

# Historic District Design Guidelines

## Dayton Register Washington Street Historic District

and

## Dayton Register South Side Historic District

Created by

Dayton Historic Preservation Commission

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# I. INTRODUCTION AND OVERVIEW

## A. Historic Preservation and It's Value

### 1. 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.

### 2. 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.

### 3. 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.

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## B. 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 the Washington Street and South Side Districts while allowing the Districts 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's historic districts. Property owners can accomplish this goal through alterations and new construction 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 historic districts are diverse architecturally and have already experienced change and continued change is therefore expected. 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 districts represent and comprise special community qualities that draw residents to live, work, and invest here. Historic district designation offers residents confidence that the character of the neighborhood will be protected through historic preservation laws, ordinances, and processes. Accordingly, a local historic district protects the context of the neighborhood as a whole, and thus protects the major source of the value for an individual property.

### Purpose of Design Guidelines

The purpose of design guidelines for Dayton residential historic districts is to provide guidance to property owners, architects, designers, builders, developers, City staff, and the Historic Preservation Commission and City Council. These guidelines inform about design policies in the two specific neighborhoods. These Guidelines provide direction on preserving the integrity of the community's historic resources through congruous new construction and alterations. Congruous in this instance focuses attention on massing, size, scale, and architectural features that characterize both the immediate setting that surrounds the project site and the whole historic district. These Guidelines also indicate an approach to design that will help sustain the character of the district 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 new construction and alterations to buildings and sites in the community through its formal permitting process. When the Guidelines are followed carefully, they will provide uniform review and increased predictability, while serving as a means to prevent delays and minimize added costs to developers and builders. The Guidelines work best when used as the benchmark during early stages of project conception and design.

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The historic residential design review process utilizes design guidelines to guide consistent review of applications for major modifications to existing buildings or the construction of new structures. Building owners and developers 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 Dayton City 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.

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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.

### C. Preservation Concepts

Each historic district has a "Period of Significance" which is the time during which the area 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.

**Character-defining elements** of homes in historic districts allow for recognition of being a product of its own time. In the case of a district, integrity also includes design of blocks, lots, streets, sidewalks, ~~and special relationships of homes to the street and to eachother.~~

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The City's intent is to encourage high quality development while protecting the heritage of Dayton's residential historic districts. The change brought on with alterations and new construction generally brings a wide range of considerations such as protecting the integrity of the district, the sense of time and place conveyed by the property including structures, streets, sidewalks, and open space as a collection. The character, or "sense of feel" conveyed by these neighborhoods promotes an identity unique to the district. When reviewing a project using the design guidelines, the City will consider how each proposal meets the following goal. The general overriding goal for new construction within Dayton residential historic districts:

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New construction should be contemporary but compatible with existing buildings in their setting and within the historic district as a whole. The immediate block face is

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viewed as the starting point including the site design of new buildings. Building site design should reinforce the established character of the historic district and the visual continuity of the streetscape.

These Guidelines will be the main source in determining the congruity of proposed **EXTERIOR** changes in residential historic districts that are visible from the public right of way.

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## D. 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 each of the Historic Districts; further an understanding of how each district, singly and in combination, contributes to Dayton's sense of place.
  - c. Foster community spirit and pride by encouraging activities that celebrate our town's sense of place and 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 rehabilitation 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 including technical assistance 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.

## E. 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 the efforts by noting their first impressions and establishing a general overview. Observation then proceeded to the particular 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 prior to submitting to the City Council for their review, approval, and adoption process.

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## OBJECTIVE OF THE DESIGN GUIDELINES

The guidelines offer a step-by-step design approach for all projects undertaken within the Historic Districts.

### THESE GUIDELINES ARE INTENDED TO:

1. PRESERVE THE EXISTING HISTORIC CHARACTER and distinct appeal of the streetscapes and significant structures found within the Historic Districts.
2. FURTHER BUILD UPON THE STRONG HISTORIC FEATURES of these streetscapes and significant structures.
3. ENHANCE THE VISUAL UNITY of the Historic Districts by encouraging coherence in design, without resorting to artificial "themes" and an artificial sense of history.
4. PRESENT AFFORDABLE, ACHIEVABLE METHODS for the rehabilitation or alteration of existing structures in accordance with the design guidelines.
5. PRESENT AFFORDABLE METHODS to ensure that new construction is compatible with historic surroundings, particularly in terms of scale and mass.

## II. THE REVIEW PROCESS

### A. Overview of Process to Obtain COA

#### PRE-APPLICATION CONSULTATION

Because building design is an evolving process, informal consultation with the Dayton City Planner at the outset can be very helpful. Applicants may contact the Planner at Dayton City Hall to become acquainted with the design guidelines and the review process and to schedule discussions with the Commission before initiating the design phase. The Planner and the Commission offers its services and expertise in order to suggest practical and cost-effective design information that may save the applicant time and money during the design process. Some rehabilitation activities may not require Commission approval and can be approved by the Planner.

Before a building permit can be issued within the Historic Districts, property owners or applicants undertaking a building project including rehabilitation of historic structures, alteration of non-historic buildings, and new construction, are required to meet with DHPC for a formal review of their plans unless otherwise exempted by Planner approval.

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 the Districts' neighborhoods and streetscapes.

