



# Dayton Historic Preservation Commission

Special Meeting Agenda

**Date:** March 7, 2018 **Time:** 6:00 PM

**Place:** 114 South 2<sup>nd</sup> Street, Dayton, Washington 99328

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ADOPTION OF MINUTES**
  - A. January 17<sup>th</sup>, 2018
  - B. February 5<sup>th</sup>, 2018
- 4. NEW BUSINESS**
  - A. 2018 elections
  - B. Introduction to Rules of Procedure Edits
- 5. UNFINISHED BUSINESS**
  - A. Pietryzcki Park Sign Options – Michael Smith
  - B. Review of Historic Preservation Code Update: Section 8
  - C. COA 2018-002: Exterior Sign
  - D. Section 8 of Code Update—Finalize
- 6. ADJOURNMENT**

**Next Scheduled Meeting**

**March 28<sup>th</sup>, 2018 @ 6:00PM**

**114 South 2<sup>nd</sup> Street, Dayton, Washington 99328**



# Dayton Historic Preservation Commission

## SPECIAL MEETING MINUTES

Wednesday, January 17, 2018 at 6:00 PM  
114 South 2<sup>nd</sup> Street, Dayton, Washington 99328

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1. **CALL TO ORDER:** Chairman Mike L. Smith called the special meeting of the Dayton Historic Preservation Commission to order at 6:00 PM.
2. **ROLL CALL:** Dayton Historic Preservation Commission members: Mike L. Smith, Chair; Chrissy Talbott, Chair Pro Tem; Ginny Butler; Carole Lane. Staff: Meagan Bailey. Public: JJ Dippel.
3. **ADOPTION OF MINUTES**
  - A. September 27, 2017
    - a. Butler motion to approved minutes as presented; Talbott second. All in favor, none opposed. Motion carries.
  - B. December 20, 2017
    - a. Butler motion to approve minutes with minor edit to COA number; Lane second. All in favor, none opposed. Motion carries.
4. **COA DESIGN/SPECIAL VALUATION REVIEW**
  - A. **COA 2017—015:** 218 South 4<sup>th</sup> Street, Dayton, Washington 99328: Replacing rear windows—JJ Dipped
    - a. The previous signed COA and FOF had some typographical errors that the applicant requested modification to. The changes were made and presented to the Dayton Historic Preservation Commission.
    - b. Butler motion to approve and re-sign COA/FOF 2017—015; Lane second. All in favor, none opposed. Motion carries.
  - B. **COA 2018—001:** 218 South 4<sup>th</sup> Street, Dayton, Washington 99328: Replacement of existing rear deck—JJ Dippel
    - a. JJ Dippel was present to discuss the project. It was requested to replace the existing rear deck to improve structural stability and bring the deck up to current building codes. Discussion regarding the proposal included ensuring that the deck will remain within the exact same footprint of the existing, minus the addition of the ADA ramp.
    - b. Lane motion to approve Findings of Fact 2018—001 with typographical edits to remove “WHEREAS, the proposal is consistent with the Downtown Dayton Historic District Design guidelines adopted by the City Council on February 9, 2015” and replace with “WHEREAS, the proposal is consistent with the National Park Service Design Guidelines”; Talbott second. All in favor, none opposed. Motion carries.
    - c. Talbott motion to approved Certificate of Appropriateness 2018—001 with typographical edits to remove “WHEREAS, the proposal is

consistent with the Downtown Dayton Historic District Design guidelines adopted by the City Council on February 9, 2015” and replace with “WHEREAS, the proposal is consistent with the National Park Service Design Guidelines”; Lane second. All in favor, none opposed. Motion carries.

**5. UNFINISHED BUSINESS**

- A. Pietryzcki Park Sign Options – Michael Smith
  - a. Smith provided an update regarding the replacement of the existing Pietryzcki park sign; sign options were discussed including shape and color scheme. It was determined that the color scheme should be one that naturally stands out, with an option being light bronze on top and the back layer/lettering black.
  - b. Butler motion for the Dayton Historic Preservation Commission to bring the design option to the City Council for review; Lane second. All in favor, none opposed. Motion carries.
- B. Review of Historic Preservation Code Update: Section 8
  - a. The transition has allowed staff inadequate time and materials to move forward with the review. Final review has been postponed until the next regular scheduled meeting.

**6. ADJOURNMENT**

- a. Talbott motion to adjourn the Special Meeting of the Dayton Historic Preservation Commission at 7:09PM; Lane second. All in favor, none opposed. Motion carries and meeting adjourned.

**Next Scheduled Meeting**  
**February 28<sup>th</sup>, 2018 - 6:00 p.m.**  
**114 South 2<sup>nd</sup> Street, Dayton, Washington 99328**

Minutes approved by:

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Michael “Mike L. Smith, Chair

Date

Attest:

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Meagan Bailey, Planning Director

Date



# Dayton Historic Preservation Commission

Special Meeting Minutes

**Date:** February 7, 2018 **Time:** 6:00 PM

**Place:** 114 South 2<sup>nd</sup> Street, Dayton, Washington 99328

1. **CALL TO ORDER:** Chairman Mike Smith called the special meeting of the Dayton Historic Preservation Commission to order at 6:00PM.
2. **ROLL CALL:** Dayton Historic Preservation Commission members: Mike Smith, Chair; Chrissy Talbott, Chair Pro Tem; Ginny Butler; Carole Lane. Staff: Meagan Bailey
3. **NEW BUSINESS**
  - A. COA 2018—002: *My Dad's Place* outdoor signage
    - a. General discussion regarding the application took place. The application as presented is denied, pending approval per the following requirements:
      - i. The sign cannot be backlit as presented; and,
      - ii. Front lit signage would be approved; and,
      - iii. If the materials stay the same (plastic as presented) the DHPC would approve the sign; and,
      - iv. While plastic is not preferred/generally approved, the DHPC would issue a COA as long as lighting is adjusted accordingly.
    - b. A COA was not granted at this time. The applicant was directed to contact his contractor and start discussion on a redesign and to resubmit design to staff.
4. **ADJOURNMENT:** Chairman Mike Smith adjourned the special meeting of the Dayton Historic Preservation Commission at 6:20PM.

## Next Scheduled Meeting

**February 28<sup>th</sup>, 2018 @ 6:00PM**

**114 South 2<sup>nd</sup> Street, Dayton, Washington 99328**

Minutes approved by:

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Mike L. Smith, Chair

Date

Attest:

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Meagan Bailey, Planning Director

Date

114 South 2<sup>nd</sup> Street  
Dayton, Washington 99328  
T: (509) 382-4676 E: meagan\_bailey@co.columbia.wa.us

# Dayton Historic Preservation

<u>Commision Member</u>	<u>Position</u>	<u>Expires</u>
Mike Smith 1424 S. 2nd St. 509-240-3307 Cell <a href="mailto:mandmsmith93@gmail.com">mandmsmith93@gmail.com</a>	2	Feb-18
Ginny Butler P.O. Box 14 509-382-2866 Home 509-290-3882 Cell <a href="mailto:ginb@mac.com">ginb@mac.com</a>	4	Feb-20
Carol Lane 115 E. Washington Ave. 509-382-2039 Home 208-697-4714 Cell <a href="mailto:jclane3329@yahoo.com">jclane3329@yahoo.com</a>	5	Feb-19
Chrissy Talbott 500 E. Richmond Ave. 509-520-1975 Cell 509-525-8326 Office <a href="mailto:chrissy@williamsteamhomes.com">chrissy@williamsteamhomes.com</a>	6	Feb-19

**BY-LAWS OF THE DAYTON HISTORIC PRESERVATION  
COMMISSION**

**SECTION 1: GENERAL RULES AND PROCEDURES**

*These By-Laws establish the rules and procedures under which the Dayton Historic Preservation Commission (DHPC or Commission) ~~executes those duties and functions set forth in Dayton City Ordinance No. 1544—The City of Dayton Historic Preservation Ordinance.~~*

**A. NAME**

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

**B. PURPOSE**

1. The purpose is to provide for the identification, evaluation, and protection of historic resources; raise community awareness; and serve as the city's primary resource in matters of history, historic planning, and preservation in a manner prescribed in Section 4, Article D, City of Dayton Historic Preservation Ordinance No.1544.

**C. MEMBERSHIP**

1. The Commission shall consist of ~~no less than three and no more than five seven~~ ~~(7) members appointed~~ members appointed by the Mayor and approved by the City Council as prescribed in *Section 4, Articles A and B of City of Dayton Historic Preservation Ordinance. No. ~~1544XXX~~*.
2. "Creation and Size: There is hereby established a Dayton Historic Preservation Commission, consisting of ~~seven (7)~~ no less than three and no more than five members, as provided in subsection B below. Members of the Dayton Historic Preservation shall be appointed by the Mayor and approved by the City Council and shall be residents of the City of Dayton, except as provided in subsection B below.
3. Composition of the Commission:
  - b. All members of the commission must have a demonstrated interest and competence in historic preservation and possess qualities of impartiality and broad judgment.
  - c. The commission shall strive to always have at least 2 professionals who have experience in identifying, evaluating, and protecting historic resources and are selected from the disciplines of history, architecture, architectural history, historic preservation, planning, cultural anthropology, archaeology, cultural geography, American studies, law, and real estate. The commission action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the professional positions, unless the commission action is related to meeting Certified Local Government (CLG) responsibilities cited in the Certification Agreement between the Mayor and the State Historic Preservation Officer. Furthermore, the Mayor, and City Council may

grant exception to the residency requirement of commission members in order to obtain representatives from these disciplines.

- d. In making appointments, the Mayor may consider names submitted from any source, but the Mayor shall notify history and city development related organizations of vacancies so that names of interested and qualified individuals may be submitted by such organizations for consideration along with names from any other sources.
4. Terms of Members
    - a. Appointments shall be made for a three-year term commencing 1 February. Mayoral appointments shall fill vacancies. The Commission shall actively seek applicants for vacancies and expired terms.

#### **D. ATTENDANCE OF MEMBERS**

1. All members shall attend regularly scheduled meetings and shall be on time. If three consecutive regularly scheduled meetings are missed without good cause as determined by the commission, resignation shall be encouraged.

#### **E. QUORUM**

- ~~1. A quorum is a simple majority of the seven members eligible to vote at a meeting. Should there be less than seven members on the commission at any given time, a quorum of four (4) shall be shall still be required. A quorum is necessary to transact any official business. A quorum shall consist of at least three members and consist of a simple majority of members.~~

#### **F. OFFICERS AND STAFF**

1. The officers of this organization shall be Chairman and Chairman Pro Tem. The ~~Recorder and~~ Secretary, though present, shall not be a members. ~~Officers beyond these mentioned are not a functional need of the commission.~~ Should the need arise on a permanent or temporary basis, the necessary office shall be voted in by a majority vote.
2. All officers shall perform their duties as prescribed by these by-laws and by parliamentary authority adopted by the organization.
  - a. The election for Chairman and Chairman Pro Tem shall be held at the regularly scheduled February meeting. Nominations shall be made from the floor and election held immediately before new business. The officers shall be elected for a one-year term or until their successors are elected, with their term of office beginning immediately after election.
  - b. The Chairman shall preside over all regularly scheduled and all special or called meetings of the Commission. The chairman shall appoint members to specific task forces (ad-hoc) committees which term shall end when the task is completed. All tasks presented to a committee shall be executed in a timely manner.
  - c. The Chairman Pro Tem assumes the duties of the Chairman in the absence of the Chairman. In the absence of the Chairman, the Chairman Pro Tem will have the same powers and duties as those of the Chairman.
  - ~~d. The Recorder shall assure that the minutes of all commission meetings are taken and provided to the appropriate persons.~~
  - ~~e. d.~~ Commission and professional staff assistance shall be provided by the City Planner, and additional assistance and information to be provided by other city departments as may be necessary to aid the commission in carrying

out its duties and responsibilities as prescribed in *Section 4, Article G, Ordinance No. ~~1544XXX~~*, *City of Dayton Historic Preservation Ordinance*.

