



NOMINATING A PROPERTY *to the* **TACOMA REGISTER** *of* HISTORIC PLACES

Compiled by the City of Tacoma Historic Preservation Office
with content from the WA State Department of Archaeology & Historic Preservation
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How to Use This Resource

THIS DOCUMENT provides a how-to guide for anyone seeking to nominate a building, site, or district to the Tacoma Register of Historic Places.

The **FIRST SECTION** introduces the three different historic registers for which historic buildings in Tacoma may be eligible for listing: the Tacoma Register of Historic Places, Washington Heritage Register, and National Register of Historic Places. It discusses the financial benefits of listing your property on the local register as well as the expectations for design review.

The **SECOND SECTION** provides an overview of the nomination process to the Tacoma Register and discusses the eligibility requirements for Tacoma buildings.

The **THIRD SECTION** provides a detailed description of how to fill out Tacoma's nomination form and outlines the documentation that is required for every landmark nomination.

Finally, the appendix offers a detailed list of archival resources for those conducting research on historic buildings in Tacoma.



Snoqualmie Power Substation, the reading room for the University of Washington Tacoma library, a contributing structure in the Union Depot/Warehouse Conservation District.

I. GUIDE TO HISTORIC REGISTERS

Tacoma Landmarks

THE CITY OF TACOMA boasts four historic districts and over 170 individual landmarks on our local register, as well as an additional four districts on the Washington and National Registers. These landmarks reflect the city's unique history and run the gamut from cottages to mansions; warehouses to skyscrapers; massive power stations and railroad headquarters to neighborhood firehouses, churches, and schools.

This section provides an overview of the City of Tacoma, Washington State, and National Historic Registers. It reviews the various types of properties that can be listed on these registers and outlines the specific requirements and benefits to property owners. Many buildings in Tacoma are listed on all three registers, but this guide focuses on how to nominate a property to the Tacoma Register of Historic Places.

The Tacoma Register of Historic Places

The City of Tacoma maintains the Tacoma Register of Historic Places, which includes individually registered City Landmarks in addition to Historic Districts and Conservation Districts. Nominations of properties to the Tacoma Register of Historic Places may be made by residents or property owners. These nominations are reviewed by the Landmarks Preservation Commission. If nominations are found to meet the eligibility criteria, the Commission usually recommends their designation to City Council. Changes to the exteriors of City Landmark properties must be approved by the Landmarks Preservation Commission.

CITY OF TACOMA INDIVIDUAL LANDMARKS

There are over 170 properties individually listed on Tacoma's Register of Historic Places, ranging in build date from the 1870s until the 1960s. Landmark buildings and properties are scattered throughout the city, and represent a wide variety of perspectives, architectural design, and local history. A complete list of landmarks can be found at www.cityoftacoma.org/Landmarks.

CITY OF TACOMA HISTORIC DISTRICTS

Historic districts are areas of the City that have been determined to possess special character and have related development patterns specific to a period of time. Local historic districts are listed on the Tacoma Register of Historic Places through a nomination process. If the Landmarks Preservation Commission approves the nomination, the recommendation for district establishment is referred to the Planning Commission, which may recommend that City Council create a new overlay historic zoning district. This overlay introduces certain protections for historic districts by implementing a design review process (see Chapter 13.07 of the Tacoma Municipal Code).

As of June 2018, Tacoma has eight historic districts across the three registers: Tacoma Register (TR), National Register of Historic Places (NR), and the Washington Heritage Register (WR).

- Wedge Neighborhood Historic District (TR, WR, NR)
- North Slope Historic District (TR, WR, NR)
- Old City Hall Historic District (TR, WR, NR)
- Union Depot/Warehouse Historic District (TR, WR, NR)
- Stadium/Seminary Historic District (NR)
- Salmon Beach Historic District (WR)
- Buckley's Addition Historic District (WR, NR)
- College Park (WR, NR)



The Federal Building, 1102 A Street, is an individual landmark on the Tacoma Register of Historic Places. (TPL)

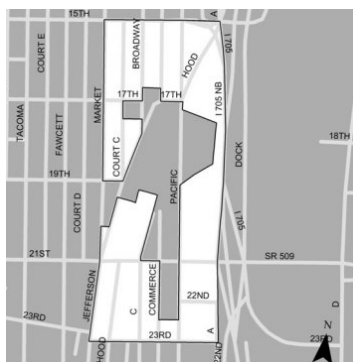
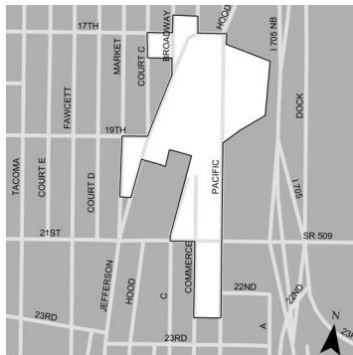
CITY OF TACOMA CONSERVATION DISTRICTS

Conservation districts are areas of the City that have been determined to possess special characteristics and related development patterns specific to a period of time, but that do not rise to the level of an historic district.

