



Dayton Historic Preservation Commission

Regular Meeting Agenda

Date: June 27th, 2018 **Time:** 6:00 PM

Place: 114 South 2nd Street, Dayton, Washington 99328

1. CALL TO ORDER

2. ROLL CALL

3. ADOPTION OF MINUTES

A. May 23rd, 2018

4. DESIGN/SPECIAL VALUATION REVIEW

5. UNFINISHED BUSINESS

A. Update on Ordinance 1935 amending Chapter 05-18 and Adopting a New Chapter 5.18 Historic Preservation, of the Dayton Municipal Code

- Ordinance was presented to Dayton City Council and adopted on June 13, 2018.

B. Review Commission Bylaws with City of Dayton Attorney and staff recommended edits.

C. Review and discuss sample public education door hanger and flyer addressing options and flexibility of creating voluntary historic districts.

6. NEW BUSINESS

A. Amending COA 2018-004: Dippel Studio Stairs

B. COA 2018-007: Chamber Awning

7. OTHER BUSINESS

8. ADJOURNMENT

Next Scheduled Meeting

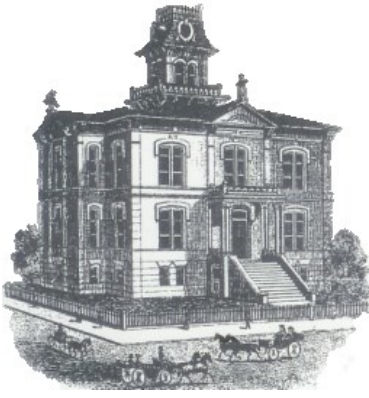
July 25th, 2018 @ 6:00PM

114 South 2nd Street, Dayton, Washington 99328

114 South 2nd Street

Dayton, Washington 99328

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Dayton Historic Preservation Commission

Special Meeting Minutes

Date: May 23, 2018 **Time:** 6:00 PM

Place: 114 South 2nd Street, Dayton, Washington 99328

1. **CALL TO ORDER:** Chair Chrissy Talbott called the meeting of the Dayton Historic Preservation Commission to order at 6:00 PM.
2. **ROLL CALL:** Dayton Historic Preservation Commission members: Chrissy Talbott, Chair; Mike Smith, Vice Chair; Ginny Butler, Carole Lane. Staff: Meagan Bailey, Dena Martin. Public: J.J. Dippel
3. **ADOPTION OF MINUTES**
 - A. **March 26th, 2018**
 - a. Smith motioned to approve the Dayton Historic Preservation Commission minutes from March 26th, 2018 with a minor correction listing Talbott as Chair rather than Smith. Butler seconded. All in favor, none opposed. Motion carries.
4. **NEW BUSINESS**
 - A. **Amending COA 2018-001:** 218 South 4th Street, Dayton, Washington 99328: Replacing Rear Deck– JJ Dippel
 - a. JJ Dippel was present to discuss the project. It was requested to replace the existing back deck to improve structural stability and bring it up to current building codes. The original approved COA included replacing existing materials with more durable PVC materials, approval for adding an ADA ramp in the future, and improving the support rails of the deck.
 - b. An amendment was required because the original approved COA stated that the deck would remain within the same footprint of the existing deck and the deck was replaced with a bump-out which increased the size. Additionally, the applicant changed the components of the deck, to include wrought iron guard rails.
 - c. The deck and guard rail replacement was completed prior to the amended COA being presented before the historical commission.
 - d. Butler expressed concerns that the new deck is visible from the side street, where it hadn't been before. Dippel said she has plans to extend her fence along the side street to the front of the house so there will be no visibility from the street.
 - e. Butler requested that all references approving the addition of a future ADA ramp be removed from the COA. She said that a future owner wishing to add an ADA ramp should come before the commission to seek input on materials, design and placement at that time, rather than allowing open-ended approval at this time.

