



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

**March 24, 2016 – 6:00 P.M.**

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

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

Commissioner Brodine called the meeting to order at 6:00PM and asked for Roll Call.

Present: Commissioners Fader, Bocz, Brodine, Sweet, and Gray, and City Planner Graham. Commissioner Flowers arrived at 6:09PM. Commissioner Miltko arrived at 6:17PM.

Commission Chair Brodine excused the absence.

**CITIZEN'S COMMENTS:**

None

**DISCUSSION ITEMS:**

**1. Minutes**

a. March 10, 2016

- i. Commissioner Gray moved to accept the minutes, Commissioner Fader seconded the motion, and the motion was **APPROVED 5-0**.
- ii. Commissioner Brodine recapped the Commercial Overlay Zone discussion briefly for Commissioner Sweet, who was absent.

**2. Special Event Application**

a. ROSSE16-0005 – Arts in Roslyn – March 19, 2016-August 6, 2016

- i. Janine Brodine recused herself from this portion of the meeting so that she could represent the application, Commissioner Sweet chaired the meeting.
- ii. Janine Brodine, 301 N B St, was present to discuss the project, which includes an event that was held last week, and another event in August.
- iii. Ms. Brodine explained that she hopes to have the Farmer's Market extended on Sunday onto E Pennsylvania Ave for additional artisans.
- iv. The Commission discussed the logistics of the street closure, as well as, encouraging local businesses to participate.

- v. Commissioner Gray moved to accept the Findings of Fact as amended, Commissioner Bocz seconded the motion, the motion was **APPROVED 4-0** Commissioner Sweet abstained due to her personal connection with the event.
- vi. Commissioner Gray moved to approve ROSSE16-0005, Commissioner Miltko seconded the motion, and the motion was **APPROVED 4-0** Commissioner Sweet abstained due to her personal connection with the event.

### 3. Development Regulation Revisions

- a. Commissioner Brodine shared the Master Planned Development Chapter of the Code and there was a discussion about the process an application would need to follow as well as if any applications have been approved by Council in the past.
- b. See attached Code Revisions
- c. The Commission voted to not allow 8' fencing in any zones other than the Commercial and Light Industrial Zones.
- d. Commissioner Miltko proposed the Commission embark on a "dark sky" educational effort. The Commission liked the idea and would like to propose it to the City Council.
- e. Planner Graham will bring sample language from Myke Woodwell regarding Pyramidal Hip Roof Slopes.

### 4. Adjournment

- a. Commissioner Miltko moved to adjourn the meeting, Commissioner Sweet seconded the motion, and the motion was **APPROVED 7-0** ending the meeting at 8:01PM.





# CITY OF ROSLYN

National Historic District and Preserve America Community

## FINDINGS OF FACT

### Special Event Review:

RTown – Arts in Roslyn 2016

### Description of Proposal:

On March 16, 2016, I received an application for a special event located in downtown Roslyn on March 19, 2016, and August 5-6, 2016. On March 23, 2016, The Planning Department approved the application for Roslyn Planning and Historic Preservation Commission review at the March 24, 2016 meeting.

### Location:

Downtown Roslyn

### Required permits & Approvals:

Special Event Permit Review (Class 1A)

### Applicable Codes:

Special Event Standards

### Project Description

Student Art Walk – March 19, 2016

Art Festival & Dance – August 5-6, 2016

### MISC

Student Art Walk:

Art create by local students is displayed in area businesses on Saturday, March 19, 2016.

Art Festival & Dance:

Closure of Pennsylvania Ave on Friday, August 5, 2016 from 3-10PM for Street Dance

Music in the Roslyn Yard on Saturday, August 6, 2016 from 12-6PM

Art Reception at Basecamp Books & Bites on Saturday, August 6, 2016 which includes \$40 for admission and wine.

Cups, glasses, posters will be available for sale.

Does not create a nuisance in the area, or threaten the air or water quality, or present the potential to adversely affect the health and welfare of the city

**Recommendation:**

Staff recommends the Commission approve this Special Event Application with the following conditions:

Property Owner consent be received at the City prior to permit being issued.

Accommodation of vehicle and pedestrian access, including an approved parking plan.

Use of traffic cones and/or barricades as directed by the Cle Elum – Roslyn Police Department.

Amplified sound must comply with Roslyn Noise Ordinance.

First Aid and Sanitary Facilities be provided and clearly marked.

Use of garbage receptacles.

Complete restoration of site within 24 hours of event, unless otherwise authorized by City Staff.

Event Monitors be appointed with their contact information provided to City Staff.

Notice provided to surrounding property owners, and documented with the City.