*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 right of way.*

COA applications are reviewed by the Commission at regularly scheduled meetings not less than 7 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.

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Moved up [1]: PRE-APPLICATION CONSULTATIONBecause building design is an evolving process, informal consultation with City staff at the outset can be very helpful. Applicants may contact City staff to become acquainted with the design guidelines and the review process and to schedule discussions with the Commission before initiating the design phase. City staff and the Commission offers its services and expertise in order to suggest practical and cost-effective design information that may save the applicant time and money during the design process.

## MATERIALS NEEDED FOR THE REVIEW PROCESS

To facilitate the COA review process, help with design solutions and offer informed recommendations to applicants during the review process, the Historic Preservation Commission requires submittal of a COA application. 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 to conduct the review:

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1. A COMPLETED APPLICATION FOR COA which is available from the Dayton Planning Department or online at [www.daytonwa.com](http://www.daytonwa.com). Include a description of the proposed modifications to the existing building and/or proposed new building. Consider: Does the proposed work alter or affect the character defining features of the existing building or, in the case of new construction, the surrounding character of the streetscape?
2. 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.
3. DRAWINGS, including plan, elevation, sketches, and section drawings. Drawings should also include window design, signs, and exterior lighting if applicable.
4. DETAILED DRAWINGS of new or altered architectural features and trim.
5. A DESCRIPTION OR SAMPLE OF NEW EXTERIOR MATERIALS to be used, including but not limited to the types of windows, roofing, and siding.
6. HISTORIC PHOTOGRAPHS: When reviewing projects within the Historic Districts, the DHPC refers to historic photographs of buildings, sites, and streetscapes. 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.

