



DAYTON HISTORIC PRESERVATION COMMISSION

111 South First Street, Dayton, WA 99328

Contact – 509-540-6747

DRAFT AGENDA

DHPC WORKSHOP

Special Meeting, Wednesday, March 18, 2015 at 6 PM

111 S. 1st Street, Dayton, WA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **REVIEW and UPDATE of WASHINGTON ST. and SOUTH SIDE DISTRICT GUIDELINES**
 - DHPC discusses the comments and testimony from the public hearing.
 - DHPC considers recommended changes to proposed guidelines.
 - Next Steps
4. **ADJOURNMENT**

Next Regular Scheduled Meeting: Wednesday, March 25, 2015 @ 6 pm

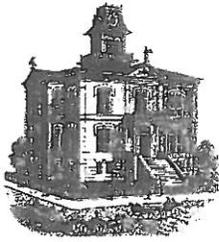
If needed - Special Meeting April 8, 2015, and

Regular April Meeting moved to: Wednesday, April 29, 2015 @ 6 pm

NOTE: *This workshop of the DHPC is open to the public.*

Anyone may attend and listen to the proceedings of the DHPC.

The workshop does not include a public comment period. The Regular Scheduled Meeting on Wednesday, March 25, 2015 will have a comment period where citizens will be able to address the commission.



DAYTON HISTORIC PRESERVATION COMMISSION

111 South First Street, Dayton, WA 99328

Contact – 509-540-6747

DATE: 3/11/2015
TO: Public Hearing Attendees *KJS*
FROM: Karen Scharer, Dayton Planning Director
RE: DHPC 2/25/15 Draft Public Hearing & Meeting Minutes

Thank you for attending the public hearing on 2/25/2015 for the:

“Proposed amendments and augmentations to City Comprehensive Plan, identifying the Dayton Register Washington Street (WSHD) & Dayton Register South Side Historic Districts (SSHD) as subarea plans, and adopting “Design Guidelines” for the subareas.”

I have enclosed the draft Public Hearing & Meeting Minutes for your review. Your testimony has been summarized. Please review the *draft* public hearing minutes to determine if the summary of your testimony is accurate. Should you determine that the minutes do not fully reflect your testimony, please provide your proposed corrections in writing.

While the minutes will not be formally approved until March 25, 2015 at the DHPC regular meeting, the DHPC will be holding a March 18th workshop to consider all the testimony given.

Please submit your proposed corrections to the public hearing minutes to me in writing prior to March 18, 2015, 4 pm.

Karen Scharer
111 South First Street
Dayton, WA 99328

Or, by e-mail at:
kscharer@daytonwa.com



DAYTON HISTORIC PRESERVATION COMMISSION

111 South First Street, Dayton, WA 99328
Contact – 509-540-6747

DRAFT Meeting Minutes

Regular Meeting, Wednesday, Feb. 25, 2015 at 6 PM

111 South First Street, Dayton, WA 99328

1. **CALL TO ORDER** – 6:00 PM

2. **ROLL CALL**

C. Dale Slack, Chair	Present	James McCary	Present
Matt Zanger, Vice Chair	Present	Kathy George	Present
Michael L. Smith	Present	Chrissy Talbott	Present
Ginny Butler	Present		

Staff- Karen Scharer, AICP, Planning Director

3. **ADOPTION OF MINUTES** - Matt moved to accept the 1/28/2014 Minutes with one correction, Ginny 2nd the motion. The commissioners voted to all accept the minutes with the one correction.

4. **PUBLIC HEARING:**

Augmentation to the Dayton Comprehensive Plan, adopting Washington St. and South Side Districts as subareas & adopting Local WSHD & SSHD Design Guidelines. *(List of those signing is attached)*

- a. **Dale** opened the hearing at 6:04 pm and asked the audience to state their name and address when they speak and to also sign the sign in sheet.
- b. **Dale** asked if anyone had objection to anyone on the DHPC participating in the hearing. If so, to do so now and state their reasons. No one responded.
- c. **Karen** explained the procedures, review by DAHP, notices issued for the public hearing and that she only has received verbal positive feedback, but nothing in writing.
- d. **Ginny** stated that the guidelines are not just made up. They are based on the Secretary of Interior Standards (SOIS) and the proposed guidelines are those standards which are relevant to the Dayton Register Districts. With the adoption of proposed guidelines, a property owner would not need to dig through the National Parks Service website to find guidance relevant to their proposal prior to submittal of a COA.
- e. **Matt** indicated that he had a chance to discuss the guidelines with another resident and the purpose section of the guidelines. The guidelines will help to provide clarity and predictability. The proposed guidelines are written in laymen terms.
- f. **Shane Loper** stated:
 - i. Concern that the guidelines would apply to the inside of someone's house.
 - ii. Guidelines are unjust, telling an owner how to renovate their home.

