

**AGENDA
DAYTON HISTORIC PRESERVATION COMMITTEE**

DATE: WEDNESDAY, JULY 12, 2023
PLACE: REMOTE VIA ZOOM ONLY
<https://us06web.zoom.us/j/81627057692?pwd=NUsrNjEzMGVvN1ZjODFqNExnZU8yUT09>
Meeting ID: 816 2705 7692 Passcode: 950837
TIME: 6:30 PM

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE #</u>
A.	CALL TO ORDER	
B.	APPEARANCE OF INTERESTED CITIZENS	
This time is reserved for questions or comments from persons in the audience on any topic.		
C.	APPROVAL OF MINUTES	
	Meeting on June 14, 2023	1 – 2
E.	APPLICATION FOR HISTORIC ALTERATION	
	Attachment A – Application 407 Church St – request to add exterior door	3 - 4
	Attachment B – Photo and drawings	5 - 6
	Attachment C – Proposed door	7
	Attachment D – Site plan	8
	Attachment E - Additional Photos and Narrative	9-11
	Attachment F – National Register nomination materials	12-14
	Attachment G – Dayton Municipal Code	15-19
D.	CLG GRANT	
	COG Request – File Names/Data Matching	20-21
F.	OTHER BUSINESS	
G.	ADJOURN	

Posted: 07/05/2023
Cyndi Park, Library Director

If you have a disability and require a reasonable accommodation to fully participate in this meeting, please contact the City of Dayton at least 32 working hours (four days) before the meeting via email at cityofdayton@ci.dayton.or.us or telephone 503-864-2221 to discuss your accessibility needs.

**NEXT REGULAR MEETING DATE
Wednesday, August 9, 2023**

Dayton Historic Preservation Committee
Minutes of Meeting of June 14, 2023

Members present: Chairperson Judy Gerrard
Vice Chairperson Kelly Haverkate
Kim Courtin
Dave Hargett
Wayne Herring

Members absent: none

Staff: Cyndi Park, Library Director

The meeting was opened by Chairperson Judy Gerrard at 6:33 p.m.

Appearance of Interested Citizens

None in attendance.

Vice Chair Kelly Haverkate made a motion to approve the minutes of April 12, 2023. Kim Courtin seconded the motion. Motion passed unanimously.

CLG Grant Discussion

Cyndi let the Committee know that the COG has started working on the cemetery map. Dayton's Code Compliance Officer had to go out to the cemetery and get the GPS coordinates from 25 markers to help them get everything lined up for their purposes. The COG has also requested that the city host the images of the markers on our site where they will have static file names and can be easily linked to the map that is being developed. Cyndi is uploading images as time allows, however, it is a rather large task because HPNW supplied us with 1441 images!

Cyndi will be sending a link to a Google document for Committee members to track their volunteer hours as they progress through the project – meeting hours are already logged. Please let her know if you run into any problems logging hours.

Chairperson Gerrard asked what the COG needs going forward. Cyndi let the committee know that the COG needs the images and informational tidbits that we would like included for people in Brookside, in the historic homes, or associated with buildings. They will follow our lead.

Kim will send over a copy of the Dayton-Mt Hood connection as a personal interest item. She also suggested that we provide the COG with a copy of the 1890-1990 centennial book.

It was determined that Mary Gilkey is buried in Brookside, hers is a story we would like to tell.

The Yamhill County Historical Society will still be a good resource for us, as well as the person that wrote the cemetery re-enactment stories. Kim will reach out to the author to see if we can have permission to use the stories.

Vice Chair Haverkate brought up that we have so much information collected, maybe it would be good to have a theme? Chair Gerrard suggested connecting the people buried in Brookside to buildings in Dayton that still exist. Kim has access to her files again and can start scanning items in for people that are in Brookside and that are connected to a building in town.

Chair Gerrard asked that the Committee members take a few minutes to look at the Sisters story map again, since that is what inspired us on this journey. Cyndi will send a link to that map along with a link to a city-owned Dropbox where files can be uploaded.

