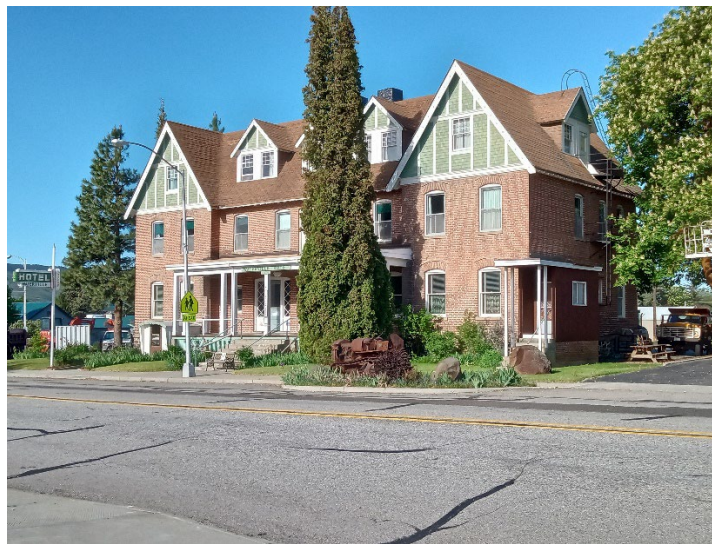
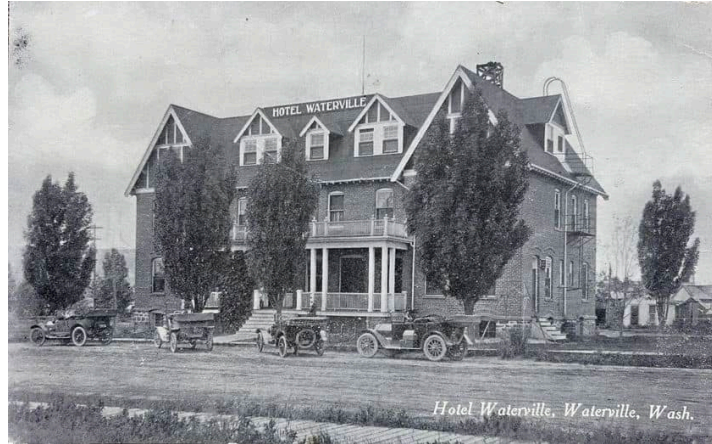


# HOW-TO GUIDE FOR LISTING A PROPERTY ON THE WATERVILLE REGISTER OF HISTORIC PLACES



TOWN OF WATERVILLE  
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SEPTEMBER 9, 2024

## REQUIREMENTS FOR LISTING A PROPERTY

### Waterville Register of Historic Places

The Waterville Register of Historic Places (WHR) is the Town of Waterville's official list of properties that have contributed to the history of Waterville since its inception. The local register was established by municipal code 2.50.050 in 2019, for historic properties within the town limits of Waterville. Nominations to the local WHR must be accompanied by the owner's consent, or in the case of a historic district, 60 percent of the owners in the delineated district (Waterville Municipal Code Ord. 800 § 1, 2019, 2.50.050, B1 & B3).

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

1. *The property is associated with events significant in history at a local, state, or national level.*
2. *The property is associated with the lives of persons, or identifiable groups of people, significant in the past at a local, state, or national level.*
3. *The property embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction; displays unique or innovative engineering; or is the work of a designer, builder, or architect significant in or local, state, or national history.*
4. *The property exemplifies or reflects special elements of Waterville's cultural, political, aesthetic, engineering or architectural history in ways not adequately addressed in the other criteria, such as its visual prominence, reference to intangible heritage, or recognition as a traditional cultural property (TCP).*
5. *The property has yielded, or may yield, information pertinent to extant archaeological research themes. (Ord. 800 § 1, 2019, 2.50.050 [amended 2022].)*

In addition to having documented significance in one or more of the criteria listed above, the property must also retain aspects of integrity – location, design, setting, materials, workmanship, feeling and association – sufficient to convey that significance. Under special circumstances, properties lacking specific aspects of integrity may also be considered eligible for inclusion in the WHR when:

6. *The property has been removed from its original location but is significant primarily for architectural value or is the only surviving structure significantly associated with an historic person or event.*
7. *The property is the birthplace or grave of an historical figure of outstanding importance **and** is the only surviving structure or site associated with that person.*
8. *The property is a reconstructed building that has been executed in an historically accurate manner on the original site. (Ord. 800 § 1, 2019, 2.50.050.[amended 2024])*

