



Monday, November 28, 2022

12:00 PM

Historic Preservation Resource Commission (Certified Local Government)

- I. CALL TO ORDER
- II. MINUTES
 - a. Consider October 28th meeting minutes for approval.
- III. ACTION ITEMS
 - a. Consider a Sign Request for 311 N. Penn Ave.
- IV. DISCUSSION
 - a. KSA 75-2724 Agreement
 - b. Upper Story Apartment Historical Review
 - c. Addition being considered for 113 E. Myrtle
- V. ADJOURNMENT



**REQUEST FOR HISTORIC PRESERVATION
RESOURCE COMMISSION (CERTIFIED LOCAL
GOVERNMENT) ACTION
CITY OF INDEPENDENCE
NOVEMBER 28, 2022**

Department Admin

Prepared By David Cowan

AGENDA ITEM Consider October 28th meeting minutes for approval.

SUMMARY RECOMMENDATION Staff recommends review and approval of the October 28th minutes.

BACKGROUND Minutes of the October 28, 2022 IHPRC meeting by secretary Brea Sanford.

SUGGESTED MOTION I move to approve the October 28, 2022 IHPRC minutes.

SUPPORTING DOCUMENTS

1. October28MeetingMinutes

October 24, 2022
Historic Preservation Resource Commission
Meeting Minutes

Members Present: Darin Axthelm, Bill Gour, Brea Sanford, Tim White, John George, Gary Hogsett, John George, Jason Rutledge
City Staff: David Cowan, Kelly Passauer
Ex Officio: Lisa Wilson
Absent:
Special Guest: Miranda Bruening

Members went over the September 26 and September 30 minutes. Gary Hogsett made a motion to approve the minutes as read. Bill Gour seconded the motion and the minutes were accepted.

Discussion:

Members reviewed the plans for the Evidence Building, which included painting and covering windows. David Cowan let the members know that they could deny the Certificate of Appropriateness, if the Committee feels that any alteration to the building could harm the district.

Miranda Breuning, handling the design of the evidence building, discussed how her firm and the Police Chief had come to the decision on the paint. They have chosen a neutral gray for the base, with a thin line of blue as an accent. They will also be covering the boarded windows in gray, to make sure they do not remain noticeable.

Axthelm asked why the group hadn't reviewed the building before exterior alterations were made. Cowan disagreed, stating that exterior alterations did not technically have to be approved because the building is a non-contributor to the historic district. Breuning briefly explained the infill materials used to cover the windows. The coverings will create the durability and safety needed to for the Evidence Building to remain secure.

Questions were raised about housing evidence within the building, as it is against city ordinance to have a storage facility downtown.

Tim White motioned to accept the paint color. Bill Gour seconded his motion and the motion passed.

The group then discussed the State and Federal Historic Tax Credit and how much involved the group wants to be in the process. The IHRPC cannot disapprove or approve the credits, but can disapprove or approve whether the project is viable. Breuning went through and explained what the State/Federal Tax Credits are for and also explained how the committee falls into play. The Committee can be in the loop and remain informed with new projects and "oversee" the projects before they head to the State/Federal level.

Chris Stemler with Trident and Rossen Preservation are putting together the tax credit

applications for the new projects that will be commencing downtown and will be present at First Friday to discuss the entire project with the community.

Gary Hogsett made a motion not to be the final review process, but to let it be deferred to the state level for final reviews with monthly updates from Burning on the projects' projecture. Tim White seconded the motion and it passed.

Bill Gour made a motion to adjourn the meeting, which was seconded by Tim White.

The next meeting is November 28, 2022.



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RESOURCE COMMISSION (CERTIFIED LOCAL
GOVERNMENT) ACTION
CITY OF INDEPENDENCE
NOVEMBER 28, 2022**

Department Admin

Prepared By David Cowan

AGENDA ITEM Consider a Sign Request for 311 N. Penn Ave.

SUMMARY RECOMMENDATION City Staff recommends approval of the sign permit.

BACKGROUND Jessi and Alia Bannon have submitted a sign permit for the Twin Spur Western Outfitters at 311 N. Penn Ave. The sign will be attached to the awning of the building using brackets as were previously there for the radio station signage. The storefront is 549 square feet and the signage regulations allow 20% of the total facade upon which it is placed. The proposed sign is 20 sq ft.

SUGGESTED MOTION I move to approve the sign permit for Twin Spur Western Outfitters at 311 N. Penn Ave.

SUPPORTING DOCUMENTS

1. Twin Spur Western Outfitters - Sign request
2. Historical Pamphlet Draft 8. Final
3. 802.0.____District_sign_regulations.

BUSINESS Twin Spur Western Outfitters
ADDRESS 311 N Penn Ave
CONTACT NAME [Business Owner] Jessi Bannon Alitz Bannon
PHONE [REDACTED] City License #
SIGN COMPANY FAB Creative Services LLC
CONTACT NAME Joanne Smith, [REDACTED]
Location of sign or advertising structure, be specific in detail: Attached to awning of our building using similar brackets as were previous there & ~~about~~ those that the radio station signage had
Color Turquoise/white/brown Dimensions 5 ft. wide x 4 ft high (20 sq. ft) sq ft per face
Construction Material 1/4" aluminum substrate; printed, laminated adhesive vinyl face Lit Internally? Y/N N
ELECTRICIAN N/A
COMPANY NAME
PHONE City License #







SIGNAGE EXAMPLES



STEPS TO GET A SIGN OR AWNING APPROVED

1. Study the Zoning Regulations- the Zoning Administrator must adhere to these restrictions:

- PERMIT** (803.10) No sign can be installed until a sign permit has been issued by the City of Independence.
- WALL SIGNS** (802.6) The sign cannot exceed 5% or 50 square feet of the total surface area, whichever is smaller.
- CORNER BUILDINGS** (802.6) Allowed one sign per wall. Must also follow "Wall Sign" regulations.
- AWNINGS, CANOPIES, AND MARQUEES** (802.6) The sign shall not exceed more than 10% of the total surface area of the awning, canopy or marquee.

2. The Independence Historic Preservation and Resource Commission (IHPRC) must base their decisions on the Secretary of Interior Standards. Consider these suggestions that signs and awnings should be:

- Harmonious with the character of the building in size, scale and design.
- Distinctive, creative (with images and graphics) and simple (4-6 words).
- Pedestrian-oriented that respects neighboring buildings
- Mounted in such a way not to damage, alter or obscure historic architectural features. (Both the Independence Main Street Office and the IHPRC are more than willing to assist with designing appropriate signs and awnings for historic buildings.)

3. With the assistance of a professional, provide a detailed sketch with dimensions, colors and placement of the proposed sign or awning, along with the application, to the City of Independence.

4. Both the Zoning Administrator and the IHPRC must approve the sign or awning. Once approved by both, a permit will be issued. Then go to a company to have the approved sign or awning constructed and installed.

If you have any questions regarding signs and awnings, the application process, or ordinances, please contact:

City of Independence
(620) 332-2500

Independence Main Street Office
(620)331-2300

“Preservation is not about longing for the past or resisting progress. It’s about building on the past toward the future.”

-Sharon Shea Miller
San Antonio Historic Preservation Officer

Need Ideas on Signs?
Check these websites for helpful ideas!

www.pinterest.com

www.thesignchef.com

www.designshack.net

www.fastsigns.com

Look at these cities for examples:

Salt Lake City, Utah

Saratoga Springs, New York

San Antonio, Texas

Iowa City, Iowa



Illustrations: Tom Frost of Frost Hurff Architects

GUIDELINES FOR SIGNS & AWNINGS IN HISTORIC DOWNTOWN

802.0. District sign regulations.

802.1. A-1, agricultural district:

- a. *Home occupation sign:* One nonilluminated sign, not larger than five square feet, mounted on the building indicating a permitted home occupation.
- b. *Identification sign:* Each farm or agricultural establishment shall be permitted not more than one nonilluminated or illuminated detached identification sign located at the main entrance to the farm or establishment. Such sign shall not exceed 20 square feet in area.

802.2. Residential districts including R-1, R-2, R-3, R-4 and R-5:

- a. *Developed project identification signs:* For any one ownership containing a multifamily use, there shall be permitted only one nonilluminated or illuminated detached sign for each 20,000 square feet of land area, identifying the use and ownership, not more than 20 square feet in area and not more than six feet high overall, and such sign shall be located no closer than ten feet to any property line. Such signs shall bear no advertising.
- b. *Church signs:*
 - (1) One illuminated or nonilluminated detached sign per church, no more than 16 square feet in area, on church premises, indicating activities and services therein provided. Source of illumination shall be so shielded as to not be visible from residential areas.
 - (2) One illuminated or nonilluminated detached sign per church, no more than 40 square feet in area, on church premises abutting United States Highways 160 and 75, indicating activities and services therein provided. Source of illumination shall be so shielded as to not be visible from residential areas.
- c. *Construction signs:* One nonilluminated sign per building, not more than 32 square feet in area, showing names of architects, engineers, builders, or contractors on the premises of a building being constructed, at a minimum distance of ten feet from the property line, provided such sign shall be removed upon completion of the building and provided further that such sign shall carry no other advertising. The mounting of said sign be prohibited on any vehicle or portion of any vehicle.
- d. *For sale/rent signs:* There shall be allowed one nonilluminated temporary "for sale" or "for rent" sign per lot, not to exceed eight square feet in area. (See section 803.3, "Temporary Signs," for additional requirements.)

802.3. O&P, office and professional district:

- a. *Project identification signs:* Not more than two nonilluminated or illuminated wall signs shall be permitted on each office building, provided such signs shall indicate only the name of the building or establishments housed therein. No such sign shall have an overall area exceeding five percent of the area of the wall upon which it is mounted.
- b. *Shielding:* The source of light for any illuminated signs shall be so shielded as to not be visible from residential areas.

802.4. District C-1, neighborhood commercial district:

- a. *Wall signs:* Each business or commercial establishment shall be permitted not more than two nonilluminated or illuminated wall signs, not more than one on a facade, provided the area of each sign shall not exceed five percent of the total area of the facade upon which it is placed. In lieu of one of the above wall signs, one projecting sign of the same type of illumination and same area shall be permitted, provided no projecting sign shall extend more than three feet from the face of the building.

In addition, one nonilluminated wall sign, not more than nine square feet in area, may be placed at each major entrance to the building. Such signs shall not extend above the height of the wall upon which they are mounted and any signs painted directly upon wall surfaces shall not be larger than ten square feet in area.

- b. *Shielding*: The source of light for any illuminated signs shall be shielded as to not be visible from residential areas.

802.5. District C-2, general business district and District C-4, highway commercial district:

- a. *Wall and marquee sign*: Each business or commercial establishment shall be permitted not more than three illuminated or nonilluminated wall or marquee signs, not more than one on a facade, the total area of which sign shall not exceed 20 percent of the total area of the facade upon which it is placed. Such signs shall not extend above the average roof level of a one-story building more than five feet, and shall not extend above the average level of a two or more story building. Any signs painted directly upon wall surfaces shall not exceed 20 square feet in area.
- b. *Projecting and detached sign*: In lieu of one of the above attached signs, one projecting sign or one detached sign shall be permitted for each establishment, provided such projecting sign shall not exceed the area or height requirements of paragraph "a." above; and such detached sign shall not exceed 30 feet in height, nor shall it exceed 150 square feet in area per face nor more than 300 square feet total of all faces. Such detached and projecting signs shall be located not less than three feet from the property line providing it does not interfere with traffic view or other signs as might be obstructed from view. In the case of a shopping center, only one detached sign shall be allowed for the center, and one detached sign will be allowed for any service station which is part of the center.
- c. *Electronic sign*: Electronic signs consisting of LED/Reader board electronic changeable copy) or electronic display center (video display sign) as defined in this ordinance are permitted and must meet the following requirements:
1. *Detached sign*: The sign must be a detached sign and the electronic portion may not exceed more than 20 percent of the allowable square footage per face of said detached sign.
 2. *Duration*: Any portion of the message or image must have a minimum duration of eight seconds.
 3. *Off-premises advertising*: All messages displayed shall be directly related to the business for which the sign was constructed.
 4. *Setback*: The leading edge of the sign must be a minimum of 100 feet from an abutting residential district boundary.
 5. LED/Reader board (electronic changeable copy) signs shall have the following additional restrictions:
 - i. *Limited text*: The text of the sign must be limited to ten words to allow passing motorists to read the entire copy with minimal distraction.
 6. Electronic display center (video display) signs shall have the following additional restrictions:
 - i. *Brightness*: The sign must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum of 500 nits (candelas per square meter) between dusk and dawn.
 - ii. *Dimmer control*: The sign must have an automatic dimmer control to produce a distinct illumination change as required.
 - iii. *Audio or pyrotechnics*: Audio speakers or any form of pyrotechnics are prohibited.

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- d. *Billboards:* Poster panels and billboards as defined in this ordinance are permitted and must meet the following requirements:
1. *Conditional use permit required:* Poster panels and billboards as defined in this ordinance shall be permitted only upon issuance of a conditional use permit.
 2. *Setback from residential:* Poster panels and billboards shall not be permitted if less than 1,000 feet from a residential district.
 3. *Separation requirement:* Poster panels and billboards must be a minimum of 1,000 feet from any other poster panel or billboard.

802.6. District C-3, central commercial district:

- a. *Permitted signs:*
1. *[Generally:]* Signs permitted in the C-3 district shall be illuminated signs, nonilluminated signs, marquee signs, temporary signs, wall signs and projecting signs with the exception that no sign shall be mounted, painted or affixed to any surface extending above the transom or storefront beam whichever is higher.
 2. *Wall signs:* One sign per face of building not to exceed 50 square feet or five percent of the total area, whichever is smaller.
 3. *Corner buildings:* One sign equal to standards above for each wall.
 4. *Multiuse signs:* Total sign area for all uses not to exceed above standards.
 5. *[Signs hanging from awnings or mounted to storefronts:]* Signs hanging from awnings or mounted to storefronts may not exceed five square feet per face.
 6. *[Freestanding buildings:]* Freestanding buildings shall be permitted one freestanding sign not to exceed 80 square feet per face or 160 square feet total of all faces in the sign area. The top of the sign shall not be higher than 25 feet above ground level.
 7. *Historical restorations or reproductions:* Historically significant or reproduced signs shall be referred to the Main Street Committee for recommendation to the city commission who may authorize such installation.
 8. *[Rear wall signs:]* One rear wall mounted sign not to exceed 18 inches by 36 inches for business identification.
- b. *[Poster panels and billboards:]* Poster panels and billboards shall not be permitted in the C-3 zone.
- c. *Signs on awnings, canopies, and marquees:*
1. There shall not be more than one sign exceeding an aggregate gross surface area of such awning, canopy or marquee of ten percent of the gross area for each principal building.
 2. The gross surface area of a sign shall not exceed 50 percent of the gross surface area of the awning, canopy or marquee to which the sign is fixed.
- d. *General standards:*
1. Any awning, canopy, marquee or projecting sign shall not be less than seven feet above the surface of the grade of any street or sidewalk.
 2. Awnings and canopies shall be no closer than four feet from the public street curb and in no case extend more than 12 feet from the property line.
 3. Marquees shall be no closer than two feet from the property line.

802.7. District M-1 and M-2, light and heavy industrial districts:

- a. *[Permitted signs:]* Signs shall be permitted as provided in district C-2.
- b. *Projecting, marquee, detached and roof signs:* In addition, industrial establishments having one or more permanent buildings may provide illuminated or nonilluminated signs, including projecting, marquee, detached or roof types, in any location on the premises or on the building, providing such signs shall not exceed height or yard requirements as set out herein for buildings in that district.
- c. *Billboards:* Poster panels and billboards as defined in this ordinance shall be permitted in an industrial district only upon issuance of a conditional use permit.

(Ord. No. 3567, § 1, 2-15-89; Ord. No. 3684, § 1, 2-23-95; Ord. No. 4009, § 1, 5-15-08; Ord. No. 4180, §§ 1—3, 8-13-14)

Editor's note(s)—Ord. No. 4180, §§ 1—3, adopted August 13, 2014, set out the following provisions imposing a moratorium on the enforcement of the city's sign permit fee:

"A moratorium is hereby imposed on the enforcement of the city's sign permit fee. During the moratorium, the city will not charge a sign permit fee for signs hanging from storefronts or awnings in the C-3 zone.

The moratorium imposed by this ordinance shall expire 12 months from the effective date of this ordinance.

Upon expiration of the moratorium, a sign permit fee will be required."



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RESOURCE COMMISSION (CERTIFIED LOCAL
GOVERNMENT) ACTION
CITY OF INDEPENDENCE
NOVEMBER 28, 2022**

Department Admin

Prepared By David Cowan

AGENDA ITEM KSA 75-2724 Agreement

SUMMARY RECOMMENDATION

BACKGROUND At the October meeting, the Chairman questioned how the appropriateness certificate was administrated in the downtown historic district. David Cowan contacted Katrina Ringler, Preservation Office Supervisor, Kansas Historical Society, and reviewed the process with her. Katrina reviewed the agreements in place with David and how the appropriateness certificate should work with statute changes related to KSA 75-2724 in 2017. David worked with the City Attorney to update Ordinance 3888 to reflect the statute, and the City Commission renewed our agreement with the State Historic Preservation Office. The agreement requires any work in the downtown historic district to have a certificate of appropriateness and building permit before work can occur. The exception to this is the administrative review by the building department to address minor projects that do not warrant full review by the IHPRC. The minor projects are typically electrical, plumbing, and minor repairs at the location.

SUGGESTED MOTION

SUPPORTING DOCUMENTS

1. Agreement w_City - 11102022 - Not Fully Executed
2. 4417 - Amending 3888 to Add an Administrative Review
3. 3888 - HISTORIC PRESERVATION AND RESOURCE COMMISSION (Read-Only)
4. Rehabilitation Guidelines
5. nps_standards-treatment-guidelines-historic-properties_2017

**Agreement between the Kansas State Historic Preservation Officer
and City of Independence, Kansas:
Performance of project reviews under K.S.A. 75-2724, as amended**

Under subsection (e) of K.S.A. 75-2724, as amended, the State Historic Preservation Officer may enter into an agreement authorizing a city or county to make recommendations or to perform certain statutory responsibilities of the State Historic Preservation Officer if the State Historic Preservation Officer determines that the a city or county has enacted a comprehensive local historic preservation ordinance, established a local historic preservation commission or commission, and is actively engaged in a local historic preservation program.

Whereas the City of Independence, Kansas, hereinafter referred to as the "City," has requested that the State Historic Preservation Officer enter into such an agreement, and whereas the State Historic Preservation Officer has determined that the City meets the requirements of K.S.A. 75-2724 (e), therefore the City and the State Historic Preservation Officer hereby agree to the following terms:

1. The City's historic preservation commission, known as the Independence Historic Preservation and Resource Commission, hereafter referred to as "Commission," shall perform all responsibilities of the State Historic Preservation Officer under K.S.A. 75-2724 (a), (b) and (c) , as amended. For all projects within the City that are required by said statute to be sent to the State Historic Preservation Officer, the Commission shall review and make a determination. If a particular professional discipline such as archeology, architecture or history is not represented on the Commission, it shall seek professional advice from the State Historic Preservation Officer or locally as needed in that area when reviewing projects under K.S.A. 75-2724 (a). The State Historic Preservation Officer retains the responsibility to review projects affecting or directly involving historic properties owned by the state of Kansas included in the National Register of Historic Places or the Register of Historic Kansas Places.
2. The City shall develop a list of project types proposed for administrative review by the City's preservation planning staff to address minor projects that do not warrant full review by the Commission. The City shall submit the list, along with the name(s) of staff designated to perform the reviews, to the State Historic Preservation Officer for approval prior to its adoption. City staff shall not be granted the authority to make the determination that a proposed project will damage or destroy any historic property included on the National Register of Historic Places or the Register of Historic Kansas Places. When such a determination is likely to be made under an administrative review, that project shall be submitted to the Commission which shall make the official determination.
3. The Commission and City staff shall utilize the Secretary of the Interior's Standards for the Treatment of Historic Properties and the Guidelines for Rehabilitating Historic Buildings and supplemental guidelines, as needed, as the basis for reviewing all projects. The State Historic Preservation Officer shall approve in advance all other supplemental guidelines utilized. To ensure consistent use and understanding of these Standards and Guidelines, preservation planning staff and preservation Commission members shall attend training annually that further their understanding of preservation-related topics and issues. Training may be provided by staff of the State Historic Preservation Office from time to time.
4. The Commission or City staff may request the technical assistance of the State Historic Preservation Office for complex or sensitive projects. The State Historic Preservation Office shall respond with written comments to the Commission or City staff upon such request.
5. The Commission shall forward its findings and decisions to the State Historic Preservation Officer monthly or at the time of submission of the minutes of each meeting of the Commission, whichever is applicable. If the Commission determines that a proposed project will damage or destroy any historic property included on the National Register of Historic Places or the Register

of Historic Kansas Places, the Commission shall advise the State Historic Preservation Officer, in writing, of such finding through regularly submitted minutes.

6. Determinations by the Commission that a project will damage or destroy any historic property may proceed if appealed by the applicant to the City Commission, for action as provided under subsection (a) of K.S.A. 75-2724. In those instances where the decision of the City Commission is contrary to the findings of the preservation commission, the project shall not proceed until: (1) the City Commission has made a determination that there is no feasible and prudent alternative to the proposal and that the project includes all possible planning to minimize harm to such historic property resulting from such use and (2) five days' notice of such determination has been given to the State Historic Preservation Officer as required by K.S.A. 75-2724 (a).
7. This agreement shall be in effect for five years from the date of execution by both parties and shall be renewable for additional five-year terms at the option of both parties.
8. Amendments to this agreement will be in effect upon their signed acceptance by the City and the State Historic Preservation Officer.
9. Either party may terminate this agreement for good cause upon ninety days written notice to the other party.
10. As provided in K.S.A. 75-2724 (e), the State Historic Preservation Officer shall retain final authority to implement the provisions of K.S.A. 75-2724 et seq., as amended. Nothing in this agreement shall be construed as limiting the authority of the State Historic Preservation Officer to investigate, comment, and make determinations otherwise permitted by K.S.A 75-2724.

11/10/22

Date



Dean A. Hayse, Mayor

ATTEST:



David Schwenker
City Clerk

Date

State Historic Preservation Officer

ORDINANCE NO. 4417

AN ORDINANCE AMENDING ORDINANCE NO 3888 TO ADD AN ADMINISTRATIVE REVIEW PROCEDURE.

Be it ordained by the governing body of the City of Independence:

Section 1: Ordinance No 3888 is amended to add a section on administrative review enumerated as City Code Section 50-172 as follows:

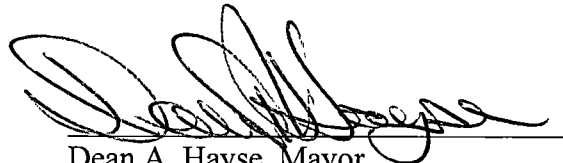
Sec. 50-172. – ADMINISTRATIVE REVIEW

The Administrator or designee shall have authority to conduct an administrative review of certain applications, and to grant a certificate of appropriateness if compliance is found with the applicable review standards without the necessity of the matter being reviewed by the IHPRC. If compliance is not found, the Administrator shall refer the application to the IHPRC. Such delegated authority to conduct administrative reviews and approvals shall be limited to the following:

1. Maintenance and minor repair to the exterior when using identical or like-kind materials and which does not alter the original appearance, design, profile and size of the current feature. This includes all windows, doors, porches, roofing etc.
2. Installation of signs and awnings on commercial properties (when installed into masonry, the attachments are made into mortar joints) and not connected to historic property.
3. Minor alterations to exterior buildings including the addition of mechanical or electrical equipment when not affecting character-defining aspects of historical properties.
4. Installation of fire safety equipment or minor alterations to meet the American with Disabilities Act.
5. Interior modifications that do not affect or remove character-defining elements of interior spaces, including the installation of mechanical, plumbing or electrical systems that require minimal changes to existing features.
6. Minor public improvements including improvements to streets, curbs, sidewalks, parking areas, parks, and other amenities (work must not impact character-defining features)
7. Similar projects or replacements with like-kind materials
8. Any project that has been reviewed by the State Preservation Office for tax-credit purposes or projects under federal preservation law and grant funding programs and has received approval from them.

SECTION 2. This ordinance will take effect upon it's publication in the official city newspaper.

Adopted by the governing body of the City of Independence on the 10th day of November 2022.


Dean A. Hayse, Mayor

ATTEST:


David Schwenker, City Clerk

Affidavit of Publication

STATE OF KANSAS, }

Montgomery County, }

ss:

Herbert A. Meyer III, being first duly sworn,

deposes and says: That he is the Publisher

of the

Independence Daily Reporter

a daily newspaper printed in the state of Kansas, and published in and of general circulation in Montgomery County, Kansas, with a general paid circulation on a daily basis in Montgomery County, Kansas, and that said newspaper is not a trade, religious or fraternal publication.

Said newspaper is a daily published at least weekly 50 times a year; has been so published continuously and uninterruptedly in said county and state for a period of more than five years prior to the first publication of said notice; and has been admitted at the post office of Independence in said County as second class matter.

That the attached notice is a true copy thereof and was published in the regular and entire issue of said newspaper for 1 consecutive day, the first publication thereof being made as aforesaid on the 11th day of November, 2002, with subsequent publications being made on the following dates:

_____, _____, _____
_____, _____, _____
_____, _____, _____

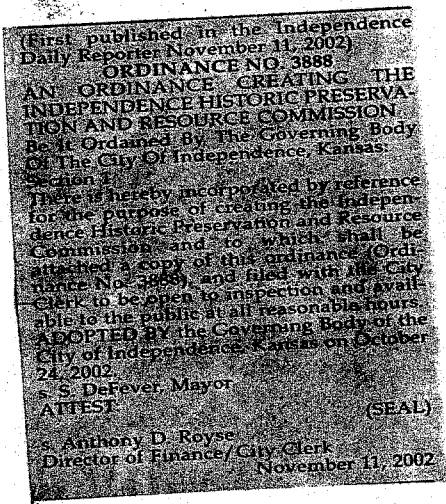
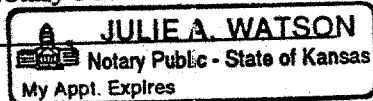
Subscribed and sworn to before me this 11th day of November 2002.

Julie A. Watson
Notary Public

My commission expires: May 30, 2003

Printer's fee \$ 10.65

Additional Copies \$ _____



ORDINANCE NO. 3888

AN ORDINANCE CREATING THE INDEPENDENCE HISTORIC PRESERVATION AND RESOURCE COMMISSION

Be It Ordained By The Governing Body Of The City Of Independence, Kansas:

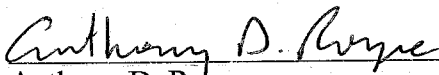
Section 1.

There is hereby incorporated by reference for the purpose of creating the Independence Historic Preservation and Resource Commission and to which shall be attached a copy of this ordinance (*Ordinance No. 3888*), and filed with the City Clerk to be open to inspection and available to the public at all reasonable hours.

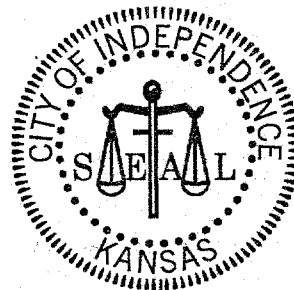
ADOPTED BY the Governing Body of the City of Independence, Kansas on October 24, 2002.


Steve DeFever, Mayor

ATTEST:


Anthony D. Royse
Director of Finance / City Clerk

CITY OF INDEPENDENCE
120 N. 6TH
INDEPENDENCE, KS. 67301
ATTN: TONY ROYSE



26 pages

✓ STATE OF KANSAS MONTGOMERY COUNTY
6 NOV 2002 8:38:34 AM Receipt #4115
FILED FOR RECORD
\$0.00 ORDINANCE
BOOK PAGE
JEANNE EASTMAN, REGISTER OF DEEDS
BOOK 524 PAGE 326

BOOK 524 PAGE 326

ORDINANCE NO. 3888

**AN ORDINANCE CREATING THE INDEPENDENCE
HISTORIC PRESERVATION AND RESOURCE COMMISSION**

Be it Ordained by the Governing Body of the City of Independence, Kansas:

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ARTICLE I

In General

A. POLICY

1. The governing body of the City of Independence, Kansas, finds and declares that the present and future economic and general welfare of the people of the City is generally founded on the contributions of the past. Many of these contributions are manifested in districts, sites, buildings, structures, archeology and objects which reflect the richness and diversity of the City's history by their design, association, and integrity.

2. The governing body of the City of Independence further finds that many historic properties have been lost through demolition and destructive rehabilitation, notwithstanding the feasibility of preserving and continuing the use of such properties, and without adequate consideration of the irreplaceable loss to the people of the City of the historic, cultural, and architectural values represented by such sites, buildings, structures and objects. It is the sense of the governing body that economic and general welfare of the City cannot be maintained or enhanced by disregarding the historic, cultural, and architectural heritage of the City.

