



Dayton Historic Preservation Commission

Regular Meeting Agenda

Date: May 27, 2020 Time: 6:00 PM

Place: ZOOM! See next page for instructions to join

A. CALL TO ORDER

B. ROLL CALL

C. ADOPTION OF MINUTES

A. April 22, 2020

D. DESIGN/SPECIAL VALUATION REVIEW

E. UNFINISHED BUSINESS

A. Main Street Sign Report (Tabled due to COVID-19)

B. Pietrzycki Park Sign Report (Tabled due to COVID-19)

C. District Discussion

F. NEW BUSINESS

G. OTHER BUSINESS

H. ADJOURNMENT

Next Scheduled Meeting

June 24, 2020 @ 6:00 pm

111 South 1st Street, Dayton, Washington 99328

Meeting might be held via tele-conference

Meagan Bailey is inviting you to a scheduled Zoom meeting.

Topic: Regular Meeting of the Historic Preservation Commission

Time: May 27, 2020 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83828037397>

Meeting ID: 838 2803 7397

One tap mobile

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Dial by your location

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Meeting ID: 838 2803 7397

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Dayton Historic Preservation Commission

Regular Meeting Minutes

Date: April 22, 2020 Time: 6:00 PM

Place: ZOOM!

A. CALL TO ORDER

- A. Chair Mike Smith called to order the regular meeting of the Dayton Historic Preservation Commission at 6:02 pm.

B. ROLL CALL

- A. Members present: Mike Smith, Ginny Butler, and Carole Lane

Members absent: Rusty Figgins

Staff present: Meagan Bailey, Director of Planning & Community Development

C. ADOPTION OF MINUTES

- A. January 22, 2020

- i. A motion was made by Lane and seconded by Butler to approve the January 22, 2020 meeting minutes as presented; none opposed. Minutes approved.

D. DESIGN/SPECIAL VALUATION REVIEW

- A. COA 2020-02 – My Dad’s Place

- i. Applicant Terry Bartlett was available via phone to answer questions regarding the application. The application presented indicates the replacement of the multi-pane windows to single-pane, or “picture window” along the storefront. Bartlett confirmed that the window size will remain the same after the install and that all multi-pane windows will be replaced.
 - ii. Smith read the Findings of Fact for the Certificate of Appropriateness as prepared. A motion was made by Lane and seconded by Butler to approve the Findings of Fact with amendments; none opposed. Motion carries.
 - iii. A motion was made by Butler and seconded by Lane to approve Certificate of Appropriateness 2020-02 for My Dad’s Place; none opposed. Motion carries. The Certificate of Appropriateness is issued as amended.

E. UNFINISHED BUSINESS

- A. Main Street Sign Report (Staff)

- i. Staff informed the commission that guidance is requested in selecting a location for the proposed sign. Staff will work with commission members on potential locations once the COVID-19 restrictions have been lifted. If no location can be decided on, staff can submit a budget request for the 2021 budget cycle to afford the easement necessary to place the sign on Chief Springs property as originally desired.

B. Pietrzycki Park Sign Report (Smith)

- i. Due to school closures the sign is unable to be made at this time. The commission informed staff that it is desirous to have the \$500 budget originally approved by council to be allocated in 2021 to allow the project to be completed once COVID-19 restrictions are lifted.

F. NEW BUSINESS

A. Project ideas and discussion

- i. Smith proposed restoring the Grist Wheel on the Touchet Levee Path as a future project. However, due to COVID-19, it is unlikely to get contractors/specialists on site to discuss the rehabilitation process at this time. This will be revisited once COVID-19 restrictions have been lifted.
- ii. Butler proposed the extension of the Main Street District boundary to the West; staff will compile information pertaining to this process and present at the next regular meeting.

B. SHB 2868 – an act related to allowing for extensions of the special valuation of historic property for certain properties; amending RCW 84.26.070 and 84.26.050; and creating a new section

- i. The commission discussed uncertainties regarding the requirements for the extension, and requested clarification if an applicant must spend an additional 25% on the property prior to receiving an approved extension; staff will connect with DAHP for guidance.
- ii. Lane discussed her property, and shared information received from the County Assessor about her ineligibility to qualify for the extension; staff will review applicable files and discuss with the assessor and DAHP for guidance.
- iii. The commission shared a joint interest in sending a mailer or notice to properties that currently receive Special Valuation tax credits and to inform them of the new extension opportunities; staff will prepare a draft letter and present at the next regular meeting.

G. OTHER BUSINESS

A. 2020 Chair and Vice-Chair Nominations and Elections

5-18.20. - Dayton Register of Historic Places (DRHP).