~~“G. Commission Staff: Commission and professional staff assistance shall be provided by the City Planner with additional assistance and information to be provided by other City departments as may be necessary to aid the Commission in carrying out its duties and responsibilities under this ordinance.”~~

~~f.e.~~ The City Planner shall act as secretary. The secretary shall record all meetings using audio recording and transcribed minutes, distribute information to members including minutes, information pertinent to tasks at hand, and all current and updated materials that members are in need of in order to carry out their tasks. Also, the secretary shall act as an advisor to the Commission and shall notify members of meeting dates and times not less than five (5) days before the meeting.

## **G. POWERS AND DUTIES**

1. The major responsibility of the Historic Preservation Commission is to identify and actively encourage the conservation of the City of Dayton’s historic resources by initiating and maintaining a register of historic resources, reviewing proposed changes to register properties, raising community awareness of the city’s history and historic resources; and serving as the city’s primary resource in matters of history, historic planning, and preservation.
2. Review nominations to the Dayton Register of Historic Places according to criteria in Section 5 of the City of Dayton Historic Preservation Ordinance and adopt standards to be used to guide this review.
3. Review proposals to construct, change, alter, modify, remodel, move, demolish or significantly affect properties or districts on the register as provided in Section 5 of the City of Dayton Historic Preservation Ordinance; and adopt standards to be used to guide this review, and the issuance of a certificate of appropriateness.
4. No member of the DHPC shall advise or express an opinion about a proposed Certificated of Appropriateness outside of a regular meeting.

## **H. MEETINGS**

1. The regularly scheduled meeting of this Commission shall be monthly with the date and time determined by a vote of the Commission and will be held in a predesignated location unless otherwise directed by the Chairman or a commission vote in compliance with Chapter 42-30 RCW, Open Public Meeting Act, to provide for adequate public participation and adopt standards to guide this action. All meetings shall start on time and shall be executed expeditiously by the Chairman.
2. Special meetings may be called by the Chairman. The purpose of the meeting will be stated in the call. Except in emergencies, at least three (3) days notice shall be given for special meetings and five (5) days notice for regularly scheduled meetings.

3. Parliamentary authority of the meetings shall be the current edition of Robert's RULES OF ORDER NEWLY REVISED.
4. Procedures for conducting regular meetings.
  - a. Pre-Meeting
    - i. If there are agenda items, regular meetings will be held monthly and a date and time specified by the DHPC. In case of scheduling conflicts the meeting place may be changed at the discretion of the Chair with ten (10) days advance notice given to DHPC members and the public. If the meeting date falls on an official holiday, the meeting may be changed to a time and place as determined by the ~~DAHP-DHPC~~ at the preceding month's meeting. If such a change occurs, the regular meeting place will be posted as to the new time and place.
    - ii. If there are no agenda items, the Chair may cancel the regular meeting after giving all DHPC members and the public 24 hours advance notice. However, if a majority of DHPC members express the desire to hold the meeting, it shall convene as scheduled. If the meeting is canceled, a notice to that effect will be posted at the regular meeting place at the regular time.
    - iii. Special meetings may be called by the Chair or by a majority of the DHPC members. Commission members will be given at least 24 hours advance notice of the time and place of such meetings.
    - iv. All regular and special meetings will be open to the public and the date, place and agenda will be publicized in accordance with the Open Public Meetings Act (Chapter 42.30 RCW) except when a majority of Commission members determine that an executive session is necessary as detailed in the Open Public Meeting Act (Chapter 42.30.110). The agenda for regularly scheduled meetings shall be posted and advertised 48 hours prior to the regularly scheduled meetings.
    - v. The order of agenda items will be determined by their order of receipt. All applications, including designation review and special valuation review must be filed at least one (1) month before the meeting at which the case is to be considered. This allows staff sufficient time to copy and distribute materials to DHPC members. Design Review applications must be filed at least one (1) week prior to the regularly scheduled meetings at which they are to be considered.
    - vi. Staff shall be responsible for notifying principles in each case as specified under the rules for review procedures.
  - b. Regular Order of Business for Meetings
    - i. Business will be conducted under Robert's Rules of Order. All issues will be decided by simple majority vote except amendments to the By-Laws, which require a vote of two-thirds (2/3) of the membership.

- ii. ~~Four-Three~~ (34) members or 51 percent (~~5160~~%) of the non-vacant membership on the DHPC constitute a quorum. Meetings without a quorum will be recessed to the earliest possible date.
- iii. Minutes will be taken during all DHPC proceedings. Additionally, the meetings may be taped to further clarify the minutes.
- iv. The regular order of business shall be as follows:
  - (a) Call to order.
  - (b) Roll call.
  - (c) Adoptions of minutes.
  - (d) Design/Special Valuation Review
  - (e) Unfinished business.
  - (f) New business.
  - (g) Other business.
  - (h) Adjournment.
- v. The regular order of business for consideration for applications for local register review, design review and special valuation review shall be as follows:
  - (a) The Chair or chair-designated person shall offer a preliminary statement concerning the application.
  - (b) The applicant or the designated agent of the applicant presents statements in favor of the application including relevant pictures, models, etc.
  - (c) Statements in opposition to the application.
  - (d) Comments by interested persons, organizations, or legal entities.
  - (e) Rebuttal by all concerned parties.
  - (f) Staff comments.
  - (g) Summary of above by Chair or chair-designated person.
  - (h) Deliberation by Commission.
  - (i) Motion for action.
  - (j) Vote.

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

- vi. The DHPC shall act on each application at the meeting unless a majority of the Commission decide to defer consideration to a later date. Requests for continuance may be granted if all parties agree. The Chair will publicly announce the continuance, and the case automatically set on the agenda for the next regularly scheduled meeting. In such a case, no further notice is required for the principles in the case.
- vii. In the event of the uncontrollable disruption of the meeting, the DHPC may clear the meeting room and continue in executive session or may adjourn and reconvene at another location selected by majority vote of the members. In such a case, business shall be restricted to those items on the printed agenda. Persons or news

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media representatives not participating in the disturbance may be readmitted in this situation.

- c. Plan for copying, distributing and implementing rules
  - i. The master copies of all historic preservation related rules and procedures, application standards, criteria, and standard forms will remain on file with the City of Dayton. Complete copies of these documents will be forwarded to the Mayor and members of the City Council. Copies of Design and Designation Review processes documents will be forwarded to the Building Inspector. Complete copies of all such documents will be provided for the members of the DHPC, the City Clerk staff and OAHF.

## I. AMENDING BY-LAWS

These by-laws may be amended at any regularly scheduled meeting of The Dayton Historic Preservation Commission by a 2/3 vote of the attending membership provided the amendment has been submitted in writing

## SECTION II: RULES AND PROCEDURES FOR DESIGNATION REVIEWS – DAYTON REGISTER OF HISTORIC PLACES

*Under the provisions of the Dayton Historic Preservation Ordinance (DHPO) the Dayton Historic Preservation Commission (DHPC or Commission) is directed to initiate and maintain a Dayton Register of Historic Places (DRHP or Register) and to review nominations to the Register.*

Any building, structure, site, ~~or~~ object ~~or district~~ may be nominated to be placed on the Register if:

- ~~1. The DHPC determines it meets DRHP criteria.~~
- ~~2. The Dayton City Council approves it.~~

~~Any individual, group of property owners or other interested group or association, City or County Council member, Dayton Historic Preservation Commission member or DHPC as a whole may nominate a building, structure, site, object or district for inclusion on the Register. There shall be a minimum of one (1) public hearing as well as a posting of the hearing. Owner consent for individual properties is required for placement on the DRHP. Nominations for including a building, structure, site, or object shall following the proceedings as outlined in Dayton Municipal Code, Chapter 5-18.~~

### A. DAYTON REGISTER OF HISTORIC PLACES CRITERIA

**The following are criteria for the inclusion of properties on the Dayton Register of Historic Places (DRHP) as stated in the United States Secretary of Interior Standards and pertaining to the City of Dayton's Ordinance 1544.**

Any building, structure, site, object or district may be placed on the Register if:

1. Is significantly associated with the history, architecture, archaeology, engineering or cultural heritage of the community; or
2. Has integrity and is at least 50 years old, or
3. Is less than 50 years and has exceptional importance; and
4. Historic resources to be designated must fall in at least one of the following categories:
  - a. Is associated with events that have made a significant contribution to the broad patterns of national, state, or local history;
  - b. Embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction;
  - c. Is an outstanding work of a designer, builder or architect who has made a substantial contribution to the art;
  - d. Exemplifies or reflects special elements of the city's cultural, special, economic, political, aesthetic, engineering or architectural history;
  - e. Is associated with the lives of persons significant in national, state or local history;
  - f. Has yielded or may be likely to yield important archaeological information related to history or prehistory;

- g. Is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with an historic person or event;
- h. Is a birthplace or grave of an historical figure of outstanding importance and is the only surviving structure or site associated with that person;
- i. Is a cemetery which derives its primary significance from age, from distinctive design features, or from association with historic events, or cultural patterns;
- j. Is a reconstructed building that has been executed in an historically accurate manner on the original site; or
- k. Is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.

~~Any building, structure, site, object, or district may be placed on the DRHP if it is significantly associated with history, architecture, archaeology, engineering, or cultural heritage of Dayton; has historical integrity; is at least 50 years old, or, if younger, possesses exceptional importance; and if it meets at least one of the following criteria set forth by the Secretary of the Interior Standards:~~

- ~~1. It is associated with events that have made a significant contribution to the broad patterns of national, state or local history.~~
- ~~2. It embodies the distinctive architectural characteristics of a type, period, style, or method of construction, or represents a significant and distinguishable entity whose components may lack individual distinction.~~
- ~~3. It is an outstanding work of a designer, builder or architect who has made a substantial contribution to the art.~~
- ~~4. It exemplifies or reflects special elements of the City's cultural, special, economic, political, aesthetic, engineering or architectural history.~~
- ~~5. It is associated with the lives of persons significant in national, state, or local history.~~
- ~~6. It has yielded or is likely to yield important archaeological information.~~
- ~~7. It is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with an historic person or event.~~
- ~~8. It is a birthplace or grave of a historical fixture of outstanding importance and is the only surviving structure or site associated with that person.~~
- ~~9. It is a cemetery that derives its primary significance from age, from distinctive design features, or from association with historic events or cultural patterns.~~
- ~~10. It is a reconstructed building that has been executed in a historically accurate manner on the original site.~~
- ~~11. It is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.~~

**B. APPLICATION STANDARDS FOR DAYTON REGISTER OF HISTORIC PLACES**

An acceptable Dayton Register of Historic Places application is a nomination form completed according to uniform guidelines of The Dayton Historic Preservation Commission.

All interior and exterior features and outbuildings that contribute to the designation should be mentioned and described. District designations should include a description of proposed district boundaries including alleys, the characteristics of the district which justifies its designation, and a list of all properties including features, structures, sites, objects and open spaces which contribute to the designation of the district.

The original form should be presented along with the following documentation:

1. Copy of the historic property inventory form.
2. Current and historic (if available) photographs.
3. Newspaper articles.
4. Other relevant materials.

Uncompleted forms or those with insufficient documentation will not be considered and will be returned to the applicant with recommendations

### **C. PROCEDURES FOR DESIGNATION REVIEW MEETINGS**

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

- ix. Deliberation by Commission.
- x. The motion for the recommendation should be based on the designation criteria. Criteria should be included in the motion.

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

- c. Commission members apply designation criteria, as outlined in the ~~Secretary of the Interior's Standards~~National Park Service Design Guidelines, to the property or district to evaluate the nomination.

The members should consider information related to the designation criteria as presented above during the designation meeting and from the site visit.

