



DAYTON CITY COUNCIL
111 S. 1st Street, Dayton, WA 99328

CRAIG GEORGE, MAYOR

**PRELIMINARY AGENDA
REGULAR MEETING
Wednesday, July 10, 2019
6:00 p.m.**

1. CALL TO ORDER
 - A. Roll Call
2. CONSENT AGENDA – RECOMMENDED ACTION:
 - A. Approve City Council Meeting Minutes as written for June 12, 2019
 - B. Approve Special City Council Meeting Minutes as written for June 26, 2019
 - C. Approve Voucher Warrants as audited by the Finance Committee
 - D. Approve Payroll Warrants for May 2019
3. SPECIAL GUESTS AND PUBLIC COMMENT
4. COMMITTEE/BOARD/COMMISSION REPORTS
5. REPORTS OF CITY OFFICERS
 - A. Planning Department and Code Compliance Updates – Meagan Bailey
 - B. Wastewater Treatment Plant Project Update – Trina Cole
 - C. E. Clay Street Overlay Project Update – Trina Cole
 - D. Inert Waste Disposal Site Application Update
6. UNFINISHED BUSINESS
 - A. Recommended Action: Authorize Resolution No. 1384, adopting Residential Historic Design Guidelines
7. NEW BUSINESS
 - A. Recommended Action: Authorize Resolution No. 1385, amending Dayton Historic Preservation Commission By-laws to reflect new meeting location
 - B. Recommended Action: Authorize Ordinance No. 1949, amending Title 1 of the DMC adding Chapter 1-24, Planning and Community Development
 - C. Recommended Action: Authorize Resolution No. 1386, creating the position of Director of Planning and Community Development and adopting job description for said position
 - D. Recommended Action: Authorize Ordinance No. 1950, amending Ordinance Nos. 1942 and 1947, the 2019 Salary Schedule, creating a new classification (for Director of Planning and Community Development) and amending the salary schedule to provide for said new classification and effective date
8. FINAL PUBLIC COMMENT
9. ADJOURN

Next regular meeting is August 14, 2019 at 6:00 p.m. at Dayton City Hall, 111 S. 1st Street, Dayton, WA 99328.

DAYTON CITY COUNCIL MINUTES
Special Meeting
Wednesday, June 26, 2019
111 S. 1st Street
Dayton, WA 99328

1. CALL TO ORDER

Mayor Pro Tem Delphine Bailey calls the meeting to order at approximately 6:00 p.m.
Roll Call: Present: Kathy Berg, Matt Wiens, Byron Kaczmarski, Delphine Bailey,
Dain Nysoe
Absent Mike Paris, Mayor Zac Weatherford is excused.
Staff: Deb Hays, Deputy Clerk

2. UNFINISHED BUSINESS

Recommended Action: Authorize Resolution 1381, authorizing the Mayor to sign an Interlocal Agreement with Columbia County for Bituminous Surface Treatment services associated with N. Cherry Street and S. 5th Street projects. Councilmember Dain Nysoe makes a motion to approve Resolution 1381, authorizing the Mayor to sign an Interlocal Agreement with Columbia County for Bituminous Surface Treatment services associated with N. Cherry Street and S. 5th Street projects. Councilmember Kathy Berg seconds the motion. Motion carries unanimous.

3. NEW BUSINESS

Public Hearing 2020-2025 6-year Transportation Improvement Plan

Recommended Action: Authorize Resolution No.1382, adopting the 2020-2025 6-year Transportation Improvement Plan. Councilmember Dain Nysoe makes a motion to Authorize Resolution No.1382, adopting the 2020-2025 6-year Transportation Improvement Plan, Councilmember Byron Kaczmarski seconds the motion. Motion carries unanimous.

Recommended Action: Authorize Resolution No.1383, Authorizing the Mayor to Execute a Water Quality Combined Financial Assistance 2019 Agreement with the State of Washington Department of Ecology Totaling \$990,000 for the Wastewater Treatment Plant Design Phase. Councilmember Kathy Berg makes a motion to Approve Resolution No.1383, Authorizing the Mayor to Execute a Water Quality Combined Financial Assistance 2019 Agreement with the State of Washington Department of Ecology Totaling \$990,000 for the Wastewater Treatment Plant Design Phase. Councilmember Dain Nysoe seconds the motion. Motion carries unanimous.

4. ADJOURN

With no further business to come before the Council, the Special Meeting is adjourned at 6:04 p.m.

City of Dayton

By: Zac Weatherford, Mayor

Attested:

Trina D Cole, City Administrator

Approved:

07/10/2019

Date



Register

07/10/2019 Agenda
Item No. 2(B)

Fiscal: 2019
Deposit Period: 2019 - June, 2019 - May
Check Period: 2019 - June - June 30, 2019 - June - June 15, 2019 - June - June 12, 2019 - May - May 31, 2019 - May - May 15, 2019 - May - May 8

Number	Name	Print Date	Clearing Date	Amount
Bank of Eastern Oregon	7270002352			
Check				
<u>50200</u>	Northwest Administrators	3/31/2019	5/2/2019	\$1,350.83
<u>50201</u>	Dept Of Revenue	5/31/2019	5/29/2019	\$5,690.34
<u>50202</u>	Bank of Eastern Oregon	5/31/2019	5/31/2019	\$5.00
<u>50203</u>	Bank of Eastern Oregon	5/31/2019	5/21/2019	\$5.00
<u>50204</u>	Dayton Mercantile	6/18/2019		\$138.52
<u>50212</u>	Centurylink	5/17/2019	5/20/2019	\$921.53
<u>50264</u>	U.S. Bank Global Corporate Trust Services	6/15/2019		\$16,972.42
<u>50265</u>	U.S. Bank Global Corporate Trust Services	6/15/2019		\$33,473.76
<u>50266</u>	U.S. Bank Global Corporate Trust Services	6/15/2019		\$10,315.91
<u>50267</u>	U.S. Bank Global Corporate Trust Services	6/15/2019		\$470.00
<u>50268</u>	Dept Of Revenue	6/30/2019		\$6,212.76
<u>50286</u>	AG Link, Inc	6/13/2019		\$151.42
<u>50287</u>	Anderson Perry & Assoc	6/13/2019		\$14,917.50
<u>50288</u>	Backflow Management, Inc	6/13/2019		\$1,050.00
<u>50289</u>	Bank Of America	6/13/2019		\$699.45
<u>50290</u>	Blue Mountain Humane Society	6/13/2019		\$600.00
<u>50291</u>	Centurylink	6/13/2019		\$942.10
<u>50292</u>	City Lumber & Coal Yard	6/13/2019		\$284.95
<u>50293</u>	City of Dayton	6/13/2019		\$72,786.46
<u>50294</u>	Col Co Planning & Building	6/13/2019		\$1,313.31
<u>50295</u>	Col CO Solid Waste	6/13/2019		\$12.00
<u>50296</u>	Col Co Treasurer	6/13/2019		\$43,970.09
<u>50297</u>	Cole, Trina D	6/13/2019		\$175.24
<u>50298</u>	Coleman Oil Company	6/13/2019		\$2,253.51
<u>50299</u>	Dayton Chronicle	6/13/2019		Void
<u>50300</u>	Dayton Mercantile	6/13/2019		\$61.80
<u>50301</u>	Dayton Tractor & Machine, Inc	6/13/2019		\$138.42
<u>50302</u>	Dept Of Labor & Industries	6/13/2019		\$56.88
<u>50303</u>	Doug's Septic Service Inc	6/13/2019		\$190.00
<u>50304</u>	Eddie Strickland	6/13/2019		\$28.00
<u>50305</u>	Kie Supply Corporation	6/13/2019		\$336.37
<u>50306</u>	Leonard Snider	6/13/2019		\$33.28
<u>50307</u>	McGregor Company	6/13/2019		\$389.07
<u>50308</u>	Menke Jackson Beyer &	6/13/2019		\$580.50
<u>50309</u>	National Safety, Inc	6/13/2019		\$643.90

Number	Name	Print Date	Clearing Date	Amount
<u>50310</u>	Neofunds BY Neopost	6/13/2019		\$300.00
<u>50311</u>	Northwest Administrators	6/13/2019		\$1,159.65
<u>50312</u>	One Call Concepts, Inc	6/13/2019		\$26.29
<u>50313</u>	Owen Equipment CO	6/13/2019		\$1,153.06
<u>50314</u>	Pacific Power	6/13/2019		\$13,812.82
<u>50315</u>	Pape Machinery Exchange	6/13/2019		\$88.10
<u>50316</u>	Pepsi Cola - Walla Walla	6/13/2019		\$31.25
<u>50317</u>	Powers, Chester M	6/13/2019		\$134.00
<u>50318</u>	Ramon Streby	6/13/2019		\$106.60
<u>50319</u>	Skyline Parts Inc	6/13/2019		\$484.69
<u>50320</u>	Taylor Brown	6/13/2019		Void
<u>50321</u>	Total Office Concepts	6/13/2019		\$152.99
<u>50322</u>	Touchet Valley Television, Inc	6/13/2019		\$65.00
<u>50323</u>	US Bank	6/13/2019		\$32.00
<u>50324</u>	Vision Forms, LLC	6/13/2019		\$982.30
<u>50325</u>	WA City/county Management Assoc	6/13/2019		\$185.00
<u>50326</u>	Walla Walla Regional Water	6/13/2019		\$90.00
<u>50327</u>	Washington State Penitentiary	6/13/2019		\$1,400.00
<u>50328</u>	Zac Weatherford	6/13/2019		\$80.00
<u>50329</u>	Dayton Chronicle	6/13/2019		\$426.03
<u>50330</u>	Taylor Brown	6/13/2019		\$60.70
<u>99950224</u>	Northwest Administrators	5/31/2019	5/31/2019	(\$191.18)
		Total	Check	\$237,749.62
		Total	7270002352	\$237,749.62
		Grand Total		\$237,749.62



Register

07/10/2019 Agenda
Item No. 2(C)

Fiscal: 2019
Deposit Period: 2019 - June, 2019 - May
Check Period: 2019 - June - June 30, 2019 - June - June 15, 2019 - June - June 12

Number	Name	Print Date	Clearing Date	Amount
Bank of Eastern Oregon	7270002352			
Check				
<u>50269</u>	Bowhay, Michael H.	6/13/2019		\$1,551.60
<u>50270</u>	Cole, Trina D.	6/13/2019		\$2,668.60
<u>50271</u>	Costello, James S.	6/13/2019		\$2,619.55
<u>50272</u>	Elkins, David J.	6/13/2019		\$1,531.57
<u>50273</u>	Fletcher, Lloyd	6/13/2019		\$1,462.37
<u>50274</u>	Hays, Debra M.	6/13/2019		\$1,917.73
<u>50275</u>	John, Rob	6/13/2019		\$890.93
<u>50276</u>	Moton, Donald G.	6/13/2019		\$1,300.44
<u>50277</u>	Rounsville, William	6/13/2019		\$559.38
<u>50278</u>	Souza, Marcio	6/13/2019		\$1,422.91
<u>50279</u>	Strickland, Eddie L	6/13/2019		\$1,364.35
<u>50280</u>	Sweetwood, David	6/13/2019		\$1,356.32
<u>50281</u>	Westergreen, Connie	6/13/2019		\$1,200.84
<u>50282</u>	Council No. 2	6/13/2019		\$452.40
<u>50283</u>	Daniel H Brunner, Chapter 13 Trustee	6/13/2019		\$414.50
<u>50284</u>	Internal Revenue Service - U S Treasury	6/13/2019		\$6,519.64
<u>50285</u>	Washington State Support Registry	6/13/2019		\$94.00
<u>50338</u>	Bailey, V. Delphine	6/27/2019		\$138.52
<u>50339</u>	Berg, Kathleen A.	6/27/2019		\$138.52
<u>50340</u>	Bowhay, Michael	6/27/2019		\$7,656.26
<u>50341</u>	Bowhay, Michael H.	6/27/2019		\$1,562.06
<u>50342</u>	Cole, Trina D.	6/27/2019		\$2,672.11
<u>50343</u>	Costello, James S.	6/27/2019		\$2,607.33
<u>50344</u>	Elkins, David J.	6/27/2019		\$1,709.23
<u>50345</u>	Fletcher, Lloyd	6/27/2019		\$1,572.20
<u>50346</u>	Payroll Vendor	6/27/2019		Void
<u>50347</u>	Hays, Debra M.	6/27/2019		\$1,918.46
<u>50348</u>	Hepler, Luke D	6/27/2019		\$345.51
<u>50349</u>	John, Rob	6/27/2019		\$960.86
<u>50350</u>	Kaczmariski, Byron	6/27/2019		\$138.52
<u>50351</u>	Moton, Donald G.	6/27/2019		\$1,354.55
<u>50352</u>	Nysoe, Dain	6/27/2019		\$138.52
<u>50353</u>	Paris, Michael	6/27/2019		\$138.52
<u>50354</u>	Souza, Marcio	6/27/2019		\$1,279.25
<u>50355</u>	Strickland, Eddie L	6/27/2019		\$2,181.28
<u>50356</u>	Sweetwood, David	6/27/2019		\$1,407.99

Number	Name	Print Date	Clearing Date	Amount
<u>50357</u>	Weatherford, Zachary M	6/27/2019		\$921.80
<u>50358</u>	Westergreen, Connie	6/27/2019		\$1,196.14
<u>50359</u>	Wiens, Matt	6/27/2019		\$138.52
<u>50360</u>	AFLAC Remittance Processing	6/27/2019		\$450.00
<u>50361</u>	Daniel H Brunner, Chapter 13 Trustee	6/27/2019		\$414.50
<u>50362</u>	Dept of Labor & Industries	6/27/2019		\$11,037.88
<u>50363</u>	Dept of Retirement Systems	6/27/2019		\$11,371.72
<u>50364</u>	Internal Revenue Service - U S Treasury	6/27/2019		\$10,261.48
<u>50365</u>	Northwest Administrators	6/27/2019		\$13,089.84
<u>50366</u>	WA State Employment Security	6/27/2019		\$1,106.49
<u>50367</u>	Washington State Support Registry	6/27/2019		\$94.00
<u>50368</u>	WSCCCE	6/27/2019		\$1,111.08
		Total	Check	\$106,440.27
		Total	7270002352	\$106,440.27
		Grand Total		\$106,440.27

Interoffice Memorandum

Date: July 10th, 2019
Subject: Planning Department Updates
From: Meagan Bailey, Planning Director
To: Dayton City Council

Please find below an update on Building, Planning, and Code Compliance for the City of Dayton.

