

## *Dayton Historic Preservation Commission*

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### **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 property designated on the Dayton Register 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.

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 shall 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 or historic district.

### **Alterations in Historic Districts**

Alterations to a historic property in a historic district shall be architecturally compatible with the character of the property or neighboring structures within the district. The Dayton Historic Preservation Commission shall 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 shall 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 shall not be considered a valid reason for approval of demolition.

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

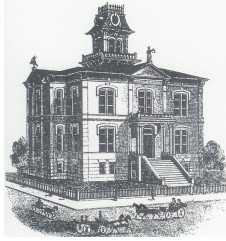
An applicant wishing to make changes to properties on the Dayton Register of Historic Places or within an historic district:

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 to Dayton Historic Preservation Commission staff/City Planner at least one week 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, reapply with modifications, or remove the property from the Dayton Register of Historic Places. The applicant is encouraged to reapply to the Dayton Historic Preservation Commission with modified plans.
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).



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## DAYTON REGISTER OF HISTORIC PLACES Application for Certificate of Appropriateness

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

Certificate # \_\_\_\_\_

Hearing Date: \_\_\_\_\_

Dayton Historic Preservation Commission

City of Dayton

111 South 1st Street

Dayton, WA 99328 (509) 382-2361

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 second 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 one week prior to the scheduled meeting. A Certificate of Appropriateness does not replace a building or zoning permit.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY

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

- Approval of Certificate of Appropriateness
- Denial of Certificate of Appropriateness

\_\_\_\_\_  
Dayton Historic Preservation Staff

\_\_\_\_\_  
Chair, Dayton Historic Preservation Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date