



Dayton Historic Preservation Commission

Regular Meeting Agenda

Date: July 25th, 2018 **Time:** 6:00 PM

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

1. CALL TO ORDER

2. ROLL CALL

3. ADOPTION OF MINUTES

A. June 27th, 2018

4. DESIGN/SPECIAL VALUATION REVIEW

A. COA 2018-008: Schulman

B. JJ Dippel Special Valuation Review

i. Questions regarding special valuation process.

ii. Review of application and approval/denial of Special Valuation Agreement.

5. UNFINISHED BUSINESS

A. Review updated bylaws

i. Final review of updated bylaws with SEPA verbiage additions.

6. NEW BUSINESS

A. JJ Dippel introduction and application to join the Historical Preservation Commission

i. Motion for mayor to formally appoint JJ Dippel to the DHPC

7. OTHER BUSINESS

8. ADJOURNMENT

Next Scheduled Meeting

August 22nd, 2018 @ 6:00PM

114 South 2nd Street, Dayton, Washington 99328

114 South 2nd Street

Dayton, Washington 99328

T: (509) 382-4676 E: meagan_bailey@co.columbia.wa.us



Dayton Historic Preservation Commission

Regular Meeting Minutes

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

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

1. **CALL TO ORDER:** Chair Chrissy Talbott called the meeting of the Dayton Historic Preservation Commission to order at 6:00 PM.
2. **ROLL CALL:** Dayton Historic Preservation Commission members: Chrissy Talbott, Chair; Mike Smith, Vice Chair; Ginny Butler, Carole Lane. Staff: Meagan Bailey, Dena Martin. Public: J.J. Dippel
3. **ADOPTION OF MINUTES**
 - A. **May 25th, 2018**
 - a. Smith motioned to approve the Dayton Historic Preservation Commission minutes from May 25th, 2018 and Lane seconded. All in favor; none opposed. Motion carries.
4. **DESIGN/SPECIAL VALUATION REVIEW**
 - A. No design/special valuation review.
5. **NEW BUSINESS**
 - A. **Amending COA 2018-004:** 218 South 4th Street, Dayton, Washington 99328: Studio Stairs – JJ Dippel
 - a. JJ Dippel was present to discuss the project. The original approved COA included replacing the existing wooden studio entrance stairs with like-colored PVC material and adding a wrought iron handrail to the left side.
 - b. An amendment was required because when the contractors arrived and removed the existing wood stairs, it was discovered that the concrete stairs underneath, which match the main house door stairs, were in good repair and refurbishable.
 - c. The concrete stairs were refurbished, painted, and a handrail was added prior to the amended COA being presented before the Historical Commission.
 - d. Commission discussed the completed project and was pleased with the uniformity of appearance between the main house stairs and studio stairs.
 - e. Butler motioned to approve the Amended Certificate of Appropriateness 2018-004. Lane seconded. All in favor; none opposed. Motion carries.
 - B. **COA 2018-007:** 166 East Main Street, Dayton, Washington 99328: Replacing awning and adding a street banner – Dayton Chamber of Commerce
 - a. No representatives for the applicant were present.
 - b. General discussion noting that the upgrades are a “refreshing” of what currently exists with no significant changes. No concerns or suggestions.
 - c. Butler motioned to approve Certificate of Appropriateness 2018-007, replacing a typographical error referring to “windows” rather than

114 South 2nd Street

Dayton, Washington 99328

T: (509) 382-4676 E: meagan_bailey@co.columbia.wa.us

“awnings” in the last sentence. Lane seconded. All in favor; none opposed. Motion carries.

6. UNFINISHED BUSINESS

A. Update on Ordinance 1935 amending Chapter 05-18 and adopting a new Chapter 5.18: Historic Preservation of the Dayton Municipal Code – Meagan Bailey

- a. Ordinance was presented to the Dayton City Council and adopted on June 13 with no issues or concerns. Bailey congratulated Commission on a job well done.

B. Review of Commission Bylaws.

- a. Commission reviewed bylaws after staff and attorney edits were incorporated. Smith suggested the following edits:
 - Page 3f – Add the words “or delegate” to City Planner “or delegate” shall act as secretary.
 - Page 5 ii – Strike the reference to a percentage necessary for a quorum to match the code and read, “A quorum shall consist of at least three (3) members and consist of a simple majority of the members.”
 - Page 6 Ci – Replace acronym OAHP with “Office of Archaeology and Historic Preservation.”
 - Change all references to National Park Service Design Standards to read “National Park Service and/or Dayton Downtown Historic District Design Standards.”
- b. Smith expressed concern that there may be a requirement for SEPA with the demolition of historic buildings. Staff will research and provide information at the July meeting.
- c. Bailey noted that item 6 on Page 19, stating that unreturned ballots shall be regarded as implied consent, has been removed from the bylaws. Commission was in agreement.
- d. A final copy of the bylaws will be sent to the Commission for review prior to the July meeting.

C. Review and discussion of public education materials.

- a. Commission reviewed, and was pleased with, staff-generated public education door hanger and poster designs.
- b. Bailey said that Council had reviewed the materials and wished to hold back on Historical Preservation public education efforts until a later date.

7. OTHER BUSINESS

- a. Bailey shared that the Planning and Building Department will host a free Short Course on Planning through the Department of Commerce on September 25th at the fairgrounds youth building. Updates will follow.

8. ADJOURNMENT

- a. Butler motioned to adjourn the meeting of the Dayton Historic Preservation Commission at 6:44 PM; Lane seconded. All in favor; none opposed. Motion carries and meeting adjourned.

Next Scheduled Meeting
July 25th, 2018 - 6:00 p.m.
114 South 2nd Street, Dayton, Washington 99328

Minutes approved by:

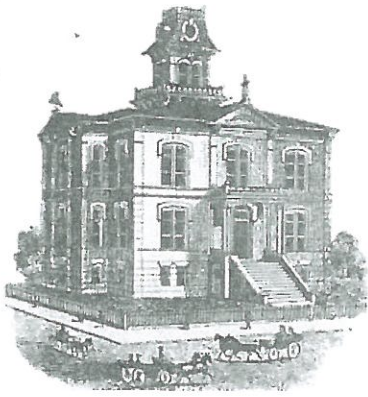
Chrissy Talbott, Chair

Date

Attest:

Meagan Bailey, Planning Director

Date



Dayton Historic Preservation

Commission

114 South 2nd Street, Dayton, Washington 99328

Phone (509) 382-4676

Email: Meagan_bailey@co.columbia.wa.us

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

Date Received 6/15/18
COA # 2018-008
Meeting Date: 7/25/18
Dayton Historic Preservation Commission
City of Dayton
111 South 1st Street
Dayton, WA 99328

Property Address: 151 E. MAIN STREET DAYTON 99328

Applicant/Owner: STEVEN R. SHULMAN, Walla Walla, WA 99362

Mailing Address: 22 RED HAWK RD

Daytime Phone: 949-769-1726 Fax: _____

E-MAIL: STEVEN1050@AOL.COM

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

A Certificate of Appropriateness is requested for:

- Preservation
- Rehabilitation
- Restoration
- Reconstruction
- Demolition
- Other: _____

Required Documentation:

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

Please describe proposed work in the space below:


- 1) REMOVE AND REPLACE TWO FRONT DOORS
- 2) DOORS TO BE PAINTED BLACK
- 3) REMOVE RIGHT WINDOW AND REPAIR WOOD FRAME ROT AND DETERIORATION.
- 4) PAINT FRONT BUILDING (WOOD). NOT PAINTING BRICK
- 5) REPLACE LOCKSETS, BOTH DOORS

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

No

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

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



Signature of Owner or Authorized Agent

6/14/18

Date

June 14, 2018

TO: Dayton Historic Preservation Commission
Dayton Chamber of Commerce

FROM: Steven R. Shulman

RE: Façade Grant, 151 E. Main Street

Please find an application attached for your respective roles in reviewing my request for façade grant funds.

OVERVIEW: My wife Stephanie and I recently purchased the building at 151 E. Main Street in the City of Dayton. Inland Cellular has occupied this building for approximately 6 years and they want to remain in Dayton. As part of our purchase we entered into a lease with Inland to extend them a 4 year lease with an option to renew for an additional 4 years. Because Inland Cellular is invested in the City and we believe the city is working to improve the community we chose to invest in Dayton as well. We are currently residents of Walla Walla.