Building Department

1. 6 permits issued in June
 - a. Included one single-family dwelling on South 4th Street
2. 15 inspections in June
3. Presentation of semi-annual building report

Planning Department

1. One opening still in the Dayton Planning Commission
2. Variance application received for Seneca; hearing scheduled for July 17 – advertisements and staff report to follow
3. Accepted into Sherwood Trust Leadership Program
4. Planning Committee supported application for submitted for Great Places in Washington award.
5. Dayton Planning Commission and Dayton Historic Preservation Commission will transition to City Hall in August.
6. DHPC Resolution
 - a. *Changing meeting location; under action items*
7. DHPC Resolution
 - a. *Final Design Guidelines; under action items*
8. Affordable Housing Ordinance
 - a. *Under action items*

Code Compliance

1. Update on abatement case
 - a. Request to schedule public safety meeting

RESOLUTION NO. 1384

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DAYTON, COLUMBIA COUNTY, WASHINGTON ADOPTING RESIDENTIAL HISTORIC DESIGN GUIDELINES

WHEREAS, the Dayton Historic Preservation Commission of Dayton, Washington, is governed by Dayton Municipal Code Section 5-18, ordinance 1935; and,

WHEREAS, the intent of the Historic District is to preserve the invaluable historical integrity of historic structures and districts within the community while allowing ongoing improvements to the structures within the district; and,

WHEREAS, the local residential districts were dissolved in 2016; and,

WHEREAS, the current policies regarding Residential Design guidelines are outdated and required updating; and,

WHEREAS, the Dayton Historic Preservation Commission worked alongside staff to make recommendation to amend the guidelines for residential design and construction; and,

WHEREAS, the guidelines herein are "optional" and available to use by interested landowners to offer guidance and professional assistance while improving their privately-owned historical structures; and,

WHEREAS, the guidelines herein would become mandatory should the Dayton City Council ever re-establish residential districts; and,

WHEREAS, the drafted guidelines were presented to City Council on February 13th, 2019; and,

WHEREAS, City Council motioned to table the adoption of the guidelines until addition revisions were incorporated to offer more concrete guidance and clarification; and,

WHEREAS, staff incorporated additional clarifying language and sent the new document to the city council member whom motioned to table the document;

WHEREAS, the City Council member had no additional comments, and the final draft was returned to the Dayton Historic Preservation Commission in June, 2019; and,

WHEREAS, the Dayton Historic Preservation Commission unanimously supported the final edits and on June 26th, 2019, motioned to forward the new draft to Dayton City Council for adoption by resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DAYTON, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Attachment 1: Dayton City Council hereby approves and adopts by reference the Dayton Residential Historic Design Guidelines attached hereto as "Exhibit A".

PASSED by the City Council of the City of Dayton, Washington on this _____ day of _____, 2019.

City of Dayton

By: Zack Weatherford, Mayor

Authenticate/Attest:

Trina Cole, City Administrator

Approved as to form:

Quinn Plant, City Attorney

Residential

Historic Design Guidelines

Optional guidelines of offer guidance in restoring your historic home in Dayton, Washington

Created by

Dayton Historic Preservation Commission

June 26th, 2019

These Guidelines were originally financed in part with Federal funds from the National Park Service, Department of the Interior administered by the Department of Archaeology and Historic Preservation (DAHP) and the Dayton Historic Preservation Commission (DHPC). However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, DAHP, or DHPC.

This program received Federal funds from the National Park Service. Regulations of the U.S. Department of Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age, or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior National Park Service, 1849 C Street, NW, Washington, D.C.20240



I. INTRODUCTION AND OVERVIEW

HISTORIC PRESERVATION AND IT'S VALUE

WHAT IS HISTORIC PRESERVATION?

Historic Preservation is an umbrella term used to describe one of the many ways a community can direct the forces of change, integrating local history with the growth and development that are necessary for cultural and economic vitality. At its simplest, historic preservation is a way to provide for the continued use of historic buildings and sites.

Preservation includes rehabilitation, restoration, and adaptive use and is often accompanied by a set of design principles. Design guidelines can show property owners how to retain the form, integrity, materials, craftsmanship, and character-defining features of a historic building. They can further encourage new construction that is compatible with surrounding historic buildings and sites. In a larger sense, historic preservation is essential to the livability of a community. With an historic preservation program in place, a community is given the comfort of familiar surroundings and tangible reminders of the past that offer many opportunities for education and recreation. Historic preservation is a hallmark of a livable community, providing a vision for economic and social well-being.

HISTORIC PRESERVATION FOSTERS DAYTON'S SENSE OF PLACE

Continuity is essential to a sense of place, a necessary component for a small town seeking to maintain its identity and livability in the face of change. By linking the physical reminders of our town's past, our historic streetscapes and buildings to the present, we prepare for a future that upholds our unique sense of place. Historic Preservation offers us a way to safeguard the particular identity we call Dayton.

PARTICIPATION IN HISTORIC PRESERVATION

As you participate in Dayton's historic preservation program, you contribute to the beauty, friendliness, and safety that our community deeply values. By preserving the character of a historic building, you bring the familiarity of the past into the future; you ensure that the people and families who built our historic buildings, who lived and worked in them, are remembered and honored. Participation in our community's on-going traditions and history creates reciprocity, and mutually supportive social and economic relationships.

Dayton is a community where citizens find many ways to express their support, admiration and their gratitude to those who safeguard historic buildings and those who construct new buildings that are congenial with our small-town nature and complement our distinct historic character. Our social, civic, and economic lives are improved when buildings and streetscapes are oriented to people, satisfying needs for beauty, order, friendliness, commerce, and social interaction. Dayton's residents

and visitors alike thank you for your contribution to their economic and social well-being and for your sharing in our community's vision for the future.

NEED AND PURPOSE

With their historic houses and tree-lined streets, Dayton's older neighborhoods form a critical part of the city's character and sense of place. They trace Dayton's built history and manifest a defining and unique character. The intent of these guidelines is to preserve the historic qualities of Dayton's individually listed historic properties, while allowing neighborhoods to remain vital and fluid so that they are livable by today's cultural standards.

These Design Guidelines encourage a goal of quality development in Dayton. Property owners can accomplish this goal through alterations that are congruous (harmonious) with the character of the neighborhood. Design principles embodied in these Guidelines should encourage creative solutions that will enhance the character of a neighborhood.

Dayton's residential properties are architecturally diverse. Change is the natural outcome of an evolving, healthy neighborhood. Historic preservation is not about slowing or hindering development, but rather emphasizing the value of what we already have.

Additionally, Dayton's historic properties represent and comprise special community qualities that draw residents to live, work, and invest here. Historic registry designation offers residents confidence that the character of their property will be protected through historic preservation laws, ordinances, and processes.

PURPOSE OF DESIGN GUIDELINES

The purpose of design guidelines for Dayton's historic properties is to provide guidance to property owners, architects, designers, builders, City Staff, the Historic Preservation Commission and City Council. These Guidelines provide direction on preserving the integrity of the community's historic resources through congruous alterations. Congruous in this instance focuses attention on mass, size, scale, and architectural features that characterize the property. These Guidelines also indicate an approach to design that will help sustain the character of the neighborhood that is so appealing to residents who already live there. Another purpose is to provide information about basic principles of urban design, not just historic preservation. These Guidelines encourage property owners to make design decisions which promote an environment that is scaled to the pedestrian, maintains cohesive neighborhood identity and respects the unique natural setting of old Dayton neighborhoods.

The Guidelines further provide Dayton residents, through the Dayton Historic Preservation Commission, a basis for making informed, consistent decisions about proposed alterations to buildings and sites in the community through its formal permitting process. When the Guidelines are followed, they will provide uniform review and increased predictability, while serving as a means to prevent delays and minimize added costs to property owners. The Guidelines work best when used as the benchmark during early stages of project conception and design.

The historic residential design review process utilizes design guidelines to make for a more consistent review of applications for major modifications to existing historic properties. Building owners listed on the historic registry must apply for a **Certificate of Appropriateness** (COA) with the Dayton Planning Department before they can proceed with any construction activity. The COA is granted by the Dayton Historic Preservation Commission, a volunteer group of citizens appointed by the mayor and council that evaluates the application against the design guidelines in order to determine acceptance, rejection or modifications required. The Planner has been granted the authority to approve minor exterior alteration requests without Commission review. Significant changes that may require greater discretion and interpretation require Commission review and approval.

Although the design guidelines are written so that they can be used by the layman to plan improvements, property owners are strongly encouraged to enlist the assistance of qualified design and planning professionals, including architects and preservation consultants.

A glossary of terms is provided for the words in bold.

PRESERVATION CONCEPTS

Each historic property has a “Period of Significance” which is the time during which the property gained its architectural and historical importance. Generally, 50 years is considered the time that must pass before a property or a collection of properties can be evaluated for historic significance. In addition to being from a historical period, a property must possess integrity. By law, the term "historic property" means any building, structure, area or site that is significant in the history, architecture, archeology, or culture of this state, its communities, or the nation. The concept of “integrity” is relevant within the historic districts because it establishes whether a sufficient percentage of the structure, area, or site dates from the period of significance. In the case of homes that are “**contributing**” the majority of the building's structural system and materials date from the period and character-defining elements of the architectural style such as the mass and form remain intact.

The City's intent is to protect the heritage of Dayton's historic properties.

These Guidelines will be the main source in determining the congruity of proposed **EXTERIOR** changes in residential properties that are visible from the public street.

THE DAYTON HISTORIC PRESERVATION COMMISSION

WHY WAS THE COMMISSION FORMED?

The Dayton City Council created the Historic Preservation Commission as an advisory body to consider and recommend to the Council measures that will encourage and foster preservation of lands, sites, and structures that have identifiable historic significance, Dayton Municipal Code (DMC) 5.18.

WHAT DOES THE COMMISSION DO?

The Historic Preservation Review Commission actively implements the historic and cultural goals outlined in the Dayton Comprehensive Plan and the enabling legislation for historic preservation.

The Commission's Broad Tasks Include the Following:

1. **ADVANCE PUBLIC AWARENESS OF OUR TOWN'S HERITAGE:**
 - a. Educate the public about Dayton's cultural and physical heritage; familiarize the public with the means of safeguarding our historic sites, structures, and streetscapes.
 - b. Cultivate public awareness of the unique features that characterize historic properties.
 - c. Foster community spirit and pride by encouraging activities that celebrate our town's heritage.
2. **PROMOTE DESIGN AND CONSTRUCTION THAT HONOR OUR TOWN'S HISTORY AND SENSE OF PLACE:**
 - a. Stress authenticity and integrity of design in the rehabilee of historic buildings and in the construction of new buildings.
 - b. Publicly honor examples of new construction and rehabilitated structures that demonstrate excellence and compatibility in design.
 - c. Offer property owners hands-on experience and guidance for adapting and changing both residential and commercial structures to meet the demands of modern life and realities, while at the same time preserving their significant original qualities.
 - d. Consult with property owners to help them find the most practical and cost-effective means of maintaining and developing their property in accordance with the design guidelines in this manual.
 - e. Identify and assist in resolving conflicts between the preservation of historic structures and issues of zoning and other land use constraints.
3. **ENCOURAGE A LIVELY STREET ENVIRONMENT** by maintaining a pedestrian-friendly streetscape. Promote designs that enhance cohesiveness, compactness, and social interaction.
4. **PROMOTE AWARENESS OF THE ECONOMIC BENEFITS OF HISTORIC PRESERVATION AND DESIGN REVIEW.** In particular, recognize the economic value of heritage tourism and support that value by providing visitors and tourists with a visually appealing and historically engaging town. Additionally, educate home owners on the availability of Tax Valuation for rehabilitation of historic homes and support applicants through the process.

HOW WERE THE DESIGN GUIDELINES DEVELOPED?

Members of the Dayton Historic Preservation Commission directed the process and executed the many tasks involved in the development of the Design Guidelines.

The Commission members set out on foot to investigate each street and began noting their first impressions and establishing a general overview. Observation then proceeded to the particulars as

members considered such features as topography, setting, vegetation, setback, scale, mass, roofs, **fenestration**, entrances, materials, rhythm and pattern, and association and feeling. These walking tours sparked lively and clarifying discussions and brought each member to a new visual awareness of the town. The resulting documentation, compiled from the members' written descriptions of the streetscapes, provides the foundation for these Guidelines.

With the help of photographs collected from several sources, the historic character of the two Districts were identified and then compared to present conditions. The Commission considered the degree of diversity within an individual neighborhood and determined how newer structures either complemented or detracted from the historic context and predominant patterns. The Commission analyzed the degree of continuity from past to present and ascertained that historic features continue to predominate throughout the Districts, its neighborhoods and streetscapes. Included in this analysis was an architectural description of each designated historic structure, including an assessment of its integrity.

The Commission then developed design guidelines to encourage and assist in the preservation of these identifiable historic features and incorporated an extensive public involvement effort. The Commission held one workshop and a public hearing prior to finalizing the guidelines before them to submitting to the City Council for their review, approval, and adoption process.

The South Side Local Register Historic District and the Washington Street Local Register District were repealed in 2016 per Ordinance No. 1899. However, property owners in those former historic districts, or anywhere else in Dayton, may choose to submit nominations for individual listing of their historic properties on the Dayton Register of Local Historic Places.

OBJECTIVE OF THE DESIGN GUIDELINES

The guidelines offer a step-by-step design approach for all projects undertaken by properties listed on the local historic register.

THESE GUIDELINES ARE INTENDED TO:

1. **PRESERVE THE EXISTING HISTORIC CHARACTER** and distinct appeal of properties listed in the Dayton Register of Local Historic Places.
2. **FURTHER BUILD UPON THE STRONG HISTORIC FEATURES** of these streetscapes and significant structures.
3. **PRESENT AFFORDABLE, ACHIEVABLE METHODS** for the rehabilitation or alteration of existing structures in accordance with the design guidelines.

II. THE REVIEW PROCESS

OVERVIEW OF PROCESS TO OBTAIN COA

PRE-APPLICATION CONSULTATION

Before a building permit can be issued to a property listed on the local historic register, property owners or applicants undertaking a building project to rehabilitate or alter a historic structure are required to meet with DHPC for a formal review of their plans unless plans are approved by the County Planner.

When reviewing a property owner's plans, the DHPC considers not only the design elements of an individual building but also the relationship of that building to the streetscape, neighborhood, and the natural landscape. Particular attention is paid to identifiable historic features. By providing a property owner with support in using the Design Guidelines, the Commission aims to ensure that rehabilitation, alteration, and new construction are compatible with the character-defining features, singly and in combination, that distinguish historic properties.

Please note: The Dayton Historic Preservation Commission does not review interior alterations that do not affect the exterior appearance of a building or alterations that are not visible from the public street.

COA APPLICATIONS ARE REVIEWED BY THE COMMISSION AT REGULARLY SCHEDULED MEETINGS NOT LESS THAN SEVEN DAYS AND NOT MORE THAN 30 DAYS FROM RECEIPT. IN CIRCUMSTANCES THAT REQUIRE AN EXPEDITED REVIEW, THE COMMISSION WILL MAKE EVERY EFFORT TO OFFER A SPECIAL MEETING SOLELY FOR THE PURPOSE OF REVIEWING A COA APPLICATION. SPECIAL MEETINGS WILL BE COORDINATED BY THE PLANNER.