The Waterville Historic Preservation Commission (WHPC) “is to initiate and maintain a register of historic properties, to review proposed changes to register properties, to raise community awareness of the town’s history and historic resources, and to serve as a resource in matters of history, historic planning, and preservation.” (Ord. 800 § 1, 2019, 2.50.040D)

## THE NOMINATION PROCESS

Nominations are drafted by the property owner or a hired consultant for the property owner. A draft nomination should be submitted at least one month prior to the next WHPC meeting, which occurs every fourth Tuesday of every month. Once the nomination has been received by the commission the following process occurs:

1. **Review:** *The Commission will consider and discuss the merits of the nomination*
2. **Notice:** *The Commission will give notice of the pending nomination to the public, the owner(s), nomination author(s) and lessees. Notice **will** include publication in the local newspaper and any other form of notification deemed appropriate, including but not limited to: publication in the Town of Waterville Newsletter; posting on the Post Office notice board and/or other town bulletin boards; and/or posting on the Town website.*
3. **Recommendation and Hearing:** *If the property is deemed eligible for listing on the WRHP, with owner’s consent the Commission will make such recommendation at a regularly scheduled Town of Waterville Council Meeting, held every second Monday at City Hall and open to the public.*
4. **Decision:** *The Waterville Town Council will decide whether or not to accept the Historic Preservation Commission’s recommendation.*
5. **Notification:** *The concerned parties will be notified of the Council’s decision.*

Prior to recommendation, members of the WHPC may request a scheduled site visit to assist in the review process.

## AFTER LISTING A PROPERTY

Listing a property to the WHR entitles owners to a number of benefits in exchange for continued preservation of the building. The *Certificate of Appropriateness & Design Review* along with the *Special Valuation Tax Incentive Agreement* encourages the preservation of those historic features for which the property is eligible for the WHR.

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

When a historic property is listed on the WHR, the owner is still able to do the normal repair and maintenance to their property without any WHPC involvement. Work beyond normal repair and maintenance would need a Certificate of Appropriateness prior to any work commencing. In order to get the Certificate of Appropriateness, the proposed work would be reviewed by the WHPC to make sure it would not adversely affect the historic characteristics of the property, or the historic district if the property is in one, which contribute to its designation. In the case of an emergency, the property owner is still able to repair their property under the emergency measures defined in Waterville Municipal Code Ord. 800 § 1, 2019, 2.50.030.

## **Special Valuation Tax Incentive**

WHR listed properties are eligible for the Washington State Special Valuation Tax Incentive. This tax incentive was started in 1985 when the Washington State Legislature determined that the preservation of Washington State's historic resources was an important goal and deserved a special valuation to help preserve these historic resources. This program allows for rehabilitation costs which must equal 25 percent of the assessed value of a building/structure prior to rehabilitation which will be subtracted from the assessed value of the property for a ten-year period. The building or structure must have been listed on the WHR and rehabilitation costs must have occurred within 24 months prior to the application for the tax reduction.

As listed in Waterville Municipal Code Ord. 800 § 1, 2019, 2.50.030: *“Actual cost of rehabilitation” means costs incurred within 24 months prior to the date of application and directly resulting from one or more of the following: (1) improvements to an existing building located on or within the perimeters of the original structure; or (2) improvements outside of but directly attached to the original structure which are necessary to make the building fully useable but shall not include rentable/habitable floor-space attributable to new construction; or (3) architectural and engineering services attributable to the design of the improvements; or (4) all costs defined as “qualified rehabilitation expenditures” for purposes of the federal historic preservation investment tax credit.*

The owner must sign a historic preservation special valuation agreement form WAC 254-20-120 to comply with the requirements of RCW 84.26.050 for the ten-year period of special valuation tax reduction. Work on the historic property needs to follow the Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties”, or “State Advisory Council's Standards” at a minimum (Ord. 800 § 1, 2019, 2.50.030). Those costs that would qualify can be exterior or interior rehabilitation in things such as plumbing, electrical, roof replacement, painting, flooring, etc., although the work must occur on the structure or building, Items that are not affixed to the historic property, such as fencing or landscaping would not qualify.