Upon learning of the façade grant we believe we could improve the appearance of the building, giving it a fresh look while maintaining the historic structure and façade. We intend to invest additional money in the building besides the money the grant provides.

SCOPE OF WORK: Providing we are approved for the requested amount of \$7,598.74, we intend to do the following work:

- 1) Remove and replace both front doors. The doors will be painted semi-gloss black. The thresholds and doors frames will also be replaced.
- 2) Remove the right front window and remove and replace rotted wood underneath and around the window. The extent of damage under the window is not completely known, but repair and replacing the wood will not change the overall appearance of the front of the building. This area is being restored.
- 3) Paint the front of the building. We are submitting a color pallet of 4 yellow colors (included with application). Our belief is 113-5 Chickadee or 113-6 Glazed Corn is most attractive, giving the building a fresh look while maintaining the historic look of the structure. Until the color is applied on the front of the building we are not certain which shade would look best. We would like the ability to work with the committee to choose what shade of yellow is most attractive once we've had time to apply it to a portion of the building.

We would also paint the upper cornice, just below the brick, semi-gloss black as well as the wood trim under the windows and around the upper windows (see pictures).

- 4) We will have a bracket made for a new sign. (picture included with application). The bracket is one made for another building on Main Street. We would have our welder reproduce the bracket. A new sign will be designed for Inland Cellular but not included in this application

ATTACHMENTS:

- 1) Pictures and sizes of 2 doors being replaced.
- 2) Bid from contractor for door replacement, restoration of wood and painting of building
- 3) Picture of bracket being created to hold business sign.
- 4) Bid from welder who will create sign bracket.
- 5) Sample paint chips

J.K. Brock, LLC

411 W. 32nd Avenue
Kennewick, WA 99337
(509) 521-0042

June 11, 2018

Steve Shulman
151 E Main
Dayton, WA

The proposal to work at the above listed property is based on the following:

- 1) Replace 2 entry doors. The new doors will be exterior fiberglass smooth surface and will fit existing conditions. Both new doors will be inswing with low profile thresholds and will have dark color hinges. Both doors will be half-light with panels below. (Enclosed) remove the required interior and exterior trims remove and install the doors. No door handles, locksets or deadbolts are included. Cut and re-install the existing mail slot into the new door. The new doors and jamb will be painted black on both sides. Reinstall existing door closer. Reinstall existing interior and exterior trims. Dispose of old doors.

Total cost to complete item #1 \$3,475.00 ✓

- 2) Provide doors with wood grain. Same details as listed in number 1

Total cost to complete item #2 \$3,775.00

- 3) Remove new picture widow. Remove and replace the rotted wood around the window sill and side. Pressure wash wood front of building. Repair and re-caulk as required on the surface of the store front wood only. Prime the wood front of building and top coat the wood with one color of new paint.

Total cost to complete item #3 \$2,320.00 ✓

TAX \$553.98

TERMS:

Payment will be 40% down with balance upon completion. This price is subject to adjusting after 30 days.

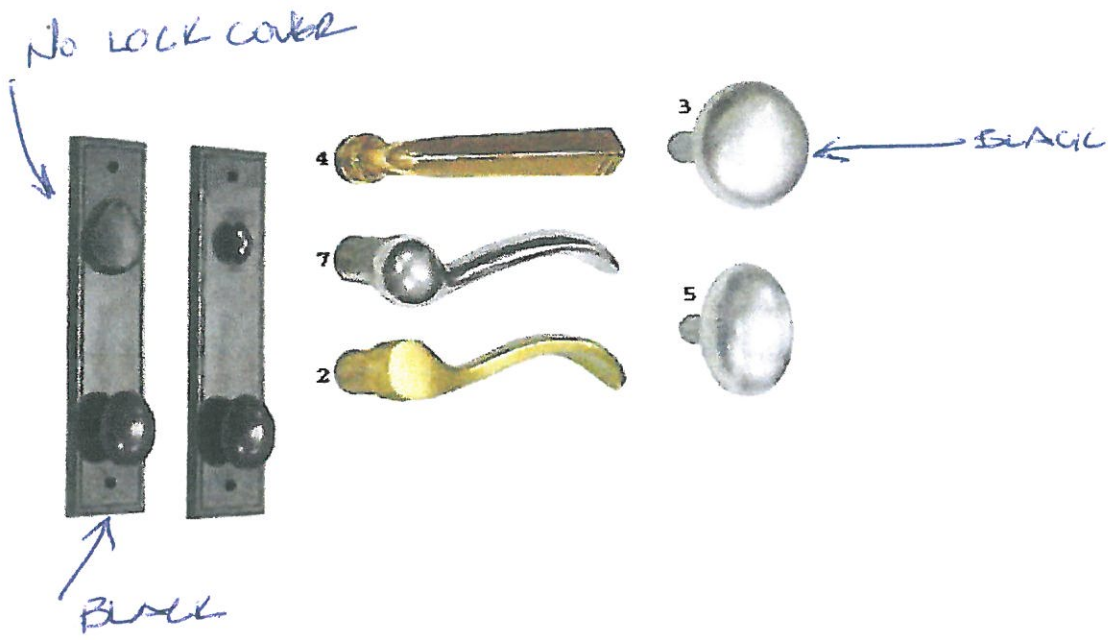
EXCLUSIONS: The following items are not included in the above listed work.

- 1) Taxes
- 2) Any work not listed above
- 3) Building permits
- 4) All colors to be selected by owner
- 5) All door handles locksets and mail slots

Please contact me if you have any questions, and thank you for allowing us to furnish you a bid.

Sincerely,

Jim Brock



30" door x 69 1/2" handles
Continuum / 22" Spacerec Only
30" door x 69 1/2" handles
Continuum / Above 500 System
Cable Sticks Applied

192201

30" door x 69 1/2" handles
50" door x 72 1/2" handles
Continuum / Beyond Sill Systems
Cable Sticks Applied

192201

30" Door Only
Cable Sticks Applied

1405SL S8145SL

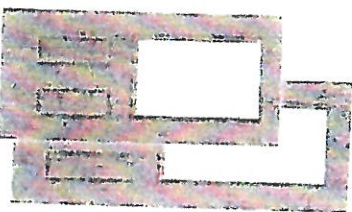
27" x 68" 12" x 83"
14" x 83" 14" x 83"

Transoms can be stained or finished to match
1 door Classic or Smooth Sheer door system.

ly



M132
27" x 68"
14" x 83"
14" x 83"



FCM62
28" x 50"
210" x 63"
30" x 83"



FCM82
28" x 50"
210" x 63"
30" x 83"



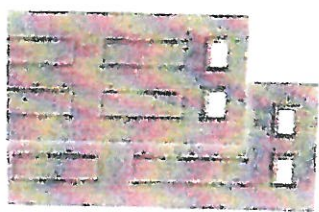
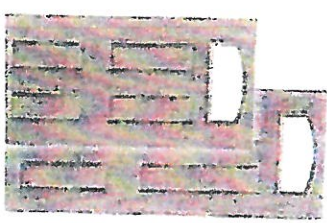
FCM821
28" x 68"
210" x 63"
30" x 83"



FCM8041
27" x 68"
210" x 63"
30" x 83"



FCM870
27" x 68"
210" x 63"
210" x 63"
30" x 83"



FCM870
27" x 68"
210" x 63"
210" x 63"
30" x 83"



FCM821
28" x 50"
210" x 63"
30" x 83"



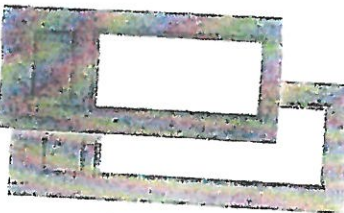
FCM82
28" x 50"
210" x 63"
30" x 83"



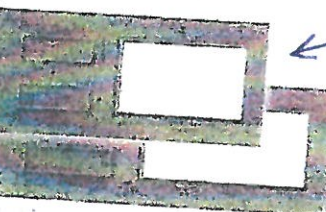
FCM62
28" x 50"
210" x 63"
30" x 83"



FCM870
27" x 68"
210" x 63"
210" x 63"
30" x 83"



FCM821
28" x 50"
210" x 63"
30" x 83"



FCM82
28" x 50"
210" x 63"
30" x 83"



FCM8041
27" x 68"
210" x 63"
30" x 83"



FCM870
27" x 68"
210" x 63"
210" x 63"
30" x 83"



