



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

March 28, 2013 – 6:00 P.M.

201 S 1st, Roslyn, Washington

CALL TO ORDER, ROLL CALL, AGENDA UPDATE

Present: Commissioner Brodine, Commissioner Sweet, Commissioner Woodwell, Mayor Lockett

Not Present: Commissioner Gray, Commissioner Flowers

CONSENT AGENDA:

Commission Chair Brodine edited the Agenda

CITIZEN'S COMMENTS: (on non agenda items)

None

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

1. Sign Code – Mayor Directed Edits

a. 15.25.020 Administration

i. (A) (16) [1880-1930] – Date range correct?

1. After some discussion and a review the Historic Nomination Paperwork from 1978, the Commission decided this range should be **1890-1930**.

ii. (C) (2) – Removal of language intentional?

1. This language was **moved to 15.25.060(E)** and reads “Any person may request a formal interpretation of the provisions of this chapter or those municipal codes referenced in this title. The request shall be in writing, and shall reference specific titles, chapters, or code sections that pertain to the desired interpretation.”

b. 15.25.030 Definitions

- i. (15) This language was changed to say “Off-premises sign means a sign that is **not immediately adjacent to the business which it advertises**”
- ii. (17) This language was not changed to include parallel, since a parallel sign is included in the definition of a “Hanging sign”
- iii. (18) This language was not changed to include move-able pole signs.
- iv. (19) This language was changed to say “‘Political sign’ means a temporary sign used in conjunction with a **city, county, state, or national election or referendum**”

- v. (24) This language was changed to read “‘Sandwich board’ or ‘A-frame sign’ means a portable sign consisting of one or two sign faces hinged or attached at the top or otherwise constructed to be self-standing”. The dimensions were **moved to 15.25.040 (C) (3) (e)** and reads “Signs shall be made of plywood, dimensional lumber, masonite, or similar weather-resistant material. They shall be constructed so that they do not present sharp edges or protrusions which would present a hazard to pedestrians. Signs shall not be electrified and shall not have any mechanical or moving parts. The maximum height shall be 48” and the maximum sign face shall be 6 square feet.”
- c. 15.25.040 – Standards
 - i. (A) (5) This language was changed to read “Free standing signs mounted to a pole or poles may be permitted; provided, that the face of the sign does not exceed 12 square feet and the height does not **exceed 8 feet.**”
 - ii. (B) (1) (a) This language was changed to read “In the commercial and light industrial zones, each business may have one A-board sign not to exceed 48” in height **with sign faces of a maximum of 6 square feet.** They may also have the following signs: an “open/closed” sign, a window sign and a blade, hanging, mounted, pole and/or painted sign in accordance with the regulations of this chapter.”
 - iii. (B) (1) (d) This language was not changed to include “or parallel”
 - iv. (B) (2) This language was changed to read “Window signs shall not exceed 25 percent of each window’s area **or 25% of the cumulative square footage of all windows on that face of the building**”
 - v. (B) (3) (d) This language was changed to read “The sign may only be located in a location approved by the city that is in the immediate proximity of the business and does not interfere with pedestrian safety, vehicular travel, deliveries, snow removal or municipal activities **and is located in accordance with the Americans with Disabilities Act.**”
 - vi. (C) (1) (a) This language was changed to read “A **licensed** business located in the residential zone may have one A-Board sign. It may also have the following signs: an “open/closed sign”, a window sign, and a blade, hanging, mounted, pole or painted sign with the following limits”
 - vii. (C) (1) (a) (2) This language was changed to read “One sign mounted flush to the building, or one hanging sign, or one perpendicular sign, or one sign suspended from a pole(s) not to exceed six feet in height may be permitted, **not to exceed 12 Square Feet**”
 - viii. (C) (1) (a) (3) This language was changed to read “One on-site sandwich board or A-frame sign may be approved; provided, that it does not interfere with the safe ingress and egress from the building and it is only displayed during approved business hours; the text or graphic portion of the sign shall not exceed **six feet**; the total sign shall not be more than 36 inches in height”