Conservation districts are also used as a buffer to protect the core historic district from the impact of development in the surrounding area. Tacoma has two conservation districts, both of which are associated with adjacent districts:

- Wedge Neighborhood Conservation District
- Union Station Conservation District

Conservation districts have fewer design review requirements than historic districts. Maps of all of Tacoma's historic districts and conservation districts can be found at www.cityoftacoma.org/historicpreservation.



The Union Depot/Warehouse District is one of the districts listed on the Tacoma Register of Historic Places (top left), which includes Union Station, an individual landmark (right). The area surrounding Union Station is part of the Union Station Conservation District (bottom left).

EFFECTS OF LISTING ON THE TACOMA REGISTER OF HISTORIC PLACES

There are a variety of reasons to list a building on the Tacoma Register of Historic Places, and there are a variety of effects of listing. The following information outlines the [financial incentive](#) programs and [design review](#) requirements for buildings listed on the register.

- **Special Tax Valuation.** Future renovations of listed on the Tacoma Register of Historic Places may qualify for the Special Tax Valuation property tax incentive.
- **Conditional Use Permit.** The property may become eligible for the Historic Conditional Use Permit, a discretionary permit for additional use rights. However, designation does not by itself affect the future use of the property.
- **Transfer of Development Rights.** The City's Transfer of Development Rights (TDR) program allows designated Tacoma Landmarks to transfer their rights to the development of their property to the owners of a property more suited to development.
- **Design Review.** Once designated, changes to City Landmarks are subject to design review by the Landmarks Commission to ensure preservation of historic character. In addition, such projects may qualify the property for financial incentives.
- **Demolition.** Unnecessary demolition of properties listed on the Tacoma Register of Historic Places and their contributing elements is strongly discouraged by the municipal code and requires approval of the Landmarks Preservation Commission.

More information can be found at www.CityofTacoma.org/HistoricPreservation or by contacting the Historic Preservation Office.

Washington State Heritage Register and National Register of Historic Places

Many buildings that are listed on the Tacoma Register of Historic Places are also listed on the Washington State and National Register. This section provides a brief overview of the different processes and requirements for these registers.

Areas that are listed on the Washington State Heritage Register must be nominated and approved by the Governor's Advisory Council on Historic Preservation. For districts to be nominated to the National Register of Historic Places, the nomination is reviewed by the Tacoma Landmarks Preservation Commission, the State Historic Preservation Officer, and the Governor's Advisory Council on Historic Preservation. If the nomination is successful at the local and state level, a recommendation is forwarded to the federal Advisory Council on Historic Preservation. Neither state nor federal listing creates restrictions on private property owners.

Exceptions include:

- Projects that involve federally or state-owned properties
- Projects funded using federal or state funds
- Properties subject to Shoreline permits, State Environmental Policy Act (SEPA), or federally required permits.

WASHINGTON HERITAGE REGISTER

The Washington Heritage Register is maintained by the Washington State Department of Archaeology and Historic Preservation (DAHP). Projects involving State Environmental Policy Act (SEPA) review and state funds must be reviewed for impacts to Washington Heritage Register properties.

For more information about listing on the Washington State National Register, review the [National Register Guidebook](#) at www.dahp.wa.gov.

To learn more about nominating a property to the Washington State Heritage Register or the National Register of Historic Places, contact:

Michael Houser
State Architectural Historian
(360) 586-3076
michael.houser@dahp.wa.gov

NATIONAL REGISTER OF HISTORIC PLACES

The National Register of Historic Places is the nation's official list of buildings, districts, sites, structures, and objects that are significant in American history, architecture, archaeology, and culture. The Register is maintained in Washington, D.C. by the National Park Service, U.S. Department of the Interior. Under the authority of the National Preservation Act of 1966, the states work in partnership with the federal government to expand the list according to specific criteria for evaluation.

Listing on the National Register does not restrict future alterations, nor does it affect future use of the property. Projects that occur on or near the site of a listed property or district may be subject to review under SEPA, the National Environmental Policy Act (NEPA), or Section 106 of the National Historic Preservation Act and may be required to employ measures to reduce or mitigate impacts to affected historic properties. Listed properties may be eligible for federal historic rehabilitation tax credits if listed or determined eligible for listing. (The National Register does not alter the requirements and incentives already in effect under Tacoma Municipal Code 13.05.047.)

For more information, visit [Completing the National Register Registration Form](#) at www.nps.gov.



Annie Wright School is a contributing structure in the Stadium/Seminary District, which is listed on both the Washington Heritage Register and National Register of Historic Places.