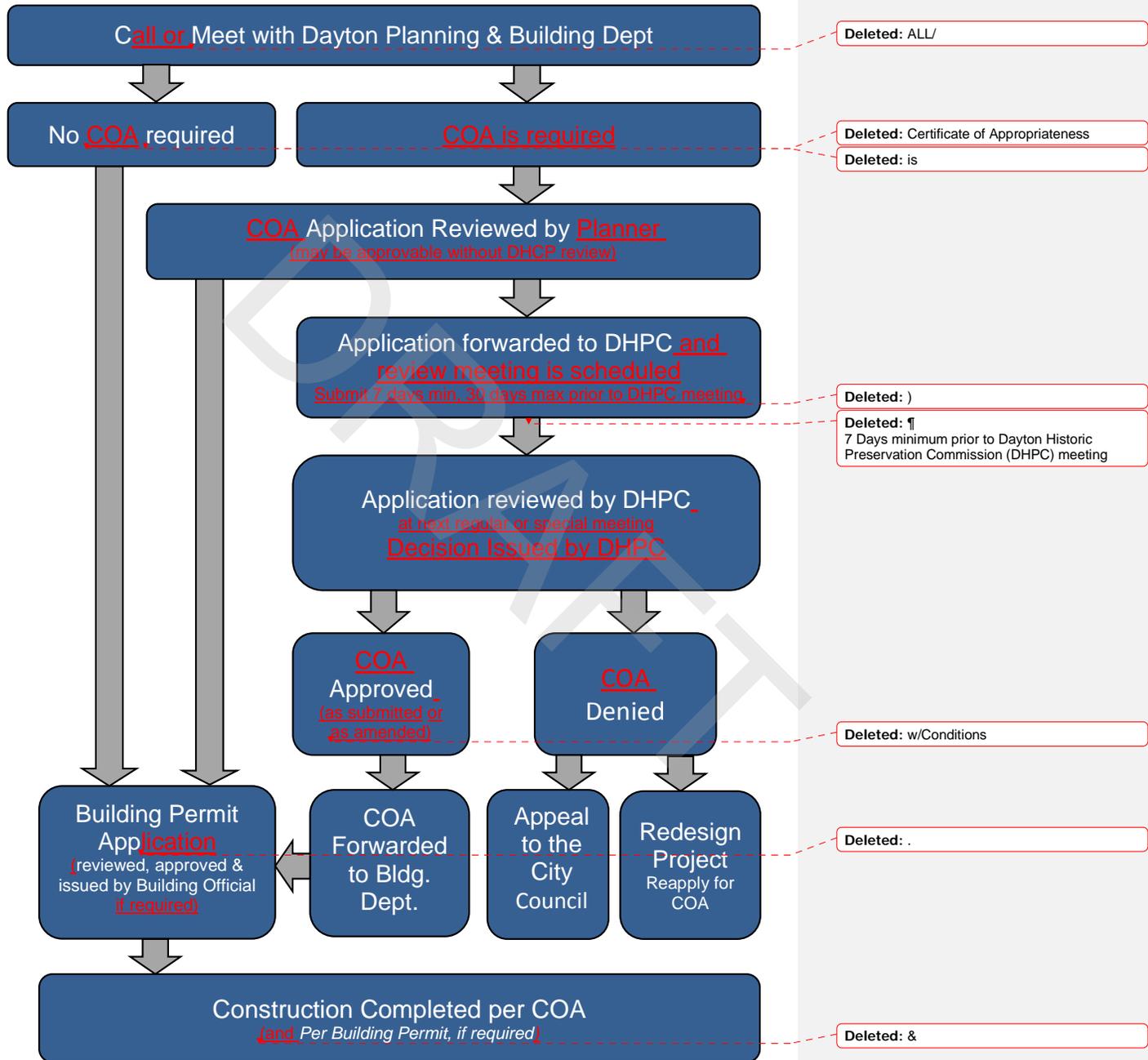
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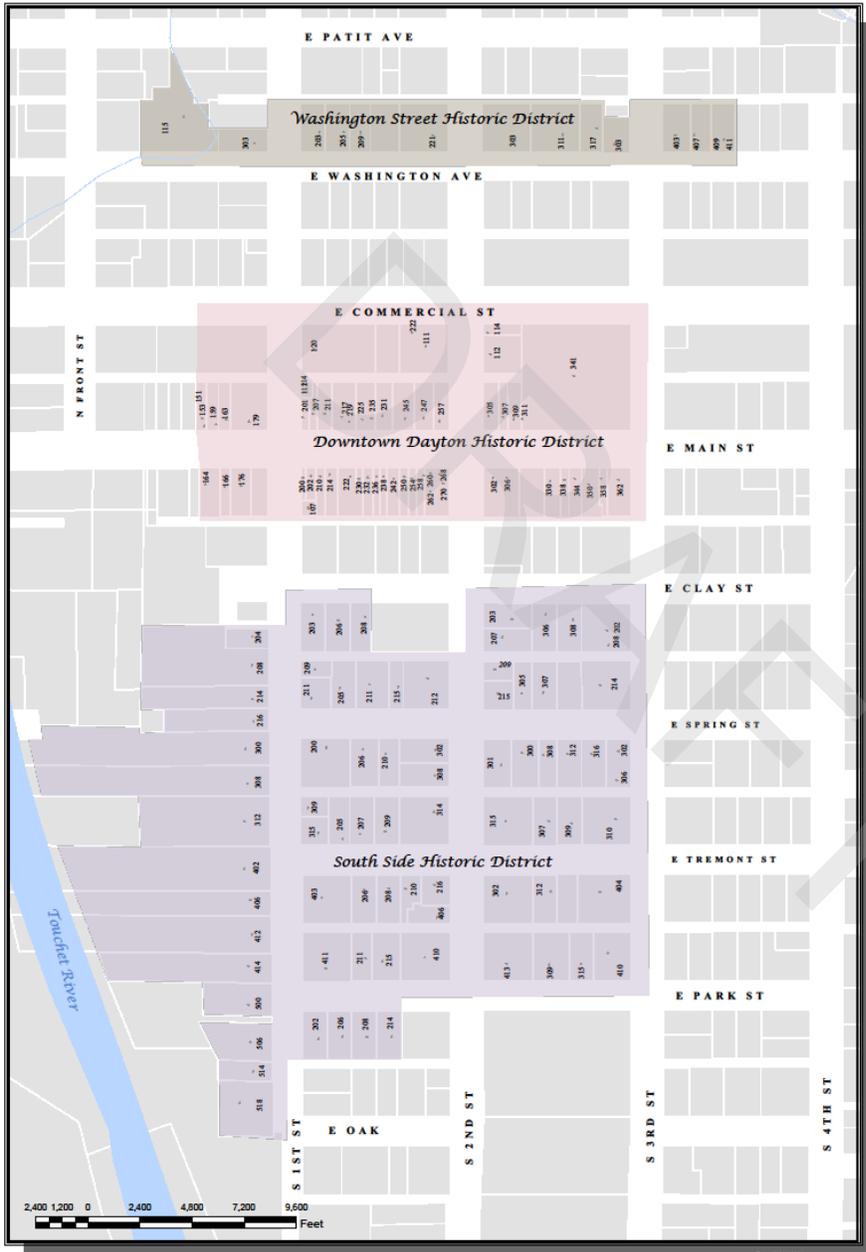
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## B. The COA Review Process Chart