- iii. Guidelines are confusing as written with use of should and shall, it's a mix of mandates with suggestions.
- iv. Page 5 – 3rd paragraph – *“Historic preservation is not about slowing or hindering development, but rather emphasizing the value of what we already have”*. Shane stated that this will limit what people can do and will slow down projects. It is un-American to come in and tell someone how to build or repair their homes. This will stop progress and repairs will not be made.
- v. P 5 last para. 3rd sentence – *“When the Guidelines are followed carefully, they will provide uniform review and increased predictability, while serving as a means to prevent delays and minimize added costs to developers and builders.”* Shane indicated that nothing about the process will save time.
- g. **Matt** addressed Shane’s comments by saying that he thinks Shane is speaking to something bigger than the guidelines. The purpose of the document is not to slow or hinder development, “Period”. The purpose is to help in interpretation of the SOIS. (standards). We are way past the point of the existence of the districts. We are here to talk about the guidelines. The guidelines help a designer interpret the SOIS and is a supplementary document to the SOIS. It is not intended to increase regulation only clarify specific to the districts.
- h. Discussion ensued regarding the establishment and management of the National Register of the Districts (1986) and Local Registry of Districts. **Ginny** confirmed that COA were required prior to the establishment of the local district registry in 2009 (Dayton Registry of Washington St. and South Side Districts). The COA’s for structures in districts are for the exteriors, not interiors. Ginny addressed Shane Loper’s question about plaques. Some homeowners paid to have plaques in front of their homes and others have not. That is why not everyone has a plaque.
- i. **Shane McGuire** stated that about 12 years ago his home was reroofed with composition shingle without a COA review. **Ginny** explained that there has not always been good communications with the City Planner and some permits were approved without DHPC COA review and approval. The roof should have had a COA and would likely not have been approved today. (also see 4 x. below)
- j. **Shane Loper** stated:
 - i. Shane questioned “why are we doing this?” (Proposed guidelines). **Matt** stated the purpose of the guidelines and that they help an owner put together an application for COA.
 - ii. Shane questioned what the vote was for in 2008. It was explained that the vote was associated with the Local Registry.
 - iii. P6 – Who is staff who has authority to approve Minor Alterations? **Matt** stated that reference should be more specific.
 - iv. P 12 – Flow Chart is cumbersome.
- k. **Matt** stated that some people are more visual and chart was meant for them.
- l. **Mark Shuck** stated that the DHPC did not hold a special meeting to review his COA for replacement of a portion of his roof. There was water damage in the home

due to the damaged roof. Difficult to walk the line between maintaining the integrity of their homes and integrity of the district. There needs to be reasonable expectations. Should not require someone to replace with inferior materials or type of construction. (Written comments were also provided).

m. Shane Loper: P 19 – Item 2c.: “*Vinyl siding is not an acceptable product to use on historic homes within the Districts.*” Shane stated that he wouldn’t use vinyl in his home, but concerned that someone with limited income may not be able to replace siding with anything but vinyl. Also he voiced concern the DHPC will mandate that such a person would spend money on paint every 5 years. Shane stated to paint his house correctly, it would be a \$25000 job.

n. Matt explained there are many resources that explain what the correct materials are to use. Placing vinyl siding on an older building can cause moisture problems. The vinyl creates a vapor barrier on the outside and causes condensation on the inside. Installing vinyl is bad for the bones of the home. **Shane** indicated that it’s wrong to tell someone how to spend their money. **Ginny** used the example of building codes in one reference to government requiring compliance.

o. Matt used reference to HOA’s and that a historic district is similar in that they each want to preserve property values for all properties in the district or HOA.

p. Shane Loper stated that he has never wanted to be in an HOA or historic district. He questioned what happened to the flyer that said an owner could “opt-out”?

q. Linda Miller spoke about Tyvek - moisture wrapping for homes. **Matt** clarified that there is a difference between a moisture barrier and a vapor barrier. Vapor barriers are on the inside of a home & that is where the water vapor is. Older homes may have had cellulose inside the walls, Matt’s home has sawdust, but the older homes do not have a vapor barrier. Steam/moisture will pass through the wall. If you put Tyvek on the outside as a moisture barrier steam will continue pass through, but once you add vinyl, that moisture will be trapped in your walls. Then you have a serious problem.

r. Shane Loper stated:

- i. P 20 Windows – Shane stated that to require someone to stay with the same stuff is costly.
- ii. P 21 Doors - Shane referenced that some standards are “should” and others “shall”.
- iii. Porches -Mandating someone to replace with the same materials is costly.
- iv. P 23 – Foundations - “*Changes to the foundation shall match or be compatible with the original foundation in height, material, materials, and architectural style. Masonry and brick details are common in the historic areas of the city.*” Shane has basalt for his foundation, he doesn’t want to be required to replace with basalt.
- v. COA Page 1 of Application – “*Owners of property designated on the Dayton Register have signed an agreement stating that they will abide by the terms*

of Ordinance 1544 Section 5.D. A Certificate of Appropriateness must be obtained before any action is taken affecting use, exterior appearance, contributing historical interior features, demolition, new construction attached to the structure, or reconstruction/replacement.” Is every property on the register? Have all properties signed?

s. Ginny stated that this paragraph (above) really applies to properties outside the district and the application form should be updated.

t. Shane Loper: COA App P1 Work Exempt - *“Repair-in-kind, if the work you want to do involves only repair using the same materials and exact same details and finishes. It is, however, a good idea to notify the Historic Preservation Commission when you are planning in-kind maintenance.”* Shane stated it is wrong to require the same material be used.

u. Matt added that staff has authority to approve a roof and also gutters with the same materials.

v. Shane Loper stated that nothing is in the guidelines about ramps.

Shane Loper questioned what the following statement is supposed to apply to: *“Note: Structures of historic residential or single-family character that have commercial uses shall comply with Historic Residential Design Standards. Bed and Breakfast accommodations are an example of a commercial use in a residential style building.”*

w. Karen explained what the terms shall, should and encourage mean. To guide the City of Dayton, the use of the terms “shall,” “should,” and “encourage” in policies determine the level of discretion the city exercises in making using policy to make decisions. “Shall” in a policy mean that it is mandatory, is imperative, and non-discretionary. “Should” in a policy means that it is in the city’s interest to carry out the policy, but the city has total discretion in making decisions. Encourage is used to provide recommended actions in policy, but the recommendation is only informative and not used in forming a policy decision.

x. Shane McGuire – Recommended the DHPC clearly exclude vegetation reference in the guidelines, P 6.

i. Doors – Concerned that everyone has an interpretation, while one would argue that a certain door doesn’t fit a home another could argue that it does.

Matt stated that the appeals process is shown on the flow chart. There are 7 commissioners so that it isn’t only one person’s opinion when a decision is made.

ii. Questioned if in his circumstances he would have been required to replace w/white 3 tab rather than shake for his roof (with the shake being historically correct). **Ginny** replied yes.

iii. **Beth-Amiee McGuire** clarified there was wood shake under the 3 tab and **Ginny** stated that in that case, the city (**Karen**) could have approved the COA without waiting for the commission to meet and act.

- y. **Shane McGuire** - Recommended having a provision for Financial hardship.
- z. **Marchand Hovrud**– Questioned transparency in that it is difficult to follow the changes between the May 2014 draft and the Jan. 2015 draft.
 - aa. **General discussion** followed regarding the 2008 vote to form the Local register districts and availability of such records. Karen remembered that in May of 2014 the DHPC corrected the application information and reword the section that explains options residents have inside and outside a Historic District. The previous wording while accurate was confusing to homeowners.

Karen also encouraged anyone wishing to view records to give her a call to schedule a time. Shane Loper commented that a public records request could be filed.

bb. **Matt** questioned if the DHPC could act to approve a COA through e-mail. **Karen** thought it would be possible, but that then that eliminates discussion by the DHPC. She stated she would look into the legal limitations. It may not work because of the Open Meeting Act.

cc. **Karen** mentioned that the DHPC could choose to expand the Director's authority to review and approve COA's beyond the approval of roofs & gutters. Some large cities do give more authority to city staff.

dd. **Linda Miller P 21 – Doors** – She questioned if she would need to have glass diamond window panels in a replacement door. **Matt** stated that one of the first things the commission does it to review the property inventory to see if the feature is mentioned as contributing. If listed, then some type of diamond window would be needed.

Linda also questioned the replacement of a screen door. Ginny clarified that if you're replacing with a like door that would be acceptable. Karen clarified that the replacement would require a COA.

ee. **Matt** explained the benefit of Tax Evaluation when in a district and that there should be a reference in the guidelines.

ff. **Ruth Janes** asked for clarification on replacement of her screen door. Matt clarified that if it is an in-kind replacement, a COA is not required.

gg. The commission discussed next steps. **Ginny** recommended that the commission review the comments and recommendations at the next meeting. Karen explained the next meeting is March 25. **Kathy** stated the need to have a special meeting.

hh. There was further general discussion regarding information of the Dayton Historic Districts and other historic districts.

ii. **Dale closed the public hearing comment period at 8:10 pm**

jj. **Matt** recommended having a workshop on March 18, 2015 at 6 pm and the commission agreed to the Special Meeting date & time.

kk. **Ginny** commented that she does not agree with the argument that there is a need for financial waiver, as all property owners retain value for their property if they choose to maintain the property.