- ix. (D) (1) (a) This language was changed to read “Each business located in the Commercial Overlay Zone may have one A-Board Sign not to exceed 48” in height with a **face no greater than six square feet**. They may also have the following signs: an “open/closed” sign, a window sign, and a blade, hanging, mounted pole or painted sign with the following limits”
- x. (D) (1) (a) (2) This language was changed to read “One sign **no greater than 12 square feet** mounted flush to the building, or one hanging sign, or one perpendicular sign, or one sign suspended from a pole(s) not to exceed six feet in height may be permitted”
- d. 15.25.050 (A) (1) [1880-1930] – Date range correct?
 - i. After some discussion and a review the Historic Nomination Paperwork from 1978, the Commission decided this range should be **1890-1930**.
- e. 15.25.070 This language was changed to read “It shall be unlawful for any person, firm, association or corporation owning or occupying any building or premises within the corporate limits of the city of Roslyn to erect, construct, place, attach to, or maintain on any such building or premises any sign or advertising device of any kind whatsoever to be suspended over or upon any street, sidewalk, or alley, unless such sign or advertising device be securely and firmly attached to such building or premises with iron straps or rods securely bolted, and not less than 10 feet above the sidewalk, and extending not more than five feet from the front of the premises to which such sign or advertising device is attached. All electric signs shall be wired in conduit and shall be attached to the building or premises with iron straps or rods securely bolted and guy wire cables shall be used in such a way as to ensure the stability of said sign. **All permits and fees must be paid before such installation. Such installation shall be inspected.**
It shall be unlawful for any person, firm, association or corporation owning or occupying any building or premises within the corporate limits of the city of Roslyn to attach to or maintain on such building or premises any awning or awnings unless the same shall have strong, well-secured iron or metal framework, all parts of which shall be at least seven feet above the sidewalk. **All permits and fees must be paid before such installation; such installation shall be inspected.**

2. Application Review & Public Comment

- a. ROSDR13-0003 Blondin Home Rebuild
 - i. The project contractor gave a brief overview of the project
 - ii. Staff reminded the contractor to have the demo inspected so the homeowner can claim their refundable deposit
 - iii. Commissioner Woodwell moved to approve the findings of fact; Commissioner Sweet seconded the motion, and the motion passed unanimously.
 - iv. Commissioner Sweet moved to approve the application; Commissioner Woodwell seconded the motion, and the motion passed unanimously.

3. Ed Hewson – Whitehead Road – Zoning Inquiry

- a. Mr. Hewson explained that he purchased the Whitehead property last year, and would like to make some improvements to the home and property, but is continually running up against the Architectural Design Review Standards which he believes does not conform well to his property due to its historic use as a ranch and it's lack of proximity to the majority of the City of Roslyn.
 - i. The property was annexed in 1991, and it is zoned residential with an Urban Forest Overlay
 - ii. About 100 feet of the property abuts the Roslyn Urban Forest, and the majority of the property is surrounded by the County's Rural Recreation Zone (we believe), and is visible from the Coal Mine Trail, which is consistent with the visibility from the Burlington Northern Rail Line
- b. There was much discussion about how the Commission could allow this property to be used as a ranch if that is the property's history
 - i. Shawna will contact Megan Duvall to see if this property is included in the Historic District
 - ii. Shawna will look up the County's zoning around this property
 - iii. Shawna will speak with the Mayor to get his opinion
 - iv. Shawna will speak with The Roslyn Planning and Community Services Committee to get their opinion
 - v. Shawna will bring this idea to the Roslyn Urban Forest Citizen Advisory Committee to get their opinion
 - vi. Mr. Hewson will look for documentation of the home being used as a ranch during the 1890-1930 time period

4. Waste Tire Disposal Event

- a. May 11, 2013 – 600 tire max

5. Roslyn Downtown Association

- a. Board Meeting is Monday night, April 1, 2013

6. Adjourn 8:05pm

- a. Commissioner Woodwell moved to adjourn the meeting, Commissioner Sweet seconded the motion and the motion passed unanimously.

Janine Brodine, RPHPC Chair

Attest; _____
Shawna M. Graham