



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

PRELIMINARY AGENDA
REGULAR MEETING
Wednesday, October 10, 2018
6:00 p.m.
Craig George, Mayor

1. CALL TO ORDER
 - A. Roll Call
2. CONSENT AGENDA – ACTION:
 - A. City Council Meeting Minutes - August 8, 2018
 - B. Approve of Voucher Warrants as audited by the Finance Committee in the amount of \$ 383,110.08
 - C. Approve of Payroll Warrants for September 2018 in the amount of \$87,437.27
3. SPECIAL GUESTS AND PUBLIC COMMENT
4. COMMITTEE/BOARD/COMMISSION REPORTS
 - A. Parks and Public Grounds: Main Street Tree Committee Project - Delphine Bailey, Chair
5. REPORTS OF CITY OFFICERS
 - A. Jim Costello, Public Works Director:
 - i. FEMA Street Repairs Project Update
 - ii. E. Washington Street Preservation Project
 - iii. Inert Waste Site Permit Application Status
 - B. Meagan Bailey, Planning Director:
 - i. Code Compliance Focus
 - ii. General Updates, i.e. Zoning Changes, Infill Provision Additions
 - C. Trina Cole, City Administrator:
 - i. Washington State Department of Archives Grant Award of \$9,700 for digitizing an assortment of public records
 - ii. 2019-21 Palouse RTPO TA Funding Program Grant Award of \$211,000 for S. 3rd Street Sidewalk Replacement Project
 - iii. Special City Council Meeting – November 27, 2018: Hearing on 2019 Final City of Dayton Budget
6. UNFINISHED BUSINESS
7. NEW BUSINESS
 - A. ACTION: Authorize Resolution No. 1353 – A resolution amending Dayton Historic Preservation Commission By-Laws – Meagan Bailey, Planning Director
 - B. ACTION: Adopt Docket Item Nos. 1 – 6 to be processed in the 2020 Comprehensive Plan Update as presented in the Planning Department Staff Report dated 09/18/2018
 - C. ACTION: Authorize Resolution No. 1354 – Adopting Findings and Conclusions for Docket Items that will not be processed in the 2020 Comprehensive Plan Update
 - D. ACTION: Approve Anderson Perry & Associates, Inc. Task Order for performing Surveying services for City/County Property Exchange not to exceed \$5,300
 - E. ACTION: Approve Anderson Perry & Associates, Inc. Task Order for performing surveying services for landfill boundary line adjustment not to exceed \$5,000
8. ADJOURN

Next Regular Meeting is November 14, 2018, at 6:00 p.m. at Dayton City Hall, 111 S. 1st Street, Dayton, WA 99328.

DAYTON CITY COUNCIL MINUTES
Regular Meeting
Wednesday August 8, 2018
111 S. 1st Street
Dayton, WA 99328

1. CALL TO ORDER: Mayor George calls the meeting to order at 6:00 p.m.

Roll Call: Present - Byron Kaczmariski, Dain Nysoe, Delphine Bailey, Zac Weatherford, Matt Wiens, Kathy Berg,
Excused Absences - Michael Paris

2. CONSENT AGENDA:

ACTION: Berg makes a motion; Weatherford seconds the motion, and the motion carries unanimously approving the Consent Agenda as presented:

- A. (i) Approve July 11, 2018 City Council Meeting Minutes;
- B. Approve the Voucher Warrants as Audited by Finance Committee \$244,485.09
- C. Approve the following Payroll Warrants for July 2018:
45896- #46008 ~ \$80,978.97

3. SPECIAL GUESTS/PUBLIC COMMENT

Vicki Zoller - 720 E Tremont ~ President of Friends of the Dayton Pool - Committee update - Working on Website, Grant Writing updates, Fundraising update, Survey sent out for wants and needs of what people would like to see at the pool. Approx. \$17,000.00 was used for summer rec. to bus local kids to Prescott pool. Community Transit has been running people out to Prescott twice a day with Summer Rec Chaperones on board. A Check was presented from the Friends of the pool for 6,300.00 to be applied towards the Pool Assessment bill. Mayor George discussed the Parks and Rec. District and levy capacity.

Gerald Pulliam - 346 S Touchet Road ~ Has questions on a letter they received from the City of Dayton Code Compliance Officer in regard to his trees on Washington Street. Would like to recommend 10 foot from the street for trees to be trimmed. Mayor George commented the law has been on the books for a long time, if it needs to be changed we will give this information to the Planning Commission to take a look at it.

4. COMMITTEE/BOARD/ COMMISSIONER REPORTS

None

5. REPORTS OF CITY OFFICERS

Public Safety - No Report

Public Works - No Report

Finance - Council member Weatherford commented - We will touch on the items under New Business.

Parks/Public Grounds - No Report

Planning/Economic Development - Council member Kaczmariski reported they have some items under Planning on the Agenda.

Personnel - No report

Emergency Management - No report.

Chamber of Commerce - Council member Berg - stated its our quite time now, Bailey commented that the music on main street is a nice addition.

Sherriff - Sherriff Miller reported he has hired two new officers.

Public Works - Public Works Assistant Dave Elkins reported - City Crew is busy with ongoing projects. Getting Painting street done. Elkins discussed the Main Street trees issues. JJ Dippel stated she cut her own shrubs, Elkins and the council thanked her for doing that.

Commissioners - No report.

Code Compliance -Planner M. Bailey presented photos of 212 N First St. Code Compliance focus this month.

Planning - Planner M. Bailey - Comprehensive Plan update - Hired Consultant Ben Floyd with White Bluff Consulting. Draft Docket items will be presenting to the Planning Commission on Tuesday the 21st. 90% of what we are requesting are changes initiated by staff. UGA land swap, Adoption of the Blue Mountain Regional Trails, Improve retail development downtown, Updates to the Countywide Planning Policy, Updates to the Comprehensive Plan docketing Process.

Docket Items - Improve restroom facilities at the Sports Complex, Improve recycling facilities, Tree heights over public right of ways. These items will be presented to the Planning Commission this month, with public hearing in September with adoption at October meeting.

City Clerk - No Report

Mayor Pro-Tempore - No report

Mayor - No Report

6. UNFINISHED BUSINESS

- A. **ACTION:** Bailey makes a motion; Wiens seconds the motion, Authorizing Resolution No 1347, awarding a professional services agreement for the Dayton Swimming Pool Facility Condition Assessment to ORB Architects, Inc: and, authorizing the mayor to execute a professional services agreement with ORB Architects, Inc for said services. Not to exceed \$49,648.00. Motion carries unanimously.

7. NEW BUSINESS

- A. **ACTION:** Kaczmariski makes a motion: Nysoe seconds the motion to Authorize Anderson Perry & Associates, Inc. Task Order to complete engineering services associated with the Inert Waster Landfill Project. Not to exceed \$10,000.00. The motion carries unanimously.

- B. ACTION:** Bailey makes a motion: Berg seconds the motion to Authorize Change Order No.1 for the FEMA Street Repairs Projects-FEMA portion. The motion carries unanimously.
- C. ACTION:** Bailey makes a motion: Berg seconds the motion to Authorize Change Order No. 2 for the FEMA Street Repairs Projects-City/Seneca portion. The motion carries unanimously.
- D. ACTION:** **TABLED** -Resolution No. 1348, authorizing the Mayor to sign an interlocal agreement with the Planning Department Services with Columbia County. (Need to redraft and re - sign with 60 days termination timeline.)
- E. ACTION:** Nysoe makes a motion: Berg seconds the motion to Authorize Ordinance No. 1937, amending certain section of Title 11 of the Dayton Municipal Code (DMC)-Zoning, Amending various sections of the zoning code. The motion carries unanimously.
- F. ACTION:** Nysoe makes a motion: Kaczmariski seconds the motion to Authorize Appointment of JJ Dippel to the Dayton Historic Preservation Commission with a 3-year term to expire September 2021. The motion carries unanimously
- G. ACTION:** Bailey makes a motion: Weatherford seconds the motion to Authorize PP&L to start the LED Light Replacement program, Mayor to sign contract. The motion carries unanimously

8. FINAL PUBLIC COMMENT

Berg - Want to thank Vicki Zoller for the work on the pool and for the wonderful pictures she took at the Depot the other night.

Nysoe - Thank you everyone for coming to the meeting tonight, its nice to see all the chairs filled up.

Kacmarski - Thank you all for coming to the meeting tonight.

Mayor George - Reminded everyone to vote.

9. ADJOURN

With no further business to come before the Council, the regular meeting is adjourned at 6:58 p.m. Next regular meeting is September 12, 2018.