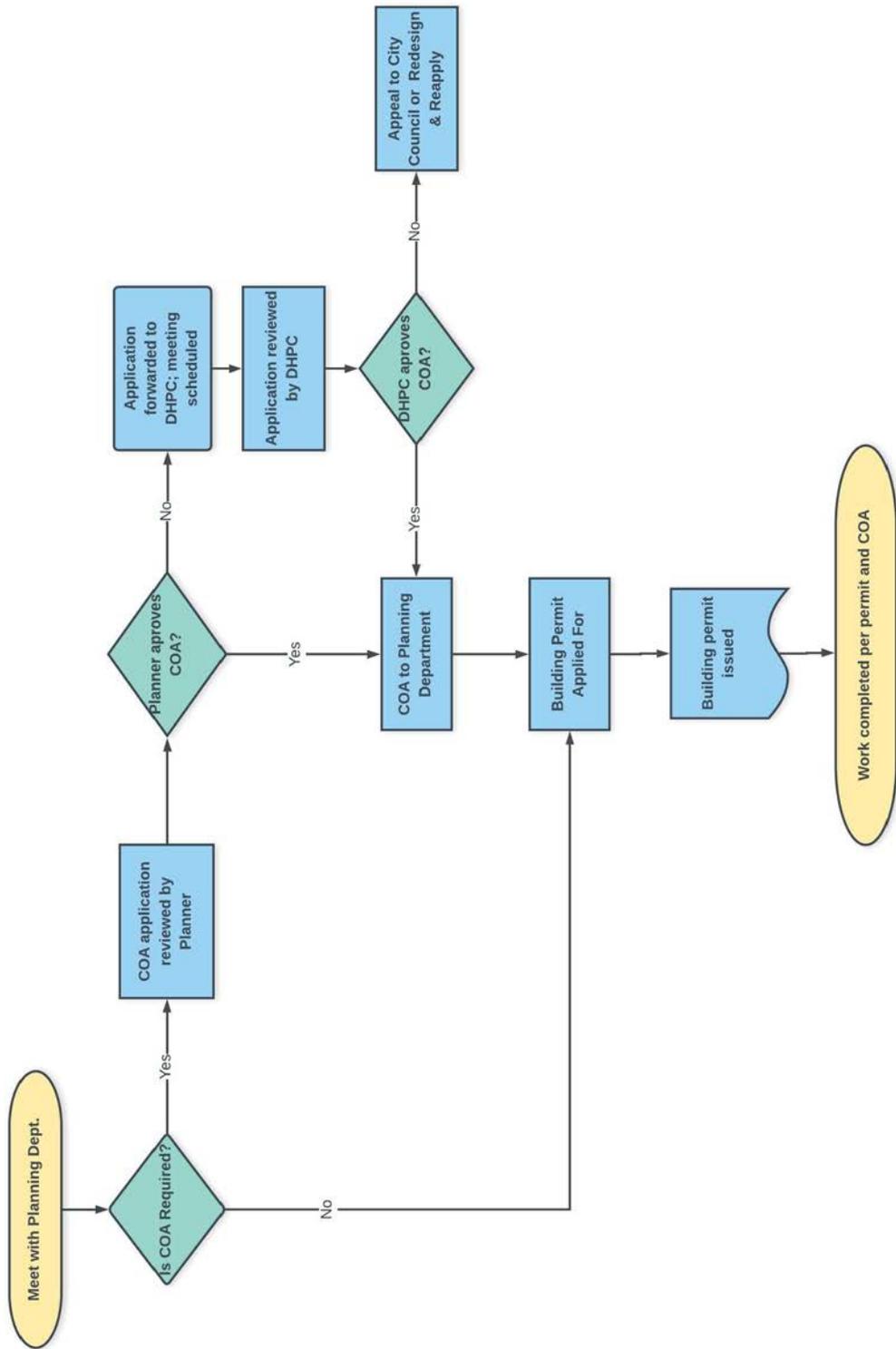
MATERIALS NEEDED FOR THE REVIEW PROCESS

Pre-consultation with the Planner will provide guidance to the applicant on what of the following information will be needed as part of the COA application packet to facilitate the review process:

1. A COMPLETED APPLICATION FOR COA which is available from the Dayton Planning Department or online at www.columbiaco.com. Include a description of the proposed modifications to the existing building. Consider: Does the proposed work alter or affect the character defining features of the existing building?
2. DRAWINGS, if applicable and as appropriate, including:

- a. Site Plan that indicates the dimensions of the lot, the location of existing buildings, and the location of additions or new buildings. Also to be indicated: parking, signs, fencing, and open areas.
 - b. Floor Plan
 - c. Exterior elevations, including window designs and exterior lighting
 - d. Sketches
 - e. Sectional views
 - f. Sign design
 - g. Detailed drawings of new or altered architectural and trim.
3. A DESCRIPTION OR SAMPLE OF NEW EXTERIOR MATERIALS to be used, including but not limited to, the types of windows, roofing, and siding.
 4. HISTORIC PHOTOGRAPHS: When reviewing projects on the local historic register, the DHPC refers to historic photographs of the property. Applicants should feel free to use such photographs as an aid during the planning and review process. Many historic and "as is" photographs of historic structures and streetscapes can be found in the Dayton Planning Department, and copies are available to applicants.

THE COA REVIEW PROCESS CHART



III. LOCAL DESIGN GUIDELINES – RESIDENTIAL REHABILITATION AND RESTORATION

THE FOLLOWING GUIDELINES ARE BASED UPON THE NATIONAL STANDARDS (SEE APPENDIX).

INTENT

To provide convenient guidance, promote long-term preservation of property values through livability, and to maintain the historic character of individually listed historic properties.

GENERAL - ESTABLISHING THE AREA OF WORK

A Certificate of Appropriateness from the DHPC for **rehabilitation** and/or **restoration** work may be required prior to obtaining a building permit from the City of Dayton. Consult with the Dayton City Planner to ascertain what steps (if any) are required for your specific project.

Additions or modifications to existing homes and/or structures are considered rehabilitation. For guidance on new, stand-alone construction (e.g. a new outbuilding) not attached to an existing home and/or structure, refer to the section for New Construction.

PROPERTIES WITH NON-CONTRIBUTING BUILDINGS

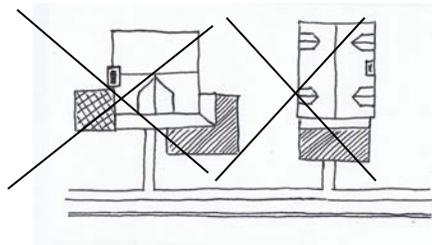
Alteration of non-historic, **non-contributing** residences and commercial buildings should reflect and be guided by the principles of the design of nearby historic structures and the character of the streetscape, including:

1. Alterations should be compatible in size, scale, material, and character with the existing house, nearby historic buildings, houses, and the streetscape.
2. Additional stories or elements that heighten the structure should be in harmony with the existing house, nearby historic buildings and the streetscape.
3. The proportions of primary **façades** should be in keeping with the existing house and be in harmony with those of nearby historic residences and/or structures.
4. Windows, entryways, and inset porches should be in the same proportions as the existing house and in harmony with those of nearby historic residences and/or structures.

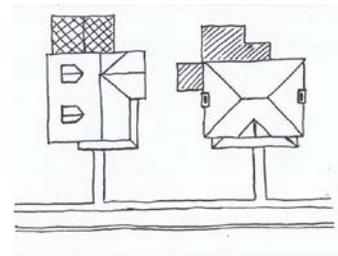
PROPERTIES WITH CONTRIBUTING BUILDINGS

1. Streetscape Integrity and Additions

- a. Use materials and construction details that are compatible with surrounding significant historic buildings.
- b. Original architectural details and materials of the primary structure should remain on the structure unless they are being repaired, or replaced with replicas. This includes any second or third story of an historic structure and historic stone retaining walls.
- c. New designs that create an appearance inconsistent with the historic character of the building are inappropriate.
- d. New additions or alterations should not hinder the ability to interpret the design character of the historic building.
- e. Alterations that cover significant historic features are also inappropriate.
- f. An addition should be made distinguishable from the original building, even in subtle ways, so that the character of the original can be ascertained, such as creating a jog in the foundation between the original and new structures, or applying a new trim board at the connection point between the addition and the original structure.
- g. An addition should relate to the historic building in mass, scale and form. It should be designed to remain subordinate to the main structure.



Inappropriate



Appropriate

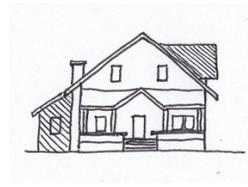
- h. Locating an addition at the front of a structure is inappropriate.
- i. An addition should be set back from any primary, character-defining façade.
- j. While a smaller addition is visually preferable, if a residential addition would be significantly larger than the original building, one option is to separate it from the primary building, when feasible, and then link it with a smaller connecting structure.

- k. The addition should not overhang the lower floors of the primary building in the front or to the side. This will help maintain the original profile of the building.
- l. For additions to existing buildings, original entrances, front porches, and projecting features, such as balconies, bays, and dormer windows, should be retained or restored.
- m. Original second or third stories should not be removed in order to add a new addition to the building or to lower the roof, unless it is the only feasible option to rehabilitate a building.



Inappropriate

Dormers are oversized and not scaled subordinate to the primary roof mass, side extensions have different roof slopes from the main roof.



Appropriate

Dormer scale is subordinate to main roof mass, side extension is a continuation of roof slope.

- n. When constructing a **rooftop addition**, keep the mass and scale subordinate to the primary building.
- o. A rooftop addition (defined as any feature altering the original roof shape or design) should be set back from the front of the building. This will help preserve the building's proportions as seen from the public street.

2. Siding

Original siding materials should be retained. Materials used on additions should be compatible with the predominant materials used on the original structure.

- a. Maintain the existing range of exterior wall materials found in the historic district.
- b. Exterior wood finishes should appear similar to those historically used. The lap dimensions of siding should be similar to that found traditionally.
- c. Newer siding materials may be considered, if they appear similar in character and detailing to traditional building materials (e.g. siding lap dimensions).

- d. Use of new materials should have a demonstrated durability in this climate and have the ability to be repaired under reasonable conditions.
- e. Appropriate materials for primary structures include horizontal lap **siding**, shake shingles, board and batten, stucco and brick. Vinyl siding is not a suitable product to use on existing portions of historic homes within the Districts.
- f. Details of siding should match those of traditional wood siding.
- g. Reflective materials, such as mirrored glass or polished metals, are inappropriate.
- h. Restoration of original colors, or colors appropriate to the style and era of the building is encouraged.

3. Painting

Paint type and color is not enforced under these guidelines and does not require a COA. The following are tips and recommendations made available to home owners for their reference.

Property owners are encouraged to select paint colors suitable to the style and era of their home. A historically accurate color guide for historic homes can be found at most building, paint or hardware stores in addition to the Internet. Look for “historic” color palette examples.

- a. Painting, as part of building maintenance, is an important element in the preservation of an historic structure.
- b. While color choice is a personal decision of the property owner, consider how your building’s colors will fit harmoniously into the neighborhood while expressing your individuality.
 - i. When designing a color scheme, consider the entire composition. The body of the main façade is a major surface and a color scheme for the body and trim should be chosen.
 - ii. Choose the number of colors sparingly. Three colors are usually typical; don’t forget the roof color and how it plays into the color palette.
 - iii. The final color will look different than the paint chip. Paint a small area to get the actual effect.
 - iv. Employ color schemes that are simple. One muted tone of base color for body, 1-2 accent colors are typical. Use of matte finishes is preferred and reserve bright colors for accents such as highlighting an entry.
- c. Some examples of styles and coordinating colors can be a starting point. For the historic Districts the following are a few suggestions:

- i. Victorian (1840-1900) - Dark mulberry, deep blue, medium grey, dark ochre, ginger, moss green, brick red, slate, and buff (and any of the varying shades of these).
- ii. Colonial Revival (1900-1940) - Mid-blue, gray, pale green, taupe, and white (and any of the varying shades of these).
- iii. Arts and Crafts - Brown, taupe (and any of the varying shades of these).

4. Windows

Many of the most defining features of an historic structure are tied to the windows of the front façade. Windows are important elements in the composition of a building and are typically highlighted or accented. Each architectural style typically has its own style of window.

- a. Vinyl windows are not recommended but are permitted.
- b. Attention to detail of the size, scope, placement and features (e.g. **double hung**, wood casing) should be considered when replacing or renovating windows in the Districts with newer, energy efficient windows.
- c. Window size and spacing depends on the architectural context. Historically, vertically formatted, double hung, **single hung**, and **casement windows** are typical. These window formats have wide vertical trim (typically a minimum of 3 to 5 inches) and a wider **cornice** at the top that is at least 20% taller. All windows should have sills.
- d. Multi-paned windows, with wood or lead **muntins**, are appropriate. The intent is that the window glass plane appears to be set back from the plane of the exterior wall.
- e. Horizontal sliding windows are inappropriate in the front of the building.
- f. If existing windows with **divided lites** are being replaced, the new windows should either have **divided lites** or simulate that effect.
- g. Beveled glass windows should be retained.
- h. Storm windows and screens are allowed.
- i. For additions the following should be considered:
 - i. Match the existing windows when replacing deteriorated windows or when adding new windows.
 - ii. Maintain attention to the size, scope, placement and features when replacing or renovating windows in the District (e.g. double hung wood window with **divided lites** with vertical proportions).

5. Doors

The front door is one of the most defining features of a building and is the most welcoming element. Doors and screen doors reflect the architecture of the structure.

Doors are important elements in the composition of a house and are typically highlighted or accented.

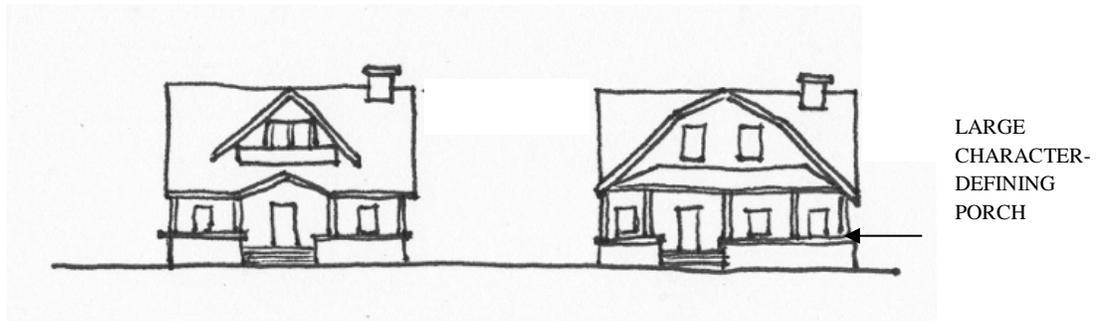
- a. Match the existing or a historically accurate front door when replacing a front door.
- b. Take care not to change the scale or design of the entry door or sidelites if applicable.
- c. Screens for the front door should be compatible with the style of the house.

6. Porches

Many of the historic homes throughout Dayton have porches. The prominent architectural styles during the development of the historic areas, such as **Bungalow** and **Queen Anne**, included front porches in their design.

Porches enhance a neighborhood for many reasons. They offer a place for people to partake in the activity of the neighborhood. They also contribute to the safety of the neighborhood because people are able to watch the street and each other's houses.

