



# DAYTON HISTORIC PRESERVATION COMMISSION

111 South First Street, Dayton, WA 99328

Contact – 509-540-6747

## **DRAFT** AGENDA

**Regular Meeting, Wednesday, Sept. 23, 2015 at 6 PM**

City Hall 111 S. 1<sup>st</sup> Street, Dayton, WA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **ADOPTION OF MINUTES** - 8/26/15 Draft Minutes
4. **COA DESIGN/SPECIAL VALUATION REVIEW:** None
5. **UNFINISHED BUSINESS:**
  - a. Planning Session for DMC 5-18 Update & DHPC Rules Update  
Preparation of Community Survey -
    - Updated Draft Attached
    - Comments/Recommendations from Ginny Butler.
  - b. Commission Vacancies – Update.
6. **NEW BUSINESS:** None
7. **OTHER BUSINESS :**

October 15-17, Washington Trust and Governor’s Advisory Council on Historic Preservation meetings & tour in Dayton. Status update – Karen
8. **ADJOURNMENT**

Next Regularly Scheduled Meeting: Wednesday, Oct 28, 2015 @ 6 pm



# DAYTON HISTORIC PRESERVATION COMMISSION

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

## **DRAFT Meeting Minutes**

**Regular Meeting, Wednesday, August 26, 2015 at 6 PM**

City Hall 111 S. 1<sup>st</sup> Street, Dayton, WA

**1. CALL TO ORDER – 6:02 PM**

**2. ROLL CALL**

Michael L. Smith, Chair	Present	James McCary	Present
Matt Zanger	Present	Vacant Position	
Chrissy Talbott	Present	Vacant Position	
Ginny Butler	Absent		

Staff- Karen Scharer, AICP, Planning Director

**3. ACCEPTANCE OF MINUTES:**

Matt moved to accept the 7/15/15 minutes. Chrissy seconded the motion. The DHPC accepted the minutes.

**4. COA DESIGN/SPECIAL VALUATION REVIEW: none**

**5. UNFINISHED BUSINESS:**

a. Preparation of Community Survey

(1<sup>st</sup> step for DMC 5-18 Update & DHPC Rules Update)

The commission reviewed and discussed the draft survey prepared by Karen & Mike. Comments were also provided by local residents in attendance: Shane Loper, Katy Wamble and Marchand Hovrud. There were numerous updates to the draft and a 2<sup>nd</sup> draft will be presented at the next meeting.

Karen agreed to contact the local State Farm office to determine whether their agency charges more for insurance in a historic district and do an internet research.

Karen will research the legality of an opt-out provision, special meeting to consider COA's /Open Meetings Act, and impacts to property owners, such as, if a District was dissolved, would a property owner in the special valuation tax program need to pay back funds?

b. Two DHPC Vacancies: The commission discussed filling the two vacancies and encouraged those attending the meeting to consider joining the commission.

**6. NEW BUSINESS: None**

**7. OTHER BUSINESS :**

a. Training Opportunities: Karen presented the current upcoming training opportunities

- Sept. 24, 2015, Ritzville
  - March 2016 Commissioner Training, Tacoma
  - On-line: <http://www.dahp.wa.gov/preservation-training-videos-and-powerpoints>
- b. Downtown grant & projects status – Karen gave an overview of the four grants awarded by the DDTF for façade projects on Main St.
  - c. October 15-17, Washington Trust and Governor’s Advisory Council on Historic Preservation meetings & tour in Dayton. Karen explained that Andrew Holt and her are assisting in the preparation for the meetings and tour. Ginny has agreed to help with the tour. Karen requested ideas from the DHPC for welcoming and tour on 10/16. It was suggested to add the Congregational Church to the tour and also break the tour into two groups.

