



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

April 13, 2017 – 6:03 P.M.

201 S 1st, Roslyn, Washington

CALL TO ORDER, ROLL CALL, AGENDA UPDATE

Commissioner Brodine called the meeting to order at 6:03PM.

Present: Commissioners Gray, Miltko, Sweet, Fader, and Brodine, Councilmember Januskiewicz, and Planner Graham. Commissioner Cook arrived at 6:04PM, and Commissioner Flowers arrived at 6:20PM.

The Commission added ROSDR17-0007 to the agenda per the Planner's request.

CITIZEN'S COMMENTS:

Councilmember Januskiewicz was present to update the Commission on the Vacation Rental moratorium from March 28, 2017, and ask that the Commissioners begin reviewing the code for possible revisions.

DISCUSSION ITEMS:

Minutes

1. March 9, 2017

- a. Commissioner Sweet moved to approve the minutes as amended, Commissioner Gray seconded the motion, and the motion was **APPROVED 6-0.**

Architectural Design Review

2. ROSDR17-0002 – 503 S 2nd St – New Garage – 2nd Review

- a. Mr. & Ms. Willsie were present to represent their project.
- b. Commissioner Sweet moved to approve the Findings of Fact as written, and approve ROSDR17-0002, Commissioner Miltko seconded the motion, and the motion was **APPROVED 6-0.**

3. ROSDR17-0005 – 305 N 2nd St – Garage Remodel & Fence

- a. Ms. Johnson's contractor, Rick Repin was present to discuss the project.
- b. Commissioner Gray moved to approve the Findings of Fact as written, and approve ROSDR17-0005, Commissioner Fader seconded the motion, and the motion was **APPROVED 6-0.**

- c. Mr. Repin thinks his client may change her mind on the design of the fence, and inquired about the process that would need to be followed to make that revision.
 - i. Planner Graham explained that since Fence permits are a Class 1 permit, she would be able to work with him to revise the fence design.
- 4. ROSDR17-0006 – 112 W Hoffmanville Ave – New Home
 - a. Commissioner Brodine disclosed a prior knowledge of the project, but did not feel that it would impact her ability to make an unbiased decision.
 - b. Ms. Shaughnessy's architect, Jason Andrews, was present to discuss the project.
 - c. Mr. Andrews explained that he revised the plans to show a 25' maximum height for the garage, and a 5:12 roof pitch on the breezeway.
 - d. The Commission discussed the use of concrete on the front porch and determined that there is no code disallowing it.
 - e. The Commission also discussed the dominance of the porch versus the windows on the front façade. The Commission determined that the windows were the dominant feature of the façade, and the porch was subordinate to them.
 - i. After much discussion with the architect, the Commissioners determined that if the wood between the rows of windows were stained the same dark color as the rest of the structure, and if the roof over the porch were gable rather than shed, the windows would no longer dominate the façade.
 - f. Matt Dawson, 111 W Hoffmanville Ave, was present to express his concerns as a resident in the neighborhood.
 - i. The new structure does not fit in with the neighborhood's block rhythm.
 - ii. The orientation of the new structure will make the garage door highly visible from Hoffmanville. Mr. Dawson feels that the garage should be placed at the rear of the property.
 - iii. The new structure does not conform to the character of the neighborhood.
 - iv. There appears to be an intention to create an Accessory Dwelling Unit in the garage on the property which could be a vacation rental, obtrusive to the neighborhood, and be dominant on the property due to its location.

1. The Commission explained that they cannot rule on conjecture, and have to review the plans as provided, which do not include an Accessory Dwelling Unit.
 2. Planner Graham explained that if the property owners want to create an Accessory Dwelling Unit in the future, they would have to apply for a permit to do so, and that there are regulations and standards they would have to meet at that time.
 - g. Mr. Andrews explained that the property does not have an alley, and therefore the garage does not need to be placed at the rear of the property
 - h. Rosemarie Fannin, 108 W Hoffmanville Ave, was present to express her concerns as a resident in the neighborhood.
 - i. Ms. Fannin is concerned that the property's orientation will mean that the garage, and the possible future Accessory Dwelling Unit or business will face her property. The primary structure is positioned so that they will not have to see this activity, but she will.
 - i. Mr. Andrews offered to go to his office and create a colored rendering of the structure showing the Commissioner's recommended revisions.
 - j. The Commission **TABLED** the review until later in the meeting.
5. ROSDR17-0009 – 104 ½ E Pennsylvania Ave – Addition
- a. Mr. Losh's contractor, Walter Davenport, was present to discuss the project.
 - b. Mr. Davenport presented revised drawings showing a false façade and porch across the front façade to match existing.
 - c. The Commission also explained to Mr. Davenport that all the new siding must be wood, and that the garage door must be diagonal wood, carriage style, or barn style.
 - d. Commissioner Sweet moved to accept the Findings of Fact as amended and approve ROSDR17-0009, Commissioner Flowers seconded the motion, and the motion was **APPROVED 7-0**.
6. ROSDR17-0007 – 606 S 1st St - Exterior Remodel
- a. Charla McKinney was present to give a brief summary of her project.
 - b. The Commissioners discussed the porch depth and determined that the depth will be a maximum of 6'.
 - c. Commissioner Sweet moved to accept the Findings of Fact and approve ROSDR17-0007, Commissioner Gray seconded the motion, and the motion was **APPROVED 7-0**.