The Commission:

- i. Determines the category of historic property.
- ii. Establishes a context for evaluating the property.
- iii. Identifies the level of significance (National, State, local).
- iv. Evaluates the integrity of the property.
- v. Determines if there are special conditions that might make the property eligible.
- vi. Determines if the property meets the criteria.
- vii. Votes on the recommendation.

### 3. Post Meeting

#### a. Staff and/or Chair:

- i. Notify owner and applicant in writing of the DHPC's recommendation within one (1) week of the meeting.
- ii. Notify applicant of the appeals process if the recommendation is against placement of the property on the Register.
- iii. Get the owner's written acknowledgement when the property is placed on the Register.
- iv. Shall forward the Commission's recommendation for individual properties to the City Council including the application and supporting documentation, including letters of support and opposition, and the owner's written acknowledgement to the City Council for final determination..
- v. Shall forward district nomination with the DHPC's recommendation with supporting documentation to the City Council for final determination.
- vi. Notifies the Building Inspector if the property is listed on the Register.
- vii. Notifies applicant of the City Council's final decision.

#### b. Dayton City Council:

Once the case is with City Council, they can concur with or reject the Commission's recommendation, or send the case back to the Commission for further study. If the Council:

- i. Concurs with a positive recommendation the property is listed on the Dayton Register of Historic Places (DRHP).

- ii. Concurs with a negative recommendation, the property is not listed on the DRHP.
- iii. Rejects the recommendation; the case goes back to the DHPC.
- c. Dayton Historic Preservation Commission
  - If the recommendation is rejected by the City Council, at the next regularly scheduled meeting, the Commission:
    - i. Shall decide whether any other protection for the property is necessary or possible.

**D. APPEALS OR RESUBMISSION**

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

**E. MISCELLANEOUS**

1. Once a property has been approved by the DHPC for placement on the Dayton Register of Historic Places, the Certificate of Appropriateness review process becomes effective. If the City Council does not concur with the DHPC's recommendation and the property is not listed, the review process no longer applies.
2. If the case involves a historic district, the boundaries of that district are set with City Council approval.
3. In the event that any property is no longer deemed appropriate for designation to the Dayton Register of Historic Places, the DHPC may initiate removal by following the same procedure as provided for listing.
4. In its designation recommendation, the Commission shall consider the Dayton Historic Inventory and the City Comprehensive Plan.

**F. DAYTON REGISTER OF HISTORIC PLACES CRITERIA**

*The following are criteria for the inclusion of properties on the Dayton Register of Historic Places (DRHP) as stated in the United States Secretary of Interior Standards and pertaining to the City of Dayton's Ordinance 1544.*

Any building, structure, site, object, or district may be placed on the DRHP if it is significantly associated with history, architecture, archaeology, engineering, or cultural heritage of Dayton; has historical integrity; is at least 50 years old, or, if younger, possesses exceptional importance; and if it meets at least one of the following criteria set forth by the Secretary of the Interior standards (*See Section II.A.1-11 of this document*).

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

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

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

The basis for all rehabilitation design review shall be the Standards of Rehabilitation developed by the United States Department of Interior

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

- i. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
- j. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

The Certificate of Appropriateness is approved by the DHPC as required under powers granted it by the Historic Preservation Ordinance of the City of Dayton (Dayton City Ordinance 1544, Section 6).

**A. PROCEDURES FOR CONDUCTING MEETINGS**

1. Pre-meeting

- a. Applicant/Designated Agent  
An applicant wishing to make such changes:
  - i. Applies to the Building Inspector according to usual procedure.
  - ii. Applies to the DHPC staff for a review of proposed changes on a Dayton Register of Historic Places property or within a historic district.
  - iii. May meet with DHPC or staff to review design guidelines.
  - iv. Submits application for design review at least one (1) week before a regularly scheduled meeting.
- b. Building Inspector:
  - i. Report to the DHPC staff on any application for a permit to work on a designated Dayton Register of Historic Places property or a property within a designated Dayton Historic District.
  - ii. Continues processing the permit.
  - iii. Works with the DHPC staff in considering fire and building codes.
  - iv. Does not issue permits until the DHPC recommendations are received.
- c. Staff:
  - i. Notify the applicant of the Commission review requirements.
  - ii. May meet with the applicant to transmit design guidelines and information on necessary documentation and completion of the application form.
  - iii. After the form is submitted, review it for completeness.
  - iv. If the form is complete, place the case on the agenda for the next regularly scheduled meeting.
  - v. Make arrangements, if necessary, for the DHPC to visit the property. This may include interior visitation.
  - vi. Review the modifications and prepare a report for the Commission.
- d. Dayton Historic Preservation Commission:
  - i. Review application and staff report.
  - ii. May visit the property.
- e. Meeting:
  - i. Design review will occur at regularly or specially scheduled meetings. Design review applications will be considered in the order in which the Commission received them.

- ii. The regular order of business for consideration of design review applications shall be as follows:
  - (1) The Chair or Chair designated person shall offer a preliminary statement concerning the application.
  - (2) The applicant or the designated agent of the applicant presents statements in favor of the application including relevant pictures, models, etc.
  - (3) Statements in opposition to the application.
  - (4) Comments by interested persons, organizations or legal entities.
  - (5) Rebuttal by all concerned parties.
  - (6) Staff comments.
  - (7) Summary of above by Chair or designated person.
  - (8) Deliberation by Commission.

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

- iii. As part of this deliberation, the DHPC shall review the proposed work, using information from the site visit and application materials, comparing this information with the design review criteria established in Rules. The design review criteria for Dayton shall be those as outlined in [the National Park Service Design Guidelines](#). ~~The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.~~
  - (1) If the alterations meet the Standards, a Certificate of Appropriateness is issued.
  - (2) If the alterations fail to meet the Standards, the Certificate of Appropriateness not issued, the DHPC notifies the Building Inspector that the recommendation is against the issuing of the permit.
  - (3) If the alterations would meet the Standards with modification, the Certificate of Appropriateness is issued with Conditions of Issuance.

## 2. Post Meeting

### a. Owner/Designated Agent:

The owner/designated agent has the following options:

- i. If the owner agrees in writing to comply with the DHPC's recommendations and Conditions or Issuance, s(he) receives a Certificate of Appropriateness.
- ii. If the owner disagrees with the recommendation, s(he) can drop the case and reapply with modifications. The applicant should be encouraged to reapply to the Commission with modified plans.
- iii. The owner may appeal the decision of the DHPC to the Dayton City Council (*Dayton City Ordinance No. 1544 Section 6.C.4*).
- iv. The owner may request removal of a property **not** part of a local district from the Dayton Register of Historic Places; however a building permit is still required through the Building Inspector.

### b. Staff:

- i. Issue the commission's recommendation as a finding of fact, clearly stating the intended modifications and how they meet or fail to meet the ~~Secretary of the Interior's Standards~~ National Park Service Design Guidelines.
  - ii. Within a week of the meeting notify the owner/designated agent in writing of the Commission's decision.
  - iii. Get the owner/designated agent's signature on the Certificate of Appropriateness.
  - iv. Within thirty (30) days of the receipt of the complete application, forward the Commission's recommendation, the Certificate of Appropriateness (if issued) and any Conditions of Issuance to the Building Inspector.
- c. Building Inspector:  
After receiving the Certificate of Appropriateness (if issued) and any Conditions of Issuance from the DHPC staff, the Building Inspector may:
- i. Issue the permit.
  - ii. Notify the DHPC of the permit issuance.

## B. APPLICATION STANDARDS

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

1. Existing conditions.
2. Proposed alterations.
3. Affect on historic properties (impact).

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

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

1. Alterations:
  - a. Existing conditions
    - i. A copy of the Dayton Register of Historic Places nomination.
    - ii. Photographs must be clearly labeled to identify case, locations, subjects and the direction the photograph was taken. Necessary photographs include:
      - (1) Building on lot, including elevations and facades that are to be altered.
  - b. Proposed alterations
    - i. On the Certificate of Appropriateness precise written statement describing work on Dayton Register of Historic Places property.
    - ii. Working drawings, where applicable.
    - iii. For rehabilitation or restoration work, historic photographs (if available) and statement of physical or documentary evidence for proposed changes particularly if replacement is proposed.

- iv. Materials, samples and additional photographs may be required by the DHPC.
  - v. Descriptions of proposed signs, re-roofing plans, fences, parking lots and landscaping changes.
  - vi. Other information as required.
- c. **Impact**  
Show how proposed alterations would affect historic elements listed in the property nomination form.
- d. The Secretary of the Interior has established Standards for Rehabilitation to be considered during the Design Review process. When necessary, refer to these Standards to guide in the design review criteria. (*See Section III, a-j of this document*).

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

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

This is accomplished through the review process individual to each property. However, there are preferred options, specified by the Secretary of the Interior, common to each property.

- i. Protecting and Maintaining
- ii. Repairs

Repairs may include patching, splicing, piecing in, or reinforcing present materials and features (including upgrading individual elements of a feature), following recognized preservation methods. If there are seriously deteriorated or missing elements along with surviving models or prototypes, repairs may also include limited in kind replacement or replacement with a compatible substitute material if the original material is not economically feasible.

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

- iii. Replacing

If an entire feature is too deteriorated to repair, but the overall form and detailing are still evident, the feature should be replaced. The replacement should attempt to replicate the original, using the physical evidence to guide the new work. If using the exact material is not technically or economically

feasible a compatible substitute material may be considered. The substituted material should offer the same, or greater, structural support.

- iv. Design for Missing Historic Features  
Due to its complex technical and/or design implications, this option should only be considered after the other possibilities have been explored. It entails designing and installing a copy when the historic feature or model is physically missing. A restoration using historical descriptions, pictorial representations, and/or physical documentation may be attempted, or a new design, compatible in size, scale, material and color may be substituted.
- v. Alterations and Additions  
New additions to historic buildings should be a last resort and should be placed to minimize loss, damage or the obscuring of character defining features. Both internal and external alterations should be as inconspicuous as possible from public right-of-ways and from main interior spaces. Such new features should be compatible with overall building design in terms of size, scale, material and color, but should not try to duplicate existing historical features.

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

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

## 2. New Construction:

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

- a. Existing conditions
  - i. Site plan or measured drawing indicating the following:
    - (1) Existing adjacent buildings.
    - (2) Property lines and utilities.
    - (3) Right of ways.
    - (4) Building setbacks and allowed side yards.
    - (5) Existing planting materials and size.
  - ii. Photographs must be clearly labeled to identify case, location subjects and the direction the photograph was taken. Photographs of structures adjoining the property, as well as those across the street and/or alley are necessary (streetscapes).
  - iii. Other information as required.
- b. Proposed construction:  
A precise written statement describing proposed work is required. This is to be included on a DHPC Certificate of Appropriateness application form. A site plan including that information specified above shall be included as well as:
  - i. The proposed buildings outline with dimensions relative to property lines and existing buildings adjacent to the property.

- ii. New parking areas, driveways, utilities, etc.
  - iii. Any proposed planting and landscaping, sidewalks, and patios, mechanical equipment and other appurtenances such as walls, gates and accessory buildings.
  - iv. Other information as required.
3. Demolition:
- a. A Copy of the nomination of the property to the Dayton Register of Historic Places.
  - b. Description of structural integrity.
  - c. Reason or justification for demolition (should include statements of why the property is not salvageable or why it cannot be maintained).
  - d. Any planned new construction.
  - e. Photographs of all sides of structure and the interior.
  - f. Any additional documentation required by the Commission.