B. PURPOSE

The purposes of this ordinance are:

1. To establish and organize the Independence Historic Preservation and Resource Commission, hereafter referred to as the IHPRC;
2. To identify, protect and enhance districts, sites, buildings, structures and objects which represent or reflect distinctive and important elements of the City's historic, cultural and architectural heritage;
3. To stabilize and improve property values in such locations;
4. To encourage the conservation and preservation of neighborhoods having distinct historic, cultural or architectural characteristics;
5. To foster civic pride in the beauty and noble accomplishments of the past;
6. To protect and enhance the City's attractions for tourists and visitors and provide incidental support and stimulus to business and industry;
7. To promote the use of the historic landmarks and historic districts for the culture, economy, education and welfare of the City;

8. To make the preservation of historic places an integral part of planning for land use, economic development, housing and transportation;
9. To adopt organizational, regulatory and incentive mechanisms to facilitate preservation, and provide the leadership to make them work;
10. To develop revitalization strategies that capitalize on the existing assets of historic neighborhoods and commercial areas;
11. To ensure that policies and decisions on community growth and development respect the community's heritage and enhance overall livability;
12. To provide resources and information to aid and promote historic preservation; and
13. To establish an archive at the Independence Public Library, preserving the history of Independence and the surrounding area.

C. DEFINITIONS

For the purpose of this ordinance, certain terms and words are hereby defined. The word "shall" is mandatory and not directory.

ACCESSORY STRUCTURE - A subordinate structure or portion of the main structure, located on the same property and the use of which is clearly incidental to that of the main structure or to the use of the property on which it is located. Customary accessory structures include, but are not limited to, garages, carports, garden houses, small storage sheds and children's playhouses.

ADJACENT STRUCTURES / PARCELS - A structure or parcel having a common parcel boundary or located immediately next to a structure or parcel.

ADMINISTRATOR - The designated individual assigned by the City Manager to administer, interpret and enforce this ordinance.

ADAPTIVE USE - The process of changing the use of a structure or property to a use other than that for which the structure or property was originally designed.

ALTERATION - As applied to a structure, a change or rearrangement in the structural parts of an existing structure. Enlargement, whether by extending a side, increasing the height, or moving from one location or position to another shall be considered an alteration.

BUILDING - A structure, such as a house, barn, church, hotel, courthouse, city hall, social hall, commercial building, library, factory, mill, train depot, theater, school, store or similar construction, created to shelter any form of human activity. The term also may refer to a small group of buildings consisting of a main building and subsidiary buildings which constitute a historically and functionally related unit such as a courthouse and jail, house and barn, mansion and carriage house, church and rectory, and farmhouse and related outbuildings.

CERTIFICATE OF APPROPRIATENESS - A certificate issued by the IHPRC, or on appeal by the City Commission, approving plans for alteration, construction, demolition or other matters relating to historic properties.

CITY - The municipal corporation named the City of Independence, Kansas.

CITY COMMISSION - The Board of City Commissioners of Independence, Kansas.

CONTRIBUTING - A building, site, structure or object which adds to the architectural qualities, historic association or archeological values of a site or district for which a property is significant because:

1. It was present during the pertinent historic time;
2. It possesses integrity and reflects significant historic character or is capable of yielding important information about the pertinent historic period; or
3. It independently meets the standards and criteria of this ordinance.

DISTRICT - An area that possesses a significant concentration of, relationship between, or continuity of sites, buildings, structures or objects united historically or architecturally by plan or physical development. Districts may include college campuses, the downtown area, residential areas, commercial areas, industrial complexes, civic centers, planned street systems and large related sites, buildings, structures or objects which are geographically separated. In such cases, visual continuity should not be necessary to convey the historic relationship of a group of related resources.

EXTERIOR FEATURE - Elements and components of the outer surface of a structure including, but not limited to, building materials, windows, outside doors, outdoor light fixtures, attached signs, fixtures, carvings, columns, railings, stairs and steps, retaining walls, fences and fence posts, hitching posts, decorations, dormers, chimneys, false fronts, paint colors, surface textures or parapets.

GOVERNING BODY - The City Commission of Independence, Kansas.

HISTORIC PRESERVATION - The study, identification, protection, restoration and rehabilitation of buildings, sites, structures, objects, districts and areas significant to the history, architecture, archeology or culture of the city, state or nation. Preservation may include work to

halt the process of decay, normal maintenance and other measures to retain and sustain the nature, form, material and integrity of historically or architecturally important properties, structures or districts.

HISTORIC RECONSTRUCTION - The reproduction of the exact form and detail of a vanished building, site, structure or a part thereof, as it appeared at a pertinent time using materials based on precise historical documentation and specification, including construction method.

HISTORIC RESTORATION - The accurate reconstruction of structural elements matching the original construction method and material in shape, size, texture and color, including removal of materials that are not appropriate to the structure.

HISTORIC SITE - The location of a significant event, prehistoric or historic occupation or activity, building or structure, whether standing, ruined or vanished, where the location itself possesses historic, cultural, or archeological value, regardless of the value of any existing structure.

INDEPENDENCE REGISTER OF HISTORIC PLACES - The current Independence Register of Historic Places as prepared, approved and amended by the IHPRC and authorized by this ordinance.

INTERIOR FEATURES - Elements and components of the inside of a structure including, but not limited to, building materials, inside doors, door and window moldings, wall covering, paint colors, indoor light fixtures, lamps, furniture, draperies, fireplace hearths, stairways, appliances, heating and ventilating equipment, carvings, columns, railings, decorations and surface textures.

LANDSCAPE FEATURE - Any element or component of outdoor open space including, but not limited to, fences, walls, retaining walls, gates, sidewalks, walkways, driveways, parking lots, patios, terraces, decks, ground covers, trees, plants, outdoor furniture, exterior light standards, fountains, statuary, detached signs and other such elements.

NONCONTRIBUTING - A building, site or object that does not add to the architectural qualities, historic association or archeological values of a historic place or district because:

1. It was not present during the pertinent historic time;
2. Due to alterations, disturbances, additions or other changes, it no longer possesses integrity, reflects its significant historic character or is capable of yielding important information about the pertinent period; or
3. It does not independently meet the standards and criteria of this ordinance.

NORMAL MAINTENANCE AND REPAIR - Any improvement or work for which a building permit is not required by City ordinance.

OBJECT - Those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. While an object may be movable by nature or design, it should be located in a specific setting or environment appropriate to its significant historic use, role or character. Objects include sculptures, monuments, street signs, fence posts, hitching posts, mileposts, boundary markers, statuary and fountains.

OWNER: All owners of record of fee simple title as determined by publicly filed records.

ARTICLE II

Independence Historic Preservation and Resource Commission

A. MEMBERSHIP & APPOINTMENT

The Independence Historic Preservation and Resource Commission shall consist of seven members who shall be appointed by the Mayor of the City of Independence, with the consent of the governing body. Members whose terms have expired shall continue to serve until their successors have been appointed. The following qualifications shall apply to appointees to the IHPRC:

1. All appointees shall be residents of the city.
2. All appointees shall be persons who have demonstrated interest, knowledge or training in fields closely related to historic preservation, such as history, architecture, landscape architecture, architectural history, archeology, planning, real estate, law, finance, building trades, urban design and geography.
3. Not less than three appointees shall be composed of persons who are engaged in or retired from preservation-related professions such as Archeology, Architectural History, Conservation, Cultural Anthropology, Curation, Engineering, Folklore, Historic Architecture, Historic Preservation Planning, Historic Preservation and History; provided, however, that upon a demonstration that the required number of positions for preservation-related professionals could not be filled despite a reasonable effort to do so, the governing body may waive this requirement. What constitutes a reasonable effort to fill such positions shall take into consideration the possibility that the absence of certain preservation-related professions on the IHPRC may necessitate the retaining of consultants as to certain matters as provided in Article II, Section I, Subsection 6 of this ordinance.

B. TERMS

The terms of office for the initial members shall be as follows:

One (1) year term.....	Two (2) members
Two (2) year term.....	Two (2) members
Three (3) year term.....	Three (3) members

Thereafter, all terms shall be for a three (3) year period commencing on January 1 and terminating on December 31, three (3) years hence.

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C. OFFICERS

The IHPRC shall annually elect a chairman and vice-chairman from its members. The administrator shall serve as secretary of the IHPRC. In the absence of the chairman and vice-chairman, the secretary of the IHPRC may convene a meeting of the IHPRC. In such case, the first order of business shall be to elect a temporary chairman who shall conduct the meeting. The chairman and vice-chairman shall serve for a term of one year. The chairman and vice-chairman may succeed themselves.

D. RULES OF PROCEDURE

The IHPRC shall adopt bylaws and/or rules of procedure. The rules of procedure shall specify attendance requirements and cover potential conflicts of interest for members. Minutes of all meetings shall be kept by the administrator and shall be available for public inspection. The administrator shall provide a copy of the approved minutes for each IHPRC meeting to the State Historic Preservation Officer.

E. MEETINGS

The times, dates and locations of IHPRC meetings may be established by the chairman or a majority of the IHPRC members. The IHPRC shall meet at least quarterly. The chairman or, in the absence of the chairman, the vice-chairman, shall approve meeting agendas before the meeting. A simple majority of the IHPRC members shall constitute a quorum of the IHPRC. There must be a quorum present before the IHPRC may take any formal action but the IHPRC may discuss items of business in the absence of a quorum.

F. ANNUAL REPORT

The IHPRC shall prepare an annual report of its activities. The report shall be prepared not later than August 1 of each year and shall pertain to the period of July 1 through June 30. The report shall be submitted to the City Commissioners and the State Historic Preservation Officer not later than August 1 of each year. The report shall include:

1. A report on the number and types of cases reviewed and their disposition;
2. A list of new historic designations made during the year;
3. A list of new appointments to the IHPRC and the resumes of these new members;
4. The attendance records of IHPRC members;
5. A list of educational meetings attended by each IHPRC member;

6. All minutes of meetings at which State and/or National Register nominations were considered; and
7. The goals and objections for the coming year.

G. EX-OFFICIO MEMBERS

A representative designated by any of the following organizations may sit on the IHPRC as an ex-officio member:

1. Independence Planning and Zoning Commission;
2. Independence Main Street;
3. Independence Museum; and
4. Independence Chamber of Commerce.

Ex-officio members shall not have voting power, but may assist the IHPRC in its various functions.

H. COMMITTEES & SUBCOMMITTEES

The IHPRC may establish such committees or subcommittees as deemed necessary or convenient to carry out its various functions and duties. Such committees or subcommittees may be made up in part by members of the IHPRC and may meet upon such schedule and for such purposes as established by the IHPRC.

ARTICLE III

Powers and Duties of the Independence Historic Preservation and Resource Commission

The IHPRC shall have the power and authority to do the following:

1. Adopt its own bylaws and procedures related to the conduct of its meetings and implementation of this ordinance.
2. Conduct an ongoing survey to identify historically and architecturally significant properties, structures and areas that exemplify the cultural, social, economic, political or architectural history of the nation, State or City.
3. Identify "historic structures", historic sites" and "historic districts" that are eligible for listing on the Independence Register of Historic Places.
4. Make decisions on applications for designation of properties having historic, community or architectural value as "historic structures" or "historic sites", and make recommendations to the City Commission on applications for designation of "historic districts."
5. Research and recommend to the City Commission an appropriate system of markers for designated historic structures, historic sites and historic districts.
6. Prepare comments on any nominations to the State Register of Historic Places or the National Register of Historic Places. Such comments shall be subject to the approval of the City Commission before being submitted.
7. Inform and educate the citizens of Independence concerning the historic and architectural heritage of the City and advise and assist owners of designated historic structures, historic sites or historic districts of physical and financial aspects of preservation, rehabilitation and restoration by publishing appropriate maps, newsletters, brochures and pamphlets, and by holding programs, workshops and seminars.
8. Review and act upon Applications for Certificates of Appropriateness.
9. Make recommendations to the City Commission regarding funding for the purpose of carrying out the duties and powers of the IHPRC and the purposes of this ordinance.
10. Make recommendations to the City Commission regarding the hiring of such specialists or consultants, or recommend appointing such citizen advisory committees, as may be required from time to time.

11. Make comments to other City boards and commissions on any matter affecting historic structures, historic sites and historic districts.
12. Periodically make recommendations to the City Commission regarding actions the IHPRC deems appropriate for the protection and continued use of historic structures, historic sites and historic districts.
13. Participate in a historic preservation-related educational programs.
14. Perform duties delegated to it pursuant to any agreement reached between the State Historic Preservation Officer and the City Commission.
15. Recommend local incentives to encourage historic designation within the City.
16. Apply for and receive gifts, grants and bequests subject to the approval of the City Commission.
17. Undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or to the implementation of the purpose of this ordinance.

ARTICLE IV

Survey and Inventory

A. SURVEY

The IHPRC shall conduct an ongoing survey to identify structures, sites and districts that have historic, cultural or architectural importance or value to the community. The survey may review and evaluate any prior surveys and studies by a public or private organization and compile appropriate descriptions, facts and photographs and be consistent with the methods and forms provided by the Kansas State Historical Society.

The IHPRC shall evaluate the information compiled through survey efforts and systematically identify properties that are potentially eligible for designation as indicated by survey results.

B. INVENTORY

The IHPRC shall create, and maintain a detailed inventory of properties surveyed and evaluated for potential eligibility for designation. The inventory shall be maintained in a form compatible with the requirements of the Kansas State Historical Society and the Kansas comprehensive historic preservation planning process.

ARTICLE V

Designation of Significant Historic Structures, Historic Sites and Historic Districts

A. DESIGNATIONS

There is hereby established the Independence Register of Historic Places which shall include all historic structures, historic sites and historic districts designated as significant pursuant to this ordinance.

B. APPLICATION FOR INDEPENDENCE DESIGNATION

To obtain historic designation an application shall be filed with the IHPRC as follows:

1. Nomination of a historic structure, a historic site or a historic district for placement on the Independence Register of Historic Places shall be made to the IHPRC on an application prepared by the IHPRC and may be made by any person or entity.
2. The application shall contain the following information in addition to such other information deemed necessary and advisable by the IHPRC:
 - a. The legal description and address of the pertinent structures and/or properties;
 - b. Name and address of the owner(s);
 - c. The approximate date of the original construction and the date of any major improvement or alteration, if known;
 - d. The names of the architect and builder, if known;
 - e. The names of the original owner or occupant, if known;
 - f. A statement of why the property is historically or architecturally important;
 - g. A list of sources that document the historical significance; and
 - h. Black and white photographs of the structures and/or property(s).
3. No application for designation of a historic structure or historic site shall proceed forward unless all owners have consented in writing to the designation. No application for

designation of a historic district shall proceed forward unless both 51% of the owners of property within the nominated district and the owners of 51% of the property within the nominated district have consented in writing to the designation.

C. PUBLIC HEARING PROCEDURE

1. Public Hearings - The IHPRC shall conduct a public hearing on each property nominated for designation at a reasonable time and place established by the IHPRC. The hearing shall be held no later than sixty (60) days following receipt of a completed application. The hearing may be held during a regular meeting of the IHPRC or during a special meeting of the IHPRC called in part for that purpose.

2. Notice of Hearing - At least twenty (20) days in advance of the public hearing, notice shall be published in the official City newspaper. The notice shall state the date, time and place of the hearing and contain the street address and legal description of the nominated property. The IHPRC shall also send by regular first class mail a written notice of the public hearing containing the same information as the published notice to the owners of all properties nominated for designation at least twenty (20) days prior to the hearing.

3. Conduct of Hearing - The hearing shall be conducted by the IHPRC. Any person or entity may attend and participate in the meeting in person, by agent or by attorney subject to reasonable rules of order adopted by the IHPRC.

4. The public hearing may be continued from time to time as the IHPRC deems necessary to fully explore all issues relevant to the nomination. Once the notice requirements have been satisfied, the notice procedure need not be repeated as to the continuation of the public hearing on another date. Notice of the date, time and place of such public hearing continuation shall be announced at the time of the initial public hearing.

D. FINDINGS AND CRITERIA FOR DESIGNATION

The IHPRC shall, based upon evidence submitted at the hearing, make a decision as to whether or not a nominated structure or site should be designated historic and shall make a recommendation to the City Commission as to whether a nominated district should be designated historic. . The IHPRC shall make findings in support of its decision or recommendation for designation that such structure, site or district has sufficient integrity of location, design, materials, workmanship or association to make it worthy of preservation or restoration; and that it possesses significant historical, archeological and/or architectural qualities and thus qualifies for designation pursuant to one or more of the following criteria: *NOTE: The following shall hereafter be referred to as the "Criteria for Designation".*

1. Prior designation of historic sites, including, but not limited to, the National Register of Historic Places and the State Register of Historic Places;
2. Identification with a person or persons who significantly contributed to the culture and development of the City, county, region, state or nation;
3. Identification as the work of an architect, designer or master builder whose individual work has influenced the development of the City, county, region, state or nation;
4. Character, interest or value as part of the development, heritage or culture of the City, county, region, state or nation;
5. Location of the site as a significant historic event;
6. Exemplification of the cultural, economic, social or historical heritage of the community;
7. Portrayal of the environment of a group of people in an era of history characterized by distinctive architectural style or sequence of styles;
8. Embodiment of distinguishing characteristics of an architectural type or specimen;
9. Embodiment of elements of architectural design, detail, materials or craftsmanship which represents a significant architectural innovation;
10. Relationship to other distinctive buildings, sites or areas which are eligible for preservation according to a plan based on historic, culture or architectural motif;
11. Unique location of singular physical characteristics representing an established and familiar visual feature of a neighborhood, community or the City;
12. Archeological value in that it has produced or can be expected to produce data affecting theories of historic or prehistoric interest; and
13. Value as an aspect of community sentiment and/or public pride.

E. DECISIONS AND RECOMMENDATIONS OF IHPRC

Within thirty (30) days after the close of the public hearing, if the IHPRC finds that the evidence submitted at the hearings meets the Criteria for Designation, it shall render a decision that the nominated historic structure or historic site or a recommendation to the City Commission

that the nominated historic district meets the Criteria for Designation as a historic structure, historic site or historic district. The decision or recommendation shall be accompanied by the following information:

1. Explanation of the integrity of the nominated historic structure, historic site or historic district as it relates to the criteria for designation.
2. Explanation of the significance of the nominated historic structure, historic site or historic district as it relates to the criteria for designation.
3. The IHPRC shall also set forth the following:
 - a. The significant architectural features of the nominated historic structure, historic site or historic district that should be protected;
 - b. The types of construction, alteration, demolition and removal that should be reviewed for appropriateness;
 - c. Proposed design guidelines for applying the Criteria for Designation to Certificates of Appropriateness for the nominated historic structure, historic site or historic district;
 - d. The relationship of the nominated historic structure, historic site or historic district to the ongoing effort of the IHPRC to identify and designate historic structures, historic sites and historic districts that meet the Criteria for Designation;
 - e. Recommendations as to appropriate height and area regulations, setbacks, minimum dwelling size, floor area, sign regulations and parking regulations necessary or appropriate to the preservation of the nominated historic structure, historic site or historic district; and
 - f. A map showing the location of the nominated historic structure or historic site and the boundaries of the nominated historic district.

F. CONSIDERATION OF NOMINATIONS FOR HISTORIC DISTRICTS BY THE CITY COMMISSION

The City Commission shall, after receiving the recommendation from the IHPRC, either designate historic district or reject the recommendation. If the City Commission rejects the recommendation, it shall provide to the IHPRC with reasons for rejection of the nomination..

G. THE DESIGNATION ORDINANCE

Once a structure or site has been designated historic by the IHPRC or a district has been designated by the City Commission, the designation shall be made effective by adoption of a designation ordinance by the City Commission. The designation ordinance shall set forth the design guidelines for applying the Criteria for Designation, significant architectural features, the types appropriateness, height and area regulations, setbacks, minimum dwelling size, sign regulation and parking regulation in order to establish a baseline for future consideration of an application for Certificate of Appropriateness with regard to the property. The City Clerk shall provide a copy of the designation ordinance by regular mail to the owner(s) of the historic structure, historic site or historic district. The failure of the City Clerk to provide a copy of the designation ordinance to the owner(s) of record does not nullify the designation ordinance.

H. INTERIM CONTROL

No building permit shall be issued by the City for alteration, construction, demolition or removal of a nominated historic structure, historic site or property within a historic district from the date a completed application is first presented to the IHPRC until the final disposition of the nomination by the City Commission unless alteration, removal or demolition is authorized by formal resolution of the City Commission. Notwithstanding the foregoing, any application for a building permit that complies with all other applicable ordinances shall not be denied if more than 180 days have passed since a completed application is presented to the IHPRC.

I. DENIAL OF DESIGNATION

A determination by the IHPRC that the nominated structure, site or district does not meet the Criteria for Designation shall be a final administrative decision. Rejection of a recommendation for designation of a district by the City Commission shall be a final administrative decision. Nominations for structure, sites and districts which have been denied designation within the prior 12 month period will not be considered by the IHPRC.

J. AMENDMENT AND RECISSION OF DESIGNATION

A designation may be amended or rescinded upon petition to the IHPRC and compliance with the same procedure and according to the same criteria set forth herein for designation. The fact that the applicant or subsequent owner(s) no longer desire to have the property designated historic does not create a mandatory obligation upon the IHPRC to rescind the designation, but such fact shall be considered along with all other criteria.

ARTICLE VI

Certification of Appropriateness

A. CERTIFICATES OF APPROPRIATENESS

No person shall undertake the demolition or alteration of any historic structure, historic site or property within a historic district without first obtaining a Certificate of Appropriateness, provided however, the City of Independence shall be exempt from the requirement of a Certificate of Appropriateness.

1. A Certificate of Appropriateness shall be required for designated historic structures for the following types of construction, alternation or demolition:

- a. Demolition requiring a permit;
- b. Alterations of exterior features/materials identified as significant in the ordinance designating the historic structure;
- c. Construction of new structures;
- d. Alterations of the building site; and
- e. Alterations of spaces, features and finishes within designated interiors.

2. A Certificate of Appropriateness shall be required for designated historic sites for the following types of construction, alteration or demolition:

- a. Demolition requiring a permit;
- b. Alterations of features/materials identified as significant in the ordinance designating the historic site;
- c. Construction of additions; and
- d. Construction of new structures.

3. A Certificate of Appropriateness shall be required for properties within designated historic districts for the following types of construction, alteration or demolition:

- a. Demolition requiring a permit;

- b. Alterations of features/materials identified as significant in the ordinance designating the historic district; and
- c. Construction of new structures.

Nothing in this Article shall be construed to prevent the ordinary maintenance or repair of a structure or site.

B. APPLICATIONS FOR CERTIFICATES OF APPROPRIATENESS

Application for a Certificate of Appropriateness shall be made on a form approved by the IHPRC.

C. CONSIDERATION AND APPROVAL OF CERTIFICATES OF APPROPRIATENESS

The IHPRC shall review the application for a Certificate of Appropriateness and determine whether issuance of a Certificate of Appropriateness should be approved or denied within forty-five (45) days of receipt of the application. If the application for a Certificate of Appropriateness complies with the designation ordinance and the Criteria for Designation, the IHPRC must approve the Certificate of Appropriateness. The IHPRC may also approve the issuance of a Certificate of Appropriateness if the applicant agrees to meet specific conditions with regard to modifications to the proposed project so that it complies with the designation ordinance and the Criteria for Designation. Written notice of the approval of the application for a Certificate of Appropriateness, with conditions if applicable, shall be provided to the applicant within seven (7) working days following the determination and shall be accompanied by a Certificate of Appropriateness.

D. DENIAL OF A CERTIFICATE OF APPROPRIATENESS

If the application for a Certificate of Appropriateness does not comply with the designation ordinance or the Criteria for Designation and the applicant does not agree to meet specific conditions with regard to modification to the proposed project so that it complies with the designation ordinance and the Criteria for Designation, the IHPRC must not approve the Certificate of Appropriateness. A denial of a Certificate of Appropriateness shall be accompanied by a statement of the reasons for the denial. The IHPRC shall make recommendations to the applicant concerning changes, if any, in the proposed action that would cause the IHPRC to reconsider its denial and shall confer with the applicant and attempt to resolve as quickly as possible the differences between the applicant and the IHPRC. The applicant may resubmit an amended application that takes into consideration the recommendations of the IHPRC.

E. CRITERIA TO DETERMINE APPROPRIATENESS

The IHPRC shall adopt principles and guidelines establishing criteria for new construction, alterations, additions, moving and demolition of structures, sites, objects or properties in a historic district. Criteria includes, but is not limited to:

1. Specific design criteria for exterior alterations of historic properties or historic districts shall be based on the U.S. Secretary of the Interior's Standards for Rehabilitation as published in Section 36, Code of Federal Regulations, Part 67 as revised from time to time, and by further reference to such specific design criteria as the IHPRC may require.
2. New construction and additions to existing structures shall be sensitive to and take into account the special historic district or historic characteristics including height, scale, orientation, site coverage, spatial separations, facade and window patterns, entrance and porch size and general design, materials, texture, color, architectural detail, roof forms, vertical or horizontal elements, wall, fences, landscaping and other features.
3. An application for Certificate of Appropriateness for purposes of demolition shall be delayed for a period not to exceed 180 days. The maximum period of delay may be reduced whenever the IHPRC determines the owner will suffer extreme hardship or will be deprived of all beneficial use of the property by virtue of the delay. In either instance, the IHPRC shall use the delay to negotiate with the owner and interested parties to find a means to preserve the historic property.
4. For those structures or property(ies) that have been designated as a historic structure, or structures located in a historical district, which are being considered for condemnation as a dangerous and unsafe structure under K.S.A. 12-1750 et. seq., or a similar city ordinance, the IHPRC shall be considered an interested party and the City shall be required to give the IHPRC the same notice required to be given to the owner of the property. The IHPRC shall prepare a recommendation of whether the structure should be condemned as dangerous and unsafe and what alternatives are available for repair of the structure. The report shall be submitted at the date and time specified by the City Commission for a public hearing.
5. Existing characteristics shall include trees, walls, paving materials, fencing, walkways and other site features that reflect the historic property(ies) significance or protected from demolition or alteration.
6. Landscaping shall be appropriate to the scale and feature of the historic property.
7. Accessory structures shall be appropriate to and compatible with the architectural features of the primary structure. Noncontributory structures shall not distract from the historic property(ies).
8. Archeological sites will be protected and preserved.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion and massing to protect the integrity of the property and its environment.

10. A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.

F. APPLICATION

A copy of every application for a building or demolition permit received by the City, including any accompanying plans and specifications affecting the exterior architectural appearance of a designated historic property or structure in a historic district shall be forwarded by the building official to the administrator who shall initiate an application for a Certificate of Appropriateness. The City's building inspector shall not issue a building or demolition permit until a Certificate of Appropriateness has been issued by the IHPRC, unless the structure has been determined to be unsafe and dangerous pursuant to K.S.A. 12-1750, et. seq., or a similar city ordinance.

G. APPEAL

The applicant for a Certificate of Appropriateness may appeal the denial of the Certificate of Appropriateness to the City Commission by filing a notice of appeal with the City Clerk within thirty (30) days of the date the IHPRC denies the Certificate of Appropriateness. The City Commission shall conduct a hearing within thirty (30) days. The City Commission shall base its decision on the same guidelines as set forth in Section C above and shall either approve or deny the Certificate of Appropriateness in the same manner specified in Sections C and D above.

ARTICLE VII

Administration

A. PRESERVATION FUND

1. There is hereby established the Independence Preservation Fund (the "Fund"). The fund shall be administered as directed by and according to any limitations and regulations imposed by the City Commission and according to state law. The City may apply for, receive and place in the Fund any federal, state or private fees, grants, grants-in-aid, gifts or bequests. The City may budget and incorporate City revenues into the Fund. Fees and fines imposed according to this ordinance shall be placed in the Fund.
2. The IHPRC may recommend the use of the Fund for:
 - a. The purchase of fee simple title to a historic property or properties;
 - b. The purchase of preservation easements regarding a historic property or properties;
 - c. The purchase of fee simple title to a historic property or properties with the eventual objective of property resale to a preservation association;
 - d. Payment of installments and any fees according to a contract to purchase fee simple title to a historic property, or a preservation easement;
 - e. Grants and/or loans to owners, developers and organizations for preservation and/or rehabilitation of a historic property or properties;
 - f. Grants and/or loans to organizations for programs and projects designed to achieve one or more of the purposes of this ordinance;
 - g. The maintenance of a historic property, properties or the maintenance of preservation easements;
 - h. The costs of conducting and preparing surveys of historically and architecturally important buildings, sites, structures, objects and districts;
 - i. The costs of the preparation and presentation of reports, instructions, brochures, meetings maps, press releases, conferences, and other measures designed to acquaint citizens owners, and developers with the purpose of this ordinance, and
 - j. Reasonable administrative, planning, architectural, engineering, financial, real estate, appraisal and/or legal costs associated with the purchase of property,

the purchase and enforcement of preservation easements, the sale of property, the negotiation of contracts and the preparation of grant applications and legal actions.

B. FEES

1. An application fee for designation of a historic property may be established by resolution of the City Commission.
2. An application fee for a Certificate of Appropriateness may be established by resolution of the City Commission.

