

*SCOPE / SCHEDULE / PARTICIPATION PLAN (RES. 1283)*  
**CITY OF DAYTON**  
**Scope of Work**  
**2016 - Historic Preservation Policy, Code**  
**and Process Update Project (HPP-2016)**

**A. GLOSSARY**

- COA – Certificate of Appropriateness  
DHPC – Dayton Historic Preservation Commission  
DMC – Dayton Municipal Code  
DMC 5.18 - Dayton Municipal Code Chapter 5.18, Historic Preservation Chapter  
SSHD – South Side Historic District  
*Reference is used with the “Local” (Register) or “National Register” of Historic Places.*  
STV – Special Tax Valuation  
WSHD – Washington Street Historic District  
*Reference is used with the “Local” (Register) or “National Register” of Historic Places.*

**B. PROBLEM STATEMENTS**

1. DMC 5-18. is organized and/or subtitled, so as to result in tendency for misinterpretation. Sections of the code have been either miss-quoted and/or miss-applied. One example is the interpretation of DMC 5-18.02(C.) as applied to individual properties in the Dayton Register of Historic Places and as applied to properties within a Dayton Register Historic District.
2. Code provisions of this Chapter are not fully consistent with city policy, other DMC Chapters and provisions within DMC 5-18.
3. A number of SSHD and WSHD property owners are dissatisfied with the requirements for COAs under DMC Chapter 5-18 Code and consider the code to disregard individual property rights.\*

**C. GOALS OF PROJECT**

1. Adopt Historic Preservation Code amendments consistent with the Comprehensive Plan and with wide support by stakeholders (individual and district property owners, DAHP, DHPC, DPC, city staff and community groups).
3. Eliminate inconsistencies with City Policy within the Historic Preservation Code.
4. Develop consistencies between city policy, Historic Preservation Codes, DHPC Rules, and application forms. Also, eliminate redundancy in Historic Preservation Codes and DHPC Rules.
5. Develop provisions to allow for exceptions when a property owner has a financial hardships.
6. Reduce review time of COAs and STVs, while maintaining compliance with the Open Public Meetings Act.

**D. DELIVERABLES & RESPONSIBILITIES**

	Planning Dept.	DHPC	DPC	CC
<b>Survey for SSHD and WSHD property owners &amp; tabulate results</b>	L	R		
Develop Key Options for policy and code amendments	L	R <sup>1</sup>		
Open house / Workshops – Education displays & materials encouraging Input for Key Options	L	R <sup>1</sup>		
Public Hearings – Public Testimony			L	R (optional)
<b>Written Recommendations</b>	R	R	R	
<b>Draft Ordinance</b>	L	S		
<b>Adopt Amendments</b>	S			L
<b>Revise Rules and Forms</b>	S	L		

L = Lead Responsibility    R = Responsibility    S = Support

<sup>1</sup>DHPC appointed subcommittee

**E. TIMELINE**

See attached schedule.

***\*Background:***

*There are strong differing opinions of district property owners regarding individual property rights, and also the need for all owners to preserve the historic character their homes and the districts. The local WSHD and SSHD were each created by the Dayton City Council in 2008 and 2009 respectfully. District(s) formation occurred after residents of each district cast a majority vote in favor of forming their district. In 2015, a number of WSHD and SSHD property owners came forward during DHPC meetings to explain that before the vote in 2008 they understood a district property owner could choose (at a future date) to have their property removed from a district. Codes were available for public review and community meetings were held in Oct. 2008 where it was clearly stated that property owners would not have an option to withdraw (from the district) should the district be formed. However, previous versions of COA application instructions at the time were confusing and easily misinterpreted. The COA application reference to property owners “opting out” of their individual property listing on the Dayton Register was misinterpreted by some to allow property owners in districts the choice of “opting out” of a district.*