- f. Butler motioned to approve the Amended Findings of Fact 2018-001 with the removal of all references to an ADA ramp. Smith seconded. All in favor, none opposed. Motion carries.
 - g. Butler motioned to approve the Amended Certificate of Appropriateness 2018-001 with the removal of all references to an ADA ramp. Smith seconded. All in favor, none opposed. Motion carries.
- B. COA 2018-003:** 218 South 4th Street, Dayton, Washington 99328: Replacing front guard rails – JJ Dippel
- a. JJ Dippel was present to discuss the project. It was requested to replace existing guard rails with new wrought iron rails, and expanding the rails in size to surround the front door entry way.
 - b. Butler commented that adding railing around the doorway would create a sense of false historicism because the building was originally a train depot and did not have railing surrounding the entry.
 - c. Butler motioned to approve Certificate of Appropriateness 2018-003 replacing “WHEREAS ,the new guard rail will be expanded in size to surround the way” with “ WHEREAS, the new guard rail will replace the existing guard rail, not to be expanded in size” and changing wording in Section 3 from “like materials, and expand the footprint on the guard rail to surround the entire entry way” to “wrought iron materials within the same footprint.” All in favor, none opposed. Motion carries.
- C. COA 2018-004:** 218 South 4th Street, Dayton, Washington 99328: Reconstructing a side entry stairway and adding guard rails – JJ Dippel
- a. JJ Dippel was present to discuss the project. It was requested to remove the existing wooden stairs and replace with like-colored PVC material stairs and adding wrought iron guard rails to improve safety and ensure compliance with building codes. The original concrete stairs underneath will be retained.
 - b. Butler said that the building did not historically have guard rails on the side of the building and adding them would create a sense of false historicism.
 - c. Bailey said that the stair width requires rails on both sides to meet building code and ensure safety for people using both sides of the stairs, however, the deck is low enough that rails are not required to surround the doorway area.
 - d. Butler recommended changing all references from “guard rails” to “stair rails” and specifying that they would be added to the steps only.
 - e. Butler motioned to approve Certificate of Appropriateness 2018-004, with edits replacing the words “guard rails” with “stair rails.” noting that the rails would only be added to the steps, with no additional railing to be permitted to surround the porch. Lane seconded. All in favor, none opposed. Motion passed.
- D. COA 2018-005:** 311 East Main Street, Dayton, Washington: Façade signage and window decals – Columbia County Commissioners.
- a. It was requested to add a wooden hanging sign, to be suspended from an existing wrought iron hanger, from the façade of the building and to apply

window decals to one large façade window and one door panel window. The sign and decals bear the image of the Columbia County Courthouse and denote the building as the Commissioners’ quarters.

- b. Because she owns the building, Butler recused herself from the proceedings.
 - c. General discussion regarding the new proposed use for the building and alterations taking place. Commission was pleased with the design aesthetics of the new signage.
 - d. Smith motioned to approve Certificate of Appropriateness 2018-005 as presented. Lane seconded. All in favor, none opposed. Motion carries.
- E. COA 2018-006: 358 East Main Street, Dayton, Washington; Window replacement – Vonda Anderson.**
- a. It was requested to replace four upper floor windows on the back of the building with vinyl windows in the same size and appearance as the original windows, and the addition of one 41.5” x 41.5” basement egress window.
 - b. Butler questioned the need for the addition of the egress window and Bailey responded that it is required to meet building codes in regards to fire safety. The window will be the same style and size as the upper windows, but turned on its side to maintain a similar style throughout the building.
 - c. General discussion regarding recent upgrades and improvements to the building that the Commission was pleased with.
 - d. Butler moved to approved Certificate of Appropriateness 2018-006 as presented. Lane seconded. All in favor, none opposed. Motion carries.

UNFINISHED BUSINESS

A. Pietryzcki Park Sign Options – Michael Smith

- a. The project is on hold until fall.

B. Status of Ordinance Amendments to Chapter 5-18.

- a. Staff provided the Commission with an update on proposed amendments to Chapter 5-18: Historical Preservation of the Dayton Municipal Code. The code amendments are on schedule to be adopted in June at the next City Council meeting.

C. General review of comments made on Title 5 and Bylaws by the city of Dayton Attorney

- a. Staff presented edits suggested by the City Attorney to Title 5 and Historic Preservation Commission bylaw proposed amendments. All were minor in nature. Staff has incorporated the changes into Title 5 but has yet to incorporate them into the bylaws. Staff will ensure changes are made and will have available for review at the next regular meeting.

5. OTHER BUSINESS

A. General Discussion

- a. Discussed the possibility of reinstating or adding new historic districts and discussed the importance of educating the public and combatting misinformation.

- b. Staff will generate a sample flyer or postcard addressing the options and flexibility of creating voluntary historic districts, for the Commission to review at the next meeting.