**8. ADJOURNMENT**

Matt moved to adjourn the meeting and Mike seconded the motion, all were in favor to adjourn at 8:28 pm. Next Scheduled Meeting: Wednesday, Sept. 23, 2015 @ 6 pm

---

Mike Smith, Chairman *date*

Attest:

---

Karen J Scharer, Planning Director



## DAYTON PLANNING DEPARTMENT

111 S. 1<sup>st</sup> Street, Dayton, WA 99328  
509-540-6747 - kscharer@daytonwa.com

October \_\_, 2015

*DRAFT update 9/15/15*

Dear (Washington Street or South Side) Local Register Historic District Property Owner,

The City of Dayton will be considering whether to amend the Historic Preservation Chapter of the Dayton Municipal Code regarding local historic districts, processing of certificates of appropriateness and providing greater flexibility to how the Dayton Historic Preservation Commission performs its duties.

Both the City and Dayton Historic Preservation Commission are seeking to better understand your thoughts and opinions regarding your Historic District, the process for obtaining a Certificate of Appropriateness, and how the Commission would better serve our historic properties.

Attached is a "Historic District Property Owner Survey" with 23 questions that we hope that you will complete. Please return in the enclosed envelope by mail or drop-off at City Hall on or before \_\_\_\_\_.

The City is asking that only one survey per historic district property ownership be submitted. You may remain anonymous or enclose your name and contact information for possible follow-up questions. The City Planning Department will track surveys by a numbering system should a property owner wish to confirm receipt of his or her survey.

Thank you in advance for your cooperation.

Sincerely,

Karen Scharer, AICP  
Planning Director

## Historic Preservation Facts ...

## DID YOU KNOW?

### DAYTON HISTORIC PRESERVATION CODE

On Nov. 10, 1992 The Dayton City Council adopted the Historic Preservation Code, Chapter 5-18. It is this chapter which grants authority to the Dayton Historic Preservation Commission, sets procedures for establishment of local historic districts and the review of Certificates of Appropriateness.

### SPECIAL VALUATION TAX INCENTIVES

This program reduces property taxes for a 10 year period and is available to a homeowner in a Local Historic District when the homeowner rehabilitates their home.

To date, eight homeowners have taken advantage of the Special Valuation Tax Incentive Program with taxes reduced substantially for a 10 year period. Currently, there are three property owners receiving benefits.

### CAN'T AFFORD REPAIRS?

Blue Mountain Action Council has programs to help low income households with minor home repairs, the cost of Lead paint removal and other assistance. Call 509.529.4980 Ext. 134 or visit <http://www.bmacww.org/services/housing-services>.

### ARE YOU PAYING TOO MUCH FOR INSURANCE?

Insurance carriers differ in their policies for older and historic homes. Some providers insure for replacement of costly original type materials on an historic structure while other carriers do not. Replacement with original type materials typically would not be required on a home in the Local Historic District, however, similar in appearance materials are required. A prime example is the typically allowed use of vinyl framed windows rather than wood framed windows.

Homeowners are urged to contact local carriers, compare quotes and policies; then they should decide which policy is best for them. Questions? Contact Dayton Planning Dept.

### CERTIFICATE OF APPROPRIATENESS

Dayton Historic Preservation Commission review is required only when an exterior project **building** permit is required in a Local Registered Historic District. The City is developing a list of those exterior projects which are exempt from permit.

### ZONING OVERLAY DISTRICTS

All properties in the Zoning Overlay of a Historic District are subject to the zoning standards which apply to all construction whether a permit is required or not (see DMC 11-07.020 & 030 for the complete text):

- Exterior building material shall be similar in appearance to materials of the neighborhood historic buildings.\*
- The style of new buildings shall be compatible and complementary with the neighborhood historic buildings.\*
- Temporary structures are allowed 60 days of a calendar year.
- New buildings shall retain similar setbacks to adjacent properties.\*
- New porch construction shall be compatible with adjacent historic and neighborhood porches.\*
- Tent, steel, or pole structured buildings are not allowed.

\* Dayton Historic Preservation Commission considers similar criteria for COA's when a permit is required.

### ENFORCEMENT & FINES

The Dayton Historic Preservation Commission does not levy fines and does not have authority to require maintenance of a property or structure.

The City enforces zoning, public nuisance and building codes regarding buildings, property and maintenance.