FCM821
28" x 50"
210" x 63"
30" x 83"



FCM870
27" x 68"
210" x 63"
210" x 63"
30" x 83"



FCM821
28" x 50"
210" x 63"
30" x 83"



FCM82
28" x 50"
210" x 63"
30" x 83"



FCM8041
27" x 68"
210" x 63"
30" x 83"



FCM870
27" x 68"
210" x 63"
210" x 63"
30" x 83"



FCM821
28" x 50"
210" x 63"
30" x 83"

113-4
Yorkshire Pudding

113-5
Chickadee

113-6
Glazed Corn

113-7
Dalen's Duckling



Integrity Metal Fab LLC
 PO Box 2855
 Walla Walla, WA 99362

Estimate

Date	Estimate #
6/12/2018	IMF-E34

Name / Address
Steve Shulman

			Project
Description	Qty	Rate	Total
Fabricate 1' by 3' sign bracket. Sandblasted and power coated	1	365.00	365.00T

Thank you for your business.
 Garren We appreciate the opportunity to quote your project..
 (509) 520 - 9559

Garren Smith
 (509) 520 - 9559

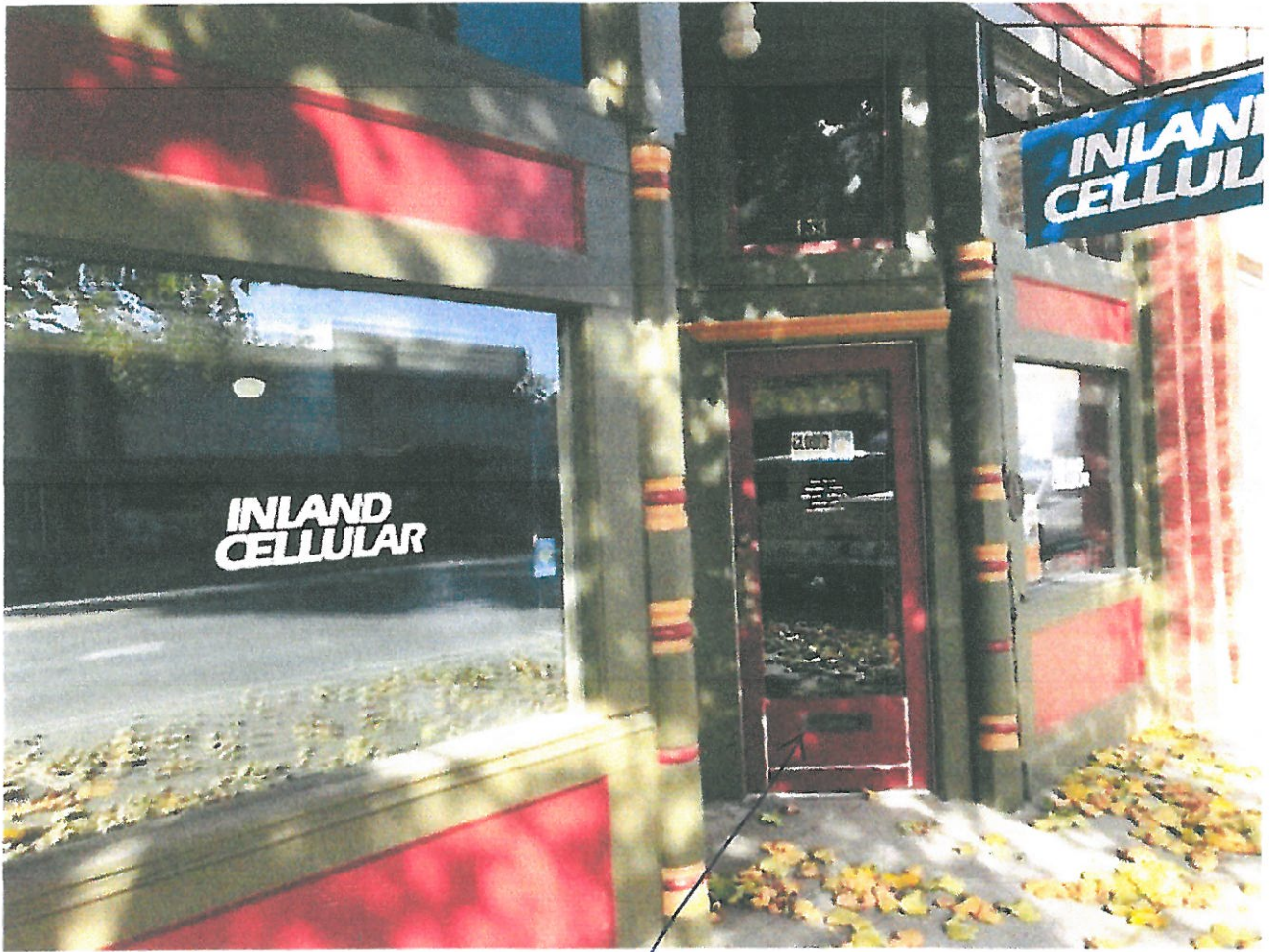
Subtotal	\$365.00
Sales Tax (8.9%)	\$32.49
Total	\$397.49





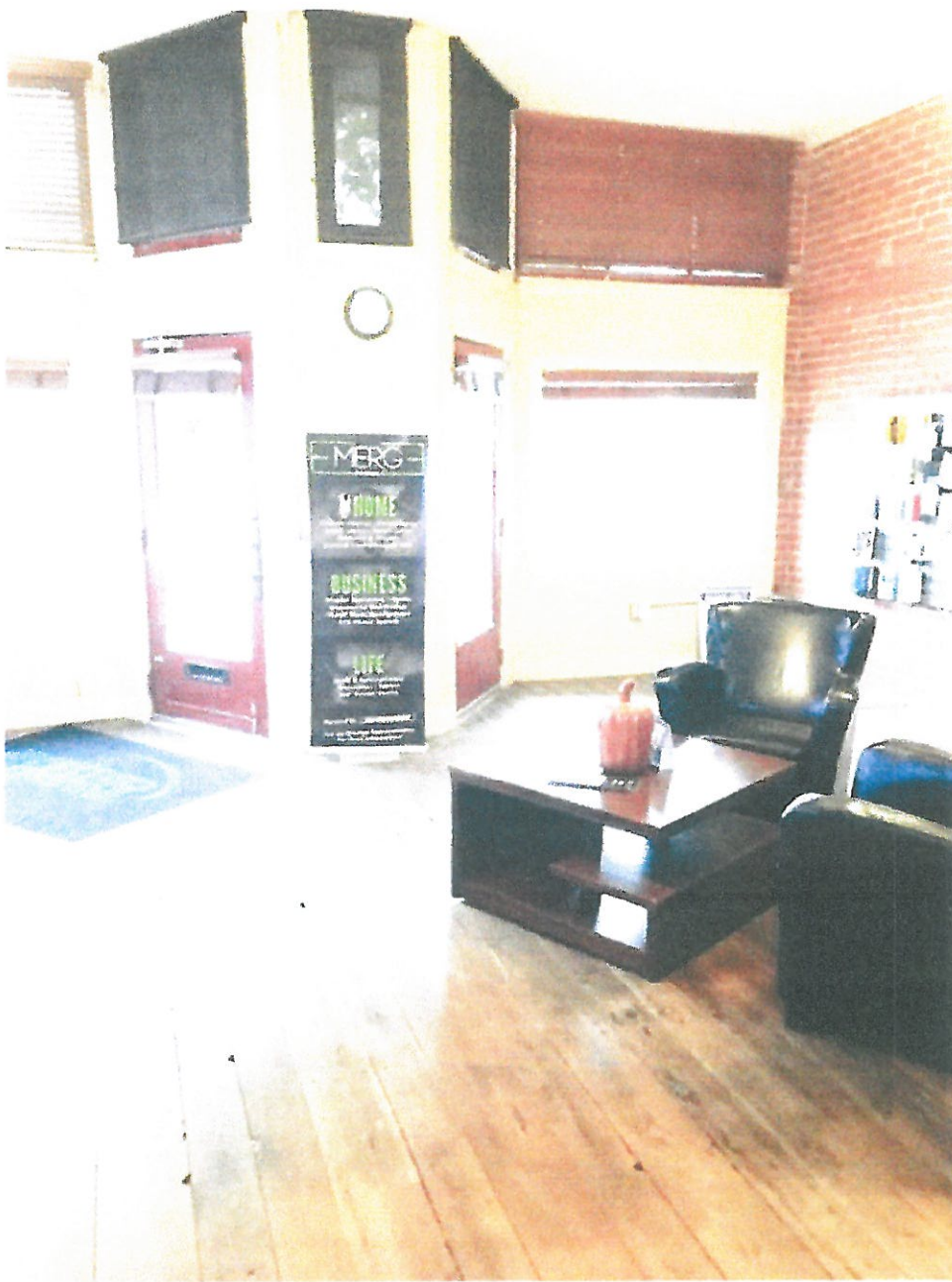
CORNICE PAINTED
BLACK

WINDOW
TRIM
BLACK



POOLS ARE

BLEEDING
YELLOW





DAYTON HISTORIC PRESERVATION COMMISSION

Certificate of Appropriateness

Steven R. Shulman

155 East Main Street, Dayton, Washington 99328

July 25th, 2018

COA 2018—008

WHEREAS, Steven R. Schulman has made an application for a Certificate of Appropriateness for 155 East Main Street, Dayton, Washington 99328; and,