If the property owner is to “do any work outside of this the owner must request and receive a certificate of appropriateness from the commission for the proposed work.” This involves design review by the WHPC, and any violation of this rule shall be grounds for the WHPC to review the

property for removal from the register. Also, prior to whole or partial demolition of a listed WHR property, “the owner must request and receive a waiver of a certificate of appropriateness” (Ord. 800 § 1, 2019, 2.50.050 D3)

## COMPLETING THE NOMINATION FORM

### PART 1: PROPERTY INFORMATION

#### **Step 1: Property Name**

Historic Name: Identifying the historic name is key to identifying the property in the history of Waterville and its unique identifier. The name should be meaningful and link the property to its history regardless of changes in occupancy. This is the name that was commonly used during the property’s period of significance as it represents one or more of the following:

1. Original owner (or it could be a series of owners if it is significant for more than one person)
2. Original builder
3. Significant persons or events that are associated with the property
4. Accepted professional, scientific, technical, or traditional names

Common Name: This name is the present ownership of the property at the time of the listing. This name will provide a differentiation from similarly named properties today on the WHR.

#### **Step 2: Location**

The location is the name of the street or road with the house or building number where the nominated property is located (i.e. 516 East Ash Street). As Waterville is a small community, the zip code will always be 98858. The parcel number can be found on the Douglas County Assessor (Assessor) website <https://www.douglascountywa.net/162/Assessor>. Likewise, the legal description can also be found on the Assessor website, which will have directional information, block number and which addition it is to the current Town of Waterville. Finally, old plat maps of the additions to Waterville have been digitized and are on the Assessor website also.

#### **Step 3: Nominated Elements**

The elements of a historic property can consist of several categories which make it worthy of nomination. It is important to identify ones with which the owner agrees for preservation and are key elements to the historic property. More than one element may apply to the property.

Principle Structure: This is the physical building or structure that is to be nominated (i.e. house). It would be the building or structure that holds the most historical significance for the property.

Historic Additions: These are additions to the principal structure which were done *in the historic period* of the building/structure (i.e. an annex added to a commercial building). The historic context should help identify the period of significance of the building which will help one decide if the addition is historic to the building or structure. The additions should be 50 years old, unless the principal structure is of lesser age and has exceptional importance.

Accessory Buildings/Outbuildings: These are buildings or structures which are associated with the principal building or structure and were constructed during its period of significance. The accessory buildings or structures should be 50 years old, unless the principal building or structure is of lesser age and has exceptional importance.

Examples of these types of buildings or structures are outhouses for homes, garages, chicken coups, pump houses, smoke houses, windmills, wells (if above ground), sheds, etc.

Site: This is normally associated with archaeological resources, unless it is an important location of an event in the history of Waterville.

Historic Landscaping, Fencing, Walkways, etc.: These are contributing elements that are associated with the principal building or structure from its period of significance. Normally, these are ones which were designed by the architect or builder to work in harmony with the principal structure. These elements should be 50 years old, unless the principal structure is of lesser age and has exceptional importance.

Interior Spaces/Other: These are elements which are highly significant to the principal structure and are worthy of preservation because of their significance. These should also be areas which most likely would not be remodeled in the future and they would retain their historic look.

Examples would be staircases with balustrades, parlor rooms with pull-out doors, decorative inlaid woodwork, or unusual spaces that are unique to the house from any other.

#### **Step 4: Owner of Property**

Include the name and contact information of the current property owner(s) and the owner's signature.

#### **Step 5: Form Preparer**

Name of the person who prepared and completed the form.

#### **Step 6: Nomination Checklist - Attachments**

Mark all the attachments (site map, photographs, deed, continuation sheets, plans, etc.) submitted with the WHR Nomination form.

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## PART 2: PHYSICAL DESCRIPTION

### **Step 1: Extent of Changes**

Look at the property critically to denote changes that have occurred over time from its original construction and mark yes or no on the form. These can be changes in:

Plan: Has the property grown or shrunk in size with additions or removal of original portions of the building or structure? If no change mark yes if there have been changes mark no.

Original Cladding/Exterior Materials: Look at the exterior. What type of siding covers the building or structure? Is the siding original or has it been replaced or covered? For example, does it still retain its original horizontal wood clapboard, corrugated metal, bricks, etc., or has that been removed and replaced with vinyl siding or other modern materials. Or does the original siding remain, but is covered with another type of siding? If no change mark yes if there have been changes mark no.

Windows: Look at the building or structure and see if it has experienced replacement of the original wood or metal windows with modern vinyl windows? If no change mark yes if there have been changes mark no.

