

# CITY OF PULLMAN

## Public Works and Planning Departments

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### MEMORANDUM

TO: Pullman Historic Preservation Commission

FROM: Pete Dickinson, Planning Director *PD*  
Jason Radtke, Assistant Planner *JR*

FOR: Meeting of February 11, 2013

SUBJECT: Historic Preservation Commission Business

DATE: February 6, 2013

The material below provides background information for the agenda items to be addressed by the HPC at its February 11 meeting.

1. Discuss plans for the April forum regarding historic preservation matters.

After your latest discussion regarding the public forum to be hosted on April 18, staff has created a tentative timeline for the evening:

7:00: Doors open  
7:30-8:00: Chris Moore presentation  
8:05-8:20: HPC Staff presentation  
8:25-8:30: Tom Handy presentation on the Old Post Office  
8:35-8:40: Allison Munch-Rotolo presentation on the College Hill Association  
8:40-9:00: Open discussion and refreshments

The following matters still require guidance from the commission:

- Is there a specific topic which you would like Chris Moore to address, or would you prefer more of an overview of the Washington Trust for Historic Preservation and preservation efforts in general?
- Would you like to provide 15 or 30 minutes between when the event starts and the first presentation?

- Now that the League of Women Voters (LWV) meeting on historic preservation has been conducted, what activities would the HPC like to include at the forum to set this event apart from the LWV meeting (e.g., brainstorming with the use of flip charts to record community members' ideas on advancing historic preservation in the community; interactive features regarding preservation matters; small group discussions)?
- HPC members have mentioned the possibility of posting a display(s) at the forum. If we pursue this, what type of display should be assembled—historic photographs; photographs depicting National Register properties; a display that shows how to conduct a preservation-related activity, such as “How to Nominate a Property for the Pullman Register of Historic Places” or “How Does the Special Property Tax Valuation Process Work?”; or something else?
- What type of refreshments would you like provided, if any?
- The Commission listed the following methods for promoting this event:
  - News releases;
  - Government television channel;
  - Pullman Community UPDATE
  - Planning Department Newsletter;
  - Chamber of Commerce eNews bulletin; and
  - The HPC promotional posterAre there any other means you would care to utilize for advertising?

With your input, staff should be able to finalize an agenda for the April forum.

2. Discuss a draft brochure related to local historic preservation.

At the January meeting of the HPC, Commission member John Anderson volunteered to prepare a brochure to promote local historic preservation activities and opportunities. Mr. Anderson has informed planning staff that he expects to have the first draft of this brochure available for HPC review at the February 11 meeting.

3. Discuss and potentially adopt 2013 goals for the Commission.

During her training session on November 28, 2011, DAHP's CLG Coordinator Megan Duvall suggested to the Commission that it consider establishing annual goals to accomplish its overall CLG mission of preserving the heritage of the community. The goals adopted by the Commission for 2012 were as follows:

- Apply for CLG Grant money;
- Use CLG Grant funds to conduct a comprehensive inventory;
- Hold a community event to familiarize the public with the CLG;

- Select a public property to inventory; and
- Inventory the downtown area with consideration of forming a district.

Of these goals, the first three have been, or are being, implemented. Staff's suggestions for potential 2013 goals are:

- List a certain number of properties on the Local Register of Historic Properties.
- Select a public property to inventory.
- Form a partnership with appropriate WSU departments to conduct a reconnaissance-level survey of all historic properties within the city. It is understood that this work will take place over the course of multiple years.
- Prepare and distribute a brochure to promote historic preservation in the community.

Obviously, this list is not all-inclusive, and many other possible goals could be proposed.

The action requested of the Commission is to first determine if it wishes to establish goals for 2013, and, if so, to identify those goals. If the HPC does decide to formulate goals for the year, it would be appropriate for the Commission to do so by motion.

4. Entertain an update regarding the upcoming survey of historic properties on College Hill.

At the December 2012 meeting of the HPC, the Commission discussed a draft Request for Proposals (RFP) involving the project to conduct an intensive inventory of approximately 50 historic properties in the vicinity of Maple Street on College Hill. Following that discussion, the RFP was revised and distributed to 14 preservation consultants in eastern Washington and northern Idaho. The deadline for submitting proposals was February 1.

The city received one proposal for the project. This proposal was submitted by Rain Shadow Research Inc. of Pullman. (The first eight pages of the proposal is presented herein as an attachment [the curriculum vitae for key personnel has been excluded]). The city is drafting a professional services agreement to formally secure the services of the consultant for the project. Staff anticipates City Council action on this agreement sometime in March.