City of Dayton

By: Craig George, Mayor

Approved:

Sept 12, 2018

Date

Attested:

Debra M Hays, Deputy City Clerk



Register

Fiscal: 2018

Deposit Period: 2018 - October, 2018 - September

Check Period: 2018 - October - October 10, 2018, 2018 - October - October 31, 2018, 2018 - October - October 15, 2018, 2018 - September - September 12, 2018, 2018 - September - September 30, 2018, 2018 - September - September 15, 2018

Number	Name	Print Date	Clearing Date	Amount
Umpqua Bank	5990067340			
Check				
<u>46118</u>	City of Dayton	9/12/2018	9/6/2018	\$39,957.38
<u>46135</u>	2K Electric LLC	9/13/2018		\$1,124.05
<u>46136</u>	Col Co Treasurer	9/13/2018		\$43,970.09
<u>46137</u>	Pacific Power	9/13/2018		\$22,986.11
<u>46138</u>	AG Link, Inc	9/18/2018		\$29.47
<u>46139</u>	Alpine Products, Inc	9/18/2018		\$197.35
<u>46140</u>	Anatek Labs, Inc	9/18/2018		\$620.00
<u>46141</u>	Anderson Perry & Assoc	9/18/2018		\$32,631.94
<u>46142</u>	Basin Disposal, Inc	9/18/2018		\$146.03
<u>46143</u>	Chamber Of Commerce	9/18/2018		\$7,393.76
<u>46144</u>	CI Information Management Shred Division	9/18/2018		\$33.60
<u>46145</u>	City Lumber & Coal Yard	9/18/2018		\$380.34
<u>46146</u>	City of Dayton	9/18/2018		\$15,486.53
<u>46147</u>	Col Co Treasurer	9/18/2018		\$654.85
<u>46148</u>	Coleman Oil Company	9/18/2018		\$1,239.81
<u>46149</u>	Correct Equipment	9/18/2018		\$7,580.26
<u>46150</u>	Dept Of Ecology	9/18/2018		\$22.68
<u>46151</u>	Dept Of Labor & Industries	9/18/2018		\$233.00
<u>46152</u>	Doug's Septic Service Inc	9/18/2018		\$190.00
<u>46153</u>	Evergreen Rural Water Of WA	9/18/2018		\$275.00
<u>46154</u>	Ferguson - Seattle WW #1539	9/18/2018		\$4,525.05
<u>46155</u>	Ferrellgas	9/18/2018		\$478.91
<u>46156</u>	George, Craig	9/18/2018		\$72.10
<u>46157</u>	Herres Enterprises, LLC	9/18/2018		\$600.00
<u>46158</u>	Invoice Cloud	9/18/2018		\$75.00
<u>46159</u>	Kie Supply Corporation	9/18/2018		\$548.80
<u>46160</u>	McGregor Company	9/18/2018		\$11.25
<u>46161</u>	Menke Jackson Beyer &	9/18/2018		\$429.00
<u>46162</u>	Northwest Administrators	9/18/2018		\$1,215.80
<u>46163</u>	One Call Concepts, Inc	9/18/2018		\$35.85
<u>46164</u>	Owen Equipment CO	9/18/2018		\$3,143.60
<u>46165</u>	Oxarc Inc	9/18/2018		\$111.24
<u>46166</u>	Pepsi Cola - Walla Walla	9/18/2018		\$23.50
<u>46167</u>	Powers, Chester M	9/18/2018		\$174.88
<u>46168</u>	Sherwin-Williams Co.	9/18/2018		\$239.57

Number	Name	Print Date	Clearing Date	Amount
<u>46169</u>	Sigma Aldrich, Inc.	9/18/2018		\$729.56
<u>46170</u>	Skyline Parts Inc	9/18/2018		\$464.22
<u>46171</u>	Smith Brothers Industries, LLC	9/18/2018		\$155.41
<u>46172</u>	Staples Credit Plan	9/18/2018		\$126.31
<u>46173</u>	Total Office Concepts	9/18/2018		\$257.45
<u>46174</u>	Touchet Valley Television, Inc	9/18/2018		\$65.00
<u>46175</u>	US Bank	9/18/2018		\$66.00
<u>46176</u>	USA Bluebook	9/18/2018		\$260.78
<u>46177</u>	Verizon Wireless	9/18/2018		\$228.05
<u>46178</u>	Walla Walla Saw, LLC	9/18/2018		\$20.91
<u>46179</u>	Walla Walla Web Weavers	9/18/2018		\$5,150.00
<u>46180</u>	Washington State Penitentiary	9/18/2018		\$2,000.00
<u>46181</u>	Western States Equipment	9/18/2018		\$167.48
<u>46182</u>	Centurylink	9/15/2018		Void
<u>46183</u>	Col CO Rural Library District	9/15/2018		\$168,942.61
<u>46184</u>	Dept Of Ecology	9/15/2018		\$846.51
<u>46185</u>	Kie Supply Corporation	9/15/2018		\$1.29
<u>46186</u>	Konen Rock Crushing, Inc	9/15/2018		\$90.40
<u>46187</u>	National Safety, Inc	9/15/2018		\$140.48
<u>46188</u>	ORB Architects	9/15/2018		\$16,450.40
<u>46189</u>	Platt Electric Supply	9/15/2018		\$110.42
		Total	Check	\$383,110.08
		Total	5990067340	\$383,110.08
		Grand Total		\$383,110.08



Register

Agenda Item No. 2(C)

Fiscal: 2018

Deposit Period: 2018 - October, 2018 - September

Check Period: 2018 - October - October 10, 2018, 2018 - October - October 31, 2018, 2018 - October - October 15, 2018, 2018 - September -

September 12, 2018, 2018 - September - September 30, 2018, 2018 - September - September 15, 2018

Number	Name	Print Date	Clearing Date	Amount
Umpqua Bank	5990067340			
Check				
<u>46119</u>	Bowhay, Michael H.	9/13/2018		\$1,483.60
<u>46120</u>	Cole, Trina D.	9/13/2018		\$2,316.35
<u>46121</u>	Costello, James S.	9/13/2018		\$2,231.32
<u>46122</u>	Elkins, David J.	9/13/2018		\$1,507.53
<u>46123</u>	Fletcher, Lloyd	9/13/2018		\$1,371.85
<u>46124</u>	Hays, Debra M.	9/13/2018		\$1,970.64
<u>46125</u>	John, Rob	9/13/2018		\$956.13
<u>46126</u>	Moton, Donald G.	9/13/2018		\$1,289.97
<u>46127</u>	Souza, Marcio	9/13/2018		\$1,738.44
<u>46128</u>	Strickland, Eddie L	9/13/2018		\$1,344.89
<u>46129</u>	Sweetwood, David	9/13/2018		\$1,347.89
<u>46130</u>	Westergreen, Connie	9/13/2018		\$1,041.33
<u>46131</u>	Council No. 2	9/13/2018		\$436.26
<u>46132</u>	Daniel H Brunner, Chapter 13 Trustee	9/13/2018		\$414.50
<u>46133</u>	Internal Revenue Service - U S Treasury	9/13/2018		\$6,004.84
<u>46134</u>	Washington State Support Registry	9/13/2018		\$94.00
<u>46190</u>	Bailey, V. Delphine	9/27/2018		\$138.52
<u>46191</u>	Berg, Kathleen A.	9/27/2018		\$138.52
<u>46192</u>	Bowhay, Michael H.	9/27/2018		\$1,533.43
<u>46193</u>	Cole, Trina D.	9/27/2018		\$2,314.26
<u>46194</u>	Costello, James S.	9/27/2018		\$2,231.32
<u>46195</u>	Elkins, David J.	9/27/2018		\$1,590.74
<u>46196</u>	Fletcher, Lloyd	9/27/2018		\$1,432.89
<u>46197</u>	George, Craig	9/27/2018		\$848.46
<u>46198</u>	Hays, Debra M.	9/27/2018		\$1,972.62
<u>46199</u>	John, Rob	9/27/2018		\$1,021.40
<u>46200</u>	Kaczmariski, Byron	9/27/2018		\$138.52
<u>46201</u>	Moton, Donald G.	9/27/2018		\$1,346.78
<u>46202</u>	Nysoe, Dain	9/27/2018		\$138.52
<u>46203</u>	Paris, Michael	9/27/2018		\$138.52
<u>46204</u>	Souza, Marcio	9/27/2018		\$1,256.18
<u>46205</u>	Strickland, Eddie L	9/27/2018		\$1,558.45
<u>46206</u>	Sweetwood, David	9/27/2018		\$1,426.86
<u>46207</u>	Weatherford, Zachary M	9/27/2018		\$138.52
<u>46208</u>	Westergreen, Connie	9/27/2018		\$1,048.64

Number	Name	Print Date	Clearing Date	Amount
<u>46209</u>	Wiens, Matt	9/27/2018		\$138.52
<u>46210</u>	AFLAC Remittance Processing	9/27/2018		\$467.40
<u>46211</u>	Daniel H Brunner, Chapter 13 Trustee	9/27/2018		\$414.50
<u>46212</u>	Dept of Labor & Industries	9/27/2018		\$10,600.97
<u>46213</u>	Dept of Retirement Systems	9/27/2018		\$10,816.20
<u>46214</u>	Internal Revenue Service - U S Treasury	9/27/2018		\$6,298.43
<u>46215</u>	Northwest Administrators	9/27/2018		\$11,216.66
<u>46216</u>	WA State Employment Security	9/27/2018		\$338.78
<u>46217</u>	Washington State Support Registry	9/27/2018		\$94.00
<u>46218</u>	WSCCCE	9/27/2018		\$1,089.12
		Total	Check	\$87,437.27
		Total	5990067340	\$87,437.27
		Grand Total		\$87,437.27



Secretary of State

Kim Wyman

Legislative Building
PO Box 40220
Olympia, WA 98504-0220
Tel: 360.902.4151
SOS.WO.gov

October 1, 2018

City of Dayton
Trina Cole
111 S. 1st St
Dayton, WA 99328

Dear Trina,

Congratulations on your selection as one of the award recipients of the 2018-2019 Washington State Archives Local Records Grant Program! A total 170 applications were received requesting over \$2,800,000.

