

# City-County of Spokane Historic Preservation Office

## Spokane Register Nomination Guide



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## REQUIREMENTS FOR LISTING A PROPERTY

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### Spokane Register of Historic Places

The Spokane Register of Historic Places is our local government's official list of those properties that have contributed to the community's history. The Register was established by ordinance in both the City and County of Spokane in late 1981 and early 1982. These ordinances deem the City-County Historic Landmarks Commission responsible for the stewardship of historic and architecturally significant properties. Nominations to the Spokane Register must be accompanied by owner consent, or in the case of a district, the majority of the owners' consent.



Julius M. Dutton House

Generally, a building, structure, object, site or district which is more than fifty years old may be designated an historic property or part of an historic district if it has significant character, interest, or value as a part of the development, heritage or cultural characteristics of the city, county, state or nation. The property must also possess integrity of location, design, materials, workmanship and association, and must qualify under one or more of the following categories to be eligible for listing on the Spokane Register (Spokane Municipal Code [SMC] 17D.040.090):

- A. Property is associated with events that have made a significant contribution to the broad patterns of the history of the city, county, state or nation.
- B. Property is associated with the lives of persons significant in the history of the city, county, state or nation.
- C. Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- D. Property has yielded, or is likely to yield, information important in prehistory or history.

And must meet both of the following criteria:

1. Generally, a property must be 50 years of age or older. However, a property less than 50 years of age may be eligible if it is of exceptional importance or if it is an integral part of a district that is eligible for listing on the register.
2. The property is located in the City of Spokane, or in the unincorporated area of Spokane County.

## THE NOMINATION PROCESS

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A draft nomination should be submitted at least one month prior to the next Spokane Historic Landmarks Commission meeting, which occurs the third Wednesday of every month. The following process occurs once a nomination is received:

- 1. Schedule Hearing:** Staff works with applicant to determine if the nomination is complete, and, when complete, will add the item to the Spokane Historic Landmarks Commission hearing agenda (SMC 17D.040.110, SCC 1.48.130).
- 2. Public Notice:** Staff will publish a public hearing notice at least 10 days prior to the hearing date (SMC 17D.040.120, SCC 1.48.180).
- 3. Site Visit:** A sub-committee of the Landmarks Commission will visit and view the exterior of the property prior to the hearing date (generally the week prior to the hearing date).
- 4. Hearing:** Staff will present the nomination. The applicant, or a qualified representative or consultant, should be present and will have an opportunity to offer comments concerning the nomination.
- 5. Decision:** Staff submits the nomination, Management Agreement, and Findings of Fact to City Council or the Board of County Commissioners for a final decision.
- 6. Notification:** City Council or the Board of County Commissioners staff will notify the applicant of the final decision.
- 7. Fees:** The fee for listing a property on the Spokane Register of Historic Places is \$50.00 for residential properties, and \$100.00 for commercial properties. The listing fee must be paid at the time the nomination is submitted (as a draft) to the Preservation Office. An additional \$74 filing fee is required for recording the Management Agreement on the title of the property.



Littlebrook Farm

Nominations are usually completed by the property owner or a hired consultant. A current list of verified consultants is available through the Washington Trust for Historic Preservation's website. For a list of upcoming Landmarks Commission hearings and to learn more about the Commission, visit our website at [www.historicspokane.org](http://www.historicspokane.org).

## **AFTER LISTING A PROPERTY**

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Listing a property on the Spokane Register of Historic Places entitles owners to a number of benefits in exchange for preserving the historic character of the building. The *Management Agreement* and *Design Review* process ensure the preservation of those historic and architectural features. Successful rehabilitation may qualify homeowners for a significant reduction in property tax, available through the *Special Valuation* tax incentive program. Additionally, owners of designated historic properties may order a historic marker that can be mounted on the exterior of the property.

