



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

**July 24, 2014 – 6:03 P.M.**

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

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

Present: Commissioner Hansen, Commissioner Woodwell, Commissioner Gray, Commission Chair Brodine, and City Planner Shawna Graham

Absent: Commissioner Flowers, Commissioner Sweet

Commissioner Brodine explained that both Commissioner Sweet and Commissioner Flowers contacted her and let her know that they will not be able to attend. Commissioner Brodine excused the absences.

**CITIZEN'S COMMENTS:**

Jenny Aurit was present to discuss her plan to repaint the train tracks connecting the two ends of the Coal Mine Trail on Washington Ave. The Commissioners felt that this was a good idea, and City Planner Graham explained that since the Council has already approved the train track project, and the intent at that time was to maintain the tracks, that the maintenance of the tracks does not need to go before Council, although Ms. Aurit may want to contact the Police Department about closing the street while the project is ongoing for safety.

**DISCUSSION ITEMS:**

**1. Minutes**

a. June 26, 2014

- i. Commissioner Woodwell moved to approve the minutes as written, Commissioner Gray seconded the motion, and the minutes were approved unanimously.

**2. Design Review**

a. ROSDR14-0011 – 403 E Washington Ave – Chang – Solar Panels

- i. Ms. Chang gave a brief summary of her project.
- ii. The Commission discussed the technical requirements of the system, and the visual impact of the Solar Panels.
- iii. Commissioner Brodine asked about the reflectivity of the panels, and Mr. Hellum-Alexander explained that the panels will be non-reflective.

- iv. Commissioner Gray moved to approve the Findings of Fact as written, Commissioner Hansen seconded the motion, and the Findings of Fact were approved unanimously.
- v. Commissioner Woodwell moved to approve ROSDR14-0011, Commissioner Gray seconded the motion, and the Design review was approved unanimously.

### **3. Special Events**

- a. Commissioner Brodine shared a document she created that defines Minor, Major, and Moderate Events.
  - i. The Commissioners settled on definitions for Minor, Moderate, and Major events (see attached Special Events Code)
  - ii. Commissioner Woodwell moved to approve the revisions to the Special Events Code for Council and Attorney review, Commissioner Hansen seconded the motion, and the revisions were approved.

### **4. Joint Meeting Minutes notes from the CAC**

- a. The CAC requested the Commission revise the June 18, 2014 Joint meeting minutes.

### **5. Development Regulations**

- a. The Commission discussed the changes they would like to look at while amending the Architectural Design Review Code.

### **6. Blondin House Dormers**

- a. Commissioner Woodwell asked about the Blondin home's new dormer.
- b. Commissioner Woodwell moved to have City Planner Graham contact Ms. Blondin to let her know that her building does not conform to the plans and permits issued, Commissioner Gray seconded the motion, and the motion was approved.

### **7. Final Inspections**

- a. When someone calls for a final inspection, two Commissioners will also visit the site to verify that the structure matches the Design Review.

### **8. Adjournment**

- a. Commissioner Gray moved to adjourn the meeting, Commissioner Woodwell seconded the motion, and the meeting was adjourned at 7:55PM.

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Janine Brodine – Chair

Shawna Graham - Planner