



# DAYTON HISTORIC PRESERVATION COMMISSION

111 South First Street, Dayton, WA 99328

Contact – 509-540-6747

## Meeting Minutes

**Tuesday, December 23, 2014 at 6 PM**

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

1. **CALL TO ORDER** – 6:02 PM

2. **ROLL CALL**

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

Staff- Karen Scharer, AICP, Planning Director

3. **ADOPTION OF MINUTES** - Kathy moved to accept the 11/25/2014 Minutes, Mike 2<sup>nd</sup> the motion. The commissioners all accepted the minutes.

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

COA14-019 300 S. 1<sup>st</sup> Street- Tony and Laura Aukerman  
Request - Addition of a hand rail for the front steps.

Dale confirmed that the commissioners present had reviewed the application and materials provided. He then asked if there were any questions.

Kathy asked about the rails and the separation between each.

Tony stated that they would be the same as those on the existing porch, approximately 4-5” separation and 30 inches in height.

Jim indicated that code says the separation for spindles needs to be 4” apart as the porch is over 21” high, when a building permit is required.

Laura confirmed their intent to maintain the existing separation and that Jeromy P. (building inspector) stated in a phone call that a building permit would not be required.

Karen questioned the DHPC as to whether they thought the request would create a false sense of character.

The commission determined that the feature is minor and would not create a false sense of historic character.

Kathy moved to accept the findings of fact as read by Dale and Mike seconded the motion, all voted in favor.

Mike moved to approved the COA and Kathy seconded the motion, all voted in favor to approve.

## 5. UNFINISHED BUSINESS:

### a. Washington St. and South Side District Guidelines

Karen read Tom Reese comments which were attachment to agenda, *"I have reviewed the draft and have no comments other than what we discussed regarding additional illustrations and graphics."*

Based on the November meeting, Karen explained that Matt intended to complete the additional illustrations in January for the January 28<sup>th</sup> Meeting.

#### Next steps -

The Commission discussed whether to provide a hard copy of the draft to all property owners and residents living in the two districts or only to those requesting a draft copy. After much discussion, Mike moved and Kathy seconded a motion to send out notice (as required) and provide a door hanger each stating copies of the draft guidelines are available:

- On-line
- At City Hall, and,
- Delivered to any owner or district resident requesting a draft.

The DHPC vote to approve.

Additionally, the notice and door hangers will announce the SEPA threshold determination and date of the public hearing.

#### Schedule

- 1/19/15 Karen completes SEPA Checklist for Guidelines and districts as Subarea plans
- 1/23/15 Matt provides 2<sup>nd</sup> (Final) Draft of Res. Design Guidelines for 1/28/15 meeting review
- 1/28/15 – Draft of Guidelines approved for public circulation
- 2/1/15 – Karen drafts the SEPA Threshold Determination, Notice of DHPC Public Hearing, and Dept of Comm. 60 notice.
- 2/5/15 - Notice published in Newspaper & Mailed to agencies and residents  
Hardcopy of Draft Design Guidelines printed available.
- 2/20/15 SEPA comment/appeal period ends.
- 2/20-23 Door hangers distributed
- 2/25/15 DHPC holds Public Hearing on Res Historic District Design Guidelines.  
Hearing is closed or is continued for additional oral and/or written testimony.
- 3/25/15 DHPC approves motion to recommend approval, recommend approval with revisions or to defer action on Res Historic District Design Guidelines
- 4/2\_\_\_/15 Planning Commission holds a public hearing regarding adding the Dayton Register Southside and Washington Street Historic Districts together with the DHPC recommended design guidelines as subarea plans augmenting the Dayton Comprehensive Plan.
- 4/2\_\_\_/15 or 5/20/15 – The Planning Commission forwards a recommendation to the City Council to adopt the Dayton Register Southside and Washington

Street Historic Districts together with their DHPC recommended design guidelines as subarea plans.

5/11/15 or 6/8/15 – The City Council considers whether to take action to approve the Subarea Plans.

- b. Time Sheets through Dec. – The commission return completed sheets and entered 30 min. for discussion of the draft guidelines and next steps.
- c. 2015 DHPC Work Program Updates:
  - 2015 Update of Inventory Schedule –  
Kathy stated that she is updating the database for the districts, individual registered properties and provided the schoolhouse data to the state. Kathy indicated that there is a need to update the full inventory as it has not been updated since 2004.
  - Workshop - Main Street Building Maintenance and Federal Tax Incentives  
Karen provided the commission with an email of correspondence with Kim Gant regarding the January visit.  
The DHPC directed Karen to contact Kim before the meeting for the mason contacts for schedule the training.
- d. 2014 Comp. Plan Update (update):  
Karen provided an overview of
  - Zoning Overlay – Dayton Historic Register Overlay Map - *draft*
  - Comp Plan – Kathy discovered the need for a few additional text corrections proposed which have been included in the 2014 amendment package.

6. **NEW BUSINESS:** None

7. **OTHER BUSINESS :**

- a. Jan. 2015 Visit by DAPH Representatives (Kim Gant and possibly others) –The commission discussed providing a tour and refreshments for the meeting depending on the amount of time Kim has for her visit. Dale agreed to provide cookies for the meeting and Kathy tentatively agreed to provide a tour of Dayton.
  - b. Appointments: Confirmation of reappointments of Matt & Mike will be considered at the Jan. 12, 2015 City Council Meeting along with any new appointments. There is no need for the DHPC to attend. Karen explained that Christy Talbott is ill and was unable to attend tonight's meeting and that she did submit a letter to the Mayor for appointment to the Commission.
  - c. Election of Chairman and Chairman Pro Tem will be held at the regularly scheduled February meeting.
  - d. March Training in Olympia – Kathy asked if others are interested in attending. Karen reminded the DHPC that the registration deadline is Jan. 26<sup>th</sup>.
8. **ADJOURNMENT** - The meeting adjourned at 7:09 pm.

The next Regular Scheduled Meeting is Wednesday, Jan. 28, 2015 @ 6 pm

  
C. Dale Slack, Chair DHPC      Dated 1/28/15

  
Karen Scharer, Planning Director      Dated 1/28/15