# Dayton Historical Districts



### III. DAYTON REGISTER WASHINGTON STREET HISTORIC DISTRICT

aka Washington Street Historic District

#### A. MAP OF WASHINGTON STREET DISTRICT



#### B. HISTORY AND ARCHITECTURAL SIGNIFICANCE OF THE WASHINGTON STREET DISTRICT

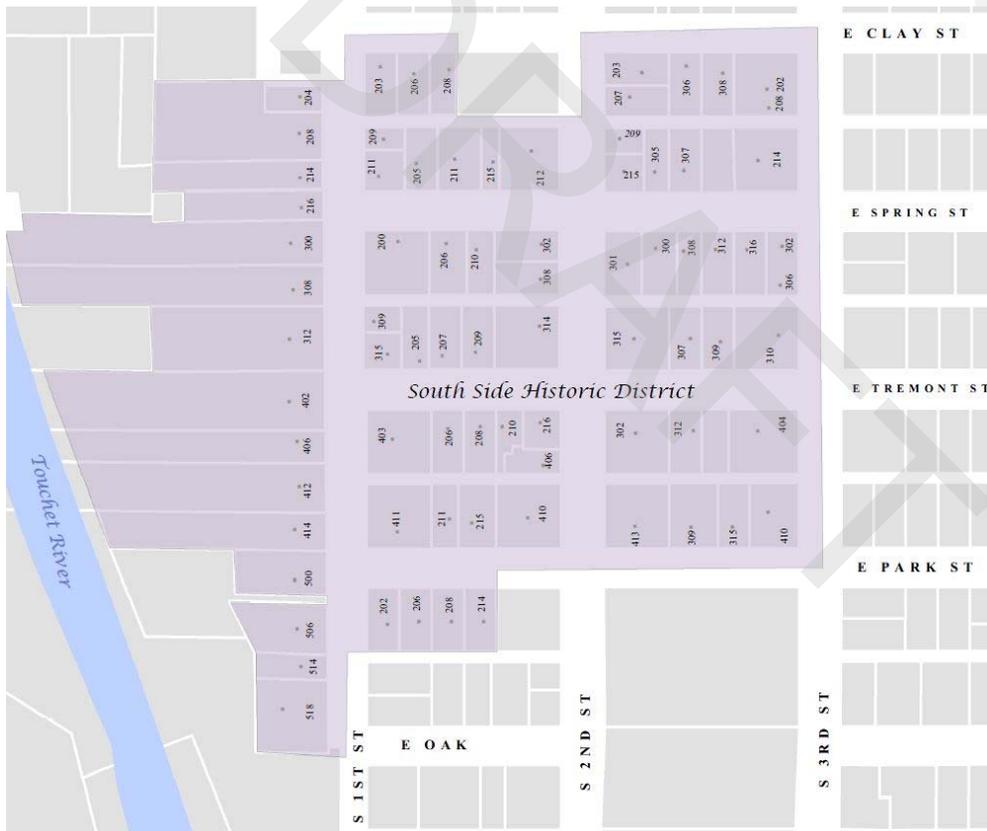
The Dayton Washington Street Historic District was accepted to the National Register on August 13, 1986 with 13 historic resources. Subsequently the local register was formed in 2009. The District is comprised of well-preserved historic structures constructed from 1880 to 1950 and includes 12 wood frame residential homes and one commercial building. The various architectural styles illustrated by the homes and single commercial building span seven decades and represent designs, **motifs**, construction practices, and building materials that were popular during the late 19<sup>th</sup> century and the first half of the 20<sup>th</sup> century.

Architectural styles in the District include large Italianate and Queen Anne examples—some landmark quality, smaller **Queen Anne**, **Tudor Revival** **Storybook Cottage**, and **Ranch**-style dwellings, and one **Art Deco** commercial block. The Dayton Register Washington Street Historic District encompasses about three and one-half city blocks with 12 homes and one commercial building. Refer to the map for the Washington Street District boundaries. The historic District is surrounded by a grid-work of paved streets, mature street trees, and other historic homes.

# IV. DAYTON REGISTER SOUTH SIDE HISTORIC DISTRICT

aka South Side District

## A. MAP OF SOUTH SIDE DISTRICT



## B. HISTORY AND ARCHITECTURAL SIGNIFICANCE OF THE SOUTH SIDE DISTRICT

The Dayton South Side Historic District comprises a residential section of Dayton that is located in part of the Original Town of Dayton and part of the Day & Mustard Addition one block south of the town's central business district. The Dayton South Side Historic District encompasses approximately three and one-half square city blocks with 72 homes and three ecclesiastical church buildings. Refer to the map for the South Side District boundaries. The Dayton South Side Historic District is an overlay of the National Register South Side Historic District that was listed on the National Register of Historic Places on August 13, 1986. The boundaries of both historic districts are contained within the same perimeter outline.

The Dayton Register South Side Historic District is a residential neighborhood of well-preserved historic buildings built between 1870 and 1972, and includes a total of 75 properties **comprising** three ecclesiastical church buildings and 72 **residential buildings** that were originally designed as single-family homes (some of the homes have been remodeled as multi-family residences with apartment suites). The various architectural styles illustrated by the homes and church buildings represent a century of different designs, motifs, craftsmanship techniques, construction practices, and building materials that were popular during the late 19<sup>th</sup> century and the first half of the 20<sup>th</sup> century. A plethora of architectural styles are manifested in the historic district and span those from **Folk Victorian, Italianate, Queen Anne, Colonial Revival, Craftsman, American Foursquare, Tudor Revival, and Storybook Cottage** traditions to Mid-Century Modern styles like **Minimal Traditional and Ranch**.



See Section IX. PICTORIAL REPRESENTATIONS OF ARCHITECTURAL STYLES for enlarged drawings.

# V. LOCAL DESIGN GUIDELINES – RESIDENTIAL REHABILITATION AND RESTORATION

The following guidelines are based upon the National Standards (see appendix).

## A. Intent

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

### General - Establishing the area of work

These guidelines shall apply to all buildings within the boundaries of the Historic Districts, and only to portions of the exterior of such buildings visible from public right-of-way. Note: buildings of historic 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.

Refer to the City of Dayton Zoning Ordinances for setback requirements. 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.

## B. 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.

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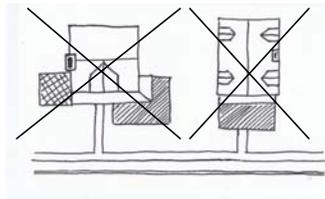
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4. Windows, entryways, and inset porches should be in the same proportions as the existing house and in harmony with those of nearby historic residences and/or structures.