Planning staff will entertain any questions from HPC members about this matter at the meeting on February 11.

Attachment

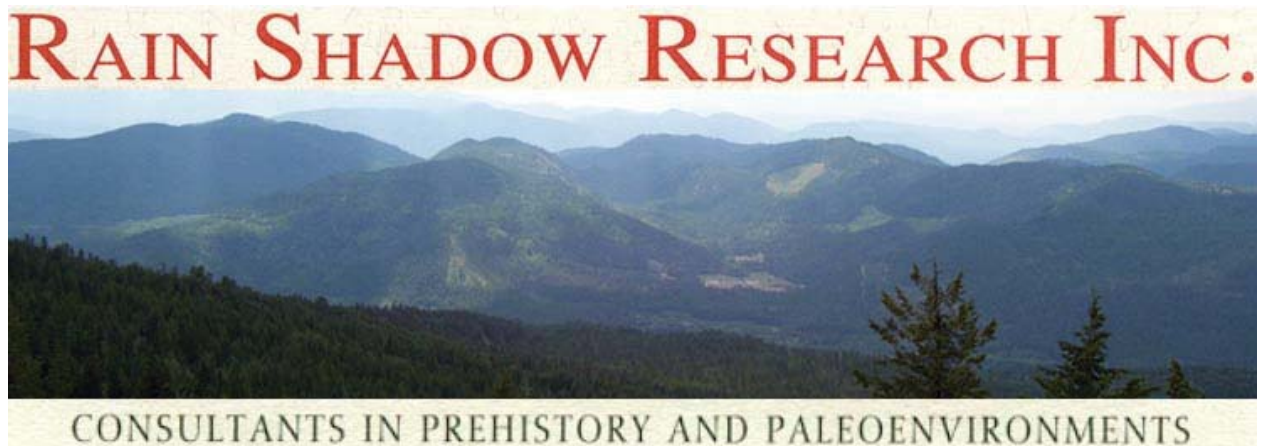
# **Technical and Cost Proposal for an Intensive Historic Building Survey of 50 Properties on College Hill, Pullman, Washington**

Prepared by  
**Rain Shadow Research Inc.**  
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January 31, 2013

Submitted to:  
**The City of Pullman**  
325 SE Paradise Street  
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Matthew J. Root, Ph.D., RPA



## **Technical and Cost Proposal for Field Work and Preparation of a Report of Results for the Intensive Building Survey**

All work conducted by Rain Shadow Research will meet the requirements of all federal and state regulations and guidelines for an Intensive Level Historic Building survey, in particular the requirements of the Washington Department of Archaeology and Historic Preservation (DAHP) (<http://www.dahp.wa.gov/survey-types>) and the Washington State Standards for Cultural Resource Reporting (<http://www.dahp.wa.gov/compliance-historic-buildings-2> and [www.dahp.wa.gov/sites/default/files/External%20FINAL.pdf](http://www.dahp.wa.gov/sites/default/files/External%20FINAL.pdf)).

Dr. Matthew J. Root, Ph.D. and Dr. Robert R. McCoy, Ph.D. will be the project Principal Investigators. Dr. McCoy and Dr. Root have extensive experience conducting historic building surveys in Washington State, including several recent projects in the City of Pullman. Either Dr. McCoy or Dr. Root, or both, will be on-site during all field recording. In addition, Daryl Ferguson, M.A. will be the project historian, and will also be on-site for all building recording. Root and Ferguson are also accredited by the Register of Professional Archaeologists (RPA) ([www.rpanet.org](http://www.rpanet.org)). Curriculum vitae for these key personnel are attached.

Dr. Robert McCoy (Associate Professor of History, Washington State University) will be the project Architectural Historian. Dr. McCoy meets all federal and state requirements for a qualified architectural historian. This project includes recording about 50 historic period buildings, and a qualified architectural historian must complete the field descriptions and Washington Historic Property Inventory (HPI) forms to meet Washington DAHP standards.

### **Proposed Fieldwork and Reporting**

The survey area on College Hill is adjacent to the College Hill National Register District and includes single family residences, a parsonage, and apartments. The area was, and still is, a primary residential area for Washington State University faculty, staff, and students. The architectural integrity of the buildings vary, but most are in good to excellent condition. This is one of the entryways to the National Register District. As such, it represents an important part of College Hill and is integral to the history of Washington State University and the City of Pullman.