Due to the volume of quality requests, we are not able to fully fund all of the worthy projects that were submitted during this grant cycle. After reviewing all 170 applications, the Archives Oversight Committee has recommended that your grant proposal receive up to \$9,700 for your Digital Imaging Grant. I encourage you to continue working with your regional branch archivist or records consultants to answer any questions you may have regarding your project. To find your local archivist, please visit www.sos.wa.gov/archives.

To accept your award, please send a letter of acceptance to Mark Vessey at the Washington State Archives, PO Box 40238, Olympia, WA, 98504-0238. Once your acceptance letter is received, you will be sent a Grant Agreement requiring your signature. This Grant Agreement is necessary for your agency to receive the grant funds.

I am very pleased to make this award announcement to your agency, and I look forward to the successful completion of your very worthwhile project.

Sincerely,

Handwritten signature of Kim Wyman in blue ink.

KIM WYMAN
Secretary of State

Handwritten signature of Steve Excell in blue ink.

STEVE EXCELL
State Archivist

Grant Application - Digital Imaging (Round 2)

Agency Information

Agency Name: City of Dayton
County: Columbia County
Agency Type: City/Town
Federal Employer Id #: 91-6001243
Population Served by agency/department?: 2555
Number of Fulltime Employee's in agency/department?: 3

Legislative District (check all that apply):

- Grid of checkboxes for legislative districts 1 through 49. District 16 is checked.

Designated Project Contact

First Name: Trina
Last Name: Cole
Title: City Administrator
Phone Number: (509) 382-2361
Email: tcole@daytonwa.com

Agency Head

First Name: Craig
Last Name: George
Title: Mayor
Phone Number: (509) 386-3677
Email: craiggeorge20@gmail.com

Physical Address

Address: 111 S 1st St
City: Dayton
Zip Code: 99328

Mailing Address (if different)

Address: Same

About the Problem

How is not having the records digitized impacting your agency's ability to respond to public records requests in a timely manner?

In the non-digitized world of public records the impacts to responding to a records request in a timely fashion can be near impossible to quantify. From searching and locating the paper document to reviewing it to ensure that it meets the records request can be an exceedingly time consuming process. In addition, at times, gathering paper records can be a frustrating obstacle for all involved, especially in meeting transparency needs and wants in a timely manner. Recently the City received a public records request for an electronic copy of all minutes that discussed the City's dump before 1978. The City's first City Council meeting was held in 1892. Providing the requestor with a reasonable estimate of time for fulfilling this request included an approximate time to read about 3,000 pages of city council minutes at about one hour per day. The City

How is not having the records digitized impacting your agency's ability to retain records for their minimum retention period?

The City of Dayton does not necessarily have issue with meeting minimum retention periods for ordinances, resolutions, city council minutes and cemetery records. However, the City does have significant concern towards not being able to protect the historic value of these archival-type documents. As they stand, in paper format, they are susceptible to loss from natural disasters or human error. Digitizing ordinances, resolutions, minutes and cemetery records would ensure a lifetime of retention for each of these irreplaceable historic type documents.

About the Project

What type of records will be digitized?

(include records series and DAN from records retention schedule and existing format, (i.e., paper under 11x17, paper over 11x17, bound volumes, microfilm (16mm, 35mm), microfiche, audio, pictures))

Table with 4 columns: Record Type, Dimensions, Schedule, and Format. Includes rows for Permanent, Post, Loose, and Post records.

Grant Application - Digital Imaging (Round 2)

Agency Information

Agency Name:

County:

Agency Type:

Federal Employer Id #:

Population Served by agency/department?

Number of Fulltime Employee's in agency/department?

Legislative District (check all that apply):

- 1 2 3 4 5 6 7 8 9 10
- 11 12 13 14 15 16 17 18 19 20
- 21 22 23 24 25 26 27 28 29 30
- 31 32 33 34 35 36 37 38 39 40
- 41 42 43 44 45 46 47 48 49

Designated Project Contact

First Name:

Last Name:

Title:

Phone Number:

Email:

Agency Head

First Name:

Last Name:

Title:

Phone Number:

Email:

Physical Address

Address:

City:

Zip Code:

Mailing Address (if different)

Address:

About the Problem

page 2 of 2

How is not having the records digitized impacting your agency's ability to respond to public records requests in a timely manner?

involved, especially in meeting transparency needs and wants in a timely manner. Recently the City received a public records request for an electronic copy of all minutes that discussed the City's dump before 1978. The City's first City Council meeting was held in 1892. Providing the requestor with a reasonable estimate of time for fulfilling this request included an approximate time to read about 3,000 pages of city council minutes at about one hour per day. The City determined that 16 weeks was a reasonable estimate time to fulfill this request. I feel very confident to say that had these records already been digitized and easily searchable by simply typing the word dump, that the reasonable estimate of time would have met the definition of "timely manner".

How is not having the records digitized impacting your agency's ability to retain records for their minimum retention period?

The City of Dayton does not necessarily have issue with meeting minimum retention periods for ordinances, resolutions, city council minutes and cemetery records. However, the City does have significant concern towards not being able to protect the historic value of these archival-type documents. As they stand, in paper format, they are susceptible to loss from natural disasters or human error. Digitizing ordinances, resolutions, minutes and cemetery records would ensure a lifetime of retention for each of these irreplaceable historic type documents.

About the Project

What type of records will be digitized?

(include records series and DAN from records retention schedule and existing format, (i.e., paper under 11x17, paper over 11x17, bound volumes, microfilm (16mm, 35mm), microfiche, audio, pictures))

Permanent	10 x 14 3/4	GS50-05A-13 Rev. 2	Minutes
Post	10 x 14 3/4	GS50-05A-13 Rev. 2	Minutes
Post	8 1/2 x 11	GS50-05A-13 Rev. 2	Minutes
Loose	4 x 6 Index Cards	CE50-35-03 Rev. 0	Interment Records
Post	10 x 11	CE50-35-04 Rev.0	Section Book

What is the date range and total number of records you are planning to have digitized by May 31, 2019?

The date range is from 1892 thru 2018. The total number of records to be digitized is approximately 17,000 documents.

Who is going to digitize your records?

- Washington State Archives
- Other vendor

(Include a quote for the cost of scanning in your application.)

Note: Please convert all files to .jpg, .png, or .pdf before attaching.

Cost E...s.pdf
 No file chosen
 No file chosen
 No file chosen
 No file chosen

About the Expected Results

What improvement in response time to public records requests is expected?

The City expects to decrease response time significantly through digitizing its ordinances, minutes, resolutions and cemetery records. Again, quantifying the "improvement to response time" is difficult; however, based on research, it reduces response time up to 1000 times. An example that may portray such an improvement is this: The City received a public records request for all ordinances that pertained to a specific type of land use amendment. At the time, the City's ordinances were indexed from 1992 to current. To fulfill this records request, the Records Officer had to review each ordinance pre-1992 or approximately 1,400 ordinances. This records request took several weeks to complete. By digitizing into a searchable format, a similar request could be completed with in days, or less. Digitizing will significantly improve the City's response time of similar public records requests.

What improvement in records retention, management and storage costs are expected?

Digitizing our ordinances, resolutions, council minutes and cemetery records will have an array of benefits. They will be safe and secure from any unpredictable events; compliance with archival retention schedules; access of documents within seconds, anytime and from any location reducing the stresses of paper management; organized tracking of these important documents; and, although the initial investment into digitizing can be burdensome and costly, it will reduce labor costs significantly and create an ease of use for staff and requestors of these types of public records.

Will more of those same type of records need to be digitized in the future?

- Yes
- No

By clicking submit, you affirmatively consent to proceed with this grant application and have the support of your director/commissioners/manager, etc. to do so.



Got Questions?