Other Business

None.

Adjournment

There being no further business, Kelly Haverkate moved to adjourn the meeting, Dave Hargett seconded. Chairperson Gerard adjourned the meeting at 7:06 p.m.

Respectfully submitted,

Cyndi Park
Library Director



Historic Property Request for Change Application

16 Ferry St - PO Box 339 Dayton OR 97114 Ph # (503) 864-2221 Fax # (503) 864-2956 www.ci.dayton.or.us cityofdayton@ci.dayton.or.us

For City of Dayton Use:

Table with 3 columns: Date Application Received, Received By, File Number; Public Hearing Date, Receipt Number, Fee; Application Complete Date, Date Approved, Approved By.

TYPE OF ACTION REQUESTED:

- Checkboxes for Addition of Designation, Removal of Designation, New Construction, Alteration (checked), Relocation, Demolition.

Site Address: 407 Church St. Dayton OR 97114
Name of Applicant: Christopher Henningsen
Mailing Address: 407 Church St City: Dayton ST: OR Zip: 97114
Telephone Number: 971-344-6568 Cell Number:
Email Address: chrishehn22@gmail.com
Applicant Signature: Date:
Property Owner (If different from Applicant): Same

Summary of Request (Please explain your request and reasons for the proposed adjustment)

The City of Dayton, Dayton Planning Commission and the Historic Preservation Committee will use the information provided below to analyze the merits of the application. A decision to approve or deny the application is made based on the criteria set forth in the Dayton Land Use and Development Code (Chapter 7 of the Dayton Municipal Code).

Adding exterior door to gain access to back yard from living room

R2 43170B 01800

Who will verify that the alteration or new construction (if approved) has been completed according to the City's requirements?

Name: Brambleton Seal Contracting Title: Owner Relationship to Project: Project manager

Name: _____ Title: _____ Relationship to Project: _____

Name: _____ Title: _____ Relationship to Project: _____

Provide a written description/explanation of the proposed exterior alteration or new construction: _____

adding access to back yard from living area

Provide a Site Plan indicating the location or proposed location of structures on the subject property: _____

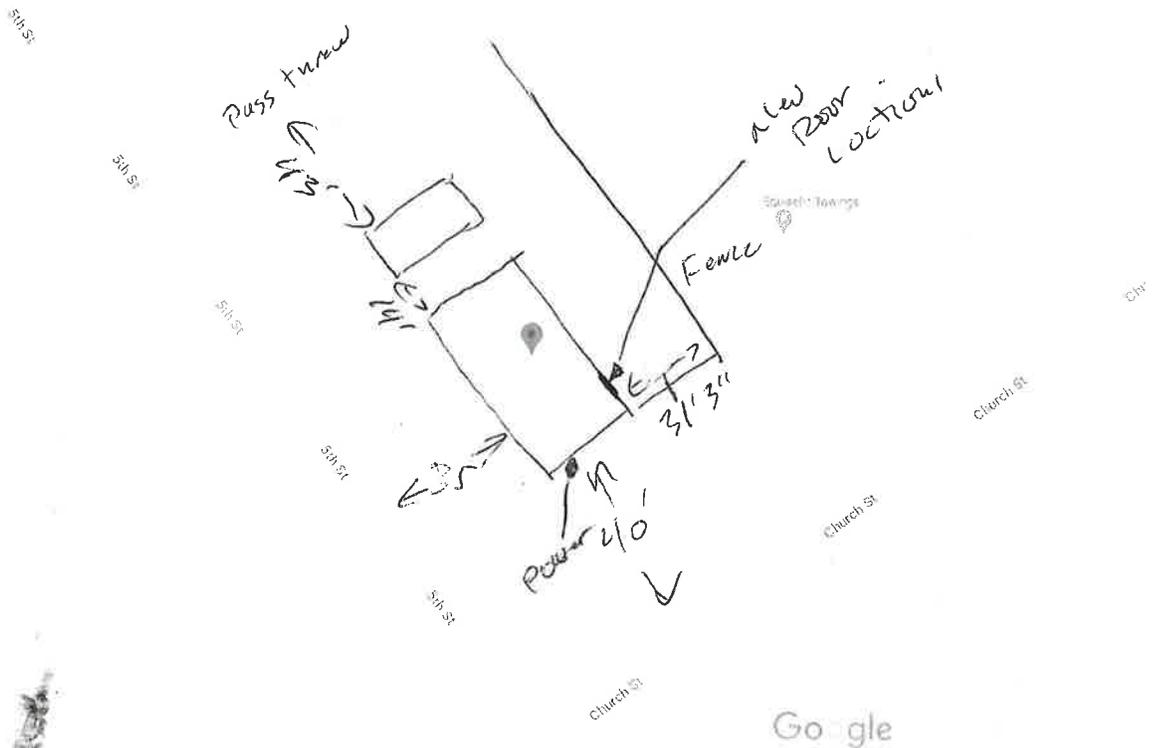
Provide photographs, other pictorial/schematics, sample materials/colors (if available) to represent the proposed changes or additions for a new or to a remodeled structure: _____