### **Management Agreement**

Once the Landmarks Commission approves the property for listing, the property owner(s) is required to sign a Management Agreement (SMC 17D.040.180, SCC 1.48.240). This agreement states that current and future owners will abide by the outlined Management Standards and obtain a Certificate of Appropriateness for any action affecting use or exterior appearance of the property. Management Standards are based on the Secretary of the Interior's Standards for Rehabilitation and Guidelines for the Rehabilitation of Historic Buildings for Management Standards as interpreted by the Landmarks Commission.

To learn more about the Secretary of Interior Standards, visit The National Park Service's Technical Preservation Services website.

### **Certificate of Appropriateness & Design Review**

Property owners who wish to do work affecting use, exterior appearance, demolition, or construction attached to the structure must follow the Design Review process and obtain a Certificate of Appropriateness (COA) before beginning work (SMC 17D.040.200-210, SCC 1.48.260-265). The COA is an official notice of approval issued by the Landmarks Commission or its designee, the Historic Preservation Officer, charged with the jurisdiction for permitting or denying the appropriateness of proposed alterations or additions.

Certain limited types of work are permitted without a COA. These include:

- painting and/or staining (same color)
- general maintenance/general repairs
- new porch floors that do not alter the existing or original shape
- interior work that is not visible from the outside (unless otherwise specified in the agreement)
- repair-in-kind, if the work you want to do involves only repair using the same materials and exact same details and finishes

Examples of work that require a Certificate of Appropriateness include:

- installing synthetic siding (aluminum, steel, etc.)
- replacing roof with different finish materials
- changing existing doors
- changing existing windows, sashes or frames
- adding shutters not original to structure
- replacing existing porch
- altering historic garages
- painting in a new color
- additions attached to historic property

The property owner is responsible for obtaining a COA before beginning work on a project. It is advisable to get the COA well in advance of anticipated construction and before making any financial commitments for work or materials. The fee for a COA is \$25 for administrative review and \$75 for Commission review. A complete application with the appropriate fee must be submitted at least three weeks before the Landmarks Commission meeting.

### **Special Valuation Tax Incentive**

In 1985, the Washington State Legislature determined that the preservation of the state's historic resources was an important goal and allowed "special valuation" for certain historic properties within the state. Under the program, rehabilitation costs, which must equal to at least 25% of



Thomas J. Graham House before and after rehabilitation.

the assessed value of a structure prior to rehabilitation, are subtracted from the assessed value of the property for a ten-year period. To be eligible for Special Valuation, the property must first be listed on the Spokane Register, and property owners must have spent at least 25% of the assessed value of the structure in rehabilitation costs over a twenty-four month (maximum) period. Rehabilitation costs can include interior and exterior work, such as plumbing, electrical, roof replacement, painting and flooring. Rehabilitation costs do not include anything that is not affixed to the historic structure or costs for items outside the footprint of the structure, such as

fencing or landscaping. All rehabilitation must follow the Management Standards set forth in the Management Agreement, and all exterior work must be approved through Design Review. (For more information on Special Valuation, see Chapter 84.26 of the Revised Code of Washington, and Chapters 254-20 and 458-15 of the Washington Administrative Code.)

### **Spokane Register Marker Program**

The Historic Preservation Office and the Historic Landmarks Commission have long worked toward the establishment of an historic marker program for properties listed on the Spokane Register of Historic Places. Local artist Marcia Smith created a handsome design executed in a 10-inch bronze plaque designed for exterior mounting, and finished with a clear acrylic lacquer for extra protection against the elements.



The Spokane Register Historic Marker Program offers us the opportunity to recognize those residences and commercial properties which contribute significantly to the historic and architectural character of this community. Markers can be purchased once a property has been listed on the Spokane Register for \$150.00 at the Historic Preservation Office, City of Spokane, 3rd floor.

## COMPLETING THE NOMINATION FORM

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The Nomination functions as a record of the historic and architectural significance of a property. Each section of the document serves an important function, and should be thoroughly researched and reviewed before submitting to the Historic Preservation Office for Approval. The following serves as a guide for completing each section of the Nomination.

