



DAYTON HISTORIC PRESERVATION COMMISSION

111 South First Street, Dayton, WA 99328

Contact – 509-540-6747

Meeting Minutes

Regular Meeting, Wednesday, November 18, 2015 at 6 PM

City Hall 111 S. 1st Street, Dayton, WA

1. CALL TO ORDER – 6:00 PM

2. ROLL CALL

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

Staff- Karen Scharer, AICP, Planning Director

Audience attending:

Carole Anne Lane, 115 East Washington

Lauren (Shane) S Loper, 500 South First

Marchand L Hovrud, 206 E Park St

- 3. ACCEPTANCE OF MINUTES:** Ginny motioned to accept both minutes of 9/23/15 & 10/28/15 Minutes with the addition stating the 2015 Historic Preservation award recipients. Jim seconded the motion. All voted to accept.

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

5. UNFINISHED BUSINESS:

- a. Planning Session for DMC 5-18 Update & DHPC Rules Update.

Historic District Property Survey.

Karen explained that the survey was sent out to property owners in the SSHD and WSHD on 10/29/2015, 3 envelopes were returned by the post office, 35 completed surveys were returned to date. Copies of all returned surveys were provided to each commissioner. There were some non-consistent answers.

Ginny explained that there will need to either be a district or no district, there cannot be provisions in a district to “opt out”. In each district there are predominantly contributing properties and some noncontributing properties.

The commissioners, staff and audience discussed the purpose of the survey, and the main options available to move forward in the code update, such as:

- Retain local districts with either
 - Required COA compliance for a building permit (BP) with available appeal to City Council, for either all or only contributing properties (regulatory), or
 - Required COA review for a building permit, COA compliance not required for BP (advisory), or
- Dissolve Local district(s)

There was also discussion regarding continued use of the term "opt out" and that it was not used in the survey because it is not available for properties in a district. It is only an option for individual properties on the local register that are not under special valuation taxation.

Mike and Karen explained that back in Oct. 2008 before the vote to form the Local SSHD and WSHD there were two meetings where Megan, DAHP staff provided a power point specifically stating that there is no opt out provision for a district property owner.

Ginny explained the educational forums, notice recorded on title and other means to provide information about historic district and properties to future property owners.

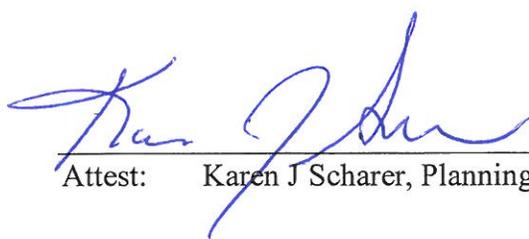
Ginny agreed to tabulate the results for the next meeting.

b. Commission Vacancies – The DHPC discussed possible candidates for the position(s).

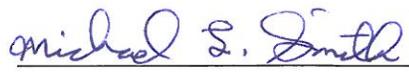
c. Historic Preservation Awards Report – Ginny presented the awards at the November 12, 2015 Chamber Banquet to the Dayton Development Task Force (Main Street Program) and Columbia County Courthouse. Betty Lou Crothers, DDTF president received the award for the DDFT & Dave Phinney received the award for Columbia County.

6. **NEW BUSINESS:** Karen provided the commissioners with copies of 5-18.16. - Dayton Historic Preservation Commission, Powers and duties, so that commissioners can review and determine the projects they will take an active role in, such as updating inventories.
7. **OTHER BUSINESS:** Karen provided commissioners with hard copies of Marchand Hovrud's 11/2/15 email with Karen's 11/4/15 response regarding the method of distributing and collecting the surveys with a random code number to tract surveys received; and the selection of the survey questions asked. No discussion.
8. **ADJOURNMENT:** Ginny motioned to adjourn and Chrissy seconded the motion. All were in favor. The meeting adjourned at 7:05 pm.