Interior (woodwork, finishes, flooring, fixtures): Are there a majority of the original details still within the property? For example, does it still have its original oak floors, does it still have its lath-and-plaster walls/ceilings, does it have its original bead board, are there still original light fixtures, etc.? If no change mark yes if there have been changes mark no.

Other Elements: This is the area to denote if there are other important historical features that are on the property not mentioned above. If those elements have no change mark yes if there have been changes mark no.

### **Step 2: Physical Description Narrative**

In this section, describe the building or structure in paragraph form. What words could be used to tell someone what it looks like without any photographs? The answer should be concise, factual, detailed, and clear. Describe each elevation (or side) and discuss the current condition of the building or structure in how it is original or when it experienced changes over time. In describing the property, it is appropriate to include the following types of information where relevant:

What type of building it is – i.e. residence, commercial building, government, fraternal, religious, etc.

What architectural style is it – Victorian, Victorian – Queen Anne, Craftsman, Italianate, Jacobethan Revival, Colonial Revival, Mission/Spanish Revival, Eclectic Italian Romanesque, Tudor Revival, Minimal Traditional, Ranch, Populuxe/Googie, etc.

Where is the building placement on the lot – Is it attached to other buildings or standing alone on the property? Does the property face the street, the alley, or is the front of the building perpendicular to the street? Is it centered on the lot or off centered? If off-center, what is the reason (landscaping, land topography, or other)?

What is the overall shape or plan of the property – Is building or structure a rectangle, square, “L”-shaped, etc.?

What are the number of stories of the property in height - Is it a single story, one and a half story, two story or other size?

What kind of construction materials (wood, brick, masonry, metal) and cladding (clapboard, shingles, corrugated metal, type of brick bond, type if coursing for masonry) are used?

What type of roof type does it have (flat, gable, hip, shed, etc.).

What are the locations of specific features and the numbers of them on the building, such as porches, windows, doors, dormers and chimneys.

What decorative elements and details exist – highlight those details which make this building or structure different.

What interior features would contribute to the significance of the property which still exist – these would be major interior features that would be associated with its architectural style. Examples of these can be stairs with balustrades, interior finishings/trims, mantels over fireplaces if decorative, wall coverings, floors and lighting fixtures.

What is the location of the associated outbuildings (include the number of them), landscaping, fencing, and walkways in relation to the property.

For those outbuildings or structures which are not eligible list them here also in brief details of size, style, windows and cladding.

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## PART 3: HISTORICAL OR CULTURAL SIGNIFICANCE

### **Step 1: Historical Narrative**

In this the portion of the nomination, discuss the history of the building or structure and its significance to the Town of Waterville. In the narrative, explain the reasons why the property fits into the WHR eligibility category that has been chosen. In the narrative for the building, structure, site, object, feature or district, it is appropriate to include the following types of information where relevant:

Some general historical background should be included including the development associated with the nominated property’s neighborhood.



Provide specific dates for original construction of the property to be nominated and later additions. Do not worry about getting precise dates of changes, if they are not available. The word “circa” can be used if a remodel or addition is not specifically known.

Provide date(s) of significant events connected with the property, especially if it is being nominated for a specific historical event at this location.

Discuss the property’s use over time/occupancy. For example, if it was a single-family residence, multi-family residence, commercial building, repurposed building for either commercial or residential use, etc.

Briefly list the previous owners, as information is available. Exacting details of the prior owners is unnecessary. Information for this can be obtained from a title company for a fee, or one can do the research at the Assessor’s office in the archives under the Grantor (seller) or Grantee (Buyer) indexes. Additional information may be found in the digitized historical Waterville newspapers at the Waterville Public Library (see Sources for Historical Information). Other genealogical websites such as Ancestry.com can be great sources for information about individuals but be careful as there is more than one Waterville in the United States, Iowa, Maine, Minnesota, New York, Ohio and Washington, so sometimes the records can be mistyped or may have come from another Waterville. For example, Milton Bird Howe, of Rogers & Howe, was born in Waterville, Minnesota and eventually died in Waterville, Washington.

However, if the historic property is to be listed as associated with the lives of persons, or identifiable groups of people, significant to the Town of Waterville, Douglas County or Washington State, provide as much detail as possible (see Part 3, Step 2). Under these categories, it is important to describe the prior owner’s history and especially their years in Waterville. This would involve more research through websites such as Ancestry.com or the Washington Secretary of State Archives.