Compliance with all other local, state, and federal laws.

## **Chapter 18.50**

# **ARCHITECTURAL DESIGN REVIEW**

Sections:

18.50.010 Purpose.

18.50.020 Applicability.

18.50.030 Architectural design review standards.

### **18.50.010 Purpose.**

This chapter sets forth specific standards for historic preservation and compliance with the city's designation as a National Historic District.

A. These regulations are intended to implement the Roslyn comprehensive plan and further the city of Roslyn National Historic District designation and are adopted for the following purposes:

1. To create an awareness of the existing original homes, buildings and places of business which reflect the city's historical heritage and origins.
2. To recognize, preserve and enhance the historical significance and unique quality of the architectural styles exhibited by the structures in Roslyn.
3. To promote orderly community growth, protect and enhance property values, preserve the natural beauty, and provide for the comfort and prosperity of the community.
4. To promote and enhance construction and maintenance practices that will tend to promote architectural, historical integrity and scenic quality throughout Roslyn.
5. To recognize environmental and aesthetic design as an integral part of the planning process.
6. To discourage unsightly or inharmonious development, discordant or unsightly surroundings and inappropriate or poor quality design. [Ord. 1060 §§ 5, 6, 2010; Ord. 1059 § 2 (Exh. A (12.50.010)), 2010.]

### **18.50.020 Applicability.**

Any proposed construction of a new building or structure; the siting of a manufactured home; or the modification, addition, alteration, moving or demolition of an existing structure or dwelling unit; the siting, construction, or modification of a storage structure or accessory structures; the construction, erection, repair or replacement of a deck; the construction of a covered patio;

installation of a personal or minor wireless communication facility and all associated landscaping, and clearing and grading activities within the corporate city limits shall be subject to architectural design review unless specifically exempted.

A. It is the intent of the city to integrate the architectural design review process with the process for reviewing associated permits and approvals. The planning official shall notify the project sponsor of the procedures and timing for the integration of the required architectural design review; provided, that:

1. Applicants must apply for and receive a building permit from the city within 180 days of the date of design review approval. Failure to comply with this provision shall result in the expiration of the architectural design review approval and a new architectural design review application must be submitted for city review and approval.

a. Notwithstanding the foregoing, if there have been no material changes, as determined by the city, to a previously approved design review application or the city's architectural design review standards during this 180-day period, an applicant may request prior to the initial 180-day expiration, subject to city approval, no more than one 180-day extension.

2. Once a building permit has been issued for a proposed development activity that has received architectural design review approval, the architectural design review approval shall remain in effect as long as the building permit remains in effect.

a. If the associated building permit is suspended, expires, or is terminated, then the architectural design review approval shall be suspended or terminated by the city, and the applicant must submit a new application for architectural design review.

b. If an amendment or a change order to an approved building permit is required, then it shall be the sole discretion of the city as to whether a new architectural design review shall be required. Amendments or modifications to approved plans that do not constitute a substantive change as determined by the planning official, such as the substitution of one approved building material for another approved building material, may be approved by the planning official through a change order and do not require a new design review.

3. If there are any questions regarding the terms, conditions, or duration of architectural design review approval, or the need to submit a new application, the planning official is authorized to make such code interpretations or administrative determinations as may be necessary to ensure compliance with the purpose of this title and to protect the public health and welfare.

4. Applicants may request, prior to submitting an application that requires architectural design review, a pre-application design review consultation with the city.

The purpose of this consultation is to discuss options for complying with city design standards and shall not preclude the subsequent design review.

B. The following activities may be determined by the city to be exempt from architectural design review, however all applicable design review standards shall apply:

1. Repairs to or replacement of roofs, foundations, windows, sidewalks or legally permitted fences under six feet in height, etc., due to natural aging and deterioration in building condition, provided repairs or replacements do not change architectural integrity or existing design.

2. Accessory structures with a footprint less than 120 square feet.

3. Activities that involve properties listed on the Roslyn register of historic places; provided, that proposed activities must comply with the city's historic register design review process. [Ord. 1073 § 4, 2011; Ord. 1060 §§ 5, 6, 2010; Ord. 1059 § 2 (Exh. A (12.50.020)), 2010.]