- B. Criteria for designating historic resources in the DRHP. Any building, structure, site, object or district may be designated for inclusion in the DRHP, if it:
1. Is significantly associated with the history, architecture, archaeology, engineering or cultural heritage of the community; or
 2. Has integrity and is at least 50 years old; or
 3. Is less than 50 years and has exceptional importance; and
 4. Historic resources to be designated must fall in at least one of the following categories:
 - a) Is associated with events that have made a significant contribution to the broad patterns of national, state, or local history;
 - b) Embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction;
 - c) Is an outstanding work of a designer, builder or architect who has made a substantial contribution to the art;
 - d) Exemplifies or reflects special elements of the city's cultural, special, economic, political, aesthetic, engineering or architectural history;
 - e) Is associated with the lives of persons significant in national, state or local history;
 - f) Has yielded or may be likely to yield important archaeological information related to history or prehistory;
 - g) Is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with an historic person or event;
 - h) Is a birthplace or grave of an historical figure of outstanding importance and is the only surviving structure or site associated with that person;
 - i) Is a cemetery which derives its primary significance from age, from distinctive design features, or from association with historic events, or cultural patterns;
 - j) Is a reconstructed building that has been executed in an historically accurate manner on the original site; or
 - k) Is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.

C. Nomination of individual properties and districts.

1. *General.* The nomination for a historic resource to the DRHP must include a description of the boundaries of the proposed nominated area and the buildings,

structures, objects, and sites contained therein, and a statement explaining how the historic resource(s) meet(s) the criteria under section 5-18.16. The commission may establish additional standards for a complete application for an individual property and for a district in commission bylaws.

a) *Individual property.*

- i. Any person may nominate a property with a building, structure, site, or object for inclusion in the DRHP.
- ii. The applicant must obtain a written statement acknowledging that the property owner(s) understand the nomination process and the results of such a designation, and wishes to have their property listed in the DRHP.
- iii. In cases where multiple persons or entities own a single property, a simple majority of the property owners must submit a written statement.

b) *Districts.* Any group of property owners or the commission may nominate their properties as a district for inclusion in the DRHP, provided:

- i. At least two contributing properties are contiguous.
- ii. A minimum of 51 percent of the property owners (one owner signature representing each property) must sign the nomination form confirming:
 - 1) The property owner(s) support designation of the district.
 - 2) The property owner(s) agree to the form for review of alterations; either mandatory compliance with a certificate of approval (COA) or voluntary compliance with an advisory review certificate (ARC).
 - 3) All nominations resulting in district designation, must comply with the requirements of this code for historic demolition.

D. Designation of individual properties and districts.

1. *General.* The commission shall consider the merits of a nomination, according to the provisions in section 5-18.16 and shall consider the Dayton Historic Inventory and the Dayton Comprehensive Plan.
2. *Review process.* The commission shall establish standards for applications, forms, review, process, and notice for the nomination and designation to the DRHP in commission bylaws and rules.
3. *Individual properties.* The designation of a DRHP individual property shall include all features on the exterior of buildings, structures, and other historic resources that contribute to its designation as an individual property on the DRHP and may include interior contributing features. The designation shall also include a description of non-contributing additions and structures in existence at the time of designation.
4. *Districts.* The designation of a DRHP district shall include description of the boundaries of the district; the characteristics of the district properties which justifies its designation; a list of all properties to be included; exterior building features,

structures, sites and objects which contribute to the designation of the DRHP district. The designation shall also include a description of non-contributing structures in existence at the time of designation.

5. *Commission actions.*

- a) Commission written findings and decision shall be forwarded to the city council for final consideration when designating an individual property or district for inclusion to the Dayton Register of Historic Places.
- b) Commission written findings and decision denying designation of a nominated individual property or district for inclusion in the Dayton Register of Historic Places shall be final, unless appealed.
- c) Appeals. An appeal of the commission decision may be filed with the city clerk within ten days of the commission written decision.

6. *Council action.*

- a) *Designations.* The city council shall consider and take final action on nominations the commission forwards for designation in the DRHP.
- b) *Appeals.* The city council shall consider and act on appeals filed for commission decisions denying inclusion of a nomination (individual property or district) in the DRHP.

7. *Records of individual properties.*

- a) *Notice on title.* The designation of a property on the DRHP shall be recorded at the Columbia County Office of Records. The designation shall apply to the entirety of the property as described in the approval of the designation regardless of future property division or ownership.
- b) *Record of designation.* The commission shall retain the record of designation, together with the original nomination materials, and any testimony or additional materials considered during the nomination and designation process that established the eligibility of the historic resource in the DRHP.
- c) *Map.* Property on the Dayton Register of Historic Places will be identified on the official zoning map. This identification does not add to or change the zoning classification of the property.
- d) *Amendments to record of designation.* Additional materials may be administratively added to the city's record of designation, gathered to keep the record current or elaborate on established facts in the record of designation. Notice of such an action shall be provided by the commission as provided in the commission bylaws.