WHEREAS, the building is currently leased by Inland Cellular; and,

WHEREAS, the proposal involves removing and replacing both front doors, thresholds and frames, and;

WHEREAS, the new doors will be wood-grain fiberglass with two vertical panels on the bottom portion of the doors and a window on the top portion, and;

WHEREAS, the proposal includes removing the right front window to remove and replace the rotted wood underneath; and,

WHEREAS, the extent of the window frame damage is unknown but the repair and replacement will not change the overall appearance of the building; and,

WHEREAS, and the proposal includes adding an iron bracket made for a new sign; and,

WHEREAS, the new bracket will match a currently existing bracket on the County Commissioners' building located at 311 East Main; and,

WHEREAS, the proposal includes painting the front of the building yellow, painting the top cornice, doors and window trim in semi-gloss black, and leaving the existing brickwork untouched; and,

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

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

WHEREAS, the building is not a contributing structure in the Downtown Dayton Historic District; and,

WHEREAS, the replacement of the doors, window frame repairs, new sign bracket and painting, as presented, will not be detrimental to any historic buildings nearby;

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

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

Section 2. Based upon the preceding Findings of Facts, the Commission grants a Certificate of Appropriateness to the Dayton Chamber of Commerce to replace the two front doors as described above, remove and repair the right front window frame, add a decorative

metal sign bracket, and paint the building front, doors and trim, while leaving the brickwork untouched.

Approved by the Dayton Historic Preservation Commission this 25th day of July, 2018.

Dayton Historic Preservation Commission

Chrissy Talbott, Chair

Attested by:

Meagan Bailey, Planning Director

SPECIAL TAX VALUATION MEETING CHECKLIST

Date: July 25, 2018

Applicant: JJ Dippel

Order of Business:

Chairman's Preliminary Statement:

1. JJ Dippel submitted an Application and Certification of Special Valuation on Improvements to Historic Property for the property located at 218 South 4th Street, Dayton, Washington; historic name Northern Pacific Depot.
2. The application was submitted June 28, 2018.
3. 218 South 4th Street was listed on Dayton's Local Register of Historic Places on November 8th, 1994.
4. The proposed work was done within 24-months prior to the date on the application of June 28, 2018..

Applicant Presentation/ Statements in Favor of the Application

Questions by Commissioners/Statements in Favor/Opposition

Statements by Interested Persons, Organizations, Legal Entities

Rebuttal by All Concerned Parties

Staff Comments

Summary by Chair

1. JJ Dippel submitted an Application and Certification of Special Valuation on Improvements to Historic Property for the property located at 315 S. 2nd Street, historic name W.H. Richardson Home.
2. The application was submitted June 28, 2018
3. 218 South 4th Street is listed on Dayton's Local Register of Historic Places.
4. The proposed work was done within 24-months prior to the date on the application of June 28, 2018.
5. The Assessed Value Exclusive of Land Prior to Rehabilitation, as certified by Chris Miller, Columbia County Assessor on October 28, 2011 was \$181,900.
6. As prescribed by RCW 84.26.020 (2), the Actual Cost of Rehabilitation for the property located at 315 S. 2nd Street shall be at least twenty-five percent (25%) of the assessed valuation of the historic property, exclusive of the assessed value attributable to land, prior to rehabilitation or \$45,475.
7. Actual Rehabilitation Costs claimed by Applicant as stated in supporting Affidavit are \$ 54,100.
8. The applicant has made a complete listing of the rehabilitation projects with applicable building permit and COA numbers, contractor invoices, and before-and-after photographs available for review.
9. Planning Department staff visited the site to verify and document the rehabilitation projects on July 9, 2018.

***Any other pertinent information that should be included in the Summary that comes up during the meeting**

□ Deliberation by Commission

1. Based on the Commission's By-laws and Washington Administrative Code 254-02-070 and RCW 84.26.020(2), the Commission must determine if all of the following criteria have been met:

- o The property is a historic property
- o The property is on the Dayton Local Register of Historic Places or certified as contributing to a Local Historic District
- o The "qualified rehabilitation expenditures" constitute at least 25% of the assessed value of the property, excluding land, prior to the rehabilitation
- o The work has not altered the property in any way which adversely affects the elements which qualify it as historically significant.

2. If the Commission finds that the property satisfies all four of the above requirements then it shall approve the application and enter into the Special Tax Valuation Agreement with the owner (WAC 254-20-070(2)), **or**

If the Commission finds that the property does not meet all of the requirements for special valuation, then it shall deny the application (WAC 254-20-070(3)).

Sample Motion for Approval:

I move that the Application and Certification of Special Valuation on Improvements to Historic Property for the property located at 315 S. 2nd Street be approved as it is a historic property, it is located on the Dayton Local Register of Historic Places, the qualified rehabilitation expenditures totaling \$54,100 constitute at least 25% of the assessed value prior to rehabilitation, and the work has not altered the property in any way that adversely affects the elements which qualify it as historically significant.

Sample Motion for Denial:

I move that the Application and Certification of Special Valuation on Improvements to Historic Property for the property located at 315 S. 2nd Street be denied as the qualified rehabilitation expenditures totaling \$54,100 do not constitute at least 25% of the assessed value prior to rehabilitation.



Application and Certification of Special Valuation on Improvements to Historic Property

Chapter 84.26 RCW

RECEIVED
JUN 28 2018
BY: DM

File With Assessor by October 1

File No: _____

I. Application

County: Columbia

Property Owner: J J Dippel Parcel No./Account No: 1030380070000

Mailing Address: PO Box 296, Dayton, WA 99328

Legal Description: Day + Mustard, Lot 7 Block 38; 7200 ~~sq~~ Q Ft.

Property Address (Location): 218 South 4th Street

Describe Rehabilitation: See attached spreadsheet.

Property is on: (check appropriate box) National Historic Register Local Register of Historic Places

Building Permit No: various - see spreadsheet Date: various Jurisdiction: Columbia - Dayton
County/City

Rehabilitation Started: Sept 2017 Date Completed: June 2018

Actual Cost of Rehabilitation: \$ 54,100.00

Affirmation

As owner(s) of the improvements described in this application, I/we hereby indicate by my signature that I/we am/are aware of the potential liability (see reverse) involved when my/our improvements cease to be eligible for special valuation under provisions of Chapter 84.26 RCW.

I/We hereby certify that the foregoing information is true and complete.

Signature(s) of All Owner(s):

J J Dippel 6/28/2018

II. Assessor

The undersigned does hereby certify that the ownership, legal description and the assessed value prior to rehabilitation reflected below has been verified from the records of this office as being correct.

Assessed value exclusive of land prior to rehabilitation: \$ 181,900

Date: 6-28-2018 C Mills
Assessor/Deputy

For tax assistance, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 570-5900. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call 1-800-451-7985.