Provide a written explanation of the intended alteration in comparison with the City's 1993 Advisory Guidelines and the US Secretary of Interior Guidelines. (Review US guidelines on-line at: www.nps.gov/history/hps/tps/standguide/index.htm)

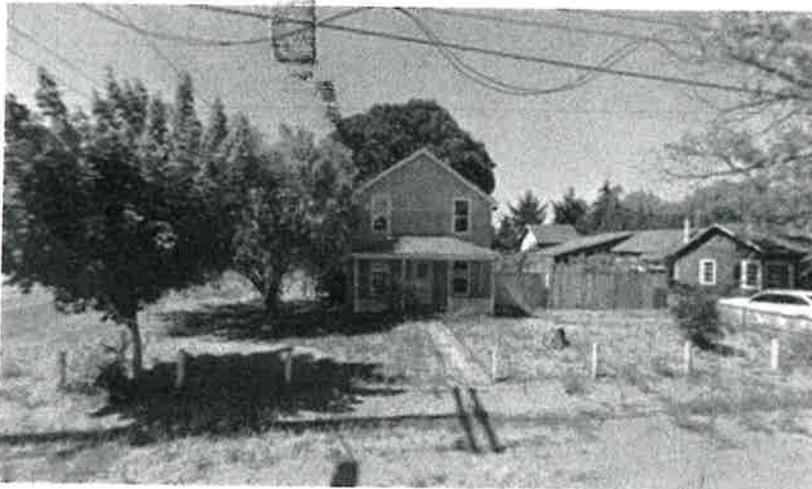
Provide any other information necessary to address the approval criteria: _____

