

**AGENDA**  
**DAYTON HISTORIC PRESERVATION COMMITTEE**

**DATE:** WEDNESDAY, DECEMBER 19, 2018  
**PLACE:** CITY HALL ANNEX, 408 FERRY STREET  
**TIME:** 6:30 PM

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<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE #</u>
A.	CALL TO ORDER	
B.	APPEARANCE OF INTERESTED CITIZENS	

This time is reserved for questions or comments from persons in the audience on any topic.

C.	APPROVAL OF MINUTES OF MEETING OF AUGUST 15, 2018	2-4
D.	DISCUSSION OF UPCOMING CLG GRANT CYCLE	
E.	DISCUSSION OF BROCHURE FOR NEW RESIDENTS OF HISTORIC PROPERTIES	
F.	OTHER BUSINESS	
G.	ADJOURN	

Posted: 12/10/2018  
Cyndi Park, Librarian

*Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Dayton AT LEAST 32 WORKING HOURS (4 DAYS) prior to the meeting date in order that appropriate communication assistance can be arranged. The City Hall Annex is accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.*

**NEXT MEETING DATE**  
**Wednesday, January 16, 2019**  
*City Hall Annex, 408 Ferry St, Dayton*

Dayton Historic Preservation Committee  
Minutes of Meeting of August 19, 2018

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Members present: Judy Gerrard, Kim Courtin, Kelly Haverkate, Wayne Herring  
Members absent: Dave Hargett  
  
Staff: Cyndi Park

The meeting was opened by Chair Judy Gerrard at 6:34 pm.

**Appearance of Interested Citizens**

**Approval of Minutes of Meeting of July 18, 2018**

Kim Courtin made a motion to approve the minutes as presented, which was seconded by Kelly Haverkate. The motion passed unanimously, 4-0.

The sign is in at Brookside and the landscaping looks great thanks to Kim and those that helped her.

The preservation plan draft has been submitted by Dave Pinyerd, and is in need of final edits and review. Committee members are asked to review the document and submit edits to Kim's personal email address by the evening of August 21<sup>st</sup>.

**CLG Review**

Kuri Gill from the State Oregon Heritage office was in attendance at the meeting to perform the Certified Local Government review that is required to be completed every four years. She explained the role of the state in the administration of the federal CLG grant funds that are available to cities in the program.

The committee was invited to comment on the following questions:

1. Historic Preservation Commission

- Is the commission fully constituted (no vacancies), and have copies of current members' resumes been forwarded to the SHPO?
- Are reasonable efforts made to appoint at least a few historic preservation "professionals"?
- Approximately how many times per year does the commission meet?
- Are written minutes kept and available to the public?
- Are proper public notices given for commission meetings?

HPC Committee comments – Recently the committee has been able to fill vacancies as they have occurred, and there were multiple applicants for the last vacancy. The city should plan for attrition and might have to solicit new members in the future. The committee meets every month, as long as there are agenda items to discuss. The minutes of past meetings are posted online, there was a delay as some staff changes occurred.

2. Protection of Historic Properties

- Does the historic preservation ordinance still contain appropriate protections for designated historic properties?
- Are the historic design review decisions made by the staff and/or commission appropriate and in keeping with accepted historic preservation standards?

- Are commission members and staff provided training in how to apply historic preservation standards?
- Are local historic preservation decisions consistent with decisions made through either the state or federal historic preservation process?

HPC Comments: The committee clarified that they can review proposed changes against the criteria in the code, and can recommend for or against a project, but ultimately the decisions rest with the City Council. The committee expressed their concern with the ordinances surrounding historic overlay zones. Kuri clarified a new rule change made by the state in reference to new properties that are being identified and placed on the registry. She also clarified that grant funds could be used to make design guidelines for the entire city that would help to preserve the historic nature of the community. The committee thought that this could be especially useful for infill projects. Kuri advised the committee that the funds could be used to join preservation organizations and to send committee members to conferences, particularly to the upcoming conference Tacoma the following summer.

### 3. Maintain Appropriate Historic Property Records

- Is there an organized filing system for properties that have been surveyed or listed in historic site registers?
- Are these records available to the public?
- Are survey and inventory records consistent with SHPO standards and provided to the SHPO for integration into the master statewide system?

HPC Comments: Citizens can access information about historic properties from City Hall and from the website. There is the hope that some kind of welcome packet could be given to new residents when they move to town.

### 4. Participation in the National Register Nomination Process

- Has the CLG provided SHPO written comments on National Register nominations?
- Have nominations submitted by the CLG been approved by the State Advisory Committee on Historic Preservation and the National Park Service?

HPC Comments: Kuri wondered if there were some properties in town that were not included in the National Register that would perhaps like to be. As the CLG for Dayton, this committee would be required to comment on the nomination.

### 5. Public Education and Awareness

- Does the CLG sponsor or support events and activities that promote awareness, understanding, and appreciation for historic properties within the community?

HPC Comments: The committee would like to see some kind of easy to access document on the website that discusses the do's and don'ts of having a historic site. There is a historic walking tour available online and as a packet in City Hall. The HPC puts out a bi-annual newsletter, and just completed the Brookside sign. The kiosk is also a source of information for visitors. Kuri stressed the importance educating the community about the value of the historic sites, CLG funds can be used for speakers if desired. Award programs are also an allowable use of CLG funds, can take many forms such as plaques, calendars, scavenger hunts, coloring books, etc. CLG funds can also be used for trainings for realtors, contractors and others. Might want to partner with neighboring communities to invite a speaker targeted to a specific group – contractors, realtors, etc. Design guidelines for the community are always popular projects, and involve a presentation to the community of findings which increases awareness.

### 6. Grant Management

- Has the CLG used its grant funds appropriately and completely?

- Has grant paperwork been submitted to the SHPO in a timely and organized fashion?
- Are grant records in good order and maintained for the appropriate 5-year (?) retention period?

HPC Comments: Kuri recommended that we should do a preservation plan as a grant-funded project, possibly the grant cycle following this one. Chair Judy Gerrard wondered if there was perhaps another path that the HPC could try in the future so that they did not have to find a willing property owner that has money on hand to participate with such quick turnaround. Kuri recommended that we set priorities for preservation to measure future projects against. Fund projects that most closely align with the established priorities. Kuri again reminded us that grant funds cannot be used to paint properties. Stories of indigenous and historically marginalized communities are important too, and can be told through interpretive grant-funded projects.

Kuri announced that Dayton is still a CLG and congratulated on the commission on their fine work.

### **Other Business**

Kim Courtin reminded everyone of the upcoming dedication/ribbon cutting at Brookside.

Send edits to Kim by end of day on the 21<sup>st</sup>.

### **Adjournment**

Kim Courtin made a motion to adjourn, seconded by Dave Hargett. The motion was passed unanimously at 7:25 pm.

Respectfully submitted,

Cyndi Park  
Librarian