Exterior remodeling should incorporate/preserve front porches that are large enough for people to sit and observe the public life of their street and neighborhood. Be sure to check the City of Dayton Zoning Ordinance for setback requirements.



- a. Existing historic porches that are primary or character defining should not be enclosed.
- b. Secondary porches may be enclosed if configured in such a manner that the historic character of the porch and the house is still visible.
- c. If a porch replacement is necessary, reconstruct it to match the original in form and detail.
- d. Use a one-story porch element to define the entry.

- e. Orient the front of a house to the street and clearly identify the front door.
- f. A prominent entry will contribute to the pedestrian-friendly character of the street.
- g. The use of a porch is encouraged in any residential development. A porch should be similar in character, design, scale, and materials to those seen traditionally in the neighborhood.
- h. The size of a porch should relate to the overall scale of the primary structure to which it is attached.
- i. A porch should use compatible materials to that of the primary structure.
- j. Porch supports should be of a substantial enough size that the porch does not appear to float above the entry.
- k. Porch columns should be similar to those historically found.
- l. Wood columns are appropriate for most structures in the historic Districts.
- m. Avoid decorative elements that are not known to have been used on your house or others like it.
- n. On buildings where no evidence of a porch exists, a new porch may be considered that is similar in character to those found on other representative buildings if architecturally appropriate to the overall design of the building.

7. Awnings and Canopies

- a. If a building features awnings in historically appropriate materials, they may be retained and replaced with similar materials, such as canvas.
- b. Awnings and **canopies** should be replaced with like materials. Plastic or vinyl awnings are inappropriate.
- c. For new awnings and canopies, see the New Construction section.

8. Roofs

- a. Repairs and alterations of the roof should retain the original roof shape and pitch, original structural and decorative features such as **gables, dormers**, chimneys, cornices, **parapets, pediments, frieze boards**, exposed rafters, and other ornamental details and original types, sizes, and patterns of roofing materials.
- b. When adding a dormer to an existing roof, it should be in character with the primary structure's design and not change the overall proportions or character.

- c. Cedar shingle and composition roofs are historically accurate. Composition shingles should be of an architectural quality to simulate the original cedar shingle. Other materials may be used upon approval if they convey the scale and texture of the original shingle.
- d. Skylights should be flat. Roof venting should not significantly alter the appearance of historic homes.
- e. The roof of an addition should be compatible with the roof of the primary building.

9. Foundations

- a. Changes to the foundation should be compatible with the original foundation in height, material, materials, and architectural style.
- b. Stone and brick details are common in the historic areas of the city.
- c. Concrete foundations and CMU foundations with a stucco or skim coat are acceptable.

10. Mechanical and Electrical Equipment

Mechanical and electrical equipment are recognized as necessary elements of modern living. Their disposition in relation to an historic structure, property and District requires discretion and care so that the historic character remains intact. The following elements should be situated in the least visible location from public streets: satellite dishes, air conditioners, heat pumps, attic fans, solar panels, and other such equipment.

11. Accessory Buildings

Accessory buildings or those buildings secondary to the primary structure or residential living spaces are often overlooked. Many accessory buildings were designed as a part of the original plans for the lot, often constructed in duplicate. Many garages face alleys that are, in themselves, of strong architectural design. Respecting the historic accessory buildings and their use is important and maintaining them should be a priority.

Existing historic accessory buildings that are listed under the historic designation for contributing properties in their nomination form should follow the preceding guidelines for all alterations or rehabilitation activities that are visible from the public street.

12. Handicap Accessibility

Actions required to adapt an existing home to accommodate handicap accessibility is supported by the DHPC. Follow the outlined COA Review Process for actions that affect the exterior of the building that can be viewed from the public street.

The addition of ramps to the exterior of homes is allowed; however, the construction of the ramp must not destroy character-defining elements of the historic structure and should be designed and constructed in such a way that disassembly in the future does not require demolition or alteration to the primary structure.

IV. LOCAL DESIGN GUIDELINES – RESIDENTIAL NEW CONSTRUCTION

INTENT

To provide convenient guidance, promote long-term preservation of property values through livability, and to maintain the historic character of Dayton’s individually listed historic properties.

GENERAL - ESTABLISHING THE AREA OF WORK

These guidelines should apply to all new buildings associated with an individually listed property, and only to portions of the exterior of such buildings visible from the public street. Note: buildings of residential or single-family character that have commercial uses are not exempt from these guidelines. Bed and Breakfast accommodations are an example of a commercial use in a residential style building.

When reconstructing a structure or constructing a new structure on a listed property, one must consider the size, scale, and design of the other historic structures within that neighborhood. This includes garages and other detached buildings or rebuilding of primary structures due to fire or other disaster. A Certificate of Appropriateness from the DHPC for any new construction is required prior to obtaining a City of Dayton building permit.

Accessory buildings should be limited to the rear and side yards where they are minimally visible from the public street and should be designed to have the least impact upon character defining features of the primary structure. The relationship of height to width of any new accessory structure and their sub-elements, such as windows and doors, and of alterations should be compatible with the character of the primary structure. The relationship of wall to window should also be compatible with related elements of existing structures on the building lot or with the historic character of the surrounding area.

New accessory structures that can be seen, entirely or partially, from the public street should also use the style and materials of the existing house.

Properties should be oriented to the street rather than to the rear or entrance side yard. Primary entrances, large windows, and porches face the street. Refer to the City of Dayton Zoning Ordinances for setback requirements. Use materials and construction details that are compatible with surrounding significant historic buildings.

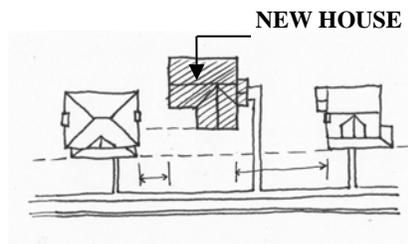
PROPERTIES WITH NON-CONTRIBUTING BUILDINGS

New construction on properties of non-contributing residences and commercial buildings should reflect and be guided by the principles of the design of nearby historic structures and the character of the streetscape, including:

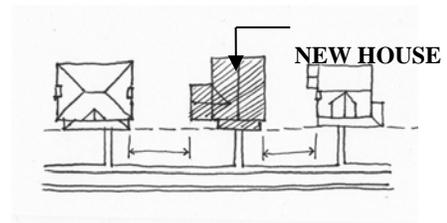
- Compatible in size, scale, material, and character with the existing house, nearby historic buildings, houses, and the streetscape.
- The proportions of primary façades should be in keeping with the existing house and/or be in harmony with those of nearby historic residences and/or structures;
- Windows, entryways, and inset porches should be in harmony with those of nearby historic residences and/or structures.

PROPERTIES WITH CONTRIBUTING BUILDINGS

1. Streetscape Integrity



Inappropriate



Appropriate

- a. Provide architectural continuity with surrounding buildings.
 - i. Maintain consistent side setbacks between buildings. This produces a streetscape rhythm for the neighborhood.
 - ii. Maintain consistent front setback with adjacent buildings. This presents a unified façade for the neighborhood and creates cohesiveness.
 - iii. Entrance to building should be on the main façade and face the street, avoid entry on the side.
- b. Historic stone retaining walls should be preserved.
- c. Provisions for new structures are as follow:



Inappropriate

Height and scale of new building is different from the existing.



Inappropriate Height is the same but mass of new building is different from the existing.



Appropriate

Height, scale, and mass of new building is the same as the existing.

- i. New construction should be compatible in height, scale, mass, materials and character with the main or neighboring building.
- ii. Height of any building should not exceed City of Dayton Ordinance.
- iii. The roof form of a new structure should be compatible with that of the primary building or adjacent buildings.

2. Siding

Siding materials used on new buildings should be consistent with predominant materials used on buildings of similar architectural style.

- a. Exterior wood finishes should appear similar to those historically used.
- b. The lap dimensions of the siding should be similar to historically used lap siding.
- c. Vinyl siding is not an acceptable product to use on existing portions of historic homes. However, it may be used on newly built homes where vinyl is the siding of the primary structure.
- d. Newer siding materials may be considered, if they appear similar in character and detailing to traditional building materials (e.g. lap dimensions).

- e. Use of new materials should have a demonstrated durability in this climate and have the ability to be repaired under reasonable conditions.
- f. Appropriate materials for primary structures include horizontal lap siding, shake shingles, board and batten, stucco, and brick.
- g. Details of siding and shingles should match those of traditional wood.
- h. Reflective materials, such as mirrored glass or polished metals, are inappropriate.

3. Painting

Paint type and color is not enforced under these guidelines and does not require a COA. The following are tips and recommendations made available to home owners for their reference.

A historically accurate color guide for historic homes can be found at most building, paint and hardware stores in addition to the Internet. Look for “historic” color palette examples.

Property owners are encouraged to select paint colors suitable to the style of their home. While color choice is a personal decision of the property owner, consider how your building’s colors will fit harmoniously into the neighborhood while expressing your individuality.

- a. When designing a color scheme, consider the entire composition. The body of the main façade is a major surface and a color scheme for the body and trim should be chosen.
- b. Choose the number of colors sparingly. Three colors are usually typical; don’t forget the roof color and how it plays into the color palette.
- c. The final color will look different than the paint chip. Paint a small area to get the actual effect.
- d. Employ color schemes that are simple. One muted tone of base color for body, one to two accent colors is typical. Use matte finishes and reserve the bright colors for accents such as highlighting an entry.
- e. Some examples of styles and coordinating colors can be a starting point. For the historic Districts the following are a few suggestions:
 - i. Victorian (1840-1900) - Dark mulberry, deep blue, medium grey, dark ochre, ginger, moss green, brick red, slate, and buff (and any of the varying shades of these).
 - ii. Colonial Revival (1900-1940) - Mid-blue, gray, pale green, taupe, and white (and any of the varying shades of these).
 - iii. Arts and Crafts - Brown, taupe (and any of the varying shades of these).

4. Windows

Many of the most defining features of an historic structure are tied to the windows of the front façade. Certain, and often specific, styles of windows reflect the style of the architecture of the house.

- a. Vinyl windows are not recommended but are acceptable.
- b. Window size and spacing should depend on architectural context. Historically, vertically formatted, double hung, single hung, and casement windows are typical. These window formats have wide vertical trim (typically a minimum of 3 to 5 inches) and a wider cornice at the top that is at least 20% wider. All windows should have sills.
- c. Windows should be compatible with the architectural style of the structure.
- d. Maintain attention to the detail of the size, scope, placement and features when selecting windows.
- e. Multi-paned windows, with wood or lead **muntins**, are appropriate. Where new windows are to be used (e.g. vinyl or metal clad), trim details should resemble historic windows by using simulated lites, sills and similar trim width. The intent is that the window glass plane appears compatible with historic windows.
- f. Horizontal sliding windows are inappropriate in the front of the building.

5. Doors

The front door is one of the most defining features of a building and is the most welcoming element. Doors and screen doors reflect the architecture of the structure.

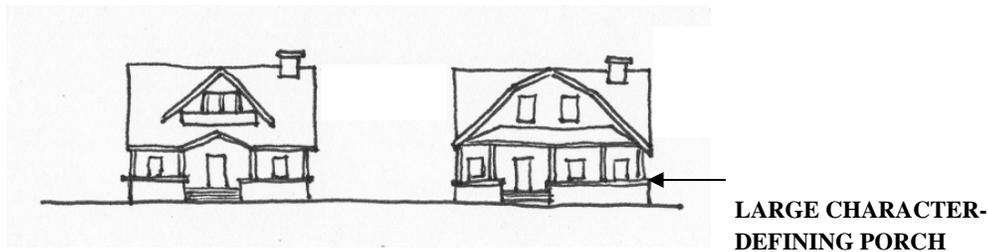
Attention to the front door is very important. The scale and detail should be compatible with the architecture of the structure.

6. Porches

Continue the use of porches in historic properties. Be sure to check the City of Dayton Zoning Ordinances for setback requirements.

Many of the historic properties in many of the neighborhoods throughout Dayton have porches. The prominent architectural styles during the development of the historic areas, such as **Bungalow** and **Queen Anne**, included front porches in their design.

Porches enhance a neighborhood for many reasons. They offer a place for people to partake in the activity of the neighborhood. They also contribute to the safety of the neighborhood because people are able to watch the street and each other's houses.



New construction that incorporates front porches should be large enough for people to sit and observe the public life of their street and neighborhood.

- a. Primary character defining porches should not be enclosed.
- b. Secondary porches may be enclosed if configured in such a manner that the historic character is still visible.
- c. Use materials that will appear to be in harmony with nearby historic homes.
- d. Orient the front of a house to the street and clearly identify the front door.
- e. The use of a porch is encouraged. A porch should be similar in character, design, scale and materials to those seen traditionally in the neighborhood.
- f. Avoid decorative elements that are not known to have been used on the style of house being built.
- g. Porch supports should be of a substantial enough size that the porch does not appear to “float” above the entry.
- h. Brick, wood, or like wood columns are appropriate. Recommended column types are: square, turned or chamfered.
- i. Porch columns should be similar to those historically found.
- j. Covered porches are recommended. A canopy may be placed over the door to provide protection and interest if a porch is not possible.

7. Awnings and Canopies

- a. Cloth, metal, and wooden awnings may be appropriate, and should be compatible with the architectural style of the building. Plastic or vinyl awnings are inappropriate.
- b. Canopies and awnings over doors and windows were historically used. Historically appropriate materials are acceptable.

8. Roof

Typically, **gable**, **hip** and **shed roofs** are appropriate for the primary roof.

- a. **Roof pitch** should be similar to other houses in the District. It is important that newly constructed houses continue this pattern and use roof pitches that are similar to those on homes in the neighborhood.
- b. Exotic building and roof forms that would detract from the visual continuity of the street are discouraged.
- c. For residential construction, all single gable roofs should have a minimum 6:12 pitch — exception is the ranch-style house that should be 3:12.
- d. For commercial construction, flat roofs with a parapet are permitted.
- e. Skylight, solar units, mechanical and service equipment and new roof features should be placed in the least visible manner from the public street.
- f. Roof venting should should not significantly alter the appearance of the home or structure.
- g. Many architectural styles of houses include dormers in their roofs. The use of dormers is an element worth repeating in new construction. Dormers add light into the dwelling as well as additional living space and break up the perceived scale of a roof.
- h. The number and size of dormers should be limited on a roof so that the primary roof form remains prominent.
- i. A dormer should should be subordinate to the overall roof mass and should should be in scale with older ones on similar structures.
- j. The top of a dormer's roof should be located below the ridgeline of the primary roof and set back from the eave.
- k. Eave depths should should be similar to those seen traditionally in the neighborhood.
- l. The length of a roof **ridge** should not exceed those historically seen on comparable buildings.
- m. Cedar and wood shingles are historically accurate. Use of composition shingles should be of an architectural quality to simulate cedar shingle. Other materials may be used upon approval of the Historic Preservation Commission.

9. Foundations

Masonry and brick details are common in the historic areas of Dayton. They are used in the foundation, porch, around windows and doors and chimneys such as ornamental concrete blocks, poured concrete with a stucco wash or stone.

