



## YAKIMA REGISTER OF HISTORIC PLACES

### Guidelines for Completing the Nomination Form

August 2005

## **Yakima Register of Historic Places**

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The Yakima Register of Historic Places is our local government's official list of properties that have contributed to the community's history. The Register was established by ordinance by City Council in January 2005. This ordinance charges the City of Yakima's Historic Preservation Commission (Commission) with the responsibility for the stewardship of historic and architecturally significant properties. Nominations to the Yakima Register must be accompanied by owner consent, or in the case of a district, the majority of the owners' consent.

Applicants are advised to contact the Historic Preservation Commission Staff Planner at (509) 576-6315 prior to initiating the nomination process. Forms are available by contacting the Staff Planner.

### **MINIMUM REQUIREMENTS FOR APPLICATION**

#### **1. Yakima Register Nomination Form**

A completed nomination to the Yakima Register of Historic Places should be submitted, at a minimum, four weeks prior to the Historic Preservation Commission's monthly meeting, which is conducted on the fourth Wednesday of each month. Completed nomination forms and accompanying documents are to be submitted in hard copy to the Staff Planner. Applicants must submit ten (10) copies of the final nomination form and accompanying documents.

#### **2. Site plan with north arrow and street names**

#### **3. Sketch floor plans or architectural drawings (8.5" x 11" format), if available**

4. **Color photographs:** Five to ten color print photographs or digital photographs showing all facades and landscaping; at least one photograph showing the property in the context of its neighborhood; and five to ten representative interior photographs of significant interior features. All photographs must be labeled with the following information: Name of the property, street address of the property, date taken, photographer's name, description of photograph (e.g. north and east facades, view looking southwest; or cornice detail). Photographs may be labeled on the back making sure the writing does not bleed through to the front of the photograph. In lieu of labeling on the back, you may submit a separate continuation sheet with the captions and a number for each photograph. Be sure to number each photograph on the back.

### **APPLICATION REVIEW PROCESS**

1. **HEARING SCHEDULE:** Once staff determines the application is complete, a hearing will be scheduled with the Yakima Historic Preservation Commission, which meets the fourth Wednesday of each month.
2. **PUBLIC NOTICE:** Staff will prepare a public hearing notice to be published in the Yakima Herald-Republic at least ten (10) days prior to the hearing date.
3. **HEARING:** Staff will present the nomination to the Commission. The applicant, or a qualified representative, should be present, and will have an opportunity to offer comments concerning the nomination.
4. **DECISION:** City staff submits the nomination and the Commission's findings of fact and recommendation to City Council for a final decision.

**ELIGIBILITY FOR THE YAKIMA REGISTER**

Any building, structure, site, object, or district may be designated for inclusion in the Yakima 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 forty (40) years old, or is of lesser age and has exceptional importance; and if it falls in at least one of the following categories.

- (1) Is associated with events that have made a significant contribution to the broad patterns of national, state, or local history.
- (2) 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.
- (3) Is an outstanding work of a designer, builder, or architect who has made a substantial contribution to the art.
- (4) Exemplifies or reflects special elements of Yakima's cultural, special, economic, political, aesthetic, engineering, or architectural history.
- (5) Is associated with the lives of persons significant in national, state, or local history.
- (6) Has yielded or may be likely to yield important archaeological information related to history or prehistory.
- (7) 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.
- (8) Is a birthplace or grave of a historical figure of outstanding importance and is the only surviving structure or site associated with that person.

(9) Is a cemetery which derives its primary significance from age, from distinctive design features, or from association with historic events, or cultural patterns.

(10) Is a creative and unique example of folk or vernacular 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.

**1. Name of Property**

Historic Name

The historic name identifies the specific property being nominated and provides a means of identifying and recording the different names by which the property has been known through the years. The historic name is important because it continues 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:

-Original owner or builder

(i.e. Donaldson House; Larson Building)

-Significant persons, organizations, or events associated with the property

(i.e. Stimson-Green Mansion; Masonic Temple)

-Original or later significant uses of the property

(i.e. Capitol Theatre; Union Station)

-Innovative or unusual characteristics of the property

(i.e. South Cle Elum Substation, Georgetown Steam Plant)

-Accepted professional, scientific, technical, or traditional names

(Puget Power Building, Pike Place Market Historic District)

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 on which the 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.

**3. Classification**

*Category*

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

A **district** is a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects which are united by past events or aesthetically by plan or development. A district also may be comprised of individual elements which are separated geographically but are linked by association or history.

Example: Front Street Historic District

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.

Example: Whitman Mission Site

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.

Examples: Collins House and Granary; Mary Olson Farm

A **structure** is any kind of human construction made up of interdependent and interrelated parts in a definite pattern of organization. A structure is often an engineering work.

Examples: Tacoma Narrows Bridge; Point Wilson Lighthouse

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.