### 1. Name of Property

**Historic Name:** This section is important not only because it identifies the specific property being nominated, but also because it provides a means of identifying and recording the different names by which the property has been known over time. It is important to use a historic name which will continue to be meaningful regardless of changes in occupancy or use. This is the name which is generally preferred in referring to a property since it ordinarily represents one of the following:

1. Original owner or builder (Patsy Clark Mansion, Kenneth & Edna Brooks House)
2. Significant persons or events associated with the property (Rose-Cecil-Kly Apartments)
3. Original or later significant uses of the property (Spokane County Courthouse)
4. Innovative or unusual characteristics of the property
5. Accepted professional, scientific, technical, or traditional names

**Common Name:** The common name represents the title by which the property is known locally. It may be representative of the history of the property or it may represent another facet (present ownership, etc.). This name will identify the property locally as well as provide a convenient means of differentiating it from similarly named properties.

### 2. Location

Include the number and the name of the street or road where the nominated property is located. If the road has a number rather than a name, indicate whether it is a Federal, State or County road. If a property does not have a specific address, give the names of the nearest roads. The "vicinity" category should only be marked if a property is rural and in the vicinity of a town or city.

### 3. Classification

**Category:** Mark one box which applies to the nominated property as described below:

A building is a structure created to shelter any form of human activity. This may refer to a house, barn, church, hotel, or similar structure. Building may refer to a historically-



related complex, such as a courthouse and jail, or a house and barn (Montvale Farm, Liberty Park United Methodist Church).

A site is the location of a significant event, activity, building, structure, or archaeological resource where the significance of the location and any archaeological remains outweigh the significance of any existing structures.

A structure is a work made up of interdependent and interrelated parts in a definite pattern of organization. Constructed by humans, it is often an engineering project large in scale (Monroe Street Bridge).

An object is a material thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment (Natatorium Carousel).

A district is a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development (Hillyard Market Street District, Comstock-Shadle Historic District).

**Ownership of Property:** Public ownership (on the Federal, State, or local level) and private ownership are, in most cases, easily determined by the name of the owner.

**Public Acquisition:** If public acquisition is involved, indicate the present stage of negotiations on a Continuation Sheet.

**Status of Property:** It is possible to check more than one blank. If preservation work is in progress, the proposed alterations should be discussed in the description.

**Accessible:** This section indicates whether the public has access to the property. "Restricted" means that access is regulated. Regulation may include visits by appointment, scheduled hours, etc. "Unrestricted" means that the public has access to view exteriors seen from a public right-of-way.

**Present Use of Property:** Information about the present use helps to determine the function of the property.

#### **4. Owner of Property**

Include the name and contact information for the current property owner(s). If there are more than two owners, use a Continuation Sheet.

#### **5. Location of Legal Description**

In Spokane County, the legal description is kept on file in the Assessor's Office at the Spokane County Courthouse, 1116 West Broadway, Spokane, Washington, 99201. The chain of title, book and page reference to the title are not necessary. The legal description can also be found online at the Assessor's website: <http://www.spokanecounty.org/pubpadal/>.



## 6. Representation of Existing Surveys

Do not complete this section. Historic Preservation Office staff will check the nominated property against its files and inventory records to identify recognition in existing inventories. The surveys considered in this section are historical surveys only.

## 7. Description

**Condition:** The condition of the property is important in making an accurate judgment of its architectural integrity. Check the blanks that best describe the present condition of the property. In district nominations, more than one blank may be checked.

**Excellent:** The building is structurally sound and weatherproof, with no damage.

**Good:** The building is structurally sound and weatherproof. Siding loose, masonry cracked, roof faulty.

**Fair:** The building may or may not be structurally sound and weatherproof. Siding loose, masonry cracked, roof faulty.

**Deteriorated:** The building is not structurally sound and weatherproof. Major elements open to the weather. Structure facing, either masonry or wood, collapsing. Usually abandoned and not maintained.

**Ruins:** The visible remains of a structure which is no longer recognizable as an entity and whose original appearance is evident.

**Unexposed:** Generally refers to archaeological sites.

**Altered or Unaltered:** Refers to the present state of the property as compared to its condition at the time it achieved significance. Normal weathering or aging does not ordinarily constitute an alteration. Known alterations should be described and documented in the written statement of appearance. It is particularly important to supply dates if available.

