

MILLWOOD REGISTER *of* HISTORIC PLACES



NOMINATION GUIDELINES

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REQUIREMENTS FOR LISTING

1. Requirements for Listing

MILLWOOD REGISTER OF HISTORIC PLACES

The Millwood Register of Historic Places is the City of Millwood's official list of properties that have contributed to the city's history. The City adopted a historic preservation ordinance, Ordinance No. 464 and chapter 15.22 of the Millwood Municipal Code, in 2014. The historic preservation ordinance established the Millwood Historic Preservation Commission, the Millwood Register of Historic Places, and adopted Special Property Tax Valuation, the State's tax incentive for historic properties.

CRITERIA FOR DESIGNATION

Any building, structure, site, object, or district may be designated for inclusion in the Millwood Register of Historic Places if it is significantly associated with the history, architecture, archaeology, engineering, or cultural heritage of the community; if it has integrity; is at least 50 years old, or is of lesser age and has exceptional importance; and if it falls in at least one of the following categories:

- (a) is associated with events that have made a significant contribution to the broad patterns of national, state, or local history;
- (b) embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction;
- (c) is an outstanding work of a designer, builder, or architect who has made a substantial contribution to the art;
- (d) exemplifies or reflects special elements of the city's cultural, special, economic, political, aesthetic, engineering, or architectural history;
- (e) is associated with the lives of persons significant in national, state, or local history;

Is it at least 50 years old (or exceptionally significant)?



Does it retain integrity?



Does it meet one or more of the criteria for designation?

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(f) has yielded or may be likely to yield important archaeological information related to history or prehistory;

(g) is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with an historic person or event;

(h) is a birthplace or grave of an historical figure of outstanding importance and is the only surviving structure or site associated with that person;

(i) is a cemetery which derives its primary significance from age, from distinctive design features, or from association with historic events, or cultural patterns;

(j) is a reconstructed building that has been executed in an historically accurate manner on the original site; or

(k) is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.

INTEGRITY

Integrity, in historic preservation terminology, differs from condition. A property can be in poor condition but have a high level of integrity. The National Park Service defines integrity as “the ability of a property to convey its significance.” The National Park Service recognizes seven aspects that make up a historic property’s integrity: location, design, setting, materials, workmanship, feeling, and association. In order for a historic property to retain integrity, it must retain several if not most of the aspects of integrity. National Register Bulletin 15, “How to Apply the National Register Criteria for Evaluation” defines each quality as follows:

Location is the place where the historic property was constructed or the place where the historic event occurred. The relationship between the property and its location is often important to understanding why the property was created or why something happened. The actual location of a historic property, complemented by its setting, is particularly important in recapturing the sense of historic events and persons. Except in rare cases, the relationship between a property and its historic associations is destroyed if the property is moved.

Design is the combination of elements that create the form, plan, space, structure, and style of a property. It results from conscious decisions made during the original conception and planning of a property (or its significant alteration) and applies to activities as diverse as community planning, engineering, architecture, and landscape architecture. Design includes

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such elements as organization of space, proportion, scale, technology, ornamentation, and materials.

Setting is the physical environment of a historic property. Whereas location refers to the specific place where a property was built or an event occurred, setting refers to the *character* of the place in which the property played its historical role. It involves *how*, not just where, the property is situated and its relationship to surrounding features and open space. Setting often reflects the basic physical conditions under which a property was built and the functions it was intended to serve. In addition, the way in which a property is positioned in its environment can reflect the designer's concept of nature and aesthetic preferences.

Materials are the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property. The choice and combination of materials reveal the preferences of those who created the property and indicate the availability of particular types of materials and technologies. Indigenous materials are often the focus of regional building traditions and thereby help define an area's sense of time and place.

Workmanship is the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory. It is the evidence of artisans' labor and skill in constructing or altering a building, structure, object, or site. Workmanship can apply to the property as a whole or to its individual components. It can be expressed in vernacular methods of construction and plain finishes or in highly sophisticated configurations and ornamental detailing. It can be based on common traditions or innovative period techniques.

Feeling is a property's expression of the aesthetic or historic sense of a particular period of time. It results from the presence of physical features that, taken together, convey the property's historic character. For example, a rural historic district retaining original design, materials, workmanship, and setting will relate the feeling of agricultural life in the 19th century. A grouping of prehistoric petroglyphs, unmarred by graffiti and intrusions and located on its original isolated bluff, can evoke a sense of tribal spiritual life.