Columbia County Assessor & Treasurer

Property Search Results > 263695 DIPPEL, J J for Year 2017 - 2018

Property

Account

Property ID:	263695	Legal Description:	DAY & MUSTARD, LOT 7 BLK 38; 7200 Q. FT.
Geographic ID:	1030380070000	Agent Code:	
Type:	Real		
Tax Area:	C-2 - City of Dayton in Fire 3	Land Use Code	11
Open Space:	N	DFL	N
Historic Property:	N	Remodel Property:	N
Multi-Family Redevelopment:	N		
Township:		Section:	
Range:			

Location

Address:	218 S 4TH ST DAYTON, WA 99328	Mapsco:	
Neighborhood:	City of Dayton Neighborhood 1	Map ID:	
Neighborhood CD:	DAYTON1		

Owner

Name:	DIPPEL, J J	Owner ID:	99542
Mailing Address:	PO BOX 296 DAYTON, WA 99328	% Ownership:	100.0000000000%
		Exemptions:	

Taxes and Assessment Details

Values

Taxing Jurisdiction

Improvement / Building

Sketch

Property Image

Land

Roll Value History

Payout Agreement



Dayton Historic Preservation Commission
114 South 2nd Street Phone (509) 382-4676
Dayton WA 99328
Email: Meagan_bailey@co.columbia.wa.us

OWNER SPECIAL VALUATION AGREEMENT

The Historic Preservation Commission Agreement entered into on this 25th day of, July 2018 by and between JJ Dippel (hereinafter referred to as “Applicant”) and the Dayton Historic Preservation Commission (hereinafter referred to as “Local Review Board”).

WHEREAS, Applicant is the owner of record of the historic property, commonly known as Northern Pacific Depot, located at 218 South 4th Street, Dayton, State of Washington, as more fully described in Exhibit A, attached hereto and incorporated herein by this reference (hereinafter referred to as “Property”); and

WHEREAS, the Local Review Board has determined that the Property has been substantially rehabilitated within the two-year period preceding the date of application and the actual cost of said rehabilitation equals or exceeds twenty-five percent of the assessed valuation of the Property prior to the improvements; and

WHEREAS, the Local Review Board has verified that the Property is historic property that falls within a class of properties determined eligible for special valuation by local ordinance or administrative rule; and

WHEREAS, the Local Review Board finds that the rehabilitation work has not altered the Property in any way which adversely affects those elements which qualify it as historically significant;

NOW, THEREFORE, in recognition of the foregoing, the Applicant enters into this agreement with the Local Review Board and agrees to adhere to the following terms and conditions for the ten-year period of the special valuation classification:

1. Applicant agrees to comply with the Washington State Advisory Council’s Standards for the Maintenance and Rehabilitation of Historic Properties as set forth in Exhibit A, which is attached hereto and by this reference incorporated herein.
2. Applicant agrees the property *shall not* be altered without prior written consent of the Local Review Board signed by a duly authorized representative thereof. No construction, alteration or remodeling or any other action shall be undertaken or permitted to be undertaken which would affect the historic character of the Property which classifies it as eligible for special valuation, or which would affect the appearance of the Property as depicted in the photographs and documents attached hereto and incorporated herein by this reference as Exhibit(s) B, C and D, or which would adversely affect the structural soundness of the property; or refinishing of presently existing parts or elements of the Property subject to this Agreement, damage to which has resulted from casualty loss, deterioration or wear and tear, shall be permitted without the prior approval of the Local Review Board, provided that such reconstruction, repair, repainting, or refinishing is performed in a manner which

will not alter the appearance of those elements of the Local Review Board shall include, but not limited to, any substantial structural change or any change in design, color or materials.

3. Applicant agrees the Property shall not be demolished without the prior written consent of the Local Review Board.
4. Applicant agrees to make historic aspects of the property accessible to the public one day each year if the Property is not visible from a public right of way.
5. Applicant agrees to monitor the Property for its continued qualification for special valuation and notify the appropriate County Assessor within thirty (30) days if the Property becomes disqualified because of:
 - a. A loss of historic integrity
 - b. Sale or transfer to new ownership exempt from taxation, or
 - c. Sale or transfer to new ownership which does not intend to agree to the terms of this Agreement nor file a Notice of Compliance with the County Assessor.
6. The Applicant and Local Review Board both agree that there shall be no changes in standards of maintenance, public access, alteration, or the period of the classification without the approval of all parties to the Agreement.

Term of the Agreement. This Agreement shall take effect immediately upon signature and remain in effect until the property is no longer eligible for special valuation either through disqualification under RCW 84.26.080 or upon expiration of the ten-year period of special valuation commencing January 1, 2019, and ending December 31, 2029.

Hold Harmless. The Applicant or its successors or assigns shall hold the State and the Local Review Board harmless from any and all liability and claims which may be asserted against the State and Local Review Board as a result of this Historic Preservation Special Valuation Agreement or the participation by the Applicant in the Special Valuation Program.

Governing Law. The terms of this Agreement shall be construed in accordance with the laws of the State of Washington.

Appeals. Any decision of the Local Review Board acting on any application for classification as historic property, eligible for special valuation, may be appealed to Superior Court under RCW 34.04.130 in addition to any other remedy of law. Any decision on the disqualification of historic property eligible for special valuation, or any other dispute, may be appealed to the County Board of Equalization.

Applicant

Date

Local Review Board Representative

Date

WAC 254-20-100**Washington state advisory council's standards for the rehabilitation and maintenance of historic properties.**

The following rehabilitation and maintenance standards shall be used by local review boards as minimum requirements for determining whether or not an historic property is eligible for special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified:

(1) Rehabilitation.

(a) Every reasonable effort shall be made to provide a compatible use for an historic property which requires minimal alteration of the building, structure, or site and its environment, or to use an historic 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 features 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 which characterize a building, structure, or site shall be treated with sensitivity.

(f) Deteriorated architectural features shall be repaired rather than replaced, whenever 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 archaeological 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.

(2) Maintenance.

(a) Buildings and structures shall not be allowed to deteriorate beyond the point where routine maintenance and repair will return them to good condition.

(b) Buildings shall be kept in a safe and habitable condition at all times. Structural defects and hazards shall be corrected. Any condition which constitutes a fire hazard shall be eliminated.

(c) Buildings shall be protected against ongoing water damage due to defective roofing, flashing, glazing, caulking, or other causes. Moisture condensation resulting from inadequate heat or ventilation shall be eliminated if present at levels sufficient to promote rot or decay of building materials.

(d) Deteriorated exterior architectural features and any broken or missing doors and windows shall be repaired or replaced.

(e) Painted exterior surfaces shall be maintained and repainted as necessary to prevent a deteriorated appearance or damage to the substrate. Exterior masonry surfaces shall be tuck pointed where required to maintain the mortar in sound condition. Finished tuck pointing shall match the original mortar joint in hardness and appearance.

[Statutory Authority: RCW **84.26.120**. WSR 86-21-103 (Order 86-11), § 254-20-100, filed 10/20/86.]

Exhibit A

JJ Dippel
 Record of Upgrades/Improvements for application for Special Tax Valuation
 218 S 4th Street; Dayton, Washington

Project	Commission Meeting Date	Approval Needed?	Decision	COA #	Building Permit #	Date Project Completed	Final Cost	Notes
Propane Heat Stove	N/A	N/A	N/A	N/A	2017042	Jun-17	\$3,800.00	Stove existing at time of purchase was sitting on blocks, a code violation. No evidence a permit had been obtained for it. Some of the items on the attached invoice for the new stove were determined to be not needed.
Re-shingle Roof	9/27/2017	N/A	N/A	N/A	2017069	Oct-17	\$23,385.00	Replaced with "like kind" shingles, although different color. No COA needed.
Repair Chimney	9/27/2017	N/A	N/A	N/A	N/A	Sep-17	\$1,296.10	Chimney deterioration was mentioned on home inspection. Thought the chimney would need replaced. Turned out it merely needed repair. No COA needed.
Replace 4 Windows	9/27/2017	Yes	Yes	2017-015	N/A	Oct-17	\$3,341.87	Windows were in bedrooms, were single pane with additional screw in storm windows. Replaced with double pane vinyl. Windows were in locations that would not detract from charm and beauty of home. \$75 discount taken for damage to one of my doors during installation of window.
Rebuild interior stair rail to code, add guard rail at top of interior stairs.	N/A	N/A	N/A	N/A	2018024	May-18	\$814.09	Technically did not require a building permit, but since I was addressing a code violation, it was suggested that I include it on a permit.
Refurbish two outdoor cement stairs at front of home	5/23/2018	Yes	Yes	2018-003 2018-004	2018040	Jun-18	\$3,052.89	Project was changed to "time and materials" and original estimates thrown out. The workers didn't have a way to do an invoice on the completion day, so I ginned one up on Excel, which the worker signed.
Replace deck in back of home	1/17/2018 5/23/2018	Yes	Yes	2018-001 Amended	2018024	Jun-18	\$18,410.28	Existing deck was a code violation.
							<u>\$54,100.23</u>	