II. THE NOMINATION PROCESS

Basics of the Nomination Process

PROPERTIES AND DISTRICTS are placed on the Tacoma Register of Historic Places through a nomination process. Nominations received by the Landmarks Preservation Commission are reviewed and, if found to meet the criteria, recommended to City Council for designation. Finally, nominations are confirmed by a vote of the City Council. In general, the process for individual landmarks takes between four and six months, as described in this section. However, the process for districts can take much longer. If you are interested in nominating a district, contact the Historic Preservation Office.

I.

CONTACT THE HISTORIC PRESERVATION OFFICE

Anyone may propose a property for listing in the Tacoma Register. However, the rules ensure that potential concerns of property owners and local governments are taken into consideration. We encourage all applicants to reach out to our office to discuss these questions prior to beginning a landmarks nomination:

Determine Eligibility. First, determine if your building fits the criteria for the Tacoma Register of Historic Places. The Historic Preservation Officer can assist you in determining whether your building is eligible. The actual criteria upon which your application will be evaluated is established in the Tacoma Municipal Code and based on the six criteria (see page 15).

Collect Resources. The city has inventoried hundreds of historic buildings during the last 20 years, and we may have information on your building already. In addition, you can pick up nomination forms at the office, as well as samples and research sources or copies of the Tacoma Landmark Nomination form from this web site.

II.

DO THE RESEARCH

To successfully nominate a building to the Register, applicants must thoroughly document both its physical and cultural history.

The Northwest Room at the main branch of the Tacoma Public Library is one of the best archives of historic photos and records in the region, including the Tacoma-Pierce County Buildings Index and Image Archive. The Tacoma Historical Society and the Washington State History Museum are also good resources. *A full list of resources is available in the appendix of this document.*

III.

COMPLETE THE NOMINATION FORM

When you have gathered historical information on your building, document this information in the nomination form. You will need to describe the physical appearance and condition of the building and discuss what role the building has played in Tacoma's history (see Section III, Completing the Nomination Form, for detailed information.)

Once you have completed a first draft, or if you have questions about completing the form, contact the Historic Preservation Office. Staff screen the applications for completeness and accuracy, so submitting an early draft for informal review and comments is encouraged.



Wright Park's Seymour Conservatory, built in 1907, has been listed on the Tacoma Register of Historic Places since 1975.

IV.**LANDMARKS COMMISSION REVIEW**

When your nomination is complete, the Historic Preservation Officer will schedule it for a preliminary review before the Landmarks Preservation Commission (LPC). If the Landmarks Commission finds that the property meets the threshold criteria, it will be scheduled for a special public meeting. If the LPC recommends that a property does not meet the criteria for evaluation, the process for that property stops.

V.**PUBLIC HEARING**

The next formal step in the nomination process is a public hearing with the Landmarks Preservation Commission. The hearing is often held during a regularly scheduled LPC meeting, but public testimony is accepted and recorded. Typically, at the end of the hearing, the commission will vote on whether or not to recommend the property's nomination to City Council. The LPC must recommend a property for nomination to the City Council if the process is to continue.

VI.**CITY COUNCIL RESOLUTION**

The final step in the process is a City Council Resolution. The City Council votes on whether to approve Landmarks designation on their next available agenda.

**THE NOMINATION
PROCESS:****CONTACT OUR
OFFICE****COMPLETE
THE FORM****PUBLIC
HEARING****I.****II.****III.****IV.****V.****VI.****DO THE
RESEARCH****COMMISSION
REVIEW****CITY COUNCIL
VOTE**

CITY OF TACOMA

LANDMARKS PRESERVATION COMMISSION

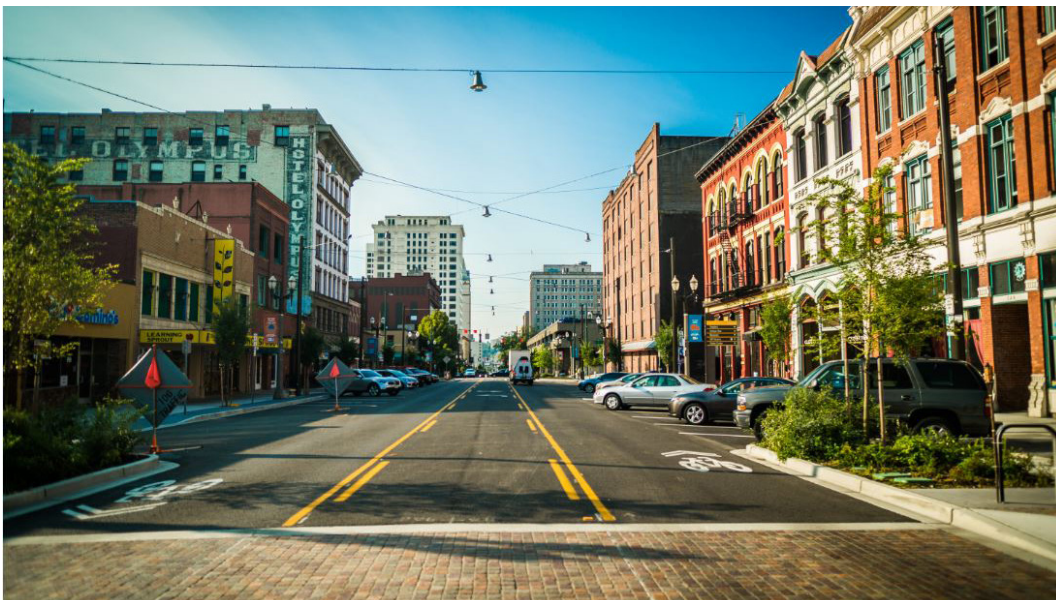
The Landmarks Preservation Commission is established by Tacoma Municipal Code 1.42. Tacoma's Landmarks and Historic Districts are regulated by Tacoma Municipal Code chapters 13.06 and 13.07. The Landmarks Preservation Commission consists of eleven members who are appointed by a majority vote of the City Council. Membership is composed of:

- 3 architects
- 4 individuals with professional expertise in preservation fields
- 1 representative from the Tacoma Arts Commission
- 3 interested citizens.

Nonvoting ex-officio members may also be appointed to represent property and business owners within Tacoma's historic districts.

The commission meets at 5:30pm on the second and fourth Wednesdays of the month:

Room 248
Tacoma Municipal Building
747 Market Street
Tacoma, WA 98402



Old City Hall Historic District is one of the local districts for which the Landmarks Preservation Commission provides guidance.

IS MY PROPERTY ELIGIBLE?

Landmarks Criteria

To be eligible, properties must be at least 50 years of age and retain integrity (the threshold criteria), as well as at least one of the landmarks criteria (see page 15). When looking at a potential landmark, it is useful to ask yourself several questions:

- Is it at least 50 years of age?
- Is it in fair or original condition? Does the building retain original materials to be able to convey its significance?
- What about this building sets it apart from others like it? This might include its excellent condition or unique design.
- Why is it important? It might be an ideal representation of a particular architectural style, be emblematic of a theme in local history, or be connected to a significant person.



Stewart Middle School, built in 1925, was added to the Tacoma Register of Historic Places in 2010.

TACOMA REGISTER OF HISTORIC PLACES ELIGIBILITY CRITERIA

Set by the Secretary of the Interior, these criteria guide landmark nominations at the national, state, and local levels, including in the City of Tacoma. At minimum, landmarks must fulfill at least one of these criteria, but nominations can refer to multiple criteria.

Threshold criteria include:

- **50 years old or older** at the time of nomination.
- **Retains integrity** of location, design, setting, materials, workmanship, feeling, and association such that it is able to convey its historical, cultural, or architectural significance.

The six landmarks criteria are:

- A.** Is associated with events that have made a significant contribution to the broad patterns of our history;
- B.** Is associated with the lives of persons significant in our past;
- C.** 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 may lack individual distinction;
- D.** Has yielded or may be likely to yield information important in prehistory or history;
- E.** Abuts a property that is already listed on the Tacoma Register of Historic Places and was constructed within the period of significance of the adjacent structure; or
- F.** Owing to its unique location or singular physical characteristics, represents an established and familiar visual feature of the neighborhood or City.

III. COMPLETING THE NOMINATION FORM

The Tacoma Landmark Nomination

THIS SECTION PROVIDES a step-by-step description of the requirements of the Tacoma Landmarks Register Nomination Form. In general, the form requests basic property information as well as two essays. The first, the Physical Description, describes the character of the property and the second, Historical or Cultural Importance, gives the historical or cultural background of the property and connects the property to the Secretary of the Interior's criteria for landmarks.

The two narratives are of equal importance. The first verifies the essential integrity of the property; the second states why the property meets the National Register criteria for evaluation. All nominations must include supporting documentation, including maps and contemporary and historic photographs. *A list of these resources and where to find them is included in the appendix.*

PART 1. PROPERTY INFORMATION

- **Parcel Number & Legal Description:** a deed of title is required to provide a complete legal description. This can be obtained by calling a titling company.
- **Nominated Elements:** most nominations are for the principal structure. However, if you are nominating additional elements on the building, you can indicate that here.
- **Owner of the Property:** in cases where the owner is not the sponsor of the nomination, the form requires you to provide evidence that the owner has been contacted, usually in the form of a letter of support.
- **Form Preparer:** your name and contact information.
- **Nomination Checklist:** this asks you to verify that you have included all required elements for the nomination form. This includes the \$100 filing fee. *The filing fee can be waived by a letter of request from City Council or Neighborhood Councils.*


PART 2: PHYSICAL DESCRIPTION

Extent of Changes

Please summarize the changes that have been made to the original plan, exterior, materials, cladding, windows, interior, and other significant elements by selecting the choices below. If the property has been previously documented, these may be indicated on the Washington State Historic Property Inventory Form. These changes should be described specifically in the narrative section of this form.