Association is the direct link between an important historic event or person and a historic property. A property retains association if it is the place where the event or activity occurred and is sufficiently intact to convey that relationship to an observer. Like feeling, association requires the presence of physical features that convey a property's historic character. For example, a Revolutionary War battlefield whose natural and manmade elements have remained intact since the 18th century will retain its quality of association with the battle.

NOMINATION PROCESS

2. Nomination Process

PROCESS

Anyone may nominate a building, structure, site, object, or district for inclusion in the Millwood Register of Historic Places, this includes members of the Historic Preservation Commission or the Commission as a whole. However, written consent must be obtained by the property owner and submitted with the nomination. For individual properties, consent must be obtained by the owner(s) of the property; for historic districts, consent must be obtained by all owner(s) within the district.

Once a nomination has been received and determined complete by city staff, the nomination will be scheduled for consideration by the Commission at a public meeting. Notice will be given at least 30 days prior to the meeting to the public, owner(s) of all properties that are subject of the nomination, authors of the nomination, and (if different than the owners) any lessees of the property. The Commission will review the nomination at the public meeting and determine if it is eligible for listing. If it is found eligible, the Commission will list the property in the Millwood Register and notify the owner(s), author, and the public.

EFFECTS OF LISTING

The following are the effects of listing as contained within the Millwood Historic Preservation Ordinance:

(a) Listing on the Millwood Register of Historic Places is an honorary designation denoting significant association with the historic, archaeological, engineering, or cultural heritage of the community. Properties are listed individually or as located within an historic district.

(b) Prior to the commencement of any work on an historic property as defined herein or any property located within an historic district as defined herein, excluding ordinary repair and maintenance and emergency measures defined in Section 15.22.030, the owner or his/her authorized agent shall request and receive a Certificate of Alteration. Violation of this provision shall be grounds for the commission to review the historic property or historic district for removal from the Register.

(c) Prior to whole or partial demolition of an historic property as defined herein or any property located within an historic district, the owner must request and receive a Certificate of Demolition. Violation of this provision shall be grounds for the commission to review the historic property or historic district for removal from the Register.

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(d) Only historic properties listed on the Millwood Register of Historic Places are eligible for special tax valuation in accordance with the provisions of Section 15.22.070.

COMPLETING THE FORM

3. Completing the Form

This section serves as a guide to completing the Millwood National Register of Historic Places nomination form and is organized by headings that correspond with sections within the nomination form. Each section is important and should be carefully researched and reviewed before submitting to the City of Millwood and the Historic Preservation Commission for their review. Please contact City of Millwood historic preservation staff with the planning department if you have any questions as you work through these sections at 509-924-0960 or info@millwoodwa.us.

NAME OF PROPERTY – SECTION 1

This section includes both the historic and common names for the nominated property. The historic name refers to the name of the property when it was either built or when it would have gained significance. For example, if a home was constructed by John and Jane Doe and it's significant for its architecture, the historic name of the property will be "Doe, John and Jane, House." The common name refers to the current name by which the property is known, such as the name of a current business if it is different from the original business.

LOCATION – SECTION 2

This data is for the physical street address of the property and should also include the Spokane County tax parcel number. To find that information, you can visit the Spokane County webpage: <http://cp.spokanecounty.org/scout/propertyinformation/>

CLASSIFICATION – SECTION 3

This section contains six sub-sections: category, ownership, status, present use, public acquisition, and accessibility.

Category

This refers to whether the nominated property is building, site, structure, or object.

A *building*, such as a house, barn, church, hotel, or similar construction, is created principally to shelter any form of human activity. "Building" may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.

The term "*structure*" is used to distinguish from buildings those functional constructions made usually for purposes other than creating human shelter.

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Examples of structures include:

aircraft	carousel	irrigation system
apiary	corncrib	kiln
automobile	dam	lighthouse
bandstand	earthwork	railroad grade
boats and ships	fence	silo
bridge	gazebo	trolley car
cairn	grain elevator	tunnel windmill
canal	highway	

The term "*object*" is used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment.

Examples of objects include:

boundary marker	milepost	statuary
fountain	monument	sculpture

A *site* is the location of a significant event, a designed or cultural landscape, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of the value of any existing structure.