C. ENFORCEMENT

1. In the event that an improvement is made to any structure or property or any structure or property is demolished or cleared in violation of the provisions of this ordinance, the City Commission may institute an appropriate action or proceeding to prevent or abate such unlawful action. The imposition of any penalty hereunder shall not preclude the City from instituting a proper action or proceeding to require compliance with the provisions of this ordinance and with administrative orders and determinations made hereunder.
2. The administrator shall give written notification of any violation of this ordinance to the property owner, lessee, trustee or other legally responsible party. The notification shall describe and explain in clear, precise terms the nature of the violation. The property owner, lessee, trustee or other legally responsible party shall have 30 days to correct the violation or give satisfactory evidence that steps have been taken that will lead to correcting the violation within a specified time period. The administrator must agree that the stated period of time is fair and reasonable.
3. The City may take the necessary steps to correct a violation of this ordinance in the event that notification of the violation has been given and the 30 day time period has elapsed. The cost of correcting a violation by the City may be assessed against the owner, lessee, trustee or other legally responsible party of the property and/or as a special assessment against the property on which the pertinent structure is located. The City Clerk may cause the same to be extended on the tax rolls of the County against the pertinent lot or parcel of land.
4. Any person violating any of the provisions of this ordinance shall be guilty of a Class B misdemeanor, punishable by up to a \$1,000 fine or six (6) months in jail, or both such fine and imprisonment. Each day during which any such violation is committed, continued or permitted shall constitute a separate offense.

5. The City Commission may bring action to require the rebuilding or restoration of a building, site, structure or object, or any part thereof, by a person who alters or improves any building, site, structure or object, or any part thereof, in violation of the provisions of this ordinance. Such action shall be in addition to and not in lieu of any criminal prosecution and penalty.

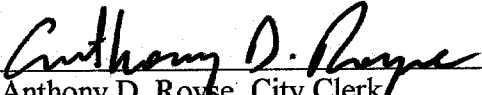
D. SEVERABILITY

If any section, sentence or phrase of this ordinance or its application in a specific instance is found to be invalid, the remainder of this ordinance shall remain in full force and effect.

Passed by the governing body of the City of Independence, Kansas, on the 24th day of October, 2002.


Steve DeFever, Mayor

Attest:


Anthony D. Royse, City Clerk



1. THIS SECTION HAD BEEN DELETED AS THERE IS ON SECTION I PER CITY ATTORNEY. SEE SECOND PAGE 6.

TONY

12-2-2002

Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

THE SECRETARY
OF THE INTERIOR'S
STANDARDS FOR
THE TREATMENT
OF HISTORIC
PROPERTIES

WITH
GUIDELINES FOR
PRESERVING,
REHABILITATING,
RESTORING &
RECONSTRUCTING
HISTORIC
BUILDINGS



U.S. Department of the Interior
National Park Service
Technical Preservation Services

Under the National Historic Preservation Act (NHPA), the Secretary of the Interior is responsible for establishing professional standards and for providing guidance on the preservation of the nation's historic properties. *The Secretary of the Interior's Standards for the Treatment of Historic Properties* apply to all grants-in-aid projects assisted through the Historic Preservation Fund (authorized by the NHPA) and are intended to be applied to a wide variety of resource types, including buildings, sites, structures, objects, and districts. The Standards address four treatments: preservation, rehabilitation, restoration, and reconstruction. The treatment Standards, developed in 1992, were codified as 36 CFR Part 68 in the July 12, 1995, Federal Register (Vol. 60, No. 133). They replaced the 1978 and 1983 versions of 36 CFR Part 68, entitled *The Secretary of the Interior's Standards for Historic Preservation Projects*. The revised Guidelines herein replace the Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings, published in 1995 to accompany the treatment Standards.

The Secretary of the Interior's Standards for the Treatment of Historic Properties are regulatory only for projects receiving Historic Preservation Fund grant assistance and other federally-assisted projects. Otherwise, these Guidelines are intended to provide general guidance for work on any historic building.

Another regulation, 36 CFR Part 67, focuses on "certified historic structures" as defined by the Internal Revenue Service Code of 1986. The Standards for Rehabilitation cited in 36 CFR Part 67 should always be used when property owners are seeking certification for federal tax benefits.

THE SECRETARY OF THE INTERIOR'S **STANDARDS** FOR THE TREATMENT OF HISTORIC PROPERTIES WITH **GUIDELINES** FOR PRESERVING, REHABILITATING, RESTORING & RECONSTRUCTING HISTORIC BUILDINGS

Revised by Anne E. Grimmer

*from The Secretary of the Interior's Standards
for the Treatment of Historic Properties with
Guidelines for Preserving, Rehabilitating,
Restoring & Reconstructing Historic Buildings
Kay D. Weeks and Anne E. Grimmer (1995)*

U.S. Department of the Interior
National Park Service
Technical Preservation Services
Washington, D.C.

2017

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Building Features and Systems

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Interior Spaces, Features, and Finishes

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Front Cover: Spooner Hall, University of Kansas, Lawrence, KS,
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Wood. Detail, Pope-Leighey House, Alexandria, VA, Frank Lloyd Wright,
1940. Photo: Courtesy National Trust for Historic Preservation, Paul
Burk, photographer.

Metals. Detail, Dunbar Molasses Factory, New Orleans, LA, c. 1920.

Glass. Detail, St. John's Abbey, Collegeville, MN, Marcel Breuer, 1958-61.

Paint and Other Coatings. Interior detail, Mabel Tainter Memorial Theater, Menomonie, WI, Harvey Ellis, 1889. Photo: Miller Dunwiddie Architecture.

Composite Materials. Composite siding, Private Residence, Washington, DC, William Lescaze, 1940.

Simulative Materials. Detail, wood used to simulate cut stone.

Roofs. Asphalt roof shingles on a 1920s-era house.

Windows. Paired wood windows with stained glass lunette on a Romanesque revival-style rowhouse.

Entrances and Porches. Decorative stone entrance with etched-glass revolving door on early-20th century office building.

Storefronts. Ellicott City, MD.

Curtain Walls. Simms Building, Albuquerque, NM, Flatow & Moore, 1954. Photo: Harvey M. Kaplan.

Structural Systems. Boiler Maker Shops, Navy Yard Annex, Washington, DC, 1919.

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Spaces, Features, and Finishes. Interior, Saenger Theater, New Orleans, LA, Emile Weil, 1927. Photo: Courtesy Saenger Theater.

Site. Vineyard, Charles Krug Winery, St. Helena, CA. Photo: Rocco Ceselin. Inset: Redwood Cellar, 1872, Charles Krug Winery. Photo: Rien van Rijthoven.

Setting. Late-19th-century residential historic district.

Accessibility. Gradual slope added to sidewalk and paving for accessibility. Schmidt Brewery, St. Paul, MN, late 19th-early 20th century.

Life Safety. Code-required, supplemental stair railing.

Resilience to Natural Hazards. Farnsworth House, Plano, IL, Mies van der Rohe, 1951. Photo: Courtesy Farnsworth, A Site of the National Trust for Historic Preservation.

Sustainability. Traditional sustainable features include deep porches and window shutters in southern architecture.

New Additions and Related New Construction. Private Residence, Washington, DC, Cunningham/Quill Architects. Photo: © Maxwell MacKenzie.

CHAPTER HEADS

Preservation. Old Santa Fe Trail Building (National Park Service Intermountain Regional Office), Santa Fe, NM. This adobe building was designed by John Gaw Meem in the Spanish-Pueblo Revival style, and constructed for the National Park Service through the auspices of the Civilian Conservation Corps (CCC) and the Works Project Administration (WPA) in 1939. Photo: MRWM Landscape Architects.

Rehabilitation. The Arcade, Providence, RI, 1828. Photo: Northeast Collaborative Architects, Ben Jacobson, photographer.

Restoration. Montpelier, Montpelier Station, VA. National Trust for Historic Preservation, Administered by The Montpelier Foundation. Photo: Courtesy The Montpelier Foundation.

Reconstruction. The Cathedral of Saint Michael the Archangel, Sitka, AK, built early 1840s, reconstructed 1961. Photo: Barek at Wikimedia Commons.

Photographs not individually credited are from National Park Service files.

ACKNOWLEDGEMENTS

This edition of *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings* has been produced in part to ensure that the National Park Service continues to fulfill its responsibility to promote the preservation of the historic buildings that are part of the nation's cultural heritage. This has been a collaborative effort undertaken by the office of Technical Preservation Services (TPS) in the National Park Service, with the assistance of other National Park Service programs, State Historic Preservation Offices (SHPO), the Advisory Council on Historic Preservation, Federal Agency Historic Preservation Officers, the National Trust for Historic Preservation, and others. The comments and suggestions provided by these agencies and organizations, together with important contributions from the TPS professional staff, have been invaluable in the development of this revised and updated guidance on preserving, rehabilitating, restoring, and reconstructing historic buildings that accompany *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.

PREFACE

The year 2016 was significant as the Centennial of the National Park Service, which was established as a new bureau within the Department of the Interior by the Organic Act on August 25, 1916. As directed in this legislation, the National Park Service has served for one hundred years as steward of the “Federal areas known as national parks, monuments and reservations...to conserve the scenery and the natural and historic objects and the wild life therein and to...leave them unimpaired for the enjoyment of future generations.”

The year 2016 also marked the 50th anniversary of the passage of the National Historic Preservation Act on October 15, 1966. The Act increased the scope and responsibilities of the National Park Service with regard to the preservation of cultural resources. The National Historic Preservation Act charges the National Park Service (through authority delegated by the Secretary of the Interior) to establish and administer a national historic preservation program and to develop and promulgate standards and guidelines for the treatment of historic properties.

The Secretary of the Interior’s Standards for Historic Preservation Projects were first issued in 1978. In 1979 they were published with Guidelines for Applying the Standards and reprinted in 1985. The Standards were revised in 1992, when they were retitled *The Secretary of the Interior’s Standards for the Treatment of Historic Properties*.

The Standards were codified in the Federal Register in 1995, the same year that they were published with guidelines as *The Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings*. These Standards and Guidelines provide a critical part of the framework of the national preservation program. They are widely used at the federal, state, and local levels to guide work on historic buildings, and they also have been adopted by Certified Local Governments and historic preservation commissions across the nation.

In 2010 the National Park Service issued *A Call to Action: Preparing for a Second Century of Stewardship and Engagement*, a plan to chart a path for its next 100 years. This plan identified a number of actions with the goal to “preserve America’s special places in the next century,” which included updating National Park Service policies and guidance. The project to update *The Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings* was undertaken as part of this broader effort.

Since these Guidelines were first published in 1995, a greater number of buildings and building types, telling a broader range of stories that are part of the nation’s heritage, have been recognized as “historic”

and eligible for listing in the National Register of Historic Places. These guidelines have been updated and expanded to address the treatment of these buildings constructed with newer materials and systems from the mid- and late-20th century.

The updated Guidelines have the same organization as the prior version, beginning with an introduction and a historical overview, followed by chapters that focus on each of the four treatments: preservation, rehabilitation, restoration, and reconstruction. The historical overview has been expanded; not only has the information on historic materials, systems, features, and special issues that comprised the previous edition been more fully developed, but new entries have been added on glass, paint and other coatings, composite materials, imitative materials, and curtain walls.

In each of the four chapters, the “Recommended” and “Not Recommended” treatments have been updated and revised throughout to ensure that they continue to promote the best practices in preservation. The section on exterior additions to historic buildings in the Rehabilitation Guidelines has been broadened also to address related new construction on a building site. A section on code-required work is now included in all of the chapters. “Energy Efficiency” has been eliminated, since it is more fully covered by the guidance provided on sustainability in *The Secretary of the Interior’s Standards for Rehabilitation and Illustrated Guidelines on Sustainability*

for Rehabilitating Historic Buildings (published in 2011), which has general applicability to all the treatments and is incorporated here by reference. Sections on “Resilience to Natural Hazards” have been added, but these topics will be more fully addressed in separate documents and web features. Finally, the updated Guidelines feature all new, and many more, illustrations in color.

Herewith Technical Preservation Services issues the National Park Service Centennial edition of *The Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings*, updated and revised in recognition of the 50th anniversary of the National Historic Preservation Act, to ensure that the preservation guidance for historic buildings provided by the National Park Service continues to be meaningful and relevant in the 21st century.

*Technical Preservation Services
National Park Service*

Technical Preservation Services National Park Service

The office of Technical Preservation Services (TPS) in the Cultural Resources directorate of the National Park Service is responsible for developing and promulgating preservation standards and guidance specifically as it relates to historic buildings. TPS has produced an extensive amount of technical, educational, and policy guidance on the maintenance and preservation of historic buildings. TPS developed the original and current versions of *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings*. The many technical publications and web features on preserving historic buildings prepared by TPS are well known, especially the *Preservation Briefs* and the *Preservation Tech Notes* series. It is not feasible to include a complete list here of all the materials available from TPS because of the sheer volume of information. Materials developed by TPS are available in printed form and/or online from the TPS website at <https://www.nps.gov/tps> (or search for Technical Preservation Services at <https://www.nps.gov>). TPS also administers the Federal Historic Preservation Tax Incentives Program, which encourages private sector investment in the rehabilitation and reuse of historic buildings.

INTRODUCTION

Using the Standards and Guidelines for Preservation, Rehabilitation, Restoration, and Reconstruction Projects

The Secretary of the Interior's Standards for the Treatment of Historic Properties address four treatments: preservation, rehabilitation, restoration, and reconstruction. As stated in the regulations (36 CFR Part 68) promulgating the Standards, "one set of standards ...will apply to a property undergoing treatment, depending upon the property's significance, existing physical condition, the extent of documentation available, and interpretive goals, when applicable. The Standards will be applied taking into consideration the economic and technical feasibility of each project." These Standards apply not only to historic buildings but also to a wide variety of historic resource types eligible to be listed in the National Register of Historic Places. This includes buildings, sites, structures, objects, and districts.

Guidelines, however, are developed to help apply the Standards to a specific type of historic resource. Thus, in addition to these Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings, there are also guidelines for cultural landscapes, historic lighthouses, historic vessels, historic furnished interiors, and historic covered bridges.

The purpose of *The Secretary of the Interior's Standards for the Treatment of Historic Properties and Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings* is to provide guidance to historic building owners and building managers, preservation consultants, architects, contractors, and project reviewers prior to beginning work. It is always recommended that preservation professionals be consulted early in any project.

The Guidelines are intended as an aid to assist in applying the Standards to all types of historic buildings. They are not meant to give case-specific advice or address exceptions or unusual conditions.

They address both exterior and interior work on historic buildings. Those approaches to work treatments and techniques that are consistent with The Secretary of the Interior's Standards for the Treatment of Historic Properties are listed in the "Recommended" column on the left; those which are inconsistent with the Standards are listed in the "Not Recommended" column on the right.

There are four sections, each focusing on one of the four treatment Standards: Preservation, Rehabilitation, Restoration, and Reconstruction. Each section includes one set of Standards with accompanying Guidelines that are to be used throughout the course of a project.

Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project. However, new exterior additions are not within the scope of this treatment. The Standards for Preservation require retention of the greatest amount of historic fabric along with the building's historic form.

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. The Rehabilitation Standards acknowledge the need to alter or add to a historic building to meet continuing or new uses while retaining the building's historic character.

Restoration is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project. The Restoration Standards allow for the depiction of a building at a particular time in its history by preserving materials, features, finishes, and spaces from its period of significance and removing those from other periods.

Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location. The Reconstruction Standards establish a limited framework for recreating a vanished or non-surviving building with new materials, primarily for interpretive purposes.

The Guidelines are introduced with a brief overview of the primary materials used in historic buildings; the exterior and interior architectural features and systems; the building's site and setting; code-compliance requirements regarding accessibility and life-safety resilience to natural hazards; sustainability; and new additions and related new construction. This overview establishes the format of the Guidelines that follow.

Choosing an Appropriate Treatment for the Historic Building

The Guidelines are intended to promote responsible preservation practices that help protect the nation's irreplaceable cultural resources. For example, they cannot, in and of themselves, be used to make essential decisions about which features of the historic building should be saved and which can be changed. But, once a treatment is selected, the Standards and Guidelines provide a consistent philosophical approach to the work.

Choosing the most appropriate treatment for a building requires careful decision making about a building's historical significance, as well as taking into account a number of other considerations:

Level of Significance. National Historic Landmarks, designated for their "exceptional significance in American history," and other properties important for their interpretive value may be candidates for *Preservation* or *Restoration*. *Rehabilitation*, however, is the most commonly used treatment for the majority of historic buildings. *Reconstruction* has the most limited application because so few resources that are no longer extant can be documented to the degree necessary to accurately recreate the property in a manner that conveys its appearance at a particular point in history.

Physical condition. *Preservation* may be appropriate if distinctive materials, features, and spaces are essentially intact and convey the building's historical significance. If the building requires more extensive repair and replacement, or if alterations or a new addition are necessary for a new use, then *Rehabilitation* is probably the most appropriate treatment.

Proposed use. Many historic buildings can be adapted for a new use or updated for a continuing use without seriously impacting their historic character. However, it may be very difficult or impossible to convert some special-use properties for new uses without major alterations, resulting in loss of historic character and even integrity.

Code and other regulations. Regardless of the treatment, regulatory requirements must be addressed. But without a sensitive design approach such work may damage a building's historic materials and negatively impact its character. Therefore, because the ultimate use of the building determines what requirements will have to be met, some potential uses of a historic building may not be appropriate if the necessary modifications would not preserve the building's historic character. This includes adaptations to address natural hazards as well as sustainability.

HISTORICAL OVERVIEW

Masonry

Stone is one of the more lasting masonry building materials and has been used throughout the history of American building construction. Stones most commonly used in historic buildings in the U.S. are quarried stone, including sandstone, limestone, marble, granite, slate, basalt, and coral stone, and gathered stone, such as fieldstone,

river rock, and boulders. Types of stone differ considerably in hardness, durability, and other qualities. Building stones were usually laid with mortar, but sometimes they were laid without mortar using a dry-stack method of construction. Brick varies in size and permanence. Before 1870, brick clays were pressed into molds and were often unevenly fired. The quality of historic brick depended on the type of clay available and the brick-making technique; by the 1870s, with the perfection of an extrusion process, bricks became more uniform and durable. *Architectural terra cotta* is also a kiln-fired clay product popular from the late 19th century until the 1930s. Its use became more widespread with the development of steel-frame, high-rise office buildings in the early 20th century. *Glazed ceramic architectural siding* was also used as cladding in high-rise buildings somewhat later. *Adobe*, which consists of sun-dried earthen bricks, was one of the earliest building materials used in the U.S., primarily in the Southwest where it is still popular.

Mortar is used to bond together masonry units. Historic mortar was generally quite

soft, consisting primarily of lime and sand with other additives. Portland cement, which creates a more rigid mortar, was first manufactured in the U.S. in the early 1870s, but it was not in common use throughout the country until the early 20th century. Thus, mortar used in buildings from around 1873 until the 1930s ranged from a traditional lime-cement mix to a variety of sand and Portland cement combinations. After this time, most mortar mixes were based on Portland cement. Like historic mortar, early *stucco* was also heavily lime based, increasing in hardness with the addition of Portland cement in the late 19th century.

Concrete has a long history. It is composed of sand, crushed stone, or gravel bound together with lime and, sometimes, natural hydraulic cements. As a construction material concrete is used in a variety of forms, including blocks or units, poured or cast-in-place, and precast panels. *Cast stone* and other manufactured products began to be used around the 1860s as substitutes for natural stone. There are also cementitious materials specific to certain regions, such as *tabby*, which includes crushed shells and is found primarily in coastal areas in the southeastern part of the country. In the 20th century, *reinforced concrete* was developed and has since become one of the most commonly used materials in modern building construction.

While masonry is one of the most durable historic building materials, it is also very susceptible to damage by exposure, improper maintenance or repairs, abrasive cleaning, or the application of non-permeable coatings.



Wood

Wood is one of the most essential materials used in American buildings of every period and style. Its many and varied attributes make it suitable for multiple uses, including structural members, siding, roofing, interior finishes, and decorative features. Many of the first structures in the earliest settlements were built with logs, which were readily available, did not require much finishing, and could be quickly erected with basic tools.

Water-powered sawmills cut logs into timbers and boards, but detailed ornamental features were generally crafted on site using hand tools until after the Civil War. Mechanized production increased the efficiency of cutting logs into timbers, boards, and more intricate components, and the structural and decorative potential of wood's use in building construction expanded. With more efficient production came lower costs, but also the standardization of ready-made moldings and assemblies for windows, doors, and decorative features. Initially, wood was primarily sourced locally, but improved transportation systems made a greater variety of wood species more accessible all over the country. With broader availability, a particular wood could be selected for its suitability in a specific application; however, local species were used most often.

The extensive use of wood in buildings can be attributed to its many properties that include strength in both tension and compression; ease with which it can be cut and shaped; capability to be connected using a variety of fasteners and adhesives; ability to be painted or varnished; and resistance to wear and weather. All of these characteristics, and some more than others, vary according to the species of wood. Although many types and species of wood used historically are no longer available, wood selection and construction practices have always capitalized on its attributes and compensated for its weaknesses. Their resistance to decay made white oak and cedar common choices for roofing shingles, while oak and maple were frequently chosen for flooring because of their hardness. Pine and yellow poplar have often been used for siding and trim because of

their straight grain and ease of milling, but they must be painted to protect them from decay.

Plywood is an engineered product formed by laminating thin sheets of wood together; it was introduced to the U.S. building industry in the early 20th century. Because plywood has greater structural potential than wood, and as a sheet can be installed more efficiently, it soon replaced boards as sheathing before being replaced itself by less-expensive *particle board* for many applications. By applying surface veneers and adhesives, plywood can also be used as siding or for fine interior finishes on paneling or cabinetry. *Glued laminated timber* (glulam), first manufactured in the 1930s, is another engineered wood material. It is an important material in mid-20th-century buildings and often used for massive arches and trusses in sports arenas and similar large, open, column-free spaces.

Many historic buildings have wood structural systems and features, such as stairs or columns. The majority of both practical and decorative features, particularly on the interior, are made of wood, such as flooring and paneling.



Metals

Metal features—including steps, porches, railings, balconies, and entire facades; cornices, siding, cladding, roofs, roof cresting, and storefronts; and doors, window sash, entablatures, and hardware—are often highly decorative as well as practical and are important in defining the overall character of historic American buildings.

Metals commonly used in historic buildings include *lead, tinplate, terneplate, zinc, copper, bronze, brass, iron, steel, aluminum, stainless*

steel, and a variety of other *alloys*. Historic metal building components were often designed by highly-skilled artisans. By the late 19th century, many of these components were prefabricated and available from catalogues in standardized sizes and designs.

Wrought iron is the form in which iron was first used in America. In the beginning, most wrought-iron architectural elements were small, such as nails, tie rods, straps, and hardware. Wrought-iron features



gradually increased in size to include balconies, railings, porches, steps, and fencing. It was not used for structural components until around the mid 19th century, when manufacturing equipment became more sophisticated. **Cast iron** was initially imported from England. Although there were some iron-casting works established before the Revolution, by the early 19th century production had expanded to make a variety of cast-iron features. Structural cast-iron columns were first used in the 1820s, and cast-iron building fronts and decorative structural and ornamental features followed soon after. Cast and wrought iron are often used on the interior of historic buildings as both structural and decorative features, such as columns, staircases, railings, and light fixtures.

Steel, which is an alloy of iron and usually carbon, increased in popularity as manufacturing processes and production improved in the mid-19th century. Structural steel played an important role in the development of high-rise buildings and the skyscraper.

Lead was first used in historic buildings for roofing. **Tinplate orterneplate**, which was made by applying a lead and tin coating to sheet metal or steel, became a common roofing material after it was first produced in the 1820s. (Pure tin was rarely used as a building material because it is so soft.) The application of a **zinc coating** on sheet metal created **galvanized iron**, which was used for roofing and decorative roofing features, such as steeples and roof cresting, as well as other ornamental architectural features, such as door and window hood molds, lintels, and oriel and bay windows. Prefabricated Quonset huts constructed of **corrugated galvanized steel** began to be manufactured during World War II for the military on the battlefield for housing, storage, and other uses.

Entire pressed-metal and galvanized-iron storefronts and individual decorative features were manufactured to simulate wood, stone, or cast iron from the latter part of the 19th century into the early years of the 20th century. **Copper** roofs were installed on many public buildings from the 1790s through the first quarter of the 19th cen-

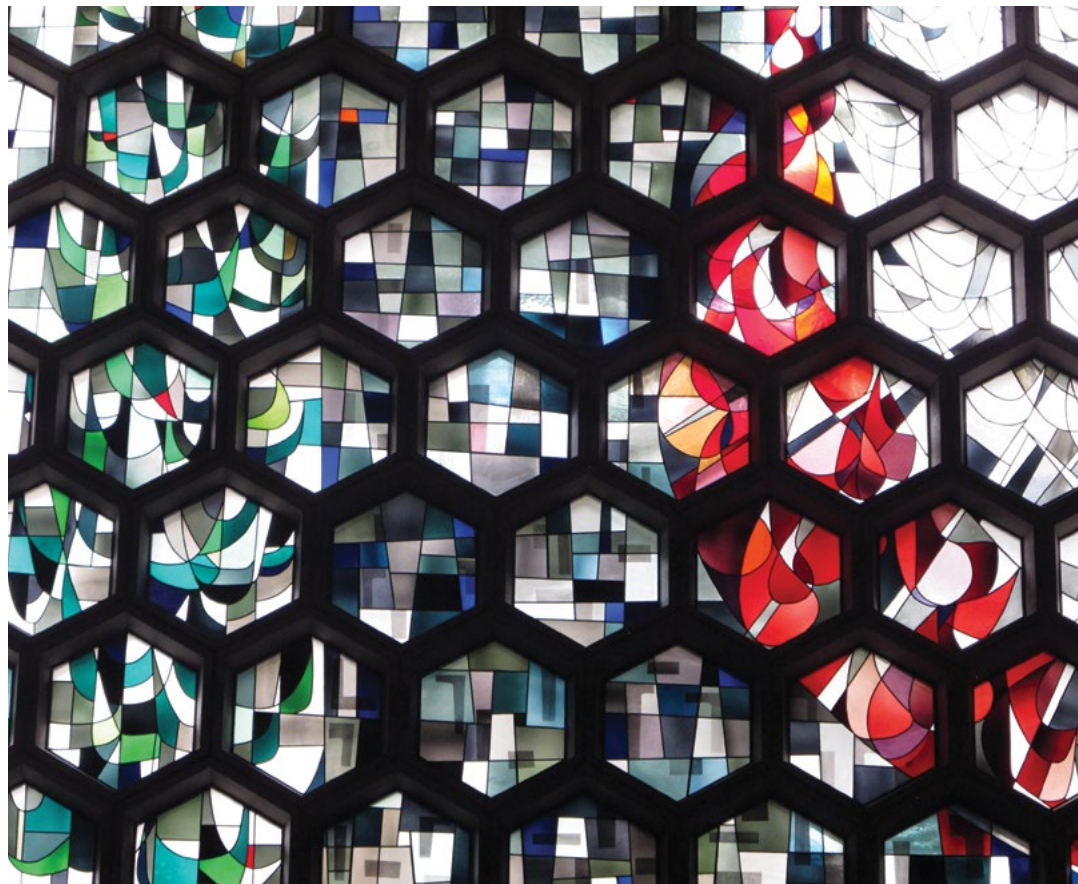
tury. Copper continues to be used, often for porch roofs as well as gutters, downspouts, and flashing. **Bronze** and **brass** are both alloys of copper. Bronze, which weathers well, appears as entrance doors and historic storefronts. Brass, usually polished, is used for decorative interior features, such as grilles and elevator doors. **Nickel**, when employed as a building component, is in the form of an alloy, usually **nickel silver**, **Monel**, or some **stainless steel**. In comparison to other construction metals, stainless steel is quite new, essentially only coming into use in the 1920s when it became a favorite material for Art Deco-style buildings.

Aluminum—lightweight and corrosion-resistant—was not utilized much in buildings because it was so expensive until the 1920s, when expanded production reduced its cost. Aluminum siding, which was advertised as maintenance free, became a popular siding material for single-family residences after it was introduced in the late 1930s. Some of the uses of aluminum include roofing and roofing features, such as gutters, downspouts, and flashing, as well as windows and storefront surrounds.

Porcelain enamel, or **vitreous enamel**, is composed of a thin coating of glass fused to cast-iron or steel sheets, panels, tiles, or shingles. Although developed in the late 19th century, it was not commonly used in buildings until the late 1920s and 1930s for Art Deco and Art Moderne storefronts. Lustron houses, constructed of prefabricated, enameled steel panels and intended for mass production, were introduced in the late 1940s in anticipation of the need for housing after the war. These houses were promoted for their low maintenance, in part because the walls, ceilings, and other interior surfaces were also enameled steel panels and easily washable.

