DAYTON HISTORIC PRESERVATION COMMISSION

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

Meeting Minutes

Regular Meeting, Wednesday, December 16, 2015 at 6 PM
City Hall 111 S. 1st Street, Dayton, WA

1. **CALL TO ORDER** – 6:01 PM
2. **ROLL CALL**

Michael L. Smith, Chair	Present	James McCary	Present
Matt Zanger	Present	Vacant Position	
Chrissy Talbott	Absent	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:** Acceptance of 11/18/15 Minutes tabled.
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.

In total, 40 surveys were received. Five came in after 11/19/2015. One survey was not numbered and one other had the tracking number redacted. Both were counted in the total.

Ginny tabulated most of the surveys and comments. Karen added the last few received.

The commission with comments from the audience and staff discussed the results of the survey, plaques for historic buildings, disclosure of historic district at the time of purchase, criteria for nomination to the DHPC, special evaluation availability for properties in local historic districts. Karen agreed to look into disclosure requirements when selling a local registered historic home.

Future Workshops & Open houses

The commissioners and staff discussed when to hold workshops/open houses:

Dates: Wed., February 24, 2016, Afternoon
Wed., February 24, 2016, Evening (before DHPC regular meeting)
Sat., February 27, 2016, 10 am to 1 pm

Purpose: Education/explanation of options for code changes.

b. Vacancies. Matt recommended sending out a letter all district property owners to encourage owners to seek nomination to the DHPC. Karen indicated that in the notice of the workshops, a statement could be added.

6. **NEW BUSINESS:**
   Karen explained that she approved the planning review for a mechanical permit, heat pump at 225 E Main St., as the DDHD guidelines allows such equipment if not visible from the street.

7. **OTHER BUSINESS** :
   Karen informed the DHPC that the City has received a grant for improving South 1st Street. Construction is planned to occur in summer of 2017.

8. **ADJOURNMENT**: Matt motioned to adjourn and Jim seconded the motion. All were in favor. The meeting adjourned at 7:27 pm.

The next scheduled meeting: Wednesday, Jan. 27, 2016 @ 6 pm

Michael S. Smith 1/27/2016

Mike Smith, Chairman *date*

Karen J Scharer

Attest: Karen J Scharer, Planning Director