Examples of sites include:

battlefield	designed landscape	petroglyph
campsite	habitation site	rock carving
cemeteries significant for information potential or historic association	natural feature (such as a rock formation) having cultural significance	rock shelter
ceremonial site	park	ruins of a building or structure
		shipwreck

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trail

village site

A *district* possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

Examples of districts include:

business districts

estates and farms with

residential areas

canal systems

large acreage /
numerous properties

rural villages

groups of habitation
sites

industrial complexes

transportation networks

college campuses

irrigation systems

rural historic districts

Ownership

This simply refers to whether or not the nominated is public or private property. Or, in the case of a district, if there is ownership by both.

Status

Is the property currently occupied, vacant, or in progress (e.g. rehabilitation underway)?

Present Use

What is the present use of the property? (e.g. residential, commercial, education, religious)

Public Acquisition

Is the nominated property potentially a publicly owned property? Leave blank if you do not know.

Accessible

Is the nominated property open for public visitation and access? (e.g. yes for a public park or during regular business hours of a commercial building, and no for a private residence or an office building that is not open to the public)

OWNER OF PROPERTY – SECTION 4

To find that information, you can visit the Spokane County webpage:

<http://cp.spokanecounty.org/scout/propertyinformation/> and search by address or parcel number. Written owner consent is required with nominations so more than a name and address are required to ensure the City can contact the owner.

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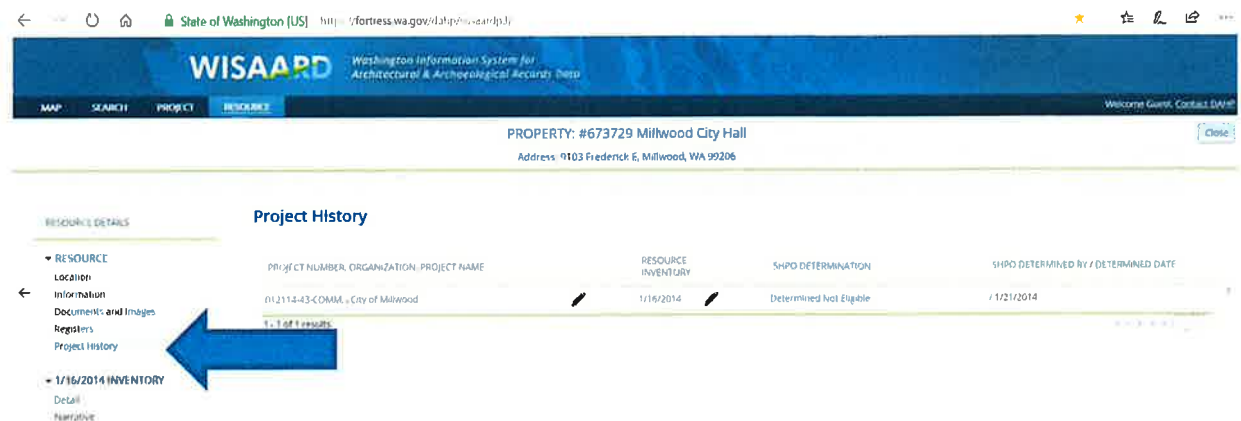
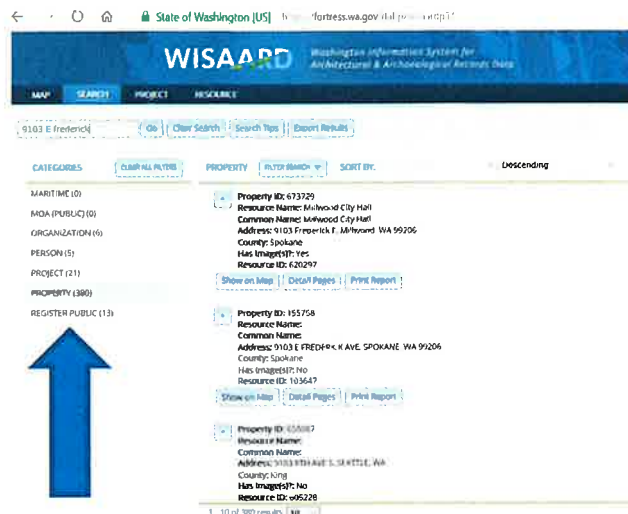
LOCATION OF LEGAL DESCRIPTION – SECTION 5

The legal description is available through the Spokane County, webpage:

<http://cp.spokanecounty.org/scout/propertyinformation/>. Search by address or parcel number.