The foundation should match or be compatible with original foundations in height and material and be compatible with their architectural style and materials.

Concrete foundations and CMU foundations with a stucco or skim coat are acceptable.

10. Mechanical and Electrical

Mechanical and electrical equipment are recognized as necessary elements of modern living. Their disposition in relation to an historic structure requires discretion and care so that the historic character remains intact. The following elements should be situated in the least visible location from the public street: satellite dishes, air conditioners, heat pumps, attic fans, and solar panels.

11. Accessory Buildings

Many accessory buildings were designed as a part of the original plan for the lot. Many garages facing the alleys are, in themselves, of strong architectural design.

For new construction, such as garages, the following should be considered:

- a. An accessory building should remain subordinate, in terms of mass, size and height, to the primary structure (e.g. it should not exceed the height of the primary structure). Locate an accessory building to the rear of a lot or to the side of a primary structure. Consider zoning regulations.
- b. An accessory building should be similar in character and design.
- c. In general, accessory buildings should be unobtrusive and visually complementary with the house.
- d. Design new accessory structures such that the original historic structures can be clearly seen and identified. Place a new structure at the rear of a building or set it back from the front to minimize the visual impacts.
- e. Basic rectangular forms, with hip, gable or shed roofs, are appropriate.
- f. A contemporary interpretation of an accessory building may be considered.
- g. While the roofline does not have to match the house, it is best that it not vary significantly.

V. LOCAL DESIGN GUIDELINES – RESIDENTIAL RELOCATION AND DEMOLITION

INTENT

To provide resident safety, convenience, and welfare, and promote long-term preservation of property values through livability of individually listed properties, and to maintain the historic character of homes.

GENERAL - ESTABLISHING THE AREA OF WORK

In Dayton historic houses historically orient to the street rather than to the rear or entrance side yard. Primary entrances, large windows, and porches face the street. Refer to the City of Dayton Zoning Ordinances for setback requirements. Approval of a Certificate of Appropriateness is required for any relocation work prior to obtaining a City of Dayton building permit.

Demolition of an existing structure deprives the community of historical richness and should be considered an option of last resort. Demolition is generally only considered justifiable if a city official deems the existing structure a public safety or health hazard.

A waiver from the DHPC for any demolition work is required prior to obtaining a building permit for demolition from the City of Dayton, DMC 5-18.24. Consult with the County Planner when considering demolition of an historic structure for additional requirements that may apply.

REHABILITATION

All feasible and reasonable measures of rehabilitation should be considered as the first step prior to demolition. If rehabilitation is not feasible, the structure should be documented with detailed photos.

SALVAGE

Historical elements should be salvaged for reuse before demolition. Salvageable historic elements should be removed for reuse or resale.

VI. GLOSSARY OF ARCHITECTURAL TERMS

Accessory building: A detached building subordinate to a main building such as a garage, greenhouse or shop: an outbuilding.

American Foursquare: An architectural house style featuring a simple box shape, two-and-a-half stories high, low-hipped roof with deep overhangs, large central dormer, full-width porch with wide stairs, and brick, stone, stucco, concrete block, or wood siding. Although foursquare houses are always the same square shape, they can have features borrowed from other styles: bay windows, small towers, or "gingerbread" trim (Queen Anne), pediments or **porticos** (Colonial Revival). See page 38 for a pictorial representation of American Foursquare.

Art Deco: An architectural building style featuring a rectangular blocky form arranged in geometric fashion and broken up by curved ornamental elements, flat roofs with parapets, exterior siding materials of stucco, concrete, smooth-faced stone, and terracotta, and wall openings filled with decorative glass block.

Bungalow: An architectural house style usually 1 to 1 1/2 stories, featuring low-pitched roofs, broad eaves, a large front porch with tapered square columns that creates an outdoor room, easy access to outdoor spaces like verandas, porches, and patios, siding varies with stucco, shingle or lapped siding, and a handcrafted appearance.

Canopy: A protective roof-like covering, mounted on the wall above an exterior door.

Casement window: A window sash that is hinged on the side.

Certificate of Appropriateness (COA): A document issued to the owner by the Historic Preservation Commission that approves specific changes to a house or building that is on a Historic Register or within a Historic District.

Character defining elements: Elements that allow for recognition of a property being a product of its own time.

Colonial Revival: An architectural house style featuring a rectangular symmetrical façade, 2 to 3 stories tall, gable roof with dormers, temple-like entrance with porticos topped by a pediment, pillars and columns, brick or wood siding, double-hung windows with shutters, simple, and classical detailing. See page 37 for a pictorial representation of Colonial Revival.

Column, chamfered: A column with corners that are 45 degrees.

Column, turned: A column that is milled with a profile symmetrical about its vertical axis and generally cylindrical in form.

Contributing: A contributing building, site, structure or object adds to the historic architectural qualities, historical associations, or archeological values for which a property is significant because a.) It was

present during the period of significance, and possesses historic integrity reflecting its character at that time or is capable of yielding important information about the period, or b.) It independently meets the National Register criteria.

Cornice: A projecting molding that tops the elements to which it is attached.

Craftsman: An architectural house style usually 1 to 1 1/2 stories, featuring low-pitched roofs, broad eaves, a large front porch with tapered square columns that creates an outdoor room, easy access to outdoor spaces like verandas, porches, and patios, siding varies with stucco, shingle or lapped siding, and a handcrafted appearance. See page 38 for a pictorial representation of Craftsman.

Divided lights: A window composed of various small panes of glass connected by wood or metal muntins. Simulated divided lights seek to emulate this by creating the appearance of subdivided panes of glass by using muntins that are placed between two panes of glass.

Dormer: A window set upright in a sloping roof; the roofed projection in which this window is set.

Double hung window: A type of window with two sashes, each sliding on a vertical track.

Fenestration: The arrangement of doors and windows on the exterior of a house or building.

Façade: A face of a building, usually the front.

Frieze boards: A blank horizontal board which is capped top and bottom by molding and other decorative elements.

Folk Victorian: An architectural house style featuring a square, symmetrical shape, low-pitched front gable and side wings, pyramid shaped roof, brackets under the eaves, porches with spindle work or flat, jigsaw cut trim. Though similar to Queen Anne's, Folk Victorian houses are orderly and symmetrical houses. They do not have towers, bay windows, or elaborate moldings. See page 36 for a pictorial representation of Folk Victorian

Gable: A triangular wall enclosed by the sloping ends of a ridged roof.

Gable roof: A roof sloping downward in two parts at an angle from a central ridge, so as to leave a gable at each end.

Hip roof: A roof sloping downward on all sides.

Italianate: A tall appearing architectural house style from 2 to 4 stories, with a balanced, symmetrical rectangular shape, low-pitched or flat roofs, wide overhanging eaves with brackets and cornices, square cupola, porch topped with balustrade balconies, tall narrow windows with hood moldings, side bay window, and roman or segmented arches above windows and doors. See page 36 for a pictorial representation of Italianate.

Minimal Traditional: An architectural house style featuring a low or moderately pitched roof, minimal eaves and roof overhang, a side gable, often with one front-facing cross gable over the front entrance,

minimal decorations (typically only faux shutters), a small fireplace and chimney, and exterior siding of wood, brick, or a mix of sidings. See page 40 for a pictorial representation of Minimal Traditional.

Motifs: A repeated element in a composition or design.

Mullions: A vertical member of a window frame dividing two windows.

Muntins: An intermediate member of a window separating individual panes of glass.

Non-contributing: A non-contributing building, site, structure, or object does not add to the historic architectural values for which a property is significant because a.) It was not present during the period of significance, b.) Due to alterations, disturbances, additions, or other changes it no longer possesses historic integrity reflecting its character at that time or is incapable of yielding important information about the period, or c.) Does not independently meet the National Register criteria.

Parapet: A low wall at the edge of a roof or balcony.

Pediment: The triangular-shaped portion of the wall above the cornice which formed the termination of the roof behind it; similar to a gable.

Porte cochere: A roofed structure covering a driveway at the entrance of a building to provide shelter while entering or leaving a vehicle.

Portico: A porch leading to the entrance of a building with a roof structure over a walkway, typically supported by columns.

Queen Anne: An asymmetrical architectural house style from 1 to 3 stories, often L-shaped, with cross-gabled or hipped medium pitched roofs, highly ornamented using wall surfaces as decorative elements, abundant use of spindle work, patterned masonry and shingle siding, wrapped porches, and classical design elements. Towers and turrets are placed at front corner of façade, and windows are usually double hung. Later houses may have curved windows in towers and stained glass is often seen in transoms, doors, and other windows. See page 37 for a pictorial representation of Queen Anne.

Ranch: A single story asymmetrical architectural house style featuring long, low hipped rooflines and large overhanging eaves, L- or U-shaped floor plan, large picture windows, stucco, brick or wood siding, and minimal to no decoration. See page 40 for a pictorial representation of Ranch.

Rehabilitation: Defined as the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

Restoration: Defined as 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.

Ridge: The horizontal line in which the tops of the rafters of a roof meet.

Roof pitch: The slope of a roof is generally measured in inches of rise over a horizontal distance of 12 inches; for example, a roof pitch of 6:12 indicates the slope of a roof that rises 6 inches vertically for every 12 inches horizontal.

Rooftop addition: Any feature altering the original roof shape or design, such as a dormer, cupola, or chimney,

Shed roof: A roof having a single slope.

Siding: The finish covering of an exterior wall on a building. Other terms associated with siding are shiplap, clapboard, or cladding.

Sidelights: A sidelight is a tall slender window that flanks a door.

Single hung window: A type of window with two sashes, the top sash is fixed, and the bottom sash slides on a vertical track.

Tudor Revival: An architectural house style featuring an asymmetrical façade with overhanging second floors, a cross-gabled steeply pitched roof, sometimes with clipped gables, and decorative half-timbering which subdivides stucco or brick infill siding, small dormer windows, and low arched doors. See page 39 for a pictorial representation of Tudor Revival.

Tudor Revival Storybook Cottage: A whimsical variant on the Tudor Revival style which imitates late medieval cottages from England as depicted in fairytale stories such as Hansel and Gretel. See page 39 for a pictorial representation of Tudor Revival Storybook Cottage.

VII. PICTORIAL REPRESENTATIONS OF ARCHITECTURAL STYLES

Illustrations by Matt Zanger, RA



Folk Victorian

ca. 1890 – 1910



Italianate

ca. 1840-1885



Queen Anne

ca. 1880 - 1910



Colonial Revival

ca. 1880 - 1955



Craftsman

ca. 1905-1930



American Foursquare

ca. 1895 – 1939



Tudor Revival

ca. 1890 – 1940



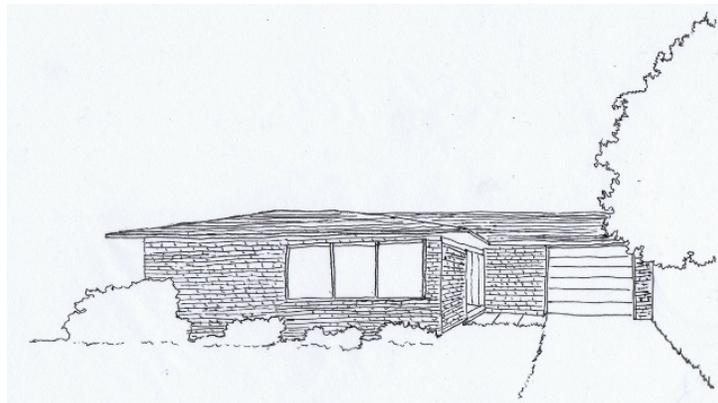
Tudor Revival – Storybook Cottage

ca. 1920 - 1939



Minimal Traditional

ca. 1935 - 1950



Ranch

ca. 1935 - 1975

RESOLUTION NO. 1385

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DAYTON, COLUMBIA COUNTY, WASHINGTON ADOPTING BY-LAWS OF THE DAYTON HISTORIC PRESERVATION

WHEREAS, the Dayton Historic Preservation Commission of Dayton, Washington is governed by Dayton Municipal Code Section 5-18, ordinance 1935; and,

WHEREAS, due to the recent initiation of the dissolution of the Interlocal contract between Columbia County and the City of Dayton, it was determined necessary to update the by-laws to reflect a new meeting location; and,

WHEREAS, the Dayton Historic Preservation Commission reviewed the proposed revisions; and,

WHEREAS, on June 26th, 2019, the Dayton Historic Preservation Commission recommended that the Dayton City Council adopt the bylaws as presented.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DAYTON, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

ATTACHMENT 1: Dayton City Council hereby adopts by reference the Dayton Historic Preservation Commission Bylaws attached hereto as Exhibit "A".

PASSED by the City Council of the City of Dayton, Washington on this _____ day of _____ 2019.

City of Dayton

By: Zach Weatherford, Mayor

Authenticate/Attest:

Trina Cole, City Administrator

Approved as to form:

Quinn Plant, City Attorney

BY-LAWS OF THE DAYTON HISTORIC PRESERVATION COMMISSION

SECTION 1: GENERAL RULES AND PROCEDURES

These By-Laws establish the rules and procedures under which the Dayton Historic Preservation Commission (DHPC or Commission) operates.

A. NAME

1. The name of the organization shall be THE DAYTON HISTORIC PRESERVATION COMMISSION.

B. PURPOSE

1. The purpose is to provide for the identification, evaluation, and protection of historic resources; raise community awareness; and serve as the City's primary resource in matters of history, historic planning, and preservation.

C. MEMBERSHIP

1. Creation and Composition: There is hereby established a Dayton Historic Preservation Commission, consisting of no less than three and no more than seven members, as provided in Chapter 5-18.16 of the Dayton Municipal Code.
2. Members shall be appointed by the Mayor and approved by the City Council as prescribed in Chapter 5-18.16 of the Dayton Municipal Code.
3. Members shall be selected for appointment in accordance with requirements set forth in Chapter 5-18.16 of the Dayton Municipal Code.

D. TERMS OF MEMBERS

1. Appointments shall be made as set forth in in Chapter 5-18.16 of the Dayton Municipal Code. Mayoral appointments shall fill vacancies. The Commission shall actively seek applicants for vacancies and expired terms.

E. ATTENDANCE OF MEMBERS

1. All members shall attend regularly scheduled meetings and shall be on time. If any member is absent from three meetings in a single calendar year without being excused prior to the meeting by the Commission Chair, the Commission may request that the City Council consider declaring the position vacant.

