

DOWNTOWN DAYTON HISTORIC DISTRICT DESIGN GUIDELINES

**Created by
Dayton Historic Preservation Commission**

Approved - October 12, 2012
by the
Dayton Historic Preservation Commission

**DAYTON CITY COUNCIL ORDINANCE 1873
Adopted 2/9/2015**

DOWNTOWN DAYTON HISTORIC DISTRICT DESIGN GUIDELINES

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HISTORY OF DOWNTOWN DAYTON HISTORIC DISTRICT

Downtown Dayton, Washington, is significant as a reminder of late 19th and early 20th century agriculture on the southeastern Columbia Plateau. The town of Dayton emerged in the 1870s as a prosperous agricultural service center. Stimulated by the enormous success of regional dry-land wheat farming, its designation as the seat of Columbia County in 1875, and the arrival of the railroad in 1881, Dayton flourished as the hub of local commerce. As a whole, the district represents the physical evolution of the heart of a small community, sustained by agriculture for over 130 years.

The central business district is a four-block-long area situated in the small farming community founded in 1871 by Jesse N. Day. Dayton's downtown is a mix of late 19th-century and early 20th-century brick commercial buildings ranging in date from 1880 to 1949. Of primary importance are the 1881 Dayton Depot and the 1887 Columbia County Courthouse, both listed individually on the National Register of Historic Places. The district encompasses about two-thirds of the small downtown core, and contains 42 buildings, 29 of which are considered contributing.

The development of downtown Dayton was typical of agricultural towns in the 1870s and 1880s. Three to four blocks of wood-frame, false-fronted commercial buildings lined Main Street during its first ten years. In the early 1880s, however, a series of fires destroyed individual structures as well as entire blocks of structures. Rebuilding occurred quickly with local brick from A.J. Dexter's brick factory, lumber from the town's planing mill, and iron from the local Columbia Iron Works.

Over the next two decades the new business blocks included many two and three-story brick buildings with vertical proportions, ornate roofline detailing, and cast iron storefronts fashionable in the late 19th century. The predominate style was Italianate. Historic photos show that even the single-story brick buildings were enlivened with unusually elaborate parapet detailing. In the 1890s, elaborate Italianate cornices gave way to fanciful corbelled brick detailing above storefronts, around upper-story windows, and along parapets.

Pivotal buildings erected in the 1880s and 1890s included the Columbia County Courthouse, the Guernsey-Sturdevant Building, the Day Building, the Hotel Dayton, the Lockwood Building, Weinhard Hall, the Odd Fellows Building (now demolished), and the Dayton Depot (moved downtown in 1899 from its original location across the Touchet River).

In the first two decades of the 20th century, modest one-story and a few two-story masonry structures filled in vacant lots and replaced older wood-frame structures. These buildings continued the traditional Main Street formula in their façade and storefront design.

Historic photos reveal virtually no new construction and few substantive changes to existing buildings from 1920 through the early 1940s. After World War Two, but still within the historic period, the Art Moderne style was the first to alter the traditional streetscape of downtown Dayton with a setback from the sidewalk. Two more new buildings in a spare post-war style went up, replacing older brick structures.

Today, the Downtown Dayton Historic District consists largely of the same stock of late 19th and early 20th century buildings. The preponderance of these date from the decade of the 1880s. Character-defining features from the historic period include the alignment of buildings with zero-setback along Main Street, rooflines with stepped parapets and corbelled brickwork, the rhythm and pattern of vertically-proportioned windows at the second-story level, exposed brick masonry and stucco facades, and storefronts with traditional configurations of bulkhead, recessed entry, display windows, and transoms. The overall character of the district still strongly reflects a small but prosperous, turn-of-the-century agriculture center.

In recent years, a number of inappropriate alterations have been reversed, as property owners seek to recapture the historic character of downtown Dayton. These rehabilitation efforts range from full-scale, accurate restorations, to replacement of badly altered storefronts with new but compatible fabric. The carefully executed restorations of the Dayton Depot and the Columbia County Courthouse together served as the catalysts for these projects.