6. ADJOURNMENT

- a. Lane motioned to adjourn the meeting of the Dayton Historic Preservation Commission at 7:13 PM; Butler seconded. All in favor, none opposed. Motion carries and meeting adjourned.

Next Scheduled Meeting
June 27th, 2018 - 6:00 p.m.
114 South 2nd Street, Dayton, Washington 99328

Minutes approved by:

Chrissy Talbott, Chair

Date

Attest:

Meagan Bailey, Planning Director

Date

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.

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C. MEMBERSHIP MEMBERSHIP

- 2. "Creation and Composition:" There is hereby established a Dayton Historic Preservation Commission, consisting of seven (7) no less than three and no more than seven members, as provided in Chapter 5-18.16 of the Dayton Municipal Code. The Commission shall consist of no less than three and no more than five seven (7) members appointed members appointed 2.
3. Members shall be 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. 1544XX Chapter 5-18.16 of the Dayton Municipal Code.
4. Members shall be selected for appointment in accordance with requirements set forth in Chapter 5-18.16 of the Dayton Municipal Code.
1. "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.
2. 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

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~~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.~~

3.5 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.C. 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.D. 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.E. OFFICERS AND STAFF

1. The officers of this organization shall be Chairman and Chairman Pro Tem Vice Chair. ~~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 Vice Chair shall be held at the regularly scheduled February meeting. Nominations shall be made from the floor and election held immediately before new business. The officers shall be elected for a one-year term or until their successors are elected, with their term of office beginning immediately after election.
 - b. The 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 Vice Chair assumes the duties of the Chairman in the absence of the Chairman. In the absence of the Chairman, the Chairman Pro Tem Vice Chair 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. 154XXX-1935, 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.F. 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~~Section 5-18.20 of the Dayton Municipal Code and adopt standards to be used to guide this review.
3. Review proposals to construct, change, alter, modify, remodel, move, demolish or significantly affect properties or districts on the register as provided in ~~Section 5-18.20 of the Dayton Municipal Code~~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.G. 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 held the fourth Wednesday of each month at 6:00 p.m. at the County Planning and Building Office~~ unless otherwise directed by the ~~Chairman~~ or a ~~commission~~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.~~ Public notice of a special meeting shall be provided as required by RCW 42.30.080.

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3. Parliamentary authority of the meetings shall be the current edition of Robert's [RULES OF ORDER NEWLY REVISED](#) 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 (~~54~~60%) of the non-vacant membership on the DHPC constitutes 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 will be 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 OAHP.

I.H. AMENDING BY-LAWS

~~Amendments to the bylaws may be recommended by the Dayton Historic Preservation Commission during a quorum and with the majority vote. Final adoption of the proposed bylaws is by City Council via Resolution, and is not effective until City Council adoption at a regular meeting. 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 follow the proceedings. The DRHP shall be maintained in accordance with as outlined in Dayton Municipal Code, Chapter Section 5-18-17.~~

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 National Park Service Design Standards](#) and pertaining to the City of Dayton's [Historic Preservation Ordinance 15441935](#).

~~Any building, structure, site, object or district may be placed on the Register if it meets the criteria set forth in Dayton Municipal Code Section 15-18.20:~~

- ~~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.~~

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related to history or prehistory;

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- ~~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 figure 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 by City Council motion, where Council may approve, modify, or reject the proposed district as presented by the Dayton Historic Preservation Commission.~~
3. In the event that any property is no longer deemed appropriate for designation to the Dayton Register of Historic ~~Placed~~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 National Park Service Design Standards and pertaining to the City of Dayton's~~ Historic Preservation Ordinance-15441935.

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 National Park Service Design Standards. (See Section H.A.1-11 of this document See Dayton Municipal Code Section 5-18.20).~~

**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 National Park Service Design Standards](#).

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

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

The Certificate of Appropriateness is approved by the DHPC as required under powers granted it by the [Historic Preservation Ordinance of the City of Dayton \(Dayton City Historic Preservation Ordinance 45441935, Section 6\)](#).

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 or 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:

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- 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~~Effect 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 National Park Service](#) has established Standards for Rehabilitation to be considered during the Design Review process. When necessary, refer to these Standards to guide in the design review criteria. *(See Section III, a-j of this document).*

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

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

This is accomplished through the review process individual to each property. However, there are preferred options, specified by the [Secretary of the Interior National Park Service](#), common to each property.