Google Maps 407 Church St

Attachment B



Map data ©2023 20 ft



407 Church St

Building



Directions



Save



Nearby



Send to phone

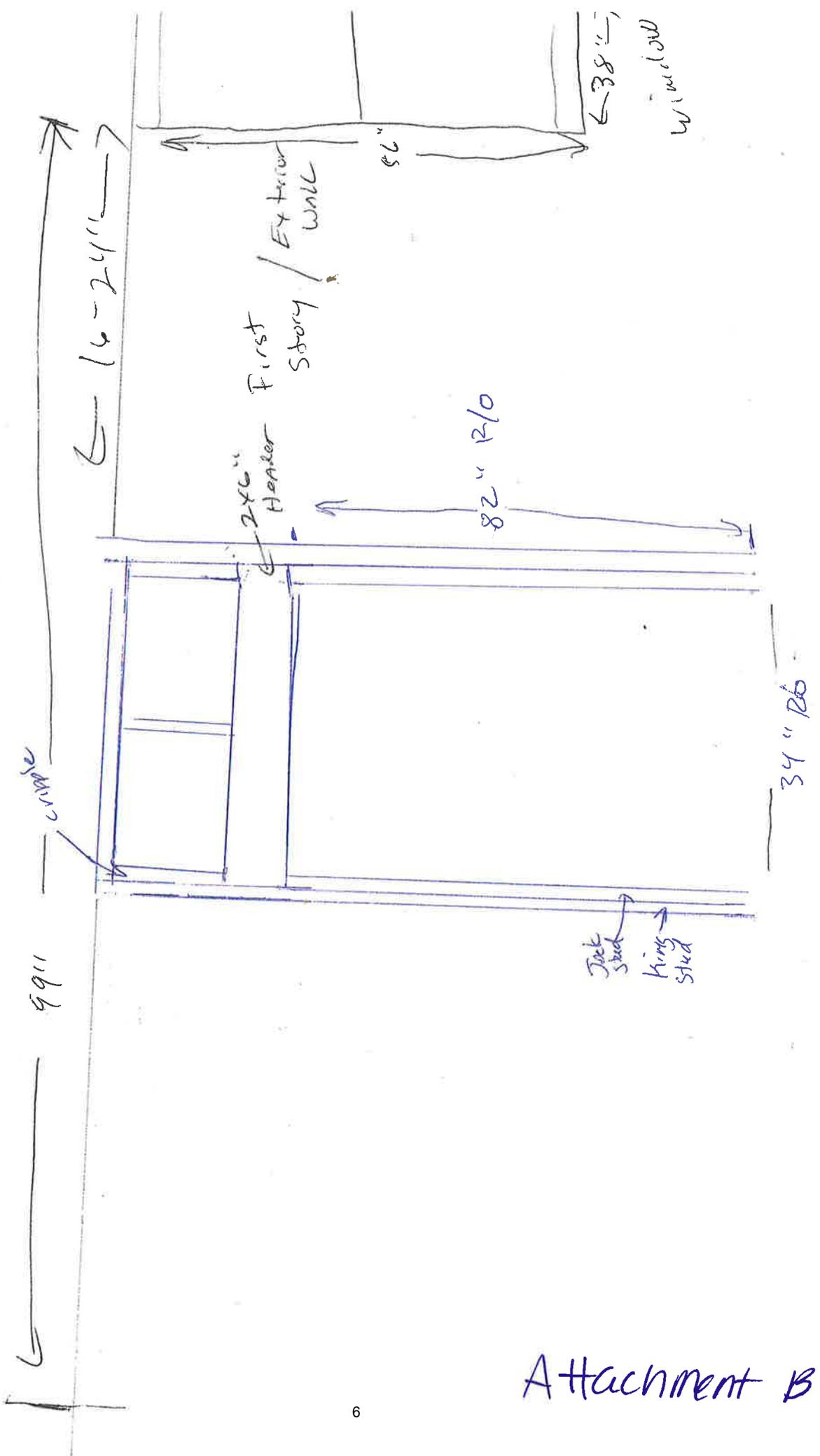


Share



407 Church St, Dayton, OR 97114

Second Story



Attachment B

FATHER'S DAY IS JUNE 18TH. Gifts for Dad. Shop Now



You're shopping
Sherwood

OPEN until 9 pm

Delivering to
97140

Search



Cart | 0 items

Home / Doors & Windows / Exterior Doors / Front Doors / Steel Doors / Steel Doors With C

Internet #202036424 Model #THDJW166500729 Store SKU #827478

Top Rated

130

JELD-WEN

32 in. x 80 in. Full Lite Primed Steel Prehung Left-Hand Inswing Front Door w/Brickmould

(18) Questions & Answers (11)