Ask Us!

recordsmanagement@sos.wa.gov

Local Records Grant Hotline (360) 586-7810



Palouse Regional Transportation Planning Organization

Serving Asotin, Columbia, Garfield, and Whitman Counties

1610 NE Eastgate Blvd, Ste. 401
Pullman, WA 99403
509-339-7100
www.palousertpo.org

September 19, 2018

City of Dayton,
Hon Mayor Craig George
C/o Trina Cole
111 S 5th Street
Dayton, WA 99328

RE: Dayton South 3rd Street Sidewalk-Replacement Project

Dear Mayor Craig:

The Palouse RTPD is pleased to advise you that the above mentioned Sidewalk replacement project is selected for an award through our Transportation Alternative funding program. The federal funding through STBG-SA fund awarded is \$211,000, which provides a complete funding for the submitted project scope and for its successful completion.

Below you will find a brief detail on the awarded project:

Funding Program: 2019-21 Palouse RTPD TA Funding Program

Project Title: Dayton South 3rd Street Sidewalk Replacement Project

Project Description: The S. 3rd Street Sidewalk Project proposes to install 3,000 linear feet of 5-foot detached sidewalk-and pedestrian-ramps to replace existing non-compliant sidewalk and ramps from E. Main St. (Hwy 12) to School Bus St.

The Project has several purposes including: 1) Creating a safe walking route with unimpeded ADA accessibility to various services including the Dayton High School, Dayton Middle School and Dayton Elementary School, Dayton Memorial Library, Columbia County Hospital System, and Booker Rest Home Annex; 2) Boosting the use of healthy outlet opportunities; and, 3) Promoting healthier life style alternatives such as walking to and from school for all ages and abilities.

The funding will provide 42 sidewalk ramps, and approximately 1680 Sq. yard of concrete sidewalk improvements along with 350 Sq. yards of HMA Restoration.

Project Schedule, Cost and Award Amount:

Phase	Project Schedule	Application Amount Requested	Local Match (13.5%)	Total Cost	Amount Awarded
Preliminary Engineering	2019-20		\$30,000	\$30,000	\$82,000 local
Right of Way	NA				
Construction	2019-20	\$211,000	\$52,000	\$263,000	\$211,000
Total			\$82,000	\$293,000	\$293,000
Unfunded Amount					None

In Order to meet state and federal requirements, projects utilizing federal STBG-SA funds must be included in the agency's current six-year Transportation Improvement Program (TIP). Once your TIP amendment is approved, Palouse RTPO or WSDOT Local Programs will assist you in getting your project into the Statewide TIP (STIP). Once your project is in the STIP, you can submit a funding request through WSDOT Local Programs.

As a reminder, please notify your Certification Acceptance (CA) Agency to oversee the administration of the all STBG-SA funds. This needs to be accomplished when your agency has a clear path to continue with required funding to complete the project by contacting your regional WSDOT office (i.e. South Central Region WSDOT office).

For Assistance, please contact Bill Preston, the South Central Region Local Program Engineer at (509) 577 1780.

Sincerely,

Shaun Darveshi, Director,
Palouse RIPO

CC: Bill Preston, Local Program Engineer, WSDOT SC

RESOLUTION NO. 1353

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

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

WHEREAS, review of the existing by-laws indicated need for an updated review and necessary administrative updates; and,

WHEREAS, the Dayton Historic Preservation Commission reviewed the current bylaws and made administrative edits; and,

WHEREAS, the Dayton Historic Preservation Commission approved to present the amended Dayton Historic Preservation Commission by-laws to Dayton City Council for adoption by resolution.

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

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

PASSED by the City Council of the City of Dayton, Washington on this ____day of, _____, 2018.

City of Dayton

By: Craig George, Mayor

Attest:

Trina Cole, City Clerk-Treasurer

Approved as to form:

Quinn Plant, City Attorney

BY-LAWS OF THE DAYTON HISTORIC PRESERVATION COMMISSION

SECTION 1: GENERAL RULES AND PROCEDURES

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

A. NAME

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

B. PURPOSE

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

C. MEMBERSHIP

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

D. TERMS OF MEMBERS

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

E. ATTENDANCE OF MEMBERS

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

F. QUORUM

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

G. OFFICERS AND STAFF

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

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

H. POWERS AND DUTIES

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

I. MEETINGS

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

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

J. AMENDING BY-LAWS

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

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

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

A. DAYTON REGISTER OF HISTORIC PLACES CRITERIA

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

B. APPLICATION STANDARDS FOR DAYTON REGISTER OF HISTORIC PLACES

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

C. PROCEDURES FOR DESIGNATION REVIEW MEETINGS.

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

- vi. Rebuttal by all concerned parties.
 - vii. Staff comments.
 - viii. Summary of above by Chair or designated person.
 - ix. Deliberation by Commission.
 - x. The motion for the recommendation should be based on the designation criteria. Criteria should be included in the motion.
 - xi. During the course of the meeting, the above procedure may be temporarily modified by the concurrence of all parties and the DHPC.
- c. Commission members apply designation criteria, as outlined in the National Park Services and/or Dayton Downtown Historic District Design Guidelines, to the property or district to evaluate the nomination. The members should consider information related to the designation criteria as presented above during the designation meeting and from the site visit.
- d. The Commission:
- i. Determines the category of historic property.
 - ii. Establishes a context for evaluating the property.
 - iii. Identifies the level of significance (National, State, local).
 - iv. Evaluates the integrity of the property.
 - v. Determines if there are special conditions that might make the property eligible.
 - vi. Determines if the property meets the criteria
 - vii. Votes on the recommendation.

3. Post Meeting

a. Staff and/or Chair:

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

b. Dayton City Council:

- i. Once the case is with the City Council, they can concur with or reject the Commission's recommendation, or send the case back to the Commission for further study. If the Council:
 - a) Concurs with a positive recommendation the property is listed on the Dayton Register of Historic Places (DRHP).
 - b) Concurs with a negative recommendation, the property is not listed on the DRHP.
 - c) Rejects the recommendation; the case goes back to the DHPC.

c. Dayton Historic Preservation Commission

- i. If the recommendation is rejected by the City Council, at the next regularly scheduled meeting, the Commission:
 - a) Shall decide whether any other protection for the property is necessary or possible.

D. APPEALS OR RESUBMISSION

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

E. MISCELLANEOUS

1. Once a property has been approved for placement on the Dayton Register of Historic Places, the Certificate of Appropriateness review process becomes effective. If the City Council does not concur with the DHPC's recommendation and the property is not listed, the review process no longer applies.
2. If the case involves a historic district, the boundaries of that district are set by City Council motion, where council may approve, modify, or reject the proposed district as presented by the Dayton Historic Preservation Commission.
3. In the event that any property is no longer deemed appropriate for designation to the Dayton Register of Historic Places, the DHPC may initiate removal by following the same procedure as provided for listing.
4. In its designation recommendation, the Commission shall consider the Dayton Historic Inventory and the City Comprehensive Plan.
5. Demolition of a structure which is included in the Department of Archeology and Historic Preservation "WISAARD," listed in a historic register, inventoried as eligible for listing in a historic register, listed in the Dayton Register of historic Places, or eligible for listing in the Dayton Register of Historic Places at the time of applying for a demolition permit application requires a SEPA review.

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

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

These activities include:

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

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

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

architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.

- j. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

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

A. PROCEDURES FOR CONDUCTING MEETINGS

1. Pre-meeting

a. Applicant/Designated Agent

An applicant wishing to make such changes:

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

b. Building Inspector:

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

c. Staff:

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

d. Dayton Historic Preservation Commission:

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

e. Meeting:

- i. Design Review will occur at regularly or specially scheduled meetings. Design Review applications will be considered in the order in which the Commission received them.
- ii. The regular order of business for consideration for Design Review applications shall be as follows:
 - a) The Chair or Chair-designated person shall offer a preliminary statement concerning the application.
 - b) The applicant or the designated agent of the applicant presents statements in favor of the application including relevant pictures, models, etc.
 - c) Statements in opposition to the application.

- d) Comments by interested persons, organizations or legal entities.
- e) Staff comments.
- f) Summary of above by Chair or designated person.
- g) Deliberation by Commission.

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

- iii. As part of this deliberation, the DHPC shall review the proposed work, using information from the site visit and application materials, comparing this information with the Design Review criteria established in Rules. The Design Review for Dayton shall be those as outlined in the National Park Service and/or Dayton Downtown Historic District Design Standards.
 - a) If the alterations meet the standards, a Certificate of Appropriateness is issued.
 - b) If the alterations fail to meet the standards, the Certificate of Appropriateness is not issued, the DHPC notifies the building inspector that the recommendation is against the issuing of the permit.
 - c) If the alterations would meet the standards with modification, the Certificate of Appropriateness is issued with Conditions of Issuance.

2. Post Meeting

a. Owner/Designated Agent:

The owner/designated agent has the following options:

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

b. Staff:

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

c. Building Inspector:

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

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

B. APPLICATION STANDARDS

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

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

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

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

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

- c. Impact

Show how proposed alterations would affect historic elements listed in the property nomination form.