Glass

For centuries, only blown *cylinder* and *crown* glass in small pieces was available and it was expensive. Thus, the glass in early windows in American buildings consisted of small panes which gradually increased in size over the years. With the invention of cast plate glass in 1848, large plates of glass could be manufactured which were strong and inexpensive. *Plate glass* was first used in the early 1850s as the primary exterior material (with a cast-iron framework) for such structures as international exhibition buildings, worlds' fair pavilions, and greenhouses and conservatories. In the early 20th



century, architects began using glass curtain walls in Art Moderne-style architecture and, most notably, the International Style.

Tempered glass is a hardened or toughened glass which began to be used in building construction around 1940. By the middle of the 20th century, glass as a cladding system became synonymous with curtain wall systems.

In addition to clear glass—flat or sometimes curved—there is also stained glass, tinted, patterned, textured, etched, frosted, leaded, painted, colored opaque glass and spandrel glass, prism glass, decorative Val de Verre glass (colored art glass), ceramic frit (pigmented glass enamel fused to a glass surface), and glass block. Many of these types of glass can be found in windows, transoms, doors and entrances, and storefront display windows, whereas some of them—especially opaque, pigmented structural glass with trade names such as Vitrolite, Carrara Glass, and Sani Onyx—are more likely to appear as exterior cladding on Art Deco-style or Art Moderne storefronts. *Spandrel glass* was first introduced on mid-20th-century buildings, particularly in storefront and curtain wall systems. Glass was also used historically in skylights and monitors; in theater, hotel, and apartment building marquees and canopies; and as a component of lightning rods and weathervanes, address plates, and signage.

Glass features on the interior of historic buildings include transoms, windows, privacy screens, office dividers, wall partitions for borrowed light in office corridors, teller windows in banks, ticket windows in train stations and movie theaters, doorknobs, light fixtures, mirrored wall inlay, and also, beginning in the latter part of the 20th century, wall mosaics. Pigmented structural glass can be found in bathrooms and some kitchens because of its sanitary qualities.

Low-e (low emissivity) *glass*, which is primarily used in windows to minimize solar gain, was developed in the last quarter of the 20th century. *Impact-resistant glass* is another more-recently developed type of glass designed to withstand hurricane-force wind and which can also be installed as a blast-resistant security feature.

Paint and Other Coatings

Paints and paint-like coatings have been used on historic buildings in America as protective coatings and for decorative treatments. What is commonly considered to be paint is a liquid consisting of a pigment which makes it opaque and colors it, a binder or base to hold it together, and sometimes a vehicle to carry the pigment. Many historic paints contained lead in the form of lead white, included as a “concealing” pigment that provided opacity, although zinc oxide was also used as an alternative. Lead increased durability and prevented mold and mildew. Titanium dioxide was sometimes used as a substitute for lead in the early 20th century, but lead continued to be an ingredient in most paints until it was banned as a hazardous substance in the U.S. in 1978. Traditional paints had an oil base, usually linseed, and the earliest paint colors were, for the most part, derived from natural pigments. Like today, both glossy and flat (or matte-finish) paints were used historically on the exterior and the interior of a building. After 1875, factory-made paints were readily available. Masonry and wood stains are traditional coatings which also consist of a pigment, a solvent, and little, if any, binder. They have a flat finish and are transparent rather than opaque so that the substrate is still visible.

Other historic paints, such as *whitewash*, are water based and have a flat finish. In addition to water, whitewash is composed of hydrated (slaked) lime, salt, and various other materials and sometimes includes a natural pigment. Whitewash was used on interior plaster, in cellars, and on wood structural components, but not on wood doors, windows, or trim because its flat finish easily rubs off. Whitewash was also used on the exterior of brick or stone buildings, wood fences, and farm outbuildings as a protective coating. Often it was reapplied on an annual basis when it got dirty or if it wore off due to exposure to the weather. *Calcimine* (or *kalsomine*) and *distemper* paints were also water based and included natural glues, gelatin, gums, and whiting to which colored pigments could be added. They were used only on the interior and usually on plaster surfaces. *Casein* is a milk-based paint composed of hydrated lime, pigment, often oil, and a variety of additives to increase its

durability. It was used on both the exterior and the interior of buildings.

The interiors of historic buildings can exhibit a multitude of decorative painted treatments. Marbleized and grained finishes were applied to wood, stone, and plaster to give them the appearance of more exotic and costly materials. Other interior painted treatments, such as murals and stencils, are purely decorative. *Tempera* and *gouache* are traditional water-based paints used almost exclusively for decorative painting.

Experimentation that began early in the 20th century resulted in the development of acrylic water-based paint, commonly known as *latex paint*. *Oil-based/alkyd paint* continues to be used in the 21st century and is still preferred for certain applications. Latex paint tends to be more popular not only because it is water-based (making clean up easy during and after painting), but it also has fewer toxic vapors and, like solvent-based oil/alkyd paints, is very durable.

Varnish, which is used primarily on interior wood features but also on exterior entrance doors, is another traditional coating. Unlike paint, varnish is transparent, composed of a resin, a drying oil, and a solvent. It has a glossy finish, which dulls over time.





Composite Materials: Plastic, Resin, and Vinyl; Fiber-Reinforced Cement Siding; Fiberboard; and Floor Coverings

Plastic is a malleable material composed of synthetic or natural organic materials made from various organic polymers, such as *polyethylene* and *polyvinyl chloride* (PVC), which can be poured into molds or rolled in sheets. It is generally agreed that the term *plastic* was introduced into popular usage in 1907 to describe the first fully synthetic plastic. Improved plastics were available in America by World War I. Production soared during World War II because plastics were needed to make up for the shortage of other materials. In mass production by the 1950s, the industry continued to expand with the development of increasingly more sophisticated plastics.

Vinyl siding came on the market in the late 1950s, and its use, primarily in residential construction, increased as the product improved over the years. Coating canvas awnings with vinyl helped to extend their lifespan, evolving, eventually, into awnings manufactured solely of vinyl. Plastic signs on the exterior of historic commercial buildings changed and radically expanded the role of signage as advertising as well as being important design features themselves. Plastic was used sometimes for decorative trim on storefronts. Vinyl-coated wallpaper was used as early as the 1920s and is still selected for restaurants, commercial spaces, and hospitals because it is durable and washable. Other plastic materials became popular in the 1950s in the form of plastic-laminate sheeting and wall tiles.

Fiber-reinforced plastic (FRP), is made of a polymer matrix mixed with fiber, usually *fiberglass*, to add strength; it is noted for its ability to be molded in thin shells. FRP is sometimes used as a substitute material to recreate missing or deteriorated architectural features in historic buildings. **Acrylic plastic** is a transparent synthetic plastic,

generally identified by one of its trade names—*Plexiglass* or *Lucite*—which was patented in the 1950s as an alternative to glass. **Foamed polystyrene**, better known as *Styrofoam*, was first used in the mid-1950s as building insulation.

Fiber-Reinforced Cement Siding is a composite material made of sand, cement, and cellulose fibers. It was developed in the latter part of the 20th century as a less-hazardous replacement for asbestos cement siding, which preceded it, and was used for siding and roofing shingles from the early 20th century to the 1970s. Fiber-reinforced cement siding is frequently installed in the form of horizontal boards or vertical panels as exterior siding. Fiber-reinforced cement is used on both residential and commercial buildings.

Fiberboard is a composite hardboard material made from pressure-molded wood fibers. It had early precedents in the late 18th century, but was first manufactured in large quantities in the 1920s, with its use expanding in the 1930s and 40s. Fiberboard (or wallboard, as it is commonly known) was marketed by various companies, such as *Masonite*. It was used as sheathing for roofing and siding on the exterior, for insulation, and for interior walls.

The first composite floor covering was *Linoleum*, made from oxidized linseed oil and ground cork or wood flour. Its manufacture in the U.S. began in the late 19th century, about the same time synthetic *rubber floor tile* was also introduced. **Asphalt floor tiles** were first used in the 1920s and remained popular into the 1950s. **Plastic/vinyl** replaced asphalt as a binder in floor tiles in the late 1920s, in part because plastic, unlike asphalt, could be made in lighter colors and a greater variety of colors. Semi-flexible vinyl flooring, manufactured in the form of tiles or rolled sheets, was developed by the 1930s. After the war, it became more affordable and frequently was chosen for both residential and commercial interiors.

Imitative Materials

Imitative building materials are generally common and readily available materials used to simulate a more expensive material. They have a long history in American building construction. **Wood**, cut and planed and sometimes coated with a sand paint, has been used since the 18th century to replicate cut blocks of stone and quoins on the exterior of a building. **Stucco**, applied over any kind of construction (from log to rubble masonry) and scored to resemble stone, could make even a log house look elegant. **Cast iron** and **pressed metal**, whether as a complete façade, a storefront, or an individual feature such as a window hood, cornice, or decorative pilaster, were also used on the exterior of buildings to replicate stone. Not only **architectural terra cotta**, but **cast stone** served as a substitute for stone. **Metal** and **concrete** roofing tiles were used as less-costly alternatives to clay roofing tiles.

In the 20th century, the use of exterior imitative materials expanded as new products were developed. **Asphalt roll siding** that resembled brick could be applied to a wood building, and **asbestos composite shingles** were produced to replace not only wood shingle siding, but also slate roofing shingles. **Aluminum siding** has been used as a replacement for wood siding, followed by **vinyl siding**, **pressed wood siding**, and, more recently, **composite** or **fiber-cement siding**. Manufactured **faux slate roofing** became popular because it costs less than slate and is lighter weight. Over the years, imitative materials have increased in variety as synthetic materials continue to be introduced, including a substitute, an **exterior insulation and finish system (EIFS)**, for another imitative material—stucco. Imitative materials are also used to recreate missing or deteriorated architectural features in historic buildings.

On the interior, imitative materials, such as **scored plaster**, were historically applied to walls to give the appearance of stone. **Painted** or **marbleized finishes** on plaster or wood could further simulate stone, and **decorative graining** could transform the surface of a common wood into a more exotic species. **Scagliola**, which is often applied to brick columns, is a very old technique that uses a plaster-like com-

posite material to simulate marble. **Lincrusta**, an embossed wall covering, was developed in the late 19th century to simulate pressed metal. **Embossed wall coverings** continue to be produced in the 21st century. Concrete, vinyl, and other manufactured flooring materials are designed in many patterns and colors to replicate brick, stone, clay tile, and wood.



Roofs

The roof—with its form; features such as cresting, dormers, cupolas, and chimneys; and the size, color, and patterning of the roofing material—is an important design element of many historic buildings. In addition, a weathertight roof is essential to the long-term preservation of the entire structure. Historic roofing reflects availability of materials, levels of construction technology, climate, and cost.

Throughout all periods of American history, with only minor exception, *wood* has been used for roofing; despite the early use of many other materials, wood shingles remained the most common roofing material throughout much of the 19th century. Initially the species of wood used would have been specific to a region, but the quality and design of a building were usually the prime determinants in the way wood was used, ranging from wide, lapped boards to small, uniform, geometrically-shaped shingles.



Clay tile was used at least in a limited way in the first settlements on the East coast and it was manufactured in America by the mid 17th century. The Spanish influence in the use of clay roofing tiles is apparent in buildings in the south, southwest, and western parts of the country. *Slate* was also an early roofing material, but it was imported until the end of the 18th century when the first slate quarry opened. Both slate and tile roofs

provided fire protection, especially important in urban areas. The use of slate expanded quickly in the second half of the 19th century with the development of the railroads, and it remained a preferred roofing material until the middle of the 20th century.

Lead and *copper* were the first metals used for roofing, later joined by *zinc* and *iron* in the beginning of the 19th century. Lead was used in the mid 19th century for flashing and sometimes for the roofs of bay windows, domed, or steeply-pitched sections of a larger roof, and steeples. Copper has continued in use for roofing, gutters, downspouts, and flashing.

Painted iron was initially used in large sheets, but it was replaced with smaller sheets of iron plated with *tin* or *terne*—a lead-tin mix—which were a more successful roofing material. As plated iron and, later, *steel* became widely available, their light weight, fire resistance, and low cost made them the ideal alternative to wood shingles. *Galvanized metal*—base steel coated with an alloy of zinc—gained widespread popularity in the 20th century. Galvanizing not only protects metal from rusting, but it also adds strength; corrugated sheet metal, when galvanized, became the preferred metal roofing material because it reduced the need for sheathing. Galvanized steel also could be stamped into sheets simulating shingles and clay tiles.

In the late 19th century, *concrete* roofing tiles began to be produced as a substitute for clay tiles. At about the same time, *composition* roofing (built-up or roll roofing) was developed. This is a layered assembly of felt sheets and coal tar or asphalt, topped with gravel that is suitable for waterproofing flat and low-sloped roofs. Shortly after the start of the 20th century, *asbestos fiber cement* and *asphalt* shingles came into use as less-expensive alternatives to slate. Later in the 20th century, sheets of *modified bitumen* and *synthetic rubber* provided more options for a flat roof. By the end of the 20th century, *liquid* and *vinyl membranes* were also installed on flat roofs, and *synthetic recycled materials* were used increasingly for both new and replacement roofs.

Windows

Technology and prevailing architectural styles shaped the history of windows in America. The earliest windows were essentially medieval in their form. Small panes of glass, usually diamond-shaped and held together with lead, were set in a hinged casement sash of wood or iron. By the beginning of the 18th century, the glass had increased in size and had become rectangular, with putty holding it in place. Wood muntins replaced lead came between the panes, and two sashes were placed in a frame where the lower one could slide vertically. Such simple windows remained common in utilitarian buildings well into the 20th century. With the introduction of iron pulleys, the sash could be hung from cords connected to counterweights, which resulted in single-hung windows, or double hung when both sashes were counterbalanced.

Sash increased in depth as it evolved, providing additional strength that allowed narrower muntins. As the production of glass (blown initially as a disk and later as a cylinder) improved, larger pieces of glass became more affordable, resulting in fewer panes of glass in a window. A sash that would have had twelve panes of glass in the 18th century often had only two by the mid 19th century. After about 1850, with the advent of mass-produced millwork, standard profiles and sizes of windows were established with a wide variety of designs and glazing configurations that could be purchased from catalogues. The Chicago window, which featured a large fixed pane of glass in the center with a narrow, double-hung, operable sash window on either side of it, was introduced in the last decades of the 19th century as a feature of the Chicago School-style of architecture. The picture window, popular in ranch-style houses in the mid 20th century, evolved from this.

Steel was employed beginning at the end of the 19th century to build fire-resistant windows in tight urban environments. These hollow-core windows were frequently galvanized. Windows with solid, rolled steel sections were first produced in the first decade of the 20th century in many forms, ranging from casements (especially popular in domestic construction) to large, multi-pane units

that provided whole walls of natural light in industrial and warehouse buildings. Operable vents in these large windows pivoted on simple pins. Their relatively small panes and the fact that they were puttied in from the interior made the inevitable breakage easy and inexpensive to repair. Rolled steel was also used for double-hung windows, which were common in high-rise buildings in the 1920s and beyond. Aluminum windows were developed in the 1930s and, by the 1970s, rivaled wood in popularity, particularly in commercial and institutional buildings. They were produced in a variety of styles and functionality, including casement, hopper, awning, and double-hung sash.

Metal-clad (initially copper) wood windows appeared early in the 20th century but were not common until the later part of the century, when enameled aluminum cladding replaced copper. Although used primarily as replacements in older buildings, vinyl windows were developed in the latter part of the 20th century and marketed as inexpensive and thermally efficient. Modern windows are also made of fiberglass and polymer-based composites.

Storm windows were used historically and are still used to help regulate interior temperatures. Limited commercial use of thermal-pane or insulated glass in windows began in the 1930s, but it was not readily available until about 1950. Tempered glass also came into use about this time. Since then, work has continued to improve its efficiency and to reduce the effect of ultra-violet rays with tinted and low-e (low emissivity) glass. Impact-resistant glass is not new, but its use in windows continues to expand to meet modern hurricane code requirements as well as protection and security requirements.



Entrances and Porches

Entrances and porches are often the focus of historic American buildings. With their functional and decorative features (such as doors, steps, balustrades, columns, pilasters, and entablatures), they can be extremely important in defining the historic character of a building. In many cases, porches were also energy-saving features and remain so today, shading southern and western elevations. Usu-



ally, entrances and porches were integral components of a historic building's design; for example, porches on Greek Revival houses, with pediments and Doric or Ionic columns, echoed the architectural elements and features of the building itself. Center, single-bay porches or arcaded porches are evident in Italianate-style buildings of the 1860s. Doors of Renaissance Revival-style buildings frequently featured entablatures or pediments. Porches characterized by lathe-turned porch posts, railings, and balusters were especially prominent and decorative features of Eastlake, Queen Anne, and Stick-style houses. Deep porches on bungalows and Craftsman-style houses of the early 20th century feature tapered posts, exposed posts and beams, rafter tails, and low-pitched roofs with wide overhangs.

Late 19th- and early 20th-century high-rise buildings are often distinguished by highly-ornamented entrances, some with revolving doors, which were introduced around the turn of the 20th century. Some commercial structures in the early- to mid-20th century have recessed entrances with colorful terrazzo flooring. Entrances to Art Deco-style residential and commercial buildings often feature stylized glass and stainless-steel doors with geometric designs. Entrances on modernist buildings may have simple glazing and, frequently, projecting concrete or metal canopies.

Porches can have regional variations, not only in style, but also in nomenclature. For instance, in Hawaii, *lanai* is used to describe a type of porch which might be known as a *veranda* in some parts of the South, a *piazza* in Charleston, or a *gallery* in New Orleans.

Storefronts

The storefront is often the most prominent feature of a historic commercial building, playing a crucial role in a store's advertising and merchandising strategy. The earliest storefronts in America, dating from the late 18th and early 19th centuries, had small, residential-style windows with limited display space. A few featured oriel windows or glass vitrine cases (sometimes added later) that projected out from the façade. Early storefront systems were frequently wood. In the 19th century, storefront display windows progressively increased in size as plate glass became available in larger units. This reflected the fact that cast-iron columns and lintels were thinner, allowing larger sheets of glazing that became available at about the same time. In some regions, storefronts and the entire building façade were constructed entirely of cast iron, later followed by galvanized metal, copper, bronze, and aluminum.

Historic storefront systems have many different configurations: they may have multiple entrance doors (including one to access an upstairs apartment if one exists); they may be symmetrical or asymmetrical; and entrances may be flush or recessed from the shop's windows. Transoms, sometimes with prism glass, are often a component of storefronts. In the 19th century, awnings added another feature to the storefront. Permanent metal canopies attached to the façade or supported by free-standing posts or columns, as well as retractable canvas awnings, provided shelter for customers and merchandise alike. As the 20th century progressed, new storefront designs were introduced, some with deeply recessed entrances with expanded display cases or "floating display islands." In the 1920s, 1930s, and later, structural pigmented glass such as Carrara Glass, Vitrolite, and Sani Onyx; aluminum and stainless steel; porcelain enamel; glass block; neon signs; and other new materials were introduced in Art Deco-style and Art Moderne storefronts. Modular storefront systems were introduced after World War II.

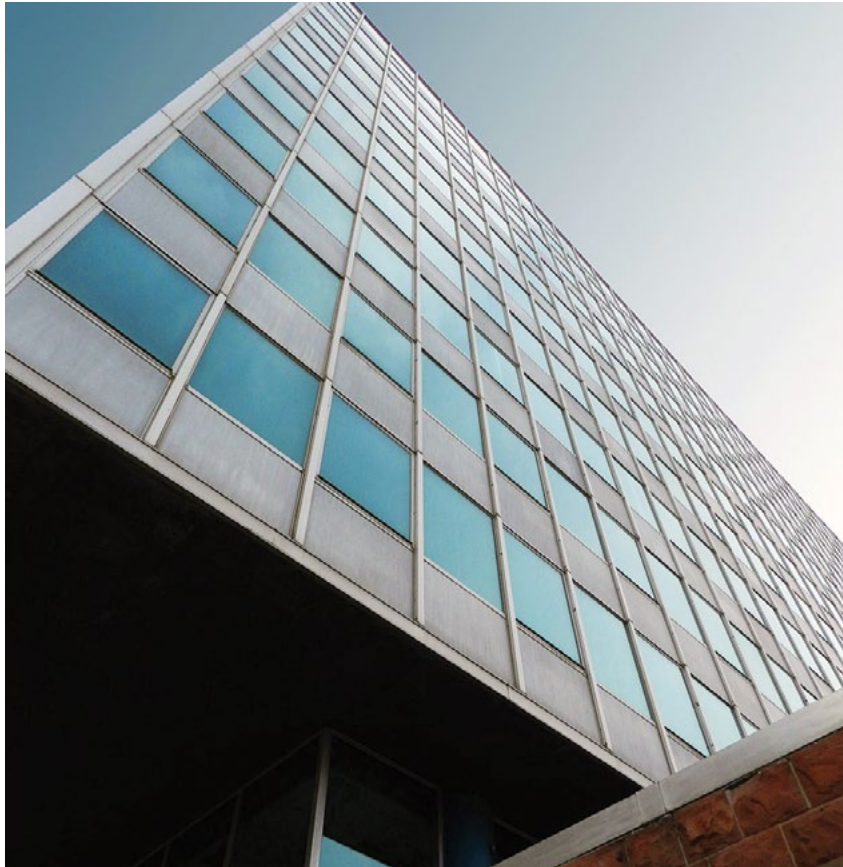
Storefronts are typically altered more than any other building feature to reflect the latest architectural styles and appear up-to-date



to attract customers. Older storefronts were often remodeled with a new design and materials by installing pigmented structural glass, for instance, and other 20th-century materials. These altered storefronts may have acquired significance in their own right and, in this case, should be retained.

Curtain Walls

Curtain wall construction was originally based on a steel framework. Today, most curtain wall construction utilizes an extruded aluminum framework, which became popular in the 1930s in the U.S. and came into its own after World War II. A curtain wall is not a structural system and, although it is self supporting, does not carry the weight of the building. Rather, it is an exterior wall hung or attached to the structural system. Curtain wall construction most frequently employs glass, metal panels, thin stone veneer, and other cladding materials, although louvers and vents, like glass panels, can also be set into the metal framework. Newer curtain wall systems may



incorporate rain screens and glass fiber reinforced concrete panels (GFRP). Because curtain wall construction uses relatively lightweight and less expensive materials, it reduces building costs, which, in part, explains its popularity.

There are essentially two types of curtain wall systems: *stick* systems and *unitized* or *modular* systems. A *stick* system is a framing system composed of long metal pieces (sticks) put together individually using vertical pieces (mullions) between floors and horizontal pieces between the vertical members. The framing members may sometimes be assembled in a factory, but the installation and glazing is done on site. A *unitized* or *modular* curtain wall system consists of ready-to-hang, pre-assembled modules which already include glazing or other panel infill. These modular units are usually one story in height and approximately five- to six-feet wide. Both types of curtain walls are attached to floor slabs or columns with field-drilled bolts in mated, adjustable anchor brackets.

Glass panels in curtain wall systems can be fixed or operable and can include spandrel glass, clear, or tinted glass. Stone veneer panels may be slate, granite, marble, travertine, or limestone. Metal panels can be aluminum plate, stainless steel, copper, or other non-corrosive types of metal. Other materials used in curtain wall systems include composite panels (such as honeycomb composite panels, consisting of two thin sheets of aluminum bonded to a thin plastic layer or rigid insulation in the middle); architectural terra cotta; glazed ceramic tile; and fiber-reinforced plastic (FRP).

Structural Systems

Numerous types of structural systems have been employed in the construction of buildings throughout American history. Some systems and building methods overlapped, and many remained in use for years. These systems—listed according to the period when they were first introduced—include but are not limited to: *wood-frame* construction (17th century), *load-bearing masonry* construction (18th century), *balloon-frame* construction (19th century), *brick cavity-wall* construction (19th century), *heavy-timber post and beam* industrial construction (19th century), *fireproof iron* construction (19th century), *heavy masonry and steel* construction (19th century), *skeletal steel construction* (19th century), *light frame and veneer brick* construction (20th century), and *cast-in-place concrete*, *concrete block*, and *slab and post* construction (20th century).

Exposed iron and steel structural systems are character defining in many utilitarian and industrial structures of the late 19th and early 20th centuries that have large open interior spaces, such as train sheds and armories. Exposed wood structural systems became an important interior decorative element during the Arts and Crafts period and in Craftsman-style bungalows in the early 20th century. Exposed cast-concrete structural systems and system components define the character of many industrial interiors and, later, other interior spaces in 20th-century buildings.

If features of the historic structural system are exposed (such as load-bearing brick walls, cast-iron columns, roof trusses, posts and



beams, vigas, and outriggers, or masonry foundation walls), they are likely to be important in defining the building's overall historic character. A concealed structural system, although not character defining, may still be significant as an example of historic building technology.

Mechanical Systems

Mechanical, lighting, and plumbing systems improved significantly with the onset of the Industrial Revolution. The 19th-century interest in hygiene, personal comfort, and reducing the spread of disease resulted in the development of central heating, piped water, piped gas, and networks of underground cast-iron sewers in urban areas. The mass production of cast-iron radiators made central heating affordable to many. By the turn of the 20th century, it was common for heating, lighting, and plumbing to be an integral part of most buildings.

The increasing availability of electricity as the 20th century progressed had a tremendous effect on the development of mechanical systems and opened up a new age of technology. Electric lighting brightened the interiors of all types of buildings, as well as building exteriors, their sites, and settings. Electricity not only improved heating systems, but in the 1920s it also brought central air conditioning to movie theaters and auditoriums, where it was first installed. By the middle of the 20th century, forced-air systems

provided both heat and cooling in many buildings. In the late 20th century, as HVAC systems increased in efficiency, they decreased in size, with smaller components, such as split ductless systems with wall-mounted air handlers, cassette ceiling-mounted diffusers, or high-velocity mini duct systems. These systems can be especially useful for retrofitting historic buildings because they are small and unobtrusive. Heat pumps, another late-20th century invention, can help to supplement existing HVAC systems.

Replacing hydraulic elevators, which were invented in the mid-19th century, with electric elevators in the early decades of the 20th century resulted in a boom in the construction of taller high-rise buildings and skyscrapers. Escalators, also invented in the mid 19th century, became more and more common as the 20th century advanced. By the latter part of the century, moving walkways helped facilitate travelers' passage from one place to another in transportation centers, such as airports.

The visible decorative features that remain of historic mechanical systems (such as grilles, lighting fixtures, elevator doors, and escalators) themselves may contribute to the overall historic character of the building and should be retained when feasible. Reusing an existing, functioning system and upgrading it as needed, should always be considered when feasible. However, because a mechanical system needs to work efficiently, most historic or older systems will likely need to be replaced to meet modern requirements.



INTERIOR SPACES, FEATURES, AND FINISHES

Spaces

The earliest buildings in America were very basic and likely to have only one or, perhaps, two rooms. As communities became more established and prosperous, buildings—houses in particular—increased in size, and construction became more elaborate and sophisticated, reflecting the wealth and tastes of individual owners. Larger buildings inevitably included multiple rooms designed to accommodate a variety of purposes. Thus, the interior floor plan, the arrangement and sequence of spaces, and built-in features and applied finishes are individually and collectively important in defining the historic character of the building. With the exception of most historic utilitarian buildings, manufacturing and industrial buildings, garages, and maintenance facilities, interiors are typically composed of a series of primary and secondary spaces. This succession of spaces is applicable to many historic buildings, from courthouses to cathedrals to cottages and commercial structures. Primary spaces, including entrance halls, lobbies, double parlors, living rooms, corridors, and assembly spaces, are defined not only by their function, but also by their location, features, finishes, size, and proportion.

Secondary spaces in historic interiors are generally more functional than decorative and, depending on the building's use, may include kitchens, bathrooms, utility rooms, attics, basements, mail rooms, rear hallways, and most office spaces. Although these spaces were important to how the building functioned historically, they are generally less significant than primary spaces and, thus, are usually the most appropriate places to make changes which may be necessary in a historic building, such as those required to meet code or to install mechanical equipment. The traditional sequence of interior spaces in late 19th- through early 20th-century high-rise buildings went from public areas (such as the lobby) on the first floor



and corridors on upper floors to the private spaces behind them (i.e., offices, apartments, or hotel rooms). This hierarchy of spaces continues to define the historic character of many high-rise buildings. However, in commercial structures built on speculation with open floor plans, the upper floors, especially, are likely to have been reconfigured many times. In some cases, these interiors may have little historic character but, in others, the spaces and their appearance may have acquired significance because of a specific tenant, use (such as a boardroom or executive office), or an event.

Features and Finishes

Historic character-defining features and finishes can range from very elaborate to very simple and plain, or from formal to utilitarian. The interior features that are important to a particular building generally reflect its original or historic use. Thus, the interior features and finishes of industrial and factory buildings are basic and practical, with exposed structural systems; wood, brick, or concrete walls and floors; large windows or monitors with clerestory windows to provide natural light; and minimal or no door and window surrounds. Commercial, office, hotel, and high-rise apartment buildings have public spaces that often include highly-decorated lobbies, elevator lobbies with marble flooring, wood or marble wainscoting in the upper corridors and, particularly in office buildings, offices separated from hallways by heavy doors with glass transoms and glass wall partitions for borrowed light. The repetitive pattern itself of the corridors on the upper floors in these multi-story buildings is also often significant in defining their historic character. Individual historic residential structures frequently have painted plaster walls and ceilings, door and window trim, fireplaces with mantels, wood flooring, and a staircase if the house has more than one story. Some mid-to late-20th-century houses that are less traditional in design have simpler and less-ornamented interiors.