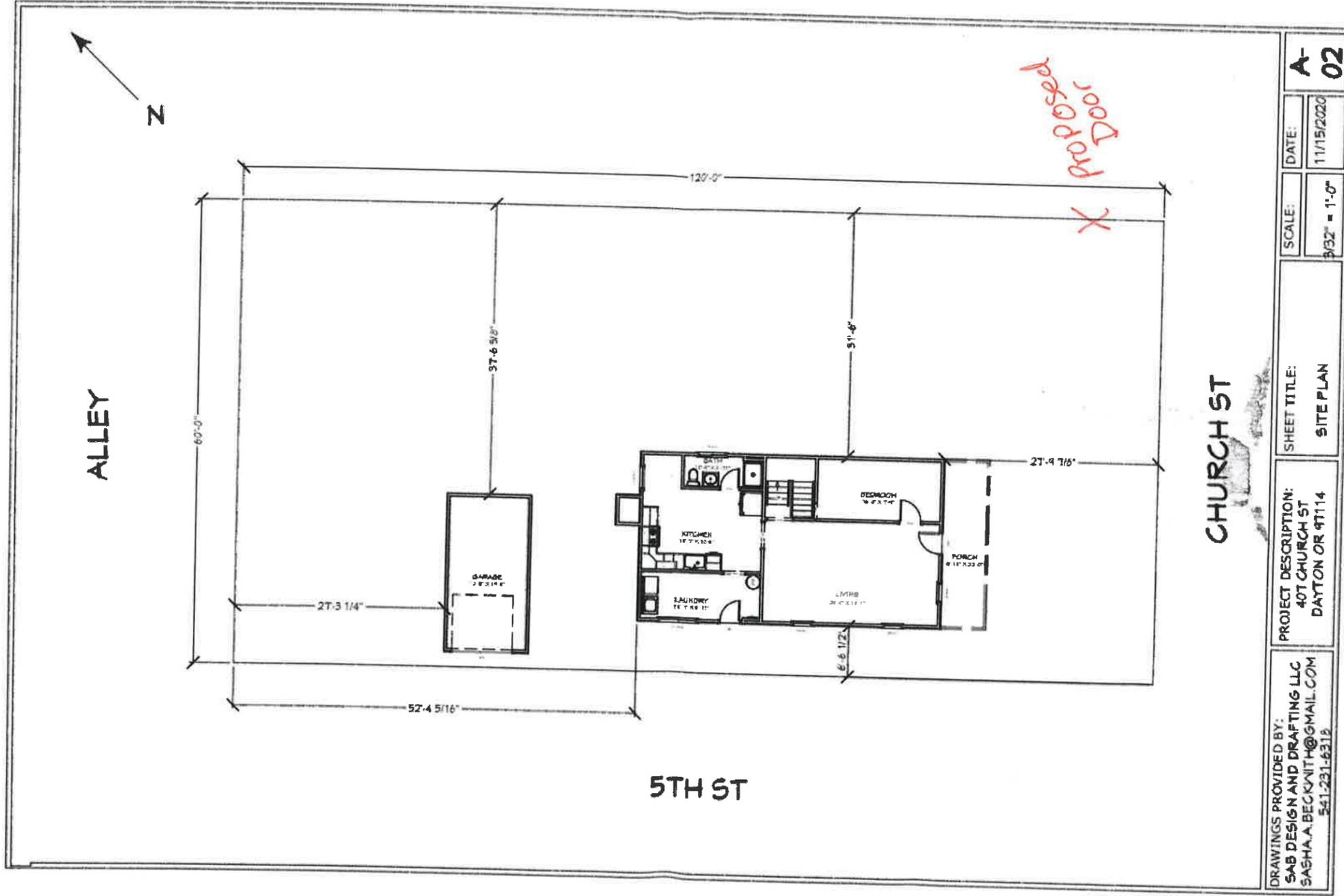
Live Chat

Feedback



Hover Image to Zoom

Attachment C





You requested more information about adding an exterior door so I hope these explain a little better. If you need exact measurements in photo I can have my contractor put that together but I believe these should work since measurements were included with the application.

1. Photo of house from street clearly indicating where door will go.

Also adding a photo from before we purchased home of where another exterior door used to be. It was higher than where this door will be because of placement of old door. (New door will line up better with front door for reference)

2. Photo/drawing of side of house with elevation. We will be adding small porch after door is installed to step onto. Porch will be under the 200sqft requirement for permit. At this time there will be no awning.

3. Trim will match the front door/window.

Please email back with any other requirements needed.