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

In repairing, duplication of the appearance, strength, composition, color and texture is sought. For example, in repainting masonry, care should be taken to replicate the size and shape of the mortar joint and the color of the mortar. For repairing stucco, the damaged material should be removed and the stucco matched in strength, composition, color and texture.
- iii. Replacing
If an entire feature is too deteriorated to repair, but the overall form and detailing are still evident, the feature should be replaced. The replacement should attempt to replicate the original, using the physical evidence to guide the new work. If using the exact material is not technically or economically

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

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

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

2. **New Construction:**

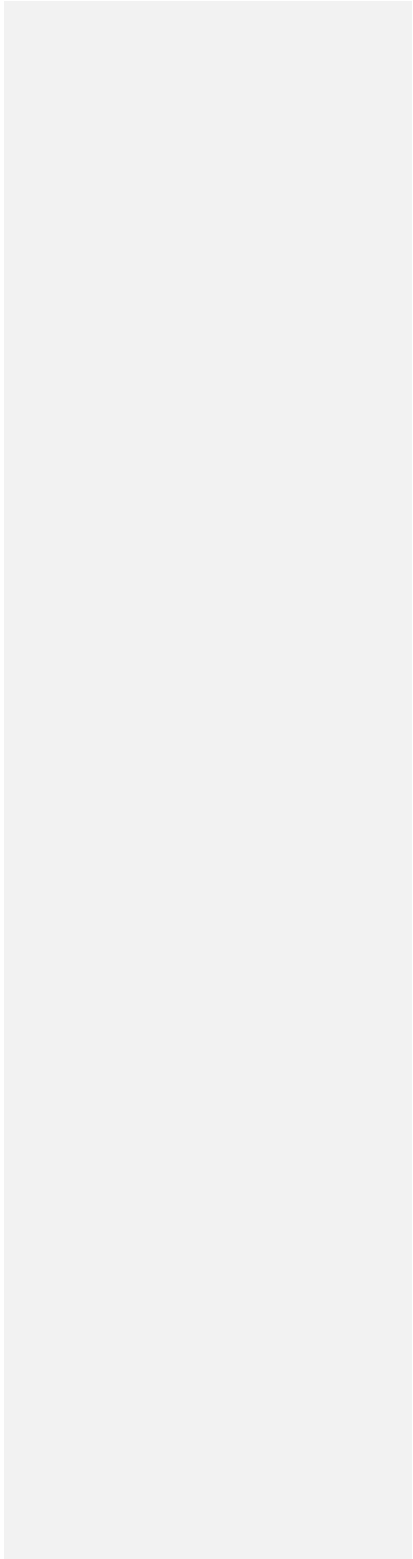
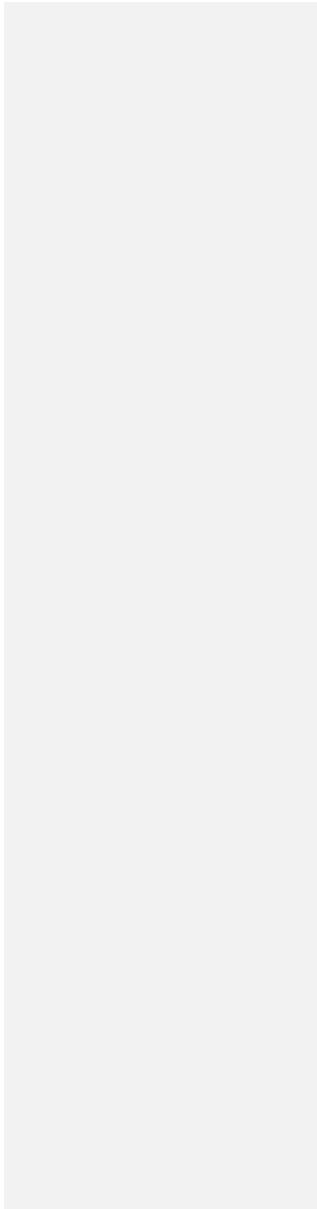
New construction refers to building within a local historic district listed on the Dayton Register of Historic Places. A Certificate of Appropriateness (COA) is required.

- a. **Existing 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 [Historic Preservation Ordinance No. 1544 Section 5.XXXX1935](#)

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 recommendation](#) regarding the formation of the local historic district.