DAYTON HISTORIC PRESERVATION COMMISSION

About the Commission

The Dayton Historic Preservation Commission was established in 1992 to ensure that the historic and cultural resources within the City of Dayton are preserved for future generations.

The members of the Commission consist of volunteers appointed by the Mayor and approved by the City Council. Volunteers seeking a vacant position must demonstrate interest and competence in historic preservation and have experience in identifying, evaluating and protecting historic resources. A volunteer is selected from his or her discipline in fields such as, but not limited to, architecture, historic preservation, archaeology, education, planning or history. Commissioners work with the program's professional staff to designate and protect significant historical and cultural resources.

Commissioners are responsible for:

- Identifying and actively encouraging the conservation of the City of Dayton's historic resources and initiating and maintaining a register of historic places;
- Reviewing proposed changes to the properties designated on the register of historic places;
- Raising community-wide awareness of the City's history and historic resources; and,
- Serving as the City's primary resource in matters of history, historic planning and preservation.

Dayton Historic Preservation Commission Meetings The Dayton Historic Preservation Commission holds one regularly scheduled meeting each month in the City Council Chambers at Dayton City Hall, 111 South First Street, Dayton, WA unless otherwise announced. For more information on meeting times and locations, call 509-382-2361, or e-mail kscharer@daytonwa.com.

City of Dayton Historic Preservation Ordinance No. 1544: Dayton Municipal Code (DMC) 5-18

The Dayton City Council adopted an historic preservation ordinance in 1992, creating the Dayton Historic Preservation Commission and providing for guidelines to preserve historic sites within the City of Dayton. In 2008, Ordinance No. 1768 was adopted to include DMC 5-18.37, establishing procedures for the demolition of historic structures.

DESIGN GUIDELINES FOR COMMERCIAL REHABILITATION

General – Establishing the area of work

Buildings in the Downtown Dayton Historic District are commercial in nature, are built with common or abutting walls and typically have a primary façade that faces the street. The design, material and fenestration are usually more elaborate on this primary façade since it is the most visible part of the building.

A. Primary Façades

1. Buildings should have a designated primary façade. The main entrance to the building should be on the primary façade, oriented towards the street it serves. Corner buildings typically have a primary facade and secondary façade.

B. Secondary Façades

1. Where visible from the public right-of-way, secondary façades should be treated in the same manner as primary façades. The material and design of the secondary façade may differ from the primary façade but should be respected and retained.
2. Where buildings are built on a walk way or other public right-of-way, the installation of pedestrian oriented elements such as windows or entries should be considered to help activate the street level and articulate the façade.

C. Tertiary or Rear façades

1. Rear façades on buildings typically face an alley or the rear of another building. Changes to these areas will be reviewed on a case-by-case basis with consideration as to how it might affect adjoining properties.
2. Entrances on the rear should clearly be secondary entrances and the design should avoid a false historicism.

Façade Rehabilitation

Most of the buildings in Dayton are built with local brick, brick with stucco, or stone. Typically the higher fired and decorative brick was used on the primary façade and the lower cost brick was used on the secondary and rear façades.

A. Original Material

1. Original material such as brick, stone, and mortar shall be retained.
2. Historic masonry walls allowed for the transmittance of water and water vapor to properly function. Surface treatments such as “breathable” and non-breathable water proofing sealants shall be avoided as they will trap pollutants, debris, and water within the masonry and accelerate deterioration.
3. When repair or replacement of masonry or mortar is required, a similar material shall be used.
4. New masonry added to the structure or site, such as new foundations or retaining walls, shall be compatible with the color, texture, and bonding pattern or original or existing masonry.

B. Cleaning

1. Masonry shall be cleaned only when necessary to halt deterioration or to remove graffiti and stains, and always with the gentlest method possible such as low pressure water and soft-bristle brushes.
2. Brick and stone surfaces should not be sandblasted. Other dry or wet grit or abrasive blasting should not be undertaken. These abrasive methods of cleaning erode the hard surface of the material and accelerate deterioration.
3. There are mild detergents and chemical cleaners available that are compatible with certain types of masonry; however, such aggressive cleaning products should only be a last resort and should be used by a qualified restoration professional. Chemical cleaning products that could have an adverse chemical reaction with the masonry material, such as acid on limestone or marble, should not be used.