Thanks so much Crystal and Chris Henningsen

2:26 ring ring

5G

*reference photo:
google maps view of
old door that is no
longer there. this
door was at a split
level where stairs
curve.
(before we
purchased the
house)*



405 Church St

6 years ago · [See more dates](#)





*new door will be
between front of
house and window*

*old door used to be
here*



1200	1100	1000		
281	282	283	284	285

1800	1700	1600	1500	
●	<i>ORIGINALS</i>			
280	279	278	277	276
				12

200	
201	200
	<i>T</i>
202	20

DAYTON HISTORIC RESOURCE INVENTORY

ASSESSOR MAP NUMBER: 4-3-17 DB TAX LOT NUMBER: 1800

PLAT NAME: Original Town of Dayton LOT: 280 BLOCK: NA

PROPERTY ADDRESS: 407 Church Street

CURRENT OWNER: Donald and Diana Brewer

Rt. 2 Box 201, Dayton, OR

ORIGINAL OWNER: John Baxter Contributing: 1

ARCHITECT/BUILDER: Unknown

STYLE OF ARCHITECTURE: Vernacular YEAR BUILT: c. 1890

HISTORIC NAME: Baxter Residence HISTORIC USE: Residence

CURRENT NAME: Brewer Residence CURRENT USE: Residence

CONDITION: Good ALTERATIONS: Minor

PHOTOGRAPH ROLL-FRAME: 4-14 INTERVIEWEE: Ruth Stoller

RESOURCE NUMBER: 24 RECORDER: Demuth & Rees DATE: 10-9-84

SITE DESCRIPTION: THEME: Architecture

The Baxter House faces southeast on Church Street at the west corner of Fifth in a residential neighborhood.

Less than one acre.

10/493880/5007330

ARCHITECTURAL DESCRIPTION:

The Baxter Residence is rectangular in plan, one and one half stories high, and three bays wide across the front facade. It has a brick foundation and is sided with horizontal clapboards. The medium pitch gable roof has boxed eaves. The windows are one over one double hung sash with plain surrounds. The attached hiproof porch which extends across the front is supported by four wooden turned posts. The house measures 22' X 40' with a wing 10' X 14' in the rear.

HISTORICAL DESCRIPTION:

The Baxter Residence, built in about 1890, is associated with John Baxter, no known relation to Samuel R. Baxter who worked in Dayton from 1858 to 1900 as a blacksmith, machinist and manufacturer of agricultural implements. Samuel's shop and residence were located on the northern corner of Third and Ferry. Based on Tax Assessor records, Sanborn Map information, and its architectural detailing, it is estimated that the house was built in about 1890. An annotated map of Dayton in 1905 by a long time resident, identifies the house at the corner of Fifth and Church as the "Baxter, Sr. Residence". John, who is listed as a farmer, and his wife, Harriet Spencer Baxter, are listed in the 1870 and 1900 census. The census indicate that they were both born in Ohio of English born parents, and that they lived in Wisconsin and Missouri before coming to Oregon in the 1860's. John (1814-1906) and Harriet (1821-1908) are both buried in the Brookside Cemetery. Little else is known about them.

SIGNIFICANCE:

The Baxter residence, in good condition, is significant as a vernacular interpretation of several architectural styles. Criterion c.

SOURCES:

- .Cemetery Survey, Brookside, Dayton, Oregon.
- .United States Census, Yamhill County, Dayton, 1870, 1900.
- .City of Dayton, 1905, annotated map, Bingham Gabriel.
- .Sanborn Fire Insurance Map, Dayton, Oregon, 1893, Sheet #3; 1912, Sheet #2.