Examples: Schooner Wawona; Burbank Homestead Waterwheel

*Ownership*

Public ownership is property owned by a federal, state, or local government entity. Private ownership is, in most cases, easily determined by the name of the owner.

*Public-Acquisition*

If public acquisition is involved, indicate on a Continuation Sheet the stage which negotiations have reached.

*Status*

It is possible to check more than one blank. If preservation work is in progress, then the proposed alterations should be discussed in the description (Item 5).

*Accessible to the public*

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*

Information about the present use helps to determine the function of the property.

**4. Owner of Property**

The owner is the person or corporation that has legal title to the property. For instance:

Ms. Jane Doe  
120 Main Street  
Yakima, WA 98901  
(509) 867-5309  
[janedoe@myemail.com](mailto:janedoe@myemail.com)

Jones Building, LLC  
7 Walnut Street, Suite 200  
Yakima, WA 98901  
(509) 555-1234  
[jonesllc@yahoo.com](mailto:jonesllc@yahoo.com)

For properties involving multiple owners, use a Continuation Sheet.

**5. Physical Description**

The condition of the property is important to make an accurate judgment of its merits. Check the blanks which best describe the present condition of the property.

**Excellent** indicates that the building is structurally sound and weatherproof, with no damage.

**Good** indicates that the building is structurally sound and weatherproof. There may be loose siding, cracked masonry, or a faulty roof.

**Fair** indicates that the building may or may not be structurally sound and weatherproof. There may be loose siding, cracked masonry, or a faulty roof.

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

**Ruins and Unexposed** generally refers to archaeological sites. In district nominations, more than one blank may be checked.

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

**Unexposed:** A term used to indicate most archaeological sites or other subterranean resources.

**Altered or Unaltered:** The conditions "altered" and "Unaltered" refer 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 narrative description statement. It is particularly important to supply dates if available.

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; and (5) justification for the move.

#### Narrative Description of the Property

This section describes the physical character of the property. The description verifies the essential integrity of the property. A thorough and systematic description of the property begins with a summary characterization and flows in a logical manner from the general to the specific; from the setting and exterior of the structure to the interior, from the main building or buildings to accessory features. The developmental history of the property is an important aspect of the description. A portion of the descriptive narrative should be devoted to significant alterations or changes to the property over time. Information relating to the history, significance, or use of the property is NOT included in this section; it belongs in Item 6. For individual buildings, the following outline may be helpful in developing an orderly description.

1. Type of building (home, church, store, mill, etc.)

2. Location and compass orientation
3. General characteristics:
  - Overall shape or plan (rectangle, U-shaped, etc.)
  - Number of stories
  - Number of vertical divisions or bays
  - Structural frame
  - Wall construction and finish materials (brick, frame, masonry, etc.)
  - Roof shape and material (gabled, hipped, shed, etc.)
  - Foundation type and material
4. Special features including location, number, appearance of:
  - Porches
  - Windows
  - Doors
  - Chimneys
  - Dormers
  - Other salient features
5. Decorative elements (window and door trim, porch elements, brackets, etc.)
6. Interior:
  - Layout of spaces
  - Principal features (staircases, fireplaces, etc.)
  - Distinguishing finish work and decorative features (interior trim, wall coverings)
  - Floors
  - Lighting fixtures
7. Number, type, and location of outbuildings, as well as construction dates, if known
8. Important features of the immediate environment (roads, landscaping, topography, water courses)
9. Description of modifications to the property

**6. Significance**

**Year Built**

Give the date of construction of the property. This is usually derived from building permits, architectural drawings, assessor's records, chain of title searches, or newspaper articles written at the time of construction.

**Builder/Architect**

Give the name(s) of the builder and/or architect if known.

Narrative Description of Significance



The second narrative section of the nomination form defines the significant qualities and associations that make a property eligible for listing in the Yakima Register. The key to preparing a successful essay is to stay focused on the applicable criteria for evaluation and to demonstrate how the property meets those criteria. The narrative should state in the opening paragraph which criterion the resource is being nominated under and the reasons why it follows that criterion. The narrative must demonstrate whether the property is a good representative example of the period and area of significance.

## **7. Major Bibliographical References**

This section contains a list of sources from which information of the form was compiled. Use a standard bibliographical style, listing author, full title, location of publication, publisher, and date.

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.

## **8. Additional Information**

Include maps, photographs, and any other additional information this section.

## **9. Geographical Data**

Verbal boundary description: All nominations must include a concise description. The following is a recommended format for boundary descriptions.

"The nominated property is located in Section 19 in Township 14, Range 19 in Yakima, Washington."

Legal description, tax parcel number; and plat/block/lot. This information can be obtained from the Yakima County Assessor's Office (128 North Second Street, Yakima, WA 98901) or through its website: <http://www.co.yakima.wa.us/assessor/assessor.htm>

## **10. Form Prepared By**

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

## **11. Signature of Property Owner**

The stated owner of the property under Section 4 in this form should sign the nomination.