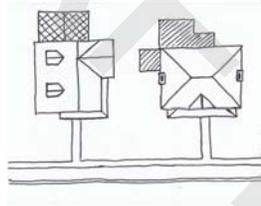
## C. Properties with Contributing Buildings

### 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 shall 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 shall 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 shall 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 shall 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, shall be retained or restored.

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- m. Original second or third stories shall not be removed in order to add a new addition to the building or to lower the roof.



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.

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- 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) shall be set back from the front of the building. This will help preserve the building's proportions as seen from the street.

## 2. Siding

Original siding materials should be retained. Materials used on additions shall 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 shall appear similar to those historically used. The lap dimensions of siding should be similar to that found traditionally.
- c.
- d. Newer siding materials may be considered, if they appear similar in character and detailing to traditional building materials (e.g. siding lap dimensions).
- e. Use of new materials shall 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. Vinyl siding is not a suitable product to use on existing portions of historic homes within the Districts.
- g. Details of siding should match those of traditional wood siding.
- h. Reflective materials, such as mirrored glass or polished metals, are inappropriate.
- i. Restoration of original colors, or colors appropriate to the style and era of the building is encouraged.

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## 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 the 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.

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- 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 shall 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).

**Deleted:** Eliminating or lessening divisions of multi-pane windows that are not of the compatible design of the new structure is not allowed.

## 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.

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## 6. Porches

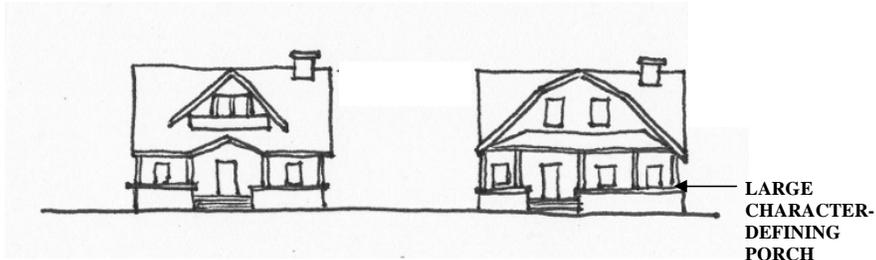
Many of the houses in the historic Districts and in many of the neighborhoods throughout Dayton have porches. The prominent architectural styles during the development of the historic areas, such as **Bungalow** and **Queen Anne**, included front porches in their design.

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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 shall 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 shall not be enclosed.
- b. ~~Primary, character-defining porches shall not be enclosed.~~
- c. Secondary porches may be enclosed if configured in such a manner that the historic character of the porch and the house is still visible.
- d. If a porch replacement is necessary, reconstruct it to match the original in form and detail.
- e. Use a one-story porch element to define the entry.
- f. Orient the front of a house to the street and clearly identify the front door.
- g. A prominent entry will contribute to the pedestrian-friendly character of the street.
- h. The use of a porch is encouraged in any residential development. A porch shall be similar in character, design, scale, and materials to those seen traditionally in the neighborhood.
- i. The size of a porch should relate to the overall scale of the primary structure to which it is attached.
- j. A porch shall use compatible materials to that of the primary structure.
- k. Porch supports shall be of a substantial enough size that the porch does not appear to float above the entry.
- l. Porch columns should be similar to those historically found.
- m. Wood columns are appropriate for most structures in the historic Districts.
- n. Avoid decorative elements that are not known to have been used on your house or others like it.
- o. 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.

**Deleted:** Primary, character-defining porches shall not be enclosed.

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## 7. Awnings and Canopies

- a. Awnings over doors and windows are seen in the historic Districts. 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,**

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cornices, **parapets, pediments, frieze boards**, exposed rafters, and other ornamental details and original types, sizes, colors, and patterns of roofing materials.

- b. When adding a dormer to an existing roof, it shall 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. ~~\_\_\_\_\_~~
- e. Skylights should be flat. Roof venting shall not significantly alter the appearance of historic homes.
- f. ~~The roof of an addition shall be compatible with the roof of the primary building.~~

**Deleted:** New roof features should not be placed on the building so they are visible from the street.

**Deleted:** If the roof of a primary building is symmetrically proportioned, t

**Deleted:** similar

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## 9. Foundations

a. Changes to the foundation shall 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 permitted.~~

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## 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 shall 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 in the historic Districts were designed as a part of the original plans for the lot, often constructed in duplicate. Many of the garages face alleys that are, in themselves, of strong architectural design. Respecting the historic accessory buildings and their use is an important aspect of the Districts and maintaining them shall be a priority.

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

## 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 than can be viewed from the public right of way.

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.

DRAFT

## VI. LOCAL DESIGN GUIDELINES – RESIDENTIAL NEW CONSTRUCTION

### A. Intent

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

#### General - Establishing the area of work

These guidelines shall apply to all new buildings within the boundaries of the Historic Districts, and only to portions of the exterior of such buildings visible from public right-of-way. 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 structures within the Districts one must consider the size, scale, and design of the other historic structures within that District. 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 building permit from the City of Dayton.

Accessory buildings shall be limited to the rear and side yards where they are minimally visible from the street and shall 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 shall be compatible with the character of the primary structure. The relationship of wall to window shall 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 shall also use the style, and materials of the existing house.

In the Dayton historic Districts the houses are 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.