7.2.112.07 Exterior Alteration And New Construction

- A. City Manager or Planning Commission Approval. No person shall alter the exterior of an historic resource on the National Register of Historic Places, or a Designated Landmark in the Historical Property Overlay Zone or in an historic district nor shall any new building or structure be constructed on a property on the National Register of Historic Places, or in the Historical Property Overlay Zone or in an historic district where the City Manager determines it is minor unless approved by the City Manager. No person shall alter the exterior of an historic resource on the National Register of Historic Places, or a Designated Landmark in the Historical Property Overlay Zone or in an historic district nor shall any new building or structure be constructed on a property on the National Register of Historic Places, or on a Designated Landmark site in the Historical Property Overlay Zone or in an historic district where the City Manager refers the application to the Planning Commission unless approved by the Planning Commission. A Building Permit may be required for certain exterior alterations and new construction. In addition, no major public improvements shall be made on a property on the National Register of Historic Places, or on a Designated Landmark site or in an historic district unless approved by the Planning Commission.
- B. Application Process. An application for the exterior alteration of a Designated Landmark or new construction on property on the National Register of Historic Places, or in the Historical Property Overlay Zone, or in an historic district shall be filed on a form provided by the City. The following information shall be required in an application:
1. The applicant's name and address, and the applicant's signature;
 2. The owner's name and address, and evidence of legal and recorded ownership of the subject property and the owner's signature;
 3. Name of the person(s), title, or relationship to the project who will verify that the exterior alteration or new construction, if approved, has been completed according to the City's requirements;

4. A written description and explanation of the proposed exterior alteration or new construction;
5. A site plan, drawn to scale, indicating the location or proposed location of structures on the subject property, the dimensions of the structures and the distances from the structures to the property lines;
6. Photographs, other pictorial and schematics information, sample materials and colors, if available, to represent the proposed exterior alterations or new construction;
7. Written explanation of the proposed exterior alteration or new construction in comparison with the City's 1993 Advisory Guidelines and the US Secretary of Interior Guidelines. (An on-line copy of the latter document is available for review at the following site:
(www.nps.gov/history/hps/tps/standguide/index.htm). At the site, click on the tab "Education and Training," then click on "Online Training," then click on "Illustrated Rehabilitation Guidelines."
8. Any other information deemed necessary by the City Manager to address the approval criteria.

C. Historic Preservation Committee (HPC): After the application is deemed complete, the Historic Preservation Committee shall review the application at a regularly scheduled meeting or at a special meeting. The Historic Preservation Committee shall provide a written recommendation based on the approval criteria to the City Manager and the Planning Commission.. The Historic Preservation Committee serves in an advisory capacity.

D. City Manager Decision. Where the City Manager determines the application meets at least one of the following criteria 1, 2 or 3, for a minor exterior alteration or new construction, the City Manger may approve, approve with conditions, or deny the application. The City manager shall consider the Historic Preservation Committee's recommendation.

1. No change in the exterior appearance or material of the Designated Landmark as it exists or the proposed work is building maintenance; or

2. The proposed exterior alteration or new construction duplicates or restores the affected exterior features and materials as determined from historic photographs, original building plans, or other evidence of original features or materials; or
3. The exterior alteration is on a side or rear elevation of a Designated Landmark or is not visible from public rights-of-way, or the new construction is not visible from public rights-of-way.

E. Planning Commission Action. Where the City Manager determines the application is not a minor exterior alteration or is not a minor new construction, the City Manager shall forward the application and the Historic Preservation Committee's recommendation to the Planning Commission. The Planning Commission shall consider the Historic Preservation Committee's recommendation. The Planning Commission, after notice and public hearing held in accordance with provisions in DMC 7.3.2 (Administrative Procedures), shall approve, approve with conditions or deny the application.

F. Decision Criteria. To approve the application for exterior alteration of a Designated Landmark or new construction on property on the National Register of Historic Places, or in the Historical Property Overlay Zone, or in an historic district the Planning Commission shall consider the following criteria:

1. The proposed new use is similar to the historical use of the property or the proposed new use requires minimal change to the Designated Landmark's or its property's distinctive, materials, features, spaces, and spatial relationships.
2. Historic character of the property is retained and preserved. The relocation of distinctive materials or alterations of exterior features, spaces, and spatial relationships that characterize the property shall be avoided.
3. Use of the property recognizes the physical record of its time, place, and use. Changes that create a false sense of historic development, such as adding conjectural features or elements from other historic properties, shall not be undertaken.
4. Changes acquiring historic significance in their own right are retained and preserved.