We propose to conduct an Intensive Level Historic Building Survey that meets all requirements of the Washington DAHP. The first step of intensive survey fieldwork is to record and photograph each building, structure, and object in the survey area. A complete survey must include historic buildings and well as modern buildings. Any modern construction affects the historic integrity of the survey area. Therefore, modern buildings must be noted at a reconnaissance level so that adjacent historic buildings can be properly evaluated for their eligibility for listing on the National Register of Historic Places.

The on-the-ground survey will include recording the UTM coordinates, legal descriptions (Township, Range, and Section from the USGS 7.5 minute quadrangle map), and tax parcel numbers of each property. UTM coordinates will be based on the 1983 North American datum and will be obtained from a hand-held *Trimble GeoExplorer 3* Global Positioning System (GPS) receiver. The coordinates will be based on an average of at least 20 data points taken at one second intervals from a minimum of four satellites. The receiver's position dilution of precision (PDOP) mask will be set at 8.0 with the signal-to-noise ratio (SNR) mask set at 4.0. This will produce an accuracy of ca. one meter or less for each reading, which satisfies DAHP requirement for recording building UTM coordinates.

We will compile complete architectural descriptions for each historic building and structure in the survey area and for each building that is 40 years old or more. This allows DAHP to compile

information for buildings that will reach the historic age of 50 years in the near future and to carry out their “Nifty from the Last 50” initiative (<http://www.dahp.wa.gov/nifty-from-the-last-50-initiative>).

These descriptions will meet DAHP standards and will include architectural style, building plan, frame type, cladding, windows, entryways, roof type and material (where visible), foundation type and material, and changes to original materials. We will also write a narrative of the physical appearance for each property, including landscaping. Descriptions will be accompanied by color photographs of all elevations and at least one three-quarter view photograph of the façade and one adjoining elevation. Detail photographs of windows, entryways, landscaping, and other attributes will be produced where those attributes are significant. We will photograph buildings from streetscape views to provide an overview of the historic settings of buildings. The narrative will include the date of construction and dates of modifications and remodels, historic photographs (if available), the former and current uses of the property, the name of the architect or builder, and former and current ownership.

All descriptions, historic information, and photographs will be entered into the Washington state HPI database (an on-line inventory). Each HPI form (and the report narrative) will also include a study unit theme, an in-depth statement of National Register significance, and a recommendation of whether the property is eligible for listing on the National Register, or not. We will include a bibliography in the HPI of sources consulted in researching each building. We will also include a comprehensive References Cited section at the end of the final report.

The project report will include a narrative history of relevant parts of College Hill, Washington State University, and a short history of the City of Pullman. This historical narrative will provide a historic context with which to evaluate the National Register eligibility of each property under Criterion B (association with the lives of persons significant in our past) and Criterion D (have yielded, or may be likely to yield, information important in history) of the National Register.

### **Rain Shadow Research Inc.**

Rain Shadow Research is located in Pullman, Washington, which is home to Washington State University (WSU). Rain Shadow Research is fully equipped and staffed to successfully complete the proposed historic building survey. We have expertise in specialized studies of historic architecture, history, and historic artifacts.

The main office and laboratory at 119 N. Grand Ave., Pullman has over 2,000 square feet of office, laboratory, and collection storage space. Rain Shadow Research maintains a research library holding over 3,000 books and scientific journals and maintains electronic subscriptions to dozens of major scientific journals that publish research on the history, geology, and environments of western North America. Furthermore, as adjunct faculty in the Department of Anthropology, WSU, Matthew Root and has access to all WSU research libraries, digital research collections, and the archives at the Museum of Anthropology.

Rain Shadow Research maintains a full range of standard field equipment (e.g., EDMs, digital and film cameras, GPS units) with which to conduct historic building surveys. We maintain desktop and laptop computers with Microsoft Office, GPS Pathfinder, Terrain Navigator, Photoshop, and other programs required for preparation of reports and Historic Property Inventory forms. We also own copying, printing, and binding equipment for producing high-quality, color printed reports.

### **Key Personnel and Similar Experience**

**Dr. Matthew Root, RPA**, holds a Ph.D. in Anthropology from Washington State University, and has 38 years of professional experience in Historic Preservation, including leading projects in the Pacific Northwest since 1987. Root has served as Principal Investigator and supervised field and laboratory work across Washington and the Pacific Northwest. He has authored many scientific journal articles, book chapters, and cultural resource management reports on the archaeology and history of western North America. Recently, he completed projects that included Historic Building surveys similar to the one proposed here for the City of Grandview, City of Pullman, City of Tieton, City of Naches, Town of Palouse, Town of Farmington, Town of Colton, and the Town of Nez Perce, Idaho. Dr. Root is a member of many national scientific research organizations, is an Advisory Editor for the journal "*North American Archaeologist*," and is a Lifetime Member of the Whitman County Historical Society. Dr. Root is President of Rain Shadow Research Inc. and is responsible for the successful completion of all projects and is the primary contact.