A. EDUCATION

1. A minimum of two (2) public meetings shall be held.
 - a. Parcel owners in the affected area shall receive written notification of these 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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7-6. Notification of the vote's outcome shall be mailed to the parcel owners in a timely manner. A legal notice shall also be placed in a local newspaper.

8-7. A majority vote shall be submitted to the Dayton Council for their approval.

D. OBLIGATIONS AND BENEFITS

1. Exterior work on ALL properties within the local historic district is subject to a Certificate of Appropriateness (COA), City of Dayton [Ordinance No. 1544 Municipal Code](#), Section [55-18.37.D-2](#).

2. As long as Dayton remains a [CLG Certified Local Government](#), contributing homes shall be eligible for special tax valuation consideration.

a. Special tax valuation requirements are set forth in the City of Dayton [Ordinance No. 1544 Section 8 Municipal Code 5-18.16](#).

a-b.

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**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.

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- 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 Commission's 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.

Dayton Historic Preservation Commission Chair; Date

Attest:

Meagan Bailey, Planning Director

Preserving Yesterday For Today and Tomorrow

The Dayton Historic Preservation Commission works to:

- ◆ **Identify and encourage preservation of Dayton's historic resources**
- ◆ **Raise awareness of the city's history and historic resources**
- ◆ **Serve as the City's primary resource in matters of history, historic planning and preservation**

Did you know?

- ◆ **Even a couple of neighbors with qualifying homes can form their own historic district?**
- ◆ **Private grant funds are sometimes available for renovations of homes in historic districts?**



The public is welcome to attend Dayton Historic Preservation Commission meetings held the fourth Wednesday of each month at 6 p.m. at the Planning and Building Department at 114 South 2nd Street. Call 382-4676 for more information.



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DAYTON HISTORIC PRESERVATION COMMISSION

Certificate of Appropriateness

Ms. J J Dippel

218 South 4th Street, Dayton, Washington 99328

June 27th, 2018

COA 2018—004 Amended

WHEREAS, J J Dippel has made an application for a Certificate of Appropriateness for 218 South 4th Street, Dayton, Washington 99328; and,

WHEREAS, the original proposal, which was approved on May 23, 2018, included reconstructing the stairway to the “Studio” side of the building and adding stair rails; and,

WHEREAS, the original proposed improvements included removing the existing wooden stairs and replacing with like-colored PVC materials and adding wrought iron guard rails to the steps to improve safety and to ensure compliance with applicable building codes; and,

WHEREAS, upon demolition of the existing wooden stairs, a licensed and bonded contractor deemed the original concrete stairs underneath to be in good repair and refurbishable; and,

WHEREAS, refurbishing the original concrete stairs will retain the same style, formation, and materials used in the “Main House” door stairs to create a more uniform appearance; and,

WHEREAS, a wrought iron guard railing will be added to the left side of the concrete steps to improve safety and improve compliance with building codes; and,

WHEREAS, the railing will match the railing used on the “Main House” door stairs; and,

WHEREAS, on November 8th, 1994, the property was listed on the Local Register of Historic Places; and

WHEREAS, the proposal will not create a sense of false historicism; and

WHEREAS, the proposal is consistent with the National Park Service Design Guidelines; and,

WHEREAS, the refurbished stairs and stair rail, as presented, will not be detrimental to any 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. The commission hereby states that if a building or zoning code cannot be met by the design as approved, the applicant may not proceed with the installation without further amending the site plan and approved Certificate of Appropriateness. The applicant is responsible

for complying with all applicable zoning and building codes and for receiving necessary building permits prior to moving forward with installation.

Section 3. Based upon the preceding Findings of Facts, the Commission grants a Certificate of Appropriateness to J J Dippel to refurbish the existing concrete stairs on the “Studio” side of the building and to add a wrought iron rail on the left side of the stairs.

Approved by the Dayton Historic Preservation Commission this 27th day of June, 2018.

