



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

**April 24, 2014 – 6:02 P.M.**

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

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

Present: Commissioner Flowers, Commissioner Sweet Commissioner Gray, Commissioner Brodine, and City Planner Shawna Graham

Absent: Commissioner Woodwell

Commissioner Brodine excused Commissioner Woodwell's absence as well as Commissioner Flowers' absence on April 10, 2014.

**DISCUSSION ITEMS:**

**1. Minutes**

**a. April 10, 2014**

Commissioner Sweet moved to approve the minutes as amended, Commissioner Gray seconded the motion, and the amended minutes were approved.

**2. Design Reviews**

**a. ROSDR14-0006 – Brown – 616 S A St – New Shed**

Shawna Graham gave a brief summary of the project, and what the issues to be discussed with this review including a lack of information and the construction of an accessory structure without a primary structure. The Commissioners asked to move this Design Review to 2. d. due to its complexity.

**b. ROSDR14-0007 – Adams – 103 W Utah Ave – Porch & Mudroom**

Mr. Adams was present to give a brief summary of this project. Mr. Adams verified that the roof pitch of the existing home is 8.5:12, and the additions would be 5:12. Mr. Adams explained that he intends to come back to the Commission when it is time to place siding on the structure. Mr. Adams agreed to change the window on the rear of the mudroom to a vertical orientation. There will be exterior lighting on the front porch, but it will be downward facing and shielded. Commissioner Gray moved to accept the Findings of Facts as amended, Commissioner Sweet seconded the motion, and the Findings of Fact were approved as amended.

Commissioner Flowers moved to approve ROSDR14-0007 with the following conditions: The fence is not included in the permit, the roofing be non-reflective, the window glass be non-reflective, the trim be at least 3" wide, and 1/2" thick, the posts and railings be wood and simple in design, Commissioner Sweet seconded the motion, and ROSDR14-0007 was approved. (Yea – Commissioner

Flowers, Commissioner Sweet, Commissioner Gray, Abstained – Commissioner Brodine)

c. **ROSDR14-0009** – Saldin – 107 N B St – Remodel

Commissioner Gray recused herself from this Design Review as she has been involved in designing the project.

Jamie Gray was present to give a brief summary of the project. Two windows are being replaced with four vertically oriented windows.

Commissioner Flowers moved to accept the Findings of Fact, Commissioner Sweet seconded the motion and the Findings of Fact were approved.

Commissioner Sweet moved to approve ROSDR14-0009, Commissioner Flowers seconded the motion and ROSDR14-0009 was approved.

d. **ROSDR14-0006** – Brown – 616 S A St – New Shed

The Commission denied this project due to lack of information. Specifically, the Commissioners need to see plans for the structure showing appearance, dimensions, and windows. The Commission will look into the regulations about having an accessory structure on a property with no primary structure before the next Commission Meeting, and whether or not the existing pole building on the property would constitute a primary structure.

Commissioner Sweet moved to postpone this Design Review until the applicant provides plans for the structure showing appearance, dimensions, and windows, Commissioner Flowers seconded the motion, and the application was postponed.

**3. Grantier Discussion**

The Commission decided that due to the fact that the appearance of the structure will not change, the deck rebuild and extension will not be subject to the Design Review Process.

**4. Bench Plan**

In response to the Mayor's request, the Commissioners will come to the next Commission meeting ready to discuss bench locations, with a goal of finalizing a plan by the end of May. The Commission is requesting Mayor Scherer have all potential bench locations run by the Commission for approval between now and the finalization of the plan.

**5. NWI Project Update**

Some of the Commissioners were present for a tour of the project on April 12, 2014. The Commissioners were pleased with the work that had been accomplished.

**6. Washington State's approval of ORVs for road use**

Commissioner Brodine gave a brief summary of the bill, and what it might mean for Roslyn.

**7. Special Events**

5.20.140 – The Commission directed staff to change this section to allow the Fire Chief, Police Chief, Mayor and/or their designees to terminate an event either in person or in writing.

12.15.030 – Staff would like to have the Roslyn Sidewalk Mercantile added to the list of recurring events.

18.30.020 – The Commission would like to make a Major Special Event a Class 2 Permit, and a Minor Special Event a Class 1 Permit

Commissioner Brodine would like to see the Commission review Block Parties again at the next meeting.

There was a discussion about the insurance requirements for Special Events and if this requirement is cost prohibitive for minor events.

The Commission discussed a need for a definition of a minor versus major event. The Commission discussed the possibility of charging higher fees for events that make over a certain amount of money, and the rental fees that have been waived for the last few years. The Commission's recommendation to Mayor is to not waive the rental fees for 2015, unless the applicant is a non-profit.

5.05.070 – Staff requested that the Commission look into moving the Special Films Chapter to another Chapter, possibly the Special Uses Chapter.

### **8. Adjournment**

Commissioner Gray moved to adjourn the meeting, Councilmember Flowers seconded the motion, and the meeting was adjourned at 8:10PM.