**Schedule –HPP– 2016 Revised 7/11/2016 – RES 1283**

<b>Phase 1 – PUBLIC OUTREACH AND DRAFTING</b>		
<b>Timeline</b>	<b>Task</b>	<b>Notes</b>
10-2015 -11/2015	Residential District Survey	Complete
1/2016	Scope of Work	Complete
1/2016	Process/Public Participation Plan	(P/P) Complete
1/2016	Survey Prepared for DDHD	Send with Open house notice
1/2016	DHPC recommendations on P/P	Complete
2/2016	Council approval of P/P	Complete
<b>Staff analytical work</b>		
12/2015 – 8/2016	Identify code revision options (DMC 5-18 & DMC 11-07) for: districts, COA, process, DHPC membership, Update data, history/background information, district ownership information	Ongoing
<b>City/DHPC Open House and Workshops</b>		
Wed. 2/24/2016	Open house and Workshop focus on: Moving Forward - Options for Districts & Permit review process	2 - 4 pm & 5 -7 pm prior to DHPC Regular Meeting Complete
Sat. 2/27/2016	Open house and Workshop focus on: Moving Forward - Options for Districts & Permit review process	10 am – 1 pm Complete
Mon. 2/29/2016	Open house and Workshop focus on: Moving Forward - Permit review process options	4 – 6 pm and 6:30 – 8 pm (only City staff) Complete
<b>DHPC Meetings, Review Recommendation</b>		
3/23/2016	DHPC discussion of workshops held and options for policy and code change	Complete
7/2016	2 <sup>nd</sup> Meeting Discussion	Direction given to City Planning Staff for DHPC recommendation Ongoing
8/2016	3 <sup>rd</sup> Meeting Discussion _	Direction given to City Planning Staff for DHPC recommendation Ongoing
9/2016	Recommendation on amendments <i>Alternative rec. may be provided by staff.</i>	Forward to DPC for public hearing

**PHASE 2 as APPROVED by CITY COUNCIL**  
**per City Council Meeting Minutes**

**NEW ADDITION -**

**PHASE 2 – ADVISORY VOTE TO CITY COUNCIL FOR DISSOLVING DAYTON REGISTER (LOCAL) SSSH & WSHD**

GENERAL TIME LINE      S = Shortest timeline (6 wks)      L = Longest timeline (16 wks)

**Realistic estimate to be an 8 – 10 week schedule** for the City Council to hold the required public hearing and take final action on considering whether to dissolve the districts, provided one or two special meetings of the City Council can be facilitated.

Prepare documents <del>2-wks</del>	S <u>LASAP</u>												
Publish Notices : <del>SEPA/60-day &amp; Hearing- Notice only Published on a Thursday Expedited version</del>	<u>ASAPS</u>												
SEPA Comment / Appeal Period ( <i>Assumes no appeal</i> )	S <u>L ASAP</u>												
<del>Introduce to Council Ordinance to City Council for Dissolution of Districts</del> <i>Schedule on regular mtg?</i>	S <u>LASAP</u>												
<del>City Council Public Hearing</del> <i>Schedule on regular mtg?</i>					S							L	
<del>Comm. Expedited Review, OR...</del>				S	L								
<del>Comm. 60-day comment- period (if not expedited)</del>												S	L
<del>City Council Action- After SEPA Final &amp; 60-day notice</del> <i>Schedule on regular mtg?</i>					S								
Implementation Tasks for Dissolved Districts – Property Title Recordings – Extinguish Local District on Title ( <i>Budget Item if City funds recordings</i> ) Revise Zoning Maps, Revise Inventory Records, Comp Plan. Update reference in text of CP, Update City Website, DAHP records													

**Below Draft of Phase 2 Not Approved,  
see revised timeline on Page 4a for Approved Phase 2.**

<b>PHASE 2 – ADVISORY VOTE TO CITY COUNCIL FOR DISSOLVING DAYTON REGISTER (LOCAL) SSHD &amp; WSHD</b>																	
<b>GENERAL TIME LINE      S = Shortest timeline (6 wks)      L = Longest timeline (16 wks)</b>																	
<b>Realistic estimate to be an 8 – 10 week schedule</b> for the City Council to hold the required public hearing and take final action on considering whether to dissolve the districts, provided one or two special meetings of the City Council can be facilitated.																	
<b>WEEK</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
<b>Prepare documents 2 wks</b>		S	L														
<b>Publish Notices : SEPA/60 day &amp; Hearing</b> <i>Notice only Published on a Thursday</i>			S		L												
<b>SEPA Comment / Appeal Period</b> <i>(Assumes no appeal)</i>					S			L									
<b>Introduce to Council</b> <i>Schedule on regular mtg?</i>				S				L									
<b>City Council Public Hearing</b> <i>Schedule on regular mtg?</i>						S						L					
<b>Comm. Expedited Review, OR ...</b>					S	L	OR...										
<b>Comm. 60 day comment period (if not expedited)</b>											S		L				
<b>City Council Action</b> <i>After SEPA Final &amp; 60 day notice Schedule on regular mtg?</i>						S		<b>Realistic estimate to be an 8 – 10 week schedule</b>								L	
<b>Implementation Tasks for Dissolved Districts –</b> Property Title Recordings – Extinguish Local District on Title ( <i>Budget Item if City funds recordings</i> ) Revise Zoning Maps, Revise Inventory Records, Comp Plan. Update reference in text of CP, Update City Website, DAHP records																	