**Dr. Robert McCoy** holds a Ph.D. in History, is Associate Professor of History at Washington State University, and is Architectural Historian for Rain Shadow Research. Dr. McCoy teaches public history with a specialization in historic preservation. He has authored many publications and reports on the history of the Pacific Northwest. He recently completed the College Hill National Register Historic District nomination in Pullman and the District is now listed on the National Register of Historic Places. Dr. McCoy is the Architectural Historian and co-author of all Historic Building surveys conducted by Rain Shadow Research, which are summarized below. Dr. McCoy will directly supervise two advanced graduate students in Public History at Washington State University to assist in the field recording of buildings and structures. As the Principal Investigator and author of the College Hill National Register District nomination, Dr. McCoy is exceptionally qualified to conduct the proposed survey.

**Mr. Daryl Ferguson, RPA**, holds an M.A. in Anthropology and specializes in historic archaeology. He has 20 years of professional experience across the western United States, including supervising work in the Pacific Northwest, Alaska, and the Great Plains. Mr. Ferguson specializes in the history and archaeology of western North American and has authored many reports on these subjects. Mr. Ferguson also conducted all of the Historic Building surveys listed below and was the co-author of all reports.

### **Relevant Experience of Rain Shadow Research and Key Personnel**

Rain Shadow Research has successfully completed historic building surveys in several eastern Washington and north Idaho towns and cities, including work in Pullman. Robert McCoy, Matthew Root, and Daryl Ferguson conducted each of the surveys and co-authored all reports. They will complete the proposed work on College Hill. We have recorded buildings and structures according to intensive survey standards and submitted all HPI forms and reports to DAHP for all Washington projects (Idaho has different standards). DAHP accepted all reports and concurred with our recommendations. Summaries of these projects are below.

**Grandview, Washington.** In 2009, McCoy, Root, and Ferguson completed a historic building survey as part of the Grandview Downtown Revitalization Project. We recorded 68 buildings during this intensive survey, which was authorized by Section 106 of the National Historic Preservation Act. This project was of the approximate scope of the proposed College Hill survey, demonstrating our ability to successfully complete such projects.

We recorded 42 one-part commercial block buildings and one two-part commercial block building. One of these buildings is clad with brick laid in common bond, has two bays on the façade with single-leaf metal and glass entry doors, and has decorative brickwork laid in a

herringbone pattern just below the parapet crown. This building was determined eligible for listing on the National Register.

We recorded nine residential buildings, including a Craftsman single-family cross-gable house, a one-story single-detached Craftsman single-family bungalow, a one-story, hipped roof Craftsman single-family bungalow, two one-story minimal traditional single-family bungalows, a one-story Craftsman single-family bungalow, a one and one-half story Craftsman single-family cross-gable house, a one-story single-family-workingman's foursquare house, and a vernacular multi-family duplex. The Craftsman single family cross-gable house, built in 1906, was determined to be eligible for listing on the National Register.

In addition to the commercial blocks and residences, we recorded two Art Deco one-part blocks, one Beaux Arts American Renaissance one-part block, one Art Deco Streamlined Moderne one-part block, one Beaux Arts Neo-Classical one-part block, and one Western False Front one-part block building. These seven buildings were determined eligible for listing on the National Register. We also recorded one commercial, two industrial, and three modern buildings that are not significant.

**Nez Perce, Idaho.** In 2006, Rain Shadow Research conducted a historic building survey under Section 106 that recorded 21 historic buildings and one historic trash dump (an archaeological site). Historic buildings include the Newspaper Office, the Nezperce Fire Station, the Nezperce Medical Clinic, the Independent Order of Odd Fellows (IOOF) Hall, the Union State Bank and Lewis County Courthouse, the Nezperce Drug Store, a one-story concrete block apartment building, the Lewis County Title Building, a two-part commercial block, six one-part commercial block buildings, two one-story commercial buildings, and the historic Nezperce Hotel.