### **18.50.030 Architectural design review standards.**

All proposed improvements shall be compatible with the existing and planned character of the surrounding area. All elements of building design shall form an integrated statement, harmonious in scale, line and mass. In considering any application for approval, the city shall be guided by the following criteria:

A. All lots must conform to the following standards:

1. The minimum lot size in the residential Zone shall be 6,500 sq. ft.

2. The maximum coverage of lots with impervious surfaces:

a. Shall be 60 percent in the residential Zone;

b. May be up to 100 percent in the commercial and light industrial Zones.

c. In the Light Industrial Zone, residential structures must comply with Residential Zone Standards.

d. All commercial structures must comply with Commercial Zone standards. 3. All buildings, building footprints, building driplines, and structures must be set back from property lines in accordance with the following standards:

a. The front yard setback for a building placed on a newly platted lot in the residential Zone shall not be less than 15 feet in depth. A building placed on an existing lot in the residential Zone shall be greater than or equal to the average front yard setbacks of the buildings located on adjacent lots. If there are no

adjacent buildings, the front yard setback shall be a minimum of 15 feet in depth. Stairs descending from porch fronts may extend into the front setback in accordance with the provisions of this chapter.

b. The minimum side and rear setback in the residential Zone shall be five feet; provided, that in cases where a front setback is less than 15 feet on a corner lot, the sum of the street side setback and the front setback shall be no less than 20 feet.

c. New buildings and alterations to existing buildings in the commercial Zone shall be in line with adjacent facades so as to present a contiguous streetscape; provided, that:

i. Buildings may be proposed, subject to city approval, to set back more than the minimum to accommodate site design and aesthetic considerations; and

ii. The repair or replacement of single-family residences and the construction of new single-family residences in the commercial Zone must conform to all residential standards as determined by the city.

d. No eave, roof overhang, cornice or other permanent ornamental feature, bay window, deck, or porch may extend into a setback or otherwise create a potentially unsafe condition as a result of the sloughing of snow.

4. Ingress, egress, traffic circulation, off-street parking facilities, loading and service areas and pedestrian ways shall be so designed as to promote safety and convenience as determined by the city.

5. Garage doors and driveways shall be oriented toward the alley, unless the alley is not designated for plowing by the city or is determined by the city as not suitable for maintenance.

## B. Building Design.

1. The maximum building footprint is:

a. Residential Zone shall not exceed 1,400 sq. ft.

b. Light Industrial and Commercial Zones shall not exceed 20, 00 sq. ft.

2. The maximum building height is 35 feet.

3. The roof slope for new residential structures and accessory structures will have a minimum 9:12 pitch and a maximum 16:12 pitch; provided, that new shed dormers and other related additions as determined by the city may have a minimum roof pitch of 4:12



as long as the total square footage of the structure with a roof pitch less than 9:12 does not exceed 25 percent of the building footprint. New gable dormers shall have a roof pitch that matches the roof pitch of the primary structure. New accessory structures less than 120 square feet may have minimum roof pitch of 6:12. A patio may be covered with a roof with a pitch of no less than 2:12. A building permit is required for all new covered patio roofs.

a. The roof slope for modified residential structures and accessory structures will have a minimum 9:12 pitch and a maximum 16:12 pitch; provided that when the existing, predominant roof pitch is less than 9:12. Roofing additions such as dormers or porches may be as low as the existing roof pitch or 4:12, whichever is steeper.

b. Pyramidal hip roof slope may be a minimum of 8:12 and a maximum of 12:12, with a roof pitch of 0:12 at the peak for no more than 64 sq ft.

5. In the commercial and light industrial Zones, mechanical equipment or other utility hardware should be screened from view with architecturally compatible fences or landscaping and shall be oriented to maintain vehicular and pedestrian line-of-sight. Unobtrusive, flush mounted, rooftop solar panels are exempt from this requirement.

5. The front facade of any new residential construction shall have an open porch with an entry door. This shall be a dominant architectural feature of the front facade and is not included in the building footprint. Porches may be up to two facades of the home, given they are open, no deeper than 6 feet and have a roof pitch no less than 4:12.6. For new construction in the commercial central district and light industrial Zones, the front of the building shall be adjacent to the front sidewalk, the front wall shall have minimum 60 percent window space at the street level, the front wall shall contain a recessed entrance facing the sidewalk, and the building shall include a false front upper wall facade which conceals the building's roofline when viewed from the front. New construction in the commercial central district shall incorporate design elements identified in the City of Roslyn Standards and Guidelines for the Preservation, Rehabilitation, Restoration, and Reconstruction of Historic Properties, especially pages 9 through 14, to blend and harmonize with Roslyn's historic structures, including but not limited to the building's front facade, windows, doors and exterior siding where visible.

7. The predominant exterior windows shall have a vertically oriented aspect ratio with more height than width, such as single-hung or double-hung windows. Exterior windows shall not be triangular or irregular trapezoids (nonrectangular). Exterior sliding-glass doors shall not be installed if the doors would be substantially visible from any public street or alley unless they have the appearance of wood-framed French doors. If a series of new buildings are developed on multiple lots they may be similar but shall not appear identical in design.