If the property is to be nominated under architect, builder, or engineer, include information about that individual including their professional training, span of career, general scope of the body of work, and structure or building types that they built, designed, or engineered.

If the property is to be nominated under its architecture, include at least a paragraph on the building type or architectural style.

The significance of the nominated property will discuss how the property relates to aspects of local, state or national history in the events that have shaped the Nation. Buildings or structures in Waterville can fit into several large periods of historic context on the local, regional and national levels for Waterville. They are as follows:

Founding of the community in Waterville (1887-1891)

Development of Waterville as a hub for Douglas County for supply, service, cultural and transportation hub (1892-1920)

The United States involvement in World War I (1917-1919)

Boom and bust cycles of Waterville (1921-1941), Roaring 1920s, and the Great Depression

The United States involvement in World War II (1941-1945)

Post World War II and the Populuxe Era (1946-1960s)

**Bibliography:** Include a bibliography at the end of the narrative. The bibliography should list the sources that were used to compile the nomination. This bibliography should be at the end of this section and on a continuation sheet if necessary.

## **Step 2: Criteria for Designation**

Choose a Criteria for Designation that is appropriate for the property. Check all that apply:

1. *The property is associated with events significant in history at a local, state, or national level.*

A property should have an identifiable relationship to the history with which it is associated. For example, Pioneer Park is still in its original location and the setting of the park is still the same in town. Pioneer Park is where locally significant events tied to the social life of the Waterville community have occurred.

2. *The property is associated with the lives of persons, or identifiable groups of people, significant in the past at a local, state, or national level.*

The First National Bank/Kincaid Block/IOOF Block building at 105 North Chelan Avenue is an example for this criterion because it was the Odd Fellows Lodge which was significant Waterville and the Nation as a Fraternal Organization.

3. *The property embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction, displays unique or innovative engineering, or is the work of a designer, builder, or architect significant in or local, state, or national history.*

If a building or structure is to be nominated for its significance under this category of architecture, it should retain a majority of its significant design, aspect or feeling to be recognizable for its style. The Douglas County Bank, built in 1910, is a great example of this as it still retains the majority of its original Neoclassical design.

4. *The property exemplifies or reflects special elements of Waterville’s cultural, political, aesthetic, engineering or architectural history in ways not adequately addressed in the other criteria, such as its visual prominence, reference to intangible heritage, or recognition as a traditional cultural property (TCP).*

The Waterville Grange Hall No. 835 at 100 West Walnut qualifies under this criterion as a traditional cultural property because of its importance to the community and the Granger movement. The Grange was the location where interested community members “meet regularly for the purpose of improving social, political, economic and educational opportunities for rural residents.”<sup>1</sup> Also Pioneer Park qualifies under this Criterion. Pioneer Park occupies 19 city lots which were donated by A.L. Rogers and dedicated by Washington State Governor Clarence D. Martin in 1939.<sup>2</sup> This park along with the Douglas County Historical Museum which resides within it reflect the special nature of Waterville’s cultural and aesthetic history.

5. *The property has yielded or may yield information pertinent to extant archaeological research themes. (Ord. 800 § 1, 2019, 2.50.050.[amended 2022])*

These can be pre-historic or historic archeological sites within Waterville which may or may not be associated with extant buildings or structures.

In addition to having identified and documented the significance of one or more of the criteria listed above, the property must also retain aspects of integrity: location, design, setting, materials, workmanship, feeling and association. The integrity must be sufficient to convey that significance.

However, under special circumstances, properties lacking specific aspects of integrity may also be considered eligible for inclusion in the Waterville Register when:

6. *The property has been removed from its original location but is significant primarily for architectural value or is the only surviving structure significantly associated with an historic person or event or event.*

Explain why the property was moved in the historical narrative. For example, the Mires residence which, in 1939, was moved from outside of town to its current location on 127 West Ash Street to become a “new” home in Waterville.

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<sup>1</sup> Holly Anne Taylor, “Grange Halls in Washington State: A Critical Investigation of a Vernacular Building Type”, Master’s Thesis (University of Washington, 2013), Abstract.

<sup>2</sup> Laura Arksey 2012. “Waterville – Thumbnail History” HistoryLink.org Essay 9357.