The next scheduled meeting: Wednesday, Dec. 16, 2015 @ 6 pm



Attest: Karen J Scharer, Planning Director


Mike Smith, Chairman

1/27/2016
date

ATTACHMENT 1 5-18.16. - Dayton Historic Preservation Commission.

Powers and duties. The major responsibility of the historic preservation commission is to identify and actively encourage the conservation of the City of Dayton's historic resources by initiating and maintaining a register of historic places and reviewing proposed changes to register properties; to raise community awareness of the city's history and historic resources; and to serve as the city's primary resource in matters of history, historic planning and preservation. In carrying out these responsibilities, the historic preservation commission shall engage in the following:

1. Conduct and maintain a comprehensive inventory of historic resources within the boundaries of the City of Dayton and known as the Dayton Historic Inventory; publicize and periodically update inventory results. Properties listed on the inventory shall be recorded on official zoning records with an "HI" for historic inventory designation). This designation shall not change or modify the underlying zone classification;
2. Initiate and maintain the Dayton Register of Historic Places. This official register shall be compiled of buildings, structures, sites, objects and districts identified by the commission as having historic

significance worthy of recognition by the City of Dayton and encouragement of efforts by owners to maintain, rehabilitate, and preserve properties;

3. Review nominations to the Dayton Register of Historic Places according to criteria in section 5-18.20 of this chapter and adopt standards in its rules to be used to guide this review;

4. Review proposals to construct, change alter, modify, remodel, move, demolish, and significantly affect properties or districts on the register as provided in section 5-18.20; and adopt standards in its rules to be used to guide this review and the issuance of a certificate of appropriateness or waiver;

5. Provide for the review either by the commission or its staff of all applications for approvals, permits, environmental assessments or impact statements, and other similar documents pertaining to identified historic resources or adjacent properties;

6. Conduct all commission meeting in compliance with RCW Chapter 42.30, Open Public Meetings Act, to provide for adequate public participation and adopt standards in its rules to guide this action;

7. Participate in, promote and conduct public information, educational and interpretive programs pertaining to historic resources;

8. Establish liaison support, communication and cooperation with federal, state, and other local government entities which will further historic preservation objectives, including public education, within the City of Dayton area;

9. Review and comment to the city council on land use, housing and redevelopment, municipal improvement and other types of planning and programs undertaken by any agency of the City of Dayton, other neighboring communities, Columbia County, the state or federal governments, as they relate to historic resources of the City of Dayton;

10. Advise the city council generally on matters of Dayton history and historic preservation;

11. Perform other related functions assigned to the commission by the city council;

12. Provide information to the public on methods of maintaining and rehabilitating historic properties. This may take the form of pamphlets, newsletters, workshops, or similar activities;

13. Officially recognize excellence in the rehabilitation of historic buildings, structures, sites and districts, and new construction in historic areas; and encourage appropriate measures for such recognition;

14. Be informed about and provide information to the public and city departments on incentives for preservation of historic resources including legislation, regulations and codes which encourage the use and adaptive reuse of historic properties;

15. Submit nominations to the State and National Registers of Historic Places;

16. Investigate and report to the city council on the use of various federal, state, local or private funding sources available to promote historic resource preservation in the City of Dayton;

17. Serve as the local review board for special valuation and:

a) Make determination concerning the eligibility of historic properties for special valuation,

b) Verify that the improvements are consistent with the Washington State Advisory Council's Standards for Rehabilitation and Maintenance,

c) Enter into agreements with property owners for the duration of the special valuation period as required under WAC 254-20-070(2),

d) Approve or deny applications for special valuation,

e) Monitor the property for continued compliance with the agreement and statutory eligibility requirements during the ten-year special valuation period, and

f) Adopt bylaws and/or administrative rules and comply with all other local review board responsibilities identified in RCW Chapter 84.26;

18. The commission shall adopt rules of procedure to address items 3, 4, 6, and 18.