



DAYTON HISTORIC PRESERVATION COMMISSION

111 South First Street, Dayton, WA 99328

Contact – 509-540-6747

Meeting Minutes

Regular Meeting, Wednesday, January 27, 2016

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

1. CALL TO ORDER – 6:03 PM

2. ROLL CALL

Michael L. Smith, Chair	Present	James McCary	Present
Matt Zanger	Present	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

3. ACCEPTANCE OF MINUTES:

Chrissy moved to accept the 11/18/2015 minutes and Ginny seconded the motion. All voted to accept. Jim seconded the motion.

Jim moved to accept the 12/16/2015 minutes and Matt 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

Karen presented the DHPC drafts for the project regarding:

- Scope of Work
- Public Participation Plan
- Schedule

Karen indicated that the scope, schedule and participation plan will be presented to the City Council for their approval. It is possible that the City Council may wish to bypass the Planning Commission and hold the public hearing, or choose to also hold public hearings after the Planning Commission makes a recommendation.

The commission discussed the drafts and provided feedback.

Ginny moved and Matt seconded a motion to establish a subcommittee to work with Karen in preparing the displays for the scheduled workshops and drafts of the DHPC recommendation (review draft code). All voted in favor.

The following commissioners agreed to attend the workshops to hear first-hand, comments by those attending.

Chrissy & Ginny	Wed., February 24, 2016, Afternoon
Ginny & Mike	Wed., February 24, 2016, Evening (before DHPC regular meeting)
Matt & Karen	Sat., February 27, 2016, 10 am to 1 pm
Karen	Mon., February 29, 2016, 4 – 6 pm & 6:30 – 8 pm (only City staff)

Mike, Ginny and Chrissy volunteered to be on the subcommittee for this project to assist with:

- Preparation of material for the workshops in February.
- Preparation of the DHPC's recommendation (draft code) to be presented to the full DHPC for review and approval for forwarding to the Planning Commission.

Matt agreed to provide graphics for the workshops as may be needed.

The commission determined that it would be beneficial to have their first DHPC meeting after the workshops on March 2, 2016. This would be a special meeting to discuss the all comments received, options available to begin formulating recommendations. The need for additional meetings would be determined at such future date when the need would arise.

The commission discussed having information about the different codes, policies, rules, forms, and other information at the workshop, as well as, a timeline of when they were applied.

The main topics of the workshops will include the survey results, and options for processing COA's in the residential historic districts.

Karen explained that there will be a portal on "EZ View" for the "Dayton - Historic Preservation Project 2016"

https://www.ezview.wa.gov/site/alias_home/34166/default.aspx

b. Commission Vacancies – Carole Lane has submitted a letter to the mayor requesting appointment to the DHPC.

6. **NEW BUSINESS:**

The 2016 Calendar for regular meetings was presented to the DHPC.

7. **OTHER BUSINESS :**

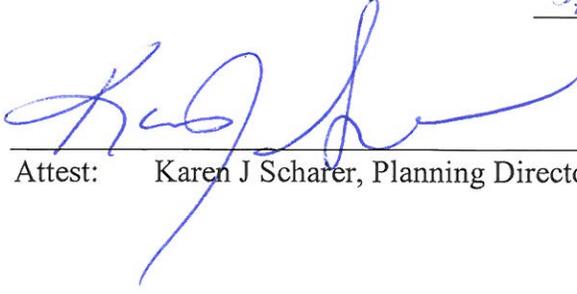
a. Karen informed the DHPC that she has been contacted from property owners to have commissioners with expertise tour their home and provide recommendations for interior improvements. The commissioners were agreeable to meet with individual property owners.

b. Commissioner training in March for those interested.

c. Karen provided a copy of a bulletin prepared regarding DMC 11-07, regarding Overlay Zones for Historic Districts.

8. **ADJOURNMENT:** Matt motioned to adjourn and Jim seconded the motion. All were in favor. The meeting adjourned at 7:37 pm.

The next scheduled meeting: Wednesday, Feb. 24, 2016 @ 7 pm

	<u>Mike Smith</u>	<u>2/24/2016</u>
Attest: Karen J Scharer, Planning Director	Mike Smith, Chairman	date