**Colton, Washington.** In 2008, we conducted a historic building survey for the Town of Colton under Governor's Executive Order 05-05. We recorded three historic residences, including a one-and-a-half story Craftsman house, a one-and-a-half story Composite Tudor house, and a one and a half story Colonial Revival house. A fourth residence, a historic period brick house, was not recorded at the request of the homeowner. We recorded two commercial buildings, including the Colton Food Center, a one-part commercial building, and a one-part Western False Front building, which was a Saloon and Billiards Parlor.

**Palouse, Washington.** In 2007, Rain Shadow Research conducted a cultural resources survey of the Whitman Street Improvement Project in Palouse, Washington. We recorded four historic buildings and one historic railroad (a structure). Buildings included the Old City Hall (a one-and-a-half story commercial brick building constructed between 1893 and 1908), the Historic Palouse Fire Station (a one-and-a-half story commercial brick building constructed between 1929 and 1940), the Bestway Equipment Shed (a utilitarian commercial building moved to its present location in 1975), and the Nagle and Gage Repair Shop and Apartments (a commercial garage/repair shop built in 1950 joined to an apartment complex built in 1951). We recorded the Washington, Idaho, and Montana Railway (site 45WT288), a spur line between Palouse and Bovill, Idaho. In 1904, Potlatch Lumber Company needed a more efficient means of transporting logs to the mills in Colfax and Palouse City and therefore they built the spur line in 1905–1906.

**Farmdale, Washington.** In 2009, we conducted a cultural resources survey along 3<sup>rd</sup> Street in Farmington. We recorded three historic buildings and one historic archaeological site. The buildings included the Pioneer Livery and a Western False Front commercial building dating to 1888 making it one of the oldest buildings in town. We also recorded a Vernacular style building now used as a garage, and the George F. Hodges, two-story single-detached English barn. Such



English style barns represent a style and distinctive method of construction that is increasingly rare in Washington State.

**Tieton, Washington.** In 2007, Rain Shadow Research completed a cultural resources survey for the City of Tieton where we recorded one historic building. The building was constructed in 1945 and is a one-story brick and cinder-block, commercial building called “Jim’s Garage,” a business founded by James Arbary “Jim” Gatliff.

**Pullman, Washington.** Rain Shadow Research has conducted several surveys for the City of Pullman that included historic building surveys. The most significant of these was recording the Pioneer Center in 2010. The Pioneer Center is the former Franklin School, a two story PWA Moderne style school building. The western portion of the school was built in 1939 under Franklin D. Roosevelt’s Federal Emergency Administration of Public Works Program and was named the Franklin School. An addition, attached to the east elevation of the original school building, was constructed in 1957. The building was determined eligible for listing on the National Register of Historic Places.

In 2008, we conducted a cultural resources survey along North Grand Avenue that included recording four historic buildings, one historic railroad siding, one historic silo, and one historic highway bridge. The buildings included a two story concrete block commercial building, a small wood utility building built sometime after 1949, a one-and-one-half story commercial building at 745 NW Grand Avenue, and a grain warehouse. A round storage silo is located at the southwest corner of the grain warehouse and an associated railroad siding runs along the east side of the warehouse, between the building and Missouri Flat Creek. The siding included a wooden simple span deck truss railroad bridge, which has now been removed. Missouri Flat Creek Bridge, built in 1955, is a simple span deck truss concrete bridge located where Grand Avenue crosses Missouri Flat Creek. We recommended that all these historic buildings and structures were not eligible for listing on the National Register of Historic Places, and the Washington DAHP concurred with our recommendations.

### **Proposed Scope of Work**

We propose to carry out the following:

1. conduct a records and literature review at the Washington Department of Archaeology and Historic Preservation, Olympia for the survey area for all previously recorded information on buildings and to obtain copies of all existing Historic Property Inventory forms on file;
2. conduct a review of historic properties in the survey area, including inspection of Historic Sanborn Fire Insurance maps (which document building dates, plan forms, construction materials, and uses), General Land Office maps; historic USGS maps, and plat maps;
3. conduct a review of all records at the Whitman County Assessor’s Office for the history of building ownership, dates of construction and modifications, and all other pertinent information;
4. conduct a review of all pertinent literature, records, and photographs on file at the Whitman County Historical Society, Neill Public Library, the City of Pullman, and Washington State University libraries;
5. conduct an intensive building field survey of the area recording every historic building, structure, and object according to DAHP standards and requirements and completing an HPI form for each property; and
6. map all historic buildings, structures, and objects with a Global Positioning System receiver and electronic distance measurers, and record all data required by the Washington DAHP.