## SECTION IV: PROCESS FOR THE FORMATION OF LOCAL HISTORIC DISTRICTS

*These rules establish the process for the formation of a local historic district, as set forth in the City of Dayton Ordinance No. ~~1544 Section 5-XXXX~~*

*A local historic district is a definable district that represents one or more periods of architecture and that is designated by a local ordinance that falls under the jurisdiction of a local historic preservation review commission. It deals only with the appearance of the properties in the district, not with the use of those properties. A local district protects the significant properties and the historic character of the district.*

There shall be an open public meeting to hear the completed nomination of the local historic district. At this meeting, the public shall have the opportunity to speak for or against the formation of the district. After public input, the Dayton Historic Preservation Commission shall make a final decision regarding the formation of the local historic district.

### A. EDUCATION

1. A minimum of two (2) public meetings shall be held.
  - a. Parcel owners in the affected area shall receive written notification of these meeting by U. S. Postal Service.
2. Further public education is desirable.
  - a. Flyers and/or brochures.
  - b. Newspaper articles.
3. An informational packet shall be given to parcel owners.
  - a. Period of significance.
  - b. Design standards.
  - c. Benefits to the parcel owner.

### B. BOUNDARIES

1. Boundaries shall be stated using street names and map directions.
2. A map of local historic districts shall be posted and available in three (3) public places.
  - a. Map will show boundaries, including alleys, as well as parcels.

### C. VOTING

1. Ballots shall be sent to all property owners. If multiple parcels are owned, a corresponding number of ballots shall be sent.
2. Ballots shall be shall be mailed to parcel owners with self-addressed stamped, returned envelope enclosed. A positive vote indicates that parcel owner is FOR formation of the district.
3. In order for a district to be formed, there must be a 51% majority.
4. If a property owner owns more than one (1) parcel, s(he) is entitled to one (1) vote per parcel owned. In the case of multiple names appearing on the deed, one (1) signature of an authorized person will be sufficient.
5. Deadline for return of ballots shall be clearly and prominently placed on the ballot.
6. Ballots **not** returned shall be regarded as IMPLIED CONSENT and shall be tallied as in favor of the formation of the local historic district. *Implied consent* means consent that is inferred by inaction or silence. The consequence of a non-returned ballot shall be clearly stated and prominently displayed on the face of the ballot stating that the ballot shall be counted as a favorable vote.

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7. Notification of the vote's outcome shall be mailed to the parcel owners in a timely manner. A legal notice shall also be placed in a local newspaper.
8. A majority vote shall be submitted to the Dayton Council for their approval.

**D. OBLIGATIONS AND BENEFITS**

1. Exterior work on ALL properties within the local historic district is subject to a Certificate of Appropriateness (COA), City of Dayton Ordinance No. 1544, Section 5.D.2.
2. As long as Dayton remains a CLG, contributing homes shall be eligible for special tax valuation consideration.
  - a. Special tax valuation requirements are set forth in the City of Dayton Ordinance No. 1544 Section 8.

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

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

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

**A. PROCEDURES FOR CONDUCTING MEETINGS**

1. Pre-Meeting

a. Applicant or Designated Agent:

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

- i. Consult with the Dayton Historic Preservation Commission (DHPC) staff prior to beginning rehabilitation work.
- ii. Submit the application to the County Assessor on a Department of Revenue form no later than 24 months after initiating work. The application must be submitted before October 1 for action before December 31 of that year.
- iii. Monitor construction work to ensure that it conforms to the ~~Secretary of the Interior’s Standards~~[National Park Service Design Guidelines](#) for Rehabilitation (Standards)(See *Section III, a-j of this document*).
- iv. Maintain accurate records of projects costs and dates.

b. County Assessor:

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

c. Staff:

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

d. Dayton Historic Preservation Commission:

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

2. Meeting

**Special valuation review will occur at regularly scheduled Dayton Historic Commission meetings. The Special Valuation cases shall be considered in the order the staff receives them.**

- a. The regular order of business for consideration of Special Valuation applications shall be as follows:
  - i. The Chair or Chair designated person shall offer a preliminary statement concerning the application.
  - ii. The applicant or the designated agent of the applicant presents statements in favor of the application including relevant pictures, models, etc.
  - iii. Questions by Commissioners.
  - iv. Statements in opposition to the application.
  - v. Comments by City of Dayton Planning Department, interested persons, organizations, or legal entities.
  - vi. Rebuttal by all concerned parties.
  - vii. Staff comments.
  - viii. Summary of above by Chair or designated person.
  - ix. Deliberation by Commission.

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

- b. Dayton Historic Preservation Commission determines if:
    - i. The property is on the Dayton Register of Historic Places or certified as contributing to a Dayton Register of Historic Districts.
    - ii. The work was done within 24 months prior to the application date. The applicant must submit evidence to this effect.
    - iii. The work complies with the Standards by not adversely affecting those elements that contribute to the property's significance.
    - iv. The "qualified rehabilitation expenditures" constitute at least 25 percent (25%) of the assessed value of the property prior to the rehabilitation.
  - c. If all the conditions are satisfied, the DHPC votes on the recommendation.
3. Post Meeting
- a. Staff/Commission Chair:
    - i. Notifies the owner in writing within a week of the meeting of the Commissions recommendation.
    - ii. If the property is ineligible, advise the applicant of the reasons for the denial and inform him/her of the appeals process.
    - iii. If the applicant signs the terms of agreement and the Commission approves the application, transmits the application and agreement to the County Assessor's office for recording.
    - iv. Monitors, at least once a year during the special valuation 10-year period, the owner's compliance with the terms of the agreement.
    - v. If the owner fails to comply with the terms of the agreement or, because of the rehabilitation the property loses historic value to such an extent that it is no longer deemed appropriate for inclusion to the Dayton Register of Historic Places by a majority of the DHPC members, notify the owner and the assessor of the disqualification.

## **B. APPEALS OR RESUBMISSION**

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

### C. APPLICATION STANDARDS

Documentation shall include, at a minimum, all identified materials illustrating: That the property is eligible for Special Valuation status; when the work occurred; whether special valuation financial requirements have been fulfilled; and whether the work complies with the ~~Secretary of the Interior's Standards~~[National Park Service Design Guidelines](#) for Rehabilitation. (See Section III, a-j of this document).

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

For phased projects, complete documentation must be submitted for every phase of the project.

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

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

1. Precise written statement describing the completed rehabilitation work on the Dayton Historic Preservation Commission's application form.
2. A copy of the Design Review application and accompanying documentation, Certificate of Appropriateness for the rehabilitation work from the Dayton Historic Preservation Commission, and a copy of the terms of agreement as specified under the Special Valuation rules and procedures.

3. Materials as specified in Application Standards for Design Review illustrating conditions prior to construction (existing conditions), and proposed alterations.
4. The Dayton Historic Preservation Commission may require samples of utilized materials.
5. Other information as required.

**D. CRITERIA**

The criteria to be followed in the Special Valuation process is the ~~Secretary of the Interior's Standards~~National Park Service Design Guidelines for Rehabilitation as established in the Federal Code Regulations (36 CFR 67) (*See Section III, a-j of this document*). For the Special Valuation process no new construction is eligible.

Approved, XXXXXXX, 2018.

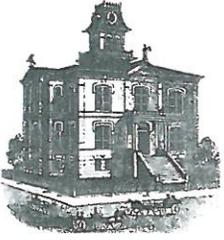
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Dayton Historic Preservation Commission Chair; Date

Attest:

---

Meagan Bailey, Planning Director



Dayton Historic Preservation Commission

111 S. 1<sup>st</sup> Street

Phone :

(509) 382-2361

Dayton WA 99328-1341

Email:

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

Date Received 2/2/18
COA # 2018-002
Meeting Date:
Dayton Historic Preservation Commission
City of Dayton
111 South 1st Street
Dayton, WA 99328

Property Address: 125 + 127 E Main
Applicant/Owner: Terry Bartlett
Mailing Address: 125 E Main St. Dayton
Daytime Phone: 541-908-1925 Fax:

IMPORTANT: PLEASE READ THE GENERAL INFORMATION CAREFULLY
BEFORE COMPLETING THIS APPLICATION FORM.
APPLICATIONS ARE DUE SEVEN (7) DAYS BEFORE THE FOURTH (4TH)
WEDNESDAY OF EACH MONTH

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:

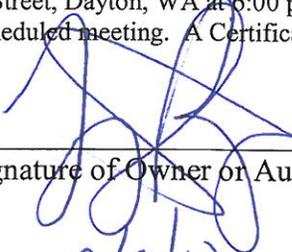
Install and Fabricate Store front Signage  
4x10' 6 inches deep

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

N/A

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 Wednesday 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.

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

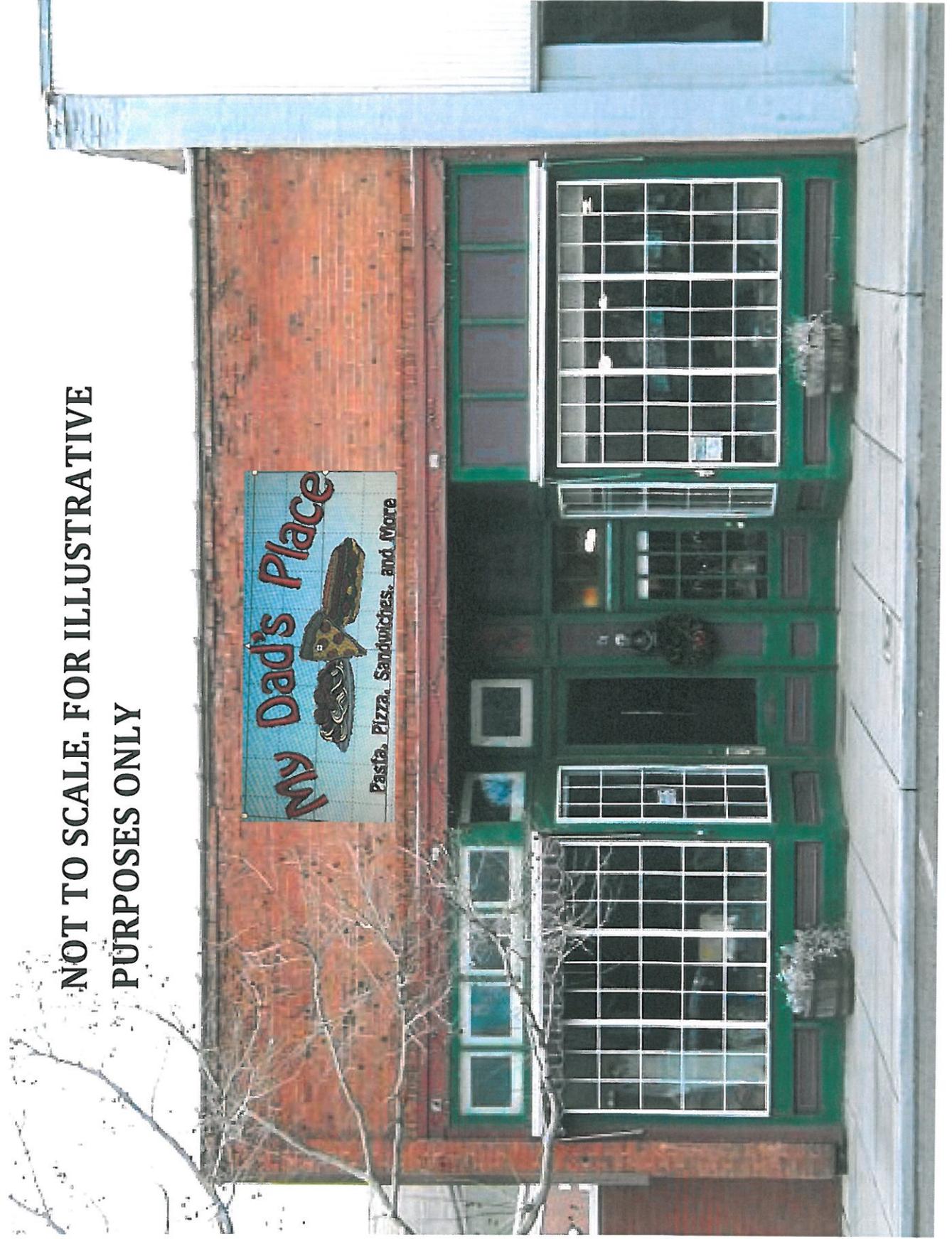
2/2/18  
\_\_\_\_\_  
Date

# My Dad's Place



Pasta, Pizza, Sandwiches, and More

**NOT TO SCALE. FOR ILLUSTRATIVE  
PURPOSES ONLY**





## Historic Inventory Report

### Location

Field Site No. 1202 DAHP No.  
Historic Name:  
Common Name:  
Property Address: 125-129 E Main St, Dayton, WA 99328  
Comments:  
Tax No./Parcel No. 1-050-13-012-0001  
Plat/Block/Lot Day's Original Town, Block 39 Lot 12  
Acreage -1  
Supplemental Map(s)