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

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

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

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

- i. Protecting and Maintaining
- ii. Repairs
Repairs may include patching, splicing, piecing in, or reinforcing present materials and features (including upgrading individual elements of a feature), following recognized preservation methods. If there are seriously deteriorated or missing elements along with surviving models or prototypes, repairs may also include limited in kind replacement or replacement with a compatible substitute material if the original material is not economically feasible.
In repairing, duplication of the appearance, strength, composition, color and texture is sought. For example, in repainting masonry, care should be taken to replicate the size and shape of the mortar joint and the color of the mortar. For repairing stucco, the damaged material should be removed and the stucco matched in strength, composition, color and texture.
- iii. Replacing
If an entire feature is too deteriorated to repair, but the overall form and detailing are still evident, the feature should be replaced. The replacement should attempt to replicate the original, using the physical evidence to guide the new work. If using the exact material is not technically or economically feasible a compatible substitute material may be considered. The substituted material should offer the same, or greater, structural support.
- iv. Design for Missing Historic Features
Due to its complex technical and/or design implications, this option should only be considered after the other possibilities have been explored. It entails designing and installing a copy when the historic feature or model is physically missing. A restoration using historical descriptions, pictorial representations, and/or physical documentation may be attempted, or a new design, compatible in size, scale, material and color may be substituted.
- v. Alterations and Additions
New additions to historic buildings should be a last resort and should be placed to minimize loss, damage or the obscuring of character defining features. Both internal and external alterations should be as inconspicuous as possible from public right-of-ways and from main interior spaces. Such new features should be compatible with overall building design in terms of size, scale, material and color, but should not try to duplicate existing historical features.
Excavations adjacent to historic foundations should be limited to avoid damage to those foundations or to any archeological deposits that may be nearby.
Alterations for health and safety codes or for energy retrofitting should be done so that the historic building's character defining

spaces, features, etc., will not be impacted.

2. New Construction:

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

a. Existing condition

i. Site plan or measured drawing indicating the following:

- a) Existing adjacent buildings.
- b) Property lines and utilities.
- c) Right of ways.
- d) Building setbacks and allowed side yards.
- e) Existing planting materials and size.

ii. Photographs must be clearly labeled to identify case, location subjects and the direction the photograph was taken. Photographs of structures adjoining the property, as well as those across the street and/or alley are necessary (streetscapes).

iii. Other information as required.

b. Proposed construction:

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

- i. The proposed buildings outline with dimensions relative to property lines and existing buildings adjacent to the property.
- ii. New parking areas, driveways, utilities, etc.
- iii. Any proposed planting and landscaping, sidewalks, and patios, mechanical equipment and other appurtenances such as walls, gates and accessory buildings.
- iv. Other information as required.

3. Demolition:

a. A copy of the nomination of the property to the Dayton Register of Historic Places.

b. Description of structural integrity.

c. Reason or justification for demolition (should include statements of why the property is not salvageable or why it cannot be maintained).

d. Any planned new construction.

e. Photographs of all sides of structure and the interior.

f. Any additional documentation required by the Commission.

g. A SEPA review is required for demolition of any property listed, or eligible for listing, on a historic register at the time of application.

SECTION IV: PROCESS FOR THE FORMATION OF LOCAL HISTORIC DISTRICTS

These rules establish the process for the formation of a local historic district, as set forth in the City of Dayton Historic Preservation Ordinance No. 1935.

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

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

A. EDUCATION

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

B. BOUNDARIES

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

C. VOTING

1. Ballots shall be sent to all property owners. If multiple parcels are owned, a corresponding number of ballots shall be sent.
2. Ballots shall be mailed to parcel owners with self-addressed stamped, return envelope enclosed. A positive vote indicates that the parcel owner is FOR formation of the district.
3. In order for a district to be formed, there must be a 51% majority.
4. If a property owner owns more than one (1) parcel, s(he) is entitled to one (1) vote per parcel owned. In the case of multiple names appearing on the deed, one (1) signature of an authorized person will be sufficient.
5. Deadline for return of ballots shall be clearly and prominently placed on the ballot.
6. Notification of the vote's outcome shall be mailed to the parcel owners in a timely manner. A legal notice shall also be placed in a local newspaper.
7. A majority vote shall be submitted to the Dayton Council for their approval.

D. OBLIGATIONS AND BENEFITS

1. Exterior work on ALL properties within the local historic districts is subject to a Certificate of Appropriateness (COA), City of Dayton Municipal Code Section 5-18.37.
2. As long as Dayton remains a Certified Local Government, contributing homes shall be eligible for special tax valuation consideration.
 - a. Special tax valuation requirements are set forth in the City of Dayton Municipal Code 5-18.16.

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

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

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

A. PROCEDURES FOR CONDUCTING MEETINGS

1. Pre-meeting
 - a. Applicant or Designated Agent:

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

 - i. Consult with the Dayton Historic Preservation Commission (DHPC) Staff prior to beginning rehabilitation work.
 - ii. Submit the application to the County Assessor on a Department of Revenue form no later than 24 months after initiation work. The application must be submitted before October 1 for action before December 31 of that year.
 - iii. Monitor construction work to ensure that it conforms to the National Park Service and/or Dayton Downtown Historic District Standards for rehabilitation. *(See section III, a-j of this document)*
 - iv. Maintain accurate records of projects costs and dates.
 - b. County Assessor:
 - i. Reviews the application for completeness.
 - ii. Verifies the legal owner and legal description.
 - iii. Submits the application to the DHPC within (10) working days of receipt of the completed application.
 - c. Staff:
 - i. Places the case on the agenda for the next regularly scheduled meeting as long as there is at least thirty (30) days review period before that meeting. If there is not thirty (30) days, the case will be scheduled for the next month’s regularly scheduled meeting.
 - ii. Reviews the case and may prepare a report for the Commission.
 - iii. If necessary, arranges a property visitation with the owner for the Commission.
 - d. Dayton Historic Preservation commission:
 - i. Reviews the application and the Staff report.
 - ii. If necessary, visits the property.

2. Meeting

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

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

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

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

b. Dayton Historic Preservation Commission determines if:

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

3. Post Meeting

a. Staff/Commission Chair:

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

B. APPEALS OR RESUBMISSION

1. A negative recommendation or a non-acceptance of an application by the DHPC is not irrevocable. If new information becomes available or if the applicant wishes, the application may be resubmitted with DHPC approval to the DHPC. In such a case, the

entire procedure must be repeated.

2. If the applicant disagrees with the Commission's recommendation, the applicant may present the case directly to City Council. In such a case, documentation shall be limited to that nomination material presented during the DHPC public meeting and the minutes of that meeting.

C. APPLICATION STANDARDS

Documentation shall include, at a minimum, all identified materials illustrating: That the property is eligible for Special Valuation status; when the work occurred; whether Special Valuation financial requirements have been fulfilled; and whether the work complies with the National Park Service and/or Dayton Downtown Historic District Design Standards for rehabilitation. (*See Section III, a-j of this document*).

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

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

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

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

D. CRITERIA

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

Approved:

Chrissy Talbott, Dayton Historic Preservation Chair Date

Attest:

Dena Martin, Planning Staff

Columbia County
Department of Planning and Building

Staff Report
Adoption of 2020 Comprehensive Plan Update Docket Items

To: Dayton City Council
For: Recommendation
By: Department of Planning and Building
Date: October 10th, 2018 at 6:00PM

