Craven felt that the process being attached to murals would prevent citizens from doing them
 1. Staff explained that as a Historic District we must regulate the appearance of our downtown district, and that as a rule of thumb, anytime a change is made to the appearance of the exterior of a structure, it must go through Design Review and in fact, a change of exterior paint color in the Commercial and Light Industrial Zones triggers a Design Review, and therefore, so should a mural.
 - v. Commissioner Craven was also concerned with how the Commission would review murals, and how would they decide what would and would not be deemed acceptable.
- d. Commissioner Sweet moved to accept the minutes, Commissioner Woodwell seconded, and the motion passed

2. Code Revisions

- a. Sign Code – Definition of a sign
 - i. Commissioner Brodine presented her research on the definition of a sign.
 1. Commissioner Craven asked what was wrong with the City of Roslyn's code, and Commissioner Brodine and

staff explained that it was so broad it included everything.

- ii. The Commissioners took a moment to read the current Roslyn definition of a sign and the definition of a sign from Merriam's dictionary, Bellevue, Forks, Issaquah, La Conner, Leavenworth, Walla Walla, Port Townsend, and Winthrop
- iii. There was a lengthy discussion, with the resulting definition of a sign:
 1. "Sign" means a communication display, device, or fixture which incorporates graphics, symbols, or written copy that is intended to promote the sale of a product, commodity, or service, or provide direction or identification for a premises, business, or facility. "Sign" does not include stock in trade on display and available for sale. Specific types of signs include:
- b. Commissioner Sweet thought we should review the nuisance code for something that would apply to merchandise which is hung in an unsafe manner
- c. Flag/Banner Signs
 - i. Commissioner Flowers asked whether or not the Zumba Banner at Roslyn Fitness and the Hot Dogs Banner at the Sweet Shop were permitted, and what the code says about them.
 - ii. Chairperson Brodine described the banners as a 10-12' tall cloth banner suspended from a pole that comes down when not in use
 1. For the Zumba sign, Chairperson Brodine described a new cement step that had a cylinder for the banner's support pole placed inside it. She was unsure whether this was placed on the City's Right of Way.
 - iii. Staff checked the sign permit log, which did not show any permits applied for or received for either banners.
 - iv. The Commission determined that this style of sign is considered a "Banner" - "a sign made of fabric, canvas, plastic, cardboard, or similar materials that is not designed to be permanently attached or displayed"
 - v. The Commission also determined by 15.25.020 B 8 Prohibited Signs: "Banners with commercial messages. This shall include but is not limited to, banners hanging on buildings, in windows, on fences, or suspended from poles or buildings;" that these signs are prohibited.

3. 2013 DAHP Grant Surveyor Review

- a. Chairperson Brodine gave a brief review of the DAHP Grant History, and the three applicants

- b. Staff gave a brief review of how the process for hiring a contractor will be completed
 - i. The Planning Commission will make a recommendation to the Roslyn Planning and Community Services Committee on Tuesday, who will make a recommendation to the City Council at the Tuesday Council Meeting
 - ii. Chairperson Brodine noted that this is not how it was done in the past, but that it seemed to be a reasonable way to proceed
- c. Staff gave her quick overview of the three applicants
 - i. SWCA
 - 1. Positive
 - a. Big Firm
 - b. Familiar with Roslyn
 - c. 25+ years of experience
 - d. Has a GIS map of Roslyn
 - e. Confident of the timeline and budget
 - 2. Negative
 - a. All the provided samples were mitigation based
 - b. They want to reuse their data from a 2008 Windshield Survey for the No. 4 Mine Project
 - c. Have not worked with a DAHP Grant
 - d. They did not provide any numbers
 - e. They are based out of Arizona
 - f. Does not intend to work with volunteers
 - ii. EWU
 - 1. Positive
 - a. 20+ years of experience
 - b. Provided a budget
 - c. Experience with DAHP Grants
 - d. Experience with Mining History
 - e. Experience serving on Historic Preservation Commissions
 - f. HistoryLink.com Author
 - 2. Negative
 - a. List of samples which was long but brief
 - b. Copy and pasted info from the RFQ
 - iii. Donovan and Associates
 - 1. Positive
 - a. Has done all previous Roslyn Inventories
 - b. Confident of budget and timeline
 - c. Outlined the approach they would use
 - d. 25+ years of experience
 - 2. Negative

- a. There were typos in the sample
- d. Chairperson Brodine said that she had a good experience with Donovan and Assoc. during the past surveys she completed for Roslyn
- e. Commissioner Craven did not like that Donovan and Assoc. did not include the "why" for the building that were or were not deemed contributing
 - i. Staff and Chairperson Brodine both believed the why was included in the sample provided, which Commissioner Craven believed was just raw data
- f. Commissioner Craven would like to try EWU so we could have a more give and take format than we had with Donovan and Assoc.
- g. Commissioner Craven wished her could see more about SWCA's samples
- h. Chairperson Brodine admitted a bias for Donovan and Assoc. because she has enjoyed working with her in the past, and believes that consistency is important in this case, and Donovan has done all of the past surveys
- i. Staff read the list of what we put in the RFQ for what we were going to base our decisions on
- j. Commissioner Craven asked why the surveyor would be expected to work with volunteers, and Chairperson Brodine said they will need to present to the Commission as well as hold an open house, which would include working with volunteers
 - i. Commissioner Craven decided that would eliminate SWCA from the running
- k. Commissioner Sweet felt that EWU's presentation was not a well thought out as she would have liked
 - i. She did not feel they had put a lot of time and energy into their presentation
- l. Commissioner Flowers did not like that SWCA was proposing to do work that they had already done, and basically get aid twice for doing the work once.
- m. Chairperson Brodine called for a vote:
 - i. EWU – Commissioners Craven and Flowers
 - ii. Donovan – Commissioners Sweet, Woodwell, and Brodine
 - iii. SWCA – None
- n. Commissioner Flowers was put off by Donovan and Associates' declaration of being woman-owned, he felt it was irrelevant, and should not be included in the proposal
 - i. Commissioner Craven explained that often when you are applying for Grant projects like this, being a minority can be a requirement of the Grant, depending on who the grant is coming from.

- o. The Commission asked that next time we go out for bid on something like this that staff include a budget
- p. Commissioner Sweet noted that Eastern did not have any previous experiences with Roslyn

4. Plaque Suggestions

- a. Janine Brodine wanted to get a recommendation from the Commission for what building we should have the plaque in the grant made for, 4 choices were presented
 - i. 207 N 1st St – Presbyterian Church
 - ii. 203 N 1st St – Northwest Improvement Co.
 - iii. 201 S 1st St – Old City Hall
 - iv. 201 W Pennsylvania Ave – Roslyn Café

5. Adjournment

- a. Commissioner Woodwell moved to adjourn the meeting, Commissioner Craven seconded the motion, and the meeting was adjourned at 7:59pm

Janine Brodine, RPHPC Chair

Attest; _____
Shawna M. Graham