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**Deleted:** These guidelines shall apply only to the exterior of new buildings and to areas of lots visible from public right-of-way. *Note: Structures of historic residential or single-family character that have commercial uses shall comply with Historic Residential Design Standards. Bed and Breakfast accommodations are an example of a commercial use in a residential style building.*

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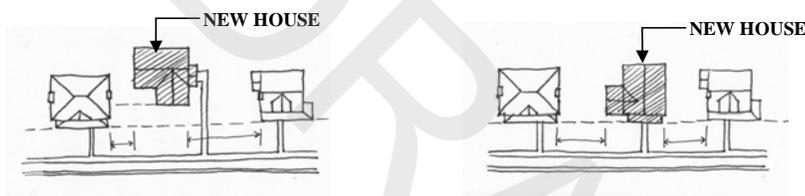
## B. Properties with Non-Contributing Buildings

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.

## C. 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 shall be preserved.

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c. Provisions for new structures are as follow:



**Inappropriate**

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

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**Inappropriate**

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

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**Appropriate**

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

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i. New construction shall be compatible in height, scale, mass, materials and character with the main or neighboring building.

ii. Height of any building shall not exceed City of Dayton Ordinance.

iii. The roof form of a new structure shall be compatible with that of the primary building or adjacent buildings.

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## 2. Siding

Siding materials used on new buildings shall 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 within the Districts. 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 shall 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.

Deleted: Horizontal board siding, stucco, shingles, and brick are the common building material throughout the historic Districts.¶

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### 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, 1-2 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 permitted.
- b. Window size and spacing shall 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 shall 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.

**Deleted:** <#>Siding materials used on new buildings shall be consistent with predominate materials used on buildings of a similar architectural style.¶  
<#>Maintain the existing range of exterior wall materials used within the District. ¶

**Deleted:** Windows are important elements in the composition of a building and are typically highlighted or accented.

- 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 shall 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.

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## 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 shall be compatible with the architecture of the structure.

## 6. Porches

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

Many of the houses in the historic Districts and 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.

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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.

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- Deleted: that are

- a. Primary character defining porches shall 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.

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- i. Porch columns should be similar to those historically found.
- j.
- k. Covered porches are recommended. A canopy may be placed over the door to provide protection and interest if a porch is not possible.

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**Deleted:** Avoid decorative elements that are not known to have been used on other houses within the District.

## 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 in the Districts. Historically appropriate materials are acceptable.

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## 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 District.
- 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 street.
- f. Roof venting shall not significantly alter the appearance of the home or structure.
- g. Many architectural styles of houses that were popular during the development of the District 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.
- j. A dormer shall be subordinate to the overall roof mass and shall be in scale with older ones on similar structures.
- k. The top of a dormer's roof should be located below the ridgeline of the primary roof and set back from the eave.
- l.
- m. Eave depths shall be similar to those seen traditionally in the neighborhood.
- n. The length of a roof **ridge** should not exceed those historically seen on comparable buildings.
- o. 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.

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**Deleted:** Dormers are encouraged because they break up the perceived scale of a roof.

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**Deleted:** Dormers shall be oriented to the window feature below.

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## 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 shall match or be compatible with original foundations in the District 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 permitted.

## 10. Mechanical and Electrical

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, and solar panels.

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## 11. Accessory Buildings

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

Deleted: Original accessory buildings or those buildings secondary to the primary structure or residential living spaces are often overlooked.

For new construction, such as garages, the following shall 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 to those seen traditionally in the historic Districts and to the primary structure.
- c. In general, accessory buildings shall 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.

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## VII. LOCAL DESIGN GUIDELINES – RESIDENTIAL RELOCATION AND DEMOLITION

### A. Intent

To provide resident safety, convenience, and welfare, promotes long-term preservation of property values through livability and maintainability of the Districts, and to maintain historic character of homes.

#### General - Establishing the area of work for relocation and demolition

In Dayton’s historic districts the 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 building permit from the City of Dayton.

Demolition of an existing structure deprives the community of the Districts’ 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 Dayton City Planner when considering demolition of an historic structure for additional requirements that may apply.

### B. 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.

### C. Relocation

Relocating an existing structure OUT OF the District is not encouraged because it is detrimental to the integrity of the District.

If relocating a structure INTO the District, one should consider its size, scale and design in relationship with the other structures within the District.

### D. Salvage

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

**Deleted:** *Note: Structures of historic residential or single-family character that have commercial uses shall comply with Historic Residential Design Standards. Bed and Breakfast accommodations are an example of a commercial use in a residential style building.*

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## VIII. 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.

**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 lites:** A window composed of various small panes of glass connected by wood or metal muntins. Simulated divided lites 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.