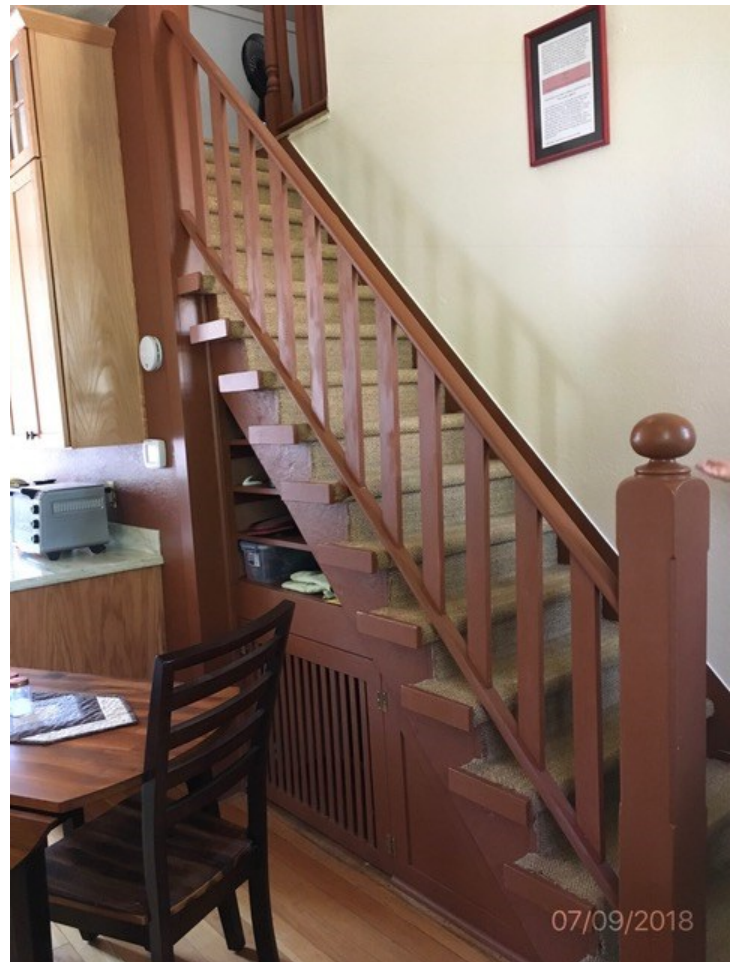
Stove Before/After



Stair Before



Stair After



**New Upper
Guardrail
(none before)**



Roof Before



More than one layer of roofing



Some debris in the gutters.

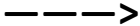


No flashing,



Garage roof

Roof After



07/09/2018

Window Before



Windows After (four replaced)



Chimney Before



**Chimney
After
(repaired spalled
brick, new flue
cap, sealed and
recapped chimney)**



Deck Before



Deck After



Main Stairs Before



Studio Stairs Before



Main Stairs After



Studio Stairs After



Blue Mountain Stove

53924 E Ferndale Rd
Milton Freewater, OR 97862

Invoice

Date
6/19/2017

Phone: 541-938-5394
Email: bluemtstove@gmail.com

Bill To:

Dippel, J.J.
218 S 4th, Po Box 296
Dayton Wa 99328
1-360-293-6207

Owner of Product

P.O. No.	Terms

Item	Discription	Qty	Price	Amount
99600085	Northfield GSR2 Patina Bronze w/Fan & Remote Top Vent, LP S/N 3107-007504	1	2,950.00	2,950.00 <i>pd</i>
250-01463	Stepper Motor LP - GS	1	30.00	30.00
HC O32ST	Hearth Classic 32x32 standard Original edge	1	300.00	300.00 <i>pd</i>
SD46DVA08A	DV 6-5/8 X 8-1/2" SLIP GALV	1	28.00	28.00 <i>28</i>
SD46DVAE90	DV 6-5/8 X 90 ELBOW GALV	1	59.00	59.00
SD46DVA06	DV 6-5/8 X 6" GALV	1	28.00	28.00 <i>28</i>
SD46DVAKCT	Masonry Conversion kit...flex adaptor to Cap	1	50.00	50.00 <i>50</i>
SD46DVAVCH	DV 6-5/8 X VERY HIGH WIND CAP	1	84.00	84.00 <i>84</i>
SB6311	STOVE BRIGHT PAINT Honey Glo brown	1	16.00	16.00
SERVICE C...	SERVICE CALL		450.00	450.00
	All pipe is subject to what we find when we get there.... may not have to use anything but the elbow....			

*PAID
CASH = 7055*

*745
190
555*

Total	\$3,995.00
Payments/Credits	-\$3,250.00
Balance Due	\$745.00 <i>190</i>

Berentsen Roofing & Construction

PO Box 141
College Place, WA 99324
509-301-6646
Licese # CC BERENRC884LG

ESTIMATE

NAME / ADDRESS
J J Dippel PO Box 296 Dayton, WA 99328 360-293-6207

DATE	ESTIMATE NO.
8/26/2017	2939

Job Site Address
218 S 4th Ave Dayton WA

DESCRIPTION	TOTAL
<p>We hereby purpose to furnish the materials and perform the labor necessary for the completion of the following project:</p> <p>Remove & dispose of existing roofing, two layers of asphalt shingles. Install custom painted 2" perimeter metal flashing to all eves and gables. Install Ice & water shield extending from eve edge to a point 24" inside the exterior wall. Install ASTM 30 Lb. felt vapor barrier to balance of roof. Remove existing RV-49 roof vents and repair holes in roof decking. Install new plumbing pipe flashings. Install new basic flashing around chimney. Counter flashing to be installed by brick mason. Install Malarkey Legacy laminated shingles to entire roof surface. Install shingle vent II ridge ventilation system to entire ridge line to achieve maximum air circulation/ventilation in attic area. Install new ridge cap.</p> <p>PLEASE NOTE: If there should be any rotten or damaged decking it will be replaced at an additional charge of \$55.00 per man hour, plus the cost of all materials.</p> <p>Berentsen Roofing & Construction backs our work with a FIVE year workmanship guarantee!</p> <p>Malarkey Legacy laminated shingles are backed by a limited lifetime manufacturers warranty.</p> <p>Berentsen Roofing & Construction to supply roofing permit.</p> <p>Payment to be made as follows: 50% down payment, with remaining balance to be paid upon completion of the above listed work.</p>	<p>20,748.00T</p> <p><i>original bid</i></p>
	<p>WA Sales Tax (8.3%) \$1,722.08</p>
	<p>TOTAL \$22,470.08</p>

This proposal can be withdrawn by Berentsen Roofing & Construction at any time after 30 days of proposal date.

SIGNATURE & DATE

JJ Dippel
9/9/2017

en Roofing & Construction

PO Box 141
 College Place, WA 99324
 509-301-6646
 Licese # CC BERENRC884LG

ESTIMATE

NAME / ADDRESS
J J Dippel PO Box 296 Dayton, WA 99328 360-293-6207

DATE	ESTIMATE NO.
9/29/2017	2946

Job Site Address
Same

DESCRIPTION	TOTAL
We hereby purpose to furnish the materials and perform the labor necessary for the completion of the following project:	844.80T
ADDITIONAL WORK	
Hip end of house tear off to skip sheeting and install new 1/2 inch plywood. \$592.80	
Add 4 inch exhaust vcnt for upstairs bathroom. \$32.00	
Install counter flashing to base of chimney, labor and materials. \$220.00	
Payment will be due upon completion of above listed work.	
<i>Additional work needed discarded during process</i>	

WA Sales Tax (8.3%)	\$70.12
TOTAL	\$914.92

This proposal can be withdrawn by Berentsen Roofing & Construction at any time after 30 days of proposal date.

SIGNATURE & DATE _____

Lots and Grounds

Handrail:

Hand rail only at one set of steps.

No hand rail at left front steps.

Deck:

No changes have been made to the deck.

RECOMMEND appropriate contractor evaluate any deficiencies noted and repair/replace as needed

Exterior Surface and Components

Exterior Electric Outlets:

The three exterior outlets are GFCI protected.

RECOMMEND carpenter, mason or other appropriate contractor(s) evaluate any deficiencies noted above and repair/replace as needed.