Recommending Body: Dayton Planning Commission
Public Hearing: September 18, 2018
Approval Body: Dayton City Council
SEPA: SEPA Checklist to be submitted upon final docket item approvals

~~~~~  
**Proposal:** The City of Dayton operates under the guidelines of the Growth Management Act (RCW 36.70A) which requires development of a Comprehensive Plan. The Plan must be updated and amended periodically, with public participation as required in RCW 36.70A.140, to ensure accuracy and adherence to state standards. Following review and a public hearing, the Dayton Planning Commission has approved a proposed list of 2020 Comprehensive Plan docket item. These proposed amendments are being submitted for City Council approval to proceed through the annual amendment process.

**Background:** The City of Dayton Comprehensive Plan describes long and short-term visions for the City and how that vision will be achieved. The plan includes land use, housing, capital facilities, utilities, rural, growth management, transportation, economic development, and park and recreation elements.

The Growth Management Act mandates that the comprehensive plan and development regulations be reviewed and, if needed, amended periodically. The most recent update concluded with the adoption of the 2015 City of Dayton Comprehensive Land Use Plan on December 14, 2015 via Ordinance No. 1885.

In March of 2018, the City of Dayton, Columbia County, and the Town of Starbuck entered into interlocal agreements allowing Columbia County Planning and Building to act as lead agency in implementing the 2020 comprehensive plan update for each jurisdiction. Each jurisdiction will develop its own plan, but the coordination will provide for consistency and cohesiveness between the jurisdictions.

The docketing process for the City of Dayton 2020 Comprehensive Plan Update was opened on June 14, 2018 and closed on July 20, 2018. Citizens, agencies and staff had the

opportunity to submit preliminary comprehensive plan docket items for review by the Dayton Planning Commission.

Preliminary docket items were brought before the Dayton Planning Commission for review and a public hearing was advertised and held per Dayton Municipal Code 10-09.120 on September 18, 2018.

Following the hearing, which no members of the public attended, the Dayton Planning Commission unanimously voted to recommend preliminary docket items one through six for city council approval, as recommended by staff. The opted not to recommend docket items eight and nine for further review, also per staff recommendation.

Dayton Municipal Code sets forth a process and criteria for making amendments to the Dayton Comprehensive Plan. Per DMC 10-09-130, City Council must consider each docket item to determine:

- A. Whether circumstances related to the proposed amendment and/or the area in which it is located have substantially changed since the adoption of the comprehensive plan; and
- B. Whether the assumptions upon which the comprehensive plan is based are no longer valid, or whether new information is available which was not considered during the initial comprehensive plan adoption process or during previous annual amendments; and
- C. For amendments that have been considered within the last three years, whether there has been a change in circumstances that makes reconsideration of the proposed amendment now appropriate.

Once the city council adopts or denies each docket item, the adopted items will be forwarded to the planning commission for further processing and the planning director will perform SEPA review.

**The following preliminary docket list items ARE recommended for approval.**

**Docket Request #1 – UGA Land Swap**

A request to perform a near-even swap of Urban Growth Area acreage from one area of the County to another. The existing UGA near the northwest area of the City is located primarily in the floodway and is largely unusable for development. The northeast area UGA is developed with an existing rock pit which is owned and operated by Columbia County. Neither site is suitable for future City growth. This proposal will remove unusable UGA acreage from both of these areas and move it to the east end of town, with additional acreage added on the west end of town where Blue Mountain Station is predicted to continue development.

**Docket Request #2 – Blue Mountain Region Trails Plan**

A request to adopt the Blue Mountain Region Trails Plan (BM RTP) into the City's comprehensive plan. The Blue Mountain Region Trails plan was approved originally by the Palouse Regional Transportation Planning Organization, but should also be adopted, either

by reference or inclusion, into the City of Dayton Comprehensive Plan. The BM RTP is the first step in the development of 354 miles of non-motorized trails spanning Columbia and Walla Walla counties in Washington State and northeastern Umatilla County in Oregon. Included in the plan is proposed construction of a Dayton-to-Waitsburg 9.7 mile “rails with trails” multi-use path within the rail right-of-way owned by the Port of Columbia, at an estimated cost of \$3.5 million. Inclusion in the City’s comprehensive plan will make Dayton more competitive in seeking grants and other funding for trails-related projects. The plan consultant will determine where the BM RTP best fits into the City’s comprehensive plan.

**Docket Request #3 – Improved Retail Development Downtown**

A request to discuss downtown development possibilities with the comprehensive plan consultant and to include the Planning Commission and public in determining what improvements are desired and beneficial. Development in Dayton’s downtown corridor is in need of a “push.” Possible amendments could include the addition of new goals into the comprehensive plan, amending development regulations in regards to zoning to encourage economic development, increasing allowed downtown uses, and more.

**Docket Request #4 – Updates to Countywide Planning Policies**

A request to amend and update countywide planning policies. The Columbia County Countywide Planning Policies have not been reviewed or updated since 1994 when the County opted into the Growth Management Act. The 2020 regional comprehensive plan update is the ideal opportunity for the County and incorporated areas to work together in revising and updating the historic countywide planning policies to better meet current needs and reflect today’s processes.

**Docket Request #5 – Comprehensive Plan Docketing Procedures**

A request to review and update the City’s comprehensive plan docketing procedures. The City’s docketing procedures, which are set forth in DMC 10-09, are unnecessarily lengthy and should be simplified. Once updated, staff proposes adopting similar procedures for Starbuck and Columbia County to ensure consistency between jurisdictions.

**Docket Request #6 – Improved Facilities at Sports Complex**

A request to consider improvements at the Sports Complex, especially the construction of bathrooms near the dog park, juvenile fishing pond, and baseball fields.

**The following preliminary docket list items ARE NOT recommended for approval.**

**Docket Request #7 – Improved Recycling Facilities**

A request to add a plastics recycling bin at the transfer station, which currently only accepts cardboard and aluminum. Staff recommends exclusion of this docket item because the City does not have jurisdiction over the transfer station, which is operated by the County.

### **Docket Request #8 – Tree Height over Public Right of Way**

A request to change the minimum tree height clearance over roadways in residential areas from 14 feet to 10 feet or less. City of Dayton Public Works Development Standards, adopted via Resolution 1286, in September, 2016, requires a 14-foot overhead vegetation minimum above travel lanes, 12- to 14-foot overhead vegetation minimum above the street side of the curb and 7 to 9 feet above the sidewalk. Staff considers these minimums accurate and realistic to allow for safe pedestrian and vehicle travel and is not in favor of lowering them. The development standards do allow for deferred trimming if trimming will negatively affect tree health.

#### **Findings of Fact:**

1. The proposed amendments were initiated by Planning Department Staff and City of Dayton citizens.
2. The docketing process was opened on June 14, 2018 with a close of July 20, 2018.
3. A notice of Comprehensive Plans and Development Regulations Periodic Update Cycle was published in the paper of record on July 14, 2018.
4. Notice of Public hearing to take testimony for or against preliminary docket items was advertised in the paper of record on August 30<sup>th</sup>, 2018.
5. A public hearing on preliminary docket list items was held by the Dayton Planning Commission at 6:35 on September 18, 2018. No members of the public were present and no public comment was taken.
6. Following thorough review, the Dayton Planning Commission unanimously voted to recommend to city council that docket items one through six proceed through the annual amendment process and that docket items seven and eight be excluded from the process.
7. A SEPA Checklist will be completed as part of the Comprehensive Plan update process following approval of a final docket list.

**Discussion:** The City of Dayton 2020 Comprehensive Plan Update preliminary docket list is referred to the Dayton City Council for review. The Department of Planning and Building requests council either:

1. Adopt docket items #1-#6, as recommended by the Dayton Planning Commission;
2. Adopt individual docket items; or,
3. Deny all docket items.

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Meagan Bailey, Planning Director

**RESOLUTION NO. 1354**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DAYTON, COLUMBIA COUNTY, WASHINGTON ADOPTING FINDINGS AND CONCLUSIONS FOR DOCKET ITEMS THAT ARE NOT TO BE PROCESSED IN THE 2020 COMPREHENSIVE PLAN UPDATE**

**WHEREAS**, the City of Dayton, Washington, operates under the guidelines of the Growth Management Act (RCW 36.70A) which requires the development of and maintenance of a Comprehensive Plan; and,

**WHEREAS**, the Growth Management Act mandates that the comprehensive plan and development regulations be reviewed and, if needed, amended periodically; and,

**WHEREAS**, the most recent update concluded with the adoption of the 2015 City of Dayton Comprehensive Land Use Plan on December 14<sup>th</sup>, 2015 via Ordinance No. 1885; and,

**WHEREAS**, in March of 2018, the City of Dayton contracted with Columbia County to enter into a joint 2020 Comprehensive Plan Update with Columbia County acting as Lead Agency; and,

**WHEREAS**, the City of Dayton Docket application period for the 2020 Comprehensive Plan update was opened on June 14<sup>th</sup>, 2018, and closed on July 20<sup>th</sup>, 2018; and,

**WHEREAS**, the City of Dayton Planning Commission held a public hearing on September 20<sup>th</sup>, 2018 regarding the docket list in its entirety; and,

**WHEREAS**, The City of Dayton Planning Commission recommended adoption of Docket Items #1 - #6 and recommended exclusion of Docket Items #7 - #8; and,

**WHEREAS**, Dayton Municipal Code (DMC) 10-09.140 requires that City Council adopt Findings and Conclusions for docket applications that are not to be processed within the Comprehensive Plan Update.

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