<b>PHASE 3 - POLICY AND CODE UPDATE PUBLIC REVIEW PROCESSES</b>		
<b>SEPA &amp; Public Hearing Notice</b>		
9/2016	Conduct SEPA review	Analyze environmental consequences that would result from the proposed changes.
9/2016	Send Notice of SEPA TD & Hearing	30 days prior to public hearing
9/2016	Send Commerce 60 Day Notice of Intent to Adopt	
<b>Dayton Planning Commission (DPC) review and hearing</b>		
10/2016	Planning Commission review of revisions to the comprehensive plan and development regulations.	Comprehensive Plan changes only if needed.
10/2016& TBD	Planning Commission public hearing(s) on amendments	
10/2016	Planning Commission discussion of hearing testimony and possible modifications	Staff prepares draft ordinance
10/2016	Planning Commission Recommendation on amendments	Updated ordinance forwarded to State Dept. of Commerce.
<b>City Council review and action</b>		
11/2016	Schedule City Council study sessions on proposed amendments and Planning Commission recommendation(s) & Alternatives	
11/2016	<u>Optional</u> - City Council public hearing on proposed amendments	
12/2016	City Council Action	
12/2016	Publish Notice of Adoption in paper	
12/2016	Submit final Ordinance to State	
<b>Rules and Forms Update</b>		
1-3/2017	DHPC drafts and approves rule and form changes consistent with amendments.	

**DAYTON HISTORIC PRESERVATION  
HPP-2016**

**PUBLIC PARTICIPATION PLAN**

**1. Purpose and mission.**

Public participation is an essential part of the City of Dayton's planning process. This public participation program provides the framework for public input on the review amendment, and ultimate update of the city's Historic Preservation Code DMC 5-18.

In designing this program, the City of Dayton attempts to involve the broadest cross-section of the community, particularly encouraging involvement of both groups and individuals.

**2. Early and continuous participation**

From the onset of the process, including the creation of the participation program, the city staff will seek public involvement by using methods that include surveys, information bulletins, and distribution lists for all interested parties to receive regular notices, meeting advertisements, and a webpage with up to date content. The public will be well advised of the opportunities for involvement and particularly encouraged to participate in providing views and comments on key options available for code and process updates.

The following groups of stakeholders have been identified and each (along with individuals) will be given notice of initial opportunities to comment and to also request emailed notice of future opportunities.

Stakeholders groups currently identified:

- Dayton City Council
- Dayton Mayor and City Staff
- DPC - Dayton Planning Commission
- DHPC - Dayton Historic Preservation Commission
- DDHD - Downtown Dayton Historic District property owners
- SSHD -South Side Historic District property owners
- WSHD - Washington Street Historic District property owners
- Individual -Dayton Register of Historic Places property owners
- DAHP -WA ST Department of Archeology and Historic Preservation Dayton
- Chamber of Commerce {Downtown Merchants}

---

---

### **3. Communication and information**

City staff will encourage participation through outreach and educational efforts, including a webpage with bi-monthly updates. A bulletin-type publication posted, and updated regularly at City Hall. This bulletin is designed to describe the opportunities for public involvement, and provide contact information, including the web site, and email, address for public inquiry and comment.

### **4. Public meetings and notice**

All public meetings will be advertised by formal public notices posted and published in consistent locations including City Hall, Dayton Library, "The Waitsburg Times" (local weekly newspaper) . Interested parties will be further notified through an email notice distribution list.

### **5. Provisions for open discussion and written comments**

Public workshops will be advertised and made accessible to a broad audience of stakeholders. Discussion will be ensured and encouraged by designated time for facilitated discussion. Public hearings will be held prior to adoption of amendments.

Written comments will be accepted and encouraged at all venues and in various forms, including email messages and facsimiles. Notice of public comments periods will encourage written comments and provide contact information.

Comments should be addressed to the City of Dayton Planning Dept., 111 S. 1<sup>st</sup> Street, Dayton, Washington 99328; 509-540-6747; or (E-mail Address) [kscharer@daytonwa.com](mailto:kscharer@daytonwa.com) . Planning staff will encourage public comments be in writing so they can be forwarded to the DHPC, DPC and be officially recognized as part of the public hearing process.

### **6. Consideration of public comments.**

All comments on draft proposals and alternatives will be accepted and brought to the attention of the DHPC and DPC for their consideration prior to their decision to forward a recommendation. Written comments will also be available to each City Council Member and will be kept on file for public review.

Those commenting will receive notification of opportunities for further involvement and commenting, should new opportunities be added.