Dayton Historic Preservation Commission

Chrissy Talbott, Chair

Attested by:

Meagan Bailey, Planning Director





218

KP
DEPOT
1898



Historic Inventory Report

Location

Field Site No. 209 DAHP No.
Historic Name: Northern Pacific Depot
Common Name:
Property Address: 218-220 S Fourth St, Dayton, WA 99328
Comments:
Tax No./Parcel No. 1-030-38-007-0000
Plat/Block/Lot Day and Mustard, Lot 7 Block 38
Acreage -1
Supplemental Map(s)

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

Coordinate Reference

Easting: 762493
Northing: 379421
Projection: Washington State Plane South
Datum: HARN (feet)

Identification

Survey Name: 2003 Dayton Grant FY04-61004-004 Date Recorded: 02/02/2004
Field Recorder: Dayton Historic Preservation Commission
Owner's Name: Anne D Strode
Owner Address: 218 South 4th Street
City: Dayton State: WA Zip: 99328
Classification: Building
Resource Status: Comments:
Survey/Inventory 1985
Local Register 11/08/94
Within a District? No
Contributing?
National Register:
Local District:
National Register District/Thematic Nomination Name:
Eligibility Status: Not Determined - SHPO
Determination Date: 1/1/0001



Historic Inventory Report

Determination Comments:

Description

Historic Use: Transportation - Rail-Related

Current Use: Domestic - Multiple Family House

Plan: Rectangle **Stories:** 1

Structural System: Balloon Frame

Changes to Plan: Moderate

Changes to Interior: Unknown

Changes to Original Cladding: Extensive

Changes to Windows: Extensive

Changes to Other:

Other (specify):

Style:

Cladding:

Roof Type:

Roof Material:

Queen Anne
Other

Veneer

Gable - Side Gable

Asphalt / Composition -
Shingle

Foundation:

Form/Type:

Concrete - Block

Multi-Family - Duplex

Narrative

Study Unit

Other

Transportation

Arts

Architecture/Landscape Architecture

Date of Construction:

1889 Built Date

Builder:

Engineer:

Architect:

Property appears to meet criteria for the National Register of Historic Places:No

Property is located in a potential historic district (National and/or local):No

Property potentially contributes to a historic district (National and/or local):

Statement of Significance:

1985 record: This is the old Northern Pacific railroad depot that was moved from its original location on the north side of Commercial Street. It has been converted into a duplex. Nancy Compau - Field Recorder
2003 record of ownership: Lonnie D Hatfield 9/22/1972, Robert R McQuary 6/3/1974, Leo R Fletcher 5/10/1978, Gladys E Fletcher 1/14/1993, Kay A McFarland 5/8/1997, Anne D Strode 10/27/1999, Virginia Butler, Craig Martin, Richard Martin to Anne D Strode (to clear title) 3/7/2002

Description of Physical Appearance:

1985 record: A side gable one story former train depot. It has very wide eaves with large ornate brackets and a gable curved cross beam. There is a bridge ridge chimney. The windows are double hung two over two. The original character is largely gone, although the roofline and brackets retain some of the character. It has been re-sided, has new doors and trim and is painted a pastel shade.
2003 record: Style - other/train depot

Photos



Photo taken in cloudy conditions at 9:45 am.



DAYTON HISTORIC PRESERVATION COMMISSION

Certificate of Appropriateness

Columbia County Commissioners

311 East Main Street, Dayton, Washington 99328

June 27th, 2018

COA 2018—007

WHEREAS, the Dayton Chamber of Commerce has made an application for a Certificate of Appropriateness for 166 East Main Street, Dayton, Washington 99328; and,

WHEREAS, the proposal indicates replacing the awning and frame on the front façade of the building, over the door, with a new awning and frame; and,

WHEREAS, the proposal indicates replacing the existing awning with an awning of the exact same size (5'6" wide x 2'3 ½" drop x 2'4" projection) and,

WHEREAS, the awning will be made of ocean blue Sunbrella canvas and printed with the building street address; and,

WHEREAS, the existing awning is weathered and torn; and,

WHEREAS, the replacement will improve the appearance of the building and serve as an address identifier; and,

WHEREAS, the proposal indicates the replacement of a 2'5" wide x 6'10 ½" tall street banner to replace the existing banner of the same size; and,

WHEREAS, the new banner will be printed with the words "Visitors Center" and will have a small logo; and,

WHEREAS, the existing awning is not original to the building; and,

WHEREAS, proposal will not create a sense of false historicism; and,

WHEREAS, no original façade details will be altered; and,

WHEREAS, the building, historically known as the Wooten Building, is a contributing structure in the Downtown Dayton Historic District; and,

WHEREAS, the building was placed on the National Historic Register in 1986; and,

WHEREAS, the replacement of the windows, as presented, will not be detrimental to any 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 the Dayton Chamber of Commerce to replace the existing awning and frame above the front door of the building with an awning and frame of the same

dimensions and design, and to display a matching street sign banner with the words “Visitors Center” and the Chamber of Commerce logo.

