



**CITY OF ROSLYN
PLANNING AND HISTORIC PRESERVATION
COMMISSION MEETING MINUTES
September 8, 2016 – 6:00 P.M.
201 S 1st, Roslyn, Washington**

CALL TO ORDER, ROLL CALL, AGENDA UPDATE

Commissioner Sweet called the meeting to order at 6:03Pm, and performed roll call.

Present: Commissioners Bocz, Sweet, Fader, Miltko, and Brodine

Absent: Planner Graham, Commissioners Flowers, and Gray. The absences were excused.

CITIZEN'S COMMENTS:

None

DISCUSSION ITEMS:

1. Old City Hall Project Update

- a. Jeff Adams, Project Manager, was present to update the Commission on the timeline for the next phase of the renovation project
 - i. November 1, 2016 is the bid date
- b. The project will be phased, and the next step is to finish the exterior
 - i. The exterior siding will be removed, the City cannot afford to have it taken off stripped and put back on so it will be made to match existing
 - ii. Some of the windows will be replaced and some will be refurbished
 - iii. The ADA ramp will be built, but the roof pitch will be a little different, the structure itself will remain as previously planned.
 - iv. In order to maintain the integrity of the gym trusses there will be a wrap barrier
- c. Mr. Adams showed the Commissioners a current drawing of the project which stretched the stairs, and preserves space
- d. Mr. Adams also reviewed the upper floor space
 - i. The kitchen was moved

- ii. The new plans gain roughly 6.5 ft of floor space
- iii. The Mezzanine will be accessible, for storage and services
- iv. There will be a rear egress and the addition of a couple windows in rear facade
- e. The Commissioners felt that their input is incorporated

2. Architectural Design Review

- a. ROSDR16-0013 – 407 W Utah Ave – Colbert
 - i. The Commission discussed the siding, roofing, and roof pitch of the proposed structure
 - ii. The Commission determined that the proposed roof pitch is an existing non-conformity.
 - iii. Commissioner Brodine moved to approve the findings of fact and the application, Commissioner Miltko seconded the motion, and the motion was **APPROVED 5-0**.
- b. ROSDR16-0014 – 103 W Washington Ave – Squirrel Properties
 - i. Jason Andrews, Project Architect, was present to discuss the proposal.
 1. The proposal is for a 14 room hotel on one commercial lot
 2. Only one ADA parking space is required, and Mr. Andrews is proposing that street parking be used for ADA parking, there will also be additional parking is on alley side of the structure
 3. The owners would like to construct a sidewalk in front of the structure
 4. The Commission discussed the required false front.
 - a. The Commission determined that this design is suitable and complies with the requirement
 5. The Commission discussed the exposed foundation, which will only be visible from the interior
 6. The Commission discussed the proposed fence, which will be constructed with wood materials
 7. The location of any mechanical elements will either be inside or on the rear of the structure.
 8. Commissioner Brodine moved to approve the Findings of Fact and the design review, Commissioner Bocz seconded the motion and the motion was **APPROVED 5-0**.
- c. ROSDR16-0015 – 309 E Arizona Ave – Potash
 - i. The Commission discussed the proposal
 - ii. Commissioner Miltko moved to approve the Findings of Fact and Design Review, Commissioner Fader seconded the motion and the motion was **APPROVED 5-0**.

3. Adjournment

- a. Commissioner Miltko moved to adjourn the meeting, Commissioner seconded the motion and the motion was **APPROVED 5-0**, adjourning the meeting at 7:24PM.

Commission Chair Janine Brodine

Planner Shawna Graham