C. Repointing

Historically, one of the primary functions of mortar was to provide a drainage path for water that gets into a wall assembly. Typically older mortar was sand and lime mixed with water to create a blend with high porosity and permeability, or interconnected homes. The high porosity and permeability of the mortar allowed water to pass through and better absorbed the stress of freeze thaw action. Newer mortar mixes contain a large amount of Portland cement, which increases workability and in some cases strength, but decreases the porosity and permeability and therefore the ability of the mortar to allow water to drain out of the wall without the use of a weep hole.

1. When repointing, it is imperative to match the joint size, profile, color, ingredient's porosity, and permeability of the original mortar. Using an incompatible mortar for repointing may result in spalling brick, efflorescence, and accelerated deterioration.
2. Repointing should be done on mortar joints where there is evidence of moisture problems or when sufficient mortar is missing to allow water to stand on the joint.
3. The use of pneumatic hammers, grinders, and saws to remove mortar can seriously damage the adjacent brick. Enlist the services of a qualified restoration professional for this activity.

D. Painting

1. The original appearance of masonry surfaces shall be retained, including early signage, wherever possible. Some brick walls were painted originally for practical and aesthetic reasons.
2. It is very difficult to remove paint from brick without damaging the protective surface of the brick. Paint should not be removed from a brick surface unless through testing it is determined that the process will not damage the brick itself.
3. Unpainted masonry should not be painted or sealed. This will drastically change the function of the wall and result in accelerated deterioration.

E. Windows and Doors

1. Existing window and door openings shall be retained. Original openings that have been covered or blocked in should be re-opened when feasible.
2. New window and door openings should not be introduced into the primary elevation(s). New openings may be permissible on secondary façades if the opening follows the same proportions of adjacent windows.
3. Much of a building's defining character comes from the window design. Typically the upper story windows in Dayton are vertical in orientation, wood, and double hung. Original windows, door and hardware shall be retained where possible. The stylistic

period or periods a building represents shall be respected. Replacement is acceptable if elements are no longer repairable and/or functioning properly.

4. New windows for replacement or missing windows should match the original in material, size, general muntin and mullion proportion and configuration, and reflective qualities of the glass. Different materials may be acceptable on a case-by-case basis. Replacement sash should not alter the setback relationship between window and wall. Double pane glass is acceptable.
5. Heating and air conditioning units should not be installed in the window frames when the sash and frames may be damaged. Window installations should be considered only when all other viable heating and cooling systems would result in significant damage to historic materials. Window installations may be acceptable in minor façades.

F. Lintels, Arches, and Sills

1. Lintels, sills, architraves, pediments, hoods, and steps shall be retained and repaired if possible. These elements should not be introduced unless there is archival evidence suggesting their presence and design.

G. Awnings and Canopies

Awnings and canopies provide a good opportunity for building signage and identification.

1. Awnings should have a traditional shape such as a tent shape or be rounded when the opening is arched. Aluminum or plastic awnings should not be used.
2. Lettering should be of a scale and design that is appropriate to the building.

H. Storefronts

The storefronts of downtown Dayton were originally used for merchandise display.

Storefronts are typically divided into three sections:

Bottom – bulkhead, typically wood, stone, or brick

Middle – glass display section framed with thin metal structural members

Top – transom and steel lintel typically define the highest point of the storefront system. The transom was used primarily to allow light deep into the store.

Original storefronts and components such as windows, door configuration, transoms, signage, and decorative features shall be retained. Existing storefront posts should remain exposed, or be uncovered in order to express the rhythm of a streetscape of façades. The storefront should have a strong horizontal form at its top to differentiate it from the upper façade. Where original or early storefronts no longer exist or are too deteriorated to save, the commercial character of the building should be retained through:

1. Contemporary design which is compatible with the scale, design, materials, color, and texture of the historic buildings.
2. An accurate restoration of the storefront based on historical research and physical evidence.