A rehabilitation or remodel is considered an alteration even if an attempt has been made to restore the property to its original form. In cases involving numerous alterations to buildings, it would be helpful to include a floor plan with the nomination.

**Moved or Original Site:** If a property has been moved, the following information should be given in the description wherever possible: (1) date of move; (2) original location and description; (3) distance the property has been moved; (4) explanation of the effect of the move on the historic integrity of the property and upon its new location; (5) justification for the move.

Moved homes may not be eligible for inclusion on the Spokane Register if the property has lost its significance in regard to its setting and location. Properties that are

nominated under Category C because the property embodies distinctive characteristics of a type, period, or method of construction may still be eligible for listing.

**Narrative Description:** Using the Continuation Sheet, describe the physical appearance of the property. The description should be concise, factual, detailed and articulate, and should be limited to 1-2 pages. Information relating to the history, significance, or use of the property should not be included in Item 7; include that information in Item 8. The description should also detail what changes, additions, or alterations, if any, have been made to the property throughout its history.

It is appropriate to include the following types of information in descriptions of buildings, structures, and objects:

- Type of building (home, church, store)
- Stylistic type (Gothic Revival, Queen Anne, Craftsman)
- Building placement (detached, row)
- General characteristics
- Overall shape or plan (rectangle, L-shaped)
- Number of stories
- Number of vertical divisions or bays
- Construction materials (brick, frame, masonry) and wall finish (kind of bond, coursing, shingle)
- Roof shape (gabled, hipped, shed)
- Specific features, including location, number, and appearance of porches, windows, doors, chimneys, and dormers
- Decorative elements and details
- Major interior features contributing to the significance of the building such as stairs, interior trim, mantels and wall coverings, floors, and lighting fixtures
- Number, type, and location of outbuildings, as well as dates
- Other man-made elements (roadways, significant landscaping) included in the nominated area

The first paragraph of the description should include the date the house was built, the style, and the architect.

The second paragraph should be a description of the exterior. It should begin with a description of the roof, then the first floor, and on up, including any porches. Special details should be described in architectural terms.

The third paragraph should be a description of the interior. It should begin with a description of the first floor, then the second floor, etc. Special details should be described in architectural terms.

The fourth paragraph should be a description of any changes, additions, or alterations that have been made to the home, including dates of those changes.

Special attention should be given to describing elements which will be included in the Management Agreement, such as a carriage house or interior foyer.

Our office recommends the following guides for assistance in determining the appropriate architectural classification of a nominated property:

- McAlester, Virginia and Lee, *A Field Guide to American Houses* (New York, New York: Alfred Knopf, 1989).
- Poppelier, John C., S. Allen Chambers and Nancy B. Schwartz, *What Style Is It? A Guide to American Architecture* (Washington, D.C.: The Preservation Press, 1983).
- Gottifred, Herbert and Jan Jennings, *American Vernacular Design, 1870-1940* (Ames, Iowa: Iowa State Press, 1993).
- Phillips, Steven J., *Old House Dictionary: An Illustrated Guide to American Domestic Architecture, 1600-1940* (Washington D.C.: The Preservation Press, 1992).
- Carley, Rachel, *The Visual Dictionary of American Domestic Architecture* (New York, New York: Henry Holt and Co., 1994).

## **8. Spokane Register Categories and Statement of Significance**

Mark the Categories (SMC 17D.040.090, SCC 1.48.110) that best apply to the property:

**Category A** is for properties associated with events that have made a significant contribution to the broad patterns of the history of the city, county, state or nation. *Example:* The Carlyle Hotel for its association as one of several single-room occupancy (SRO) hotels in the downtown.

**Category B** is for properties associated with the lives of persons significant in the history of the city, county, state or nation. *Example:* The Glover Mansion for its association with James Glover, one of Spokane's early leaders.

**Category C** is for properties that embody the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction. *Example:* The Patsy Clark Mansion for its high-style architecture and association with prominent local architect Kirtland K. Cutter.