## Deliverables

Rain Shadow Research will prepare a written report for submission to the City of Pullman according to the schedule outlined in the RFP. Sufficient printed report copies will be provided for distribution to DAHP, the City of Pullman, and other interested parties (e.g., the Whitman County Historical Society). This report will be produced on acid-free archival paper with high-resolution color graphics and maps. The complete report, including the DAHP cover sheet, full report text and figures, and all HPI forms will be submitted as a single PDF file on CD to the city and to DAHP (which DAHP requires).

The final project report and HPI forms will provide individual property owners all of the information required to complete the nomination form for the Pullman Historic Register, should they so desire. Rain Shadow Research personnel will be available to assist in any such endeavors. Properties recommended as not eligible for listing on the National Register for the purposes of this survey, may still be eligible for listing on the Pullman Historic Register.

The final report and submission will include:

1. Description of all procedures and results of all fieldwork;
2. Historic context sections for the City of Pullman, Washington State University, and College Hill that are appropriate to the scope of this survey;
3. Results of the records review at the Washington DAHP, Whitman County Historical Society, other historic sources, and libraries;
4. Maps of the surveyed area adapted from the 1:24,000 scale USGS quadrangle, USGS georectified air photos; and relevant historic maps, including selected Sanborn Fire Insurance maps;
5. Photographs of all historic properties illustrating at least the façade of all buildings, streetscape overviews, historic photographs, significant landscaping, and other significant aspects of buildings; and
6. A Washington Historic Property Inventory form for each property with complete architectural descriptions, dates of construction, architect or designer, photographs of all elevations, statements of significance, and National Register eligibility recommendations. The forms will be submitted electronically to the Washington DAHP, as required.

## Cost and Budget Details

This project will require a significant match and donation from Rain Shadow Research to complete the survey according to the DAHP standards. The match will come from donated time from professional consultants (Root, McCoy, and Ferguson) and hard money from Rain Shadow Research. We will conduct the proposed study at a **cost of \$4,477.00**. There will be an anticipated match of \$10,119.70 as detailed below, though a match is not required by the Washington DAHP for the award of this grant. For this project, Rain Shadow Research is waiving all indirect costs and is donating those costs to the project. Those costs are not included in the match funds.

The project will require donation of time from Dr. Root and Dr. McCoy, who will both conduct field recording, photography, historic research, and report writing. Daryl Ferguson will also conduct field recording of buildings, conduct all GPS and GIS work, conduct historic research, report writing, and compile all project maps, and be responsible for the final compilation and submission of the electronic HPI forms to DAHP, according to DAHP requirements. We anticipate hiring two historic architectural field surveyors who either have M.A. degrees in public history or are advanced public history graduate students. They will conduct field recording under the supervision of McCoy, Root, and Ferguson and will also conduct historic research and report writing.

We anticipate there will be opportunities for community volunteers to help in field recording, providing oral histories of individual properties or other documentary information, and to conduct historical research in areas of individual interest or expertise.

We anticipate invoicing the City of Pullman for 50 percent of the requested funds upon completion of all field recording and submission of a short progress report on that work.

#### **Requested Funds**

<b>Position</b>	<b>Wage<sup>1</sup></b>	<b>Hours</b>	<b>Total</b>
Two (2) Historic Architectural Field Surveyors	\$23.30	110	\$2,563.00
Daryl E Ferguson, M.A. Project Historian (report writing, project and historic maps, completion of forms)	\$37.37	50	\$1,868.50
Expendable supplies, copying			\$45.50
<b>Total Proposed Cost</b>			<b>\$4,477.00</b>

<sup>1</sup> includes all payroll taxes, Washington Labor and Industries Insurance, state and federal unemployment taxes, and Washington State excise tax.

#### **Matching Funds from Rain Shadow Research and Dr. Robert McCoy**

<b>Position</b>	<b>Wage<sup>1</sup></b>	<b>Hours</b>	<b>Total</b>
Matthew J. Root, Ph.D., Principal Investigator	\$56.50	60	\$3,390.00
Daryl E Ferguson, M.A. Project Historian (report writing, historic and USGS maps, completion of forms.)	\$37.37	60	\$2,242.20
Robert McCoy, Ph.D., Principal Investigator, Qualified Architectural Historian	\$ 56.50	75	\$4,237.50
Printing costs, vehicles			\$250.00
<b>Total Matching Funds</b>			<b>\$10,119.70</b>

<sup>1</sup> includes all payroll taxes, Washington Labor and Industries Insurance, state and federal unemployment taxes, and Washington State excise tax.