Building Site

The building site consists of a historic building or buildings, structures, and associated landscape features and their relationship within a designed or legally-defined parcel of land. A site may be significant in its own right or because of its association with the historic building or buildings.



Setting (District/Neighborhood)

The setting is the larger area or environment in which a historic building is located. It may be an urban, suburban, or rural neighborhood or a natural landscape in which buildings have been constructed. The relationship of buildings to each other, setbacks, fence patterns, views, driveways and walkways, and street trees and other landscaping together establish the character of a district or neighborhood.



Special Requirements: Code-Required Work

Sensitive solutions to meeting code requirements are an important part of protecting the historic character of the building. Thus, work that must be done to meet accessibility and life-safety requirements must always be assessed for its potential impact on the historic building.

Accessibility

It is often necessary to make modifications to a historic building to make it compliant with accessibility code requirements. Federal rules, regulations, and standards provide guidance on how to make historic buildings accessible. Work must be carefully planned and undertaken in a manner that results in minimal or no loss of historic exterior and interior character-defining spaces, features, or finishes. The goal should be to provide the highest level of access with the least impact to the historic building.



Life Safety

When undertaking work on historic buildings, it is also necessary to consider the impact that meeting life-safety codes (public health, occupational health, life safety, electrical, seismic, structural, and building codes) will have on both exterior and interior spaces, features, and finishes. Historic building materials that are hazardous, such as lead paint and asbestos, will require abatement or encapsulation. Some newer life-safety codes are more flexible and allow greater leniency for historic buildings when making them code compliant. It is also possible that there may be an alternative approach to meeting codes that will be less damaging to the historic building. Coordinating with code officials early in project planning will help ensure that code requirements can be met in a historic building without negatively impacting its character.



Resilience to Natural Hazards

The potential future impacts of natural hazards on a historic building should be carefully evaluated and considered. If foreseeable loss, damage, or destruction to the building or its features can be reasonably anticipated, treatments should be undertaken to avoid or minimize the impacts and to ensure the continued preservation of the building and its historic character. In some other instances, the effects may be minimal or more gradual and the impacts unknown or not anticipated to affect the property until sometime in the future. In all instances, a building should be maintained in good condition and monitored regularly, and historic documentation should be prepared as a record of the building and to help guide future treatments.

Some impacts of natural hazards may be particularly sudden and destructive to a historic building (such as riverine flash flooding,

coastal storm surge, an earthquake, or a tornado) and may require adaptive treatments that are more invasive. When a treatment is proposed for a building that addresses such potential impacts and will affect the building's historic character, other feasible alternatives that would require less change should always be considered first. In some instances, a certain degree of impact on a building's historic character may be necessary to ensure its retention and continued preservation. In other instances, a proposed treatment may have too great an impact to preserve the historic character of the building. A historic building may have existing characteristics or features that help to address or minimize the impacts of natural hazards. Some historic buildings may have been altered previously or be in regions where it has been traditional to adapt buildings frequently subject to damage from natural hazards, such as flooding. All these factors

should be taken into consideration when planning preventive treatments. The goal should always be to minimize the impacts to the building's historic character to the greatest extent possible in adapting the building to be more resilient.



Sustainability

Before implementing any energy improvements to enhance the sustainability of a historic building, the existing energy-efficient characteristics of the building should be evaluated. Historic building construction methods and materials often maximized natural sources of heating, lighting, and ventilation to respond to local climatic conditions. The key to a successful project is to identify and understand any lost original and existing energy-efficient aspects of the historic building, as well as to identify and understand its character-defining features to ensure they are taken into account. The most sustainable building may be one that already exists. Thus, good

preservation practice is very often synonymous with sustainability. There are numerous treatments—traditional as well as new technological innovations—that may be used to upgrade a historic building to help it operate more efficiently while retaining its character.

The topic of sustainability is addressed in detail in *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings*. Although specifically developed for the treatment Rehabilitation, the Sustainability Guidelines can be used to help guide the other treatments.



New Exterior Additions and Related New Construction

A new exterior addition to a historic building should be considered in a rehabilitation project only after determining that requirements for a new or continuing use cannot be successfully met by altering non-significant interior spaces. If the existing building cannot accommodate such requirements in this way, then an exterior addition or, in some instances, separate new construction on a site may be acceptable alternatives.

A new addition must preserve the building's historic character, form, significant materials, and features. It must be compatible with the massing, size, scale, and design of the historic building while differentiated from the historic building. It should also be designed and

constructed so that the essential form and integrity of the historic building would remain if the addition were to be removed in the future. There is no formula or prescription for designing a compatible new addition or related new construction on a site, nor is there generally only one possible design approach that will meet the Standards.

New additions and related new construction that meet the Standards can be any architectural style—traditional, contemporary, or a simplified version of the historic building. However, there must be a balance between differentiation and compatibility to maintain the historic character and the identity of the building being enlarged.

New additions and related new construction that are either identical to the historic building or in extreme contrast to it are not compatible. Placing an addition on the rear or on another secondary elevation helps to ensure that it will be subordinate to the historic building. New construction should be appropriately scaled and located far enough away from the historic building to maintain its character and that of the site and setting. In urban or other built-up areas, new construction that appears as infill within the existing pattern of development can also preserve the historic character of the building, its site, and setting.



STANDARDS FOR PRESERVATION & GUIDELINES FOR PRESERVING HISTORIC BUILDINGS

Preservation

Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.



Standards for Preservation

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

GUIDELINES FOR PRESERVING HISTORIC BUILDINGS

INTRODUCTION

Preservation is the appropriate treatment when the objective of the project is to retain the building as it currently exists. This means that not only the original historic materials and features will be preserved, but also later changes and additions to the original building. The expressed goal of the **Standards for Preservation and Guidelines for Preserving Historic Buildings** is retention of the building's existing form, features, and materials. This may be as simple as maintaining existing materials and features or may involve more extensive repair. Protection, maintenance, and repair are emphasized while replacement is minimized.

Identify, Retain, and Preserve Historic Materials and Features

The guidance for the treatment **Preservation** begins with recommendations to identify the form and detailing of those architectural materials and features that are important in defining the building's historic character and which must be retained to preserve that character. Therefore, guidance on *identifying, retaining, and preserving* character-defining features is always given first.

Stabilize Deteriorated Historic Materials and Features as a Preliminary Measure

Deteriorated portions of a historic building may need to be protected through preliminary stabilization measures until additional work can be undertaken. *Stabilizing* may begin with temporary structural reinforcement and progress to weatherization or correcting unsafe conditions. Although it may not be necessary in every

preservation project, stabilization is nonetheless an integral part of the treatment **Preservation**; it is equally applicable to the other treatments if circumstances warrant.

Protect and Maintain Historic Materials and Features

After identifying those materials and features that are important and must be retained in the process of **Preservation** work, then *protecting and maintaining* them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. Protection includes the maintenance of historic materials and features as well as ensuring that the property is protected before and during preservation work.

Repair (Stabilize, Consolidate, and Conserve) Historic Materials and Features

Next, when the physical condition of character-defining materials and features warrants additional work, *repairing* by *stabilizing, consolidating, and conserving* is recommended. The intent of **Preservation** is to retain existing materials and features while introducing as little new material as possible. Consequently, guidance for repairing a historic material, such as masonry, begins with the least degree of intervention possible, such as strengthening materials through consolidation, when necessary, or repointing with mortar of an appropriate strength. Repairing masonry, as well as wood and metal features, may include patching, splicing, or other treatments using recognized preservation methods. All work should be physically and visually compatible.

Limited Replacement in Kind of Extensively Deteriorated Portions of Historic Features

The greatest level of intervention in this treatment is the *limited replacement in kind* of extensively deteriorated or missing components of features when there are surviving prototypes or when the original features can be substantiated by documentary and physical evidence. The replacement material must match the old, both physically and visually (e.g., wood with wood). Thus, with the exception of hidden structural reinforcement, such as steel rods, substitute materials are not appropriate in the treatment **Preservation**. If prominent features are missing, such as an interior staircase or an exterior cornice, then a Rehabilitation or Restoration treatment may be more appropriate.

Code-Required Work: Accessibility and Life Safety

These sections of the **Preservation** guidance address work that must be done to meet accessibility and life-safety requirements. This work may be an important aspect of preservation projects, and it, too, must be assessed for its potential negative impact on the building's character. For this reason, particular care must be taken not to obscure, damage, or destroy character-defining materials or features in the process of undertaking work to meet code requirements.

Resilience to Natural Hazards

Resilience to natural hazards should be addressed as part of a **Preservation** project. A historic building may have existing characteristics or features that help to address or minimize the impacts of natural hazards. These should always be used to best advantage when planning new adaptive treatments so as to have the least impact on the historic character of the building, its site, and setting.

Sustainability

Sustainability should be addressed as part of a **Preservation** project. Good preservation practice is often synonymous with sustainability. Existing energy-efficient features should be retained and repaired. New sustainability treatments should generally be limited to updating existing features and systems so as to have the least impact on the historic character of the building.

The topic of sustainability is addressed in detail in *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings*. Although specifically developed for the treatment Rehabilitation, the Sustainability Guidelines can be used to help guide the other treatments.

***Preservation as a Treatment.** When the property's distinctive materials, features, and spaces are essentially intact and thus convey the historic significance without extensive repair or replacement; when depiction at a particular period of time is not appropriate; and when a continuing or new use does not require additions or extensive alterations, Preservation may be considered as a treatment. Prior to undertaking work, a documentation plan for Preservation should be developed.*

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving masonry features that are important in defining the overall historic character of the building (such as walls, brackets, railings, cornices, window and door surrounds, steps, and columns) and decorative ornament and other details, such as tooling and bonding patterns, coatings, and color.	Altering masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Replacing historic masonry features instead of repairing or replacing only the deteriorated masonry. Applying paint or other coatings (such as stucco) to masonry that has been historically unpainted or uncoated. Removing paint from historically-painted masonry.
Stabilizing deteriorated or damaged masonry as a preliminary measure, when necessary, prior to undertaking preservation work.	Failing to stabilize deteriorated or damaged masonry until additional work is undertaken, thereby allowing further damage to occur to the historic building
Protecting and maintaining masonry by ensuring that historic drainage features and systems that divert rainwater from masonry surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.	Failing to identify and treat the causes of masonry deterioration, such as leaking roofs and gutters or rising damp.
Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.	Cleaning masonry surfaces when they are not heavily soiled to create a “like-new” appearance, thereby needlessly introducing chemicals or moisture into historic materials.
Carrying out masonry cleaning tests when it has been determined that cleaning is appropriate. Test areas should be examined to ensure that no damage has resulted and, ideally, monitored over a sufficient period of time to allow long-range effects to be predicted.	Cleaning masonry surfaces without testing or without sufficient time for the testing results to be evaluated.



[1] A test patch should always be done before using a chemical cleaner to ensure that it will not damage historic masonry, as in this instance, terra cotta.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Cleaning soiled masonry surfaces with the gentlest method possible, such as using low-pressure water and detergent and natural bristle or other soft-bristle brushes.	Cleaning or removing paint from masonry surfaces using most abrasive methods (including sandblasting, other media blasting, or high-pressure water) which can damage the surface of the masonry and mortar joints. Using a cleaning or paint-removal method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures. Cleaning with chemical products that will damage some types of masonry (such as using acid on limestone or marble), or failing to neutralize or rinse off chemical cleaners from masonry surfaces.
Using biodegradable or environmentally-safe cleaning or paint-removal products.	
Using paint-removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint.	
Using coatings that encapsulate lead paint, when possible, where the paint is not required to be removed to meet environmental regulations.	
Allowing only trained conservators to use abrasive or laser-cleaning methods, when necessary, to clean hard-to-reach, highly-carved, or detailed decorative stone features.	

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g., hand scraping) prior to repainting.	Removing paint that is firmly adhered to masonry surfaces.
Applying compatible paint coating systems to historically-painted masonry following proper surface preparation.	Failing to follow manufacturers' product and application instructions when repainting masonry features.
Repainting historically-painted masonry features with colors that are appropriate to the building and district.	Using paint colors on historically-painted masonry features that are not appropriate to the building or district.
Protecting adjacent materials when working on masonry features.	Failing to protect adjacent materials when working on masonry features.
Evaluating the overall condition of the masonry to determine whether more than protection and maintenance, such as repairs to masonry features, will be necessary.	Failing to undertake adequate measures to ensure the protection of masonry features.
Repairing masonry by patching, splicing, consolidating, or otherwise reinforcing the masonry using recognized preservation methods.	Removing masonry that could be stabilized, repaired, and conserved, or using untested consolidants, improper repair techniques, or unskilled personnel, potentially causing further damage to historic materials.
Repairing masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration, such as disintegrating mortar, cracks in mortar joints, loose bricks, or damaged plaster on the interior.	Removing non-deteriorated mortar from sound joints and then repointing the entire building to achieve a more uniform appearance.
Removing deteriorated lime mortar carefully by hand raking the joints to avoid damaging the masonry.	



[2] **Not Recommended:** The use of inappropriate Portland cement mortar to repoint these soft 19th-century bricks has caused some of them to spall. Photo: Courtesy Nebraska State Historic Preservation Office.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Using power tools only on horizontal joints on brick masonry in conjunction with hand chiseling to remove hard mortar that is deteriorated or that is a non-historic material which is causing damage to the masonry units. Mechanical tools should be used only by skilled masons in limited circumstances and generally not on short, vertical joints in brick masonry.	Allowing unskilled workers to use masonry saws or mechanical tools to remove deteriorated mortar from joints prior to repointing.
Duplicating historic mortar joints in strength, composition, color, and texture when repointing is necessary. In some cases, a lime-based mortar may also be considered when repointing Portland cement mortar because it is more flexible.	Repointing masonry units with mortar of high Portland cement content (unless it is the content of the historic mortar).
Duplicating historic mortar joints in width and joint profile when repointing is necessary.	Using “surface grouting” or a “scrub” coating technique, such as a “sack rub” or “mortar washing,” to repoint exterior masonry units instead of traditional repointing methods. Changing the width or joint profile when repointing.
Repairing stucco by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color, and texture.	Removing sound stucco or repairing with new stucco that is different in composition from the historic stucco. Patching stucco or concrete without removing the source of deterioration. Replacing deteriorated stucco with synthetic stucco, an exterior insulation and finish system (EIFS), or other non-traditional materials.
Using mud plaster or a compatible lime-plaster adobe render, when appropriate, to repair adobe.	Applying cement stucco, unless it already exists, to adobe.
Sealing joints in concrete with appropriate flexible sealants and backer rods, when necessary.	Repointing masonry units (other than concrete) with a synthetic caulking compound instead of mortar.



[3] **Not Recommended:**
Cracks in the stucco have not been repaired, thereby allowing ferns to grow in the moist substrate which will cause further damage to the masonry.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED

NOT RECOMMENDED

Cutting damaged concrete back to remove the source of deterioration, such as corrosion on metal reinforcement bars. The new patch must be applied carefully so that it will bond satisfactorily with, and match, the historic concrete.	Patching damaged concrete without first removing the source of deterioration.
Using a non-corrosive, stainless-steel anchoring system when replacing damaged stone, concrete, or terra-cotta units that have failed.	

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Applying non-historic surface treatments, such as water-repellent coatings, to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problems.	Applying waterproof, water-repellent, or non-original historical coatings (such as stucco) to masonry as a substitute for repointing and masonry repairs.
Applying permeable, anti-graffiti coatings to masonry when appropriate.	Applying water-repellent or anti-graffiti coatings that change the appearance of the masonry or that may trap moisture if the coating is not sufficiently permeable.
<i>The following work is highlighted to indicate that it represents the greatest degree of intervention generally recommended within the treatment Preservation, and should only be considered after protection, stabilization, and repair concerns have been addressed.</i>	
Limited Replacement in Kind	
Replacing in kind extensively deteriorated or missing components of masonry features when there are surviving prototypes, such as terra-cotta brackets or stone balusters, or when the replacement can be based on documentary or physical evidence. The new work should match the old in material, design, scale, color, and finish.	Replacing an entire masonry feature, such as a column or stairway, when limited replacement of deteriorated and missing components is appropriate. Using replacement material that does not match the historic masonry feature.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED

Identifying, retaining, and preserving wood features that are important in defining the overall historic character of the building (such as siding, cornices, brackets, window and door surrounds, and steps) and their paints, finishes, and colors.

NOT RECOMMENDED

Altering wood features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Replacing historic wood features instead of repairing or replacing only the deteriorated wood.

Changing the type of finish, coating, or historic color of wood features



[4] Hand scraping to remove peeling paint from wood siding in preparation for repainting is an important part of regularly-scheduled maintenance.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Stabilizing deteriorated or damaged wood as a preliminary measure, when necessary, prior to undertaking preservation work.	Failing to stabilize deteriorated or damaged wood until additional work is undertaken, thereby allowing further damage to occur to the historic building.
Protecting and maintaining wood features by ensuring that historic drainage features that divert rainwater from wood surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly. Finding and eliminating sources of moisture that may damage wood features, such as clogged gutters and downspouts, leaky roofs, or moisture-retaining soil that touches wood around the foundation.	Failing to identify and treat the causes of wood deterioration, such as faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungal infestation.
Finding and eliminating sources of moisture that may damage wood features, such as clogged gutters and downspouts, leaky roofs, or moisture-retaining soil that touches wood around the foundation.	
Applying chemical preservatives or paint to wood features that are subject to weathering, such as exposed beam ends, outriggers, or rafter tails.	Using chemical preservatives (such as creosote) which, unless they were used historically, can change the appearance of wood features.



[5] Rotted wood shingles have been replaced in kind with matching wood shingles.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Implementing an integrated pest management plan to identify appropriate preventive measures to guard against insect damage, such as installing termite guards, fumigating, and treating with chemicals. Retaining coatings (such as paint) that protect the wood from moisture and ultraviolet light. Paint removal should be considered only when there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate coatings	Stripping paint or other coatings from wood features without recoating.
Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (e.g., hand scraping and hand sanding) prior to repainting.	Using potentially-damaging paint-removal methods on wood surfaces, such as open-flame torches, orbital sanders, abrasive methods (including sandblasting, other media blasting, or high-pressure water), or caustic paint-removers. Removing paint that is firmly adhered to wood surfaces.
Using chemical strippers primarily to supplement other methods such as hand scraping, hand sanding, and thermal devices.	Failing to neutralize the wood thoroughly after using chemical paint removers so that new paint may not adhere. Removing paint from detachable wood features by soaking them in a caustic solution which can roughen the surface, split the wood, or result in staining from residual acid leaching out through the wood.
Using biodegradable or environmentally-safe cleaning or paint-removal products.	
Using paint-removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint.	Using a thermal device to remove paint from wood features without first checking for and removing any flammable debris behind them.
Using thermal devices (such as infrared heaters) carefully to remove paint when it is so deteriorated that total removal is necessary prior to repainting.	Using thermal devices without limiting the amount of time the wood feature is exposed to heat.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Using coatings that encapsulate lead paint, when possible, where the paint is not required to be removed to meet environmental regulations.	
Applying compatible paint coating systems to historically-painted wood following proper surface preparation.	Failing to follow manufacturers' product and application instructions when repainting wood features.
Repainting historically-painted wood features with colors that are appropriate to the building or district.	Using paint colors on historically-painted wood features that are not appropriate to the building or district.
Protecting adjacent materials when working on wood features.	Failing to protect adjacent materials when working on wood features.
Evaluating the overall condition of the wood to determine whether more than protection and maintenance, such as repairs to wood features, will be necessary.	Failing to undertake adequate measures to ensure the protection of wood features.
Repairing wood by patching, splicing, consolidating, or otherwise reinforcing the wood using recognized preservation methods.	Removing wood that could be stabilized, repaired, and conserved, or using untested consolidants, improper repair techniques, or unskilled personnel, potentially causing further damage to historic materials.
<i>The following work is highlighted to indicate that it represents the greatest degree of intervention generally recommended within the treatment Preservation, and should only be considered after protection, stabilization, and repair concerns have been addressed.</i>	
Limited Replacement in Kind	
Replacing in kind (i.e., with wood, but not necessarily the same species) extensively deteriorated or missing components of wood features when there are surviving prototypes, such as brackets, molding, or sections of siding, or when the replacement can be based on documentary or physical evidence. The new work should match the old in material, design, scale, color, and finish	Replacing an entire wood feature, such as a column or stairway, when limited replacement of deteriorated and missing components is appropriate. Using replacement material that does not match the historic wood feature.

METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving metal features that are important in defining the overall historic character of the building (such as columns, capitals, pilasters, spandrel panels, or stairways) and their paint, finishes, and colors. The type of metal should be identified prior to work because each metal has its own properties and may require a different treatment.	Altering metal features which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Replacing historic metal features instead of repairing or replacing only the deteriorated metal. Changing the type of finish, coating, or historic color of metal features.
Stabilizing deteriorated or damaged metal as a preliminary measure, when necessary, prior to undertaking preservation work.	Failing to stabilize deteriorated or damaged metals until additional work is undertaken, thereby allowing further damage to occur to the historic building.
Protecting and maintaining metals from corrosion by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.	Failing to identify and treat the causes of corrosion, such as moisture from leaking roofs or gutters. Placing incompatible metals together without providing an appropriate separation material. Such incompatibility can result in galvanic corrosion of the less noble metal (e.g., copper will corrode cast iron, steel, tin, and aluminum).
Cleaning metals, when necessary, to remove corrosion prior to repainting or applying other appropriate protective coatings.	Failing to reapply coating systems after cleaning metals that require protection from corrosion. Removing the patina from historic metals. The patina may be a protective layer on some metals (such as bronze or copper) as well as a distinctive finish.
Identifying the particular type of metal prior to any cleaning procedure and then testing to ensure that the gentlest cleaning method possible is selected; or, alternatively, determining that cleaning is inappropriate for the particular metal.	Using cleaning methods which alter or damage the historic color, texture, and finish of the metal, or cleaning when it is inappropriate for the particular metal.

METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED	NOT RECOMMENDED
Using non-corrosive chemical methods to clean soft metals (such as lead, tinplate, terneplate, copper, and zinc) whose finishes can be easily damaged by abrasive methods.	Cleaning soft metals (such as lead, tinplate, terneplate, copper, and zinc) with abrasive methods (including sandblasting, other media blasting, or high-pressure water) which will damage the surface of the metal.
Using the least abrasive cleaning method for hard metals (such as cast iron, wrought iron, and steel) to remove paint buildup and corrosion. If hand scraping and wire brushing have proven ineffective, low-pressure abrasive methods may be used as long as they do not damage the surface.	Using high-pressure abrasive techniques (including sandblasting, other media blasting, or high-pressure water) without first trying gentler cleaning methods prior to cleaning cast iron, wrought iron, or steel.
Applying appropriate paint or other coating systems to historically-coated metals after cleaning to protect them from corrosion.	Applying paint or other coatings to metals (such as copper, bronze or stainless steel) if they were not coated historically.
Repainting historically-painted metal features with colors that are appropriate to the building and district.	Using paint colors on historically-painted metal features that are not appropriate to the building or district.
Applying an appropriate protective coating (such as lacquer or wax) to a metal feature that was historically unpainted, such as a bronze door, which is subject to heavy use.	

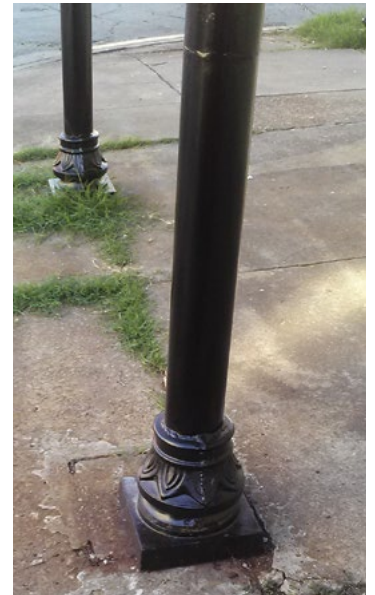
[6] A standing-seam sheet metal roof, like the one on the turret of this late 19th century row house, must be kept painted to ensure its preservation.



METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED	NOT RECOMMENDED
Protecting adjacent materials when working on metal features.	Failing to protect adjacent materials when working on metal features.
Evaluating the overall condition of metals to determine whether more than protection and maintenance, such as repairs to metal features, will be necessary.	Failing to undertake adequate measures to ensure the protection of metal features.
Repairing , stabilizing, and reinforcing metal by using recognized preservation methods	Removing metals that could be stabilized, repaired, and conserved, or using improper repair techniques, or untrained personnel, potentially causing further damage to historic materials.
<i>The following work is highlighted to indicate that it represents the greatest degree of intervention generally recommended within the treatment Preservation, and should only be considered after protection, stabilization, and repair concerns have been addressed.</i>	
Limited Replacement in Kind	
Replacing in kind extensively deteriorated or missing components of metal features when there are surviving prototypes, such as porch balusters, column capitals or bases, or porch cresting, or when the replacement can be based on documentary or physical evidence. The new work should match the old in material, design, scale, color, and finish.	Replacing an entire metal feature, such as a column or balustrade, when limited replacement of deteriorated or missing components is appropriate. Using replacement material that does not match the historic metal feature.

[7] (a) After the damaged portions of the base were repaired, (b) the cast-iron columns were cleaned and repainted to protect the metal from rusting.



ROOFS

RECOMMENDED

NOT RECOMMENDED

Identifying, retaining, and preserving roofs and their functional and decorative features that are important in defining the overall historic character of the building. The form of the roof (gable, hipped, gambrel, flat, or mansard) is significant, as are its decorative and functional features (such as cupolas, cresting, parapets, monitors, chimneys, weather vanes, dormers, ridge tiles, and snow guards), roofing material (such as slate, wood, clay tile, metal, roll roofing, or asphalt shingles), and size, color, and patterning.

Stabilizing deteriorated or damaged roofs as a preliminary measure, when necessary, prior to undertaking preservation work.

Protecting and maintaining a roof by cleaning gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for indications of moisture due to leaks or condensation.

Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.

Protecting a leaking roof with a temporary waterproof membrane with a synthetic underlayment, roll roofing, plywood, or a tarpaulin until it can be repaired.

Repainting a roofing material that requires a protective coating and was painted historically (such as aterneplate metal roof or gutters) as part of regularly-scheduled maintenance.

Protecting a roof covering when working on other roof features.

Evaluating the overall condition of the roof to determine whether more than protection and maintenance, such as repairs to roof features, will be necessary.

Repairing a roof by ensuring that the existing historic roof or compatible non-historic roof covering is sound and waterproof.

Altering the roof and roofing materials which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Replacing historic roofing material instead of repairing or replacing only the deteriorated material.

Changing the type or color of roofing materials.

Failing to stabilize a deteriorated or damaged roof until additional work is undertaken, thereby allowing further damage to occur to the historic building

Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof fasteners, sheathing, and the underlying structure

Allowing flashing, caps, and exposed roof fasteners to corrode, which accelerates deterioration of the roof.

Leaving a leaking roof unprotected so that accelerated deterioration of historic building materials (such as masonry, wood, plaster, paint, and structural members) occurs.

Failing to repaint a roofing material that requires a protective coating and was painted historically as part of regularly-scheduled maintenance.

Failing to protect roof coverings when working on other roof features.

Failing to undertake adequate measures to ensure the protection of roof features.

Removing historic materials that could be repaired or using improper repair techniques.

Failing to reuse intact slate or tile when only the roofing substrate or fasteners need replacement.



[8] Regular maintenance includes removing leaves that can clog gutters and cause water damage to the exterior and interior walls of a house.

ROOFS

RECOMMENDED

NOT RECOMMENDED

Using corrosion-resistant roof fasteners (e.g., nails and clips) to repair a roof to help extend its longevity.

The following work is highlighted to indicate that it represents the greatest degree of intervention generally recommended within the treatment Preservation, and should only be considered after protection, stabilization, and repair concerns have been addressed.

Limited Replacement in Kind

Replacing in kind extensively deteriorated or missing components of roof features when there are surviving prototypes, such as ridge tiles, roof cresting, or dormer trim, slates, or tiles, or when the replacement can be based on documentary or physical evidence. The new work should match the old in material, design, scale, color, and finish.

Replacing an entire roof feature, such as a chimney or dormer, when limited replacement of deteriorated or missing components is appropriate.

Using replacement material that does not match the historic roof feature.

[9] Distinctively-shaped roofs are important in defining the historic character of these early 20th-century structures: (a) an asphalt shingle roof on a house; (b) and a concrete roof on Fonhill, Doylestown, PA (1908-1912), designed and built by Henry Chapman Mercer.



