



Dayton Historic Preservation Commission

Regular Meeting Minutes

Date: June 27, 2018 **Time:** 6:00 PM

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

1. **CALL TO ORDER:** Chair Chrissy Talbott called the meeting of the Dayton Historic Preservation Commission to order at 6:00 PM.
2. **ROLL CALL:** Dayton Historic Preservation Commission members: Chrissy Talbott, Chair; Mike Smith, Vice Chair; Ginny Butler, Carole Lane. Staff: Meagan Bailey, Dena Martin. Public: J.J. Dippel
3. **ADOPTION OF MINUTES**
 - A. **May 25th, 2018**
 - a. Smith motioned to approve the Dayton Historic Preservation Commission minutes from May 25th, 2018 and Lane seconded. All in favor; none opposed. Motion carries.
4. **DESIGN/SPECIAL VALUATION REVIEW**
 - A. No design/special valuation review.
5. **NEW BUSINESS**
 - A. **Amending COA 2018-004:** 218 South 4th Street, Dayton, Washington 99328: Studio Stairs – JJ Dippel
 - a. JJ Dippel was present to discuss the project. The original approved COA included replacing the existing wooden studio entrance stairs with like-colored PVC material and adding a wrought iron handrail to the left side.
 - b. An amendment was required because when the contractors arrived and removed the existing wood stairs, it was discovered that the concrete stairs underneath, which match the main house door stairs, were in good repair and refurbishable.
 - c. The concrete stairs were refurbished, painted, and a handrail was added prior to the amended COA being presented before the Historical Commission.
 - d. Commission discussed the completed project and was pleased with the uniformity of appearance between the main house stairs and studio stairs.
 - e. Butler motioned to approve the Amended Certificate of Appropriateness 2018-004. Lane seconded. All in favor; none opposed. Motion carries.
 - B. **COA 2018-007:** 166 East Main Street, Dayton, Washington 99328: Replacing awning and adding a street banner – Dayton Chamber of Commerce
 - a. No representatives for the applicant were present.
 - b. General discussion noting that the upgrades are a “refreshing” of what currently exists with no significant changes. No concerns or suggestions.
 - c. Butler motioned to approve Certificate of Appropriateness 2018-007, replacing a typographical error referring to “windows” rather than

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“awnings” in the last sentence. Lane seconded. All in favor; none opposed. Motion carries.

6. UNFINISHED BUSINESS

A. Update on Ordinance 1935 amending Chapter 05-18 and adopting a new Chapter 5.18: Historic Preservation of the Dayton Municipal Code – Meagan Bailey

- a. Ordinance was presented to the Dayton City Council and adopted on June 13 with no issues or concerns. Bailey congratulated Commission on a job well done.

B. Review of Commission Bylaws.

- a. Commission reviewed bylaws after staff and attorney edits were incorporated. Smith suggested the following edits:
 - Page 3f – Add the words “or delegate” to City Planner “or delegate” shall act as secretary.
 - Page 5 ii – Strike the reference to a percentage necessary for a quorum to match the code and read, “A quorum shall consist of at least three (3) members and consist of a simple majority of the members.”
 - Page 6 Ci – Replace acronym OAHP with “Office of Archaeology and Historic Preservation.”
 - Change all references to National Park Service Design Standards to read “National Park Service and/or Dayton Downtown Historic District Design Standards.”
- b. Smith expressed concern that there may be a requirement for SEPA with the demolition of historic buildings. Staff will research and provide information at the July meeting.
- c. Bailey noted that item 6 on Page 19, stating that unreturned ballots shall be regarded as implied consent, has been removed from the bylaws. Commission was in agreement.
- d. A final copy of the bylaws will be sent to the Commission for review prior to the July meeting.

C. Review and discussion of public education materials.

- a. Commission reviewed, and was pleased with, staff-generated public education door hanger and poster designs.
- b. Bailey said that Council had reviewed the materials and wished to hold back on Historical Preservation public education efforts until a later date.

7. OTHER BUSINESS

- a. Bailey shared that the Planning and Building Department will host a free Short Course on Planning through the Department of Commerce on September 25th at the fairgrounds youth building. Updates will follow.

8. ADJOURNMENT

- a. Butler motioned to adjourn the meeting of the Dayton Historic Preservation Commission at 6:44 PM; Lane seconded. All in favor; none opposed. Motion carries and meeting adjourned.

Next Scheduled Meeting
July 25th, 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