DAYTON HISTORIC PRESERVATION COMMISSION

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

Meeting Minutes

Regular Meeting, Wednesday, Feb. 25, 2015 at 6 PM

111 South First Street, Dayton, WA 99328

1. **CALL TO ORDER –** 6:00 PM
2. **ROLL CALL**

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

Staff- Karen Scharer, AICP, Planning Director

3. **ADOPTION OF MINUTES** - Matt moved to accept the 1/28/2014 Minutes with one correction, Ginny 2nd the motion. The commissioners voted to all accept the minutes with the one correction.
4. **PUBLIC HEARING:**

Augmentation to the Dayton Comprehensive Plan, adopting Washington St. and South Side Districts as subareas & adopting Local WSHD & SSHD Design Guidelines. *(List of those signing is attached)*

a. **Dale** opened the hearing at 6:04 pm and asked the audience to state their name and address when they speak and to also sign the sign in sheet.
b. **Dale** asked if anyone had objection to anyone on the DHPC participating in the hearing. If so, to do so now and state their reasons. No one responded.
c. **Karen** explained the procedures, review by DAHP, notices issued for the public hearing and that she only has received verbal positive feedback, but nothing in writing.
d. **Ginny** stated that the guidelines are not just made up. They are based on the Secretary of Interior Standards (SOIS) and the proposed guidelines are those standards which are relevant to the Dayton Register Districts. With the adoption of proposed guidelines, a property owner would not need to dig through the National Parks Service website to find guidance relevant to their proposal prior to submittal of a COA.
e. **Matt** indicated that he had a chance to discuss the guidelines with another resident and the purpose section of the guidelines. The guidelines will help to provide clarity and predictability. The proposed guidelines are written in laymen terms.
f. **Shane Loper** stated:
   i. Concern that the guidelines would apply to the inside of someone's house.
   ii. Guidelines are unjust, telling an owner how to renovate their home.

iii. Guidelines are confusing as written with use of should and shall, it's a mix of mandates with suggestions.

iv. Page 5 –3rd paragraph –"*Historic preservation is not about slowing or hindering development, but rather emphasing the value of what we already have*". Shane stated that this will limit what people can do and will slow down projects. It is un-American to come in and tell someone how to build or repair their homes. This will stop progress and repairs will not be made.

v. P 5 last para. 3rd sentence – "*When the Guidelines are followed carefully, they will provide uniform review and increased predictability, while serving as a means to prevent delays and minimize added costs to developers and builders.*" Shane indicated that nothing about the process will save time.

g. **Matt** addressed Shane's comments by saying that he thinks Shane is speaking to something bigger than the guidelines. The purpose of the document is not to slow or hinder development, "Period". The purpose is to help in interpretation of the SOIS. (standards). We are way past the point of the existence of the districts. We are here to talk about the guidelines. The guidelines help a designer interpret the SOIS and is a supplementary document to the SOIS. It is not intended to increase regulation only clarify specific to the districts.

h. Discussion ensued regarding the establishment and management of the National Register of the Districts (1986) and Local Registry of Districts. **Ginny** confirmed that COA were required prior to the establishment of the local district registry in 2009 (Dayton Registry of Washington St. and South Side Districts). The COA's for structures in districts are for the exteriors, not interiors. Ginny addressed Shane Loper's question about plaques. Some homeowners paid to have plaques in front of their homes and others have not. That is why not everyone has a plaque.

i. **Shane McGuire** stated that about 12 years ago his home was reroofed with composition shingle without a COA review. **Ginny** explained that there has not always been good communications with the City Planner and some permits were approved without DHPC COA review and approval. The roof should have had a COA and would likely not have been approved today. (also see 4 x. below)

j. **Shane Loper** stated:

i. Shane questioned "why are we doing this?" (Proposed guidelines). **Matt** stated the purpose of the guidelines and that they help an owner put together an application for COA.

ii. Shane questioned what the vote was for in 2008. It was explained that the vote was associated with the Local Registry.

iii. P6 – Who is staff who has authority to approve Minor Alterations? **Matt** stated that reference should be more specific.

iv. P 12 – Flow Chart is cumbersome.

k. **Matt** stated that some people are more visual and chart was meant for them.

l. **Mark Shuck** stated that the DHPC did not hold a special meeting to review his COA for replacement of a portion of his roof. There was water damage in the home

due to the damaged roof. Difficult to walk the line between maintaining the integrity of their homes and integrity of the district. There needs to be reasonable expectations. Should not require someone to replace with inferior materials or type of construction. (Written comments were also provided).

m. Shane Loper: P 19 – Item 2c.: "*Vinyl siding is not an acceptable product to use on historic homes within the Districts.*" Shane stated that he wouldn't use vinyl in his home, but concerned that someone with limited income may not be able to replace siding with anything but vinyl. Also he voiced concern the DHPC will mandate that such a person would spend money on paint every 5 years. Shane stated to paint his house correctly, it would be a $25000 job.