WINDOWS

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving windows and their functional and decorative features that are important to the overall historic character of the building. The window material and how the window operates (e.g., double hung, casement, awning, or hopper) are significant, as are its components (including sash, muntins, ogee lugs, glazing, pane configuration, sills, mullions, casings, or brick molds) and related features, such as shutters.	Altering windows or window features which are important in defining the historic character of the building so that, as a result, the character is diminished. Changing the appearance of windows that contribute to the historic character of the building by replacing materials, finishes, or colors which noticeably change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing; or the appearance of the frame. Obscuring historic wood window trim with metal or other material.
Stabilizing deteriorated or damaged windows as a preliminary measure, when necessary, prior to undertaking preservation work.	Failing to stabilize deteriorated or damaged windows as a preliminary measure, when necessary, prior to undertaking preservation work.
Protecting and maintaining the wood or metal which comprises the window jamb, sash, and trim through appropriate surface treatments, such as cleaning, paint removal, and reapplication of the same protective coating systems.	Failing to protect and maintain materials on a cyclical basis so that deterioration of the window results.
Protecting windows against vandalism before work begins by covering them and by installing alarm systems that are keyed into local protection agencies.	Leaving windows unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected windows.
Installing impact-resistant glazing, when necessary for security, so that it is compatible with the historic windows and does not damage them or negatively impact their character.	Installing impact-resistant glazing, when necessary for security, that is not compatible with the historic windows and damages them or negatively impacts their character.
Making windows weathertight by recaulking gaps in fixed joints and replacing or installing weatherstripping.	Replacing windows rather than maintaining the sash, frame, or glazing.
Protecting windows from chemical cleaners, paint, or abrasion during work on the exterior of the building.	Failing to protect historic windows from chemical cleaners, paint, or abrasion when work is being done on the exterior of the building.
Protecting and retaining historic glass when replacing putty or repairing other components of the window.	Failing to protect the historic glass when making repairs.



[10] Historic exterior storm windows preserve and help to insulate wood windows.



[11] Old and brittle glazing putty should be removed carefully before reputtying to keep window glazing weathertight.

WINDOWS

RECOMMENDED

NOT RECOMMENDED

Sustaining the historic operability of windows by lubricating friction points and replacing broken components of the operating system (such as hinges, latches, sash chains or cords) or replacing deteriorated gaskets or insulating units.	Failing to maintain windows and window components so that windows are inoperable, or sealing operable sash permanently.
Adding storm windows with a matching or a one-over-one pane configuration that will not obscure the characteristics of the historic windows. Storm windows improve energy efficiency and are especially beneficial when installed over wood windows because they also protect them from accelerated deterioration.	Failing to repair and reuse window hardware such as sash lifts, latches, and locks
Protecting adjacent materials when working on windows.	Failing to protect adjacent materials when working on windows.
Evaluating the overall condition of windows to determine whether more than protection and maintenance, such as repairs to windows and window features, will be necessary.	Failing to undertake adequate measures to ensure the protection of windows.
Repairing window frames and sash by patching, splicing, consolidating, or otherwise reinforcing them using recognized preservation methods.	Removing window frames or sash that could be stabilized, repaired, and conserved, or using untested consolidants, improper repair techniques, or untrained personnel, potentially causing further damage to historic buildings.
Using corrosion-resistant roof fasteners (e.g., nails and clips) to repair a roof to help extend its longevity.	
<i>The following work is highlighted to indicate that it represents the greatest degree of intervention generally recommended within the treatment Preservation, and should only be considered after protection, stabilization, and repair concerns have been addressed.</i>	
Limited Replacement in Kind	
Replacing in kind extensively deteriorated or missing components of windows when there are surviving prototypes, such as frames or sash, or when the replacement can be based on documentary or physical evidence. The new work should match the old in material, design, scale, color, and finish.	Replacing an entire window when limited replacement of deteriorated or missing components is appropriate.
	Using replacement material that does not match the historic window.

ENTRANCES AND PORCHES

RECOMMENDED

Identifying, retaining, and preserving entrances and porches and their functional and decorative features that are important in defining the overall historic character of the building. The materials themselves (including wood, masonry, and metal) are significant, as are the features, such as doors, transoms, pilasters, columns, balustrades, stairs, roofs, and projecting canopies.

Stabilizing deteriorated or damaged entrances and porches as a preliminary measure, when necessary, prior to undertaking preservation work.

NOT RECOMMENDED

Altering entrances and porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Replacing historic entrance and porch features instead of repairing or replacing only the deteriorated material.

Failing to stabilize a deteriorated or damaged entrance or porch until additional work is undertaken, thereby allowing further damage to occur to the historic building.

[13] It is important that exposed swallow tail porch rafters be kept painted to protect them from water damage.



[12] Repair and limited replacement in kind to match deteriorated wood porch features is always a recommended preservation treatment.



ENTRANCES AND PORCHES

RECOMMENDED	NOT RECOMMENDED
Protecting and maintaining the masonry, wood, and metals which comprise entrances and porches through appropriate surface treatments, such as cleaning, paint removal, and reapplication of protective coating systems.	Failing to protect and maintain historic materials on a cyclical basis so that deterioration of entrances and porches results.
Protecting entrances and porches against arson and vandalism before work begins by covering them and by installing alarm systems keyed into local protection agencies.	Leaving entrances and porches unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected entrances.
Protecting entrance and porch features when working on other features of the building.	Failing to protect historic entrances and porches when working on other features of the building.
Evaluating the overall condition of entrances and porches to determine whether more than protection and maintenance, such as repairs to entrance and porch features, will be necessary.	Failing to undertake adequate measures to ensure the protection of entrance and porch features.
Repairing entrances and porches by patching, splicing, consolidating, or otherwise reinforcing them using recognized preservation methods.	Removing entrances and porches or their features that could be stabilized, repaired, and conserved, or using untested consolidants, improper repair techniques, or untrained personnel, potentially causing further damage to historic materials.
<i>The following work is highlighted to indicate that it represents the greatest degree of intervention generally recommended within the treatment Preservation, and should only be considered after protection, stabilization, and repair concerns have been addressed.</i>	
Limited Replacement in Kind	
Replacing in kind extensively deteriorated or missing components of entrance and porch features when there are surviving prototypes, such as railings, balustrades, cornices, columns, sidelights, stairs, and roofs, or when the replacement can be based on documentary or physical evidence. The new work should match the old in material, design, scale, color, and finish.	Replacing an entire entrance or porch feature when limited replacement of deteriorated and missing components is appropriate. Using replacement material that does not match the historic entrance or porch feature.

STOREFRONTS

RECOMMENDED

NOT RECOMMENDED

Identifying, retaining, and preserving storefronts and their functional and decorative features that are important in defining the overall historic character of the building. The storefront materials (including wood, masonry, metals, ceramic tile, clear glass, and pigmented structural glass) and the configuration of the storefront are significant, as are features, such as display windows, base panels, bulkheads, signs, doors, transoms, kick plates, corner posts, piers, and entablatures.	Altering storefronts and their features which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Replacing historic storefront features instead of repairing or replacing only the deteriorated material.
Stabilizing deteriorated or damaged storefronts as a preliminary measure, when necessary, prior to undertaking preservation work.	Failing to stabilize a deteriorated or damaged storefront until additional work is undertaken, thereby allowing further damage to occur to the historic building.
Protecting and maintaining masonry, wood, glass, ceramic tile, and metals which comprise storefronts through appropriate treatments, such as cleaning, paint removal, and reapplication of protective coating systems.	Failing to protect and maintain historic materials on a cyclical basis so that deterioration of storefront features results.
Protecting storefronts against arson and vandalism before work begins by covering windows and doors and by installing alarm systems keyed into local protection agencies.	Leaving the storefront unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through an unprotected storefront.
Protecting the storefront when working on other features of the building.	Failing to protect the storefront when working on other features of the building.

[14] The signage is an original and integral part of this historic Carrara glass storefront.



STOREFRONTS

RECOMMENDED	NOT RECOMMENDED
Evaluating the overall condition of the storefront to determine whether more than protection and maintenance, such as repairs to storefront features, will be necessary.	Failing to undertake adequate measures to ensure the protection of storefront features.
Repairing storefronts by patching, splicing, consolidating, or otherwise reinforcing them using recognized preservation methods.	Removing historic material that could be stabilized, repaired, and conserved, or using untested consolidants, improper repair techniques, or untrained personnel, potentially causing further damage to historic materials.
<i>The following work is highlighted to indicate that it represents the greatest degree of intervention generally recommended within the treatment Preservation, and should only be considered after protection, stabilization, and repair concerns have been addressed.</i>	
Limited Replacement in Kind	
Replacing in kind extensively deteriorated or missing components of storefronts when there are surviving prototypes, such as doors, transoms, kick plates, base panels, bulkheads, piers, or signs, or when the replacement can be based on documentary or physical evidence. The new work should match the old in material, design, scale, color, and finish.	Replacing an entire feature or storefront when limited replacement of deteriorated and missing components is appropriate. Using replacement material that does not match the historic storefront feature.



[15] Regular maintenance has helped to preserve this historic storefront, which retains all of its character-defining features, including the granite bulkhead, multi-paned transom glazing, and recessed entrance.

CURTAIN WALLS

RECOMMENDED

NOT RECOMMENDED

Identifying, retaining, and preserving curtain wall systems and their components that are important in defining the overall historic character of the building. The design of the curtain wall is significant, as are its component materials (metal stick framing and panel materials, such as clear or spandrel glass, stone, terra cotta, metal, and fiber-reinforced plastic), appearance (e.g., glazing color or tint, transparency, and reflectivity), and whether the glazing is fixed, operable, or louvered glass panels. How a curtain wall is engineered and fabricated, and the fact that it expands and contracts at a different rate from the building's structural system, are important to understand when undertaking the preservation of a curtain wall system.	Altering curtain wall components which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Replacing historic curtain wall features instead of repairing or replacing only the deteriorated components.
Stabilizing deteriorated or damaged curtain walls as a preliminary measure, when necessary, prior to undertaking preservation work.	Failing to stabilize deteriorated or damaged curtain walls until additional work is undertaken, thereby allowing further damage to occur to the historic building.
Protecting and maintaining curtain walls and their components through appropriate surface treatments, such as cleaning and reapplication of protective coating systems; and by making them watertight and ensuring that sealants and gaskets are in good condition.	Failing to protect and maintain curtain wall components on a cyclical basis so that deterioration of curtain walls results. Failing to identify and treat the various causes of curtain wall failure, such as open gaps between components where sealants have deteriorated or are missing.
Protecting ground-level curtain walls from vandalism before work begins by covering them, while ensuring adequate ventilation, and by installing alarm systems keyed into local protection agencies.	Leaving ground-level curtain walls unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected entrances.
Installing impact-resistant glazing in a curtain wall system, when necessary for security or to meet code requirements, so that it is compatible with the historic curtain walls and does not damage them or negatively impact their character.	Installing impact-resistant glazing in a curtain wall system, when necessary for security, that is not compatible with the historic curtain walls and damages them or negatively impacts their character.

CURTAIN WALLS

RECOMMENDED

NOT RECOMMENDED

Cleaning curtain wall systems only when necessary to halt deterioration or to remove heavy soiling.	Cleaning curtain wall systems when they are not heavily soiled, thereby needlessly introducing chemicals or moisture into historic materials.
Carrying out cleaning tests, when it has been determined that cleaning is appropriate, using only cleaning materials that will not damage components of the system, including factory-applied finishes. Test areas should be examined to ensure that no damage has resulted.	Cleaning curtain wall systems without testing first or using cleaning materials that may damage components of the system.
Evaluating the overall condition of curtain walls to determine whether more than protection and maintenance, such as repairs to curtain wall components, will be necessary.	Failing to undertake adequate measures to ensure the protection of curtain wall components.
Repairing curtain walls by ensuring that they are watertight by augmenting existing components or replacing deteriorated or missing sealants or gaskets, where necessary, to seal any gaps between system components.	Removing curtain wall components that could be stabilized, repaired, and conserved, or using improper repair techniques, or untrained personnel, potentially causing further damage to historic materials.
<i>The following work is highlighted to indicate that it represents the greatest degree of intervention generally recommended within the treatment Preservation, and should only be considered after protection, stabilization, and repair concerns have been addressed.</i>	
Limited Replacement in Kind	
Replacing in kind extensively deteriorated or missing components of a curtain wall system when there are surviving prototypes or when the replacement can be based on documentary or physical evidence. The new work should match the old in material, design, scale, color, and finish.	Replacing an entire curtain wall feature when limited replacement of deteriorated and missing components is appropriate. Using replacement material that does not match the historic curtain wall feature.



[16] Plywood provides temporary protection for an opening where a damaged spandrel panel was removed until a matching replacement panel can be installed.

STRUCTURAL SYSTEMS

RECOMMENDED

NOT RECOMMENDED

Identifying, retaining, and preserving structural systems and visible features of systems that are important in defining the overall historic character of the building. This includes the materials that comprise the structural system (i.e., wood, metal, and masonry), the type of system, and its features, such as posts and beams, trusses, summer beams, vigas, cast-iron or masonry columns, above-grade stone foundation walls, or load-bearing masonry walls.	Altering visible features of historic structural systems which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Overloading the existing structural system, or installing equipment or mechanical systems which could damage the structure. Replacing a load-bearing masonry wall that could be augmented and retained. Leaving known structural problems untreated, such as deflected beams, cracked and bowed walls, or racked structural members.
Stabilizing deteriorated or damaged structural systems as a preliminary measure, when necessary, prior to undertaking preservation work.	Failing to stabilize a deteriorated or damaged structural system until additional work is undertaken, thereby allowing further damage to occur to the historic building. Failing to protect and maintain the structural system on a cyclical basis so that deterioration of the structural system results.
Protecting and maintaining the structural system by keeping gutters and downspouts clear and roofing in good repair; and by ensuring that wood structural members are free from insect infestation.	Using treatments or products that may retain moisture, which accelerates deterioration of structural members.



[17] Distinctive examples of traditional construction techniques should be preserved, such as this wooden peg, which is part of the structural system of this late-19th-century warehouse.

[18] A massive, exposed, concrete structural system defines the historic character of the interior of St. John's Abbey, Collegeville, MN, designed by Marcel Breuer and constructed in 1961.

STRUCTURAL SYSTEMS

RECOMMENDED

NOT RECOMMENDED

Evaluating the overall condition of the structural system to determine whether more than protection and maintenance, such as repairs to structural features, will be necessary.	Failing to undertake adequate measures to ensure the protection of structural systems.
Repairing the structural system by augmenting individual components, using recognized preservation methods. For example, weakened structural members (such as floor framing) can be paired or sistered with a new member, braced, or otherwise supplemented and reinforced.	Upgrading the building structurally in a manner that diminishes the historic character of the exterior (such as installing strapping channels or removing a decorative cornice) or that damages interior features or spaces. Replacing a structural member or other feature of the structural system when it could be augmented and retained.
<i>The following work is highlighted to indicate that it represents the greatest degree of intervention generally recommended within the treatment Preservation, and should only be considered after protection, stabilization, and repair concerns have been addressed.</i>	
Limited Replacement in Kind	
Replacing in kind those visible portions or features of the structural system that are either extensively deteriorated or missing when there are surviving prototypes, such as cast-iron columns and sections of load-bearing walls, or when the replacement can be based on documentary or physical evidence. The new work should match the old in material, design, scale, color, and finish.	Replacing an entire curtain wall feature when limited replacement of deteriorated and missing components is appropriate. Using replacement material that does not match the historic curtain wall feature.
Considering the use of substitute material to replace structural features that are not visible. Substitute material must be structurally sufficient and physically compatible with the rest of the system.	Using substitute material that does not equal the load-bearing capabilities of the historic material or is physically incompatible with the structural system.

MECHANICAL SYSTEMS: HEATING, AIR CONDITIONING, ELECTRICAL, AND PLUMBING

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving visible features of early mechanical systems that are important in defining the overall historic character of the building, such as radiators, vents, fans, grilles, and plumbing and lighting fixtures.	Removing or altering visible features of mechanical systems that are important in defining the overall historic character of the building so that, as a result, the character is diminished.
Stabilizing functioning mechanical systems as a preliminary measure, when necessary, prior to undertaking preservation work.	Failing to stabilize a functioning mechanical system and its visible features until additional work is undertaken.
Protecting and maintaining functioning mechanical, plumbing, and electrical systems and their features through cyclical maintenance.	Failing to protect and maintain functioning mechanical, plumbing, and electrical systems on a cyclical basis so that their deterioration results.
Improving the energy efficiency of existing mechanical systems to help reduce the need for a new system by installing storm windows, insulating attics and crawl spaces, or adding awnings, if appropriate.	
Evaluating the overall condition of functioning mechanical systems to determine whether more than protection and maintenance, such as repairs to mechanical system components, will be necessary.	Failing to undertake adequate measures to ensure the protection of structural systems.
Repairing mechanical systems by augmenting or upgrading system components (such as installing new pipes and ducts), rewiring, or adding new compressors or boilers.	Replacing a mechanical system when its components could be upgraded and retained.

MECHANICAL SYSTEMS: HEATING, AIR CONDITIONING, ELECTRICAL, AND PLUMBING

RECOMMENDED

NOT RECOMMENDED

The following work is highlighted to indicate that it represents the greatest degree of intervention generally recommended within the treatment Preservation, and should only be considered after protection, stabilization, and repair concerns have been addressed.

Limited Replacement in Kind

Replacing in kind those extensively deteriorated or missing visible features of mechanical systems when there are surviving prototypes, such as ceiling fans, radiators, grilles, or lighting fixtures.

Installing a visible replacement feature that does not convey the same appearance.

The following work should be considered in a Preservation project when the installation of new mechanical equipment or an entire system is required to make the building functional.

Installing a new mechanical system, if required, so that it results in the least alteration possible to the historic building and its character-defining features.

Installing a new mechanical system so that character-defining structural or interior features are radically changed, damaged, or destroyed.

Providing adequate structural support for new mechanical equipment.

Failing to consider the weight and design of new mechanical equipment so that, as a result, historic structural members or finished surfaces are weakened or cracked.

Installing new mechanical and electrical systems and ducts, pipes, and cables in closets, service areas, and wall cavities to preserve the historic character of the interior space.

Installing ducts, pipes, and cables where they will obscure character-defining features or negatively impact the historic character of the interior.

Concealing mechanical equipment in walls or ceilings in a manner that results in extensive loss or damage or otherwise obscures historic building materials and character-defining features.

INTERIOR SPACES, FEATURES, AND FINISHES

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving a floor plan or interior spaces, features, and finishes that are important in defining the overall historic character of the building. Significant spatial characteristics include the size, configuration, proportion, and relationship of rooms and corridors; the relationship of features to spaces; and the spaces themselves, such as lobbies, lodge halls, entrance halls, parlors, theaters, auditoriums, gymnasiums, and industrial and commercial interiors. Color, texture, and pattern are important characteristics of features and finishes, which can include such elements as columns, plaster walls and ceilings, flooring, trim, fireplaces and mantels, paneling, light fixtures, hardware, decorative radiators, ornamental grilles and registers, windows, doors, and transoms; plaster, paint, wallpaper and wall coverings, and special finishes, such as marbleizing and graining; and utilitarian (painted or unpainted) features, including wood, metal, or concrete exposed columns, beams, and trusses and exposed load-bearing brick, concrete, and wood walls.	Altering a floor plan, interior spaces (including individual rooms), features, or finishes which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Replacing historic interior features and finishes instead of repairing or replacing only the deteriorated portion. Installing new material that obscures or damages character-defining interior features and finishes. Removing paint, plaster, or other finishes from historically-finished interior surfaces and leaving the features exposed (e.g., removing plaster to expose brick walls or a brick chimney breast, stripping paint from wood to stain or varnish it, or removing a plaster ceiling to expose unfinished beams). Applying paint, plaster, or other coatings to surfaces that have been unfinished historically, thereby changing their character. Changing the type of finish or its color, such as painting a historically-varnished wood feature, or removing paint from a historically-painted feature.
Stabilizing deteriorated or damaged interior features and finishes as a preliminary measure, when necessary, prior to undertaking preservation work.	Failing to stabilize a deteriorated or damaged interior feature or finish until additional work can be undertaken, thereby allowing further damage to occur to the interior.
Protecting and maintaining historic materials (including plaster, masonry, wood, and metals) which comprise interior features through appropriate surface treatments, such as cleaning, paint removal, and reapplication of protective coating systems.	Failing to protect and maintain interior materials and finishes on a cyclical basis so that deterioration of interior features results.

INTERIOR SPACES, FEATURES, AND FINISHES

RECOMMENDED

Protecting interior features and finishes against arson and vandalism before project work begins by erecting temporary fencing or by covering broken windows and open doorways, while ensuring adequate ventilation, and by installing alarm systems keyed into local protection agencies.

Protecting interior features (such as a staircase, mantel, flooring, or decorative finishes) from damage during project work by covering them with plywood, heavy canvas, or plastic sheeting.

NOT RECOMMENDED

Leaving the building unprotected and subject to vandalism before work begins, thereby allowing the interior to be damaged if it can be accessed through unprotected openings.

Failing to protect interior features and finishes when working on the interior.



[19] The sweeping staircase with its metal railing, chandelier, and terrazzo floor in the lobby of the 1954 Simms Building, Albuquerque, NM, are character-defining features. *Photo: Harvey M. Kaplan.*

[20] It is important to protect decorative interior features, such as this highly-glazed tile wainscoting in a historic train station, when painting the walls above it.

INTERIOR SPACES, FEATURES, AND FINISHES

RECOMMENDED	NOT RECOMMENDED
Removing damaged or deteriorated paint and finishes only to the next sound layer using the gentlest method possible prior to repainting or refinishing using compatible paint or other coating systems.	Removing paint that is firmly adhered to interior materials and features.
Using abrasive cleaning methods only on the interior of industrial or warehouse buildings with utilitarian, unplastered masonry walls and where wood features are not finished, molded, beaded, or worked by hand. Low-pressure abrasive cleaning (e.g., sand-blasting or other media blasting) should only be considered if test patches show no surface damage and after gentler methods have proven ineffective.	Using abrasive methods anywhere but utilitarian and industrial interior spaces or when there are other cleaning methods that are less likely to damage the surface of the material.
Evaluating the overall condition of the interior materials, features, and finishes to determine whether more than protection and maintenance, such as repairs to features and finishes, will be necessary.	Failing to undertake adequate measures to ensure the protection of interior materials, features, and finishes.
Repairing interior features and finishes by patching, splicing, consolidating, or otherwise reinforcing the materials using recognized preservation methods.	Removing interior features or finishes that could be stabilized, repaired, and conserved, or using untested consolidants, improper repair techniques, or untrained personnel, potentially causing further damage to historic materials.
<i>The following work is highlighted to indicate that it represents the greatest degree of intervention generally recommended within the treatment Preservation, and should only be considered after protection, stabilization, and repair concerns have been addressed.</i>	
Limited Replacement in Kind	
Replacing in kind extensively deteriorated or missing components of interior features when there are surviving prototypes (such as stairs, balustrades, wood paneling, columns, decorative wall finishes, and ornamental plaster or pressed-metal ceilings); or when the replacement can be based on documentary or physical evidence. The new work should match the old in material, design, scale, color, and finish.	Replacing an entire interior feature when limited replacement of deteriorated and missing components is appropriate. Using replacement material that does not match the historic interior feature or finish.

BUILDING SITE

RECOMMENDED

Identifying, retaining, and preserving features of the building site that are important in defining its overall historic character. Site features may include walls, fences, or steps; circulation systems, such as walks, paths, or roads; vegetation, such as trees, shrubs, grass, orchards, hedges, windbreaks, or gardens; landforms, such as hills, terracing, or berms; furnishings and fixtures, such as light posts or benches; decorative elements, such as sculpture, statuary, or monuments; water features, including fountains, streams, pools, lakes, or irrigation ditches; and subsurface archeological resources, other cultural or religious features, or burial grounds which are also important to the site.

Retaining the historic relationship between buildings and the landscape.

NOT RECOMMENDED

Altering buildings and their features or site features which are important in defining the overall historic character of the property so that, as a result, the character is diminished.

Removing or relocating buildings or landscape features, thereby destroying the historic relationship between buildings and the landscape.



[21] (a) The formal garden on the property of the 1826 Beauregard-Keyes House in New Orleans (b) is integral to the character of the site.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Stabilizing deteriorated or damaged building and site features as a preliminary measure, when necessary, prior to undertaking preservation work.	Failing to stabilize a deteriorated or damaged building or site feature until additional work can be undertaken, thereby allowing further damage to occur to the building site.
Protecting and maintaining buildings and site features by providing proper drainage to ensure that water does not erode foundation walls, drain toward the building, or damage or erode the landscape.	Failing to ensure that site drainage is adequate so that buildings and site features are damaged or destroyed; or, alternatively, changing the site grading so that water does not drain properly.
Minimizing disturbance of the terrain around buildings or elsewhere on the site, thereby reducing the possibility of destroying or damaging important landscape features, archeological resources, other cultural or religious features, or burial grounds.	Using heavy machinery or equipment in areas where it may disturb or damage important landscape features, archeological resources, other cultural or religious features, or burial grounds.
Protecting (e.g., preserving in place) important site features, archeological resources, other cultural or religious features, or burial grounds.	Leaving known site features or archeological material unprotected so that it is damaged during preservation work.
Planning and carrying out any necessary investigation before preservation begins, using professional archeologists and methods when preservation in place is not feasible.	Allowing unqualified personnel to perform data recovery on archeological resources, which can result in damage or loss of important archeological material.
Preserving important landscape features through regularly-scheduled maintenance of historic plant material.	Allowing important landscape features or archeological resources to be lost, damaged, or to deteriorate due to inadequate protection or lack of maintenance.
Protecting the building site and landscape features against arson and vandalism before preservation work begins by erecting temporary fencing and by installing alarm systems keyed into local protection agencies.	Leaving the property unprotected and subject to vandalism before work begins so that the building site and landscape features, archeological resources, other cultural or religious features, or burial grounds can be damaged or destroyed.
Installing protective fencing, bollards, and stanchions on a building site, when necessary for security, that are as unobtrusive as possible.	Installing protective fencing, bollards, and stanchions on a building site, when necessary for security, without taking into consideration their location and visibility so that they negatively impact the historic character of the site.
Providing continued protection and maintenance of buildings and landscape features on the site through appropriate grounds or landscape management.	Removing or destroying features from the site, such as fencing, paths or walkways, masonry balustrades, or plant material.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Protecting building and landscape features when working on the site.	Failing to protect building and landscape features during work on the site.
Evaluating the overall condition of the site to determine whether more than protection and maintenance, such as repairs to materials and features, will be necessary.	Failing to undertake adequate measures to ensure the protection of the site.
Repairing building and site features which have damaged, deteriorated, or missing components to reestablish the whole feature and to ensure retention of the integrity of historic materials.	Failing to repair damaged or deteriorated site features.
<i>The following work is highlighted to indicate that it represents the greatest degree of intervention generally recommended within the treatment Preservation, and should only be considered after protection, stabilization, and repair concerns have been addressed.</i>	
Limited Replacement in Kind	
Replacing in kind extensively deteriorated or missing features of the site when there are surviving prototypes, such as part of a fountain, portions of a walkway, or a hedge, or when the replacement can be based on documentary or physical evidence. The new work should match the old in material, design, scale, and color.	Replacing an entire feature of the building or site when limited replacement of deteriorated or missing components is appropriate. Using replacement material that does not match the historic site feature.

[22 a-b] The 1907 Commander General's Quarters facing Continental Park is one of many important structures that contribute to the historic significance and character of Fort Monroe, a National Monument, in Hampton, VA.



SETTING (DISTRICT / NEIGHBORHOOD)

RECOMMENDED	NOT RECOMMENDED
<i>Identifying, retaining, and preserving</i> building and landscape features that are important in defining the overall historic character of the setting. Such features can include circulation systems, such as roads and streets; furnishings and fixtures, such as light posts or benches; vegetation, gardens, and yards; adjacent open space, such as fields, parks, commons, or woodlands; and important views or visual relationships.	Altering those building and landscape features of the setting which are important in defining its historic character so that, as a result, the character is diminished.
Retaining the historic relationship between buildings and landscape features in the setting. For example, preserving the relationship between a town common or urban plaza and the adjacent houses, municipal buildings, roads, and landscape and streetscape features.	Altering the relationship between the buildings and landscape features in the setting by widening existing streets, changing landscape materials, or locating new streets or parking areas where they may negatively impact the historic character of the setting. Removing or relocating historic buildings or landscape features, thereby destroying the historic relationship between buildings and the landscape in the setting.

[23] The city square is important in defining the character of the historic setting in this small town.





[24] Cast-iron porches and wrought-iron fences from the late 19th century typify this block in an urban historic district.

[25] Street names in tile set into the sidewalk are distinctive features in this historic district.