I. Roofs, Cornices and Details

A cornice or other strong horizontal elements typically finish downtown Dayton façades.

1. Wherever possible, existing cornices and brackets shall be retained and restored. In the event a cornice is deteriorated beyond repair or is missing, it should be replaced to match the original in design, color, texture, and other visual qualities or is appropriate to the style of the building.
2. The original roof shape shall be preserved.
3. New skylights and vents should be behind and below parapet level.
4. See **Mechanicals and Service Areas**

J. Accessibility Considerations

It is imperative to identify the historic building's character-defining spaces and features so that accessibility code-required work will not result in their damage or loss.

1. Owner should check with state and local building officials to determine the most appropriate solution to access problems.
2. Design new or additional means for access that are compatible with the historic building and its setting.

K. Energy Consideration

Most historic buildings in the district were built without significant mechanical ventilation. These buildings relied on a natural ventilation system. Operable double-hung and transom windows provide significant natural ventilation when working properly. Awnings were used to control light and heat and should be considered as part of a natural ventilation system. Interior offices and rooms typically had operable transoms for further air circulation and should be retained where allowed by code, as part of the natural ventilation system.

1. If it is determined that retrofitting measures are necessary, then such work needs to be carried out with particular care to ensure that the building's historic character is retained.
2. Insulation should be installed where possible in attics and basements. When adding insulation to exterior walls, care should be taken in understanding the affect this action will have on the function of the wall assembly.
3. Maintain operable windows and blinds so that occupants can individually control their environment.
4. Improve thermal efficiency of windows and doors with weather stripping, storm windows, interior shades, and if appropriate, blinds and awnings.

Mechanical and Service Areas

A. Mechanical equipment

1. Mechanical equipment (i.e. heating and cooling devices and telecommunications equipment) and service areas (i.e. dumpster enclosures) should be located out of the public view, and designed as an integral part of the overall building design. They may be placed at the rear of the building, recessed on the roof of the building, or screened by appropriate fencing.
2. Low-profile mechanical units and elevator shafts may be appropriate on rooftops that are not visible from the street. If this is not possible, rooftop equipment should be set back or screened from view.
3. Skylights or solar panels should also have low profiles and not be visible from public right-of-ways. These features should be installed in a manner that minimizes damage to historic materials.
4. Particular attention will need to be given to mechanical equipment located at street level. If the equipment cannot be relocated, it should be screened in a way appropriate to the streetscape and neighboring architecture.

Building Relocation and Demolition

- A. Any relocation or demolition plans must be approved by the Historic Preservation Commission prior to applying for the appropriate city permits.

DESIGN GUIDELINES FOR NEW CONSTRUCTION AND NEW ADDITIONS

There are many examples of historic architecture and a few of modern architecture in downtown Dayton. These individually styled buildings contribute to the overall character of the streetscape through their pedestrian-oriented design. Historically the lower levels of these buildings housed a retail component allowing people to engage with the building at the street level while the upper levels were used for offices, lodging and meeting space. Employees, residents and customers help to enliven the street and create a vibrant downtown.

Maintaining the continuity of the street frontage preserves the character of the downtown streetscape. New construction should provide street-level, pedestrian-oriented uses on all street frontages, and should follow the setback of its neighbors. Design for new construction should respect the adjacent buildings but not imitate them. The following are design considerations put forth by the National Trust for Historic Preservation to help integrate new construction into historic districts.

A. Proportions

The average height and width of the adjacent buildings typically determines the general proportions of the façade. While infill openings may be several lots wide, the design should attempt to break up such a mass into bays either by articulating the façade or through changes in material. However, care should be taken to keep the amount of different materials used on the building to a minimum as a large variation can detract from the overall design.

B. Rhythm

A streetscape taken as a whole has a visual rhythm. This does not mean that every building has the same height, width, and window pattern. The rhythm comes from the variations of height, width, and openings within a general framework. New design should fit into the established rhythm of the streetscape.