REPRESENTATION IN EXISTING SURVEYS – SECTION 6

To determine if the nominated property has been referenced in a previous survey, please conduct a search in the Washington State Department of Archaeology and Historic Preservation's Washington Information System for Architectural and Archaeological records Data (WISAARD), <https://fortress.wa.gov/dahp/wisaardp3/> and see if an inventory form has been previously completed on the property. If there is an inventory form on the property and it was surveyed as part of a larger project, enter that information in the form (it will be under Resource: Project History).



COMPLETING THE FORM

PHYSICAL DESCRIPTION – SECTION 7

Please indicate if the nominated property's original materials have been altered (specifics should be detailed in the narrative).

Section 7 will contain a detailed architectural description of the nominated property. Begin with a summary paragraph that provides a brief overview of the property's appearance, location, size, style, and significant features. An example summary paragraph is included in the National Register Bulletin "How to Complete the National Register Registration Form:"

The Edward Jones House¹ is a 1 and 1/2 story,² frame³, Arts and Crafts⁴ style bungalow⁵ with a modified rectangular⁶ plan, an intersecting gable roof⁷, and a front porch. The walls and roof are finished with wood shingles, and the foundation, chimneys, and porch piers are built of fieldstone.⁸ Above the front porch is an open-timbered end gable with Japanese-influenced joinery.⁹ The interior of the house reflects the Arts and Crafts style in the oak woodwork and built-in cabinetry. The house is in the Shadyside neighborhood, a middle-class subdivision with tree-lined streets and 50-foot wide lots.¹⁰ The house fronts west onto Oak Street and is set behind a modest, cultivated lawn which slopes slightly toward the street.¹¹ Behind the house, a rock garden incorporates the stonework of the foundation and chimney and is enclosed by a stone wall. A garage, echoing the house in design and materials, is set at the northeast corner of the lot and reached by a straight driveway from the street.¹² The property retains excellent integrity and has had very little alteration since its construction.¹³

1. Historic Name
2. Number of stories
3. Construction type
4. Architectural style
5. Form
6. Plan
7. Roof
8. Materials
9. Architectural details
10. Setting
11. Site
12. Associated structures and/or buildings
13. Integrity – focus on integrity rather than condition

Then describe the property from the ground up, from the exterior to interior. Reference accompanying photographs and/or documents when appropriate. Utilize headings to organize the description, such as "Summary Statement," "Site," "Exterior," and "Alterations." Organize the description in a logical manner, working, for example, from site/landscape then to the foundation up, facade by facade, and from the exterior to the interior.

Clearly describe both the original and current appearance. Begin with the current appearance and then discuss, if it is different, how it has been altered. Note when those alterations occurred (be specific with years or provide date ranges).

COMPLETING THE FORM

When describing groups of buildings, including historic districts, begin by describing the character of the group and then move in a logical sequence to the individual buildings, highlighting common types or pivotal buildings.

MILLWOOD REGISTER CRITERIA AND STATEMENT OF SIGNIFICANCE – SECTION 8

Select the applicable Millwood Register of Historic Places criteria; one or more criterion may be selected but there must be evidence within the section 8 narrative to support each criterion selected. This section will require primary and secondary source material research. The Northwest Room at the downtown branch of the Spokane Public Library is a great place to start. Historic newspapers, Sanborn Fire Insurance maps, and local histories will help shape the narrative relative to the nominated property.

Section 8 will contain a detailed description of the property's history and significance. Begin with a summary paragraph that describes the property's significance and how it meets the Millwood Register Criteria (A, B, C, D, E, F, G, H, I, J, and/or K). An example summary paragraph is included in the National Register Bulletin "How to Complete the National Register Registration Form" and has been modified for Millwood:

The Edward Jones House,^A built in 1911,^{B,C} is a product of the dissemination of the Arts and Crafts philosophy and aesthetic in America and is an exceptional example of the craftsmanship of a regionally prominent master builder. Contextually it relates to the influence of the American Arts and Crafts Movement in Washington.^D Secondly, the Jones House is a product of the urban growth of Millwood and the planned development of Shadyside.^D The house meets Millwood Register Criterion C in the area of Architecture as one of the best residential examples of the Arts and Crafts style in the State and as the work of master builder and craftsman John Smith.^E