5. **COA DESIGN/SPECIAL VALUATION REVIEW:**

314 S. 2nd Street - Craig & Kathy George - The commission agreed with the Planning Director that since the materials being replaced were in-kind, there is no need for a COA.

Ginny moved that they not act on the COA submittal & Matt 2nd the motion. All were in favor. Kathy and Jim abstained from voting.

It was also agreed that Karen would only notify the DHPC when there is a request with in-kind materials and would not prepare the documentation typical for a COA application review.

6. **UNFINISHED BUSINESS:**

a. Schedule - Washington St. and South Side District Guidelines - Special Meeting Scheduled for March 18th, 6 pm

b. Time Sheets through Feb. –completed sheets returned. (2 hrs.)

c. 2015 DHPC 2015 Inventory Update – Kathy has updated ownerships. When the weather gets better Mike will take new photos.

Karen questioned the need to correct misinformation in the inventory. The commission agreed that they need to review districts block by block, but that will occur after they have they have the guidelines completed.

d. Workshop - Main Street Building Maintenance and Federal Tax Incentives

- Date -Mon., April 2th
- Location – Liberty Theater
- Presentations – Building maintenance, Tax incentives and Dayton Grant Program.
- Nick Van will also do a Downtown Walk-About
- Program will be available to local business and building owners. It will also be advertised to encourage other owners of buildings from other communities to attend.
- Karen agreed to put together a flyer.

e. 2014 Comp. Plan was adopted on 2/9/2015 with revisions to Historic Preservation Comp Pl. policies, Zoning regulations, and update to maps. Karen will be working on inserting the updates into the Plan and publishing the Update. More information available at: www.daytonwa.com (see link on home page)

7. **ELECTION OF CHAIRMAN & CHAIRMAN PRO TEM**

Ginny nominated and Dale 2nd the nomination of Mike Smith as Chairman. The commission unanimously approved Mike as Chairman.

Kathy nominated and Ginny 2nd the nomination of Dale Slack as Chairman Pro Tem. The commission unanimously approved Dale as Chairman Pro Tem.

8. NEW BUSINESS:

a. April meeting dates – The commission decided to set a tentative date of April 8, 2015 at 6pm should they need an additional meeting before providing a recommended set of guidelines to the Planning Commission. They moved the regular meeting from April 22, 2015 to April 29, 2015. The revised date is needed due to conflict with the Planning Commission schedule.

b. Demolition of Structures – Karen explained that the state has clarified that when a building is to be demolished, she is required to ultimately determine if it is over 50 years old and if eligible to be on a registry as an historic building. If it is eligible, a SEPA checklist is required to be submitted by the applicant with the filing fee and she is required to issue a threshold determination. Such a process will add time to the review of any application for demolition of a structure 50 years old or more that is also eligible to be on the register.

9. ADJOURNMENT

Dale moved to adjourn and Mike seconded the motion.
The meeting adjourned at 8:25 pm.

Next Meetings:

DHPC Workshop - Special Scheduled Meeting: Wednesday, March 18, 2015 @ 6 pm

Regular Scheduled Meeting: Wednesday, March 25, 2015 @ 6 pm

If needed - Special Meeting April 8, 2015 and

Regular April Meeting moved to: Wednesday, April 29, 2015 @ 6 pm

Attachment

Public Hearing – Sign-In List w/Names & Addresses:

Shane Loper	500 S First St	Dayton WA 99328
Mark Schuck	411 S. 1st St.	Dayton WA 99328
Shane McGuire	208 E Park St	Dayton WA 99328
Beth-Aimee McGuire	208 E Park St	Dayton WA 99328
Ruth Janes	210 E Tremont St	Dayton WA 99328
Linda Miller	210 E Tremont St	Dayton WA 99328
Marchand Hovrud	206 E Park St	Dayton WA 99328

Dayton Historic Preservation Commission &
City of Dayton Planning Department
111 S. 1st ST, Dayton, WA 99328
February 25, 2015

Re: Comments concerning DRAFT South Side Historic District Design Guidelines

We have reviewed the DRAFT Historic District Design Guidelines (hereafter Guidelines) concerning the South Side Historic District (SSHD) and generally have a positive view of the Guidelines and the reasoning behind their purpose. We live in a house that is a contributing structure to the SSHD and appreciate the efforts of Dayton's residents over the last 20+ years to preserve, restore and share these structures with others. However we are compelled to provide our impressions and concerns about certain aspects of the Guidelines that we believe should be considered before adoption. Specific comments follow, ending with a general summary statement. Our comments are based on a review of this document, a recent event where the submission of a COA was required, and personal experience with ownership and restoration of a Historic home. Page numbers have been provided to direct reviewers to our specific issue/comment.

