



DAYTON HISTORIC PRESERVATION COMMISSION

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

Workshop Minutes

Special Meeting, Wednesday, March 18, 2015 at 6 PM

111 South First Street, Dayton, WA 99328

1. CALL TO ORDER – 6:00 PM

2. ROLL CALL

Michael L. Smith, Chair	Present	James McCary	Present Arrived @ 7 PM
C. Dale Slack, Pro-Tem	Absent	Kathy George	Present
Matt Zanger	Present until 6:45 PM	Chrissy Talbott	Present
Ginny Butler	Absent		

Staff- Karen Scharer, AICP, Planning Director

**3. REVIEW and UPDATE of WASHINGTON ST. and SOUTH SIDE DISTRICT
DRAFT DESIGN GUIDELINES**

- a. Mike began the meeting by asking if Shane or Kristen Loper who were in the audience had anything they wished to state before the commission began their workshop discussions regarding the draft guidelines.
- b. Karen provided each commissioner with a copy of Shane Loper's email response providing input into the public hearing minutes of 2/25/2015.
- c. Matt shared his recommended updates to the draft design guidelines first since he needed to leave the meeting early at 6:45 pm.
- d. The commission agreed that Matt would be the one to draft the edits to the 1/28/2015 draft design guidelines with track changes so that the commission could act on each recommendation during the next meeting, 3/25/2015. Matt and Karen agreed to meet on Friday so that Karen could pass on the recommendations offered during the rest of the meeting.
- e. It was agreed that Karen would contact Tom Reese to clarify which "shall" & "must" statements are necessary for inclusion in the design guidelines to be consistent with the Secretary of Interior Standards.
- f. After Matt left at approximately 6:45 PM, the commission did not have a quorum until Jim arrived at 7 PM. It was announced to all in the room that there would be no action by the commission without a quorum. The three commissioners chose to keep the recording their discussion, even though there was no quorum.
- g. Kathy shared her recommended changes with a number of revisions changing "shall" statements to "should" statements, as well as, other changes. Kathy provided Karen with her written notes so that they could be forwarded on to Matt.
- h. Jim had a few comments and Chrissy did not have any.

- i. Mike stated his position on how the commission should address the comments made at the public hearing and provided his comments in writing to all commissioners. In addition Mike made recommendations to:
 - Revise the DHPC Bylaws (rules) to allow commissioners to phone in to participate in meetings. This would improve the DHPC's ability to have a quorum at special meetings to act on COA's.
 - Look at if there are projects where the DHPC should allow the Planning Director to issue an "Administrative COA" beyond just "Roofing and Gutters".
- j. The commission discussed the history of the COA form and who it intended to serve over time, and if the instructions should be incorporated into the design guidelines or left with the application. The commissioners concluded not to request that Matt fold the instructions into the design guidelines, but to only make corrections and use easier to read information and instructions.

4. ADJOURNMENT

Kathy moved to adjourn and Jim seconded the motion.

The meeting adjourned at 9:02 pm.

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

Michael Smith 3/25/2015 *Karen Scharez* 3/25/15
 Mike Smith, Chair DHPC Dated Karen Scharez, Planning Director Dated

Audience attending the Workshop, Special Meeting:

Shane & Brenda Loper	500 S First St	Dayton WA 99328
Marchand Hovrud	206 E Park St	Dayton WA 99328