- A. Historic Name
- B. Date of Construction
- C. Period of Significance
(in this case, the date of construction is the date for which the house is significant)
- D. Areas of Significance
- E. Specific Criteria

The statement of significance should outline the history of the property and place it in the context of Millwood's history and any other contexts (e.g. residential construction, commercial development). For the nominated property, the following information should be included (if known): the area of significance, period of significance, date of construction, architect, and builder, and an ownership/occupancy history. Draw on facts in discussing the history of the property.

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Highlight the area(s) of significance and the period of significance.

Area of significance is the historic theme that the nominated property relates to. A theme is a means of organizing properties into coherent patterns based on elements such as environment, social/ethnic groups, transportation networks, technology, or political developments that have influenced the development of an area during one or more periods of prehistory or history. The National Register of Historic Places has identified the following areas of significance:

Agriculture	Engineering	Landscape Architecture
Architecture	Entertainment/Recreation	Law
Archeology:	Ethnic Heritage:	Literature
<i>Prehistoric</i>	<i>Asian</i>	Maritime History
<i>Historic--Aboriginal</i>	<i>Black</i>	Military
<i>Historic--Non-Aboriginal</i>	<i>European</i>	Performing Arts
Art	<i>Hispanic</i>	Philosophy
Commerce	<i>Native American</i>	Politics/Government
Communications	<i>Pacific Islander</i>	Religion
Community Planning and Development	<i>Other</i>	Science
Conservation	Exploration/Settlement	Social History
Economics	Health/Medicine	Transportation
Education	Industry	Other
	Invention	

Period of significance is the length of time when a property was associated with important events, activities, or persons, or attained the characteristics which qualify it for National Register listing. Period of significance usually begins with the date when significant activities or events began giving the property its historic significance; this is often a date of construction. For prehistoric properties, the period of significance is the broad span of time about which the site or district is likely to provide information; it is often the period associated with a particular cultural group.

List the dates for one or more periods of time when the property attained the significance qualifying it for Millwood Register listing. Some periods of significance are as brief as a single year, such as the original date of construction. Many, however, span many years and consist of beginning and closing dates. Combine overlapping periods and enter them as one longer period of significance.

For the date of construction for the nominated property, if the date of construction is pulled from assessor data, record it as circa unless a year built has been researched. The same

COMPLETING THE FORM

notion applies to architect and builder; this information needs to be supported by research. If it is common knowledge, simply say that the nominated property is attributed to a specific builder and/or architect and state the basis of that attribution.

Utilize headings to organize the significance statement, such as "Summary Statement," "Historic Context: Millwood," and "Construction," "Use," and "Ownership."

MAJOR BIBLIOGRAPHICAL REFERENCES – SECTION 9

Please list all sources referenced and cited in the nomination. Potential sources include historic newspaper articles, Sanborn maps, city directories, published histories, books, websites, drawings, and photographs.

It is important that the nomination be built off factual information so please cite specific sources. If text is included from another source, please place it in quotes and provide proper attribution. Sources may be cited with a parenthetical reference [e.g. (Smith, 120)] or with footnotes/endnotes. Bibliography entries should be alphabetical and can be organized by source type (e.g. Newspapers, Books).

Sample bibliography entry:

Smith, John. *History of Millwood*. Seattle: University of Washington Press, 1992.

GEOGRAPHICAL DATA – SECTION 10

Enter the acreage of the property (if less than one acre, indicate less than one acre) and provide the legal description of the property. Provide a justification for the boundary for the nominated property (if different from what already exists within the form).

FORM PREPARED BY – SECTION 11

Include the information of whoever prepared the nomination form.

ADDITIONAL DOCUMENTATION – SECTION 12

This section includes photographs (current and historic) of the nominated property, as well as any relevant maps (e.g. plat maps and Sanborns), and other relevant documentation. Please provide a description of the documentation and proper attribution. Current photographs and a site plan must be included with the nomination.

COMPLETING THE FORM

SIGNATURE BY OWNER – SECTION 13

Please include an original signature by the owner on the nomination form.

FOR OFFICIAL USE ONLY – SECTION 14

This section will be completed by staff.