This section helps the Landmarks Preservation Commission to understand the integrity of the property, as well as any modifications that have taken place over time. While buildings that have original materials in tact are generally considered to have a high degree of integrity, or “the ability of a property to convey its significance,” not all change is threatening. For instance, alterations carried out early in the property’s history have often achieved significance in their own right. In writing up the extent of changes, it can be helpful to distinguish between historic alterations, such as early additions, and later modifications that may be incongruous with a building’s architectural character. However, depending on the criteria that the building is fulfilling, these changes alone do not necessarily make a building ineligible for listing on the Tacoma Register.

If there are plans to update the building to restore elements of its historic character, these plans can be discussed with the Historic Preservation Office; however, the LPC considers the building’s condition at the time of nomination.

Landmarks Preservation Commission Tacoma Community and Economic Development Department		
747 Market Street ♦ Room 345 ♦ Tacoma WA 98402-3793 ♦ 253.591.5254		
TACOMA REGISTER OF HISTORIC PLACES NOMINATION FORM		
<small>This form is required to nominate properties to the Tacoma Register of Historic Places per Tacoma Municipal Code 13.07.050. Type all entries and complete all applicable sections. Contact the Historic Preservation Office with any questions at 253-591-5254.</small>		
PART 1: PROPERTY INFORMATION (for 'HELP' press the F1 key)		
Property Name		
Historic Name _____	Common Name _____	
Location		
Street Address _____		Zip _____
Parcel No(s). _____	Legal Description and Plat or Addition: _____	

The nomination form for the Tacoma Register of Historic Places can be found at www.CityofTacoma.org/HistoricPreservation.

Physical Description Narrative

Describe in detail the original (if known) and present physical appearance, condition and architectural characteristics of the site (context, location), exterior (all four walls), and interior. Please include a list of known alterations and their dates (use additional sheets if necessary).

Physical descriptions vary in length and detail, but should include the same general information. This section typically begins with a summary of the building's site and surroundings, and then becomes more specific about the architectural details of the main building to accessory features:

- ***Architectural classification:*** broadly-accepted description of the building's style (see "Architectural Classifications" call out box).
- ***Location:*** city, neighborhood, street, site, and important features of the immediate environment (topographic elements, roads, etc.)
- ***Shape and basic dimensions:*** number of stories; structural frame
- ***Structure and materials:*** walls, roof shape and material; foundation type and material
- ***Special features:*** windows, doors, chimneys, dormers, and additions, including a description of their location on the house
- ***Decorative elements:*** window and door trim, porch and barge board trim
- ***Interior:*** Layout of spaces, principal features (staircases, fireplaces, etc.), distinguishing finish work and decorative features
- ***Outbuildings:*** number, type and relative location
- ***Modifications:*** description of modifications to building and/or property

ARCHITECTURAL CLASSIFICATIONS

Typically, landmark nominations include an architectural classification, or a broadly-accepted classification of a building's era, style, and character. Architectural classifications are not always cut-and-dry, but even buildings that exhibit elements of several different styles usually reflect a dominant stylistic character.

For more information on architectural styles in Tacoma, visit www.CityofTacoma.org/HistoricPreservation, click "Nominating a Landmark," and choose [Historic Tacoma's Guide to Architectural Styles](#). Virginia McAlester's book *A Field Guide to American Houses* also includes information about common residential architectural styles. *Additional resources for determining a building's architectural style can be found in the appendix.*

PHYSICAL DESCRIPTION:

MEAD HOUSE, 2702 North Puget Sound Avenue

Site

Built in 1903, the single-family house at 2702 North Puget Sound Avenue is located in the Proctor neighborhood of Tacoma, Washington. Set in a residential area, a few blocks east of the commercial Proctor District, other single-family houses surround the residence. The one-and-a-half story building occupies a primarily T-shaped footprint. Oriented west-east, the house faces east with the front



TPL

facade set well back from North Puget Sound Avenue. The south side facade overlooks a yard, partially enclosed behind a low brick wall, and North 27th Street. The added garage, greenhouse, and connecting corridor at the rear north and west side facades project from the core house volume.

Exterior

A stone and concrete foundation support the platform framed walls. The original horizontal wood lap siding clads the exterior walls except for the greenhouse and garage additions. A tall wood water table wraps the lower edge of the walls. Flared hip roofs cap the house's core and the attached south porch form. A plain hip roof covers the rear (west) wing. A flat roof covers the garage. A shed roof covers the added small greenhouse room at the west end of the south facade. Asphalt-composition shingles clad the visible roof sections except for transparent panels on the greenhouse. Two brick chimneys rise from the roof. The main core of the house features the largest roof section and includes five hip roof dormers – two each on the north and south roof slopes, symmetrically placed, and one centered on the east slope, overlooking North Puget Sound Avenue.