The purpose of the Guidelines is well presented (p. 5) and seemingly addresses instances where they will need to be applied "*...through congruous new construction and alterations.*" However repairs are not mentioned and the Guidelines go on to state that they are "*...best used as the benchmark during early stages of project conception and design.*" This is further emphasized on p.6 where the Guidelines will be used to guide review of applications for "*major modifications*". We understand and support such an approach for renovations but "repairs" to existing buildings that are more than cosmetic and required to maintain the integrity of the structure appears to be buried within "*alterations*". This is confusing and if all repairs are to be included within the review process, it should be so stated. Despite the assertion that City staff has authority to approve minor alterations, we believe repairs should be facilitated through a streamlined process to allow the homeowner or their contractor to proceed quickly to preserve the structure from immediate damage. An "Exemption" for critical and timely repairs may be a helpful addition to the Guidelines.

In section D.2 (p.7) the Commission's tasks include sections c. and d. These appear to commit the Commission members to provide significant guidance, expertise and consultation with home/business owners with major projects. This seems an unrealistic time commitment for the volunteers on the Commission and would seemingly open them up to some level of liability for the successful conclusion of a project. A careful rewording or reevaluation of these commitments seems in order.

The intent of the Guidelines is provided on p.9. While they are laudable, the assertion that the guidelines will provide affordable methods to achieve the guidelines as stated in numbers 4 & 5 is overly optimistic. Having owned a now 100+ year old home for over 30 years, affordability and the terms "rehabilitation or renovation" seems completely incongruous. Historic homes and buildings are expensive to own and maintain, and mimicking old homes with new construction is likely to only increase construction costs in our opinion. This is particularly true when

considering the very prescriptive nature of the Guidelines later in the document. To match old construction look and detail is expensive. We suggest you carefully rethink such statements as numbers 4 and 5.

The statement that any applicant or homeowner is required to meet with the DHPC (p.10) before undertaking any building project seems unnecessary. This represents a significant burden of time for the applicant given once-a-month meeting schedule of the Commission. This would seem especially true for smaller repair projects.

Finally, the **Properties with Contributing Buildings** seem unnecessarily prescriptive and restrictive. Specifically Section C.1.m. states that second or third stories "*shall not be removed*" to add an addition to the building or to lower the roof. For example, if a fire destroys the 2nd floor of a home or building, removing and replacing it with a roof might be the only viable and affordable option for a homeowner. Apparently C.1.m would prevent that and could place an extreme financial burden on the owner or force them to sell the property. Likewise, section C.2 requires original siding "*shall be maintained*" and section C.8 requires that roof repairs and alterations "*shall retain*" the original shape and pitch. These requirements that are very prescriptive can impose a significant financial burden on the owner and also possibly prevent them from correcting a problem with the design or construction of their Historic building. It is wrong to assume that just because the building has historic value that it was perfectly constructed or that existing parts of the building (such as siding) will last forever.

We experienced that situation this last summer when proposing to replace a poorly constructed low pitch (1:12) roof on part of our house with a more properly sloped roof to protect the house from ongoing water damage. In this particular case our "repair" was delayed for nearly six weeks for the COA process to progress and exposed the house to weather conditions capable of causing severe water damage. Such situations need a process to facilitate permitting quickly to prevent more extensive and expensive damage.

In summary, we generally understand and support some form of Guidelines to preserve the Historic nature of Dayton's beautiful neighborhoods. However the prescriptive nature of the DRAFT Guidelines and the limitations inherent with a volunteer Commission to oversee issuance of COAs for construction seems likely to engender frustration from existing owners when faced with the process or resistance by property owners and contractors to build new homes in these districts when faced with increased costs of matching historic architecture. Architectural change was identified in the introduction as an ongoing process within Dayton that has been ongoing for 100 years already. In our efforts to preserve the value inherent in our historic districts, let's not subvert the process necessary for owners to maintain and preserve their properties without undue time or financial burden.

Thank you for the opportunity to comment, we hope you carefully consider our comments.

Mark L. & Marlene D. Schuck
411 S 1st ST
Dayton, WA 99328