C. Scale

The scale of all new buildings should complement that of existing buildings. Scale should consider width, the number of bays and lineal feet, and height in terms of both the number of stories and the height of the building above grade.

D. Massing

Massing considers the overall volume or size of a building. Compatible designs need not be created through replication but should reflect a consideration of the massing of nearby buildings.

E. Height

Although there are sections of the street frontage with buildings of the same height, changes in height are common. It is recommended that a new building stay within one to two stories of adjacent buildings.

F. Materials

Dayton Main Street buildings are primarily brick, stucco and display glass storefronts. Design for new construction should emphasize the use of quality building materials and be compatible with the scale, size, and texture of existing adjacent materials.

G. Façade

Downtown façade designs vary widely but are generally consistent in terms of a few basic elements. In addition to a consistent street frontage, downtown façades typically feature a storefront at the base, strong horizontal expression lines, and some type of parapet at the top, with no visible roof.

Glossary

Arch: A structural element in masonry construction, curved in shape, used to span the top of an opening by means of wedge-shaped bricks or stones (voussoirs). Typical arched openings can be found above windows and doors.

Architrave: A horizontal element, similar to a beam, that rests on top of a series of columns and spans across the entire façade of a building. Common examples may be found in Classical or Italianate architecture.

Awning: A metal frame clad with fabric attached over a storefront door or window, to provide protection from the sun or rain.

Bulkhead: The opaque part of a storefront that forms a base for one or more display windows.

Cantilever: A structural element which is supported only on one end and extends beyond without additional support from below. A building's upper story, balcony, and parapet are examples which often cantilever beyond portions of the building below.

Clerestory: A high wall with a band of windows along the very top.

Corbel: A piece of masonry (brick or stone) jutting out of a wall to carry a projection above such as a cornice or balcony.

Corbelled brickwork: A shelf or ledge, which is formed by projecting successive courses of masonry out from the face of the wall.

Cornice: Any crowning horizontal projection, especially the molding that projects out along the top of a roof parapet, but also may occur above storefront. It may be constructed of stone or brick masonry, wood, or pressed metal panels.

Double-hung window: A window with two sashes which are vertically stacked and simultaneously operable.

Efflorescence: A whitish staining on masonry, stucco or concrete caused by water migrating through the surface, evaporating, and leaving salt deposits. The movement of groundwater into building foundations and wicking upwards into masonry, stucco or concrete walls is very often the cause of efflorescence.

Exposed brick masonry façade: A façade constructed of brick masonry which is the actual finish and is not painted over or covered in stucco.

Façade: An exterior face of a building. The main entrance of a building is generally considered the primary façade. The exterior faces of a building which are visible from the street but are not the main entrance. The tertiary façade is the rear face of the building.

Fenestration: Refers to the windows and doors in the exterior of a building.

Finial: A decorative ornament at the top of a corner, gable roof, pinnacle, or spire.

Gable roof: A roof type with one ridgeline and equal downward-sloping sides. The end of the roof (gable end) is triangular in shape.

Glazing: Panes of glass set in frames for windows and doors.

Iron cresting: A decorative ornament along the ridge of a roof.

Lintel: The horizontal member or element above a door or window opening.

Mansard roof: A roof type with a double slope all around, the lower portion longer and steeper than the upper portion.

Marquee: A suspended or cantilever roof-like structure, often bearing a signboard, projecting over an entrance, as to a theater or hotel.

Muntin: Horizontal and vertical strips of wood or metal separating and holding individual panes of glass in a single window.

Mullion: A slender upright dividing two or more windows.

Ordinary Repairs: On-going maintenance of a building as needed to keep the property in a sound condition. Typical types of ordinary repairs may include, but are not limited to, cleaning, caulking, touch-up painting, replacing small sections of damaged trim or roofing, repointing decayed mortar joints, replacing broken glazing, and refastening of loose elements.