**Category D** is for properties, such as archaeological sites of historical importance, that have yielded, or are likely to yield, information important in prehistory or history. *Examples:* The Battle of Spokane Plains Monument, commemorating the site where the battle took place.

Consider the following when nominating a building, structure, or object:

- If a building or structure is nominated for its significance in architecture, does it retain enough of its significant design, aspect, or feeling to be recognizable, or could the important elements of design or appearance be restored? (This does not mean that buildings which have additions or alterations are not eligible, since they may reflect later significant styles and design.)
- If a building or structure is nominated for historical significance, does the existing building have an identifiable relationship to the history described?
- Is the building or structure located where originally constructed? If not, explain fully in the description (Item 7) and justify the new location and the reason for the move. If a building, structure, or object may be moved in the near future, mention should be made of this.
- Does the building, structure or object have an unusually important association with its location?

Consider the following when nominating a site:

- Does the property retain integrity compatible with the subject being commemorated? (The present site of a treaty signing which took place in a forest is probably not eligible if the area is now a suburban development.)
- If the site has been nominated in the area of archaeological significance, has the site contributed, or does it have potential to contribute, useful information in the reconstruction of the cultural sequence? How does the site relate to other similar investigations and archaeological findings?

**Narrative Statement of Significance:** Using the Continuation Sheet, describe in concise terms why the nominated property deserves to be included in the Spokane Register. This statement is based on written records, and should provide information relating to human associations and events as they are pertinent to the nominated structure or site. The first paragraph is written as a summary of the entire statement to follow. The opening paragraph achieves its purpose if it can be "lifted" from the

nomination to convey the essential importance of the property and should state immediately which Categories the property is nominated under and the reasons why it follows those Categories. Also include in the statement which historic area(s) of significance the property would fall under (see list and definitions below).

It is appropriate to include the following types of information in the statement of significance for buildings, structures, and objects:

- History of the neighborhood or development patterns associated with a nominated property's neighborhood
- Information about the first homeowners and/or subsequent homeowners associated with the home
- Information about significant persons associated with the home
- Information about the architect, builder, or engineer, including lifespan, professional training, span of career, general scope of the body of work, building types, and other known associated properties
- Information on the building type or architectural style
- History of the property's use (single-family, multi-family, commercial)
- Provide specific dates for original construction, later additions, dates of occupancy, dates of the most significant residents, or date(s) of significant events connected with the property.

Also choose at least one *Area of Significance*. If the nominated property is being considered under Category C, the appropriate area of significance would be *Architecture*. If the property is significant under *Architecture* and for its association with a local musician, for example, include both *Architecture* and *Music*.

Archaeology-Prehistoric: The scientific study of the life and culture of Indigenous peoples who lived before the advent of written records

Archaeology-Historic: The scientific study of the life and culture of indigenous people who lived after the advent of written records, and the scientific study of the life and culture of non-indigenous peoples (European, African, Asiatic) in the new world

Agriculture: Farming, livestock-raising, and horticulture

Architecture: Style and construction of buildings and structures

Art: Concerning creative works and their principles; Fine arts and crafts; Does not include architecture, sculpture, music, or literature

Commerce: Production and exchange of goods and the social contacts thereby encouraged

Communications: Art or science of transmitting information

Community Planning: Design of communities from predetermined principles

Conservation: Official maintenance or supervision of natural or man-made resources

Economics: The science that deals with the production, distribution, and consumption of wealth

Education: Formal schooling that deals with training and developing knowledge, ability, and character

Engineering: Applied science concerned with utilizing products and sources of power for supplying human needs in the form of structures, and machines

Exploration/Settlement: Investigation of regions previously unknown or little known; The establishment of a new colony or community

Industry: Enterprises producing goods and services

Invention: Something originated by experiment or ingenuity

Landscape Architecture: The art or practice of planning or changing land and water elements for the enhancement of the physical environment