**sidelites:** A sidelite 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.](#)

## IX. 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



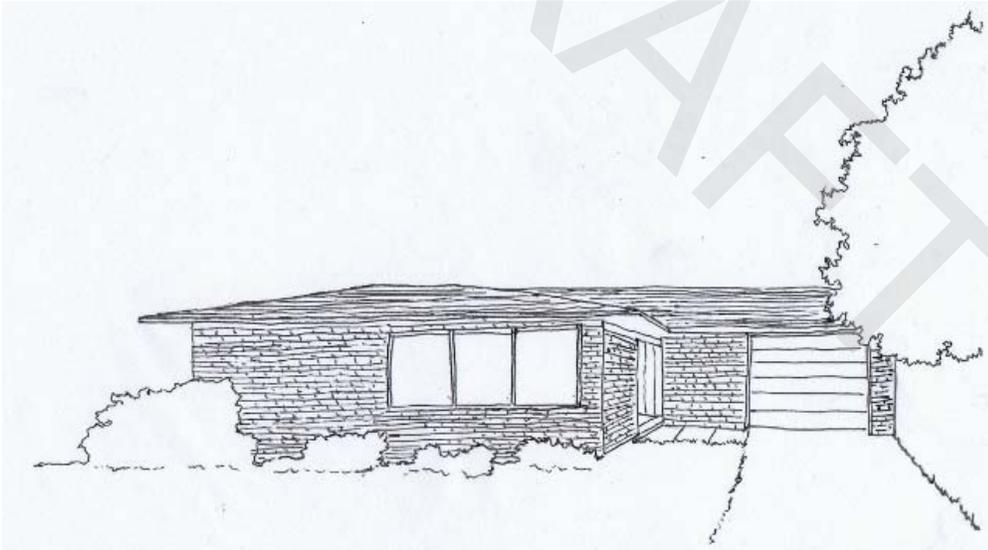
**Tudor Revival**  
ca. 1890 – 1940



**Tudor Revival – Storybook Cottage**  
ca. 1920 - 1939



**Minimal Traditional**  
ca. 1935 - 1950



**Ranch**  
ca. 1935 - 1975

**APPENDIX A**  
**CERTIFICATE OF APPROPRIATENESS (COA)**  
**APPLICATION**

DRAFT



## *Dayton Historic Preservation Commission*

111 South 1<sup>st</sup> Street  
Dayton WA 99328-1341

Phone (509) 540-6747  
Email: [kscharer@daytonwa.com](mailto:kscharer@daytonwa.com)  
Fax (509) 382-2539

### **THE DAYTON REGISTER OF HISTORIC PLACES: DESIGN REVIEW FOR CERTIFICATE OF APPROPRIATENESS**

The City of Dayton adopted Dayton Historic Preservation Ordinance 1544 on November 10, 1992. This ordinance provides that the Commission is responsible for the stewardship of historic and architecturally significant properties in the City of Dayton. This ordinance requires review by the Dayton Historic Preservation Commission of most proposed changes to properties or districts listed on the Dayton Register of Historic Places.

[Owners of properties within the Washington Street and South Side Districts must obtain a Certificate of Appropriateness before any action is taken affecting use, exterior appearance, relocation, demolition, new construction, or reconstruction/replacement.](#)

Owners of properties designated on the Dayton Register [that are not within a District](#) have signed an agreement stating that they will abide by the terms of Ordinance 1544 Section 5.D. A **Certificate of Appropriateness must be obtained** before any action is taken affecting use, exterior appearance, contributing historical interior features, demolition, new construction attached to the structure, or reconstruction/replacement.

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This agreement and design review process ensures the preservation of those historic and architectural features that allowed the structure to be placed on the Register. A Certificate of Appropriateness is the tool used to provide this protection for a designated structure or district. The Certificate of Appropriateness is an official notice of approval issued by the Dayton Historic Preservation Commission, charged with permitting or denying the appropriateness.

Certain limited types of work are permitted without a Certificate of Appropriateness. These are as follows:

1. Painting and/or staining.
2. Ordinary repair and maintenance (Ordinance 1544 Section 3.Q).
3. Repair-in-kind, if the work you want to do involves only repair using the same materials and exact same details and finishes. It is, however, a good idea to notify the Historic Preservation Commission when you are planning in-kind maintenance.
4. Emergency measures and repairs (Ordinance 1544 Section 3.K).

Examples of work that require a Certificate of Appropriateness include but are not limited to:

1. Installing replacement siding (aluminum, steel, vinyl, etc.);
2. Replacing roof, with different finish materials;
3. Changing existing windows, sashes or frames;
4. Altering or adding sidewalks, driveways or parking areas;
5. Adding/altering garages;

6. Altering/adding/removing chimney;
7. Altering/adding/removing foundation;
8. Altering/removing contributing historical exterior/interior features;
9. Exterior signs.

**Obtaining a Certificate of Appropriateness is the responsibility of the property owner(s).** It is advisable to get the Certificate of Appropriateness well in advance of making any financial commitments for work or materials and/or anticipated construction.

The Historic Preservation ordinances are administered to preserve the character of the property or district and to discourage changes that adversely affect the historic appearance of the property or district. The Dayton Historic Preservation Commission will encourage either:

1. Maintenance of the existing style and character, or
2. Changes that return the property or district to its original style.

Changes are reviewed carefully and will be allowed only when other options are not feasible. The **historic value shall not be compromised** by changes in key elements which establish the style, character and setting. In each case, the question of economic feasibility is given proper consideration.

### **BASIS FOR DESIGN REVIEW**

In order for the Dayton Historic Preservation Commission to determine compatibility as objectively as possible, the Secretary of Interior's Standards developed by the Technical Preservation Services Division of the United States Department of the Interior, ([www.nps.gov](http://www.nps.gov)) serve as a basis for all design review. There are four treatment approaches: Preservation, Rehabilitation, Restoration, and Reconstruction, and they are each outlined below in hierarchical order and explained:

#### **Standards for Preservation**

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

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.