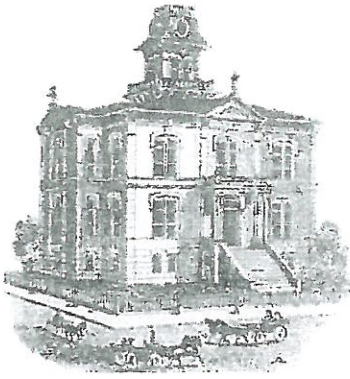
Approved by the Dayton Historic Preservation Commission this 8th day of June, 2018.

Dayton Historic Preservation Commission

Chrissy Talbott, Chair

Attested by:

Meagan Bailey, Planning Director



RECEIVED
JUN 07 2018
BY: LM

Dayton Historic Preservation Commission
114 South 2nd Street, Dayton, Washington 99328
Phone (509) 382-4676

Email: Meagan_bailey@co.columbia.wa.us

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

Date Received 6/7/18
COA # 2018-007
Meeting Date: 6/27/18
Dayton Historic Preservation Commission
City of Dayton
111 South 1st Street
Dayton, WA 99328

Property Address: 166 East Main St
Applicant/Owner: Dayton Chamber of Commerce
Mailing Address: Same
Daytime Phone: 509-382-4825 Email: Chamber@historicdayton.com

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: replace awning, both frame & fabric & matching banner on light post.

Required Documentation:

- Scale drawings (plans, elevations, sections, details) - See attached photo with dimensions.
- Photographs, slides
- Samples

Please describe proposed work in the space below:

Awning- Would like to replace fabric and frame.

Banner- Would like to have a matching banner to compliment the new awning.

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

No, the existing awning is not original to the building

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. 1st 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.

Melissa Bryan
Signature of Owner or Authorized Agent

June 5, 2018
Date

166 EAST MAIN

oricdayton.co

WARE
CENTRE



WILSON
PARKS
and
GARDENS

SLAY



VISITORS
Center

Museum ←
Public Parking ←
Truck & RV Parking →
City Park & Pool →





Prepared for: Dayton Chamber of Commerce

To: Audrey Bensel

Email: assistant@historicdayton.com

Address: 166 E. Main, Dayton, WA 99328

Phone: 5093824825

Prepared by: Adrian Pulczinski, Vestis Systems

Address: 840 E Spokane Falls Blvd, Bay #1, Spokane, WA 99202

Phone: 509-892-6180 Website: www.vestissystems.com

Quote number: 5729 Date: May 3, 2018 Valid until: June 2, 2018 at 12:21pm

Awning Pricing

New Awning

1,725.00

Awning:

1 @ 5' 6 1/2" Wide x 2' 3 1/2" Drop x 2' 4" Projection

-Awning to have white street address graphics

-Aluminum frame to be just as strong as 1/2" steel rod awning and will never rust

-New frame to be built EXACTLY the same as existing framework

-This option will save us an entire back and forth trip and cost considerably less

Fabric: Sunbrella Canvas

Fabric Color: Ocean Blue

Framework: Aluminum Staple Stitch (No exposed ropes, very clean look)

Installation and disposal of old awning included

Sales tax included unless told other wise



└ Recover existing awning

2,990.00
Not selected

1 @ 5' 6 1/2" Wide x 2' 3 1/2" Drop x 2' 4" Projection

-This option will make it so we double our drive time, double our mileage, and add additional day of sewing.

-Any rounded tie on awning cover must be patterned by our sewer in our shop

More affordable option above(Vestis to build an exact match of frame from aluminum)

This option does not include the banner

Options selected	0 of 1
Subtotal	1,725.00
Tax 8.4%	144.90
Total including tax	\$1,869.90

Payment Requirements

50% Deposit required, Final payable to installers upon completion.

Excluded items

1. Permits not included (if required)
2. Electrical Work: All electrical work including connecting/disconnecting lights inside the frame.

• We bring out the beauty in your structure

Whether it's a commercial or residential structure, we take quality time to analyze your building and we work together with you to determine the type of awning or canopy that makes the best fit. Our awnings, canopies, and covers not only offer shade and protection from Mother Nature, they also bring out the hidden aesthetics of your building to make it stand out among other buildings in the neighborhood.

