

NOMINATION INSTRUCTIONS

For Pullman Register of Historic Places

Thank you for your interest in listing your property on the Pullman Register of Historic Places. This packet contains helpful instructions and explanations that will guide you through this process.

WHY LIST ON THE PULLMAN REGISTER OF HISTORIC PLACES?

The primary reason, of course, is recognition of historic significance for your property. Other reasons include a wish for special property tax valuation for renovations, and the guidance provided by the design review process in preserving or enhancing historic features. Listed properties will require a Certificate of Alteration or Certificate of Demolition when the property is modified, as per Pullman City Code (P.C.C.) 16.50.050(3).

Property listing on the local register is a function of the Certified Local Government (CLG) program. This program helps to enrich, develop, and maintain local historic preservation efforts throughout the country. Through cooperation with state historic preservation offices, the CLG program recognizes and protects each community's heritage, and provides financial and technical assistance in these efforts.

One of the requirements of this program is the creation of a local historic register. As a CLG, Pullman continues to pursue the goal of protecting and preserving its history, and this pursuit includes populating its own local registry.

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CHECKLIST

- 1. Completed application packet, including continuation sheets identified below. (Note: The items in the application preface (checklist, timeline, and instructions) are included as reference materials, but are not considered part of the application itself).
 - a. Narrative Description
 - b. Statement of Significance
 - c. Bibliography
 - d. Bing, Google, or similar map
 - e. Additional plans and drawings
 - f. Photographs, including historic photographs
- 2. Written consent from the property owner(s), or, in the case of the nomination of a district, the written consent of the owners of 60 percent of the total number of distinct properties located within the proposed district.

APPLICATION TIMELINE

For informational purposes only

Any dates provided are subject to change

- ___/___/___ Application is submitted.
- ___/___/___ Date is set for discussion by Historic Preservation Commission.
- ___/___/___ Notice of Nomination is published in the local paper, posted at site, and provided to the applicant and owner(s) and lessees, if any, of the subject property.
Said notice shall be given to the public at least 30 days before meeting.
- ___/___/___ Commission meets to consider request; nomination is accepted, accepted with conditions, returned for revisions or rejected.
If accepted, property is considered listed on the register.
- ___/___/___ Notice of register listing is provided to the public, applicant, and property owner.

HOW TO FILL OUT THIS FORM

The following content suggestions reflect the successful approach to nomination preparation practiced by members of the DAHP's CLG program. If you prefer, experienced consultants will have developed their own methods for organizing and writing register nominations, and use of their expertise can be beneficial, especially in the development of narratives and determination of physical forms and features. An internet search for "cultural resource consultant" or similar terms should assist you with finding a consultant. If you have additional questions about this process, please contact the City of Pullman Planning Department (see Appendix I).

Explanations and Definitions

1. Name of Property

Historic Name and/or Common Name: *The historic name is the title that best reflects the property's historic importance or was commonly used for the property during the period of significance. If a property does not have a historic name, enter "N/A". For additional information on historic names, click [here](#). (For the full link, see Appendix I.)*

The common name is the popular name generally ascribed to the property.

2. Location

Street Address:

City, State, Zip Code:

Parcel Number: *This can be found in Whitman County Assessor's records. Appendix I contains contact information for the Assessor's office, as well as the [Tax Sifter link](#), which can often provide a quick answer.*

Plat or Addition: *This denotes a lot, block and subdivision description. These can be found in the property deed or in city records.*

3. Owner(s) of Property

Name: *List all individuals, entities or agencies that hold partial or complete property ownership of the nominated resource. For the nomination of a historic district, it may be necessary to attach additional sheets.*

Street & Number: *The address of the owner(s), not the nominated property.*

City, State, Zip Code:

Telephone Number/Email: *List the contact information of the owner(s) here. Attach additional sheets as needed.*

4. Classification

Resource Type: *Select which type of resource you want to preserve. For additional information on resource classification, click [here](#). (For the full link, see Appendix I.)*