8. Garage doors shall have a design that replicates one of the following:

a. Barn Door. This door is, or looks like, two doors, hinged on the sides, consisting of horizontal or vertical planks with a diagonal brace.

b. Diagonal Wood Pattern. This door consists of one door with planks at a 45-degree angle.

c. Diagonal Wood Herringbone. This door has planks at a 45-degree angle, but the planks on the left half are at an opposite angle to the planks on the right half.

d. Carriage Door. This door is, or looks like, one or more smaller, vertical doors, hinged on the sides, each with two or more panels on the bottom portion and windows on the top.

9. Exterior siding shall not consist of vinyl, sheet metal, corrugated material, concrete blocks, stucco, log, log-shaped material or sheet siding. Exterior Siding shall be shingle, board and bat, or horizontal up to 6" wide.

10. Exterior siding, roofing and window glass shall not have mirrored, mirror-like or bright metal reflective finish. The top layer of roofing shall not consist of corrugated fiberglass. Foundation areas exposed more than two feet above grade shall be covered with siding. Corner, window door trim shall have a minimum width of three inches and a minimum thickness of one-half inch.

11.. Exterior colors Zones should be in accordance with the City of Roslyn Standards and Guidelines for the Preservation, Rehabilitation, Restoration, and Reconstruction of Historic Properties, page 41.

12. Buildings or porches with posts or railings shall be in harmony with the general historic character of the city of Roslyn as depicted in the City of Roslyn Standards and Guidelines for the Preservation, Rehabilitation, Restoration, and Reconstruction of Historic Properties and shall conform to the following standards:

a. The following features shall be encouraged:

i. Square posts with either horizontal or vertical railings;

ii. Turned posts; or

iii. Turned posts with jigsaw trim.

b. The following features shall not be permitted:

i. Painted tubular steel or imitation wrought iron posts and railings;

ii. Logs;

- iii. Pyramidal-shaped posts;
- iv. River rock or stone facades; or
- v. Other materials or features not in keeping with the historic character of the community.

13. Chimneys shall not be covered with concrete blocks, stucco, stones, or false stones. Metal stovepipes, and chimneys covered with brick are preferred.

C. Alternative Energy Sources. The following regulations and requirements shall apply to all accessory buildings and structures, regardless of whether a building permit is required or not:

1. Solar Panels: Placement of solar panels in existing and new construction the residential, commercial and light industrial districts. Solar panels are not acceptable where they will be substantially visible from any public road or street.

- a. Installation of panels should not change the historical integrity of the structure or district. They may not be placed on the front façade of a building or structure. Solar panel should be installed on rear slopes or other locations not highly visible from the public right of way. Panels should not be placed on any character-defining roofline such as dormers -- or on a primary elevation if visible from a right of way.
- b. Utilization of high-profile solar panels shall not be allowed. Use of mechanical solar systems in windows or on walls, siding and shutters is not allowed.
- c. Solar panels are required to be set back from flat rooftops. They should not alter the slope of the roof.
- d. They should be positioned behind existing architectural features such as parapets, dormers or chimneys to limit their visibility.
- e. The color of panels and mounting systems should be similar to that of existing roof materials.
- f. Mechanical equipment associated with the photovoltaic system should be as unobtrusive as possible.
- g. Solar panels should be installed on rear slopes of secondary elevation or other locations not easily visible from the public right of way. Panels should be installed flat and not alter the slope of the roof.

h. Freestanding or detached solar panel may be installed in locations that are not visible from any public right of way or trail. They should be screened from public view with vegetation or fencing.

2. Wind Turbines Zone are not permitted in the City of Roslyn.

D. Accessory Structures. The following regulations and requirements shall apply to all accessory buildings and structures, regardless of whether a building permit is required or not:

1. The maximum building footprint of any one accessory structure including garages shall not exceed 800 sq. ft.

2. There shall be at least five feet of separation between the footprint of all buildings and accessory buildings on a lot.

3. All accessory buildings and structures must meet setback requirements.

4. Accessory buildings and structures constructed out of metal, plastic, or vinyl shall not be permitted.

5. The total square footage of accessory building footprints on a lot shall not exceed 25 percent of the lot size.

6. Accessory structures including garages shall not exceed a height of 25 feet.

E. Personal wireless communication facilities shall comply with the following requirements:

1. Roof-mounted dish antennas are not permitted;

2. Dish antennas shall meet the setback requirements for accessory structures;

3. Dish antennas may not exceed one meter in diameter;

4. Only one dish antenna is permitted on each lot; and

5. The distribution of signals to more than one dwelling unit is permitted, provided the distribution is limited to the same parcel or same project as the antenna site.