Parapet: A low wall for protection, which projects above of a roof which may include a cornice.

Pediment: A decorative stepped parapet wall at the top of a building, as well as the triangular space created by sloping cornices occurring above windows and doors in Classical or Italianate architecture.

Pier: A vertical supporting member or element (usually of stone, brick or metal) which frames a storefront opening or separates storefront openings within a single building.

Pilaster: A column in flattened, rectangular shape, projecting slightly from the face of the wall.

Portico: A small covered porch leading to the entrance of a building, the roof is generally gabled.

Preservation: The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

Quoin: Large cornerstones used in the construction of brick or stone walls that may be either structural or decorative. Quoins are used to give the impression of strength and firmness to the outline of a building.

Recessed entry: An entry which steps back, usually at an angle, from the principal plane of the storefront.

Reconstruction: The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Rehabilitation: The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

Repointing: The process of renewing mortar joints in masonry construction.

Restoration: The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

Rustication: Masonry with massive, strongly textured or rough-hewn blocks and sharply sunk mortar joints.

Sash: The portion of a window frame which holds the glazing. Sashes may be fixed or operable.

Sawtooth coursing: A course of bricks which are laid “corner out” at a 45 degree angle, such that they present a jagged face.

Segmental arch: A shallow masonry arch; an arch that is less than a semicircle.

Setback: A distance from the property line to a building.

Spalling: The result of water entering brick, concrete or stone and forcing the surface of the masonry to peel, pop out or flake off due to freeze-thaw cycles.

Spandrel: The portion of the facade below the sill of an upper story window, or transom, and above the lintel of the window or display window directly below it.

Stabilizing: The act or process of structural reinforcement, weatherization, or correction of unsafe conditions. Temporary stabilization should always be carried out in such a manner that it detracts as little as possible from the historic building's appearance.

Statuary: Groups of statues.

Storefront: A manufactured exterior system used for commercial buildings which is typically divided into three sections. The bottom portion includes the bulkhead. The middle portion includes large display windows, entry doors, and piers/columns or pilasters which subdivide the façade into bays. The upper portion includes the transom windows and steel lintel. Historically, storefront frames were cast iron or wood with glazing. Storefront occurs at the ground floor of a building.

Storefront kickplates: Decorative bulkhead panels, usually ranging from 18” to 24” in height, which occur along the bottom of commercial storefront windows and constructed of metal or wood.

Stucco façade: An exterior cement paste finish applied over the exterior of the building. In historic buildings, stucco is typically applied over brick masonry.

Suspended metal canopy: A flat horizontal metal roof which projects over the sidewalk in front of a building and is supported by cables or rods tying back to the building.

Temporary Emergency Repairs: The act or process of structural reinforcement, weatherization, or correction of unsafe conditions. Temporary emergency repairs are considered to be temporary in nature and not a final fix. Temporary emergency repairs should always be carried out in such a manner that it detracts as little as possible from the historic building's appearance. Also see Stabilization.

Transom: A glazed area above a display window or door separated from the display window or door by a horizontal framing member (the “transom bar”). The glazing in the transom may be fixed or operable.

Variegated brick facing: Brickwork which has a blend of varying colors, often a mottled in appearance and occasionally having black iron spots.

Voussoir: A wedge or pie shaped stone used in the construction of an arch or vault.

Weeps: Openings at the bottom of masonry walls to allow moisture trapped behind the wall to drain.

Zero-setback: A building which is built right up to the property line.

EXPLANATORY DRAWING OF GLOSSARY TERMS



DESIGN REVIEW APPLICATION PROCESS FOR DOWNTOWN DAYTON HISTORIC DISTRICT

CERTIFICATE OF APPROPRIATENESS

Before a building or demolition permit may be issued for any structure within a local historic district, a Design Review application must be reviewed and approved by the Dayton Historic Preservation Commission (DHPC). Upon approval, a Certificate of Appropriateness (COA) is granted.