SETTING (DISTRICT / NEIGHBORHOOD)

RECOMMENDED	NOT RECOMMENDED
Stabilizing deteriorated or damaged building or landscape features in the setting as a preliminary measure, when necessary, prior to undertaking preservation work.	Failing to stabilize a deteriorated or damaged building or landscape feature in the setting until additional work can be undertaken, thereby allowing further damage to occur to the setting.
Protecting and maintaining historic features in the setting through regularly-scheduled maintenance and landscape management.	Failing to protect and maintain materials in the setting on a cyclical basis so that deterioration of building and landscape features results. Stripping or removing historic features from buildings or the setting, such as a porch, fencing, walkways, or plant material.
Installing protective fencing, bollards, and stanchions in the setting, when necessary for security, that are as unobtrusive as possible.	Installing protective fencing, bollards, and stanchions in the setting, when necessary for security, without taking into consideration their location and visibility so that they negatively impact the historic character of the setting.
Protecting building and landscape features when undertaking work in the setting.	Failing to protect building and landscape features during work in the setting.
Evaluating the overall condition of materials and features to determine whether more than protection and maintenance, such as repairs to materials and features in the setting, will be necessary.	Failing to undertake adequate measures to ensure the protection of materials and features of the setting.
Repairing features in the setting by reinforcing the historic materials, using recognized preservation methods.	Removing material that could be repaired or using improper repair techniques.
<i>The following work is highlighted to indicate that it represents the greatest degree of intervention generally recommended within the treatment Preservation, and should only be considered after protection, stabilization, and repair concerns have been addressed.</i>	
Limited Replacement in Kind	
Replacing in kind extensively deteriorated or missing components of building and landscape features in the setting when there are surviving prototypes, such as balustrades or paving materials, or when the replacement can be based on documentary or physical evidence. The new work should match the old in material, design, scale, and color.	Replacing an entire feature of the building or landscape when limited replacement of deteriorated or missing components is appropriate. Using replacement material that does not match the historic building or landscape feature.

CODE-REQUIRED WORK

RECOMMENDED

NOT RECOMMENDED

Sensitive solutions to meeting code requirements are an important part of protecting the historic character of the building and site. Thus, work that must be done to meet accessibility and life-safety requirements in the treatment Preservation must also be assessed for its potential impact on the historic building and site.

ACCESSIBILITY

Identifying the historic building's character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting which may be affected by accessibility code-required work.	Undertaking accessibility code-required alterations before identifying those exterior features, interior spaces, features, and finishes, and features of the site and setting which are character defining and, therefore, must be preserved.
Complying with barrier-free access requirements in such a manner that the historic building's character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting are preserved or impacted as little as possible.	Altering, damaging, or destroying character-defining exterior features, interior spaces, features, and finishes, or features of the site and setting while making modifications to a building, its site, or setting to comply with accessibility requirements.
Working with specialists in accessibility and historic preservation to determine the most sensitive solutions to comply with access requirements in a historic building, its site, and setting.	Making changes to historic buildings, their sites, and setting without first consulting with specialists in accessibility and historic preservation to determine the most appropriate solutions to comply with accessibility requirements.
Providing barrier-free access that promotes independence for the user while preserving significant historic features.	Making access modifications that do not provide independent, safe access or preserve historic features.
Finding solutions to meet accessibility requirements that minimize the impact of any necessary alteration for accessibility on the historic building, its site, or setting, such as compatible ramps, paths, and lifts.	Making modifications for accessibility without considering the impact on the historic building, its site, and setting.

CODE-REQUIRED WORK

RECOMMENDED	NOT RECOMMENDED
Using relevant sections of existing codes regarding accessibility for historic buildings that provide alternative means of compliance when code-required work would otherwise negatively impact the historic character of the property.	
Minimizing the visual impact of accessibility ramps by installing them on secondary elevations when it does not compromise accessibility or by screening them with plantings.	
Adding a gradual slope or grade to the sidewalk, if appropriate, to access the entrance rather than installing a ramp that would be more intrusive to the historic character of the building and the district.	
Installing a lift as inconspicuously as possible when it is necessary to locate it on a primary elevation of the historic building.	Installing a lift at a primary entrance without considering other options or locations.

[26] A temporary ramp—unobtrusive and easily removed—facilitates access to the entrance of this museum and does not affect its historic character.



[27] The access ramp at the left of the entrance is concealed by a hedge which minimizes its visibility and impact on the character of the historic apartment building.



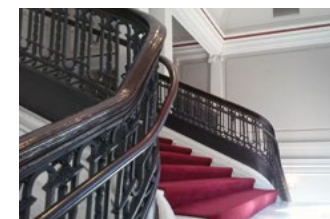
CODE-REQUIRED WORK

RECOMMENDED

NOT RECOMMENDED

LIFE SAFETY

Identifying the historic building's character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting which may be affected by life-safety code-required work.	Undertaking life-safety code-required alterations before identifying those exterior features, interior spaces, features, and finishes, and features of the site and setting which are character defining and, therefore, must be preserved.
Complying with life-safety codes (including requirements for impact-resistant glazing, security, and seismic retrofit) in such a manner that the historic building's character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting are preserved or impacted as little as possible.	Altering, damaging, or destroying character-defining exterior features, interior spaces, features, and finishes, or features of the site and setting while making modifications to a building, its site, or setting to comply with life-safety code requirements.
Removing building materials only after testing has been conducted to identify any hazardous materials, and using only the least damaging abatement methods.	Removing building materials without testing first to identify any hazardous materials, or using potentially damaging methods of abatement.
Providing workers with appropriate personal equipment for protection from hazards on the worksite.	Removing hazardous or toxic materials without regard for workers' health and safety or environmentally-sensitive disposal of the materials.
Working with code officials and historic preservation specialists to investigate systems, methods, or devices to make the building compliant with life-safety codes to ensure that necessary alterations will be compatible with the historic character of the building.	Making life-safety code-required changes to the building without consulting code officials and historic preservation specialists, with the result that alterations negatively impact the historic character of the building.
Using relevant sections of existing codes regarding life safety for historic buildings that provide alternative means of code compliance when code-required work would otherwise negatively impact the historic character of the building.	
Upgrading historic stairways and elevators to meet life-safety codes so that they are not damaged or otherwise negatively impacted.	Damaging or making inappropriate alterations to historic stairways and elevators or to adjacent spaces, features, or finishes in the process of doing work to meet code requirements.
Installing sensitively-designed fire-suppression systems, such as sprinklers, so that historic features and finishes are preserved.	Covering character-defining wood features with fire-retardant sheathing, which results in altering their appearance.
Applying fire-retardant coatings when appropriate, such as intumescent paint, to protect steel structural systems.	Using fire-retardant coatings if they will damage or obscure character-defining features.



[28] A simple railing added on the inner side of an elaborate wood and cast-iron stair railing meets life-safety code requirements without greatly impacting its historic character.



[29] A safety cone outside of a house where lead paint is being removed warns of the hazardous conditions on the site.

RESILIENCE TO NATURAL HAZARDS

RECOMMENDED

NOT RECOMMENDED

Resilience to natural hazards should be addressed as part of a Preservation project. A historic building may have existing characteristics or features that help to address or minimize the impacts of natural hazards. These should always be used to best advantage when considering new adaptive treatments so as to have the least impact on the historic character of the building, its site, and setting.

Identifying the vulnerabilities of the historic property to the impacts of natural hazards (such as wildfires, hurricanes, or tornadoes) using the most current climate information and data available.	Failing to identify and periodically reevaluate the potential vulnerability of the building, its site, and setting to the impacts of natural hazards.
Assessing the potential impacts of known vulnerabilities on character-defining features of the building, its site, and setting, and reevaluating and reassessing potential impacts on a regular basis.	
Documenting the property and its character-defining features as a record and guide for future repair work, should it be necessary, and storing the documentation in a weatherproof location.	Failing to document the historic property and its character-defining features with the result that such information is not available in the future to guide repair or reconstruction work, should it be necessary.
Ensuring that historic resource inventories and maps are accurate, up to date, and accessible in an emergency.	
Maintaining the building, its site, and setting in good repair, and regularly monitoring character-defining features.	Failing to regularly monitor and maintain the property and building systems in good repair.
Using and maintaining existing characteristics and features of the historic building, its site, setting, and larger environment (such as shutters for storm protection or a site wall that keeps out flood waters) that may help to avoid or minimize the impacts of natural hazards.	
Undertaking work to prevent or minimize the loss, damage, or destruction of the historic property while retaining and preserving significant features and the overall historic character of the building, its site, and setting.	Allowing loss, damage, or destruction to occur to the historic building, its site, or setting by failing to evaluate potential future impacts of natural hazards or to plan and implement adaptive measures, if necessary to address possible threats.
Ensuring that, when planning work to adapt for natural hazards, all feasible alternatives are considered, and that options requiring the least alteration are considered first.	

RESILIENCE TO NATURAL HAZARDS

RECOMMENDED

NOT RECOMMENDED

Implementing local and regional traditions (such as elevating residential buildings at risk of flooding or reducing flammable vegetation around structures in fire-prone areas) for adapting buildings and sites to specific natural hazards, when appropriate. Such traditional methods may be appropriate if they are compatible with the historic character of the building, its site, and setting.	Implementing a treatment traditionally used in another region or one typically used for a different property type or architectural style which is not compatible with the historic character of the property.
Using special exemptions and variances when adaptive treatments to protect buildings from known hazards would otherwise negatively impact the historic character of the building, its site, or setting.	
Considering adaptive options, whenever possible, that would protect multiple historic resources, if the treatment can be implemented without negatively impacting the historic character of the setting or district, or archeological resources, other cultural or religious features, or burial grounds.	

[30] Historic window shutters still serve their original function as protection in hurricane-prone areas.



Sustainability

Sustainability should be addressed as part of a **Preservation** project. Good preservation practice is often synonymous with sustainability. Existing energy-efficient features should be retained and repaired. New sustainability treatments generally should be limited to updating existing features and systems to have the least impact on the historic character of the building.

The topic of sustainability is addressed in detail in *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings*. Although specifically developed for the treatment Rehabilitation, the Sustainability Guidelines can be used to help guide the other treatments.

[31] An interior screen door at the entrance to individual apartments is a historic feature traditionally used to help circulate air throughout the building.



STANDARDS FOR REHABILITATION & GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS

Rehabilitation

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.



Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS

INTRODUCTION

In **Rehabilitation**, historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation. However, greater latitude is given in the **Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings** to replace extensively deteriorated, damaged, or missing features using either the same material or compatible substitute materials. Of the four treatments, only **Rehabilitation** allows alterations and the construction of a new addition, if necessary for a continuing or new use for the historic building.

Identify, Retain, and Preserve Historic Materials and Features

The guidance for the treatment **Rehabilitation** begins with recommendations to identify the form and detailing of those architectural materials and features that are important in defining the building's historic character and which must be retained to preserve that character. Therefore, guidance on *identifying, retaining, and preserving* character-defining features is always given first.

Protect and Maintain Historic Materials and Features

After identifying those materials and features that are important and must be retained in the process of **Rehabilitation** work, then *protecting and maintaining* them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. Protection includes the maintenance of historic materials and features as well as ensuring that the property is protected before and

during rehabilitation work. A historic building undergoing rehabilitation will often require more extensive work. Thus, an overall evaluation of its physical condition should always begin at this level.

Repair Historic Materials and Features

Next, when the physical condition of character-defining materials and features warrants additional work, *repairing* is recommended. **Rehabilitation** guidance for the repair of historic materials, such as masonry, again begins with the least degree of intervention possible. In rehabilitation, repairing also includes the limited replacement in kind or with a compatible substitute material of extensively deteriorated or missing components of features when there are surviving prototypes features that can be substantiated by documentary and physical evidence. Although using the same kind of material is always the preferred option, a substitute material may be an acceptable alternative if the form, design, and scale, as well as the substitute material itself, can effectively replicate the appearance of the remaining features.

Replace Deteriorated Historic Materials and Features

Following repair in the hierarchy, **Rehabilitation** guidance is provided for *replacing* an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair. If the missing feature is character defining or if it is critical to the survival of the building (e.g., a roof), it should be replaced to match the historic feature based on physical or his-

toric documentation of its form and detailing. As with repair, the preferred option is always replacement of the entire feature in kind (i.e., with the same material, such as wood for wood). However, when this is not feasible, a compatible substitute material that can reproduce the overall appearance of the historic material may be considered.

It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature that is extensively deteriorated, the guidelines never recommend removal and replacement with new material of a feature that could reasonably be repaired and, thus, preserved.

Design for the Replacement of Missing Historic Features

When an entire interior or exterior feature is missing, such as a porch, it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historic appearance. If the feature is not critical to the survival of the building, allowing the building to remain without the feature is one option. But if the missing feature is important to the historic character of the building, its replacement is always recommended in the **Rehabilitation** guidelines as the first, or preferred, course of action. If adequate documentary and physical evidence exists, the feature may be accurately reproduced. A second option in a rehabilitation treatment for replacing a missing feature, particularly when the available information about the feature is inadequate to permit an accurate reconstruction, is to *design* a new feature that is compatible with the overall historic character of the building. The new design should always take into account the size, scale, and material of the building itself and should be clearly differentiated from the authentic historic features. For properties that have changed over time, and where those changes have acquired

significance, reestablishing missing historic features generally should not be undertaken if the missing features did not coexist with the features currently on the building. Juxtaposing historic features that did not exist concurrently will result in a false sense of the building's history.

Alterations

Some exterior and interior alterations to a historic building are generally needed as part of a **Rehabilitation** project to ensure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations may include changes to the site or setting, such as the selective removal of buildings or other features of the building site or setting that are intrusive, not character defining, or outside the building's period of significance.

Code-Required Work: Accessibility and Life Safety

Sensitive solutions to meeting code requirements in a **Rehabilitation** project are an important part of protecting the historic character of the building. Work that must be done to meet accessibility and life-safety requirements must also be assessed for its potential impact on the historic building, its site, and setting.

Resilience to Natural Hazards

Resilience to natural hazards should be addressed as part of a **Rehabilitation** project. A historic building may have existing characteristics or features that help to address or minimize the impacts of natural hazards. These should always be used to best advantage when considering new adaptive treatments so as to have the least impact on the historic character of the building, its site, and setting.

Sustainability

Sustainability should be addressed as part of a **Rehabilitation** project. Good preservation practice is often synonymous with sustainability. Existing energy-efficient features should be retained and repaired. Only sustainability treatments should be considered that will have the least impact on the historic character of the building.

The topic of sustainability is addressed in detail in *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings*.

New Exterior Additions and Related New Construction

Rehabilitation is the only treatment that allows expanding a historic building by enlarging it with an addition. However, the **Rehabilitation** guidelines emphasize that new additions should be considered only after it is determined that meeting specific new needs cannot be achieved by altering non-character-defining interior spaces. If the use cannot be accommodated in this way, then an attached exterior addition may be considered. New additions should be designed and constructed so that the character-defining features of the historic building, its site, and setting are not negatively impacted. Generally, a new addition should be subordinate to the historic building. A new addition should be compatible, but differentiated enough so that it is not confused as historic or original to the building. The same guidance applies to new construction so that it does not negatively impact the historic character of the building or its site.

Rehabilitation as a Treatment. *When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.*

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED

Identifying, retaining and preserving masonry features that are important in defining the overall historic character of the building (such as walls, brackets, railings, cornices, window and door surrounds, steps, and columns) and decorative ornament and other details, such as tooling and bonding patterns, coatings, and color.

Protecting and maintaining masonry by ensuring that historic drainage features and systems that divert rainwater from masonry surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.

Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.

Carrying out masonry cleaning tests when it has been determined that cleaning is appropriate. Test areas should be examined to ensure that no damage has resulted and, ideally, monitored over a sufficient period of time to allow long-range effects to be predicted.

NOT RECOMMENDED

Removing or substantially changing masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Replacing or rebuilding a major portion of exterior masonry walls that could be repaired, thereby destroying the historic integrity of the building.

Applying paint or other coatings (such as stucco) to masonry that has been historically unpainted or uncoated to create a new appearance.

Removing paint from historically-painted masonry.

Failing to identify and treat the causes of masonry deterioration, such as leaking roofs and gutters or rising damp.

Cleaning masonry surfaces when they are not heavily soiled to create a “like-new” appearance, thereby needlessly introducing chemicals or moisture into historic materials.

Cleaning masonry surfaces without testing or without sufficient time for the testing results to be evaluated.



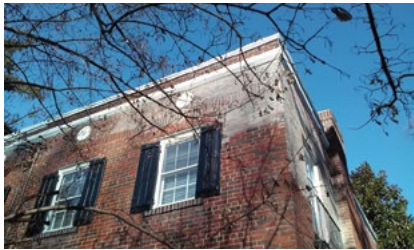
[1] An alkaline-based product is appropriate to use to clean historic marble because it will not damage the marble, which is acid sensitive.



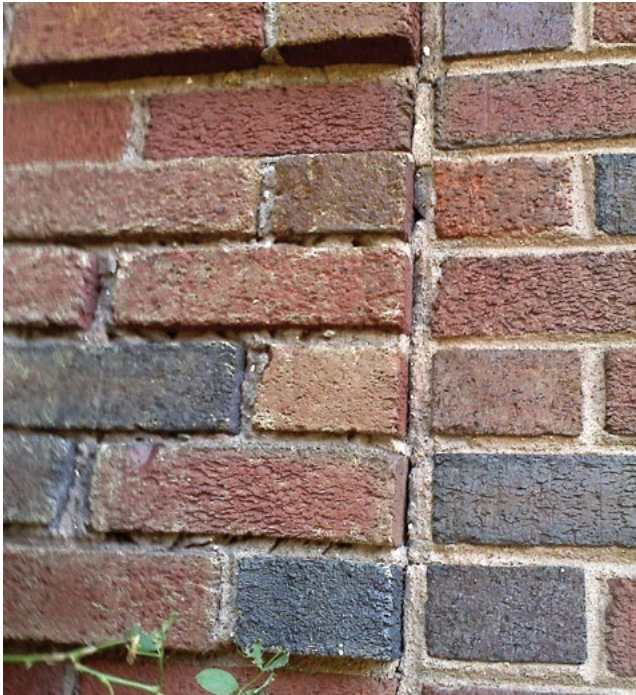
[2] Mid-century modern building technology made possible the form of this parabola-shaped structure and its thin concrete shell construction. Built in 1961 as the lobby of the La Concha Motel in Las Vegas, it was designed by Paul Revere Williams, one of the first prominent African-American architects. It was moved to a new location and rehabilitated to serve as the Neon Museum, and is often cited as an example of Google architecture. *Credit: Photographed with permission at The Neon Museum, Las Vegas, Nevada.*

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Cleaning soiled masonry surfaces with the gentlest method possible, such as using low-pressure water and detergent and natural bristle or other soft-bristle brushes.	Cleaning or removing paint from masonry surfaces using most abrasive methods (including sandblasting, other media blasting, or high-pressure water) which can damage the surface of the masonry and mortar joints.
	Using a cleaning or paint-removal method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures.
	Cleaning with chemical products that will damage some types of masonry (such as using acid on limestone or marble), or failing to neutralize or rinse off chemical cleaners from masonry surfaces.



[3] **Not Recommended:**
The white film on the upper corner of this historic brick row house is the result of using a scrub or slurry coating, rather than traditional repointing by hand, which is the recommended method.



[4] **Not Recommended:**
The quoins on the left side of the photo show that high-pressure abrasive blasting used to remove paint can damage even early 20th-century, hard-baked, textured brick and erode the mortar, whereas the same brick on the right, which was not abrasively cleaned, is undamaged.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Using biodegradable or environmentally-safe cleaning or paint-removal products.	
Using paint-removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint.	
Using coatings that encapsulate lead paint, when possible, where the paint is not required to be removed to meet environmental regulations.	
Allowing only trained conservators to use abrasive or laser-cleaning methods, when necessary, to clean hard-to-reach, highly-carved, or detailed decorative stone features.	
Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g., hand scraping) prior to repainting.	Removing paint that is firmly adhered to masonry surfaces, unless the building was unpainted historically and the paint can be removed without damaging the surface.
Applying compatible paint coating systems to historically-painted masonry following proper surface preparation.	Failing to follow manufacturers' product and application instructions when repainting masonry features.
Repainting historically-painted masonry features with colors that are appropriate to the historic character of the building and district.	Using paint colors on historically-painted masonry features that are not appropriate to the historic character of the building and district.
Protecting adjacent materials when cleaning or removing paint from masonry features.	Failing to protect adjacent materials when cleaning or removing paint from masonry features.
Evaluating the overall condition of the masonry to determine whether more than protection and maintenance, such as repairs to masonry features, will be necessary.	Failing to undertake adequate measures to ensure the protection of masonry features.
Repairing masonry by patching, splicing, consolidating, or otherwise reinforcing the masonry using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of masonry features when there are surviving prototypes, such as terra-cotta brackets or stone balusters.	Removing masonry that could be stabilized, repaired, and conserved, or using untested consolidants and unskilled personnel, potentially causing further damage to historic materials. Replacing an entire masonry feature, such as a cornice or balustrade, when repair of the masonry and limited replacement of deteriorated or missing components are feasible.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Repairing masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration, such as disintegrating mortar, cracks in mortar joints, loose bricks, or damaged plaster on the interior.	Removing non-deteriorated mortar from sound joints and then repointing the entire building to achieve a more uniform appearance.
Removing deteriorated lime mortar carefully by hand raking the joints to avoid damaging the masonry.	
Using power tools only on horizontal joints on brick masonry in conjunction with hand chiseling to remove hard mortar that is deteriorated or that is a non-historic material which is causing damage to the masonry units. Mechanical tools should be used only by skilled masons in limited circumstances and generally not on short, vertical joints in brick masonry.	Allowing unskilled workers to use masonry saws or mechanical tools to remove deteriorated mortar from joints prior to repointing.
Duplicating historic mortar joints in strength, composition, color, and texture when repointing is necessary. In some cases, a lime-based mortar may also be considered when repointing Portland cement mortar because it is more flexible.	Repointing masonry units with mortar of high Portland cement content (unless it is the content of the historic mortar). Using “surface grouting” or a “scrub” coating technique, such as a “sack rub” or “mortar washing,” to repoint exterior masonry units instead of traditional repointing methods. Repointing masonry units (other than concrete) with a synthetic caulking compound instead of mortar.
Duplicating historic mortar joints in width and joint profile when repointing is necessary.	Changing the width or joint profile when repointing.
Repairing stucco by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color, and texture.	Removing sound stucco or repairing with new stucco that is different in composition from the historic stucco. Patching stucco or concrete without removing the source of deterioration. Replacing deteriorated stucco with synthetic stucco, an exterior finish and insulation system (EFIS), or other non-traditional materials.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED

NOT RECOMMENDED

Using mud plaster or a compatible lime-plaster adobe render, when appropriate, to repair adobe.	Applying cement stucco, unless it already exists, to adobe.
Sealing joints in concrete with appropriate flexible sealants and backer rods, when necessary.	
Cutting damaged concrete back to remove the source of deterioration, such as corrosion on metal reinforcement bars. The new patch must be applied carefully so that it will bond satisfactorily with and match the historic concrete.	Patching damaged concrete without removing the source of deterioration.



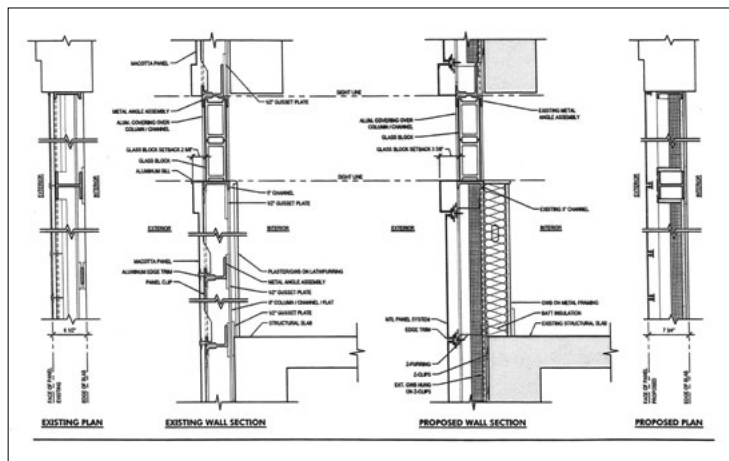
[5] Rebars in the reinforced concrete ceiling have rusted, causing the concrete to spall. The rebars must be cleaned of rust before the concrete can be patched.

[6] Some areas of the concrete brise soleil screen on this building constructed in 1967 are badly deteriorated. If the screen cannot be repaired, it may be replaced in kind or with a composite substitute material with the same appearance as the concrete.





[7] (a) J.W. Knapp's Department Store, built 1937-38, in Lansing, MI, was constructed with a proprietary material named "Maul Macotta" made of enameled steel and cast-in-place concrete panels. Prior to its rehabilitation, a building inspection revealed that, due to a flaw in the original design and construction, the material was deteriorated beyond repair. The architects for the rehabilitation project devised a replacement system (b) consisting of enameled aluminum panels that matched the original colors (c). Photos and drawing (a-b): Quinn Evans Architects; Photo (c): James Haefner Photography.



MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Using a non-corrosive, stainless-steel anchoring system when replacing damaged stone, concrete, or terra-cotta units that have failed.	
Applying non-historic surface treatments, such as water-repellent coatings, to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problems.	Applying waterproof, water-repellent, or non-original historic coatings (such as stucco) to masonry as a substitute for repointing and masonry repairs.
Applying permeable, anti-graffiti coatings to masonry when appropriate.	Applying water-repellent or anti-graffiti coatings that change the historic appearance of the masonry or that may trap moisture if the coating is not sufficiently permeable.
Replacing in kind an entire masonry feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples can include large sections of a wall, a cornice, pier, or parapet. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a masonry feature that is unrepairable and not replacing it, or replacing it with a new feature that does not match. Using substitute material for the replacement that does not convey the same appearance of the surviving components of the masonry feature.
<i>The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.</i>	
Designing the Replacement for Missing Historic Features	
Designing and installing a replacement masonry feature, such as a step or door pediment, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing masonry feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building. Introducing a new masonry feature that is incompatible in size, scale, material, or color.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining and preserving wood features that are important in defining the overall historic character of the building (such as siding, cornices, brackets, window and door surrounds, and steps) and their paints, finishes, and colors.	Removing or substantially changing wood features which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Removing a major portion of the historic wood from a façade instead of repairing or replacing only the deteriorated wood, then reconstructing the façade with new material to achieve a uniform or “improved” appearance. Changing the type of finish, coating, or historic color of wood features, thereby diminishing the historic character of the exterior. Failing to renew failing paint or other coatings that are historic finishes. Stripping historically-painted surfaces to bare wood and applying a clear finish rather than repainting. Stripping paint or other coatings to reveal bare wood, thereby exposing historically-coated surfaces to the effects of accelerated weathering. Removing wood siding (clapboards) or other covering (such as stucco) from log structures that were covered historically, which changes their historic character and exposes the logs to accelerated deterioration.
Protecting and maintaining wood features by ensuring that historic drainage features that divert rainwater from wood surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.	Failing to identify and treat the causes of wood deterioration, such as faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungal infestation.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED

NOT RECOMMENDED

Applying chemical preservatives or paint to wood features that are subject to weathering, such as exposed beam ends, outriggers, or rafter tails.	Using chemical preservatives (such as creosote) which, unless they were used historically, can change the appearance of wood features.
Implementing an integrated pest management plan to identify appropriate preventive measures to guard against insect damage, such as installing termite guards, fumigating, and treating with chemicals.	
Retaining coatings (such as paint) that protect the wood from moisture and ultraviolet light. Paint removal should be considered only when there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate coatings.	Stripping paint or other coatings from wood features without recoating.

[8] Rotted clapboards have been replaced selectively with new wood siding to match the originals.



WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (e.g., hand scraping and hand sanding) prior to repainting.	Using potentially-damaging paint-removal methods on wood surfaces, such as open-flame torches, orbital sanders, abrasive methods (including sandblasting, other media blasting, or high-pressure water), or caustic paint-removers. Removing paint that is firmly adhered to wood surfaces.
Using chemical strippers primarily to supplement other methods such as hand scraping, hand sanding, and thermal devices.	Failing to neutralize the wood thoroughly after using chemical paint removers so that new paint may not adhere. Removing paint from detachable wood features by soaking them in a caustic solution, which may roughen the surface, split the wood, or result in staining from residual acids leaching out of the wood.
Using biodegradable or environmentally-safe cleaning or paint-removal products.	
Using paint-removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint.	
Using thermal devices (such as infrared heaters) carefully to remove paint when it is so deteriorated that total removal is necessary prior to repainting.	Using a thermal device to remove paint from wood features without first checking for and removing any flammable debris behind them. Using thermal devices without limiting the amount of time the wood feature is exposed to heat.
Using coatings that encapsulate lead paint, when possible, where the paint is not required to be removed to meet environmental regulations.	
Applying compatible paint coating systems to historically-painted wood following proper surface preparation.	Failing to follow manufacturers' product and application instructions when repainting wood features.
Repainting historically-painted wood features with colors that are appropriate to the building and district.	Using paint colors on historically-painted wood features that are not appropriate to the building or district.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED

NOT RECOMMENDED

Protecting adjacent materials when working on other wood features.	Failing to protect adjacent materials when working on wood features.
Evaluating the overall condition of the wood to determine whether more than protection and maintenance, such as repairs to wood features, will be necessary.	Failing to undertake adequate measures to ensure the protection of wood features.



