



Dayton Historic Preservation Commission

Special Meeting Minutes

Date: March 7, 2018 **Time:** 6:00 PM

Place: 114 South 2nd Street, Dayton, Washington 99328

1. **CALL TO ORDER:** Chairman Mike L. Smith called the special meeting of the Dayton Historic Preservation Commission to order at 6:00 PM.
2. **ROLL CALL:** Dayton Historic Preservation Commission members: Mike L. Smith, Chair; Chrissy Talbott, Chair Pro Tem; Ginny Butler; Carole Lane. Staff: Meagan Bailey. Dena Martin
3. **ADOPTION OF MINUTES**
 - A. January 17, 2018
 - a. Butler motion to approved minutes as presented; Lane second. All in favor none opposed. Motion carries.
 - B. February 7, 2018
 - a. Butler motion to approved minutes as presented; Talbott second. All in favor none opposed. Motion carries.
4. **NEW BUSINESS**
 - A. **Re-appointment:**
 - a. Butler motion to reappoint Smith for a second term. Lane second, all in favor. Smith will be officially reappointed at the next City Council meeting on March 14.
 - B. **2018 Elections:**
 - a. Commission Chair
 - i. Butler nominated Talbott as commission Chair. Talbott accepted.
 - ii. Butler motioned to elect Talbott as chair. Lane seconded, all approved.
 - b. Commission Vice-Chair
 - i. Butler nominated Smith as Vice Chair. Smith accepted.
 - ii. Butler motioned to elect Smith as Vice Chair. Talbott seconded, all approved.
5. **UNFINISHED BUSINESS**
 - A. **Pietryzcki Park Sign Options – Michael Smith**
 - a. Smith is waiting on more information and requested item be tabled until next meeting.
 - B. **Review of Historic Preservation Code Update: Section 8**
 - a. Made a brief review of sections 1-7 to approve previously unapproved minor edits.
 - i. Minor edits were unanimously approved.

- ii. Agreed to change Section 7C.b to require a minimum of 51%, rather than 60%, property owner approval for a group to nominate their properties as a district.
- b. Reviewed Section 8 updates.
 - i. Minor edits were unanimously approved.
 - ii. Discussion regarding the placement of Special Valuation was held. Staff will present recommendation to Commission prior to a decision being made, whether being within the code or adopted in the Bylaws.
 - iii. Agreed to add definitions for Administrative Certificate of Approval (ACOA) and Administrative Advisory Review Certificate (AARC) to Definitions in Section 4.
- c. Bailey introduced the DHPC Bylaws with initial updates and requested commission members review Sections 1 and 2 for the next meeting.
 - i. Commission agreed to streamline Bylaws by referring to code when applicable, rather than duplicating information.

C. COA 2018-002: Exterior Sign

- a. Butler motioned to adopt Findings of Fact 2018-002 Bartlett Sign. Lane seconded, all approved.
- b. Butler motioned to grant Condition of Approval 2018-002 Bartlett Sign. Lane seconded, all approved.

6. ADJOURNMENT

- a. Talbott motion to adjourn the Special Meeting of the Dayton Historic Preservation Commission at 7:04PM; Lane second. All in favor, none opposed. Motion carries and meeting adjourned.

Next Scheduled Meeting
March 26th, 2018 - 6:00 p.m.
114 South 2nd Street, Dayton, Washington 99328

Minutes approved by:

 Chrissy Talbott, Chair

 Date

Attest:

 Meagan Bailey, Planning Director

 Date