F. QUORUM

1. A quorum shall consist of at least three members and consist of a simple majority of members.

G. OFFICERS AND STAFF

1. The officers of this organization shall be Chair and Vice Chair. The Secretary, though present, shall not be a member. Should the need arise on a permanent or temporary basis, the necessary office shall be voted in by majority vote.
2. All officers shall perform their duties as prescribed by these by-laws and by parliamentary authority adopted by the organization.
 - a. The election for Chair and Vice Chair shall be held at the regularly scheduled February meeting. Nominations shall be made from the floor and election held immediately before new business. The officers shall be elected for a one-year term or until their successors are elected, with their term of office beginning immediately after election.
 - b. The Chair shall preside over all regularly scheduled and all special or called meetings of the Commission. The Chair shall appoint members to specific task force (ad-hoc) committees, of which terms shall end when the task is completed. All tasks presented to a committee shall be executed in a timely manner.
 - c. The Vice Chair assumes the duties of the Chair in the absence of the Chair. In the absence of the Chair, the Vice Chair will have the same powers and duties as those of the Chair.
 - d. Commission and professional Staff assistance shall be provided by the City Planner, and additional assistance and information to be provided by other City departments as may be necessary to aid the Commission in carrying out its duties and responsibilities as prescribed in Chapter 5-18 of the Dayton Municipal Code.
 - e. The City Planner, or delegate, shall act as Secretary. The Secretary shall record all meetings using audio recording and transcribe minutes, distribute information to

members including minutes, information pertinent to tasks at hand, and all current and updated materials that members are in need of in order to carry out their tasks. Also, the Secretary shall act as an advisor to the Commission and shall notify members of meeting dates and times not less than five (5) days before the meeting.

H. POWERS AND DUTIES

1. The major responsibility of the Historic Preservation Commission is to identify and actively encourage the conservation of the City of Dayton's historic resources, reviewing proposed changes to register properties, raising community 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.
2. Review nominations to the Dayton Register of Historic Places according to criteria in Section 5-18.20 of the Dayton Municipal Code and adopt standards to be used to guide this review.
3. Review proposals to construct, change, alter, modify, remodel, move, demolish or significantly affect properties or districts on the register as provided in Section 5-18.20 of the Dayton Municipal Code; and adopt standards to be used to guide this review, and the issuance of a Certificate of Appropriateness.
4. No member of the DHPC shall advise or express an opinion about a proposed Certificate of Appropriateness outside of a regular meeting.

I. MEETINGS

1. The regularly scheduled meeting of this Commission shall be held the fourth Wednesday of each month at 6:00 p.m. at Dayton City Hall in the Council Chambers, 111 South 1st Street, Dayton, Washington 99328, unless otherwise directed by the Chair or a Commission vote in compliance with Chapter 42-30 RCW, Open Public Meeting Act, to provide for adequate public participation and adopt standards to guide this action. All meetings shall start on time and shall be executed expeditiously by the Chair.
2. Special meetings may be called by the Chair. The purpose of the meeting will be stated in the call. Except in emergencies, at least three (3) days' notice shall be given for special meetings and five (5) days' notice for regularly scheduled meetings. Public notice of a special meeting shall be provided as required by RCW 42.30.080.
3. Parliamentary authority of the meetings shall be the current edition of Robert's Rules of Order Newly Revised.
4. Procedures for conducting regular meetings.
 - a. Pre-Meeting
 - i. If there are agenda items, regular meetings will be held monthly and a date and time specified by the DHPC. In case of scheduling conflicts the meeting may be changed at the discretion of the Chair with ten (10) days advance notice given to DHPC members and the public. If the meeting date falls on an official holiday, the meeting may be changed to a time and place as determined by the DHPC at the preceding month's meeting. If such a change occurs, the regular meeting place will be posted as to the new time and place.
 - ii. If there are no agenda items, the chair may cancel the regular meeting after giving all DHPC members and the public 24 hours advance notice. However, if a majority of DHPC members express the desire to hold the meeting, it shall convene as scheduled. If the meeting is canceled, a notice to that effect will be posted at the regular meeting place at the regular time.
 - iii. Special meetings may be called by the Chair or by a majority of the DHPC members. Commission members will be given at least 24 hours advance notice of the time and place of such meetings.
 - iv. All regular and special meetings will be open to the public and the date, place and agenda will be publicized in accordance with the Open Public Meetings Act (Chapter 42.30 RCW) except when a majority of Commission members determine that an executive session is necessary as detailed in the Open Public Meeting Act (Chapter 42.30.110). The agenda for regularly scheduled meetings shall be posted and advertised 48 hours prior to the regularly scheduled meetings.

- v. The order of agenda items will be determined by their order of receipt. All applications, including the designation review and Special Valuation review must be filed at least one (1) month before the meeting at which the case is to be considered. This allows Staff sufficient time to copy and distribute materials to DHPC members. Design Review applications must be filed at least one (1) week prior to the regularly scheduled meetings at which they are to be considered.
 - vi. Staff shall be responsible for notifying principles in each case as specified under the rules for review procedures.
- b. Regular Order of Business for Meetings
- i. Business will be conducted under Robert's Rules of Order. All issues will be decided by simple majority vote except amendments to the By-Laws, which require a vote of two-thirds (2/3) of the membership.
 - ii. At least three (3) members and a simple majority of the members of the DHPC constitute a quorum. Meetings without a quorum will be recessed to the earliest possible date.
 - iii. Minutes will be taken during all DHPC proceedings. Additionally, the meetings may be taped to further clarify the minutes.
 - iv. The regular order of business shall be as follows:
 - a) Call to order.
 - b) Roll call.
 - c) Adoptions of minutes.
 - d) Design/Special Valuation review.
 - e) Unfinished business.
 - f) New business.
 - g) Other business.
 - h) Adjournment.
 - v. The regular order of business for consideration for applications and conducting meetings for Designation Reviews, Design Reviews, Formation of Local Districts, and Special Valuation Reviews may be found in Sections II, III, IV, and V of this document.
 - vi. The DHPC shall act on each application at the meeting unless a majority of the Commission decides to defer the consideration to a later date. Requests for continuance may be granted if all parties agree. The Chair will publicly announce the continuance, and the case will automatically be set on the agenda for the next regularly scheduled meeting. In such a case, no further notice is required for the principles in the case.
 - vii. In the event of the uncontrollable disruption of the meeting, the DHPC may clear the meeting room and continue in session or may adjourn and reconvene at another location selected by majority vote of the members. In such a case, business shall be restricted to those items on the printed agenda. Persons or news media not participating in the disturbance may be readmitted in this situation.
- c. Plan for retaining records.
- i. The master copies of all historic preservation related rules and procedures, application standards, criteria, and standard forms will remain on file with the City of Dayton.

J. AMENDING BY-LAWS

- 1. Amendments to the By-Laws may be recommended by the Dayton Historic Preservation Commission during a quorum and with the majority vote. Final adoption of the proposed By-Laws is by Council via resolution, and is not effective until City Council adoption at a regular meeting.

SECTION II: RULES AND PROCEDURES FOR DESIGNATION REVIEWS –

DAYTON REGISTER OF HISTORIC PLACES

Under the provisions of the Dayton Historic Preservation Ordinance (DHPO) the Dayton Historic Preservation Commission (DHPC or Commission) is directed to initiate and maintain a Dayton Register of Historic Places (DRHP or Register) and to review nominations to the Register. The DRHP shall be maintained in accordance with Dayton Municipal Code Section 5-18.17.

A. DAYTON REGISTER OF HISTORIC PLACES CRITERIA

1. The following are criteria for the inclusion of properties on the Dayton Register of Historic Places (DRHP) as stated in the National Park Service and/or Dayton Downtown Historic District Design Standards and pertaining to the City of Dayton's Historic Preservation Ordinance 1935.
 - a. Any building, structure, site, object or district may be placed on the register if it meets the criteria set forth in Dayton Municipal Code Section 15-18.20.

B. APPLICATION STANDARDS FOR DAYTON REGISTER OF HISTORIC PLACES

1. An acceptable Dayton Register of Historic Places application is a nomination form completed according to uniform guidelines of The Dayton Historic Preservation Commission.
2. All interior and exterior features and outbuildings that contribute to the designation should be mentioned and described. District designations should include a description of proposed district boundaries including alleys, the characteristics of the district which justifies its designation, and a list of all properties including features, structures, sites, objects and open spaces which contribute to the designation of the district.
3. The original form should be presented along with the following documentation:
 - a. Copy of the historic property inventory form.
 - b. Current and historic (if available) photographs.
 - c. Newspaper articles.
 - d. Other relevant materials.
4. Incomplete forms or those with insufficient documentation will not be considered and will be returned to the applicant with recommendations.

C. PROCEDURES FOR DESIGNATION REVIEW MEETINGS.

1. Pre-meeting
 - a. Applicant or Designated Agent:
 - i. Meets with DHPC Staff (Staff) concerning the application form and the necessary documentation.
 - ii. Submits the completed application to Staff at least one (1) month before the regularly scheduled meeting at which the application is to be considered.
 - b. Staff:
 - i. Meets with the applicant concerning the application form and necessary documentation.
 - ii. Reviews the application for completeness and includes the case on the agenda based on determination that the application is complete.
2. Meeting
 - a. Designation review will occur at regularly scheduled meetings as detailed in the rules for conducting DHPC meetings.
 - b. The regular order of business for consideration of applications to the DRHP shall be as follows
 - i. The Chair or Chair-designated person shall offer a preliminary statement concerning the application.
 - ii. The applicant or designated agent of the applicant presents statements in favor of the application including relevant pictures, models, etc.
 - iii. Questions by Commissioners.
 - iv. Statements in opposition to the application.
 - v. Comments by DHPC, interested persons, organizations or legal entities.
 - vi. Rebuttal by all concerned parties.
 - vii. Staff comments.
 - viii. Summary of above by Chair or designated person.

- ix. Deliberation by Commission.
 - x. The motion for the recommendation should be based on the designation criteria. Criteria should be included in the motion.
 - xi. During the course of the meeting, the above procedure may be temporarily modified by the concurrence of all parties and the DHPC.
- c. Commission members apply designation criteria, as outlined in the National Park Services and/or Dayton Downtown Historic District Design Guidelines, to the property or district to evaluate the nomination. The members should consider information related to the designation criteria as presented above during the designation meeting and from the site visit.
- d. The Commission:
- i. Determines the category of historic property.
 - ii. Establishes a context for evaluating the property.
 - iii. Identifies the level of significance (National, State, local).
 - iv. Evaluates the integrity of the property.
 - v. Determines if there are special conditions that might make the property eligible.
 - vi. Determines if the property meets the criteria
 - vii. Votes on the recommendation.
3. Post Meeting
- a. Staff and/or Chair:
- i. Notify owner and applicant in writing of the DHPC's recommendation within one (1) week of the meeting.
 - ii. Notify the applicant of the appeals process if the recommendation is against placement of the property on the Register.
 - iii. Get the owner's written acknowledgement when the property is placed on the Register.
 - iv. Forward the Commission's recommendation for individual properties to the City Council, including the application and supporting documentation, including letters of support and opposition, and the owner's written acknowledgement to the City Council for final determination.
 - v. Notify the Building Inspector if the property is listed on the Register.
 - vi. Notifies the applicant of the City Council's final decision.
- b. Dayton City Council:
- i. Once the case is with the City Council, they can concur with or reject the Commission's recommendation, or send the case back to the Commission for further study. If the Council:
 - a) Concurs with a positive recommendation the property is listed on the Dayton Register of Historic Places (DRHP).
 - b) Concurs with a negative recommendation, the property is not listed on the DRHP.
 - c) Rejects the recommendation; the case goes back to the DHPC.
- c. Dayton Historic Preservation Commission
- i. If the recommendation is rejected by the City Council, at the next regularly scheduled meeting, the Commission:
 - a) Shall decide whether any other protection for the property is necessary or possible.

D. APPEALS OR RESUBMISSION

- 1. A negative or a non-acceptance of an application by the DHPC is not irrevocable. If new information becomes available or if the applicant wishes, the application may be resubmitted with DHPC approval to the DHPC. In such a case, the entire procedure must be repeated.
- 2. If the applicant disagrees with the Commission's recommendation, the applicant may present the case directly to the City Council. In such a case, documentation shall be limited to that nomination material presented during the DHPC public meeting and the minutes of that meeting.

E. MISCELLANEOUS

- 1. Once a property has been approved for placement on the Dayton Register of Historic Places, the Certificate of Appropriateness review process becomes effective. If the City Council does not

concur with the DHPC's recommendation and the property is not listed, the review process no longer applies.

2. If the case involves a historic district, the boundaries of that district are set by City Council motion, where council may approve, modify, or reject the proposed district as presented by the Dayton Historic Preservation Commission.
3. In the event that any property is no longer deemed appropriate for designation to the Dayton Register of Historic Places, the DHPC may initiate removal by following the same procedure as provided for listing.
4. In its designation recommendation, the Commission shall consider the Dayton Historic Inventory and the City Comprehensive Plan.
5. Demolition of a structure which is included in the Department of Archeology and Historic Preservation "WISAARD," listed in a historic register, inventoried as eligible for listing in a historic register, listed in the Dayton Register of historic Places, or eligible for listing in the Dayton Register of Historic Places at the time of applying for a demolition permit application requires a SEPA review.

SECTION III: RULES AND PROCEDURES FOR DESIGN REVIEW AND ISSUANCE OF A CERTIFICATE OF APPROPRIATENESS – DAYTON REGISTER OF HISTORIC PLACES

Design Review is the process through which the Dayton Historic Preservation Commission (DHPC or Commission) reviews proposed changes to Dayton’s historic resources. Once a property is listed on the Dayton Register of Historic Places (DRHP), any work done on the exterior of the property that would ordinarily necessitate a building permit will, in addition, require a Certificate of Appropriateness.

These activities include:

1. Alterations to historic structures.
2. New construction within historic districts.
3. Change of use.
4. Replacement and repair.
5. Demolition of historic structures.

The basis for all rehabilitation Design Review shall be the National Park Service and/or Dayton Downtown Historic District Design Standards.

- a. Every reasonable effort shall be made to provide compatible use for a property, which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
- b. The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural feature should be avoided when possible.
- c. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
- d. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- e. Distinctive stylistic features or examples of skilled craftsmanship shall be treated with sensitivity.
- f. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- g. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- h. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.
- i. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
- j. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

The Certificate of Appropriateness is approved by the DHPC as required under powers granted it by the City of Dayton (Historic Preservation Ordinance 1935).

A. PROCEDURES FOR CONDUCTING MEETINGS

1. Pre-meeting

a. Applicant/Designated Agent

An applicant wishing to make such changes:

- i. Applies to the Building Inspector according to usual procedure.
- ii. Applies to the DHPC Staff for a review of proposed changes on a Dayton Register of Historic Places property or within a historic district.
- iii. May meet with DHPC or Staff to review design guidelines.
- iv. Submits application for Design Review at least one (1) week before a regularly scheduled meeting.

b. Building Inspector:

- i. Report to the DHPC Staff on any application for a permit to work or a designated Dayton Register of Historic Places property within a designated Dayton Historic District.
- ii. Continues processing the permit.
- iii. Works with the DHPC Staff in considering fire and building codes.
- iv. Does not issue permits until the DHPC recommendations are received.

c. Staff:

- i. Notify the applicant of the Commission review requirements.
- ii. May meet with the applicant to transmit design guidelines and information on necessary documentation and completion of the application form.
- iii. After the form is submitted, review it for completeness.
- iv. If the form is complete, place the case on the agenda for the next regularly scheduled meeting.
- v. Make arrangements, if necessary, for the DHPC to visit property. This may include interior visitation.
- vi. Review the modifications and prepare a report for the Commission.

d. Dayton Historic Preservation Commission:

- i. Review application and Staff report.
- ii. May visit the property.

e. Meeting:

- i. Design Review will occur at regularly or specially scheduled meetings. Design Review applications will be considered in the order in which the Commission received them.
- ii. The regular order of business for consideration for Design Review applications shall be as follows:
 - a) The Chair or Chair-designated person shall offer a preliminary statement concerning the application.
 - b) The applicant or the designated agent of the applicant presents statements in favor of the application including relevant pictures, models, etc.
 - c) Statements in opposition to the application.
 - d) Comments by interested persons, organizations or legal entities.
 - e) Staff comments.
 - f) Summary of above by Chair or designated person.
 - g) Deliberation by Commission.