Literature: Production of writings, especially those of an imaginative nature

Military: Concerning the armed forces and individual soldiers

Music: The art of combining vocal or instrumental sounds or tones

Philosophy: A system of principles for the conduct of life; the theory or analysis of the principles of underlying thought or knowledge and the nature of the universe

Political government: An established system of political administration by which a nation, state, or district is governed and the processes which determine how it is to be conducted

Religion: Systems and expressions of belief in a superhuman power that have made a contribution to the patterns of a culture

Science: A systematic study of nature

Sculpture: The art of forming material into three-dimensional representation

Social/Humanitarian: Concerning human beings living together in a group or the promotion of the welfare of humanity

Theater: Dramatic arts and the places where they are enacted

Transportation: Concerning the work or business or means of conveying passengers or materials

## **9. Major Bibliographical References**

This section lists the sources used to compile the nomination. General reference works on architecture, archaeology, etc. should be included, especially if they specifically mention the property by name. Use a standard bibliographical style, listing author, full title, date and location of publication, and publisher. For an article, list the magazine or journal from which it was taken, volume number, and date. For unpublished manuscripts, indicate where copies are available. Interviews should also be listed, giving name and address of the informant and date of the interview. Bibliographic references should be listed on a Continuation Sheet.

## **10. Geographical Data**

**Acreage of Property:** This information can be obtained from the Spokane County Assessor's Office at the Spokane County Courthouse, 1116 West Broadway, Spokane, Washington, 99201, or online at <http://www.spokanecounty.org/pubpadal/>.

**Verbal Boundary Description:** This information is also held at the Assessor's Office.

Examples:   Heaths 4th Addition, Block 40, Lot 10  
              Havermale Addition, Block 4, Lots 5 & 6

**Verbal Boundary Justification:** The justification will often read as follows: *Nominated property includes entire parcel and urban legal description.*

**District Verbal Boundary Description:** Describe the boundaries verbally, using one of the following:

- a map may be substituted for a narrative verbal boundary description
- legal parcel number
- block and lot number
- metes and bounds
- dimensions of a parcel of land, reckoning from a landmark, such as a natural or cultural feature

**Boundary Justification:** Provide a concise explanation of the reasons for selecting the boundaries, based on the property's historic significance and integrity. Discuss the



methods used to determine the boundaries. Account for irregular boundaries and areas excluded because of loss of integrity. For archeological properties, discuss the techniques used to identify the limits of the eligible resource, including survey procedures and the extent and distribution of known sites.


### 11. Form Prepared By

Write in the name(s), address, email address, and telephone number of the person directly involved in compiling information contained in the nomination form. Include the zip code and date.

### 12. Additional Documentation

**Photographs** are required as part of a complete nomination form. A minimum of six to ten representative digital photographs are required showing the primary and secondary exterior elevations, and the landscape, with at least one photograph showing the property in the context of its neighborhood (the streetscape). Six to ten representative interior photos of significant interior features are also required as part of the nomination form. Photographs should be submitted within the nomination form itself as continuation pages; and should also be submitted digitally as jpg images on a disc or emailed to the Historic Preservation Office.

**For districts**, a small thumbnail photo shall be included within the nomination form for every property within the district boundaries. It should include a photo, address, date built, whether it is contributing or non-contributing, and a short description of the architectural details of the resource. Here is an example of the expected format for district properties:

	Address:	
	Historic Name:	Built:
	Style:	Site ID:
	Architect:	Builder:
Classification: Contributing/Non-contributing		
Description:		
Significance Statement:		
Accessory Structure:		

**Illustrative maps** are also required and can include plat maps showing the location of the nominated property or the boundaries of a district, U.S.G.S. Topographic Quadrangle maps showing the location of the property, or Sanborn Fire Insurance maps. Optional maps may include sketch site maps, and floor or architectural plans.

Label the various buildings and important features associated with the property and include the property name and address on the map.

For examples of completed nomination forms for properties currently listed on the Spokane Register, visit our website at [www.historicspokane.org](http://www.historicspokane.org). All Spokane Register nomination forms have been scanned and uploaded to the [www.historicspokane.org](http://www.historicspokane.org) website.