The City Council of Dayton, Washington adopts the following Findings of Fact:

1. The Washington State Legislature passed the Growth Management Act (GMA) in 1990, requiring among other things, the development of a Comprehensive Plan (RCW 36.70A).
2. The City of Dayton updated the comprehensive plan in 2015.
3. Under the Growth Management Act, comprehensive plans may be amended no more frequently than once a year.
4. Docket item #7, attached at Appendix A, submitted by City of Dayton resident Ashly Beebe, requests improved recycling facilities, shall not be processed in the 2020 Comprehensive Plan:

- a. The Dayton Planning Commission unanimously agreed to exclude this docket item from processing during the duly advertised public hearing on September 20<sup>th</sup>, 2018 due to the existing recycling facilities being managed by Columbia County.
5. Docket item #8, attached as Appendix B, submitted by City of Dayton residents Gerald and Carol Pulliam, requests changing the tree height over public right-of-ways, shall not be processed in the 2020 Comprehensive Plan:
  - a. The Dayton Planning Commission unanimously agreed to exclude this docket item from processing during the duly advertised public hearing on September 20<sup>th</sup>, 2018 due to insufficient evidence and/or documentation that would motivate a change in this code section.

The City Council of Dayton, Washington adopts the following Conclusions of Law:

1. The Dayton Planning Commission offered intensive review to all received docket applications in accordance with DMC 10-09.150.
2. The Dayton Planning Commission found that neither docket item #7 nor docket item #8 are in conformance with the goals and policies of the City's 2015 Comprehensive Plan, and/or are not applicable to the City's jurisdiction.

**PASSED** by the City Council of the City of Dayton, Washington on this \_\_\_\_ day of, \_\_\_\_\_, 2018.

City of Dayton

\_\_\_\_\_  
By: Craig George, Mayor

Attest:

\_\_\_\_\_  
Trina Cole, City Clerk-Treasurer

Approved as to form:

\_\_\_\_\_  
Quinn Plant, City Attorney

# Comprehensive Plan Docket Form

Columbia County  Dayton  Town of Starbuck \_\_\_\_\_

Applicant Name: Ashly Beebe Date: 7/20/18

Mailing Address: 304 W Dayton Ave

Email: mermaid1128@gmail.com Phone: 907-306-7654

### Type of Request

- |                                  |                          |                                 |                                     |
|----------------------------------|--------------------------|---------------------------------|-------------------------------------|
| Comp Plan or Text Amendment      | <input type="checkbox"/> | Land Use Designation Amendment  | <input type="checkbox"/>            |
| Development Regulation Amendment | <input type="checkbox"/> | Zoning Classification Amendment | <input type="checkbox"/>            |
| Other                            | <input type="checkbox"/> | Text Amendment                  | <input checked="" type="checkbox"/> |

Has this been submitted previously? No If yes, please indicate the year \_\_\_\_\_

If yes, what was the outcome (Use additional sheet if necessary)?

### Amendments to Property-Specific Use or Zonings

General location: City of Dayton - transfer station

Total Acres: \_\_\_\_\_ Tax Parcel ID(s) \_\_\_\_\_

Current Land Use Designation \_\_\_\_\_ Requested Land Use Designation \_\_\_\_\_

Current Zoning Classification \_\_\_\_\_ Requested Zoning Classification \_\_\_\_\_

Requested Change and Rationale Addition of plastics recycling bins  
(currently only cardboard & aluminum)

Proposed use of Parcel \_\_\_\_\_

How will change affect adjoining parcels? \_\_\_\_\_

How is the change compatible with the surrounding area? \_\_\_\_\_

**Area-Wide & Text Amendments**

Chapter and section of Comprehensive Plan to be amended: *Land use p.44 obj.G3*  
*Cap Facilities p.52 Obj. AS*

Indicate either conceptual or specific amendatory language. Be as specific as possible to aid in the evaluation of your proposal. If specific changes are proposed, indicate current and proposed language. (Use additional sheet if necessary.)

*Ammand to specifically address plastics recycling as well as any possibility of recycling pick up house to house*

**Additional Information**

Describe and/or attach any studies, research information, or further documentation that will support this proposal.

**How to Submit a Docket Form**

*Print form and submit by mail:*

OR

**Save form to your computer, then  
attach to an email and send to:**

Columbia County Planning and Building  
114 S. 2<sup>nd</sup> Street  
Dayton, WA 99328

[meagan\\_bailey@co.columbia.wa.us](mailto:meagan_bailey@co.columbia.wa.us)

**Background on the Docket Process**

The docket process responds to the requirement of the Growth Management Act at 36.70A.470. Docketing means compiling and maintaining a list of suggested changes to the Comprehensive Plan or development regulations in a manner that ensures suggested changes are considered by the County and are available for review by the public. Download this form electronically or learn more about the Comprehensive Plan by visiting the Planning and Building Department page at [www.columbiaco.com](http://www.columbiaco.com).

# Comprehensive Plan Docket Form

Columbia County \_\_\_\_\_ Dayton  Town of Starbuck \_\_\_\_\_

Applicant Name: Gerall + Carol Pulliam Date: 7/20/18

Mailing Address: 346 S. Touchet Dayton, Wa. (420 E Washington  
property in question)

Email: Gacp@columbia.net.com Phone: 509-382-4395

## Type of Request

- |                                    |                                     |                                 |                          |
|------------------------------------|-------------------------------------|---------------------------------|--------------------------|
| Comp Plan or Text Amendment        | <input type="checkbox"/>            | Land Use Designation Amendment  | <input type="checkbox"/> |
| - Development Regulation Amendment | <input checked="" type="checkbox"/> | Zoning Classification Amendment | <input type="checkbox"/> |
| Other                              | <input type="checkbox"/>            | Text Amendment                  | <input type="checkbox"/> |

Has this been submitted previously? NO If yes, please indicate the year \_\_\_\_\_

If yes, what was the outcome (Use additional sheet if necessary)?

## Amendments to Property-Specific Use or Zonings

General location: \_\_\_\_\_

Total Acres: \_\_\_\_\_ Tax Parcel ID(s) \_\_\_\_\_

Current Land Use Designation \_\_\_\_\_ Requested Land Use Designation \_\_\_\_\_

Current Zoning Classification \_\_\_\_\_ Requested Zoning Classification \_\_\_\_\_

Requested Change and Rationale \_\_\_\_\_

Proposed use of Parcel \_\_\_\_\_

How will change affect adjoining parcels? \_\_\_\_\_

How is the change compatible with the surrounding area? \_\_\_\_\_

### Area-Wide & Text Amendments

Chapter and section of Comprehensive Plan to be amended: \_\_\_\_\_

Indicate either conceptual or specific amendatory language. Be as specific as possible to aid in the evaluation of your proposal. If specific changes are proposed, indicate current and proposed language. (Use additional sheet if necessary.)

Change in minimal tree height over Road way in  
Residential area decrease from 14 ft to more Reasonable  
of 10' or less.   
clearance

### Additional Information

Describe and/or attach any studies, research information, or further documentation that will support this proposal.

14' Ft may be Reasonable on Main St. where There  
is Reg semi-traffic.

### How to Submit a Docket Form

**Print form and submit by mail:**

**OR**

**Save form to your computer, then  
attach to an email and send to:**

Columbia County Planning and Building  
114 S. 2<sup>nd</sup> Street  
Dayton, WA 99328

[meagan\\_bailey@co.columbia.wa.us](mailto:meagan_bailey@co.columbia.wa.us)

### Background on the Docket Process

The docket process responds to the requirement of the Growth Management Act at 36.70A.470. Docketing means compiling and maintaining a list of suggested changes to the Comprehensive Plan or development regulations in a manner that ensures suggested changes are considered by the County and are available for review by the public. Download this form electronically or learn more about the Comprehensive Plan by visiting the Planning and Building Department page at [www.columbiaco.com](http://www.columbiaco.com).

**TASK ORDER**

**CITY OF DAYTON  
CITY/COUNTY PROPERTY EXCHANGE  
SURVEYING SERVICES**

This Task Order shall be attached to and become a permanent part of the Agreement for on-call civil engineering services entered into by and between the City of Dayton (CITY) and Anderson Perry & Associates, Inc., (ENGINEER) on March 14, 2016.

**SCOPE OF WORK**

The work under this Task Order consists of providing surveying services required to prepare documentation needed to facilitate a property exchange between the CITY and Columbia County (County). The work required to complete this Task Order includes the following elements:

1. Preparation of a boundary line adjustment to modify the property line between CITY Well No. 3 and the County golf course parking lot.
2. Completion of a boundary line retracement survey to accurately define the property line at the Flour Mill Park restroom near the Touchet River.

Completion of these items will provide the documentation needed to enable the CITY and County to exchange property.

**COMPENSATION**

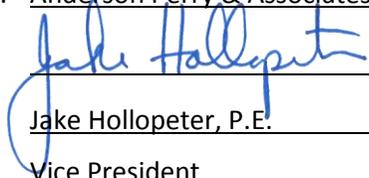
The CITY will compensate the ENGINEER for performing the services outlined in this Task Order on a time and materials basis not-to-exceed \$5,300 without approval from the CITY, pursuant to the ENGINEER's current Hourly Fee Schedule (Exhibit A). The costs for this Task Order will be divided equally between the CITY and the County. Completion of services is anticipated by December 31, 2018.