n. Matt explained there are many resources that explain what the correct materials are to use. Placing vinyl siding on an older building can cause moisture problems. The vinyl creates a vapor barrier on the outside and causes condensation on the inside. Installing vinyl is bad for the bones of the home. **Shane** indicated that it's wrong to tell someone how to spend their money. **Ginny** used the example of building codes in one reference to government requiring compliance.

o. Matt used reference to HOA's and that a historic district is similar in that they each want to preserve property values for all properties in the district or HOA.

p. Shane Loper stated that he has never wanted to be in an HOA or historic district. He questioned what happened to the flyer that said an owner could "opt-out"?

q. Linda Miller spoke about Tyvek - moisture wrapping for homes. **Matt** clarified that there is a difference between a moisture barrier and a vapor barrier. Vapor barriers are on the inside of a home & that is where the water vapor is. Older homes may have had cellulose inside the walls, Matt's home has sawdust, but the older homes do not have a vapor barrier. Steam/moisture will pass through the wall. If you put Tyvek on the outside as a moisture barrier steam will continues pass through, but once you add vinyl, that moisture will be trapped in your walls. Then you have a serious problem.

r. Shane Loper stated:

i. P 20 Windows – Shane stated that to require someone to stay with the same stuff is costly.
ii. P 21 Doors - Shane referenced that some standards are "should" and others "shall".
iii. Porches -Mandating someone to replace with the same materials is costly.
iv. P 23 – Foundations - "*Changes to the foundation shall match or be compatible with the original foundation in height, material, materials, and architectural style. Masonry and brick details are common in the historic areas of the city.*" Shane has basalt for his foundation, he doesn't want to be required to replace with basalt.
v. COA Page 1 of Application – "*Owners of property designated on the Dayton Register have signed an agreement stating that they will abide by the terms*

of Ordinance 1544 Section 5.D. A Certificate of Appropriateness must be obtained before any action is taken affecting use, exterior appearance, contributing historical interior features, demolition, new construction attached to the structure, or reconstruction/replacement." Is every property on the register? Have all properties signed?

s. Ginny stated that this paragraph (above) really applies to properties outside the district and the application form should be updated.

t. Shane Loper: COA App P1 Work Exempt - "*Repair-in-kind, if the work you want to do involves only repair using the same materials and exact same details and finishes. It is, however, a good idea to notify the Historic Preservation Commission when you are planning in-kind maintenance.*" Shane stated it is wrong to require the same material be used.

u. Matt added that staff has authority to approve a roof and also gutters with the same materials.

v. Shane Loper stated that nothing is in the guidelines about ramps.

Shane Loper questioned what the following statement is supposed to apply to: *"Note: Structures of historic residential or single-family character that have commercial uses shall comply with Historic Residential Design Standards. Bed and Breakfast accommodations are an example of a commercial use in a residential style building."*

w. Karen explained what the terms shall, should and encourage mean. To guide the City of Dayton, the use of the terms "shall," "should," and "encourage" in policies determine the level of discretion the city exercises in making using policy to make decisions. "Shall" in a policy mean that it is mandatory, is imperative, and non-discretionary. "Should" in a policy means that it is in the city's interest to carry out the policy, but the city has total discretion in making decisions. Encourage is used to provide recommended actions in policy, but the recommendation is only informative and not used in forming a policy decision.

x. **Shane McGuire** – Recommended the DHPC clearly exclude vegetation reference in the guidelines, P 6.

i. Doors – Concerned that everyone has an interpretation, while one would argue that a certain door doesn't fit a home another could argue that it does. **Matt** stated that the appeals process is shown on the flow chart. There are 7 commissioners so that it isn't only one person's opinion when a decision is made.
ii. Questioned if in his circumstances he would have been required to replace w/white 3 tab rather than shake for his roof (with the shake being historically correct). **Ginny** replied yes.
iii. **Beth-Amiee McGuir**e clarified there was wood shake under the 3 tab and Ginny stated that in that case, the city (Karen) could have approved the COA without waiting for the commission to meet and act.

y. **Shane McGuire** - Recommended having a provision for Financial hardship.

z. **Marchand Hovrud**– Questioned transparency in that it is difficult to follow the changes between the May 2014 draft and the Jan. 2015 draft.

aa. **General discussion** followed regarding the 2008 vote to form the Local register districts and availability of such records. Karen remembered that in May of 2014 the DHPC corrected the application information and reword the section that explains options residents have inside and outside a Historic District. The previous wording while accurate was confusing to homeowners.

Karen also encouraged anyone wishing to view records to give her a call to schedule a time. Shane Loper commented that a public records request could be filed.

bb. **Matt** questioned if the DHPC could act to approve a COA through e-mail. **Karen** thought it would be possible, but that then that eliminates discussion by the DHPC. She stated she would look into the legal limitations. It may not work because of the Open Meeting Act.

cc. **Karen** mentioned that the DHPC could choose to expand the Director's authority to review and approve COA's beyond the approval of roofs & gutters. Some large cities do give more authority to city staff.

dd. **Linda Miller** P 21 – Doors – She questioned if she would need to have glass diamond window panels in a replacement door. **Matt** stated that one of the first things the commission does it to review the property inventory to see if the feature is mentioned as contributing. If listed, then some type of diamond window would be needed.