Township/Range/EW	Section	1/4 Sec	1/4 1/4 Sec	County	Quadrangle
T10R39E	30	NW	NE	Columbia	DAYTON

### Coordinate Reference

Easting: 2276577  
Northing: 369726  
Projection: Washington State Plane South  
Datum: HARN (feet)

### Identification

Survey Name: 2003 Dayton Grant FY04-61004-004 Date Recorded: 03/01/2004  
Field Recorder: Dayton Historic Preservation Commission  
Owner's Name: Matthew & Rebecca McCauley Vargas  
Owner Address: 5404 Kirkwood Lane  
City: W Richland State: WA Zip: 99353  
Classification: Building  
Resource Status: Comments:  
Survey/Inventory 1984  
Within a District? No  
Contributing?  
National Register:  
Local District:  
National Register District/Thematic Nomination Name:  
Eligibility Status: Determined Not Eligible - SHPO  
Determination Date: 3/25/2004  
Determination Comments:





## Historic Inventory Report

**Major  
Bibliographic  
References:**

- 2003 record: Columbia County Assessor's Office tax records
- UTM reference: Topozone
- 1916-1943 Sanborn Maps
- 2012 record: DHPC update

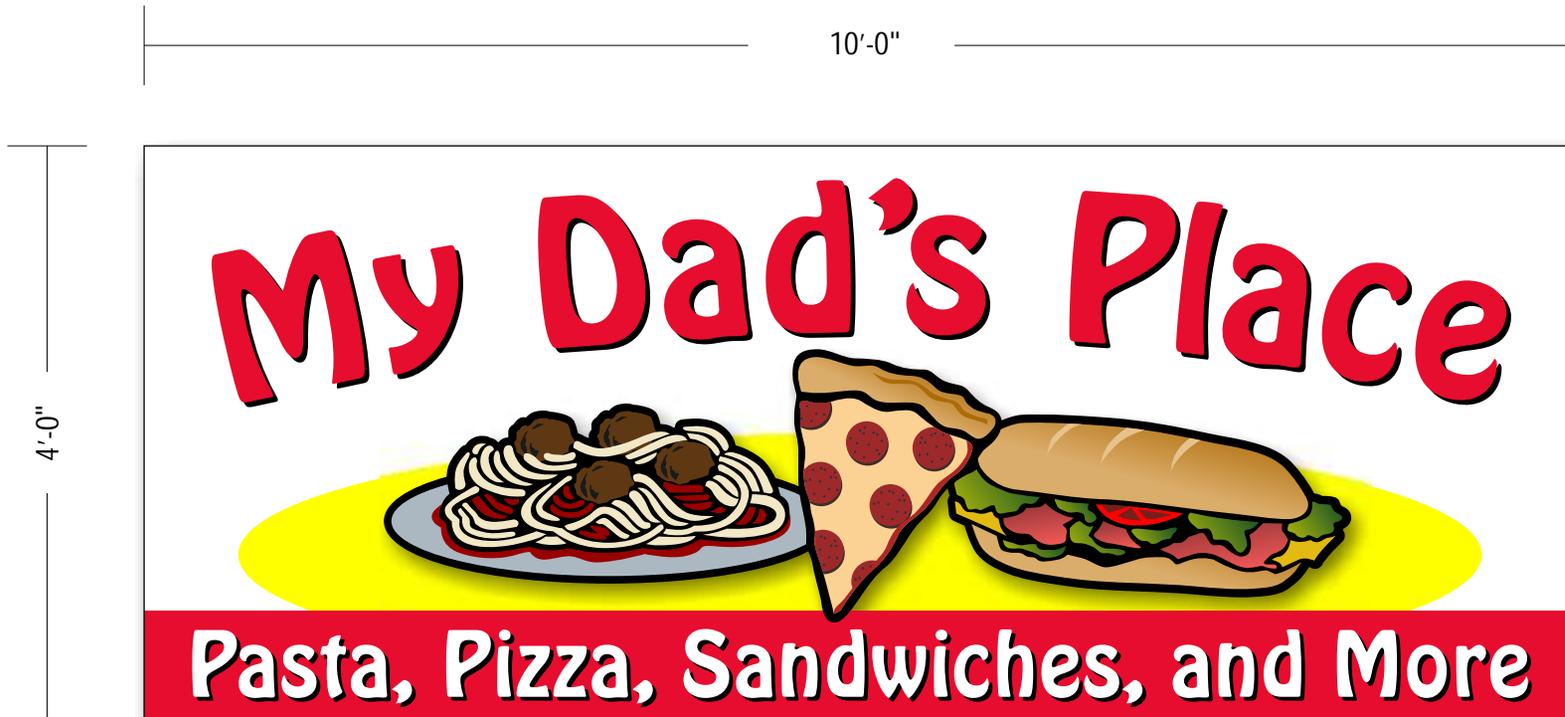


## Historic Inventory Report

### Photos



Photo taken in clear and sunny conditions at 7:00 am.



Fabricate and install one single faced, non-illuminated wall sign.

White Dibond panel with digitally printed vinyl graphics (printed with ECO-Friendly latex ink and protective UV overlay).



CLIENT MY DAD'S PLACE	DATE 2/13/18	DRAWING # MY DAD'S 1	SIGNATURE	DATE
LOCATION DAYTON, WA	SCALE 3/4" = 1'	SALESPERSON TYLER CLAYTON		

**ATTENTION!**  
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 Measurements may vary and are subject to field verification.

4822 Southridge Blvd. Suite B, Kennewick, WA 99338

Phone: 509-586-0585

Fax: 509-628-1399



## DAYTON HISTORIC PRESERVATION COMMISSION

### Findings of Fact

Terry Bartlett

125/127 East Main Street, Dayton, Washington 99328

March 7<sup>th</sup>, 2018

FOF 2018—002

**WHEREAS**, Terry Bartlett has made an application for a Certificate of Appropriateness for 125/127 East Main Street, Dayton, Washington 99328; and,

**WHEREAS**, the proposal indicates placing a 4' X 10' non-illuminated sign on the façade of the existing building to advertise the business within said building; and

**WHEREAS**, the sign will be consistently illuminated with two to three spot lights facing toward the sign and with zero flashing and/or intermediate light; and,

**WHEREAS**, the placement of the sign will enhance the advertisement of the new business; and,

**WHEREAS**, the building itself is a noncontributing structure within the Dayton Downtown Historic District; and

**WHEREAS**, the placement of the sign, as presented, will not be detrimental to any of the historic buildings nearby.

### **NOW, THEREFORE, THE DAYTON HISTORIC PRESERVATION COMMISSION DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. The preceding Findings of Facts as stated above is hereby adopted.

Section 2. Based upon the preceding Findings of Facts, the Commission grants a Certificate of Appropriateness to Terry Bartlett to place a lighted sign of approximately 4' X 10' on the façade of 125/127 East Main Street as outlined in Certificate of Appropriateness 2018—002.

Approved by the Dayton Historic Preservation Commission this 7<sup>th</sup> day of March, 2018.

Dayton Historic Preservation Commission

Attest:

\_\_\_\_\_  
Michael Smith, Chairman

\_\_\_\_\_  
Meagan Bailey, Planning Director



## DAYTON HISTORIC PRESERVATION COMMISSION

### Certificate of Appropriateness

Terry Bartlett

125/127 East Main Street, Dayton, Washington 99328

March 7<sup>th</sup>, 2018

COA 2018—002

**WHEREAS**, Terry Bartlett has made an application for a Certificate of Appropriateness for 125/127 East Main Street, Dayton, Washington 99328; and,

**WHEREAS**, the proposal indicates placing a 4' X 10' non-illuminated sign on the façade of the existing building to advertise the business within said building; and

**WHEREAS**, the sign will be consistently illuminated with two to three spot lights facing toward the sign and with zero flashing and/or intermediate light; and,

**WHEREAS**, the placement of the sign will enhance the advertisement of the new business; and,

**WHEREAS**, the building itself is a noncontributing structure within the Dayton Downtown Historic District; and

**WHEREAS**, the placement of the sign, as presented, will not be detrimental to any of the historic buildings nearby.

**NOW, THEREFORE, THE DAYTON HISTORIC PRESERVATION COMMISSION DOES HEREBY RESOLVE AS FOLLOWS:**

The Commission grants a Certificate of Appropriateness to Terry Bartlett to place a non-illuminated sign of approximately 4' X 10' on the façade of 125/127 East Main Street.

Approved by the Dayton Historic Preservation Commission this 7<sup>th</sup> day of March, 2018.

Dayton Historic Preservation Commission

Attest:

\_\_\_\_\_  
Michael Smith, Chairman

\_\_\_\_\_  
Meagan Bailey, Planning Director

**Section 1:** Title. Historic Preservation. **COMMISSION APPROVED**

**Section 2:** Purpose. **COMMISSION APPROVED**

The purpose of this chapter is to provide for the identification, evaluation, designation, and protection of historic and cultural resources within the City of Dayton in a positive, manner as prescribed within the Dayton Comprehensive Plan for future generations; and preserve and rehabilitate eligible historic resources within the City of Dayton in order to:

- A. Safeguard the heritage of the city as represented by those buildings, districts, objects, sites and structures which reflect significant elements of Dayton history;
- B. Foster civic and neighborhood pride in the beauty and accomplishments of the past, and a sense of identity based on Dayton history;
- C. Preserve and encourage harmonious architectural styles within historic districts;
- D. Promote the use of historic buildings and structures within districts for the economic prosperity, education, inspiration and general welfare of the people of the city;
- E. Stabilize or improve the aesthetic and economic vitality and values of such sites, improvements and objects;
- F. Assist, encourage and provide incentives to private owners for preservation, restoration, redevelopment and use of outstanding historic buildings, districts, objects, sites and structures;
- G. Preserve and rehabilitate eligible historic properties within the City of Dayton for future generations through special valuation, a property tax incentive;
- H. Promote and facilitate the early identification and resolution of conflicts between preservation of historic resources and alternative land uses; and
- I. Conserve valuable material and energy resources by ongoing use and maintenance of the existing built environment.

**Section 3:** Applicability. **COMMISSION APPROVED**

No provision of this title shall be construed to prevent the ordinary maintenance of a historic resource when such action does not involve a change in design, materials, or appearance.

**Section 4:** Definitions. **COMMISSION APPROVED, except as highlighted below in yellow**

The following definitions apply to terms used in this title. Terms not defined have their commonly construed meaning:

Actual cost of rehabilitation: Actual cost of rehabilitation means costs incurred within 24 months prior to the date of application and directly resulting from one or more of the following:

1. improvements to an existing building located on or within the perimeters of the original structure; or
2. improvements outside of but directly attached to the original structure which are necessary to make the building fully useable but shall not include rentable/habitable floor space attributable to new construction; or
3. architectural and engineering services attributable to the design of the improvements; or
4. all costs defined as "qualified rehabilitation expenditures" for purposes of the federal historic preservation investment tax credit.

Alteration: An addition, removal, or reconfiguration that changes the appearance of a historic resource. **Excluded from this definition** is painting (when color is not specifically noted in the Record of Designation), and ordinary maintenance.