4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

### **Standards for Rehabilitation**

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

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## Standards for Restoration

**Restoration** is 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.

1. A property will be used as it was historically or be given a new use which reflects the property's restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed.

## Standards for Reconstruction

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

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure, or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.

3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.

The Standards are neither technical nor prescriptive, but are intended to promote responsible preservation practices that help protect our Nation's irreplaceable cultural resources. For example, they cannot, in and of themselves, be used to make essential decisions about which features of the historic building should be saved and which can be changed. But once a treatment is selected, the Standards provide philosophical consistency to the work.

Guidelines have been prepared to assist in applying the Standards to all project work; consequently, they are not meant to give case-specific advice or address exceptions or rare instances. Therefore, it is recommended that the advice of qualified historic preservation professionals be obtained early in the planning stage of the project.

#### **Change-Of-Use Review**

As previously stated in the Standards every reasonable effort must be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment. The Dayton Historic Preservation Commission will consider the impact of the proposed use on the historical or architectural importance of the structure and/or historic district.

#### **Alterations in Historic Districts**

Alterations to a historic property in a historic district must be architecturally compatible with the character of the on-site structures and subject property, or in the case of non-contributing structures, the neighboring structures within the district. The Dayton Historic Preservation Commission will determine the compatibility of proposals for alterations.

#### **Signs, Lighting and Other Appurtenances**

Signs, exterior lighting and other appurtenances such as walls, fences, awnings and landscaping must be visually compatible with the traditional architectural character of the historic structure.

### **Demolition Review**

For procedures regarding demolition of historic landmarks, or structures in the city of Dayton, see Ordinance 1768, DMC Section 5-18.37.

The Dayton Historic Preservation Commission **encourages** the preservation of historic landmarks, or property within an historic district. Where demolition is proposed, however, the following factors will be considered.

1. Importance of the structure to its general surroundings;
2. Importance of the structure historically;
3. Importance of the structures as a prime example of a style;
4. Importance of the structure due to its irreplaceable qualities or features; and,
5. Proposed use of the property after demolition.

Restoration and adaptive re-use of structures and outbuildings is encouraged. Deterioration of a structure due to the property owner's lack of maintenance will not be considered a valid reason for approval of demolition.

### **PROCEDURES FOR OBTAINING A CERTIFICATE OF APPROPRIATENESS**

An applicant wishing to make changes to properties on the Dayton Register of Historic Places or within an historic district:

1. Meets with Dayton Historic Preservation Commission staff/City Planner to review Secretary of the Interior's Standards and/or Standard's Guidelines. A site visit may be requested in some instances.
2. Submits application for Certificate of Appropriateness (COA) to Dayton Historic Preservation Commission staff/City Planner at least 7 days before a regularly scheduled meeting of Dayton Historic Preservation Commission.
3. Upon approval of a Certification of Appropriateness, applies to the Building Department for a building permit.

At the regularly scheduled meeting the applicant or the designated agent of the applicant presents statements in favor of the application, including relevant plans, pictures, models, etc.

Following the meeting, the owner/designated agent has the following options:

1. The owner signs an agreement to comply with the Dayton Historic Preservation Commission's recommendations and conditions and receives a Certificate of Appropriateness.
2. If the owner disagrees with the recommendations he can drop the case, or reapply with modifications. The applicant is encouraged to reapply to the Dayton Historic Preservation Commission with modified plans. Only if the property is not within a historic district, the property owner may request to have the property be removed from the Dayton Register of Historic Places.
3. The owner may appeal the decision of the Dayton Historic Preservation Commission to the City Council within ten (10) days of the date of approval, approval with condition or denial of an action of the Dayton Historic Preservation Commission (Ordinance 1544 Section 6.C.4).



*Dayton Historic Preservation Commission*

111 South 1<sup>st</sup> Street

Phone (509) 540-6747

Dayton WA 99328-1341

Email: kscharer@daytonwa.com

Fax (509) 382-2539

**DAYTON REGISTER OF HISTORIC PLACES  
Application for Certificate of Appropriateness (COA)**

Date Received \_\_\_\_\_

COA # \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Dayton Historic Preservation Commission

City of Dayton

111 South 1st Street

Dayton, WA 99328 (509) 540-6747

Property Address: \_\_\_\_\_

Applicant/Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**A Certificate of Appropriateness is requested for:**

- Preservation
- Rehabilitation
- Restoration
- Reconstruction
- Demolition
- Other: \_\_\_\_\_

**Required Documentation:**

- Scale drawings (plans, elevations, sections, details)
- Photographs, slides
- Samples

Please describe proposed work in the space below:

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Will you be removing or covering any original architectural features? If so, please specify (i.e. soffit, brackets, trim, windows, etc.)

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

Certificates are referred to the Dayton Historic Preservation Commission for review. The Commission meets the fourth Tuesday of each month at Dayton City Hall, 111 S. 1<sup>st</sup> Street, Dayton, WA at 6:00 p.m. The completed application must be submitted no later than 7 days prior to the scheduled meeting. A Certificate of Appropriateness does not replace a building or zoning permit.

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Signature of Owner or Authorized Agent

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Date

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