During the course of the meeting, the above procedure may be temporarily modified by the concurrence of all parties and the DHPC.

- iii. As part of this deliberation, the DHPC shall review the proposed work,

using information from the site visit and application materials, comparing this information with the Design Review criteria established in Rules. The Design Review for Dayton shall be those as outlined in the National Park Service and/or Dayton Downtown Historic District Design Standards.

- a) If the alterations meet the standards, a Certificate of Appropriateness is issued.
- b) If the alterations fail to meet the standards, the Certificate of Appropriateness is not issued, the DHPC notifies the building inspector that the recommendation is against the issuing of the permit.
- c) If the alterations would meet the standards with modification, the Certificate of Appropriateness is issued with Conditions of Issuance.

2. Post Meeting

a. Owner/Designated Agent:

The owner/designated agent has the following options:

- i. If the owner agrees in writing to comply with the DHPC's recommendations and Conditions of Issuance, s(he) receives a Certificate of Appropriateness.
- ii. If the owner disagrees with the recommendation, s(he) can drop the case and reapply with modifications. The applicant should be encouraged to reapply to the Commission with modified plans.
- iii. The owner may appeal the decision of the DHPC to the Dayton City Council.
- iv. The owner may request removal of a property **not** part of a local district from the Dayton Register of Historic Places; however a building permit is still required through the building inspector.

b. Staff:

- i. Issue the Commission's recommendation as a finding of fact, clearly stating the intended modifications and how they meet or fail to meet the National Park Service and/or Dayton Downtown Historic District Design Standards.
- ii. Within a week of the meeting, notify the owner/designated agent in writing of the Commission's decision.
- iii. Get the owner/designated agent's signature on the Certificate of Appropriateness.
- iv. Within thirty (30) days of the receipt of the complete application, forward the Commission's recommendation, the Certificate of Appropriateness (if issued) and any Conditions of Issuance to the building inspector.

c. Building Inspector:

After receiving the Certificate of Appropriateness (if issued) and any Conditions of Issuance from the DHPC Staff, the building inspector may:

- i. Issue the permit.
- ii. Notify the DHPC of the permit issuance.

B. APPLICATION STANDARDS

Documentation is required for alterations to or demolition of a property on the Dayton Register of Historic Places (DRHP) or for new construction within a district on the Register. Required documentation shall minimally include all the materials identified illustrating:

1. Existing conditions

2. Proposed alterations.
3. Effect on historic properties (impact).

At least one (1) copy of the document detailed below must be submitted with the application. These will remain on file with the DHPC. All drawings, mean plans and elevations must be drawn to scale or have the measurements included and be signed by the architect or draftsman.

For phased projects, one (1) copy of all required documentation shall be submitted for each phase of the project.

1. Alterations:
 - a. Existing conditions
 - i. A copy of the Dayton Register of Historic Places nomination.
 - ii. Photographs must be clearly labeled to identify case, locations, subjects and the direction the photograph was taken. Necessary photographs include: Building on lot, including elevations and facades that are to be altered.
 - b. Proposed alterations
 - i. On the Certificate of Appropriateness precise written statement describing work on Dayton Register of Historic Places property.
 - ii. Working drawings, where applicable.
 - iii. For rehabilitation or restoration work, historic photographs (if available) and statement of physical or documentary evidence for proposed changes particularly if replacement is proposed.
 - iv. Materials, samples and additional photographs may be required by the DHPC.
 - v. Descriptions of proposed signs, re-roofing plans, fences, parking lots and landscaping changes.
 - vi. Other information as required.
 - c. Impact

Show how proposed alterations would affect historic elements listed in the property nomination form.
 - d. The National Park Service has established Standards for Rehabilitation to be considered during the Design Review process. When necessary, refer to these Standards to guide in the Design Review criteria. (See Section III, a-j of this document).

Many features define the historic character of a property or district. Cladding whether of wood or masonry; style, composition and decorative features of the roof; the presence of architectural metals; window number, arrangements and styles; entrances and porches; storefronts on commercial buildings; internal arrangement and detailing; and the historic relationship between buildings, landscape features and open space, as well as many other materials and features can contribute to a property's character.

After identifying the distinguishing historic characteristic of a property subject to the Design Review process, retention and preservation of those features and materials is the primary goal of the Design Review effort.

This is accomplished through the review process individual to each property. However, there are preferred options, specified by the National Park Service, common to each property.

 - i. Protecting and Maintaining
 - ii. Repairs

Repairs may include patching, splicing, piecing in, or reinforcing present materials and features (including upgrading individual

elements of a feature), following recognized preservation methods. If there are seriously deteriorated or missing elements along with surviving models or prototypes, repairs may also include limited in kind replacement or replacement with a compatible substitute material if the original material is not economically feasible.

In repairing, duplication of the appearance, strength, composition, color and texture is sought. For example, in repainting masonry, care should be taken to replicate the size and shape of the mortar joint and the color of the mortar. For repairing stucco, the damaged material should be removed and the stucco matched in strength, composition, color and texture.

iii. Replacing

If an entire feature is too deteriorated to repair, but the overall form and detailing are still evident, the feature should be replaced. The replacement should attempt to replicate the original, using the physical evidence to guide the new work. If using the exact material is not technically or economically feasible a compatible substitute material may be considered. The substituted material should offer the same, or greater, structural support.

iv. Design for Missing Historic Features

Due to its complex technical and/or design implications, this option should only be considered after the other possibilities have been explored. It entails designing and installing a copy when the historic feature or model is physically missing. A restoration using historical descriptions, pictorial representations, and/or physical documentation may be attempted, or a new design, compatible in size, scale, material and color may be substituted.

v. Alterations and Additions

New additions to historic buildings should be a last resort and should be placed to minimize loss, damage or the obscuring of character defining features. Both internal and external alterations should be as inconspicuous as possible from public right-of-ways and from main interior spaces. Such new features should be compatible with overall building design in terms of size, scale, material and color, but should not try to duplicate existing historical features.

Excavations adjacent to historic foundations should be limited to avoid damage to those foundations or to any archeological deposits that may be nearby.

Alterations for health and safety codes or for energy retrofitting should be done so that the historic building's character defining spaces, features, etc., will not be impacted.

2. New Construction:

New construction refers to building within a local historic district listed on the Dayton Register of Historic Places. A Certificate of Appropriateness (COA) is required.

a. Existing condition

i. Site plan or measured drawing indicating the following:

a) Existing adjacent buildings.

- b) Property lines and utilities.
 - c) Right of ways.
 - d) Building setbacks and allowed side yards.
 - e) Existing planting materials and size.
 - ii. Photographs must be clearly labeled to identify case, location subjects and the direction the photograph was taken. Photographs of structures adjoining the property, as well as those across the street and/or alley are necessary (streetscapes).
 - iii. Other information as required.
 - b. Proposed construction:

A precise written statement describing proposed work is required. This is to be included on a DHPC Certificate of Appropriateness application form. A site plan including that information specified above shall be included as well as:

 - i. The proposed buildings outline with dimensions relative to property lines and existing buildings adjacent to the property.
 - ii. New parking areas, driveways, utilities, etc.
 - iii. Any proposed planting and landscaping, sidewalks, and patios, mechanical equipment and other appurtenances such as walls, gates and accessory buildings.
 - iv. Other information as required.
3. Demolition:
- a. A copy of the nomination of the property to the Dayton Register of Historic Places.
 - b. Description of structural integrity.
 - c. Reason or justification for demolition (should include statements of why the property is not salvageable or why it cannot be maintained).
 - d. Any planned new construction.
 - e. Photographs of all sides of structure and the interior.
 - f. Any additional documentation required by the Commission.
 - g. A SEPA review is required for demolition of any property listed, or eligible for listing, on a historic register at the time of application.

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.

SECTION V: SPECIAL VALUATION REVIEW – DAYTON REGISTER OF HISTORIC PLACES

In 1985, the Washington State Legislature passed a “Special Valuation” law which makes it possible for Certified Local Governments (CLGs), for a ten (10) year period, to insure that property taxes will not reflect substantial improvements made to certain classes of properties as identified by the CLG. The CLG may amend the criteria for eligibility; however, if made more restrictive these do not become effective for two (2) years following October 1 of the year they were enacted. This means that owners of certain types of historic properties have the potential to realize substantial tax savings.

Only properties on the Dayton Register of Historic Places or certified as contributing to a Dayton Register Historic District are eligible for Special Valuation.

A. PROCEDURES FOR CONDUCTING MEETINGS

1. Pre-meeting

a. Applicant or Designated Agent:

At least one (1) month prior to the meeting, the applicant must:

- i. Consult with the Dayton Historic Preservation Commission (DHPC) Staff prior to beginning rehabilitation work.
- ii. Submit the application to the County Assessor on a Department of Revenue form no later than 24 months after initiation work. The application must be submitted before October 1 for action before December 31 of that year.
- iii. Monitor construction work to ensure that it conforms to the National Park Service and/or Dayton Downtown Historic District Standards for rehabilitation. *(See section III, a-j of this document)*
- iv. Maintain accurate records of projects costs and dates.

b. County Assessor:

- i. Reviews the application for completeness.
- ii. Verifies the legal owner and legal description.
- iii. Submits the application to the DHPC within (10) working days of receipt of the completed application.

c. Staff:

- i. Places the case on the agenda for the next regularly scheduled meeting as long as there is at least thirty (30) days review period before that meeting. If there is not thirty (30) days, the case will be scheduled for the next month’s regularly scheduled meeting.
- ii. Reviews the case and may prepare a report for the Commission.
- iii. If necessary, arranges a property visitation with the owner for the Commission.

d. Dayton Historic Preservation commission:

- i. Reviews the application and the Staff report.
- ii. If necessary, visits the property.

2. Meeting

Special Valuation review will occur at regularly scheduled Dayton Historic Commission meetings. The Special Valuation cases shall be considered in the order the Staff received them.

a. The regular order of business for consideration of Special Valuation applications shall be as follows:

- i. The Chair or Chair-designated person shall offer a preliminary statement concerning the application.
- ii. The applicant or the designated agent of the applicant presents statements

- in favor of the application including relevant pictures, models, etc.
- iii. Questions by Commissioners.
- iv. Statements in opposition to the application.
- v. Comments by City of Dayton Planning Department, interested persons, organizations, or legal entities.
- vi. Rebuttal by all concerned parties.
- vii. Staff comments.
- viii. Summary of above by Chair or designated person.
- ix. Deliberation by Commission.

During the course of the meeting, the above procedure may be temporarily modified by the concurrence of all parties and the DHPC.

b. Dayton Historic Preservation Commission determines if:

- i. The property is on the Dayton Register of Historic Places or certified as contributing to a Dayton Register of Historic Districts.
- ii. The work was done within 24 months prior to the application date. The applicant must submit evidence to this effect.
- iii. The work complies with the standards by not adversely affecting those elements that contribute to the property's significance.
- iv. The "qualified rehabilitation expenditures" constitute at least 25 percent (25%) of the assessed value of the property prior to the rehabilitation.
- v. If all the conditions are satisfied, the DHPC votes on the recommendation.

3. Post Meeting

a. Staff/Commission Chair:

- i. Notifies the owner in writing within a week of the meeting of the Commission recommendation.
- ii. If the property is ineligible, advise the applicant of the reasons for the denial and inform him/her of the appeals process.
- iii. If the applicant signs the terms of agreement and the Commission approves the application, transmits the application and agreement to the County Assessor's office for recording. Monitors at least once a year during the Special Valuation 10-year period, the owner's compliance with the terms of the agreement.
- iv. If the owner fails to comply with the terms of the agreement or, because of the rehabilitation the property loses historic value to such an extent that it is no longer deemed appropriate for inclusion to the Dayton Register of Historic Places by a majority of the DHPC members, notify the owner and the assessor of the disqualification.

B. APPEALS OR RESUBMISSION

- 1. A negative recommendation or a non-acceptance of an application by the DHPC is not irrevocable. If new information becomes available or if the applicant wishes, the application may be resubmitted with DHPC approval to the DHPC. In such a case, the entire procedure must be repeated.
- 2. If the applicant disagrees with the Commission's recommendation, the applicant may present the case directly to City Council. In such a case, documentation shall be limited to that nomination material presented during the DHPC public meeting and the minutes of that meeting.

C. APPLICATION STANDARDS

Documentation shall include, at a minimum, all identified materials illustrating: That the property is eligible for Special Valuation status; when the work occurred; whether Special Valuation financial requirements have been fulfilled; and whether the work complies with the National Park

Service and/or Dayton Downtown Historic District Design Standards for rehabilitation. (See Section III, a-j of this document).

To properly document each of these divisions, at least one (1) copy of the following documents must be submitted with the application. These will remain on file with the DHPC. For phased development plans, the complete process as detailed in rules and regulations must be followed and documentation submitted for each phase. All drawings, mean plans and elevations must be drawn to scale or have the measurement included and be signed by the architect or draftsman. For phased projects, complete documentation must be submitted for every phase of the project.

1. Eligibility.
 - a. A copy of the nomination form to the Dayton Register of Historic Places clearly indicating when the property was listed on the Dayton Register of Historic Places.
2. When the work occurred.
 - a. A notarized affidavit of completion of rehabilitation work within 24 months of the date of the application.
3. Special Valuation financial requirements required documentation.
 - a. Notarized affidavit attesting to the actual costs of the rehabilitation work.
 - b. The most recent Columbia County Assessor's assessment of the value of the rehabilitated structure.
4. Compliance with the National Park Service and/or Dayton Downtown Historic District Standards. (See Section III, a-j of this document).

To assure that the applicant has complied with the standards, the following materials are necessary:

1. Precise written statement describing the completed rehabilitation work on the Dayton Historic Preservation Commission's application form.
2. A copy of the Design Review application and accompanying documentation, Certificate of Appropriateness for the rehabilitation work from the Dayton Historic Preservation Commission, and a copy of the terms of agreement as specified under the Special Valuation rules and procedures.
3. Materials as specified in Application Standards for Design Review illustrating conditions prior to construction (existing conditions), and proposed alterations.
4. The Dayton Historic Preservation Commission may require samples of utilized materials.
5. Other information as required.

D. CRITERIA

The criteria to be followed in the Special Valuation process is the National park Service Standards for Rehabilitation as established in the Federal Code Regulations (36 CFR 67) (See Section III, a-j of this document) and/or the Dayton Downtown Historic District Standards. For the Special Valuation process no new construction is eligible.