Roof

All of house Roof Surface

Method of Inspection: Walked the roof

Material: Random tab composite - Small amount of moss on roof.

Type: Gable

Layers of roofing: Multiple layers noted

Approximate Age: Midlife

Visible Flashing: Metal

Vent pipe flashing Appears intact -

Small gap between grommet and pipe at one flashing.

Plumbing Vents: ABS

Gutters/Downspouts: Aluminum - Some of the gutters need to be cleaned out.

Leader/Extension: Discharge onto the ground

Interior of house Chimney

Chimney: Brick -

Deteriorated wash on top of chimney.

Some deteriorated bricks in chimney

Chimney Flashing:

No flashing seen around chimney.

RECOMMEND roofing contractor or other appropriate contractor evaluate any deficiencies noted above and repair/replace as needed

Northwest Chimney-LLC
 320 Kathleen Place
 Walla Walla, WA 99362
 509-240-9290
 saferchimney@gmail.com

Invoice



BILL TO
 JJ Dippel
 218 4th Ave
 Dayton, WA 99328

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1297	09/12/2017	\$1,296.10	09/12/2017	Due on receipt	

ACTIVITY	QTY	RATE	AMOUNT
Set Up (roof walk area for safety)	3	50.00	150.00T
Chimney Cap Material	1	35.00	35.00T
Recap Chimney with new material	1	225.00	225.00T
Crown Coat Protection Coating	1	185.00	185.00T
Repair spalled brick	1	125.00	125.00T
Install cap over existing flue	1	75.00	75.00T
per diem	1	65.00	65.00
Seal all sides of chimney With Fabrashield 761 to prevent incursion of moisture into structure.	1	185.00	185.00T
Profit and Overhead	1,045	0.15	156.75T

SUBTOTAL 1,201.75
 TAX (8.3%) *correct 20* 94.35
 TOTAL 1,296.10
 BALANCE DUE **\$1,296.10**

IMPORTANT:

Payment for the work listed above is due upon completion. In the event of a payment received later than 15 days after the due date there is a minimum late charge of \$50 or 1.5% of the amount owing, whichever is larger. ADDITIONALLY: We expressly reserve all rights given under state mechanics lien laws in the jurisdiction where the work has been completed.



15 N. AUBURN
KENNEWICK, WA 99336
CORPORATE OFFICE

State Cont. License: PERFEI*241Q2

(509) 586-1177
1-800-291-1361

FAX (509-586-0624

www.perfectionglass.com

Called 9/19/17 Lm

WORK ORDER

W.O. #: 100134

DATE: 09/12/17 11:37 AM

CUSTOMER #: 24336

PAGE: 1

COMMITTED:

PRIORITY: NORMAL

CUSTOMER: 24336

(360) 293-6207

JJ DIPPEL

PO BOX 296

DAYTON, WA 99328

LOCATION:

REPLACEMENT WINDOWS

218 S 4TH ST

DAYTON, WA 99328

JOB CONTACT: JJ

(360) 293-6207

PHONE 1:

A/R CONTACT: JJ

SERVICE TYPE: W.W WALLA WALLA JOBS

SALESMAN: GORDIE

REQUESTED: 2017/10/11

DEPOSIT: 0.00

NOTE: C/O DIPPEL

PROPOSAL:

P.O. NUMBER: 00088281

SUPERVISOR:

TAKEN BY: KAELYN

REQUEST:

TON/cornd 10/18/17 9:00-9:30

FURNISH AND INSTALL

-windows be delivered to kennewick

ANDERSEN 100 SERIES

TERRATONE, WHITE

LOWE, ARGON

NET SIZE

4 - WINDOWS

TOTAL W/TAX: \$3416.87

PD DEPOSIT: 1500.00

TOTAL DUE: \$1916.87

*10/18
Tony - 7.0
Corey - 7.0*

*Less \$75 due to door scratch
Corey offered \$150, I
took only \$75.*

Garage/Carport

Right side Garage

Type of Structure: Attached

Garage Doors: Overhead -
Bottom panel on the garage door is bent.

Door Operation: Electric - Door opened and closed easily

Door Opener: Operated - Opened and closed as expected, did auto reverse when held up against and photo eyes did work.

Roof Structure: 2x4 Truss

Door to exterior: Wood - Opened and closed as expected

Pad lock and hasp to lock the door.

Ceiling: Exposed framing

Walls: Drywall, siding

Floor/Foundation: Concrete - Cracks in floor

Electrical: three wire outlets - Outlets in garage should be GFCI protected.

RECOMMEND garage door contractor or other appropriate contractor evaluate any deficiencies noted above and repair/replace as needed

Living Space

All of home Living Space

Ceiling: Drywall, Wood

Walls: Drywall, Wood

Floor: Wood, Vinyl tile -
Lifting flooring by the back door.
Gaps in rear entry flooring.
Raised edges at most floor transitions.
Floors felt solid

Doors: Hollow core, Wood - Doors opened and closed as expected

Windows: Vinyl slider, Aluminum slider, Wood single hung -
Some wood windows are painted shut.

trim MDF, Wood trim
Some base trim is loose.
Some gaps between base trim and walls.

Stairs Between levels -
Uneven rise at the top of the stairs. *2 still have*
Steep steps, shallow treads, Trip hazards,
Large openings in hand rail. *fixed!*
No guard rail at top of stairs.

Electrical: three wire outlets -
Loose outlet in front entry and rear hall.
Loose switch in laundry room.

HVAC Source: Central heating vents noted -
No heat vents in the left bathroom and bedroom.
No vent seen in the second floor.

Smoke Detector: Battery operated, 3 - Detectors sounded as expected
Recommend detectors (one in each bedroom and one on each level.)

Carbon Monoxide Detector: Battery operated, 3 - Sounded as expected

T & C DECKS PLUS
13818 W WHITE RD
SPOKANE, WA 99224
tcflooding@hotmail.com

Estimate



ADDRESS

J.J. Dippel
218 S 4th St.
Dayton, WA 99328

ESTIMATE #	DATE
1096	04/25/2018

ACTIVITY	QTY	RATE	AMOUNT
BUILDING OF STAIRS:STAIRS ADDING OF PICKETS IN HOUSE RAILING & 2' of Railing upstairs to match.	1	750.00	750.00T
9. PAYMENT TERMS PAYMENT TERMS ARE 1/3 DOWN ON ACCEPTANCE OF CONTRACT. AND SCHEDULING OF START DATE . 1/3 DOWN AT TIME OF STARING THE PROJECT 1/3 DOWN DUE UPON COMPLETION OF PROJECT PER CONTRACT	1	0.00	0.00T

Their final invoice was totally
messed up because they didn't know
how to use Quickbooks and my
deposits were recorded incorrectly.
So I'm providing the ~~invoice~~, estimate,
as this is the amount I paid.

ACTIVITY	QTY	RATE	AMOUNT
9.5 Acceptance Of Contract	1	1.00	1.00T

**ACCEPTANCE OF CONTRACT
TERMS AND AUTHORITY TO
COMMENCE WORK**

1. ACCEPTANCE OF CONTRACT

The above prices, specification, conditions, and recommended job layout, are hereby accepted. By signing below, I agree to purchase the services and materials described above for the prices listed above.

2. CHANGES OR ADDITIONS TO THE CONTRACT

Any work or materials not listed and or described in this contract will not be provided unless added with a written change order at full price. Once accepted, the terms of this contract may only be modified in writing.

3. PAYMENTS

Full payment is due upon completion of work to the specifics of the contract. A portion of the final payment to the value of work unable to be completed due to back orders or change orders may be withheld to insure return of crews for final completion of the terms of the contract.

4. LIEN RELEASE ON MATERIALS

You will receive a notice to owner from our supplier of materials. This is not a lien. It is a notice to you that under state law, if the contractor you hired does not pay for the materials, the supplier of materials has the right, after 60 days to claim a lien against your property. We buy our materials on credit and are billed for them up to 30 days after purchase. We then have 30 days to pay that bill. Therefore, it may be up to 60 days after your job is complete that your materials will be paid for. Therefore, if you require a lien release you agree to it being available within 60 days of completion of your project. Furthermore, it is not the responsibility T&C Ramps & Decks Plus LLC to supply you with the lien release. It is your responsibility to contact the supplier of the materials a request the lien directly from them.