Special Events

7. ROSSE17-0002 – May 5-7, 2017 – Children's MTB Race
 - a. Commissioner Miltko disclosed a possible financial gain in relation to this event, but did not feel that it would impact her ability to make an unbiased decision.
 - b. Lisa Miller was present to give a brief summary of the program and the event.
 - c. There are more students this year than in 2016, and 1/3 -1/2 of those students will pre-ride the route.
 - d. Camping in Runje Field will begin May 5, 2017.
 - e. The Commission and Ms. Miller discussed the process for reviewing the trail conditions, and process for making any trail re-route or maintenance decisions.
 - f. Ms. Miller stated a desire to have more portable toilets in the park for the campers.
 - g. Trail rehabilitation after the event will be conducted with students and volunteers.
 - h. The Commission discussed with Ms. Miller the possibility of closing a portion on E Dakota Ave and S A St to create a "village".
 - i. The Commission discussed the need for a crossing guard on SR 903 for the event, and Ms. Miller agreed to make that happen.
 - j. Commissioner Fader moved to approve ROSSE17-0002, Commissioner Gray seconded the motion, and the motion was **APPROVED 7-0**.
8. ROSDR17-0006 – 112 W Hoffmanville Ave – New Home **CONTINUED**
 - a. Mr. Andrews returned with a revised rendering in color for the Commission to review.
 - b. The Commission agreed that the new drawings do make the front porch a dominant feature.
 - c. The Commissioners discussed the concerns of Ms. Shaughnessy's neighbors and agreed that the block is not uniform enough to validate the argument that the structure does not conform to the block. The Commissioners also determined that there are modern style garages that face Hoffmanville on the same block.
 - d. Commissioner Gray moved to accept the Findings of Fact as amended and approve ROSDR17-0007, Commissioner Sweet seconded the motion, and the motion was **APPROVED 7-0**.
9. ROSSE17-0001 – July 15, 2017 – Croatian Picnic

- a. Planner Graham represented this event as no one was present from the Croatian Social Club, there are no changes from previous years.
 - b. Commissioner Sweet moved to approve ROSSE17-0002, Commissioner Gray seconded the motion, and the motion was **APPROVED 7-0.**
- 10. ROSSE17-0005 – June 11-Sept 10 – Farmer's Market**
- a. Commissioners Flowers and Brodine recused themselves from the discussion as Commissioners and represented the event as members of the Roslyn Farmer's Market.
 - b. The Commissioners read the letter from Jill Reisz, a representative of Dana Harper, asking that the Market be moved to a different location due to its impacts on the Sunday business of Harper's Lumber.
 - i. The Commissioners discussed the suggestions that the event organizers have provided to Harper's Lumber and determined that the event provides an overall benefit to the City and that the property owner has viable options for mitigating and/or profiting from the impacts of the market.
 - c. The Commission discussed the need for a crossing guard on SR 903 for this event as well. Planner Graham stated that she will provide the Market organizers with information from the State including contact information.
 - d. The Commission also discussed possible alternatives for portable toilet locations, and the organizers stated that although the location is not ideal, it is their best option. They also discussed the possibility of placing temporary signage to assist visitors in locating the portable toilets.
 - e. Commissioner Gray moved to approve ROSSE17-0005, Commissioner Miltko seconded the motion, and the motion was **APPROVED 7-0.**
- 11. ROSSE17-0006 – June 16-18 – Vintage Trailer Rally**
- a. Planner Graham represented this event as no one was present from the Vintage Trailer Rally, there are no changes from previous year.
 - b. Commissioner Fader moved to approve ROSSE17-0006, Commissioner Miltko seconded the motion, and the motion was **APPROVED 7-0.**
- 12. ROSSE17-0009 – June 5-Sept 12 – UKC Softball League**
- a. Planner Graham recused herself from the discussion as the City Planner and represented the event as a member of the UKC Softball League.

- b. Commissioner Flowers inquired about the dates of the Tournament as it might conflict with the High Country Log Show. Ms. Graham explained that there was a conversation between the two event coordinators and the tournament will be held the following weekend this year.
- c. Commissioner Sweet moved to approve ROSSE17-0009, Commissioner Flowers seconded the motion, and the motion was **APPROVED 7-0**.
- d.

Code Revisions

13.RMC 8.40 – Right Of Way Code Revisions

- a. Planner Graham went over her final adjustments to the Right of Way Use and related codes. Planner Graham asked that the Commissioners vote on a council recommendation.
- b. Commissioner Flowers moved to recommend approval of the Right of Way Use Code Revisions, Commissioner Fader seconded the motion and the motion was **APPROVED 7-0**.

14. Commissioner Comments and Concerns

- a. Planner Graham provided all the Commissioners with an application to be the Planner for the City of Roslyn and expressed a desire for everyone to either submit an application or provide the application to someone they think would be good at the job.
- b. Planner Graham provided all the Commissioners with a copy of the Code of Conduct, and asked that they sign the 2017 agreement.
- c. Commissioner Gray announced her resignation from the Commission, which the Commissioners accepted and thank her for her service.

Adjournment

Commissioner Flowers moved to adjourn the meeting, Commissioner Fader seconded the motion, and the motion **APPROVED 7-0**, adjourning the meeting at 8:27PM.

