



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

**February 12, 2015 – 6:00 P.M.**

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

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

Present: Commissioners Hansen, Sweet, Gray, and Brodine, Councilmembers Hansen and Januszkiewicz, and City Planner Shawna Graham

Absent: Commissioner Woodwell

Commissioner Flowers arrived at 7:40PM

Commissioner Sweet moved to excuse the absences, Commissioner Gray seconded the motion and the motion was approved unanimously.

**CITIZEN'S COMMENTS:**

Peg Bryant, Citizens Advisory Committee for the Roslyn Urban Forest (CAC) Chair was present to discuss the process for Special Events permits, specifically in regards to CAC input and date approvals.

**DISCUSSION ITEMS:**

**1. Minutes – January 8, 2015**

- a. Commissioner Gray moved to accept the minutes as written, Commissioner Sweet seconded the motion and the minutes were approved unanimously.

**2. Architectural Design Reviews**

- a. ROSDR15-001 – 101 W Nevada Ave – Andrews – New Residence
  - i. The Commissioners discussed the proposed project and revised the Findings of Fact to reflect the change from a 3-story residence to a 2-story residence.
  - ii. Commissioner Sweet moved to accept the Findings of Fact as amended, Commissioner Gray seconded the motion, and the motion was approved unanimously.
  - iii. Commissioner Gray moved to approve that application as submitted, Commissioner Sweet seconded the motion, and the motion was approved unanimously.

**3. Variance Review**

- a. ROSV15-0001 – Horvatt Rd – Plesha – Septic Systems

- i. City Planner gave a brief explanation of the Variance request and explained that the Mayor has asked for the Planning Commission's recommendation on this Variance request.
- ii. Commissioner Brodine read an email from Commissioner Woodwell stating his concerns with the request and read the code language 18.200.020 that defines a variance 18.200.020 A
  - 1. Variances shall be processed as a Class 2 review and may be approved based on a finding that the
    - a. A. That such variance is necessary, because of special circumstances relating to the size, shape, topography, location or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located;
- iii. Commissioner Hansen moved to recommend that the City Council deny the application, Commissioner Sweet seconded the motion, and the motion was approved unanimously.

#### **4. Special Events Review**

- a. City Planner, Shawna Graham, explained the proposed new process for special events applications, and explained that in an effort to smooth the transition from the current process to the new process, as well as ensure that all applications this year be treated equally, that she is implementing certain portions of the new process ahead of time.
- b. ROSSE15-0001 – Vintage Trailer Rally – June 19-21 – Runje Field
  - i. City Planner Shawna Graham, gave a brief summary of this event and what it entails.
  - ii. Commissioner Sweet moved to accept the Findings of Fact as amended, Commissioner Hansen seconded the motion, and the motion was approved unanimously.
  - iii. Commissioner Gray moved to recommend approval of the application, Commissioner Sweet seconded the motion, and the motion was approved unanimously.
- c. ROSSE15-0003 – Moosefest – July 26 – Runje Field
  - i. Kurt Lutterman was present to give a brief summary of the Moosefest 2015 festivities.
  - ii. City Planner Shawna Graham explained that this type of application would be a "Moderate Event" in the future, and therefore would not come to the Planning and Historic Preservation Commission for review.
  - iii. Commissioner Gray moved to accept the Findings of Fact as written, Commissioner Hansen seconded the motion, and the Findings of Fact was approved unanimously.



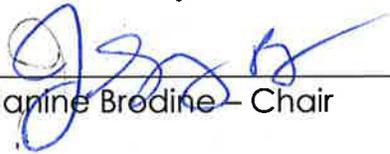
project that featured an elevator and preservation of the current gym space as a Community Center.

**6. Special Events/Special Uses Code Revisions**

- a. Councilmembers Januskiewicz and Hansen were present to discuss their proposed changes to Chapters 5.20 and 8.40.
- b. See attached revisions

**7. Adjournment**

- a. Commissioner Gray moved to adjourn the meeting, Commissioner Flowers seconded the motion, and the meeting was unanimously adjourned at 8:45PM.



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Janine Bredine - Chair



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Shawna Graham - Planner