On the front (east) facade, a full-width porch is recessed under the overhanging roof. The south porch is also recessed under the roof line. Doric order columns support the roof at the east and south porches. Originally, the house had fixed and double-hung wood sash windows, the latter occurring as both single and paired units. This is still true, although several double-hung windows have been replaced with wood sash, fixed, leaded glass historic windows in the north and south living room walls. Some windows feature contemporary wood exterior storm windows.

Alterations: 1955-1965

Soon after buying the house in 1955 or 1956, the Keyzers made numerous interior alterations, such as removing the wall between the living room and the northeast bedroom and swapping out original one-over-one double hung sashes for decorative fixed windows, within the same openings. They added the brick wall around the south yard, brick walkways, and the small fountain in the garden. They also removed the original garage at the west end of the house, in favor of a small greenhouse at that spot and added a pull-through two-car garage along the north side of the house. At the front (east) facade, they removed two window openings and the single doorway in favor of two evenly spaced doorways.

Documenting the Integrity of Building Interiors

Although information and photographs of key interior features can be included in the nomination, in Tacoma, the Landmarks Preservation Commission does not landmark or conduct design review for private interiors. Only select interiors of public buildings can be landmarked in Tacoma: for example, the Tacoma Municipal Building's lobby and the Point Defiance Lodge are both landmarked interiors listed on the Tacoma Register of Historic Places.

If you are completing a nomination for a public building's interior, the following attributes can help to determine if the building is eligible:

1. The primary interior spaces should retain their **original organization** to convey the building's historic function and the aesthetic and cultural values of the period of significance.
2. Primary interior spaces should retain their **original salient features** (staircases, chimney pieces, built-in cabinetry, etc.) that are sufficient to convey the building's historic function and the aesthetic and cultural values of the period of significance.
3. Primary interior spaces should retain, in substantial part, their **historic finishes** or, in cases where replacement work has been required, the majority of flooring, woodwork and wall surface treatment, and ceiling decorations.



Only public interiors can be listed on the Tacoma Register of Historic Places, such as the Rhodes Medical Arts Building (now Tacoma Municipal Building) at 747 Market Street. (TPL)



Stewart Middle School, built in 1925, was added to the Tacoma Register of Historic Places in 2010.

PART 3: HISTORICAL + CULTURAL SIGNIFICANCE

Criteria for Designation

The Tacoma Municipal Code recognizes six criteria of eligibility for inclusion on the Tacoma Register of Historic Places. Please select any that apply to this property, for which there is documented evidence included in this nomination form.

The second narrative section of the Tacoma Register form defines the historical and cultural significance that make a property eligible for listing in the Tacoma Register.

This section should be focused on the key criteria, recognized in the Tacoma Municipal Code and adapted from the Secretary of the Interior, that make this building or site eligible. Successful descriptions state the criteria that make this particular property eligible in the opening paragraph. In the subsequent paragraphs, you will make your case for the building's connection to one or more of the criteria (see criteria on page 13).

Historical Data

- ***Dates of Construction:*** The building date can be found on the Pierce County Assessor's website or in the Tacoma-Pierce County Buildings Index.
- ***Architect, Builder, and Engineer:*** The architect, builder, and/or engineer can often be found in the Tacoma-Pierce County Buildings Index, or by reviewing the permitting section of newspapers from the era, accessible in the Northwest Room of the Tacoma Public Library.
- ***Architectural styles and materials:*** see *physical description*.

Statement of Significance

Describe in detail the chronological history of the property and how it meets the criteria for the Register of Historic Places. Please provide a summary in the first paragraph that lists the relevant criteria (use additional sheets if necessary). This section should include a thorough narrative of the property's history, context, occupants, and uses.

Demonstrating the significance of a property will usually require you to connect it with the patterns, trends, or fashions in history and culture that are represented by the nomination. In all cases, the most developed sections of the narrative should directly seek to demonstrate the building's eligibility under the selected criteria. Depending on the property and its significance, you may need to provide information about local, State, or national history; important individuals; or specific architectural styles or movements, especially related to local conditions and trends. Many nominations also include research and discussion about a property's owners or occupants as a way to illustrate building and neighborhood history.

Prominent Architects and Builders

Whenever possible, a building's architect and builder should be indicated in the nomination form.

In cases where the significance of the building is connected to a prominent architect or builder, more detailed information about the architect or builder should be included, such as: lifespan (birth and death dates); professional training; span of the architect's career in Tacoma or Washington; and frequently-occurring building types or areas of specialization. It is also helpful to include information about the building's design and construction, as well as its relationship to the scope of the architect's career. (See attached example, and additional information about prominent Tacoma architects can be found in the appendix.)