• We are the best at what we do

We are professionals in the design, construction, and installation of fabric awnings, canopies, shades and covers. We have been in this industry since 1883. Over these years, we have a solid reputation as the best; our team of professional workers with several years of experience knows exactly how to execute every project to perfection paying attention to even the smallest of details.



Prepared for Dayton Chamber of Commerce

To: Audrey Bensele

Email: assistant@historicdayton.com

Address: 166 E. Main, Dayton, WA 99328

Phone: 5093824825

Prepared by: Adrian Pulczynski, Vestis Systems

Address: 840 E Spokane Falls Blvd, Bay #1, Spokane, WA 99202

Phone: 509-892-6180 Website: www.vestissystems.com

Quote number: 5710 Date: April 24, 2018 Valid until: May 24, 2018 at 2:11pm

Banner Pricing

New Banner

935.00

Banner:

1 @ 2' 5" Wide x 6' 10 1/2" Tall

-Banner to have graphics on either side (Customer to provide small logo for banner)

-Banner to be made of same material as awning with heat transferred graphics

Fabric: Sunbrella Canvas

Fabric Color: Ocean Blue

Framework: Aluminum Staple Stitch (No exposed ropes, very clean look)

Installation and disposal of old banner included

Sales tax included unless told otherwise

Drive time for this project included in the new awning (must be done together)



Subtotal	935.00
Tax 8.4%	78.54
Total including tax	\$1,013.54

Payment Requirements

50% Deposit required, Final payable to installers upon completion.



Historic Inventory Report

Location

Field Site No. 1305 DAHP No.
Historic Name: Wooten Building
Common Name: Chamber of Commerce
Property Address: 166 E Main St, Dayton, WA 99328
Comments:
Tax No./Parcel No. 1-050-22-090-0000
Plat/Block/Lot Day's Original Town, Block Tax 90
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: 2276944
Northing: 369983
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: James T Quade
Owner Address: 83246 Lorane Highway
City: Eugene State: OR Zip: 97405

Classification: Building

Resource Status:	Comments:
National Register	9/17/86
State Register	1986
Local Register	4/11/01
Survey/Inventory	1985

Within a District? Yes

Contributing? Yes

National Register:

Local District: Downtown Dayton Historic District

National Register District/Thematic Nomination Name: Downtown Dayton Historic District



Historic Inventory Report

Eligibility Status: Not Determined - SHPO

Determination Date: 1/1/0001

Determination Comments:

Description

Historic Use: Commerce/Trade - Business

Current Use: Commerce/Trade - Organizational

Plan: Rectangle **Stories:** 1

Structural System: Brick

Changes to Plan: Intact

Changes to Interior: Unknown

Changes to Original Cladding: Slight

Changes to Windows: Slight

Changes to Other:

Other (specify):

Style:

Cladding:

Roof Type:

Roof Material:

Commercial

Brick

Flat with Parapet

Asphalt / Composition

Foundation:

Form/Type:

Brick

Commercial

Narrative

Study Unit

Other

Conservation

Commerce

Architecture/Landscape Architecture

Date of Construction:

1895 Built Date

Builder:

Engineer:

Architect:

Property appears to meet criteria for the National Register of Historic Places:

Property is located in a potential historic district (National and/or local):

Property potentially contributes to a historic district (National and/or local):

Statement of

1985 record: Nancy Compau - Field Recorder

Significance:

2003 record: Built by W T Wooten who was a longtime game warden. The Wooten Game Rampe on the Tucannan is named for him. 1896 -1904 building housed agriculture implements; 1908 it was a restaurant; then until 1916 was part of Dayton Mercantile; from 1937 -1941 was a home and auto store, more recently was auto parts, real estate and Dayton Chamber of Commerce. Before 1972 owned by Fred Schrech then owned by Twin City Motor Supply 1972, Richard Payner 1984, Gerald D Smith 1984.

2012 record: Smith to James T Quade 2011

Description of

1985 record: Recessed entry original; it has flanking cast iron columns.

Physical

Appearance:

2003 record: Most façade details intact, including transom windows and brick paneling. Display windows have been replaced. Recently an awning was removed and brick repainted. Exposed east side of building has a painting of the county map.



Historic Inventory Report

**Major
Bibliographic
References:**

2003 record: Columbia County Assessor's Office tax records
UTM reference: Topozone
National Reg of Historical Places nomination, Florence Lentz, 1998
2012 record: DHPC update

Photos



Photo taken in partly cloudy conditions at 7:00 am.