Advisory Review Certificate (ARC): A document issued by the Dayton Historic Preservation Commission (COMMISSION) that the applicant has satisfactorily met the requirements of this title for submittal of plans for review and advice only by the COMMISSION for the alteration of a historic structure.

Building: A house, barn, church, hotel, or similar construction created principally to shelter any form of human activity.

Certificate of Approval (COA): A document issued by the Dayton Historic Preservation Commission that the applicant has satisfactorily met the provisions of this title for the alteration of a historic structure.

Certified local government (CLG): Dayton as a local government has been certified by the state historic preservation officer as having established its own historic preservation commission and a program meeting federal and state standards.

Contributing: A building, structure, object, or site originally constructed within the applicable period of significance that retains and exhibits sufficient integrity (location, design, setting, materials, workmanship, and association) to convey a sense of history. These properties strengthen the historic integrity of an existing or potential historic district.

Cost: The actual cost of rehabilitation, which cost shall be the minimum threshold required by the State of Washington-for the assessed valuation of the historic property under the Special Valuation Program. **Reference -RCW 84.26.020 or any subsequent amendment.**

Dayton Historic Preservation Commission (COMMISSION) or commission: The COMMISSION is authorized under DMC Section 5-18.16 thereof. The COMMISSION is the local review board referenced in Chapter RCW 84.26 and WAC Chapter 254-20 for the review of special valuation of historic properties.

Dayton Historic Resource Inventory (DHRI): The DHRI is a comprehensive inventory of historic resources within the boundaries of the City of Dayton. The DHRI includes records of buildings, structures, objects, and sites recorded by the City of Dayton used to identify historic resources potentially eligible for listing in the Dayton Register of Historic Places.

Dayton Register of Historic Places (DRHP): The list of local historic resources officially recognized by the City of Dayton as important to its history and is afforded protection under this title, including a building, structure, site, object, or district listed in the Dayton Register of Historic Places.

District: A geographically definable area, small or large, possessing a significant concentration, linkage, or continuity of sites buildings, structures, and/or objects united by past events, architecture aesthetic, or physical development.

Emergency repair: Work necessary to prevent destruction or dilapidation to real property or structural appurtenances immediately threatened or damaged by fire, flood, earthquake or other disaster.

Historic Demolition Certificate (HDC): A document issued by the Dayton Historic Preservation Commission (COMMISSION) that the applicant has satisfactorily met the provisions of this title for historic demolition.

Historic Demolition:

1. Historic demolition (or partial historic demolition) means the destruction or removal, or relocation, of a building or structure, in whole or in part.
2. Historic demolition (or partial historic demolition) pertains to the destruction, removal, or relocation of significant features of a building that are important to defining the building's or structure's historic character.
3. Historic demolition (or partial historic demolition) does not include:
  - a. The removal of past additions for the express purpose of restoration of a structure to its historic appearance, form, or function.
  - b. The destruction or removal of portions of a building or structure that are not significant to defining its historic character, and are allowed pursuant to a COA or ARC, as applicable under this title.

Historic Integrity: The quality of wholeness of historic location, design, setting, materials, workmanship, and/or association of a historic resource, as opposed to its physical condition.

Historic Preservation Staff or staff: The city planning department director or delegated staff who is responsible for providing staff resources to the COMMISSION.

Historic Resource: A building, structure, object, site, or district that is at least fifty (50) years old or is of exceptional significance and potentially meets the age, integrity, and significance criteria for listing in the Dayton Register of Historic Places, but may not necessarily be recorded in an inventory of historic resource.

Historic Significance: The physical association of a building, structure, site, object, or district with historic events, trends, persons, architecture, method of construction, or that have yielded or may yield information important in prehistory or history.

**Incentives:** Rights or privileges or combination thereof which the city council, or other local, state, or federal public body or agency, by virtue of applicable present or future legislation, may be authorized to grant or obtain for the owner(s) of register properties. Examples of economic incentives include, but are not limited to, tax relief, conditional use permits, rezoning, street vacation, facade easements, gifts, beneficial placement of public improvements or amenities, or the like.

National Register of Historic Places or National Register: The nation's official list of buildings, structures, sites, objects, and districts significant to our cultural history because of their documented importance to our history, architectural history, engineering, or cultural heritage. The National Park Service in Washington, D.C. maintains the National Register.

Non-Contributing: A building, structure, object, or site that does not retain or exhibit sufficient integrity (location, design, setting, materials, workmanship, and association) to convey a sense of history. Properties without any contributing resource do not strengthen the historic integrity of an existing or potential historic district in their current condition. The resource may or may not have been originally constructed within the applicable period of significance.

Not in Period: A building, structure, object, or site that was originally constructed outside the applicable period of significance.

Notice on Title – A recorded document stating the property designation on the DRHP and alerting future owners of the designation.

Object: A thing of functional, aesthetic, cultural, historical, or scientific value, such as, a fountain, sculpture, monument, milepost, vehicle, aircraft, etc., but not including a building or structure.

Ordinary Maintenance: Activities that do not remove materials or alter qualities that make a historic resource eligible for listing in the DRHP, including cleaning, painting (when color is not specifically noted in DRHP's Record of Designation), and limited replacement of siding, trim, and window components when such material is beyond repair and where the new piece is of the same size, dimension, material, and finish as that of the original historic material.

Owner of property: The fee simple owner of record as exists on the Columbia County Assessor's records.

Period of Significance: The time period, from one to several years or decades, during which a historic resource was associated with an important historic event(s), trend(s), person(s), architecture, or method(s) of construction.

Record of Designation: The official document created that describes how a historic resource meets the criteria for listing in the DRHP by the Dayton Historic Preservation Commission.

Rehabilitation: The process of returning a historic resource to a state of utility through repair or alteration, which makes possible an efficient use while preserving those portions and features of the historic resource and its site that convey its historic significance.

Relocation: The removal from or moving of an historic resource from its original location.

Site: The location of a significant event, prehistoric or historic occupation or activity, or location of a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of any existing building, structure, or object.

Significance or significant: Local, state, or national significance helps in the understanding of the history of the local, state, or nation area (whichever is applicable) by illuminating the local, statewide, or nationwide impact of the events or persons associated with the property, or its architectural style having information potential. The local area can include the City of Dayton, Columbia County, or Southeast Washington, or a modest geographic or cultural area, such as a

neighborhood. Local significance may apply to a property that illustrates a theme that is important to one or more localities; state significance to a theme important to the history of the state; and national significance to property of exceptional value in representing or illustrating an important theme in the history of the nation.

Special valuation eligible class of properties: All properties listed on the Dayton Register of Historic Places or certified as contributing to a Dayton Register Historic District.

Special valuation for historic properties or special valuation: The local option program which when implemented makes available to property owners a special tax valuation for rehabilitation of historic properties under which the assessed value of an eligible historic property is determined at a rate that excludes, for up to ten years, the actual cost of the rehabilitation. (RCW Chapter 84.26.)

Streetscape: The physical parts and aesthetic qualities of a public right-of-way and adjacent lands, including the roadway, gutter, tree lawn, sidewalk, retaining wall, landscaping and building setback.

Structure: A functional construction made usually for purposes other than creating human shelter, such as an aircraft, bridge, fence, dam, play structure, tunnel, etc.

Washington Heritage Register: The official listing of historically significant sites and properties found throughout the state. The list is maintained by the Department of Archaeology & Historic Preservation and includes districts, sites, buildings, structures, and objects that have been identified and documented as being significant in local or state history, architecture, archaeology, engineering or culture.

Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties (State Advisory Council's Standards): The rehabilitation and maintenance standards used by the COMMISSION as minimum requirements for determining whether or not an historic property is eligible for special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified.

**Section 5:** Dayton Historic Preservation Commission (COMMISSION).

All actions of the COMMISSION are subject to:

- A. Appointments.
  - 1. The Mayor, subject to Council approval, shall appoint a Dayton Historic Preservation Commission.
  - 2. In making appointments, the mayor may consider names submitted from any source, but the mayor shall notify history and city development-related organizations of vacancies so that names of interested and qualified individuals may be submitted by such organizations for consideration along with names from any other source.
  - 3. Reappointment is at the discretion of the Mayor.

**COMMISSION Approved 1/25/17 – B. 1.**

- B. Composition of the COMMISSION.
  - 1. ~~The COMMISSION shall strive to maintain a minimum of five and maximum of seven, members.~~ The commission size shall be no less than three and no more than seven members.
  - 2. All members of the COMMISSION must have a demonstrated interest and competence in historic preservation and possess qualities of impartiality and broad judgment.

3. The COMMISSION shall always include at least two professionals who have experience in identifying, evaluating, and protecting historic resources and are selected from among the disciplines of history, architecture, architectural history, historic preservation, planning, cultural anthropology, archaeology, cultural geography, American studies, law and real estate. The COMMISSION action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the professional positions, unless the commission action is related to meeting certified local government (CLG) responsibilities cited in the certification agreement between the mayor and the state historic preservation officer.
  4. The COMMISSION members shall be residents of the city, with the exception that the mayor and city council may waive the residency requirement to obtain representation of disciplines described in this section.
- C. Terms. The original appointment of members to the COMMISSION shall be as follows: three for two years, two for three years; and two for four years. Thereafter, appointments shall be made for a three-year term. Vacancies shall be filled ~~by the mayor~~ for the unexpired term in the same manner as the original appointment. The mayor may vary reappointments to shorter terms to assure the commission terms continue to be staggered.

**COMMISSION approved 1/25/17 D.**

- D. Quorum. A quorum shall consist of at least three members and consist of a simple majority of members. A simple majority of the appointed members of the COMMISSION shall constitute a quorum for conducting official business. A quorum of three is required when the commission consists of five members, and a quorum of four is required for a commission consisting of six or seven members. The concurring vote of the members present shall be required for approval or disapproval of any motion or other action of the COMMISSION.
- E. Compensation. Members shall serve without compensation, but are eligible for reimbursement of expenses related to their service.
- F. ~~Rules and bylaws~~Bylaws and Rules. The COMMISSION shall establish and adopt its own ~~rules of procedure and~~ bylaws and rules; and may amend ~~rules and~~ bylaws and rules, as may be appropriate.
- G. Officers. A Chair and Vice-Chair shall be elected annually by and from the seated membership. Officers are eligible for reelection and they shall be selected from among its membership a chair ~~and vice-chair~~; and such other officers as may be necessary to conduct COMMISSION business.
- H. Meetings. All COMMISSION meetings must be in compliance with RCW Chapter 42.30, Open Public Meetings Act, to provide for adequate public participation and adopt standards in its bylaws and rules to guide this action. The COMMISSION shall meet at least four times a year, and as required to conduct business in a timely fashion.
- I. Absence. The COMMISSION ~~shall may~~ request that the City Council consider declaring the position vacant of any member who is absent from three meetings in a single calendar year without being excused prior to the meeting by the Chair of the COMMISSION.
- J. Powers and duties. The major responsibility of the COMMISSION is to identify and actively encourage the conservation of the City of Dayton's historic resources by initiating and maintaining a register of historic places and reviewing proposed changes to register properties; to raise community awareness of the city's history and historic resources; and to serve as the city's primary resource in matters of history, historic planning and preservation. In carrying out these responsibilities, the COMMISSION shall engage in the following.
  1. Dayton Historic Inventory. Conduct and maintain a comprehensive inventory of historic resources within the boundaries of the City of Dayton, known as the Dayton Historic Inventory; publicize and periodically update inventory results. Properties listed on the inventory shall be recorded on official zoning records with an "HI" for historic inventory designation). This designation does not change or modify the underlying zone classification.