Bibliography

At the end of the Cultural or Historical Significance essay, a bibliography is encouraged. This can assist future researchers in accessing information about the building and its history.

CRITERION A EXAMPLE: **NISQUALLY SUBSTATION, 2416 South C Street**



Criterion A: Association with events that have made a significant contribution to the broad patterns of our history.

The Nisqually Substation, constructed in 1911, offers an ideal example of a building nominated under Criterion A. While the building is architecturally impressive, its cultural and historical significance is the primary reason for its listing on the Tacoma Register of Historic Places.

Statement of Significance

The significance of the Nisqually Power Substation is based on its central role in the City of Tacoma's pioneering efforts as one of the first cities in the country to construct, manage, and deliver hydroelectric power through a publicly owned utility system. The building also is important as a remarkably intact early example of power station architecture as it evolved into large-scale public works forms later seen in municipal public works buildings, hydroelectric projects, and dams throughout the country.

The southern Puget Sound area, by virtue of its location in Washington State's unique geological environment, was a prime location for the development of hydroelectric power well before the massive Columbia River projects of the Federal government in the 1930s. Western Washington seemed, at the end of the 19th century, to have an inexhaustible supply of water. The Nisqually River hydroelectric dam and generating plant at La Grande, along with the transmission lines and central city substation, were put into service in 1912. The publicly funded and built system provided power to the entire city and became the first municipal effort in Washington State to harvest hydro power outside a recognized political jurisdiction.

The description also provides detailed information about the building's financing, architecture, construction, opening date, and use of the building over time. However, this selection from the narrative illustrates the connection to emerging hydroelectric technology and municipally-owned power, helping to tie the Nisqually Power Substation to broader national trends and significance.

Additional Documentation

The following checklist of supporting documentation is required with every nomination. A more detailed description of several of these items follows:

- ***Site Map***: sketched or aerial photo
- ***Photographs***: historic and contemporary, with image index
- ***Last deed of title***: can be obtained for little or no cost from a titling company
- ***Historical plans or sketch floor plans*** (not required)

A ***Site Map***, either sketched or with an aerial photo, must be provided for all nominations to indicate the location of buildings and accessory structures in relation to the landscape, as well as site boundaries. Please include labels for outbuildings, main structures, roads, and other important site features.

Photographs and Image Index

The preparer is required to submit both historic and contemporary photographs in digital format. These images help to illustrate the historical importance discussed in the physical description and statement of significance.

- Historic photographs might include images of the site or building, portraits of important residents, and other documents indicating neighborhood context or development.
- Current photographs should clearly depict the current condition of the property. Detailed shots of chimneys, doors, kitchens etc. can further document the significance of a property.
- Image Index: Please include an image index as well as descriptive captions for each photograph.

The ***Last Deed of Title*** will indicate the legal title owner of the parcel of property. This can be acquired from a title company. If the nominator is not the owner, it can also be useful to have a letter stating the owner's support for the nomination.

About owner consent: While owner consent is not required to nominate a property, you must provide proof that you attempted to contact the owner. Once the nomination is received, the Historic Preservation Office will notify the owner, and they can request that review of the nomination be delayed.

Sketch Floor Plans or historic site or floor plans of buildings nominated individually or as the primary buildings within a compound property are optional.

Additional Attachments such as advertisements, logos, or Sanborn maps that tie directly to the nomination can be provided on continuation sheets.

CRITERION C EXAMPLE:

SWEDISH MISSION TABERNACLE, 901 South 10th

Criterion C: 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 may lack individual distinction.



IPL

architects, Frederick Heath, with architect Lither Twitchell. This description from the nomination form demonstrates the importance of both the architect and architectural style of this building.

Frederick Heath was responsible for a number of significant buildings in Tacoma at the start of the 20th century, completing more than 600 projects. His design work was far-reaching, and varied from private residences, commercial buildings, and fraternal lodges to churches, hospitals and school buildings. Heath designed in a number of different styles ranging from Gothic Revival to Neo-Classical to simpler structures with few defining architectural details.

Frederick Henry Heath was born April 15, 1861, in LaCrosse, Wisconsin. Heath moved to Tacoma in the late 1800s searching for a climate more suitable for his wife's health. By 1896, he opened his own architectural office, and in 1901 he became principal in the firm of Spaulding, Russell & Heath. After the departure of Spaulding in 1901, the firm became Russell & Heath, but by 1903 Heath had decided to work on his own again. During this time Heath was appointed as architect for the Tacoma School District, during which time he designed the iconic Stadium High School building and bowl. While Heath worked individually for most of his later career, he did form the short-lived firm of Heath & Twitchell from 1908 to 1910. Lither Twitchell was a former colleague who had worked with Heath under Warren Hayes in Minneapolis.