5. NON-PAYMENT

Interest will accrue on unpaid balances at the rate of 1.5 percent per month or the maximum rate allowed by law, whichever is less. In the regrettable even that it is necessary to initiate collection proceedings, the prevailing

SUBTOTAL	751.00
TAX	63.09
TOTAL	\$814.09

Accepted By

Accepted Date

INVOICE T+C Ramps

Main Door Stairs

Item	QTY	Rate	Amount	
Deck Railing Mat Side of Stairs	6	\$40.00	\$240.00	Original Estimate #1097 as is without Sales Tax
Deck Railing Labor	6	\$25.00	\$150.00	
Subtotal			\$390.00	

Studio Stairs

Item	QTY	Rate	Amount	
Deck Railing Mat Side of Stairs	6	\$40.00	\$240.00	Copied from Main Door Stairs
Deck Railing Labor	6	\$25.00	\$150.00	

DEMOLISH EXISTING WOOD STAIRS; HAUL OFF TO DUMP	3	\$150.00	\$450.00	
Subtotal			\$840.00	

Actions common to both projects

Labor for Pressure Washing and Patching and Grinding	8	\$150.00	\$1,200.00	
Cleanup	1	\$150.00	\$150.00	
Subtotal			\$1,350.00	

TOTAL STUDIO, MAIN DOOR, AND COMMON ACTIONS:
Sales Tax 8.4% Columbia County \$2,580.00
TOTAL BEFORE "ADDITIONAL EXPENSES" 89 \$216.72
\$2,796.72

Check 7099 959
Contractor signature

ADDITIONAL EXPENSES

Note: Do NOT apply "sales tax" to this area, because sales tax (or other tax) was paid at the purchase and JJ Dippel is "reimbursing" T&C for these costs including all taxes.

Sudbury Road Landfill Dump Fee	6/11/2018	\$20.47
City Lumber & Coal Yard (\$123.70 total, but \$104.19, (which includes 8.4% sales tax) applies to JJ)	6/12/2018	\$104.19
City Lumber & Coal Yard (\$162.00 total, but \$57.46, (which includes 8.4% sales tax) applies to JJ)	6/13/2018	\$57.46
Sun Rental for Pressure Washer	6/13/2018	\$74.05

TOTAL ADDITIONAL EXPENSES

\$256.17

GRAND TOTAL

\$3,052.89

Less Deposits Received From JJ

Deposit toward Main Home Guard Railing originally estimated as a separate job at \$423.85	5/30/2018	(\$200.00)
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Deposit toward Studio Stair Rebuild with Guard Railing originally estimated as a separate job at \$5,636.54	5/30/2018	(\$1,900.00)
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Total Deposits paid for the consolidated project

(\$2,100.00)

BALANCE

\$952.89

Lots and Grounds

Driveways: Gravel/Stone
Walk: Concrete, Pavers - Raised edges-trip hazard
Steps: Concrete, Wood
Porch: Concrete
Handrail: Wood -

No hand rails at the front steps.

Deck: Wood -

Some loose and tilted blocks supporting the deck.
Recommend a carpenter evaluate all supports further.
Some rot damage and holes in deck floor.
Deck is not bolted to house.

Deck

Grading within 5' of foundation: The grade near the house is about level and should be graded away.

Trees, shrubs and plantings: Near to house - Recommend all plants/trees be cut back as needed

Fences: Chain link, Wood - Fence felt secure at time of inspection

RECOMMEND appropriate contractor evaluate any deficiencies noted and repair/replace as needed

Exterior Surface and Components

All of house Exterior Surface

Siding type: Hardie plank lap -

Buckling siding at front of house by steps.

Trim: Wood

Ext Doors: Wood, Metal, Glazing in some - Door(s) opened and closed as expected

Windows: Vinyl, Wood, Aluminum

Storm Windows: On most wood windows.

Hose Bibs: 3 - Not turned on because they are winterized

Propane Tank: Rear of garage.

Caulking Most appears to be intact

Exterior Electric Outlets: Three wire outlets - Exterior outlets should be GFI protected

RECOMMEND carpenter, mason or other appropriate contractor(s) evaluate any deficiencies noted above and repair/replace as needed.

Roof

All of house Roof Surface

Method of Inspection: From the ground

Unable to Inspect: All of roof - Snow on the roof at time of inspection

Recommend roof be inspected when the snow is gone.

Interior of house Chimney

Chimney: Brick, Block

Flue/Rain Cap: Metal intact

RECOMMEND roofing contractor or other appropriate contractor evaluate any deficiencies noted above and repair/replace as needed

T & C DECKS PLUS
 13818 W WHITE RD
 SPOKANE, WA 99224
 tcfloods@hotmail.com

Invoice



BILL TO

J.J. Dippel
 218 S 4th St.
 Dayton, WA 99328

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1019	04/25/2018	\$5,410.28	05/25/2018	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
Home owner to take care of permit.			
2. DECK FRAMING MAT COMPLETE DECK FRAMING	280	8.00	2,240.00T
BROWN TONE 6' X 6' POSTS NOTCHED INTO 6" X 12" DF # 1 BEAM PRESSURE TREATED LEDGER. JOISTS TO BE # 2 OR BETTER HEM OR FIR 2' X 10" FOOTINGS 16" X 24" CONCRETE WITH POST BRACKETS			
3. DECK FRAMING LABOR DECK FRAMING LABOR WITH OUT MATERIALS	280	10.00	2,800.00T
5.9 DECKING INSTALL INSTALL OF CUSTOMER CHOICE OF DECKING	280	6.00	1,680.00T
8. FASCIA FASCIA FOR AROUND DECK AND STAIRS BRAND : TYPE :	100	10.00	1,000.00T
FOOTING HOLES DIG HOLES FOR FOOTINGS PER HOLE	7	150.00	1,050.00T
6. DECK RAILING MAT DECK RAILING AROUND PERIMETER OF DECK BRAND : COLOR :	56	40.00	2,240.00T

ACTIVITY	QTY	RATE	AMOUNT
<p>9.5 Acceptance Of Contract ACCEPTANCE OF CONTRACT TERMS AND AUTHORITY TO COMMENCE WORK</p> <p>1. ACCEPTANCE OF CONTRACT The above prices, specification, conditions, and recommended job layout, are hereby accepted. By signing below, I agree to purchase the services and materials described above for the prices listed above.</p> <p>2. CHANGES OR ADDITIONS TO THE CONTRACT Any work or materials not listed and or described in this contract will not be provided unless added with a written change order at full price. Once accepted, the terms of this contract may only be modified in writing.</p> <p>3. PAYMENTS Full payment is due upon completion of work to the specifics of the contract. A portion of the final payment to the value of work unable to be completed due to back orders or change orders may be withheld to insure return of crews for final completion of the terms of the contract.</p> <p>4. LIEN RELEASE ON MATERIALS You will receive a notice to owner from our supplier of materials. This is not a lien. It is a notice to you that under state law, if the contractor you hired does not pay for the materials, the supplier of materials has the right, after 60 days to claim a lien against your property. We buy our materials on credit and are billed for them up to 30 days after purchase. We then have 30 days to pay that bill. Therefore, it may be up to 60 days after your job is complete that your materials will be paid for. Therefore, if you require a lien release you agree to it being available within 60 days of completion of your project. Furthermore, it is not the responsibility T&C Ramps & Decks Plus LLC to supply you with the lien release. It is your responsibility to contact the supplier of the materials a request the lien directly from them.</p> <p>5. NON-PAYMENT Interest will accrue on unpaid balances at the rate of 1.5 percent per month or the maximum rate allowed by law, whichever is less. In the regrettable even that it is necessary to initiate collection proceedings, the prevailing</p>	-1		0.00

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:

Meagan Bailey, Planning Director

Hello, I plan to attend tonight's meeting because I have an amended COA to be approved.

Anyway, I saw the notice about the vacancy. I'm not much of "history" person, but since I live in one of the historical homes, I thought I would apply as a "learning" experience. Because my home is on the "local" register, I did familiarize myself with the State register (my home is "listed" but not "classified") and the National Register (my home is NOT listed because of the lack of classification on the State Register).

What I have to offer is:

- Excellent research skills from a career as a Federal Auditor
- Detail oriented

Plus, since I have been through some of these "approvals," I feel I have experience filling out the COA applications and can advise people to ensure that appropriate information is communicated for what is needed for their homes.

If someone with more qualifications than I applies, I'm ok if you accept them instead. But if no one else applies, I would be interested as a "learning" experience.

J J Dippel