2. Dayton Register of Historic Places (DRHP). Initiate and maintain the DRHP. This official register shall be compiled of buildings, structures, sites, objects and districts identified by the COMMISSION as having historic significance worthy of recognition by the City of Dayton.
3. DRHP Nominations. Review nominations for designation to the DRHP according to criteria in Section 7 and adopt notice and process standards in its ~~rules-bylaws~~ to conduct ~~be used to guide this~~ review.
4. Certificates. Review proposals under ~~a~~ Certificate of Appropriateness (COA), Advisory Review Certificate (ARC), and, Historic Demolition Certificate (HDC), to construct, change alter, modify, remodel, move, demolish, and significantly affect properties or districts on the register as provided in section 5-18.20. ~~The~~ COMMISSION ~~shall~~ adopt standards and procedures in its ~~rules-bylaws~~ to conduct ~~be used to guide this~~ review and the issuance of ~~COAs, ARCs and/or HDCs~~ certificates.
5. Review. Provide for the review either by the commission or its staff of all applications for approvals, permits, environmental assessments or impact statements, and other similar documents pertaining to identified historic resources or adjacent properties.
6. Special Valuation. Serve as the local review board for special valuation and comply with all local review board responsibilities identified in RCW Chapter 84.26:
  - a. Make determination concerning the eligibility of historic properties for special valuation,
  - b. Verify that the improvements are consistent with the National Park Service Design Guidelines,
  - c. Enter into agreements with property owners for the duration of the special valuation period as required under WAC 254-20-070(2),
  - d. Approve or deny applications for special valuation,
  - e. Monitor the property for continued compliance with the agreement and statutory eligibility requirements during the ten-year special valuation period, and;
7. Recommend and Advise. ~~Recommend and advise~~ Review and comment to the city council on matters related to Dayton history, historic preservation and including, but not limited to: land use, housing and redevelopment, municipal improvement and other types of planning and programs undertaken by the City of Dayton, other neighboring communities, Columbia County, the state or federal governments, as they relate to historic resources of the City of Dayton.
- ~~8. Advise and Perform. Advise the city council generally on matters of Dayton history and historic preservation and perform functions including, but not limited to:~~
  - a. Funding. ~~Investigate and report to the city council on t~~The use of various federal, state, local or private funding sources available to promote historic resource preservation in the City of Dayton;~~;~~
  - b. Planning. Goals, policies and objectives of the Comprehensive Plan and Municipal Code, redevelopment, municipal improvements, other types of planning and programs by the city, other local jurisdictions, state federal governments, as related to historic preservation and ; Dayton Comprehensive Plan and Municipal Code. Advise the city council regarding goals, policies and objectives of the Comprehensive Plan and Municipal Code as related to historic preservation.
  - c. Other. Perform other related functions assigned to the commission by the city council that may be designated by resolution or motion of the City Council, and;

98. Well Informed. Be informed about and provide information to the public and city departments on incentives for preservation of historic resources, including legislation, regulations and codes which encourage the use and adaptive reuse of historic properties.

109. Educate.

- a. Participate in, promote and conduct public information, educational and interpretive programs pertaining to historic resources;
- b. Provide information to the public on methods of maintaining and rehabilitating historic properties. This may take the form of pamphlets, newsletters, workshops, or similar activities.

110. Coordination. Establish liaison support, communication and cooperation with federal, state, and other local government entities which will further historic preservation objectives within the city.

121. Nominations to National Register of Historic Places and State-Washington Heritage Register. Submit nominations to the State and National Registers of Historic Places- and review nominations of properties sent by DAHP for CLG approval.

1312. Awards. Officially recognize excellence in the rehabilitation of historic buildings, structures, sites and districts, and new construction in historic areas; and encourage appropriate measures for such recognition.

**Section 6: Identification and Evaluation of Historic Resources.** The Dayton Register of Historic Places (DRHP) lists, describes, and determines the eligibility of historic resources for listing in the DRHP. Not all properties listed in the Dayton Historic Resource Inventory are eligible for listing in the DRHP. A property does not need to be listed in the Historic Resource Inventory before being nominated to the DRHP under Section.

- A. The COMMISSION shall determine and periodically revise priorities for the identification and evaluation of historic resources based on the community's needs and interests.
- B. The COMMISSION shall provide results of an inventory to the property owner(s), where an inventory results in the identification of property as eligible for listing in the DRHP.
- C. Inventoried properties shall be identified as Eligible/Significant (ES), Eligible/Contributing (EC), Non-Contributing (NC), and/or Not in Period (NP). Evaluation and documentation of properties in the DHRI shall meet-comply with this Chapter and COMMISSION bylaws and rules. ~~requirements of the document most recent guidance for such efforts published by the state DAHP.~~
- D. The DRHP shall be maintained as a public record with the exception of archaeological sites.
- E. Citizens shall have the opportunity to review and correct information included in the DHRI. The COMMISSION shall establish the procedure to allow for correction(s) to the inventory. Any member of the public may place a property in the DHRI; however, the COMMISSION retains the authority to determine the property's eligibility for listing in the DRHP.
- F. The COMMISSION may collect further information including, but not limited to, current photographs, architectural descriptions based on on-site observations, or archival documentation for inventorying of properties and for property already listed in the DRHP for the purposes of administering this title.

## **SECTION 7** TABLE OF CONTENTS

- A. Historic resource designations in the DRHP
- B. Criteria for designating historic resources in the DRHP.
- C. Nomination of individual properties and districts.
- D. Designation of individual properties and districts.
- E. Removal of Property from the DRHP.
- F. Results of Designation in the DRHP.

**Section 7:** Dayton Register of Historic Places (DRHP). The commission will recommend designation of historic resources to the DRHP as a means of providing recognition to their significance and providing incentives and guidelines for their preservation. The DRHP is maintained by the Commission and the register shall be made available to the public.

Section 7A: Historic resource designation to the DRHP. Historic resource designations, including:

1. The individual designation of a property with one or more significant historic buildings, structures, and or objects, or,
2. The designation of a district which includes more than one property with significant contributing historic buildings, structures, or objects.

**Section 7 B.**

- B. Criteria for designating historic resources in the DRHP. Any building, structure, site, object or district may be designated for inclusion in the DRHP, if it:
1. Is significantly associated with the history, architecture, archaeology, engineering or cultural heritage of the community; or
  2. Has integrity and is at least 50 years old, or
  3. Is less than 50 years and has exceptional importance; and
  4. Historic resources to be designated must fall in at least one of the following categories:
    - a. Is associated with events that have made a significant contribution to the broad patterns of national, state, or local history;
    - b. Embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction;
    - c. Is an outstanding work of a designer, builder or architect who has made a substantial contribution to the art;
    - d. Exemplifies or reflects special elements of the city's cultural, special, economic, political, aesthetic, engineering or architectural history;
    - e. Is associated with the lives of persons significant in national, state or local history;
    - f. Has yielded or may be likely to yield important archaeological information related to history or prehistory;
    - g. Is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with an historic person or event;
    - h. Is a birthplace or grave of an historical figure of outstanding importance and is the only surviving structure or site associated with that person;
    - i. Is a cemetery which derives its primary significance from age, from distinctive design features, or from association with historic events, or cultural patterns;
    - j. Is a reconstructed building that has been executed in an historically accurate manner on the original site; or
    - k. Is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.

**Section 7 C**

**COMMISSION approved 3/22/2017**

- C. Nomination of individual properties and districts.
1. General. The nomination for a historic resource to the DRHP must include a description of the boundaries of the proposed nominated area and the buildings, structures, objects, and sites contained therein, and a statement explaining how the historic resource(s) meet(s) the

criteria under **Section** .

The COMMISSION may establish additional standards for a complete application for an individual property and for a district in COMMISSION bylaws.

2. Individual property.
  - a. Any person may nominate a property with a building, structure, site, or object for inclusion in the DRHP
  - b. The applicant must obtain a written statement acknowledging that the property owner(s) understand the nomination process and the results of such a designation, and wishes to have their property listed in the DRHP.
  - c. In cases where multiple persons or entities own a single property, a simple majority of the property owners must submit a written statement.
3. Districts. Any group of property owners **or the commission** may nominate their properties as a district for inclusion in the DRHP, provided:
  - a. At least two contributing properties are contiguous.
  - b. A minimum of sixty percent (60%) of the property owners (one owner signature representing each property) must sign the nomination form confirming:
    - i. The property owner(s) support designation of the district.
    - ii. The property owner(s) agree to the form for review of alterations; either mandatory compliance with a Certificate of Approval (COA) or voluntary compliance with as Advisory Review Certificate (ARC).
    - iii. All nominations resulting in district designation, must comply with the requirements of this code for historic demolition.

## Section 7 D

- D. Designation of individual properties and districts.
  1. General. The COMMISSION shall consider the merits of a nomination, according to the provisions in **section XXX** and shall consider the Dayton Historic Inventory and the Dayton Comprehensive Plan.
  2. Review process. The COMMISSION shall establish standards for applications, forms, review, process, and notice for the nomination and designation to the DRHP in COMMISSION bylaws and rules.
  3. Individual Properties. The designation of a DRHP individual property shall include all features on the exterior of buildings, structures, and other historic resources that contribute to its designation as an individual property on the DRHP and may include interior contributing features. The designation shall also include a description of non-contributing additions and structures in existence at the time of designation.
  - ~~43.~~ Districts. The designation of a DRHP district shall include description of the boundaries of the district; the characteristics of the district properties which justifies its designation; a list of all properties to be included; exterior building features, structures, sites and objects which contribute to the designation of the DRHP district. The designation shall also include a description of non-contributing structures in existence at the time **of designation and provide documentation to support the prescribed in section 7B.**
  - ~~45.~~ Commission Actions.
    - a. Commission written findings and decision shall be forwarded to the City Council for final consideration when designating an individual property or district for inclusion to the Dayton Register of Historic Places.

- b. COMMISSION written findings and decision denying designation of a nominated individual property or district for inclusion in the Dayton Register of Historic Places shall be final, unless appealed.
- c. Appeals. An appeal of the COMMISSION decision may be filed with the City Clerk within 10 days of the COMMISSION written decision.

56. Council Action.

- a. Designations. The city council shall consider and take final action on nominations the COMMISSION forwards for designation in the DRHP.
- b. Appeals. The city council shall consider and act on appeals filed for COMMISSION decisions denying inclusion of a nomination (individual property or district) in the DRHP.

67. Records of Individual Properties.

- a. Notice on Title. The designation of a property on the DRHP shall be recorded at the Columbia County Office of Records. The designation shall apply to the entirety of the property as described in the approval of the designation regardless of future property division or ownership.
- b. Record of Designation. The COMMISSION shall retain the Record of Designation, together with the original nomination materials, and any testimony or additional materials considered during the nomination and designation process that established the eligibility of the historic resource in the DRHP.
- c. Map. Property on the Dayton Register of Historic Places will be identified on the official zoning map. This identification does not add to or change the zoning classification of the property.
- d. DAHP Record. The COMMISSION will add the designated property to the DAHP online database.
- e. Amendments to Record of Designation. Additional materials may be administratively added to the city's Record of Designation, gathered to keep the record current or elaborate on established facts in the Record of Designation. Notice of such an action shall be provided by the Commission as provided in the COMMISSION bylaws.

78. Records of Districts.

- a. Notice on Title. The designation of a district on the DRHP shall be recorded at the Columbia County Office of Records, on all properties contained within the District. The designation shall apply to the entirety of the district regardless of future property division or ownership.
- b. Record of Designation. The COMMISSION shall retain the Record of Designation, together with the original nomination materials, and any testimony or additional materials considered during the nomination and designation process that established the eligibility of the historic resource in the DRHP.
- c. Map. Districts on the DRHP shall be identified on the official zoning map. Only when a district zoning overlay is adopted will zoning be amended for district properties.
- d. Zoning. A district with alternative zoning standards and/or zoning incentives shall be implemented through the adoption of a zoning overlay.
- e. District Design Guidelines. Other than the Secretary of Interior Standards, district design guidelines shall be adopted as an addendum to the Comprehensive Plan.
- f. DAHP Record. The COMMISSION shall add the designated DRHP district to the database of DAHP.
- g. Amendments to Record of Designation. Additional materials may be administratively added to the Record of Designation, gathered to keep the record current or elaborate on established

facts in the Record of Designation. Notice of such an action shall be provided by the COMMISSION as provided in the COMMISSION bylaws.