Approved on June 26th, 2019:

Mike Smith, Dayton Historic Preservation Chair

Attest:

Meagan Bailey, Planning Director

ORDINANCE NO. 1949

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DAYTON,
WASHINGTON, AMENDING TITLE 1 OF THE DAYTON MUNICIPAL CODE (DMC),
ADDING CHAPTER 1-24, PLANNING AND COMMUNITY DEVELOPMENT**

WHEREAS, periodically, the demands of City service and changing needs require establishing new departments within the City government; and

WHEREAS, the City Council of Dayton has determined that it is desirable and in the public interest to create the Planning and Community Development Department.

**NOW, THEREFORE, THE CITY COUNCIL OF CITY OF DAYTON,
WASHINGTON, DO ORDAIN AS FOLLOWS:**

**SECTION 1. AMENDING TITLE 1 OF THE DAYTON MUNICIPAL CODE, ADDING
CHAPTER 1-24.** Chapter 1-24 of Title 1 of the Dayton Municipal Code (DMC) shall be known as "Planning and Community Development" and shall read as follows:

Chapter 1-24. Planning and Community Development

Sections:

1-24.010	Established.
1-24.020	Powers and Duties.
1-24.030	Appointment and Duties of Director.
1-24.040	Compensation

1-24.010 Established. There is established a Planning and Community Development Department in the city.

1-24.020 Powers and Duties. The Planning and Community Development Department shall be responsible to the Mayor and/or his or her designee and shall have all the powers and perform such other duties as provided by state law, this code, ordinances, resolutions and the direction of the Mayor and/or his or her designee. The Planning and Community Development Department shall be responsible for the planning, zoning, land use and community development.

1-24.030 Appointment and Duties of Director.

A. The Mayor shall appoint a director of the Planning and Community Development Department and appointment shall be confirmed by a majority of the whole council before assuming

office. The Council may determine that the position be filled pursuant to an employment contract. The employment contract shall be negotiated by the mayor and approved by a majority of the whole City Council.

- B. The director of Planning and Community Development Department shall be responsible to the Mayor or his designee for management of the Planning and Community Development Department, supervision of department personnel, and for planning, zoning, land use and community development and other planning and community development activities as assigned by the Mayor or designee.

1-24.040 Compensation. Compensation for the director of Planning and Economic Development shall be set by the City Council and shall be provided for annually in the city budget.

SECTION 2. SEVERABILITY. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

SECTION 3. CORRECTIONS BY CITY ADMINISTRATOR OR CODE REVISER. Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary non-substantive corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules or regulations; or ordinance numbering and section/subsection numbering.

SECTION 4. EFFECTIVE DATE. A summary thereof of this Ordinance consisting of its title shall be published in the official newspaper of the City of Dayton and shall take effect and be in full force five (5) days after the date of publication.

Passed by the City Council of the City of Dayton and approved by the Mayor on this _____ day of _____, 2019.

City of Dayton

By: Zac Weatherford, Mayor

Attested/Authenticated:

Trina Cole, City Administrator

Approved as to form:
Menke Jackson Beyer, LLP

By: Quinn N. Plant, City Attorney

ORDINANCE SUMMARY BY TITLE ONLY FOR PUBLICATION PURPOSES
ORDINANCE NO. 1949

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DAYTON,
WASHINGTON, AMENDING TITLE 1 OF THE DAYTON MUNICIPAL CODE (DMC),
ADDING CHAPTER 1-24, PLANNING AND COMMUNITY DEVELOPMENT

The full text of Ordinance 1949 adopted the _____ day of
_____, 2019 is available for examination at the City
Clerk's Office, 111 S. 1st St., Dayton, WA during normal business
hours, Monday - Thursday, 7:00 a.m. to 4:00 p.m. Full text of the
Ordinance shall be mailed upon request.

By: /s/ Craig George, Mayor

Attest: /s/ Trina Cole, City Clerk-Treasurer

Approved as to form: /s/ Quinn Plant, City Attorney

Published:

Dayton Chronicle, _____

RESOLUTION NO. 1386

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DAYTON, WASHINGTON, CREATING THE POSITION OF DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT; AND, ADOPTING JOB DESCRIPTION FOR SAID POSITION

WHEREAS, the City Council finds and determines that it is in the best interest of the residents of the City of Dayton, and will promote the general health, safety and welfare, for the City to create the position of Director of Planning and Community Development; and

WHEREAS, the job description, attached hereto as Exhibit "A", outlines the responsibilities and duties of the position of Director of Planning and Economic Development.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF DAYTON DOES HEREBY RESOLVE as follows:

Section 1. There is hereby created the position of "Director of Planning and Community Development".

Section 2. The job description outlining the responsibilities and duties for the position of Director of Planning and Community Development as attached hereto in Exhibit "A" is hereby adopted.

Section 3. This resolution shall take effect and be in full force upon passage and signatures hereon.

Approved and signed this _____ day of _____, 2019.

CITY OF DAYTON

Zac Weatherford, Mayor

Attested/Authenticated by:

Trina Cole, City Administrator

Approved as to Form:

Quinn Plant, City Attorney

CITY OF DAYTON



Adopted by Resolution No. _____ on _____, _____.

JOB TITLE: Director of Planning and Community Development
CLASS: Exempt
REPORTS TO: City Administrator
POSITION DESIGNATION: Full-time, 40 hours per week
APPOINTMENT STATUS: Regular

BASIC FUNCTIONS:

Highly skilled, creative, thoughtful, strategic thinking professional responsible for the operation of the City Planning and Community Development Department for a wide range of innovative planning and code compliance policy initiatives including researching, analyzing and drafting policy with broad implications to the City's Municipal Code and Comprehensive Plan; responding to planning policy initiatives by local municipalities, civic/non-profit groups, regional bodies and State agencies; researching and analyzing legislative initiatives at both the local and State level; assisting in project management, formulation and implementation of both current and long-range plans and other policy matters as directed by the City Administrator; and serving to bridge the gap between planning theory, policy creation and implementation.

REPRESENTATIVE DUTIES*:

- Develop and implement advanced, highly complex professional planning and code compliance activities associated with growth management, land use, redevelopment, housing, transportation and other plans and codes to meet the City's needs.
- Bring forward policy amendments to the Comprehensive Plan for consideration by the Planning Commission and City Council.
- Conducts planning studies to address relevant issues and standards and recommends updates/revisions of regulations and the requirements of the Comprehensive Plan.
- Recommends new and revised policies, codes, ordinances and regulations. Prepares draft ordinances and amendments to ordinances for Planning Commission, Historic Preservation Commission and/or City Council consideration.
- Researches information pertaining to best practices in land development issues.

- Review, analyze and bring forward innovative ideas and amendments to the Planning and Community Development Codes, Subdivision Regulations, City-wide development standards and other regulations impacting the development of land in Dayton to match best practices standards for each area and programs that support healthy, complete and resilient neighborhoods.
- Draft policies to implement and strengthen floodplain management and resiliency within Dayton.
- Provide planning and community development policy guidance to the City Council and other City and municipal staff in the preparation of legislation, regulations and other documents.
- Coordinate public outreach initiatives and community engagement. Proactively nurture public participation and grassroots consensus building in planning and code compliance.
- Facilitate sub-committees, working groups, design charrettes and visioning exercises.
- Network with local, regional, State and national partners to further the goals and objectives of the City of Dayton and update local policy to match best practices in a wide variety of subject areas.
- Process and manage development related applications submitted in accordance with the Comprehensive Plan and Dayton Municipal Codes, including, but not limited to, shoreline, zoning, conditional use, variances, rezones, and comprehensive plan amendments, site plans, subdivisions and short plats; prepare reports and recommendations; conduct public hearings before the City Planning Commission, Historic Preservation Commission and City Council.
- Perform research, analysis and undertake special studies, projects and initiatives as directed by the City Administrator.
- Coordinates planning efforts with consulting firms as requested or as recommended.
- Prepares and administers various grants related to Planning and Community Development activities.
- Review internal processes, policies and procedures and make recommendations for improving work efficiency, quality of work and implementation of progressive planning principles and best practices.
- Performs a variety of routine office/administrative duties as required, which include but are not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, attending meetings, etc.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, public works department, engineers, contractors, consultants, architects, Councilmembers, commission members, community/civic organizations and the general public.
- Operates a vehicle and a variety of equipment, which may include a computer, telephone, calculator, copier, etc.
- Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.
- Attend night meetings, community events and committee meetings as directed and/or required.
- Prepares Department work programs and budgets

- Performs related duties as required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of urban planning, historic preservation, transportation planning, environment analysis and resource management, economic and community development and housing development; and, extensive knowledge of the philosophy as well as the legal precedence pertaining to all of these and other areas.
- Knowledge of the methods, procedures and policies of the City as they pertain to the performance of duties of the Planning & Community Development Department.
- Knowledge of the functions and interrelationships of the City and various governmental agencies.
- Knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of various disciplines related to urban planning; including demographics, land use development, economics/economic development, zoning, etc.
- Knowledge of codes and regulations governing permitting and code compliance activities.
- Knowledge of the theories and practices of engineering and architecture.
- Knowledge of proper English usage, punctuation, spelling and grammar.
- Knowledge of modern office practices and technology.
- Knowledge of the terminology and various professional languages used within the Department.

Ability to:

- Take the initiative to complete the duties of the position without the need of direct supervision.
- Plan, organize and prioritize daily assignments and work activities.
- Learn and utilize new skills and information to improve job performance and efficiency.
- Use a computer for word, data processing, graphic displays and cartography.
- Perform required mathematical calculations.
- Read and interpret complex materials pertaining to the responsibilities of the job.
- Assemble and analyze information and prepare reports and records in a concise, clear and effective manner.
- Maintain effective relationships with co-workers, personnel in other departments, professionals and members of the public through contact and cooperation.
- React calmly and quickly in emergency situations.
- Exercise judgment and discretion in legal determinations affecting land use and zoning
- Communicate effectively, both orally and in writing.
- Work comfortably and effectively with citizen advisory commissions, elected officials, and ad-hoc citizen groups in a conference environment as well as in public assemblies and meetings.
- Practice good professional judgment.

- Interpret and apply applicable Federal, State, and local policies, codes, laws and regulations.
- Review and approve planning permits and applications or other matters within area of responsibility.
- Make effective oral presentations to large groups of individuals.

MINIMUM QUALIFICATIONS:

Education/Training:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in public planning, geography, business or public administration or related field.

Experience:

- Three years of professional planning experience of a progressively responsible nature preferably within a municipal setting.

Other Requirements:

- Valid Washington Driver's License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.

Supervisory Responsibilities:

To be determined.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Environment:

Indoor and outdoor environment; a moderate amount of local traveling is involved in construction and site visits and facility and area tours. Consequently, the incumbent is exposed to occasional inclement weather and the normal transportation and construction activity such as high noise levels, moving vehicles and machines, dust and mud, and traversing of exposed and sometimes insecure walkways and platforms. May wear protective clothing and equipment such as helmet, gloves, goggles, and safety shoes. Official may be exposed to potentially hostile environments.

Physical:

Primary functions require sufficient physical ability and mobility to:

- Work in an office setting that may include sitting for prolonged periods of time;
- Operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard;
- Operate a vehicle to travel to various locations.
- Climb and walk over rough surfaces and loose material; and
- Stand, stoop, reach, bend, kneel, squat; lift and/or carry light to moderately heavy items.
-

City of Dayton is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the City Hall at (509) 382-2361.

The City of Dayton is an Equal Opportunity Employer.

*Management has the right to add or change duties of the position at any time.

Salary Scale:

Step 1/Entry - \$5,299.33

Step 2/Successful Completion of Probation (6-mos) – 15%

Step 3 – 3% (1-year)

Step 4 – 3% (2-years)

Step 5 – 3% (3-years)

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Director of Planning and Community Development position and I certify that I can perform these functions.

Applicant Signature

Date

06/2019

ORDINANCE NO. 1950

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DAYTON, WASHINGTON, AMENDING ORDINANCE NOS. 1942 AND 1947, THE 2019 SALARY SCHEDULE, CREATING ONE NEW CLASSIFICATION AND AMENDING THE SALARY SCHEDULE TO PROVIDE FOR THE NEW CLASSIFICATION; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Dayton, Washington, previously approved Ordinance No. 1942 adopting a Salary Schedule for 2019; and,

WHEREAS, Ordinance No. 1942 set forth job classifications along with their associated salary ranges for 2019; and

WHEREAS, Ordinance No. 1947, adopted April 10, 2019, amended Ordinance No. 1947, and

WHEREAS, the City Council authorized Resolution No. 1382 on June 26, 2019, creating the position of Director the Planning and Community Development;

WHEREAS, the Mayor has recommended to the City Council that a new classification entitled Director of Planning and Community Development be created within the 2019 Salary Schedule; and

WHEREAS, the members of the Personnel Committee of the City Council met on June 18 and 20, 2019 to discuss the new classification entitled Director of Planning and Community Development and a salary for said classification;

WHEREAS, the majority of the Personnel Committee of the City Council recommends that the 2019 Salary Schedule be amended in the manner recommended by the Mayor.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DAYTON DOES HEREBY ORDAIN as follows:

SECTION 1. AMENDMENT TO THE 2019 SALARY SCHEDULE. Ordinance Nos. 1942 and 1947 entitled 2019 Salary Schedule is hereby amended to add the following classification:

CLASSIFICATION	Formal Salary Scale – Monthly	
	Low	High
Director of Planning and Community Development	\$5,299	\$6,659

SECTION 2. EFFECTIVE DATE. A summary thereof of this Ordinance consisting of its title shall be published in the official newspaper of the City of Dayton and shall take effect and be in full force five (5) days after the date of publication.

Passed by the City Council of the City of Dayton and approved by the Mayor on this _____ day of _____, 2019.

City of Dayton

By: Zac Weatherford, Mayor

Attested/Authenticated:

Trina Cole, Administrator/Clerk-Treasurer

Approved as to form:
Menke Jackson Beyer, LLP

By: Quinn N. Plant, City Attorney

ORDINANCE SUMMARY BY TITLE ONLY FOR PUBLICATION PURPOSES
ORDINANCE NO. 1950

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DAYTON, WASHINGTON,
AMENDING ORDINANCE NOS. 1942 AND 1947, THE 2019 SALARY SCHEDULE, CREATING
ONE NEW CLASSIFICATION AND AMENDING THE SALARY SCHEDULE TO PROVIDE FOR
THE NEW CLASSIFICATION; AND ESTABLISHING AN EFFECTIVE DATE.**

The full text of Ordinance 1950 adopted the _____ day of _____, 2019 is available for examination at the City Clerk's Office, 111 S. 1st St., Dayton, WA during normal business hours, Monday – Thursday, 7:00 a.m. to 4:00 p.m. Full text of the Ordinance shall be mailed upon request.

By: /s/ Craig George, Mayor
Attest: /s/ Trina Cole, City Clerk-Treasurer
Approved as to form: /s/ Quinn Plant, City Attorney

Published:
Dayton Chronicle, _____