7. *The property is the birthplace or grave of an historical figure of outstanding importance **and** is the only surviving structure or site associated with that person.*

An example could potentially be the grave of Norwegian immigrant Ole Ruud who came to the Waterville area in 1883 and was Douglas County's surveyor from 1884-1902 (this assumes there is no house extant where Ole Ruud lived in Waterville). Ruud was a significant part of the development of Waterville and Douglas County as he surveyed the roads and towns of the county, including Waterville.<sup>3</sup>

8. *The property is a reconstructed building that has been executed in an historically accurate manner on the original site. (Ord. 800 § 1, 2019, 2.50.050.[revised 2024])*

A building reconstructed on a vacant – or nearly so – lot in the Downtown Waterville Historic District, following the design of the original building, in its cladding, windows, and height, would qualify for nomination under this criterion. Examples could include reconstruction of Kope's garage in historically accurate manner, or construction of an historically accurate structure behind the remaining façade of the meat market on Locust Street.

### **Step 3: Historical Data (if known)**

**Date of Construction:** List the year the building or structure was built. Also include the years of additions to the building or structure to be nominated. For example, the Rogers & Howe Building on Locust Street was built in 1903, but an annex was added in circa 1906 on Chelan Street.

**Architect:** The name of the designer of the building. For example, the Douglas County Courthouse, built in 1905, was designed by Newton C. Gauntt.

**Architectural Style:** The style of the building or structure. For example, the Nifty Theatre was designed in the Mission architectural style.

**Other Date(s) of Significant Builder:** Dates that are associated with the builder of the structure or building in its construction or additions. For example, the Waterville Hotel was constructed by C.W. Moon in 1903.

**Materials:** Primary building materials from bottom to top. For example, the Cater Residence at 409 East Locust Street is composed of a poured-in-place concrete foundation, platform

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<sup>3</sup> Laura Arksey 2012. "Waterville – Thumbnail History" HistoryLink.org Essay 9357.

wood framing, clapboard cladding, a brick porch with brick columns on the front with a standing seam metal roof.

**Engineer:** For structures, this is the person who created or drafted the plans. For example, the Waterville Railway Company railroad bed was engineered by A.L. Rogers.

#### **Step 4: Statement of Significance**

This statement of significance should consist of a description of the reason(s) why the property is significant at the local, state or National level. The narrative should include a statement for each WHR criteria that it is being nominated for listing to the WHR. Reasoning should be clear and concise as to why it fits within the category supported by facts.

#### **Step 5: Additional Documentation**

**Photographs:** Current photographs are required as part of a complete nomination form. A minimum of four representative digital photographs are required showing the elevations (sides) of the building, structure, site, or object. In the case of a commercial building that has common walls attached to another building, one would only be able to have photographs of the front and rear elevations. A wide view of the property in the context of its neighborhood should also be provided. If possible, one interior photograph of important historical areas within the building or structure should be included. Historical photographs may or may not be available. If historical photographs are found, they should be included also. Photographs should be submitted on continuation sheets with two or one to a page, depending on the size of the photographs.

For historic districts, a minimum of two photographs should be included for every property within the district boundaries. These photographs should be submitted on continuation sheets, with two or one to a page depending on the size of the photographs.

**Site Map/ Illustrative Maps:** A site map should be provided with the nomination. This map should show the location of the property on a map with a north arrow and key. It can be on the USGS Waterville Map or GoogleMaps with the property outlined. A single property with multiple buildings or structures should also have those individual buildings or structures identified as “contributing” or “non-contributing” to the principal building/structure. Historical Districts should show the boundaries of the district with contributing and non-contributing buildings or structures identified. Include the property name and address in the caption or on the map. This map should be on a continuation sheet.

If available, historical maps (such as Sanborn Fire Insurance Maps) should be included in the nomination. These maps should be on a continuation sheet with denotation of the page and year the map was drawn. Optional maps may include sketch site maps or architectural plans if located and available.

## SOURCES FOR HISTORICAL INFORMATION

Ancestry - <https://www.ancestry.com>

Arksey, Laura 2012. "Waterville – Thumbnail History" HistoryLink.org Essay 9357. See <https://www.historylink.org/File/9357>.

Douglas County Assessor 2024. <https://www.douglascountywa.net/162/Assessor>

Douglas County Museum – The museum has local history clipping files on businesses, banks, barbers, car dealerships, dairies, selected families, etc. They also have some scanned historical photographs which can be of assistance <https://douglascountymuseum.com/pics/>.

Douglas County Washington Historical Society. 1989. *Beginnings: Waterville Washington*. Wenatchee, Wash: Commercial Printing. On file at Waterville Public Library. (note the document does not have footnotes and so its history should be verified with additional sources)

Family Search.com – <https://www.familysearch.org>

Find a Grave – <https://www.findagrave.com>. This website can have additional information about Waterville residents besides headstone information.