E. Removal of Property from the DRHP.

1. Individual Property. Property individually designated in the DRHP may be removed from the register by the City Council in either of the following circumstances:
  - a. Property Owner. A property owner requests removal from the register, provided that the property shall remain listed on the DRHP until the owner no longer receives benefits from historic preservation incentive, or,
  - b. Commission. The Commission finds that the property is no longer deemed appropriate for designation on the local register because the qualities which caused it to be originally listed have been lost or destroyed.

The procedures in Section 7D-5&6 are used for removal of a designated property, except that the owner's consent is not required to remove a property from the DRHP.

2. District Removal and Boundary Reductions. Properties in a residential district on the DRHP ~~shall~~must remain in the district, except as follows:
  - a. Commission. The Commission finds that a portion or all of the district is no longer deemed appropriate for designation on the district local register because the qualities which caused it to be originally listed have been lost or destroyed., and,
  - b. In all cases, if a property in the district is receiving incentives, it only may be removed when it is no longer receiving incentives; or, it is eligible for and is listed as an individual historic property on the DRHP.
  - c. **A district** shall fully remain as a district in the DRHP, except in the following circumstance:
    1. The DDHD boundary may be reduced by the City Council, provided that the Commission finds that a portion of the district is no longer deemed appropriate for designation on the local register because the qualities which caused it to be originally listed have been lost or destroyed.
    2. In all cases, if a property in the district is receiving benefits from a zoning overlay and/or incentives, the property only may be removed when it no longer receives benefit of the zoning overlay and incentives.

F. Results of Designation in the DRHP.

1. Historic resources listed in the DRHP shall receive the following benefits:
  - a) Designation denoting significant association with the historic, archaeological, engineering or cultural heritage of the community.
  - b) All uses and restrictions established by the underlying zoning, existing conditional use permits, and other applicable design standards shall remain in effect unless changed through due process.
  - c) Benefits as stated in Sections 7.D.7. and 7.D.8. of this title.
  - d) The Building Official shall consider waiving certain code requirements in accordance with the Washington State building code for existing structures.
  - e) Property owners are provided technical assistance from the Commission through the COA, ARC and/or HDC processes.
  - f) Property owners of individually listed property and/or contributing property in a district may be advised in applying for grants and/or tax incentives for rehabilitating their property, as resources and funds are available.

2. Historic resources listed in the DRHP shall comply with Title 5 as follows: Prior to the commencement of any work on a register property, excluding ordinary repair and maintenance and emergency measures, the owner must request and receive a certificate, as applicable (COA, ARC or HDC), from the commission for the proposed work. Violation of this requirement is grounds for the commission to review the property for removal from the register and for city to take code compliance action under DMC Title 21.

## **NEW FOR REVIEW**

### **Section 8: Alterations and Historic Demolition of Designated Historic Resources.**

The Commission shall use the provisions of this Section to preserve the exterior character-defining features of individual historic properties; and, historic districts on the DRHP.

- A. Exemptions. Activities not subject to the provisions of this **Chapter**:
  1. "Ordinary maintenance and repair" as defined in **Section 4**;
  2. Application of exterior paint color when color or exposure of exterior material is not specifically noted in record of designation in the DRHP;
  3. Alterations to landscape features not specifically identified as historically significant in record of designation in the DRHP, such as, the construction or alteration of a fence up to 6 feet in height, a walkway or driveway; and
  4. Alterations to building interiors, even though a property owner may choose to include significant historic interior building features when a property is individually nominated and designated in the DRHP.
- B. Certificate Required. No historic resource in the DRHP shall be altered, relocated, or demolished, or a new building or structure constructed within the area defined in a Record of Designation without receiving approval of the certificate(s) required for a project, including:

*Check Section 4 to assure definition are provided for all certificates*

1. Certificate of Approval (COA),
  2. Administrative Certificate of Approval (ACOA),
  3. Advisory Review Certificate (ARC),
  4. Administrative Advisory Review Certificate (AARC),
  5. Historic Demolition Certificate (HDC).
- C. Criteria Guidelines. In order to approve an application for the alteration of a historic resource on a property, the Commission must find that the proposal meets the following guidelines as applicable:
    1. A property shall 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 integrity of a property shall be retained and preserved. The relocation of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided;
    3. A property shall 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, shall not be undertaken;

4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved;
  5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved;
  6. Deteriorated historic features shall be repaired rather than replaced. The severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials;
  7. Replacement of missing features shall be substantiated by documentary and physical evidence;
  8. Chemical and physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used;
  9. Archaeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken;
  10. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment;
  11. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
- D. Design Standards. In addition to meeting the applicable guidelines in **Section C**, in order to approve an application for the alteration of a historic resource, the Commission must find that the proposal meets the following design standards as applicable:
1. Adopted design guidelines for the district on the DRHP as provided in **Section 7**;
  2. Vacant buildings shall be weather- and vandal-proofed in order to minimize further deterioration and the threat to public safety;
  3. Rehabilitation work, especially on the exterior and the principal facades shall preserve the existing historic features or replace them if absolutely necessary with features and materials known to have existed on the building through verifiable evidence such as photographs. Alterations to Landmarks shall not be based on speculation, but instead on documentary evidence;
  4. New additions shall be subordinate to the original building, meaning lower in height, attached to the rear or set back along the side, smaller in scale, and have less architectural detail;
  5. Height, width, setback, roof shape, and the overall scale and massing of new buildings within historic districts and on lots with existing Landmarks, or additions to Landmarks shall be compatible with the existing historic building(s) and, in the case of historic districts, the overall streetscape;

6. In historic districts and on lots with existing historic resources, materials on at least the primary façade(s) of new buildings shall be similar in size, shape, color, and texture to the original materials on the facades of surrounding historic buildings;
  7. Architectural details on new construction (including wood or metal trim, porches, cornices, arches, and window and door features, etc.) shall be complimentary, but shall not replicate historic features on surrounding historic buildings;
  8. Window and door opening should be similar in size and orientation (vertical to horizontal) to openings on historic buildings and shall take up about the same percentage of the overall façade as those on surrounding historic buildings;
  9. In historic districts and on lots with existing historic resources, the relationship of the width to the height of the principal elevations for new buildings and additions to existing historic buildings shall be in scale with the surrounding structures and streetscape. Wider new building can be divided into segments that more closely resemble the façade widths of historic buildings;
  10. In historic districts and on lots with existing historic resources, the roof shape of new buildings and additions to existing historic buildings shall be visually compatible with the surrounding structures and streetscape. Unusual roof shapes, materials, and pitches are discouraged;
  11. Moving historic resources shall be avoided, especially to create artificial groupings;
  12. The demolition of historic resources shall be avoided whenever possible; and
  13. [The Secretary of the Interior's Standards for the Treatment of Historic Properties are the design guidelines for properties on the DRHP, unless more specific design guidelines are adopted by the city.](#)
- E. Review Process. Certificates must be presented to the Building Official and/or Planning Director before a building, demolition, or other permit is issued.
1. An application for a COA, ARC or HDC s must include a description of the proposed activity, accompanying maps, photographs, drawings, and other documentation. The Planning Director may establish additional standards for a complete application, including defining additional or alternative criteria for a complete application under provisions of this Section.
  2. Upon acceptance of a complete application, the Planning Director shall decide within (5 working days) if the proposed work is subject to provisions of this **Section**.
  3. The Planning Director shall provide the Commission with a summary of the proposed project; copy of the application; applicable criteria, policies, and codes; and other documentation specific to the property under which the application shall be considered.
  4. The commission shall meet with the applicant and review the proposed work according to the design review criteria established in the rules. Unless legally required, there shall be no notice, posting or publication requirements for action on the application, but all such actions shall be made at regular meetings of the commission. The commission shall complete its review and make its recommendations within 30 days of the date of receipt of the application. If the commission is unable to process the request, the commission may ask for an extension of time.

5. The Commission shall review and act upon applications for the alteration, relocation, and demolition of a DRHP (COA, ARC and HDC). Applications for the alteration of a DRHP (COA or ARC) may be approved, approved with conditions, or denied. Applications for the relocation or demolition of a DRHP may be approved, approved with conditions, or denied. The Commission shall develop written findings to support its decisions and any conditions in the COA, ARC or HDC pursuant to this **Section**.
  7. Time limit of certificate.
    - a. A COA, ARC, and administrative certificates issued for the alteration of a DRHP shall be effective for a period of two (2) years from the date of its issuance.
    - B. A HDC issued for the relocation or demolition of a historic resource shall be effective for a period of one (1) year.
  8. Building official determination of hazard. A DRHP may be altered, relocated, or demolished without a certificate, if the Building Official attests in writing that the condition of a property poses a clear and immediate hazard to public safety. The written decision of the Building Official with sufficient evidence to support his or her conclusions shall be immediately provided to the Planning Director. The Planning Director shall make these materials available to the Commission at their next regular meeting. The property owner(s) must submit an application for a Certificate of Appropriateness as required under this Ordinance within thirty (30) days of the Building Official submitting his or her written statement to the Planning Director.
- F. Administrative Review Process. The Planning Director may issue an administrative decision (ACOA or AARC) when:
1. The Commission has established an administrative rule authorizing the type of alteration(s) allowed under an administrative decision, and
  2. The Planning Director shall make a list of administrative certificates issued to the Commission at each regular meeting.
- G. Public Hearing. A public hearing before the Commission shall be required for a COA and HDC. A public hearing is not required for an exempt alteration, administrative certificate or ARC. The process for a hearing shall be established in the commission bylaws and comply with the Open Public Meetings Act of Washington State, Chapter 42.30 RCW.
- H. The commission shall meet with the applicant and review the proposed work according to the design review criteria established in the rules. Unless legally required, there shall be no notice, posting or publication requirements for action on the application, but all such actions shall be made at regular meetings of the commission. The commission shall complete its review and make its recommendations within 30 days of the date of receipt of the application. If the commission is unable to process the request, the commission may ask for an extension of time.
- I. The commission's recommendations shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision. Any conditions agreed to by the applicant in this review process shall become conditions of approval of the permits granted. If the owner agrees to the commission's recommendations, a certificate of appropriateness shall be awarded by the commission according to standards established in the commission's rules.

- J. The commission's recommendations and, if awarded, the certificate of appropriateness shall be transmitted to the building or zoning official. If a certificate of appropriateness is awarded, the building or zoning official may then issue the permit.
- K. Demolition. An HDC is required before a permit may be issued to allow whole or partial demolition of a designated Dayton Register property or in a Dayton Register Historic District. The owner or his/her agent shall apply to the commission for a review of the proposed demolition and to discuss alternatives to demolition. These negotiations may last no longer than 45 days from the initial meeting of the commission, unless either party requests an extension. If no request for an extension is made and no alternative to demolition has been agreed to, the commission shall act and advise the official in charge of issuing a demolition permit of the approval or denial of the HDC.

When issuing a HDC the commission may require the owner to mitigate the loss of the Dayton Register property by means determined by the commission at the meeting. Any conditions agreed to by the applicant in this review process shall become conditions of approval of the permits granted. After the property is demolished, the commission shall initiate removal of the property from the register.

- L. Appeal of approval or denial of a HDC. The commission's decision regarding a may be appealed to the city council within ten days. The appeal must state the grounds upon which the appeal is based. The appeal shall be reviewed by the council only on the records of the commission. Appeal of council's decision regarding a waiver of a certificate of appropriateness may be appealed to Superior Court.