Visit [www.daytonwa.com](http://www.daytonwa.com) to learn more about Historic Preservation and City Codes.

## Dayton - Historic District Property Owner Survey

**Please answer all questions.**

	Yes	No	Not Sure
1. Are you the property owner of a property in the Washington Street Historic District or South Side Historic District? If no, please explain.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Were you a Washington Street and/or South Side Local Register Historic District homeowner on August 13, 1986 when the <u>National</u> Register Historic Districts were formed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Were you a homeowner when your <u>Local</u> Register Historic District was formed? <ul style="list-style-type: none"> <li>• Washington Street Local Register Historic District 1/26/2009, and/or</li> <li>• South Side Local Register Historic District 8/10/2009</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Property owners may apply for Special Valuation Tax Incentives in their Local Register Historic District. Have you received Special Valuation Tax Incentives?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Do you plan to take advantage of Local Register Historic District Special Valuation tax incentives in the future?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Do you agree that tourism of the Local Register Historic Districts helps to support Dayton's local economy?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Have you read Dayton Municipal Code, Historic Preservation Chapter, DMC 5-18?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Should the Historic Preservation Chapter DMC 5-18 be revised? If yes, please explain how. ( <i>Attach sheet as needed.</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Should the role of the Dayton Historic Preservation Commission be revised? If yes, please explain how. ( <i>Attach sheet as needed.</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. <b>Should the role of the Dayton Historic Preservation Commission be advisory for Certificates of Appropriateness?</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Should compliance with a Certificates of Appropriateness decision be required?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Do you support code revisions to allow the Dayton Historic Preservation Commission to expedite Certificate of Appropriateness review in a special meeting?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. <b>Do you think the City Planner should be allowed to approve a Certificates of Appropriateness on behalf of the Dayton Historic Preservation Commission?</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please answer whether you agree with the following statements.

Yes    No    Not Sure

14. The Local Register Historic District assures the historic character of my neighborhood survives.

      

15. The Dayton Historic Preservation Commission makes well-reasoned Certificate of Appropriateness decisions.

      



**Extreme designed homes as above would not be granted a Certificate of Appropriateness by the Dayton Historic Preservation Commission. On appeal, the City Council may overrule the Commission.**

16. Property owners within an historic District should be allowed to build a new home or addition similar to any of the three above examples.

      

17. Homeowner property rights are more important than retaining the historic buildings of the District.

      

18. A homeowner should be able to "opt out" of the District so they can build whatever they want without a Certificate of Appropriateness.

      

*Note: The Historic Preservation Chapter DMC 5-18 does not have an "opt out" provision.*

19. New construction should be compatible with the historic architecture that currently exists in the Local Register Historic District.

      

20. Adoption of local historic district design guidelines would be beneficial.

      

21. The Dayton Historic Preservation Commission is a resource for homeowners planning preservation and maintenance projects.

      

22. If you previously applied for a Certificate of Appropriateness, was the process helpful and a positive experience?

      

23. A financial hardship provision should be incorporated into Historic Preservation Code, DMC 5-18. for the Certificate of Appropriateness process.

      

\*\*\*\*\*

**OPTIONAL:** Name & Contact Information (phone or email)

---

**From:** [Virginia Butler](#)  
**To:** [Karen Scharer](#)  
**Subject:** Re: Update to Survey  
**Date:** Friday, August 28, 2015 1:51:01 PM

---

Hi Karen. I have taken a look at the survey. I do not think that question 18 should be asked as you cannot have a historic district and have an "op out" provision.

I also do not think that question 23 should be asked because in some ways it is an "op out"

Question 13 should be an internal matter, not one that is decided by the district owners. What if Dayton has a planner that has had no preservation experience?

For the same reason, I don't think that number 10 should be asked. Asking about other types of architecture puts the district owners in a position of authority on appropriate styles.

I think that the letter to homeowners is very good and the "do you know" helpful

On Aug 28, 2015, at 12:47 PM, Karen Scharer <[kscharer@daytonwa.com](mailto:kscharer@daytonwa.com)> wrote:

Commissioners –

Please reference the attached survey just updated.