Google Maps – [www.maps.google.com](http://www.maps.google.com)

Longstreth, Richard W. 2000. *The Buildings of Main Street: A Guide to American Commercial Architecture* Updated ed. Walnut Creek, CA: AltaMira Press.

Rose, Arthur P. 1904 *An Illustrated History of the Big Bend Country, Embracing Lincoln, Douglas, Adams, and Franklin Counties, State of Washington*. Spokane, Wash: Western Historical Publishing Company. Accessible at <https://archive.org/details/illustratedhisto01stee>

Sanborn Fire Insurance Company. *Waterville Douglas County Washington*. <https://www.loc.gov/collections/sanborn-maps>

Scott, Meagan. 2023. *Waterville Architectural Survey, Phase II Project, Town of Waterville, Douglas County, Washington*. Seattle, Wash: ESA. [contains architectural style information also]

Sharley, Ann, Hamilton, Fran and Thompson, Jill. 2021. *Reconnaissance Level Survey of Selected Waterville Historical Properties*. Spokane Valley, Wash: Architectural History & Archaeology! LLC. [contains architectural style information also]

Stevenson, Katherine H., and H. Ward Jandl. 1986. *Houses by Mail: A Guide to Houses from Sears, Roebuck and Company*. Washington, D.C.: Preservation Press.

U.S. Geological Survey Waterville Quadrangle Map - <https://store.usgs.gov/product/106445>

Washington Rural Heritage - <https://www.washingtonruralheritage.org>

Washington Secretary of State, Washington State Archives - <https://www.digitalarchives.wa.gov>

Waterville Public Library – The library has digitized copies of the Big Bend Empire (1888-1921), Douglas County Press (1902-1921), Waterville Empire Press (1921-1993), which contain relevant information about the businesses, events, and people of Waterville. They are also amassing a non-lending local history collection for reference that is available to the public.

Wenatchee Valley Museum & Cultural Center – The archives contain an R.L. Polk County Directory's from 1909-1910 and 1914-1915 which has Douglas County within it. These directories contain information about businesses, people and background information from Waterville from those time period.

## SOURCES FOR ARCHITECTURAL INFORMATION

### **General Architectural Style/Form Guides (from the Washington Department of Archeology and Historic Preservation):**

Baker, John Milnes. American House Styles: A Concise Guide. The Sarabande Press. New York, NY, 1994.

Blumenson, John J.G. Identifying American Architecture: A Pictorial Guide to Styles and Terms, 1600-1945. W.W. Norton & Company, Inc. New York, NY, 1977.

Carley, Rachel. The Visual Dictionary of American Domestic Architecture. Tunder Bay Press. San Diego, CA, 2006.

Cunliffe, Sarah & Jean Loussier. Architecture Styles: Spotters Guide. The Philosophical Society. New York, NY, 1945.

Fleming, John Hugh Honour. The Penguin Dictionary of Architecture. Penguin Books Ltd. New York, NY, 1966.

Gowans, Alan. The Comfortable House. MIT Press. Cambridge, Mass, 1986.

Longstreth, Richard. The Buildings of Main Street: A Guide to Commercial Architecture. AltaMira Press. Walnut Creek, CA, 2000.

Morgan, William. The Abrams Guide to American House Styles. Harry N. Abrams Inc. New York, NY, 2004.

McAlester, Virginia & Lee. A Field Guide to American Houses. Alfred Knopf. New York, NY, 1992.

Phillips, Steven J. Old House Dictionary: An Illustrated Guide to American Domestic Architecture. The Preservation Press. Washington, DC, 1992.

Pothorn, Herbert. Architectural Styles. The Viking Press. New York, NY, 1970.

Rifkind, Carole. A Field Guide to Contemporary American Architecture. A Dutton Book. New York, NY, 1998.

Schweitzer, Robert & Michael Davis. America's Favorite Homes. Wayne State University Press. Detroit, MI, 1990.

Walker, Lester. American Homes: A Illustrated Encyclopedia of Domestic Architecture. Black Dog & Leventhal Publishers. New York, NY, 1981.

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## GLOSSARY

Architectural style: An architectural style is a classification of buildings based on a set of characteristics and features, including overall appearance, arrangement of the components, method of construction, building materials used, form, size, structural design, and regional character. See Washington Department of Archeology and Historic Preservation Architectural Style Guide - <https://dahp.wa.gov/historic-preservation/historic-buildings/architectural-style-guide> for examples.

