

DAYTON HISTORIC PRESERVATION COMMISSION

111 South First Street, Dayton, WA 99328

Contact – 509-540-6747

Meeting Minutes

Special Meeting, Tuesday, April 16, 2014

City Council Chambers, 111 S. 1st Street, Dayton, WA

1. CALL TO ORDER – 6:05 PM

2. ROLL CALL

C. Dale Slack, Chair -	Present	James McCary -	Present
Matt Zanger, Vice Chair -	Present	Kathy George -	Present (late arrival)
Michael L. Smith -	Present	Faye Rainwater -	Present (Left early)
Ginny Butler -	Present		

3. ADOPTION OF MINUTES –Minutes of 2/11/14, 2/25/14 and 2/25/14 were adopted.

4. DESIGN/SPECIAL VALUATION REVIEW –

COA for 257 Main Street, City of Dayton – Signs, Awnings and Door

Karen Scharer presented the proposal on behalf of the applicant. New signage is proposed for the Umpqua Bank which is taking over the Sterling Savings Bank. Signs and also awning replacement if old stenciling cannot be removed. The door will have bank logo, and business hours.

Ginny motioned to approve the COA for the Umpqua Bank and Matt seconded the motion. There was discussion regarding the signage and awnings. The DHPC unanimously voted to approve the COA.

5. UNFINISHED BUSINESS

a. COA requirement for a Permit & other Options – Karen explained the options for review processes. The commission affirmed that they support DMC 5-18 as written in regards to requiring a COA prior to issuance of a building permit.

b. Historic Downtown District Guidelines, Last Steps- Karen explained the last steps needed to implement the Downtown Design Guidelines. Matt pointed out that a statement at the beginning of the guidelines would be helpful. The DHPC decided to review the guidelines to determine if any changes would be appropriate for regulatory requirements (shall, must, etc.) prior to the City issuance of a SEPA threshold determination, city council public hearing and City Council adoption. The DPHC will review guidelines to assure consistency with the Secretary of the Interior Standards and the policy(s) of the City and DHPC.

c. URS Consultant Presentation – The DHPC had a conference call with Tom Reese of URS discussing the process for public input and meetings. The commission determined that an open house would be held on May 21, 2014 to receive public and

district property owner input regarding draft Washington St. and South Side District Guidelines. A public hearing will follow at a later date.

The DHPC additionally discussed and supported changes to the timeline for completing grant agreement tasks and dates for public outreach. Karen was directed to work with the DAHP to pursue an extension for the grant so that citizen input could be incorporated before sending the 1st draft to DAHP.

- Tom agreed to arrive at 10 AM to meet the DHPC and a tour of the City by Ginny.
 - Karen explained that the Dayton Code requires a COA prior to obtaining a building permit.
 - Tom will adding chapter regarding COA & Permit Process
 - Tom will edit the Draft Guideline for placement on the Dayton website.
 - Matt will prepare graphics “Do this” & “Don’t do that” regarding windows and other architecture features and “streetscape integrity”. (Negative photos should be from another location). Drawings can be used instead. Matt requested a list of graphics needed the Open House that he will need to draw. Tom agreed to provide examples to the open house of styles and preferred and a list to Matt.
 - Karen will have maps available of the two districts (preferably GIS).
 - Karen & Tom will prepare a flow chart.
 - Dale agreed to bring cookies for the Open House (Café).
- d. Grant Time Sheets for March and previous months – The commission returned completed sheets to Karen. Karen provided an update of hours.

6. NEW BUSINESS - None

7. OTHER BUSINESS

Karen provided information regarding available training:

May 6-8th Conference: <http://preservewa.org/revitalizewa.aspx>

Required Open Meeting & Other Training:

Please review the information regarding REQUIRED training for Commissioners (hard copies available at City Hall)

[http://www.atg.wa.gov/uploadedFiles/Home/About the Office/Open Government/Open Government Training/QandA-Re-ESB-5964.pdf](http://www.atg.wa.gov/uploadedFiles/Home/About%20the%20Office/Open%20Government/Open%20Government%20Training/QandA-Re-ESB-5964.pdf)

On-line Training is available

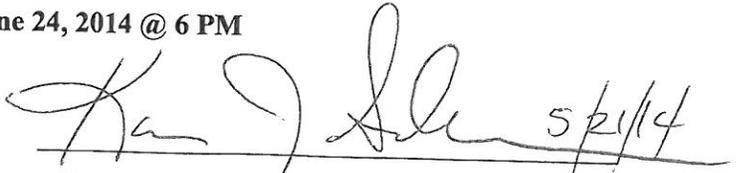
at: <http://www.atg.wa.gov/OpenGovernmentTraining.aspx#.Uz3ErvldXCc>

8. ADJOURNMENT – Fay motioned to adjourn the meeting and Ginny seconded the motion. The meeting was adjourned at 8:01 PM

NEXT SCHEDULED MEETING – June 24, 2014 @ 6 PM

 5-21-14

C. Dale Slack, Chairman Dated

 5/21/14

Karen J Scharer, Planning Director Dated