**Karen J Scharer, AICP**  
Planning Director  
Direct & Cell: 509-540-6747

111 S 1<sup>st</sup> St., Dayton WA 99328

City Hall 509-382-2361  
City Fax 509-382-2539

*Disclaimer: Public documents and records are available to the public as provided under the Washington State Public Records Act (RCW 42.56). This e-mail may be considered subject to the Public Records Act and may be disclosed to a third-party requestor.*

---

**From:** Karen Scharer [<mailto:kscharer@daytonwa.com>]  
**Sent:** Friday, August 28, 2015 11:44 AM  
**To:** Chrissy Talbott <[chrissy@williamsteamhomes.com](mailto:chrissy@williamsteamhomes.com)>; Ginny Butler <[gjb@mac.com](mailto:gjb@mac.com)>; Matt Zanger <[matt\\_zanger@yahoo.com](mailto:matt_zanger@yahoo.com)>; Mike Smith <[mandmsmith93@gmail.com](mailto:mandmsmith93@gmail.com)>  
**Cc:** Craig George <[craiggeorge20@gmail.com](mailto:craiggeorge20@gmail.com)>  
**Subject:** DHPC 8/26 draft minutes and Survey

Commissioners –

Attached are the draft minutes and draft survey. Please review and forward comments & corrections back to me. Please remember not to hit "reply to all".

**Karen J Scharer, AICP**  
Planning Director  
Direct Line & Cell 509-540-6747  
[kscharer@daytonwa.com](mailto:kscharer@daytonwa.com)

City of Dayton - 111 S. 1st Street - Dayton, WA 99328  
City Hall 509-382-2361 - City Fax 509-382-2539  
[www.daytonwa.com](http://www.daytonwa.com)

*Disclaimer: Public documents and records are available to the public as provided under the Washington State Public Records Act (RCW 42.56). This e-mail may be considered subject to the Public Records Act and may be disclosed to a third-party requestor.*

---

 <-WRD000.jpg>

This email has been checked for viruses by Avast antivirus software.  
[www.avast.com](http://www.avast.com)



This email has been checked for viruses by Avast antivirus software.  
[www.avast.com](http://www.avast.com)

<HPC Survey 2015-8-26.docx>



**CITY OF DAYTON  
PLANNING DEPARTMENT**

111 South 1<sup>ST</sup> Street, Dayton, WA 99328  
Phone 509-540-6747 Email kscharer@daytonwa.com

DATE: September 18, 2015  
TO: Dayton Historic Preservation Commissioners  
FROM: Karen Scharer, Planning Director  
RE: New Windows at 362 E Main, Suffield's Furniture

A window is broke on the west side of the storefront at 362 E Main St. This side of the storefront has two glass panels in the existing window frame. Originally the owners had intended to revise the window framing by raising the bulkhead, however after meeting with the window contractor, they decided not to revise the exterior framing of the windows. As a result, a building permit is not required for this project, and therefore a certificate of appropriateness is not required.

Instead of replacing with two glass panels, the owner will install three glass panels in the frame, similar to the framed three panel window on the east side of the building front. Again, no permit is required for this modification. Based on my understanding of the project, it appears that the replacement window will consistent with DMC 11-07.010.

**To assure consistency with DMC 11-07.010, replacement glass needs to be similar in appearance to the existing glass of the other storefront windows on the building.**

Should you have questions regarding this memo, please don't hesitate to contact me.

**11-07.010 - DOWNTOWN COMMERCIAL HISTORIC DISTRICT (DCHD) OVERLAY ZONE**

The intent of the DCHD is to maintain the historic and pedestrian nature of the downtown commercial core. The following restrictions are in addition to the limits included in the underlying zone:

- A. Exterior building material must be similar in appearance to the materials in the historic buildings within this zone.

cc: Al & Caroline Suffield *via email*

362 E Main St. - Suffield Furniture & Caroline's Cafe



West side of storefront where 3 window panels will replace the existing two panels. Cracked portion.



East side of storefront with 3 panels in the window frame.