The following actions **DO NOT** require a COA:

- Ordinary repairs and maintenance, including painting
- Emergency measures, defined as “work necessary to prevent destruction or dilapidation to real property or structural appurtenances thereto immediately threatened or damaged by fire, flood, earthquake or other disaster”. *Dayton Ordinance 1544 Section 3.K*
- Interior work (unless seeking tax valuation)

The following **DO** require a COA:

- Replacing exterior finishes
- Replacing roof, including gutters and downspouts, with different finish materials
- Changing existing doors and windows
- Altering or adding sidewalks, driveways or parking areas
- Altering, adding or removing chimney
- Altering, adding or removing foundation
- Altering or removing contributing historical exterior features
- Exterior signage

The DHPC meets monthly to review applications and approve or deny the issuance of permits to projects. The Building Official may not issue a building permit until receiving an approved COA.

If application is denied, the DHPC’s report may include recommendations for changes to be made before Commission will reconsider applicant’s plan. Any decisions made by the DHPC may be appealed by applicant to City Council for a final decision, per Dayton City Ordinance 1544 Section 6.C.4.

DESIGN REVIEW APPLICATION PROCESS

1. Applicant contacts City of Dayton staff to receive Design Review Application.
2. Applicant fills out Design Review Application.
3. Completed application must be received at least five (5) business days prior to DHPC meeting.
4. City of Dayton staff reviews application and determines completeness.
5. Once application is complete, City of Dayton staff will:

- a. Schedule application's review by DHPC at next regularly or specially scheduled meeting.
 - b. Make arrangements, if necessary, for the DHPC to visit the property.
6. City of Dayton staff review design-related project criteria and prepare recommendation for DHPC review.
7. As part of its deliberation, the DHPC shall review the proposed work using information from the site visit and application materials, and compare this information with the design review criteria.
8. DHPC approves or denies project as proposed.
 - a. Owner's signature required on COA.
9. Appeals may be made to City Council



Dayton Historic Preservation Commission

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CERTIFICATE OF APPROPRIATENESS FOR DOWNTOWN DAYTON HISTORIC DISTRICT Design Review Application

Property Address _____ Date Received: _____
Applicant/Owner _____ Received by: _____
Mailing Address _____ Hearing Date: _____
Daytime Phone _____ E-mail _____ Application approved
(YES) (NO)

HISTORICAL BACKGROUND INFORMATION: (Information available at Dayton City Hall)

Name of Property _____
Original Building Use _____
Construction Date _____

**IMPORTANT: PLEASE READ THE GENERAL INFORMATION CAREFULLY BEFORE
COMPLETING THIS APPLICATION FORM.**

A Certificate of Appropriateness is requested for:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Preservation | <input type="checkbox"/> Rehabilitation (Change of use; New construction) |
| <input type="checkbox"/> Restoration | <input type="checkbox"/> Reconstruction |
| <input type="checkbox"/> Demolition | |

Required Documentation:

- | | |
|---|---|
| <input type="checkbox"/> Detailed description of work | <input type="checkbox"/> Photographs and/or slides –
current and historic (if available) |
| <input type="checkbox"/> Samples or
Manufacturer's product information | <input type="checkbox"/> Scale drawings (plans, elevations, sections, details) |

Please attach detailed description of your proposed work and how it will affect the historic architecture of the building. *(Use additional page if needed to provide complete detailed description)*

Certificates are referred to the Dayton Historic Preservation Commission for review. The Commission meets monthly. The completed application must be submitted no later than one week prior to the scheduled meeting. A Certificate of Appropriateness does not replace a building or zoning permit.

I hereby certify that I am the owner of the property or that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his/her authorized agent.

Signature of Owner or Authorized Agent

Date

FOR OFFICE USE ONLY

The Dayton Historic Preservation Commission has reviewed the Certificate of Appropriateness and recommends in conformance with Ordinance 1544:

- ☐ Approval of Certificate of Appropriateness
- ☐ Approval of Certificate of Appropriateness with Conditions
- ☐ Denial of Certificate of Appropriateness

Dayton Historic Preservation Staff

Date

Chair, Dayton Historic Preservation Commission

Date