5. Alterations preserve distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the property.
6. Historic features are repaired versus replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
7. Use of chemical and physical treatments, if appropriate, are undertaken by the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
8. Alteration, including new additions, exterior alterations, or related new construction, do not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale, and proportions, and massing to protect the integrity of the property and environment
9. New additions and adjacent or related new construction on the subject property are undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment are unimpaired.
10. Consider design guidelines such as applicable sections of the City's 1993 Advisory Guidelines or the U.S. Secretary of Interior's Standards; (www.nps.gov/history/hps/tps/standguide/index.htm).

G. Repair and Maintenance Provisions. No provision of DMC 7.2.112 shall be construed to prevent the ordinary maintenance or repair of a Designated Landmark including, but not limited to an exterior architectural feature which does not involve a change in design, material or appearance of such feature. The City Manager shall determine if the proposed activity is required for the public safety due to an unsafe or dangerous condition.

H. Building Code Leniency. Property owners may request the City Building Official or designee grant leniency for non-conforming exterior alterations, repairs, additions, and changes of occupancy for existing

Designated Landmark structures in accordance with the current Oregon Structural Specialty Code, or Oregon Residential Specialty Code. In accordance with the statute, the Building Official or designee may seek guidance from the Oregon State Historic Preservation Office in the application of this provision.

HISTORY

Amended by Ord. [645](#) on 2/12/2020

Here are the spreadsheets for the volunteer(s) to work with to assist with preparing the data for mapping. The MarkersToMap file is the inventory with some of the unnecessary data fields removed. There are two tasks for this file. One is to create separate records for individuals that appear on markers with multiple names. In order to be able to search on the individual names, they have to have their own records. I have detailed how to do this in the attached instructions. The second task is to copy and paste the web links of the photos, which is also described in the instructions.

The other spreadsheet is the one with the decedent's details, such as birth and death dates, maiden name, relations, etc. In order to be able to match up records in this file to a marker, the marker number needs to be entered. I may need some direction on what to do with records in this spreadsheet that are not associated with a marker. There may be children or other relatives listed in this spreadsheet that may be related to the names of people on markers, but there is no indication of them being buried there as well. For example, there are several Abdill names listed in this spreadsheet that are not in the inventory, so it's not clear if they have a grave there. I'm not sure if these names should be associated with markers if they are not buried there, so please let me know how that should be handled.

Please let me know if you have any questions. I have provided my contact information on the instructions sheet so that whoever is working on this can contact me with questions.

Inventory Spreadsheet

File name: **MarkersToMap.xlsx**

1. Please create separate records for each individual listed on a single marker. Each record will retain the original marker number and data in all fields except LastName, FirstName, and MiddleName. The LastName, FirstName, and MiddleName fields should be edited for each individual. See the Example tab for the format needed.

2. Please add photo links from this source:

https://www.daytonoregon.gov/page/city_Brookside_Cemetery_Images

For each record, open each photo and copy the complete URL and paste it into the PhotoLink fields. If there is only one photo, paste the link into the PhotoLink1 field. Paste the links of any additional photos into the other three PhotoLink fields. The complete URL link will look like this:

https://www.daytonoregon.gov/page/open/5324/0/01-01-IMG_6582.jpg

If there are no additional photos, leave the other PhotoLink fields blank.

The file is sorted by last name and then by first name. In order to prevent errors, please do NOT resort the original spreadsheet. If necessary, please copy data to a separate tab and perform sort there.

Family Detail Spreadsheet

File name: Dec_Detail.xlsx

For each record, please enter the marker number associated with the individual. The marker numbers should match the MNumber field in the MarkersToMap.xlsx file. Please enter the marker number as a number with two decimal places, ie: 1.01, 12.02. Indicate any notes in the Notes column. Leave Marker and Notes fields blank for records that do not need to be associated with a marker in the cemetery.

Please contact me with any questions:

Lesley Hegewald
(503)540-1622
Lhegewald@mwvcog.org