

**Application For A
CERTIFICATE OF APPROPRIATENESS
Longview Historic Preservation Commission
Longview, Washington**

Application No. CA 2016-4 Date 10-23-16

Instructions: Print neatly or type. Submit by the 3rd Thursday of the month in order to be considered at the regular meeting on the 4th Thursday of that month. Insufficient documentation and incomplete applications will be returned or placed on hold. **Please be aware that the issuance of Building Permits is dependant on obtaining a Certificate of Appropriateness.**

Application is hereby made for issuance of a Certificate of Appropriateness (under Longview Ordinance 16.12.060 (1) & (3) for work as described below, and on plans, drawings, photographs, and descriptive material (attached) :

Address of Proposed Work Civic Circle
Name of Building or Site Civic Circle Ballot Box
Owner of Building or Site Cowlitz County Phone 360-577-3005
Home Address 207 N 4th Avenue, Kelso, WA 98626

Name(s) & Address of Agent Cowlitz County Elections
same as above Phone 360-577-3005

Name & Address of Architect or Designer Fort Knox Ballot Box
Grants Pass, OR Phone _____

Name & Address of Builder or Contractor Contract with City of Longview for installation
as done with Broadway Street Ballot Box Phone _____

Approximate date of Starting Work Dec 2016 Completion Dec 2016

Information required for processing of application:

- ____ 1. Plot Plan and /or floor plan
- X 2. Two sets of plans and or drawings to scale, of all elevations on all sides affected. Drawings submitted must look professional or be of high quality and detail if applicable to the project, or for structural or substantial alterations.
- X 3. Clear photographs of existing structure or property and listed features.
- ____ 4. Samples of material and color (roofing, siding, windows, etc...)
- ____ 5. Required permits from Community Development and/or Public Works Departments:
Circle (Building) (Plumbing) (Electrical) (Mechanical) (Demolition) (Windows, Siding) (R-O-W)

DESCRIPTION OF WORK (check appropriate categories):

() Historic Restoration	() Dwelling	() Siding	() Fence
() Renovation	() Commercial	() Porch	() Wall
() New Construction	() Garage	() Parking	() Steps
() Demolition	() Addition	() Walks	() Signs
() Foundation	() Awnings	() Windows	() Roof
() Chimney	() Skylights	() Color Change	() Painting

Itemize and describe all categories of proposed work. Include size, style, material and color: Provide information on the exact products that will be used: (product brochures, specifications, etc.) to assist the Commission in their review. Approved product choices will be stamped, and verified on final inspection.

*****Please attach or submit additional pages as necessary*****

See attachment A.

IMPORTANT:

No work may differ from approved Certificate of Appropriateness.

Any proposed Changes must be Reviewed and Approved by the Commission as an addendum to the Certificate of Appropriateness.

Certificate of Appropriateness is valid for 12 months from date of issuance.

Certificate may be renewed at discretion of the Historic District Commission.

Do you intend to apply for Special Property Tax Valuation for Historic Property Renovation? ☐

Signature of Owner(s) of Record

x _____

x _____

Signature of Applicant(s)

Curt Nedved, Parks Manager

x _____

x _____

Signature of Agent (s)

Curt Nedved

x _____

x _____

Itemize and describe all categories of proposed work. Include size, style, material and color: Provide information on the exact products that will be used: (product brochures, specifications, etc.) to assist the Commission in their review.

The ballot box on the Civic Circle, originally installed in 2007, was one of the first permanent ballot drop boxes installed in WA State. Since that time, many lessons have been learned, statute on security of ballot deposit sites has been expanded, and fabrication shops have produced customized ballot drop boxes that meet the security requirements of WA State law. The current Civic Circle ballot box needs to be replaced to ensure the safety and integrity of the ballots received in them.

We propose replacing the existing box with a custom designed, secure ballot box in the same location. The proposed new box is smaller than the current Civic Circle ballot box. The current box is 40" wide x 27" deep x 52" high while the new box would be 36" wide x 30" deep x 36" high. The new box would not require any additional space and the paved path to the ballot box would still meet ADA requirements.

Security features of the proposed box that are lacking in the existing ballot box are as follows: the proposed box is mounted on a post, set in concrete, and bolted to the box inside so there is no break-away option from outside; it has doors designed flush to defend against prying and tampering; security locks are durable, pick proof, and tamper resistant; ballot box doors are designed so ballots cannot be inserted into the box while closed; the mail chute opening is very small, designed to defend against foreign objects being dropped in the box; and the chute is inset and protected from the weather to prevent water from dripping onto ballots inside the box.

The new ballot box will be powder coated white inside and out and will have blue and white "skins" applied to look similar to the other ballot boxes in Cowlitz County (picture of Broadway St. ballot box attached).

Specifications of the proposed ballot box, additional information on the security concerns of the existing Civic Circle box, and pictures are included with this application.

Security Issues-

- Current design can be un-bolted, picked up and carried off.
- Mail chute is a security issue (gets wet, ballots stuck, calls regarding over-flowing ballot boxes).
- Gaps and openings even when boxes are securely locked voters can still insert a ballot because the box was not designed to be secure.
- Mail chute is too large allowing people to drop trash, needles, etc. inside. Someone could damage the ballots inside depending on what they drop down the chute.
- No good method for placing a proper seal on our boxes because we have multiple places that can be opened and need sealed.
- Doors are not flush, creating multiple “prying points” for tampering.
- Boxes are not designed with locks in place so padlocks must be used. These can easily be cut off and ballots can be tampered with.

Maintenance Issues –

- The multiple welds seams and rivets in the current box lead to rusting, boxes are constantly in need of maintenance.
- Powder coat finish required to keep from rusting.
- Work must be outsourced and it’s an extreme hassle to haul the boxes to a paint shop, then reinstall.
- Each time they are painted, we would have to put new decals or “skins” on, adding additional cost and the inconvenience of delivering to another location and re-installing.
- Locks are out in the open getting rained on and rusty. Need constant maintenance and replacement.

Minimum specifications of new ballot boxes:

- Made of a minimum 1/4” thick, heavy duty steel welded shell.
- 1 front drive up deposit slot designed for curbside ballot drop off access.
- One-handed operation for depositing ballots.
- Envelope slot should not be wider than 7” and not taller than ½”.
- 1 ballot retrieval door.
- Tag system somewhere on retrieval door set up for a numbered security seal.
- All doors designed flush to defend against prying or tampering.
- Front drive up deposit slot must be capable of locking in the open and closed positions.
- Weather resistant, high-performance powder coated, white finish inside and out.
- Drip edges designed to keep ballots, locks, and hinges dry.
- Flush security locks designed to be weather resistant.
- Durable steel security locks, all keyed alike, designed to be pickproof and tamper resistant.
- Estimated to hold a minimum of 2,000 ballots.
- Heavy duty, welded steel doors.
- No sharp corners or edges.
- Hand welded design, no spot welds and minimal to no rivets.
- Ballot box must not be accessible in locked position. All doors designed so that no ballot may be inserted into box while in closed position.

- Each ballot drop box designed to be installed in concrete on steel feet or t-post, in-ground with post bolted inside the ballot box so there is no break-away option from the outside.
- Each Ballot drop box will be embossed with Cowlitz County Elections Department insignia.
- Steel feet or t-posts must be weather resistant, high-performance powder coated, white finish matching the ballot boxes.



Current Civic Circle Ballot Box



Current Civic Circle Ballot Box



New Broadway Ballot Box



New Broadway Ballot Box



Fort Knox Ballot Box to be installed at the Civic Circle.
The coloring will be similar to the new Broadway box.