This Task Order is executed on the date shown below.

CITY: City of Dayton

ENGINEER: Anderson Perry & Associates, Inc.

By: \_\_\_\_\_

By:  \_\_\_\_\_

Name: Craig George

Name: Jake Hollopet, P.E.

Title: Mayor

Title: Vice President

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

Date: September 17, 2018

## EXHIBIT A HOURLY FEE SCHEDULE

April 1, 2018

### PROFESSIONAL TECHNICAL STAFF

| TECHNICIANS                          | ENGINEERING                               | ARCHAEOLOGY                                |
|--------------------------------------|-------------------------------------------|--------------------------------------------|
| Technician .....\$ 35.00             | Engineering Technician I ..... \$ 95.00   | Archaeological Intern .....\$ 45.00        |
| Technician I .....\$ 50.00           | Engineering Technician II ..... \$100.00  | Archaeologist Technician I .....\$ 55.00   |
| Technician II .....\$ 60.00          | Engineering Technician III ..... \$105.00 | Archaeologist Technician II .....\$ 60.00  |
| Technician III .....\$ 65.00         | Engineering Technician IV ..... \$110.00  | Archaeologist Technician III .....\$ 65.00 |
| Technician IV .....\$ 75.00          | Engineering Technician V ..... \$115.00   | Senior Archaeologist I .....\$ 85.00       |
| Technician V .....\$ 80.00           | Engineering Technician VI..... \$125.00   | Senior Archaeologist II .....\$100.00      |
| Technician VI .....\$ 85.00          | Staff Engineer I .....\$100.00            | Senior Archaeologist III .....\$110.00     |
| Technician VII .....\$ 95.00         | Staff Engineer II .....\$105.00           |                                            |
| Senior Technician I .....\$100.00    | Staff Engineer III .....\$110.00          | <b>PROJECT REPRESENTATIVES</b>             |
| Senior Technician II .....\$105.00   | Project Engineer I .....\$115.00          | Project Representative I .....\$ 85.00     |
| Senior Technician III .....\$110.00  | Project Engineer II .....\$120.00         | Project Representative II .....\$ 95.00    |
| Senior Technician IV .....\$115.00   | Project Engineer III .....\$130.00        | Project Representative III .....\$100.00   |
| Senior Technician V .....\$120.00    | Project Engineer IV .....\$135.00         | Project Representative IV .....\$105.00    |
| Senior Technician VI .....\$125.00   | Senior Engineer I .....\$145.00           |                                            |
| Senior Technician VII .....\$150.00  | Senior Engineer II .....\$150.00          | <b>PLANNING</b>                            |
| Senior Technician VIII .....\$170.00 | Senior Engineer III .....\$155.00         | Senior Planner .....\$125.00               |
|                                      | Senior Engineer IV .....\$165.00          |                                            |
|                                      | Senior Engineer V .....\$170.00           |                                            |
|                                      | Senior Engineer VI .....\$175.00          |                                            |
|                                      | Senior Engineer VII .....\$180.00         |                                            |
|                                      | Senior Engineer VIII .....\$195.00        |                                            |

### SURVEYORS AND CREWS

|                                     |                                           |                                          |
|-------------------------------------|-------------------------------------------|------------------------------------------|
| Survey Technician I .....\$ 60.00   | Survey Crew Chief III .....\$110.00       | Professional Land Surveyor V ...\$160.00 |
| Survey Technician II .....\$ 70.00  | Survey Crew Chief IV.....\$115.00         | GPS Total Station .....\$ 40.00          |
| Survey Technician III .....\$ 75.00 | Professional Land Surveyor I ....\$115.00 | Robotic Survey Station .....\$ 30.00     |
| Survey Technician IV .....\$ 80.00  | Professional Land Surveyor II ...\$125.00 | Total Station .....\$ 23.00              |
| Survey Crew Chief I .....\$ 85.00   | Professional Land Surveyor III ..\$135.00 | ATV (4-hour minimum) .....\$ 30.00       |
| Survey Crew Chief II .....\$100.00  | Professional Land Surveyor IV . \$150.00  | Resource Grade GPS .....\$ 20.00         |

### OUT OF TOWN WORK

Mileage will be charged at the applicable IRS rate for vehicles, which is \$0.545 per mile for standard highway vehicles as of January 1, 2018. Mileage will be charged at \$0.75 per mile for vans and pickup trucks. Subsistence will be charged either per diem or actual cost, per contract. Lodging will be billed at actual cost.

### OTHER

Other miscellaneous, direct, and outside expenses, including special Consultants, will be charged at actual cost plus 10%.

Expert Witness will be charged at two times the standard hourly rate.

All accounts unpaid 30 days after date of invoice will be charged a service fee of 1.0% per month.

**TASK ORDER**

**CITY OF DAYTON  
LANDFILL BOUNDARY LINE ADJUSTMENT  
SURVEYING SERVICES**

This Task Order shall be attached to and become a permanent part of the Agreement for on-call civil engineering services entered into by and between the City of Dayton (CITY) and Anderson Perry & Associates, Inc., (ENGINEER) on March 14, 2016.

**SCOPE OF WORK**

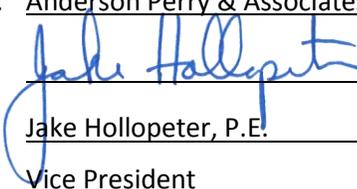
The work under this Task Order consists of providing surveying services required to complete preparation of the boundary line adjustment needed to correct the CITY and County property lines to match the fence line between the CITY dumpsite and County transfer station and to represent the actual areas used by each agency.

**COMPENSATION**

The CITY will compensate the ENGINEER for performing the services outlined in this Task Order on a time and materials basis not-to-exceed \$5,000 without approval from the CITY, pursuant to the ENGINEER's current Hourly Fee Schedule (Exhibit A). Completion of services is anticipated by December 31, 2018.

This Task Order is executed on the date shown below.

CITY: City of Dayton  
By: \_\_\_\_\_  
Name: Craig George  
Title: Mayor  
Date: \_\_\_\_\_

ENGINEER: Anderson Perry & Associates, Inc.  
By:   
Name: Jake Hollopetter, P.E.  
Title: Vice President  
Date: September 17, 2018

## EXHIBIT A HOURLY FEE SCHEDULE

April 1, 2018

### PROFESSIONAL TECHNICAL STAFF

| TECHNICIANS                          | ENGINEERING                               | ARCHAEOLOGY                                |
|--------------------------------------|-------------------------------------------|--------------------------------------------|
| Technician .....\$ 35.00             | Engineering Technician I ..... \$ 95.00   | Archaeological Intern .....\$ 45.00        |
| Technician I .....\$ 50.00           | Engineering Technician II ..... \$100.00  | Archaeologist Technician I .....\$ 55.00   |
| Technician II .....\$ 60.00          | Engineering Technician III ..... \$105.00 | Archaeologist Technician II .....\$ 60.00  |
| Technician III .....\$ 65.00         | Engineering Technician IV ..... \$110.00  | Archaeologist Technician III .....\$ 65.00 |
| Technician IV .....\$ 75.00          | Engineering Technician V ..... \$115.00   | Senior Archaeologist I .....\$ 85.00       |
| Technician V .....\$ 80.00           | Engineering Technician VI..... \$125.00   | Senior Archaeologist II .....\$100.00      |
| Technician VI .....\$ 85.00          | Staff Engineer I .....\$100.00            | Senior Archaeologist III .....\$110.00     |
| Technician VII .....\$ 95.00         | Staff Engineer II .....\$105.00           |                                            |
| Senior Technician I .....\$100.00    | Staff Engineer III .....\$110.00          | <b>PROJECT REPRESENTATIVES</b>             |
| Senior Technician II .....\$105.00   | Project Engineer I .....\$115.00          | Project Representative I .....\$ 85.00     |
| Senior Technician III .....\$110.00  | Project Engineer II .....\$120.00         | Project Representative II .....\$ 95.00    |
| Senior Technician IV .....\$115.00   | Project Engineer III .....\$130.00        | Project Representative III .....\$100.00   |
| Senior Technician V .....\$120.00    | Project Engineer IV .....\$135.00         | Project Representative IV .....\$105.00    |
| Senior Technician VI .....\$125.00   | Senior Engineer I .....\$145.00           |                                            |
| Senior Technician VII .....\$150.00  | Senior Engineer II .....\$150.00          | <b>PLANNING</b>                            |
| Senior Technician VIII .....\$170.00 | Senior Engineer III .....\$155.00         | Senior Planner .....\$125.00               |
|                                      | Senior Engineer IV .....\$165.00          |                                            |
|                                      | Senior Engineer V .....\$170.00           |                                            |
|                                      | Senior Engineer VI .....\$175.00          |                                            |
|                                      | Senior Engineer VII .....\$180.00         |                                            |
|                                      | Senior Engineer VIII .....\$195.00        |                                            |

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|                                     |                                           |                                          |
|-------------------------------------|-------------------------------------------|------------------------------------------|
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| Survey Technician III .....\$ 75.00 | Professional Land Surveyor I ....\$115.00 | Robotic Survey Station .....\$ 30.00     |
| Survey Technician IV .....\$ 80.00  | Professional Land Surveyor II ...\$125.00 | Total Station .....\$ 23.00              |
| Survey Crew Chief I .....\$ 85.00   | Professional Land Surveyor III ..\$135.00 | ATV (4-hour minimum) .....\$ 30.00       |
| Survey Crew Chief II .....\$100.00  | Professional Land Surveyor IV . \$150.00  | Resource Grade GPS .....\$ 20.00         |

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