Property Ownership: *Is the property private, public, or a combination of the two?*

Public Acquisition: *Is the property being, or has it been, transferred into public ownership?*

Property Status: *Are there any buildings on the property? If so, indicate “occupied.” If construction is taking place on the property, indicate as “work in progress.”*

Present Property Use: *How is the property currently being used? For additional information on resource use or function, click [here](#). (For the full link, see Appendix I.) (The Pullman planning department or WSU’s Department of Capital Planning and Development may be able to assist with classifying the use. See Appendix I for contact information.)*

5. Description

Architectural Description: *This is the description of the resource, according to the property’s architectural style(s) or stylistic influences. For additional information, click [here](#). (For the full link, see Appendix I.)*

Condition (incl. Check One(s)): *Check the answer(s) that best describes the current condition of the property being nominated. It may be necessary to hire a professional building inspector to assess the quality and soundness of any structures.*

Using continuation sheets, provide a comprehensive physical description of the property being nominated, comparing it in its current state to how it appeared originally. Make sure to list any additions, modifications, or demolitions.

6. Nominated Elements

Place an “X” in the space(s) to indicate those features that satisfy the criteria for historical significance. Describe these features and how they meet those criteria in the narrative description in Section 5. Provide photographs to support the narrative.

7. Pullman Register of Historic Places Criteria

Indicate all criteria of historical significance, listed in P.C.C. 16.60.050(1), that apply to the property being nominated. These criteria may need to be determined by a professional consultant. Please see Appendix I for contact information regarding consultants.

8. Statement of Significance

The Statement of Significance is the justification for why the property is being nominated. In narrative form, detail any features, activities, persons, etc. associated with this property that contribute to satisfying the criteria of historical significance, as listed in P.C.C. 16.60.050(1).

This Statement should describe why you feel your property is significant. Refer to the criteria mentioned above for specific ideas. It may also be helpful to provide some historical context regarding your property. Remember, you are trying to build a case to persuade the Historic Preservation Commission to add your property to the Local Register. For an example of the type of language that would be helpful in making a determination, please see Appendix II, or follow the link in Appendix I regarding completing a National Register form.

9. Previous Studies Done at Property

List previous surveys, investigations, and forms completed at the property.

This includes previous historic property inventory entries, such as those stored in the WISAARD website or archives held by the Whitman County Historical Society.

10. Geographical Data (Attach additional sheets as needed.)

Acreage of Property: *This can be found from several sources, including the property deed, title companies, city records, or through calculation by such software as Arcview or AutoCAD. Please list area to $\frac{1}{100}$ th of an acre.*

Written Boundary Description: *This is typically found on the property deed; it can be a metes-and-bounds description of the specific area designated for nomination (likely created by an engineering or surveying firm), or a more general description, provided the boundaries of the specific area designated for nomination are clear and distinct.*

Written Boundary Justification: *Describe why the boundaries of the area of nomination have been established as they are. Detail which features of the property are to be included or excluded, and give reasons for those inclusions and exclusions (For instance, a house and accompanying garden on a specific parcel may have historic significance, but the garage on the property does not because it was added later.)*

11. Form Prepared By

Name and Title: *List the names and job titles for any professionals involved in the completion of this form.*

Organization: *The company or agency of the contributing professional(s) listed above.*

Telephone/E-mail: *Specific contact information of the contributing professional(s).*

Street and Number:

City, State, Zip Code:

Date: *This would be the date of completion for the report.*

12. Bibliographical References

List any references used for filling out this form.

13. Additional Documentation

Attach additional required visual aids indicated on the application form. Photographs should give an honest visual representation of the historic integrity and significant features of the property. They should illustrate the qualities discussed in the description and statement of significance. One photograph may be adequate to document a property consisting of a single building or object, while many will be needed for districts and larger properties.

Sections 14, 15

These sections must be properly completed and notarized to formalize this document.