8. *Records of districts.*

- a) Notice on title. The designation of a district on the DRHP shall be recorded at the Columbia County Office of Records, on all properties contained within the district.

- b) The designation shall apply to the entirety of the district regardless of future property division or ownership.
- c) Record of designation. The commission shall retain the record of designation, together with the original nomination materials, and any testimony or additional materials considered during the nomination and designation process that established the eligibility of the historic resource in the DRHP.
- d) Map. Districts on the DRHP shall be identified on the official zoning map. Only when a district zoning overlay is adopted will zoning be amended for district properties.
- e) Zoning. A district with alternative zoning standards and/or zoning incentives shall be implemented through the adoption of a zoning overlay.
- f) District design guidelines. Other than the Secretary of Interior Standards, district design guidelines shall be adopted as an addendum to the comprehensive plan.
- g) Amendments to record of designation. Additional materials may be administratively added to the record of designation, gathered to keep the record current or elaborate on established facts in the record of designation. Notice of such an action shall be provided by the commission as provided in the commission bylaws.

10. *Results of designation in the DRHP.*

- a) Historic resources listed in the DRHP shall receive the following benefits:
 - i. Designation denoting significant association with the historic, archaeological, engineering or cultural heritage of the community.
 - ii. All uses and restrictions established by the underlying zoning, existing conditional use permits, and other applicable design standards shall remain in effect unless changed through due process.
 - iii. Benefits as stated in section 5.18-17 of this title.
 - iv. The building official shall consider waiving certain code requirements in accordance with the Washington State building code for existing structures.
 - v. Property owners are provided technical assistance from the commission through the COA, ARC and/or HDC processes.
 - vi. Property owners of individually listed property and/or contributing property in a district may be advised in applying for grants and/or tax incentives for rehabilitating their property, as resources and funds are available.
- b) Historic resources listed in the DRHP shall comply with title 5 as follows: Prior to the commencement of any work on a register property, excluding ordinary repair and maintenance and emergency measures, the owner must request and receive a certificate, as applicable (COA, ARC or HDC), from the commission for the proposed work. Violation of this requirement is grounds for the commission to

review the property for removal from the register and for city to take code compliance action under DMC title 21.

([Ord. No. 1935](#), § 2, 6-13-2018)

SECTION IV: PROCESS FOR THE FORMATION OF LOCAL HISTORIC DISTRICTS

These rules establish the process for the formation of a local historic district, as set forth in the City of Dayton Historic Preservation Ordinance No. 1935.

A local historic district is a definable district that represents one or more periods of architecture and that is designated by a local ordinance that falls under the jurisdiction of a local historic preservation review commission. It deals only with the appearance of the properties in the district, not with the use of those properties. A local district protects the significant properties and the historic character of the district.

There shall be an open public meeting to hear the completed nomination of the local historic district. At this meeting, the public shall have the opportunity to speak for or against the formation of the district. After public input, the Dayton Historic Preservation Commission shall make a final recommendation regarding the formation of the local historic district.

A. EDUCATION

1. A minimum of two (2) public meetings shall be held.
 - a. Parcel owners in the affected area shall receive written notification of these meetings by U.S. Postal Service.
2. Further public education is desirable.
 - a. Flyers and /or brochures.
 - b. Newspaper articles.
3. An informational packet shall be given to parcel owners.
 - a. Period of significance.
 - b. Design standards.
 - c. Benefits to the parcel owner.

B. BOUNDARIES

1. Boundaries shall be stated using street names and map directions.
2. A map of local historic districts shall be posted and available in three (3) public places.
 - a. Map will show boundaries, including alleys, as well as parcels.

C. VOTING

1. Ballots shall be sent to all property owners. If multiple parcels are owned, a corresponding number of ballots shall be sent.
2. Ballots shall be mailed to parcel owners with self-addressed stamped, return envelope enclosed. A positive vote indicates that the parcel owner is FOR formation of the district.
3. In order for a district to be formed, there must be a 51% majority.
4. If a property owner owns more than one (1) parcel, s(he) is entitled to one (1) vote per parcel owned. In the case of multiple names appearing on the deed, one (1) signature of an authorized person will be sufficient.
5. Deadline for return of ballots shall be clearly and prominently placed on the ballot.
6. Notification of the vote's outcome shall be mailed to the parcel owners in a timely manner. A legal notice shall also be placed in a local newspaper.

7. A majority vote shall be submitted to the Dayton Council for their approval.
- D. OBLIGATIONS AND BENEFITS**
1. Exterior work on ALL properties within the local historic districts is subject to a Certificate of Appropriateness (COA), City of Dayton Municipal Code Section 5-18.37.
 2. As long as Dayton remains a Certified Local Government, contributing homes shall be eligible for special tax valuation consideration.
 - a. Special tax valuation requirements are set forth in the City of Dayton Municipal Code 5-18.16.