Linda also questioned the replacement of a screen door. Ginny clarified that if you're replacing with a like door that would be acceptable. Karen clarified that the replacement would require a COA.

ee. **Matt** explained the benefit of Tax Evaluation when in a district and that there should be a reference in the guidelines.

ff. **Ruth Janes** asked for clarification on replacement of her screen door. Matt clarified that if it is an in-kind replacement, a COA is not required.

gg. The commission discussed next steps. **Ginny** recommended that the commission review the comments and recommendations at the next meeting. Karen explained the next meeting is March 25. **Kathy** stated the need to have a special meeting.

hh. There was further general discussion regarding information of the Dayton Historic Districts and other historic districts.

ii. **Dale** closed the public hearing comment period at 8:10 pm

jj. **Matt** recommended having a workshop on March 18, 2015 at 6 pm and the commission agreed to the Special Meeting date & time.

kk. **Ginny** commented that she does not agree with the argument that there is a need for financial waiver, as all property owners retain value for their property if they choose to maintain the property.

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

314 S. 2nd Street - Craig & Kathy George - The commission agreed with the Planning Director that since the materials being replaced were in-kind, there is no need for a COA.

Ginny moved that they not act on the COA submittal & Matt 2nd the motion. All were in favor. Kathy and Jim abstained from voting.

It was also agreed that Karen would only notify the DHPC when there is a request with in-kind materials and would not prepare the documentation typical for a COA application review.

6. **UNFINISHED BUSINESS:**

a. Schedule - Washington St. and South Side District Guidelines - Special Meeting Scheduled for March 18th, 6 pm

b. Time Sheets through Feb. –completed sheets returned. (2 hrs.)

c. 2015 DHPC 2015 Inventory Update – Kathy has updated ownerships. When the weather gets better Mike will take new photos.

Karen questioned the need to correct misinformation in the inventory. The commission agreed that they need to review districts block by block, but that will occur after they have they have the guidelines completed.

d. Workshop - Main Street Building Maintenance and Federal Tax Incentives

- Date -Mon., April 2th
- Location – Liberty Theater
- Presentations – Building maintenance, Tax incentives and Dayton Grant Program.
- Nick Van will also do a Downtown Walk-About
- Program will be available to local business and building owners. It will also be advertised to encourage other owners of buildings from other communities to attend.
- Karen agreed to put together a flyer.

e. 2014 Comp. Plan was adopted on 2/9/2015 with revisions to Historic Preservation Comp Pl. policies, Zoning regulations, and update to maps. Karen will be working on inserting the updates into the Plan and publishing the Update. More information available at: **www.daytonwa.com** *(see link on home page)*

7. **ELECTION OF CHAIRMAN & CHAIRMAN PRO TEM**

Ginny nominated and Dale 2nd the nomination of Mike Smith as Chairman. The commission unanimously approved Mike as Chairman.

Kathy nominated and Ginny 2nd the nomination of Dale Slack as Chairman Pro Tem. The commission unanimously approved Dale as Chairman Pro Tem.

8. **NEW BUSINESS:**

a. April meeting dates – The commission decided to set a tentative date of April 8, 2015 at 6pm should they need an additional meeting before providing a recommended set of guidelines to the Planning Commission. They moved the regular meeting from April 22, 2015 to April 29, 2015. The revised date is needed due to conflict with the Planning Commission schedule.

b. Demolition of Structures – Karen explained that the state has clarified that when a building is to be demolished, she is required to ultimately determine if it is over 50 years old and if eligible to be on a registry as an historic building. If it is eligible, a SEPA checklist is required to be submitted by the applicant with the filing fee and she is required to issue a threshold determination. Such a process will add time to the review of any application for demolition of a structure 50 years old or more that is also eligible to be on the register.

9. **ADJOURNMENT**

Dale moved to adjourn and Mike seconded the motion.
The meeting adjourned at 8:25 pm.

Next Meetings:

DHPC Workshop - Special Scheduled Meeting: Wednesday, March18, 2015 @ 6 pm

Regular Scheduled Meeting: Wednesday, March 25, 2015 @ 6 pm

If needed - Special Meeting April 8, 2015 and

Regular April Meeting moved to: Wednesday, April 29, 2015 @ 6 pm

Mike Smith 4/29/2015 — Mike Smith, Chair DHPC Dated

Karen Scharer 4/29/15 — Karen Scharer, Planning Director Dated

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Attachment

Public Hearing – Sign-In List w/Names & Addresses:

Shane Loper	500 S First St	Dayton WA 99328
Mark Schuck	411 S. 1st St.	Dayton WA 99328
Shane McGuire	208 E Park St	Dayton WA 99328
Beth-Aimee McGuire	208 E Park St	Dayton WA 99328
Ruth Janes	208 E Tremont St	Dayton WA 99328
Linda Miller	208 E Tremont St	Dayton WA 99328
Marchand Hovrud	206 E Park St	Dayton WA 99328