Section 16

This section is to be completed by city officials.

Continuation Sheets

Attach as needed.

APPENDIX I
Contact Information

City of Pullman Planning Department
190 SE Crestview Street, Bldg. A
Pullman, WA 99362
509-338-3213
509-338-3220
Planning: jason.radtke@pullman-wa.gov

Washington State Department of
Archaeology and Historic Preservation
P.O. Box 48343
Olympia, WA 98405-8343
360-586-3065
www.dahp.wa.gov

Whitman County Assessor's Office
400 N. Main Street
Colfax, WA 99111
509-397-6220
www.whitmancounty.org/assessor

Whitman County Historical Society
P.O. Box 67
Colfax, WA 99111
www.whitmancountyhistoricalsociety.org
Archives:
Gladish Community and Cultural Center
115 NW State Street, Room 103A
Pullman, WA 99362
Open Wednesdays, 9 a.m. to 12 p.m
Or by appointment
Contact Ed Garretson
epgjr@wsu.edu

WSU Manuscripts, Archives, and
Special Collections
Box 645610
Washington State University
Pullman, WA 99164-5610
509-335-6691
mascref@wsu.edu
www.wsulibs.wsu.edu/masc

WSU Department of Capital Planning
and Development
225 SE Idaho Street
Pullman, WA 99164-3611
509-335-5571
cpd@wsu.edu
www.cpd.wsu.edu

Whitman County Assessor Tax Sifter:
<http://terrascan.whitmancounty.net/Taxsifter/Search/Results.aspx>
This is a useful tool for searching by address for parcel number.

Washington Information System of Architectural and Archaeological Records Data:
<http://www.dahp.wa.gov/learn-and-research/find-a-historic-place>

National Park Service Bulletin on Historic Names:
http://www.nps.gov/nr/publications/bulletins/nrb16a/nrb16a_III.htm#name.

National Park Service Bulletin on Resource Classification:
http://www.nps.gov/nr/publications/bulletins/nrb16a/nrb16a_III.htm#classification

National Park Service Bulletin on Resource Use and Function:
http://www.nps.gov/nr/publications/bulletins/nrb16a/nrb16a_III.htm#function

National Park Service Bulletin on Resource Description:

http://www.nps.gov/nr/publications/bulletins/nrb16a/nrb16a_III.htm#description

National Park Service Bulletin on Completing the Registration Form:

[*Nrb 16A Part III: How to Complete the National Register of Historic Places Registration Form: National Register of Historic Places*](#)

APPENDIX II

Sample Language, Statement of Significance

This appendix provides examples of the type of language you should include in your Statement of Significance. The samples provided are abridged from National Register nominations and do not include the entire Statement of Significance from those nominations. It is recommended that you research other Statements to better understand what information should be included in this narrative.

Built in 1923 and 1928 respectively, the Rosebush House and garage are examples of French Eclectic style architecture, and represent one of the most outstanding properties of this style in Washington State. The Rosebush House is reminiscent of thatch-roofed cottages found in the countryside of Northern France, and the home's unique garage resembles a Medieval-inspired carriage house. Built for Waldo Rosebush, general manager and treasurer of the Inland Empire Paper Company, the Rosebush House and garage were designed by Harold Whitehouse, one of Spokane's most accomplished architects. The English cottage/Norman vernacular influence is typical of much of Whitehouse's work during the 1920s-1930s, but the design for the Rosebush property is singularly unusual and distinctive. The Rosebush House and garage are architecturally significant and are eligible for listing on the National Register of Historic Places under Criterion C.