F. Nonresidential satellite TV and dish antenna must comply with the following standards:

1. A dish antenna may be roof-mounted; provided, that it is screened from view and does not exceed the height of the ridgeline of the primary structure on said parcel.

2. A dish antenna installed directly on the ground shall not be located within a required setback. The maximum attainable height of the dish shall not exceed the diameter of the dish plus three feet to a maximum of 15 feet.

#### G. Landscaping and Site Treatment.

1. Natural resources, such as stands of trees and habitat, should be conserved.

2. Landscape treatment should provide shade for walkways and other pedestrian provisions, and should conserve and restore natural beauty and other natural resources.

3. Landscaping shall be maintained and noxious weeds shall be eliminated.

4. Residents are highly encouraged to cultivate heirloom variety gardens and plant native species vegetation.

5. In the Commercial and Light Industrial ~~ZZ~~Zones, undeveloped areas in the front of a building shall be landscaped including trees, shrubbery, ground cover and other plantings, considering growth rates, size spread, and susceptibility to disease and their adaptability to the climate of the area.

6. Exterior lighting fixtures and accent lighting, when used and permitted under applicable laws, must be shielded and downward facing. The shield must mask the direct horizontal surface of the light source. The light must be directed downward to ensure that the illumination of light does not shine on the neighbor's property, pollute the night sky, or surrounding area. Industrial and commercial high-output fixtures, including mercury and sodium-vapor lamps, shall not be installed on the exterior of structures. Decorative lighting is permitted provided they are restrained in design to avoid excessive brightness and brilliance to adjoining properties and streets.

a. The lighting of a national, state, or local municipal flag is permitted with a maximum of two fixtures or not more than eighty (80) watts each. The exemption shall not apply to any other flag.

7. Garbage and household trash shall be contained in a refuse container with a secure fitting lid.

8. There shall be no inoperable machinery or defunct automobiles permitted to accumulate on residential properties within the city limits in accordance with the city regulations governing nuisances and to protect the public health and safety.

9. No storage containers such as those used in the shipping and trucking industry shall be permitted in any Zone except when authorized through the issuance of a special use permit.

#### H. Repealed by Ord. 1074.

I. Fences. In all Zones fences, walls and hedges are subject to the following standards:

1. Fence Height Restrictions.

- a. Residential Zones: front yard – four feet or less.
- b. Residential Zones: side and back yard – six feet or less.
- c. Commercial Overlay Zone: front yard – four feet or less.
- d. Commercial Overlay Zone: side and back yard – six feet or less.
- e. Commercial and Light Industrial ~~Z~~Zones: all sides eight feet or less.
- f. Corner Lots in Residential and Commercial Overlay Zones: rear yard – six feet or less
- g. Corner Lots in Residential and Commercial Overlay Zones: front yard – four feet or less
- h. Corner Lots in Residential and Commercial Overlay Zones: side yards – four feet or less on the side facing the City of Right of Way, and six feet or less on the side facing another lot.

2. Hedge Height Restrictions.

- a. Residential Zones: front yard – four feet or less.
- b. Commercial Overlay Zone: front yard – four feet or less.
- c. Commercial Zones: front yard - eight feet or less.
- d. Corner Lots in Residential and Commercial Overlay Zones: front yard – four feet or less
- e. Corner Lots in Residential and Commercial Overlay Zones: side yards – four feet or less on the side facing the City of Right of Way, and six feet or less on the side facing another lot.

3. Fences and hedges on corner lots shall not block intersection sight lines for traffic and pedestrians as determined by the city.

4. Fence styles shall be in harmony with the general historic character of the city of Roslyn as depicted in the City of Roslyn Standards and Guidelines for the Preservation, Rehabilitation, Restoration, and Reconstruction of Historic Properties, page

43. Picket, solid wood, board on board, wood and wire, post and rail, and wrought iron fencing are the recommended styles.

a. Wood framed fences filled with wire grid or mesh is acceptable. Chain Link is not an acceptable material.

b. The posts of a wood fence may be metal if the design matches existing historic fences in Roslyn and the following conditions are met: the framing is made of heavy rounded pipe at least two inches in diameter.

c. Decorative metal gates are allowed.

[Ord. 1074 § 1, 2011; Ord. 1073 § 5, 2011; Ord. 1060 §§ 5, 6, 2010; Ord. 1059 § 2 (Exh. A (12.50.030)), 2010.]