Accessory Building/Structure: Buildings or structures which are associated with a principal building/structure. Examples would be outhouses, garages, chicken coups, wells, sheds, or pump houses, etc., for houses.

Balustrades: A series of balusters with a rail that is used for stairs, belvederes, balcony, accents, railings, etc. A baluster is an upright, often vase shaped, support for a rail.

Building: A resource created principally to shelter any form of human activity, such as a house, business, or manufacturing. "Building" includes both residential, nonresidential, main and accessory constructions built for this purpose.

Circa: In approximately; about. Used especially before dates and numerical measures.

Cladding: A weatherproof, insulating, or decorative covering fixed to the outside of a building or structure. This covering is sometimes also called siding.



Contributing Resource: A building, site, structure, or object adding to the historic significance of a property.

Contributing Elements: Features that contribute to the significance of a building, or structure. In the case of a historic district, these can also be historic properties that add to the significance of the historic district. An example would be original hitching posts or streetlights, etc.

Elevation: One face or side of a building, generally on the exterior.

Emergency repair: Means work necessary to prevent destruction or dilapidation of real property or structural appurtenances immediately threatened or damaged by fire, flood, earthquake or other disaster.

Exceptional Importance: An outstanding reason for historical importance that is above and beyond the typical importance of a historic property related to an event, person, place or architectural style which merits it for inclusion within the appropriate historic context, whether the geographic scale of that context is local, state, or national.

Extant: Still in existence; not destroyed, lost or extinct.

Historic Context: An Historic Context defines a framework of a common theme, geo-graphical location, and time period against which historic resources can be measured to determine their significance. Use of such a context can act to ensure the significance of similar resources is assessed on an equal basis. It also is a foundation for decisions about the planning, identification, evaluation, registration, and treatment of historic properties, based upon comparative significance.

Historic District: is a geographically definable area, urban or rural, small or large – possessing a significant concentration, linkage, or continuity of sites, buildings, structures, and/or objects united by past events or aesthetically by plan or physical development.

Historic Property: A building, structure, object, site, archeology, or traditional cultural property that is eligible for or listed on the National Register of Historic Places or listed in a local register of a certified local government, such as the Town of Waterville, or listed in a State Register of Historic Places (in Washington State this is the Washington Heritage Register).

Historic Resource: A building, site, district, object, or structure that may be historically significant, but has not been officially evaluated for listing on the National Register of Historic Places, a local register of a certified local government, or listed in a State Register of Historic Places.

Integrity: Authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period. For the WHR the seven aspects of integrity are: location, design, setting, materials, workmanship, feeling and association.

Non-Contributing: A building, site, structure, or object that does not add to the historic significance of a property.

Object: An “object” is a 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.

Ordinary repair and maintenance: Work for which a permit issued by the town of Waterville is not required by law, and where the purpose and effect of such work is to correct any deterioration or decay of or damage to the real property or structure appurtenances and to restore the same, as nearly as may be practicable, to the condition prior to the occurrence of such deterioration, decay, or damage.

Period of Significance: Span of time in which a property attained significance for which it meets the WHR criteria.

Property: Area of land containing a single historic resource or a group of resources and constituting a single entry in the local register of a certified local government, or a State Register of Historic Places, or the National Register of Historic Places.

Significance: A property of historic “significance” is one which helps in the understanding of the history of the local area, state, or nation (whichever is applicable) by illuminating the local, statewide, or nationwide impact of the events or persons associated with the property, or its architectural type or style in information potential. The local area can include a modest geographic or cultural area, such as a neighborhood.

Site: This a place where a significant event or pattern of events occurred. It may be the location of prehistoric or historic occupation or activities that may be marked by physical remains; or it may be the symbolic focus of a significant event or pattern of events that may not have been actively occupied. A site may be the location of a ruined or now nonextant building or structure if the location itself possesses historic cultural or archaeological significance.

Structure: A functional construction made for purposes other than creating shelter, such as a bridge. These are resources created by an engineer instead of an architect.

Waiver: A Waiver of a certificate of appropriateness” or “waiver” means the document indicating that the commission has reviewed the proposed whole or partial demolition of a local register property or in a local register historic district and failing to find alternatives to demolition has issued a waiver of a certificate of appropriateness which allows the building or zoning official to issue a permit for demolition.