The Bothell Junior High School (W.A. Anderson Junior High) is eligible for individual listing to the City of Bothell Local Register of Landmarks at the local level of significance under Criteria A and D within the Education and Architecture areas of significance. The period of significance begins in 1931 when construction commenced on the building and ends in 1959, with the last addition to the junior high. The building's eligibility under Criterion A stems from its association with secondary education in Bothell as well as its role as a local representation of school expansion and construction. Designed by architect Earl W. Morrison, the building served as the anchor facility for the junior high school curriculum from which a series of additions expanded to accommodate a growing post-World War II population and curriculum changes. The building's eligibility under Criterion D stems from its embodiment of the Art Deco style. The building largely retains its integrity of location, setting, design, materials, workmanship, feeling, and association.

Maple Hill Cemetery, in Huntsville, Madison County, Alabama, is eligible for the National Register of Historic Places under Criterion A for its locally significant association with the town's settlement history and as a reflection of the ethnic and social history of the city from c. 1820, when the first burials occurred in the beginning years of settlement in Huntsville; to the agricultural boom of the late antebellum era of the 1840-50s; through the impact of the Civil War, with burials from both armies; onto the impact of ethnic settlements and the rise of segregated sections for Jews and Catholics; and to the city's twentieth century history of industrial growth in the 1900s and 1910s to its rapid development as a Cold War military-industrial complex from the 1940s to the end of the period of significance in 1961.

The cemetery is also eligible under Criterion C for its locally significant examples of antebellum, Victorian-era, and early to mid-twentieth century funerary art, design, and commemoration. It contains the work of local carver A. A. Baker, among others, and early work from nationally recognized sculptor R. E. Launitz. The cemetery contains a wide range of artistic expressions from vernacular hand-carved stones to ornate Victorian, Classical, and Art Deco styled work. A vast majority of the markers in the nominated property date from 1820 to 1961, with the greatest concentration of burials dating from 1890 to 1956.

Due to its significant associations with the significant patterns of Huntsville history, such as exploration/settlement and ethnic and social history, and due to the significance of its cemetery art, the nominated property meets the Criteria Exception D that calls for a National Register-listed cemetery to derive "its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events."

*Bennett Avenue Historic District (preferred) is located on 7901-8027 Bennett Avenue and 1221-1282 Laclede Station Road in Richmond Heights, Missouri, an early suburb of St. Louis City that lies within St. Louis County. The neighborhood was established by and for African Americans during the 1940s-1960s as a modern suburban development. Today the neighborhood symbolizes the struggle for fair and equal housing in St. Louis County, Missouri - one that continued well into the twentieth century. The neighborhood was developed beginning in the mid-1940s. It is associated primarily with Dr. Thomas and Georgia Rusan. The Rusans were an African American couple who wished to create a suburban neighborhood near Hadley Township, where Dr. Rusan grew up. Hadley Township, situated south of the Bennett Avenue district, was a working-class black neighborhood developed in the early 1900s by the Evens-Howard Brick Company. Although the Rusans wished to remain near Dr. Rusan's childhood home, they also desired a modern spacious home that reflected their lifestyle. The Rusans encouraged other black professionals to join them in creating this unique neighborhood that today is known simply as "Bennett Avenue." The 1950s-60s is a period of time in which very few African Americans were able to create their own suburban neighborhoods. This was particularly true for areas such as Bennett Avenue that were adjacent to exclusive white neighborhoods. The primary reason that blacks could not form their own communities was due to racial restrictions that prevailed even after the Supreme Court's 1948 landmark decision, *Shelley v. Kraemer*, intended to banish housing restrictions based on racial covenants. St. Louis County remained off-limits to blacks and other minorities for many years after 1948. Not until the 1980s did the numbers of black citizens begin to increase significantly within the county. The Bennett Avenue Historic District is locally significant under Criterion A for its social and ethnic contributions to St. Louis County's African American history. The area of significance for the district is "Ethnic Heritage: Black." Its early development was initiated among an elite black social class of citizens that included doctors, architects, and educators. The district also meets Criterion Consideration G due to its exceptional significance as a Civil Rights-era neighborhood developed exclusively by and for African American residents. The period of significance extends from 1945, when the first home was constructed in the neighborhood through 1968, when the final house associated with the original development was completed.*