



# DAYTON HISTORIC PRESERVATION COMMISSION

111 South First Street, Dayton, WA 99328

Contact – 509-540-6747

## Meeting Minutes

**Regular Meeting, Wednesday, March 23, 2016**

City Hall, 111 S. 1<sup>st</sup> Street, Dayton, WA

1. **CALL TO ORDER – 6:00 PM**

2. **ROLL CALL**

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

Staff- Karen Scharer, AICP, Planning Director

3. **ACCEPTANCE OF MINUTES:**

Ginny moved to accept the 2/24/2016 minutes and Chrissy seconded the motion. All voted to accept.

Ginny offered corrections to draft minutes. Corrections were made. Ginny moved to accept the 3/2/2016 minutes with correction and Carole seconded the motion. All voted to accept with corrections.

4. **DHPC Public Correspondence:** See Attachment 1

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

308 S 1<sup>st</sup> Street – Eric Turbak

The Commission reviewed the documentation as part of the COA request to modify the rear exterior of the home at 308 S. 1<sup>st</sup> Street. Karen pointed out that the proposed door is shown without outside steps or landing as would be required under the building code. The DHPC approved the COA as submitted, except for the door. The DHPC postponed approval of the door until it is resubmitted with a proposed set of stairs or landing for review.

Matt moved to approve the findings and Ginny seconded the motion. All were in favor. Matt moved to partially approve the COA and Ginny seconded the motion. All were in favor. See final COA, Attachment 2.

6. **REQUEST FOR CONSULTATION:**

Proposed Community Reader Board - Area of Potential Effects (APE)

South side of West Main St. approximately 70' west of S. Willow St.

Karen presented a memo to the DHPC with attachments regarding the proposed sign and information about the “Area of Potential Effects” (APE). The APE review is required for Federal grant funding which will be requested to fund the sign construction. The commission agreed that there are no historic structures in the immediate area of the proposed sign. Ginny moved to support the sign, and a determination that there would be no

impacts to historic properties and structures in Dayton resulting from the sign. Matt seconded the motion. The commission unanimously approved the motion.

Mike indicated that he will be signing the letter of support on behalf of DHPC. (See Attachment 3).

**7. UNFINISHED BUSINESS:**

a. HP Update – 2016 (Planning Session for DMC 5-18 Update & DHPC Rules Update)

The DHPC subcommittee met 3/23/2016 at 2pm to discuss their recommendations to the DHPC regarding procedures, flyer to property owners and ballot forms for the WSHD & SSHD “Advisory Vote to the City Council” Ballot. Ginny explained the recommended process of the subcommittee: voter forum informational materials, ballot language, and, use of a 51% return for validating the 1<sup>st</sup> and 2<sup>nd</sup> ballots. Copies of drafts were distributed.

Karen explained her additions to the highlighted draft text for the commissioner’s consideration, including review of ballot envelopes before the final count.

Super Majority: The commission discussed that a super majority on the 1<sup>st</sup> Ballot would require 75% vote in favor of one of the three choices based on the ballots received.

Ballot Discrepancies: Matt questioned what discrepancies may require a special review when counting ballots. Ginny explained that someone may mark two boxes on a ballot. Karen added that an owner may forget to sign the outer mailing envelope as one example. In such cases the County contacts the voter to allow them to add their signature so the ballot can be counted. Karen also explained that for local special elections, the county accepts ballots postmarked with the return date and received up to 10 days after the return date. They would also then validate the vote results on the 10<sup>th</sup> day.

Mike recommended that the mailing envelopes be checked on Monday, April 25, 2016, a few days after the ballot return date of April 21, 2016. Craig George, Mayor, recommended that one DHPC commission and one city council member review the mailing envelopes.

Vote Count: The commission agreed to Monday, May 2<sup>nd</sup> at 6 pm for the vote count. Matt and Mike agreed to review and count ballots. The public will be invited to attend.

Preparing & Mailing Ballots: Chrissy and Mike agreed to help update the mailing addresses and the subcommittee would help with stuffing envelopes.

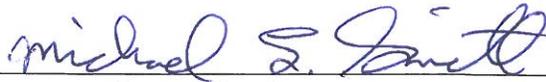
1<sup>st</sup> Ballot Language: Ginny explained that the voters will receive information regarding what the vote means under each ballot choice. The commission discussed the specific language and agreed to the final ballot language.

Voter Forum Flyer: Ginny stated what the flyer will include with a maximum of one sheet, printed on two sides. The DHPC discussed at length and revised the content of the Voter Forum Flyer.

Final Documents: Ginny moved to accept the language for the 1<sup>st</sup> Ballot, Voter Forum Flyer and procedures for ballot mailing, return, review and counting. Matt seconded the motion. All voted in favor of the motion.

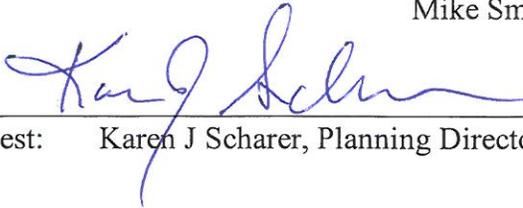
- 7. **NEW BUSINESS:** none
- 8. **OTHER BUSINESS:** none
- 9. **ADJOURNMENT:** The meeting adjourned at 8:51 pm.

*The next scheduled meeting: Special Meeting Wednesday, April 13, 2016 @ 7 pm*



Mike Smith, Chairman

5/2/2016  
date



Attest: Karen J Scharer, Planning Director