The most typical historical revival in Tacoma is Gothic Revival. Thus, the NeoClassical/Beaux Arts form of the Swedish Tabernacle is unusual, and the fine detailing indicates the presence of an architect. The Beaux Arts style originated in the École des Beaux Arts in Paris. American architects that studied at this school brought the aesthetic principles of classical design to the United States. Beaux Arts is generally characterized by order, symmetry, formal design, grandiosity, and elaborate ornamentation, and the style is most common in public buildings. The building is the only example of a Beaux-Arts church in Tacoma. It is notable for its large ornate entablature and pediment, exaggerated upper entablature, ornate moldings and round arched window and door openings complete with accented keystone.

APPENDIX:

RESOURCES

Tacoma Resources

AS YOU BEGIN THE RESEARCH PROCESS, the following archival sources can help you to learn about your specific property, as well as its connection to broader themes of regional history.

Northwest Room, Tacoma Public Library Main Branch

1102 Tacoma Ave S, www.tacomalibrary.org

- ***Tacoma Pierce County Buildings Index:*** The Tacoma Pierce County Buildings Index is a digital database, searchable by address. It provides information about building and permit dates, associates addresses with historic photographs, and lists newspaper articles about the property by date. [Available online.]
- ***Image Archive:*** The Image Archive is a digital, searchable database of historic images of Tacoma. The archive has images of prominent residents, significant buildings, and streetscapes. These images can help to provide neighborhood context for individual nominations. [Available online.]
- ***Polk Directories:*** Available in bound versions at the Northwest Room, the Polk Directories list Tacoma addresses dating back to the late 19th century in Tacoma. [Only accessible at NWR.]
- ***Sanborn Maps:*** Created by insurance companies, Sanborn maps show detailed, building-level maps of Tacoma. Maps were produced periodically, so can also help to track change over time. [Only accessible at NWR.]
- ***Clipping Files and Historic Newspapers on Microfilm:*** The Buildings Index can help to identify specific articles about your property. Clipping files focus on specific topics, and can help while researching broader historical context. [Only accessible at NWR.]

Staff at the Northwest Room can also assist you in locating other resources at the library.



The Carnegie Library, 1102 Tacoma Avenue South, houses the Northwest Room. Pictured here in 1907. (TPL)

Historic Properties Inventory Database

www.cityoftacoma.org/historicpreservation

Available at the Historic Preservation Office's website under the "Tacoma Landmarks" tab, the Historic Properties Inventory Database is a searchable map of Tacoma Landmarks. Many of the original nomination forms have neighborhood context that can be useful as you conduct your own research.

Tacoma Historical Society

919 Pacific Ave, www.tacomahistory.org

The Tacoma Historical Society has a number of publications accessible on their website. In addition, their collections can be accessed by visiting their museum and archive location in Downtown Tacoma.

Washington Resources

HistoryLink.org

www.historylink.org is Washington's online encyclopedia of state history. The site features articles about prominent residents, events, and places in Tacoma and throughout the state.

Washington State Historical Society

315 Stadium Way, <http://www.washingtonhistory.org/research/collections>

The Washington State Historical Society offers searchable, digital collections on their website. Typically, papers and objects in the collections are significant at a state level. Their physical archives can also be accessed, by appointment, at 315 Stadium Way in Tacoma. To schedule an appointment, call (253) 798-5916.

University of Washington Libraries Special Collections

digitalcollections.lib.washington.edu/cdm/specialcollections

A digitized, searchable collection of rare archival materials covering a broad range of topics, formats, and periods.

Washington's National Register Database

In Washington State all National Register nominations and inventoried properties can be found on-line through our Washington Information System for Architectural and Archaeological Records Data (WISAARD). The database can be found at: <http://www.dahp.wa.gov/learn-and-research/find-a-historic-place>.

Architectural Resources

Historic Tacoma Guide to Architectural Styles

<http://cms.cityoftacoma.org/planning/historic-preservation/nominating/architectural-styles-and-architects.pdf>

This resource provides a list of architectural styles common to Tacoma, along with accompanying images of building types.

Historic Tacoma Guide to Tacoma Architects

www.historictacoma.org/category/tacoma-architects-buildings

A guide Tacoma's most prominent architects and builders, with biographies, project lists, and photographs.

Tacoma Documentation and Conservation of the Modern Movement of Western Washington

www.docomomowe-wa.org

A list of prominent Midcentury Modernist architects working in Western Washington.

Style Guides:

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).

Wiffen, Marcus. *American Architecture Since 1780: A Guide to the Styles* (Cambridge, Mass: MIT Press, 1969).



City of Tacoma Historic Preservation Office

PLANNING & DEVELOPMENT SERVICES DEPARTMENT

747 Market Street, Tacoma, WA 98402

(253) 591-5254

landmarks@cityoftacoma.org

www.cityoftacoma.org/HistoricPreservation