



# DAYTON HISTORIC PRESERVATION COMMISSION

111 South First Street, Dayton, WA 99328

Contact – 509-540-6747

## Meeting Minutes

**Tuesday, November 25, 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	Present	Kathy George	Absent
Michael L. Smith	Present		
Ginny Butler	Present		

Staff- Karen Scharer, AICP, Planning Director

**3. ADOPTION OF MINUTES** – Ginny moved to accept the 10/28/2014 Minutes with corrections, Matt 2<sup>nd</sup> the motion and all commissioners were in favor and approved the motion.

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

**5. UNFINISHED BUSINESS:**

a. Washington St. and South Side District Guidelines

1) DAPH review comments and recommendations:

Karen discussed the conversation she had with Kim Gant, the new DHPC representative regarding the Draft Washington St. and South Side District Guidelines. She explained that Kim found the content to be quite good, but did suggest that additional illustrations be added. Kim's thought was that with illustrations and other graphics the guidelines would have a better appeal and be more user friendly. Karen showed the DHPC a few examples of other design guideline from other communities as references.

Matt and Ginny both had concerns that showing too specific of illustrative examples might mislead or misinform as to the range of appropriate options for a homeowner.

Matt agreed to add additional illustrations and have the next (2<sup>nd</sup>) Draft of Guidelines ready for the January 28, 2015 Meeting.

2) Next steps/process & Scheduling of Public Hearing:

Karen explained that a SEPA checklist and SEPA threshold determination (TD) will need to be issued. The threshold determination should be issued before public hearings. The commission decided that SEPA should be based on the draft Matt completes for the January 28, 2015 meeting.

Karen will send out the SEPA TD and notice of the public hearing based of the draft guidelines with the added illustrations after the Jan. 28<sup>th</sup> meeting. All residents of the two districts will receive a copy, as well as, property owners.

The DHPC decided to hold the public hearing on Feb. 25, 2015 regarding the Draft Guidelines, provided that the consultant, Tom Reese is available.

Karen confirmed that Tom was not cc'd on the draft sent to DAPH. She agreed to contact Tom and request his review of the latest draft before the December meeting and confirm his availability for a Feb. 25<sup>th</sup> or March 25<sup>th</sup> public hearing.

- b. Grant Match to Date & Time Sheets: Karen stated that the DHPC has met the minimum required match for the grant. Karen encouraged the commission to continue to record time on the project. The DHPC agreed to record 15 minutes although they actually spent 17 minutes during the meeting discussing the draft guidelines.

- c. 2015 DHPC Work Program –

The Commission discussed the DHPC 2015 work program.

Ginny questioned if there are any workshops planned on the east side of the state.

Matt stated that a workshop on proper care and maintenance of brick is something that the commission should pursue. Karen stated that she has discussed with Christine at the Port about doing such a workshop. Ginny stated that DAHP has people and will know of other resources that the commission could use.

The DHPC did not have any suggestions at this time regarding processing new nominations to the Dayton Historic Register in 2015.

The DHPC agreed that an update of historic property ownership and data is needed in 2015.

Open Meeting Training: All commissioners have completed training. Dale completed training on the Open Meetings, Sunday, Nov. 23, 2014

## 6. NEW BUSINESS:

### **2014 Comprehensive Plan Update –Final Docket.**

Karen provided an overview of the docketed 2014 Comp. Plan Update –related to Historic Preservation. Planning Commission hearings are schedules for 12/16/14 and 1/6/14. A complete list and more information regarding the proposed updates is available at:

[www.daytonwa.com](http://www.daytonwa.com) (see link on Home page)

### **CP14-001 - Commercial Street Master Plan, adopt as a Subarea Plan.**

Funded by the Dayton Development Task Force (DDTF), the Plan includes area generally of the north Main St. alley to north edge of Commercial St. between just west of the Touchet River east to the viaduct. Designations, pages 26-28.

**CP14-006** – Updates the Comp Plan to recognize the Historic Downtown District which will be adopted as a subarea plan. Downtown District guidelines (policies) will be used to approve Certificates of Appropriateness. Also there will be a separate “Historic Element” in the Comprehensive Plan. Currently the Historic Policies are located in the Housing Element.

**CP14-011** – Update the Housing Element Chapter by adding housing policies to further define design and services needed by elderly, as well as, recognizing ways to accommodate aging-in-place. Aging in place is a term used to refer to adapting a building for ease of use by elderly. Matt explained that the term “universal design” is used to refer to being able to live in a structure from cradle to grave as its design accommodates all people.

**DR14-003** - Zoning

Historic District standards – Revise standards for Historic District Overlays as recommended by the Dayton Historic Preservation Commission. The DHPC recommended this change last February 2014.

**DR14-004** - Zoning

Side Yard setbacks for corner lots. – Revise code to allow a reduction to one of the two street front yards. Reduced yard width of 10 feet or alternatively 15 feet rather than 20 feet.

The Commission discussed whether or not this proposed provision should be applied differently for the residential districts. The DHPC concluded that in all cases, an owner will need to submit a COA, and any new addition closer to a property line would be reviewed by the commission.

Jim questioned where the setback is measured from. Karen explained that the setback is measured from the property line. Matt explained that by measuring from the center of the right-of-way and assuming that the street is in the middle of the right-of-way, one can generally figure out where the front property line is. Karen stated that alleys are right-of-way, but the setbacks from an alley are typically rear yard setbacks, not front setbacks.

**DR14-005** - Development Standards Update

- o Establish trees and tree branches clearance in right-of way

Karen explained that many jurisdictions have standards.

Matt and Ginny both agreed that lack of tree trimming in the City is a problem.

Matt questioned if there is a provision regarding power lines, and Karen confirmed that there is.

**DR14-007** Historic Districts– Zoning Overlays Title 11 (GIS mapping completion date – Nov. 2014). Karen explained that the Historic Districts will be an Overlay of Zoning. Ginny questioned if the entire City will be mapped and Karen confirmed that there will be a number of city-wide maps (data layers) in the GIS data base. The city will have a Comp Plan, Zoning, Critical Areas, and other maps available as pdfs on-line and printed. Karen will soon have the GIS software to manipulate the data layers to create and print specialty maps. Dayton Historic Register properties outside of the Historic Districts will also be mapped on a GIS data layer.

**7. OTHER BUSINESS:**

- a. Briefing on Chamber Banquet - Historic Preservation Award: The DHPC had an opportunity to review the article in the Dayton Chronicle regarding the award to Lisa Haag which was presented by Kathy George.
- b. Visit by Kim Gant, DAHP scheduled for Wed., January 28, 2015. Matt recommended starting the conversation regarding the workshop on building maintenance before Kim's January visit. The DHPC discussed Lisa Haag's potential to submit for a tax valuation credit. Ginny agreed to give her a call and offer to answer questions about the program.
- c. Vacancy: Ginny informed the DHPC that Chrissy Talbot is interested in becoming a commissioner. Karen agreed to contact her and invite her to attend the Dec. 23, 2014 meeting.

**8. ADJOURNMENT:**

Mike moved to adjourn and Ginny seconded the motion. The DHPC meeting adjourned at 7:24 pm.

Next Regular Scheduled Meeting: Tuesday, December. 23, 2014 @ 6 pm



C. Dale Slack, Chair DHPC      Dated



Karen Scharer, Planning Director      Dated