[9] Smooth-surfaced cementitious siding (left) may be used to replace deteriorated wood siding only on secondary elevations that have minimal visibility.

[10] Not Recommended:

Cementitious siding with a raised wood-grain texture is not an appropriate material to replace historic wood siding, which has a smooth surface when painted.



WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Repairing wood by patching, splicing, consolidating, or otherwise reinforcing the wood using recognized conservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of wood features when there are surviving prototypes, such as brackets, molding, or sections of siding.	Removing wood that could be stabilized, repaired, and conserved, or using untested consolidants and unskilled personnel, potentially causing further damage to historic materials. Replacing an entire wood feature, such as a cornice or balustrade, when repair of the wood and limited replacement of deteriorated or missing components is feasible.
Replacing in kind an entire wood feature that is too deteriorated to repair (if the overall form and detailing are still evident) using physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such wood features include a cornice, entablature, or a balustrade. If using wood is not feasible, then a compatible substitute material may be considered.	Removing a wood feature that is unrepairable and not replacing it, or replacing it with a new feature that does not match. Using substitute material for the replacement that does not convey the same appearance of the surviving components of the wood feature.
Replacing a deteriorated wood feature or wood siding on a <i>primary</i> or other <i>highly-visible</i> elevation with a new matching wood feature.	Replacing a deteriorated wood feature or wood siding on a <i>primary</i> or other <i>highly-visible elevation</i> with a composite substitute material.
<i>The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.</i>	
Designing the Replacement for Missing Historic Features	
Designing and installing a replacement masonry feature, such as a step or door pediment, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing masonry feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building. Introducing a new wood feature that is incompatible in size, scale, material, or color.

METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED

NOT RECOMMENDED

Identifying, retaining, and preserving metal features that are important in defining the overall historic character of the building (such as columns, capitals, pilasters, spandrel panels, or stairways) and their paints, finishes, and colors. The type of metal should be identified prior to work because each metal has its own properties and may require a different treatment.	Removing or substantially changing metal features which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Removing a major portion of the historic metal from a façade instead of repairing or replacing only the deteriorated metal, then reconstructing the façade with new material to achieve a uniform or “improved” appearance.
Protecting and maintaining metals from corrosion by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.	Failing to identify and treat the causes of corrosion, such as moisture from leaking roofs or gutters. Placing incompatible metals together without providing an appropriate separation material. Such incompatibility can result in galvanic corrosion of the less noble metal (e.g., copper will corrode cast iron, steel, tin, and aluminum).
Cleaning metals when necessary to remove corrosion prior to repainting or applying appropriate protective coatings.	Leaving metals that must be protected from corrosion uncoated after cleaning.

[11] The stainless steel doors at the entrance to this Art Deco apartment building are important in defining its historic character and should be retained in place.



METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED	NOT RECOMMENDED
Identifying the particular type of metal prior to any cleaning procedure and then testing to ensure that the gentlest cleaning method possible is selected; or, alternatively, determining that cleaning is inappropriate for the particular metal.	Using cleaning methods which alter or damage the color, texture, or finish of the metal, or cleaning when it is inappropriate for the particular metal. Removing the patina from historic metals. The patina may be a protective layer on some metals (such as bronze or copper) as well as a distinctive finish.
Using non-corrosive chemical methods to clean soft metals (such as lead, tinplate, terneplate, copper, and zinc) whose finishes can be easily damaged by abrasive methods.	Cleaning soft metals (such as lead, tinplate, terneplate, copper, and zinc) with abrasive methods (including sandblasting, other abrasive media, or high-pressure water) which will damage the surface of the metal.
Using the least abrasive cleaning method for hard metals (such as cast iron, wrought iron, and steel) to remove paint buildup and corrosion. If hand scraping and wire brushing have proven ineffective, low-pressure abrasive methods may be used as long as they do not abrade or damage the surface.	Using high-pressure abrasive techniques (including sandblasting, other media blasting, or high-pressure water) without first trying gentler cleaning methods prior to cleaning cast iron, wrought iron, or steel.
Applying appropriate paint or other coatings to historically-coated metals after cleaning to protect them from corrosion.	Applying paint or other coatings to metals (such as copper, bronze or stainless steel) if they were not coated historically, unless a coating is necessary for maintenance.
Repainting historically-painted metal features with colors that are appropriate to the building and district.	Using paint colors on historically-painted metal features that are not appropriate to the building or district.
Applying an appropriate protective coating (such as lacquer or wax) to a metal feature that was historically unpainted, such as a bronze door, which is subject to heavy use.	

METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED

NOT RECOMMENDED

Protecting adjacent materials when cleaning or removing paint from metal features.	Failing to protect adjacent materials when working on metal features.
Evaluating the overall condition of metals to determine whether more than protection and maintenance, such as repairs to metal features, will be necessary.	Failing to undertake adequate measures to ensure the protection of metal features.



[12] This historic steel window has been cleaned, repaired, and primed in preparation for painting and reglazing.



[13] The gold-colored, anodized aluminum geodesic dome of the former Citizen's State Bank in Oklahoma City, OK, built in 1958 and designed by Robert Roloff, makes this a distinctive mid-20th century building.



[14] Interior cast-iron columns have been cleaned and repainted as part of the rehabilitation of this historic market building for continuing use.



[15] New enameled-metal panels were replicated to replace the original panels, which were too deteriorated to repair, when the storefront of this early 1950s building was recreated.

METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED

NOT RECOMMENDED

Repairing metal by reinforcing the metal using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of features when there are surviving prototypes, such as column capitals or bases, store-fronts, railings and steps, or window hoods.	Removing metals that could be stabilized, repaired, and conserved, or using improper repair techniques, or unskilled personnel, potentially causing further damage to historic materials.
Replacing in kind an entire metal feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such a feature could include cast-iron porch steps or steel-sash windows. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Replacing an entire metal feature, such as a column or balustrade, when repair of the metal and limited replacement of deteriorated or missing components are feasible. Removing a metal feature that is unrepairable and not replacing it, or replacing it with a new metal feature that does not match. Using a substitute material for the replacement that does not convey the same appearance of the surviving components of the metal feature or that is physically or chemically incompatible.
<i>The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.</i>	
Designing the Replacement for Missing Historic Features	
Designing and installing a replacement metal feature, such as a metal cornice or cast-iron column, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing metal feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building. Introducing a new metal feature that is incompatible in size, scale, material, or color.

ROOFS

RECOMMENDED	NOT RECOMMENDED
<i>Identifying, retaining, and preserving</i> roofs and their functional and decorative features that are important in defining the overall historic character of the building. The form of the roof (gable, hipped, gambrel, flat, or mansard) is significant, as are its decorative and functional features (such as cupolas, cresting, parapets, monitors, chimneys, weather vanes, dormers, ridge tiles, and snow guards), roofing material (such as slate, wood, clay tile, metal, roll roofing, or asphalt shingles), and size, color, and patterning.	Removing or substantially changing roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Removing a major portion of the historic roof or roofing material that is repairable, then rebuilding it with new material to achieve a more uniform or “improved” appearance. Changing the configuration or shape of a roof by adding highly visible new features (such as dormer windows, vents, skylights, or a penthouse). Stripping the roof of sound historic material, such as slate, clay tile, wood, or metal.
<i>Protecting and maintaining</i> a roof by cleaning gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for indications of moisture due to leaks or condensation.	Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof features, sheathing, and the underlying roof structure.
Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.	Allowing flashing, caps, and exposed fasteners to corrode, which accelerates deterioration of the roof.
Protecting a leaking roof with a temporary waterproof membrane with a synthetic underlayment, roll roofing, plywood, or a tarpaulin until it can be repaired.	Leaving a leaking roof unprotected so that accelerated deterioration of historic building materials (such as masonry, wood, plaster, paint, and structural members) occurs.
Repainting a roofing material that requires a protective coating and was painted historically (such as a terneplate metal roof or gutters) as part of regularly-scheduled maintenance.	Failing to repaint a roofing material that requires a protective coating and was painted historically as part of regularly-scheduled maintenance.
Applying compatible paint coating systems to historically-painted roofing materials following proper surface preparation.	Applying paint or other coatings to roofing material if they were not coated historically.
Protecting a roof covering when working on other roof features.	Failing to protect roof coverings when working on other roof features.
Evaluating the overall condition of the roof and roof features to determine whether more than protection and maintenance, such as repairs to roof features, will be necessary.	Failing to undertake adequate measures to ensure the protection of roof features.

ROOFS

RECOMMENDED

Repairing a roof by ensuring that the existing historic or compatible non-historic roof covering is sound and waterproof. Repair may include the limited replacement in kind or with a compatible substitute material of missing materials (such as wood shingles, slates, or tiles) on a main roof, as well as those extensively deteriorated or missing components of features when there are surviving prototypes, such as ridge tiles, dormer roofing, or roof monitors.

Using corrosion-resistant roof fasteners (e.g., nails and clips) to repair a roof to help extend its longevity.

NOT RECOMMENDED

Replacing an entire roof feature when repair of the historic roofing materials and limited replacement of deteriorated or missing components are feasible.



[16] The deteriorated asphalt shingles of this porch roof are being replaced in kind with matching shingles.

ROOFS

RECOMMENDED

NOT RECOMMENDED

Replacing in kind an entire roof covering or feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such a feature could include a large section of roofing, a dormer, or a chimney. If using the same kind of material is not feasible, then a compatible substitute material may be considered.

Removing a feature of the roof that is unrepairable and not replacing it, or replacing it with a new roof feature that does not match.

Using a substitute material for the replacement that does not convey the same appearance of the roof covering or the surviving components of the roof feature or that is physically or chemically incompatible.

Replacing only missing or damaged roofing tiles or slates rather than replacing the entire roof covering.

Failing to reuse intact slate or tile in good condition when only the roofing substrate or fasteners need replacement.

Replacing an incompatible roof covering or any deteriorated non-historic roof covering with historically-accurate roofing material, if known, or another material that is compatible with the historic character of the building.

The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.

Designing the Replacement for Missing Historic Features

Designing and installing a new roof covering for a missing roof or a new feature, such as a dormer or a monitor, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Creating an inaccurate appearance because the replacement for the missing roof feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building.

Introducing a new roof feature that is incompatible in size, scale, material, or color.

ROOFS

RECOMMENDED

NOT RECOMMENDED

Alterations and Additions for a New Use

Installing mechanical and service equipment on the roof (such as heating and air-conditioning units, elevator housing, or solar panels) when required for a new use so that they are inconspicuous on the site and from the public right-of-way and do not damage or obscure character-defining historic features.	Installing roof-top mechanical or service equipment so that it damages or obscures character-defining roof features or is conspicuous on the site or from the public right-of-way.
Designing rooftop additions, elevator or stair towers, decks or terraces, dormers, or skylights when required by a new or continuing use so that they are inconspicuous and minimally visible on the site and from the public right-of-way and do not damage or obscure character-defining historic features.	Changing a character-defining roof form, or damaging or destroying character-defining roofing material as a result of an incompatible rooftop addition or improperly-installed or highly-visible mechanical equipment.
Installing a green roof or other roof landscaping, railings, or furnishings that are not visible on the site or from the public right-of-way and do not damage the roof structure.	Installing a green roof or other roof landscaping, railings, or furnishings that are visible on the site and from the public right-of-way.



[17] New wood elements have been used selectively to replace rotted wood on the underside of the roof in this historic warehouse.

WINDOWS

RECOMMENDED

NOT RECOMMENDED

Identifying, retaining, and preserving windows and their functional and decorative features that are important to the overall character of the building. The window material and how the window operates (e.g., double hung, casement, awning, or hopper) are significant, as are its components (including sash, muntins, ogee lugs, glazing, pane configuration, sills, mullions, casings, or brick molds) and related features, such as shutters.	Removing or substantially changing windows or window features which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Changing the appearance of windows that contribute to the historic character of the building by replacing materials, finishes, or colors which noticeably change the sash, depth of the reveal, and muntin configurations; the reflectivity and color of the glazing; or the appearance of the frame. Obscuring historic wood window trim with metal or other material. Replacing windows solely because of peeling paint, broken glass, stuck sash, or high air infiltration. These conditions, in themselves, do not indicate that windows are beyond repair.
Protecting and maintaining the wood or metal which comprises the window jamb, sash, and trim through appropriate treatments, such as cleaning, paint removal, and reapplication of protective coating systems.	Failing to protect and maintain window materials on a cyclical basis so that deterioration of the window results.
Protecting windows against vandalism before work begins by covering them and by installing alarm systems that are keyed into local protection agencies.	Leaving windows unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected windows.
Making windows weathertight by recaulking gaps in fixed joints and replacing or installing weatherstripping.	
Protecting windows from chemical cleaners, paint, or abrasion during work on the exterior of the building.	Failing to protect historic windows from chemical cleaners, paint, or abrasion when work is being done on the exterior of the building.
Protecting and retaining historic glass when replacing putty or repairing other components of the window.	Failing to protect the historic glass when making window repairs.

WINDOWS

RECOMMENDED

Sustaining the historic operability of windows by lubricating friction points and replacing broken components of the operating system (such as hinges, latches, sash chains or cords) and replacing deteriorated gaskets or insulating units.

Adding storm windows with a matching or a one-over-one pane configuration that will not obscure the characteristics of the historic windows. Storm windows improve energy efficiency and are especially beneficial when installed over wood windows because they also protect them from accelerated deterioration.

Adding interior storm windows as an alternative to exterior storm windows when appropriate.

NOT RECOMMENDED

Failing to maintain windows and window components so that windows are inoperable, or sealing operable sash permanently.

Failing to repair and reuse window hardware such as sash lifts, latches, and locks.



[18] The historic metal storm windows in this 1920s office building were retained and repaired during the rehabilitation project.

[19] Installing a mockup of a proposed replacement window can be helpful to evaluate how well the new windows will match the historic windows that are missing or too deteriorated to repair.





[20 a-d] The original steel windows in this industrial building were successfully repaired as part of the rehabilitation project (left).

WINDOWS

RECOMMENDED	NOT RECOMMENDED
Installing sash locks, window guards, removable storm windows, and other reversible treatments to meet safety, security, or energy conservation requirements.	
Evaluating the overall condition of the windows to determine whether more than protection and maintenance, such as repairs to windows and window features, will be necessary.	Failing to undertake adequate measures to ensure the protection of window features.
Repairing window frames and sash by patching, splicing, consolidating, or otherwise reinforcing them using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated, broken, or missing components of features when there are surviving prototypes, such as sash, sills, hardware, or shutters.	Removing window features that could be stabilized, repaired, or conserved using untested consolidants, improper repair techniques, or unskilled personnel, potentially causing further damage to the historic materials. Replacing an entire window when repair of the window and limited replacement of deteriorated or missing components are feasible.
Removing glazing putty that has failed and applying new putty; or, if glass is broken, carefully removing all putty, replacing the glass, and reputtying.	
Installing new glass to replace broken glass which has the same visual characteristics as the historic glass.	
Replacing in kind an entire window that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a character-defining window that is unrepairable or is not needed for the new use and blocking up the opening, or replacing it with a new window that does not match. Using substitute material for the replacement that does not convey the same appearance of the surviving components of the window or that is physically incompatible.



[21] The windows on the lower floor, which were too deteriorated to repair, were replaced with new steel windows matching the upper-floor historic windows that were retained.

WINDOWS

RECOMMENDED

Modifying a historic single-glazed sash to accommodate insulated glass when it will not jeopardize the soundness of the sash or significantly alter its appearance.
Using low-e glass with the least visible tint in new or replacement windows.
Using window grids rather than true divided lights on windows on the upper floors of high-rise buildings if they will not be noticeable.
Ensuring that spacer bars in between double panes of glass are the same color as the window sash.
Replacing all of the components in a glazing system if they have failed because of faulty design or materials that have deteriorated with new material that will improve the window performance without noticeably changing the historic appearance.
Replacing incompatible, non-historic windows with new windows that are compatible with the historic character of the building; or reinstating windows in openings that have been filled in.

NOT RECOMMENDED

Modifying a historic single-glazed sash to accommodate insulated glass when it will jeopardize the soundness of the sash or significantly alter its appearance.
Using low-e glass with a dark tint in new or replacement windows, thereby negatively impacting the historic character of the building.
Using window grids rather than true divided lights on windows in low-rise buildings or on lower floors of high-rise buildings where they will be noticeable, resulting in a change to the historic character of the building.
Using spacer bars in between double panes of glass that are not the same color as the window sash.
Replacing all of the components in a glazing system with new material that will noticeably change the historic appearance.

The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.

Designing the Replacement for Missing Historic Features

Designing and installing a new window or its components, such as frames, sash, and glazing, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing window is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building.
	Installing replacement windows made from other materials that are not the same as the material of the original windows if they would have a noticeably different appearance from the remaining historic windows.



(a)



(b)



(c)

[22] **Not Recommended:** (a-b) The original wood windows in this late-19th-century building, which were highly decorative, could likely have been repaired and retained. (c) Instead, they were replaced with new windows that do not match the detailing of the historic windows and, therefore, do not meet the Standards (above).



[23] (a) This deteriorated historic wood window was repaired and retained (b) in this rehabilitation project.



WINDOWS

RECOMMENDED

NOT RECOMMENDED

Alterations and Additions for a New Use

Adding new window openings on rear or other secondary, less-visible elevations, if required by a new use. The new openings and the windows in them should be compatible with the overall design of the building but, in most cases, not duplicate the historic fenestration.

Changing the number, location, size, or glazing pattern of windows on primary or highly-visible elevations which will alter the historic character of the building.

Cutting new openings on character-defining elevations or cutting new openings that damage or destroy significant features.

Adding balconies at existing window openings or new window openings on primary or other highly-visible elevations where balconies never existed and, therefore, would be incompatible with the historic character of the building.

Replacing windows that are too deteriorated to repair using the same sash and pane configuration, but with new windows that operate differently, if necessary, to accommodate a new use. Any change must have minimal visual impact. Examples could include replacing hopper or awning windows with casement windows, or adding a realigned and enlarged operable portion of industrial steel windows to meet life-safety codes.

Replacing a window that contributes to the historic character of the building with a new window that is different in design (such as glass divisions or muntin profiles), dimensions, materials (wood, metal, or glass), finish or color, or location that will have a noticeably different appearance from the historic windows, which may negatively impact the character of the building.

Installing impact-resistant glazing, when necessary for security, so that it is compatible with the historic windows and does not damage them or negatively impact their character.

Installing impact-resistant glazing, when necessary for security, that is incompatible with the historic windows and that damages them or negatively impacts their character.

Using compatible window treatments (such as frosted glass, appropriate shades or blinds, or shutters) to retain the historic character of the building when it is necessary to conceal mechanical equipment, for example, that the new use requires be placed in a location behind a window or windows on a primary or highly-visible elevation.

Removing a character-defining window to conceal mechanical equipment or to provide privacy for a new use of the building by blocking up the opening.

ENTRANCES AND PORCHES

RECOMMENDED

NOT RECOMMENDED



[24] Rotted boards in the beaded-board porch ceiling are being replaced with new matching beaded board.

Identifying, retaining, and preserving entrances and porches and their functional and decorative features that are important in defining the overall historic character of the building. The materials themselves (including masonry, wood, and metal) are significant, as are their features, such as doors, transoms, pilasters, columns, balustrades, stairs, roofs, and projecting canopies.

Retaining a historic entrance or porch even though it will no longer be used because of a change in the building's function.

Protecting and maintaining the masonry, wood, and metals which comprise entrances and porches through appropriate surface treatments, such as cleaning, paint removal, and reapplication of protective coating systems.

Protecting entrances and porches against arson and vandalism before work begins by covering them and by installing alarm systems keyed into local protection agencies.

Protecting entrance and porch features when working on other features of the building.

Evaluating the overall condition of entrances and porches to determine whether more than protection and maintenance, such as repairs to entrance and porch features, will be necessary.

Repairing entrances and porches by patching, splicing, consolidating, and otherwise reinforcing them using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated features or missing components of features when there are surviving prototypes, such as balustrades, columns, and stairs.

Removing or substantially changing entrances and porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Cutting new entrances on a primary façade.

Altering utilitarian or service entrances so they compete visually with the historic primary entrance; increasing their size so that they appear significantly more important; or adding decorative details that cannot be documented to the building or are incompatible with the building's historic character.

Removing a historic entrance or porch that will no longer be required for the building's new use.

Failing to protect and maintain entrance and porch materials on a cyclical basis so that deterioration of entrances and porches results.

Leaving entrances and porches unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected entrances.

Failing to protect materials and features when working on other features of the building.

Failing to undertake adequate measures to ensure the protection of entrance and porch features.

Removing entrances and porches that could be stabilized, repaired, and conserved, or using untested consolidants, improper repair techniques, or unskilled personnel, potentially causing further damage to historic materials.

Replacing an entire entrance or porch feature when repair of the feature and limited replacement of deteriorated or missing components are feasible.

ENTRANCES AND PORCHES

RECOMMENDED

Replacing in kind an entire entrance or porch that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered.

NOT RECOMMENDED

Removing an entrance or porch that is unrepairable and not replacing it, or replacing it with a new entrance or porch that does not match.

Using a substitute material for the replacement that does not convey the same appearance of the surviving components of entrance or porch features or that is physically incompatible.



[25] The new infill designs for the garage door openings in this commercial building (a) converted for restaurant use and in this mill building (b) rehabilitated for residential use are compatible with the historic character of the buildings.



ENTRANCES AND PORCHES

RECOMMENDED

NOT RECOMMENDED

The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.

Designing the Replacement for Missing Historic Features

Designing and installing a new entrance or porch when the historic feature is completely missing or has previously been replaced by one that is incompatible. It may be an accurate restoration based on documentary and physical evidence, but only when the historic entrance or porch to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Creating an inaccurate appearance because the replacement for the missing entrance or porch is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building.

Alterations and Additions for a New Use

Enclosing historic porches on secondary elevations only, when required by a new use, in a manner that preserves the historic character of the building (e.g., using large sheets of glass and recessing the enclosure wall behind existing posts and balustrades).

Enclosing porches in a manner that results in a diminution or loss of historic character by using solid materials rather than clear glazing, or by placing the enclosure in front of, rather than behind, the historic features.

Designing and constructing additional entrances or porches on secondary elevations when required for the new use in a manner that preserves the historic character of the building (i.e., ensuring that the new entrance or porch is clearly subordinate to historic primary entrances or porches).

Constructing secondary or service entrances and porches that are incompatible in size and scale or detailing with the historic building or that obscure, damage, or destroy character-defining features.

[26] **Not Recommended:** Installing a screened enclosure is never recommended on a front or otherwise prominent historic porch. In limited instances, it may be possible to add screening on a porch at the rear or on a secondary façade; however, the enclosure should match the color of the porch and be placed behind columns and railings so that it does not obscure these features.



STOREFRONTS

RECOMMENDED

Identifying, retaining, and preserving storefronts and their functional and decorative features that are important in defining the overall historic character of the building. The storefront materials (including wood, masonry, metals, ceramic tile, clear glass, and pigmented structural glass) and the configuration of the storefront are significant, as are features, such as display windows, base panels, bulkheads, signs, doors, transoms, kick plates, corner posts, piers, and entablatures. The removal of inappropriate, non-historic cladding, false mansard roofs, and other later, non-significant alterations can help reveal the historic character of the storefront.

Retaining later, non-original features that have acquired significance over time.

NOT RECOMMENDED

Removing or substantially changing storefronts and their features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Changing the storefront so that it has a residential rather than commercial appearance.

Introducing features from an earlier period that are not compatible with the historic character of the storefront.

Changing the location of the storefront's historic main entrance.

Replacing or covering a glass transom with solid material or inappropriate signage, or installing an incompatible awning over it.

Removing later features that may have acquired significance.



[28] This new storefront, which replaced one that was missing, is compatible with the historic character of the building.

STOREFRONTS

RECOMMENDED	NOT RECOMMENDED
<i>Protecting and maintaining</i> masonry, wood, glass, ceramic tile, and metals which comprise storefronts through appropriate treatments, such as cleaning, paint removal, and reapplication of protective coating systems.	Failing to protect and maintain storefront materials on a cyclical basis so that deterioration of storefront features results.
Protecting storefronts against arson and vandalism before work begins by covering windows and doors and by installing alarm systems keyed into local protection agencies.	Leaving the storefront unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected entrances.
Protecting the storefront when working on other features of the building.	Failing to protect the storefront when working on other features of the building.
Evaluating the overall condition of the storefront to determine whether more than protection and maintenance, such as repairs to storefront features, will be necessary.	Failing to undertake adequate measures to ensure the protection of storefront features.



[27] This original c. 1940s storefront, with its character-defining angled and curved glass display window and recessed entrance with a decorative terrazzo paving, is in good condition and should be retained in a rehabilitation project.

STOREFRONTS

RECOMMENDED

NOT RECOMMENDED

Repairing storefronts by patching, splicing, consolidating, or otherwise reinforcing them using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of storefronts when there are surviving prototypes, such as transoms, base panels, kick plates, piers, or signs.

Removing storefronts that could be stabilized, repaired, and conserved, or using untested consolidants, improper repair techniques, or unskilled personnel, potentially causing further damage to historic materials.

Replacing in kind an entire storefront that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered.

Replacing a storefront feature when repair of the feature and limited replacement of deteriorated or missing components are feasible.

Using a substitute material for the replacement that does not convey the same appearance of the surviving components of the storefront or that is physically incompatible.

Removing a storefront that is unrepairable and not replacing it or replacing it with a new storefront that does not match.

The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.

Designing the Replacement for Missing Historic Features

Designing and installing a new storefront when the historic storefront is completely missing or has previously been replaced by one that is incompatible. It may be an accurate restoration based on documentary and physical evidence, but only when the historic storefront to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Creating an inaccurate appearance because the replacement for the missing storefront is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building.

Using new, over-scaled, or internally-lit signs unless there is a historic precedent for them or using other types of signs that obscure, damage, or destroy character-defining features of the storefront and the building.

STOREFRONTS

RECOMMENDED

Replacing missing awnings or canopies that can be historically documented to the building, or adding new signage, awnings, or canopies that are compatible with the historic character of the building.

NOT RECOMMENDED

Adding vinyl awnings, or other awnings that are inappropriately sized or shaped, which are incompatible with the historic character of the building; awnings that do not extend over the entire length of the storefront; or large canopies supported by posts that project out over the sidewalk, unless their existence can be historically documented.

Alterations and Additions for a New Use

Retaining the glazing and the transparency (i.e., which allows the openness of the interior to be experienced from the exterior) that is so important in defining the character of a historic storefront when the building is being converted for residential use. Window treatments (necessary for occupants' privacy) should be installed that are uniform and compatible with the commercial appearance of the building, such as screens or wood blinds. When display cases still exist behind the storefront, the screening should be set at the back of the display case.

Replacing storefront glazing with solid material for occupants' privacy when the building is being converted for residential use.

Installing window treatments in storefront windows that have a residential appearance, which are incompatible with the commercial character of the building.

Installing window treatments that are not uniform in a series of repetitive storefront windows.



[29] The rehabilitation of the 1910 Māālaea General Store (a), which served the workers' camp at the Wailuku Sugar Company on the Hawaiian island of Maui, included the reconstruction of the original parapet (b).



CURTAIN WALLS

RECOMMENDED

NOT RECOMMENDED

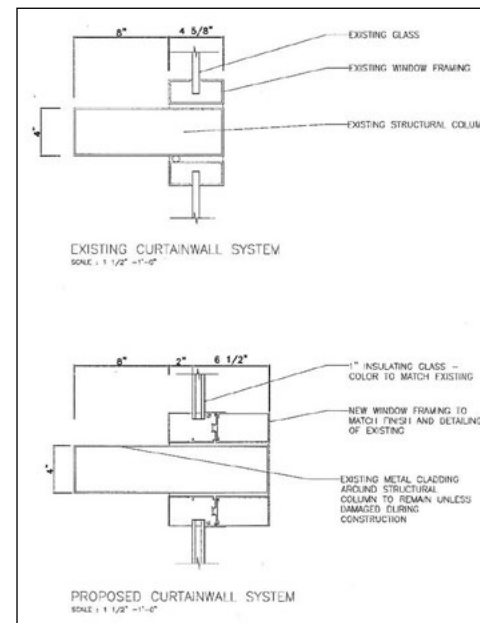
Identifying, retaining, and preserving curtain wall systems and their components (metal framing members and glass or opaque panels) that are important in defining the overall historic character of the building. The design of the curtain wall is significant, as are its component materials (metal stick framing and panel materials, such as clear or spandrel glass, stone, terra cotta, metal, and fiber-reinforced plastic), appearance (e.g., glazing color or tint, transparency, and reflectivity), and whether the glazing is fixed, operable or louvered glass panels. How a curtain wall is engineered and fabricated, and the fact that it expands and contracts at a different rate from the building's structural system, are important to understand when undertaking the rehabilitation of a curtain wall system.	Removing or substantially changing curtain wall components which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Replacing historic curtain wall features instead of repairing or replacing only the deteriorated components.
Protecting and maintaining curtain walls and their components through appropriate surface treatments, such as cleaning, paint removal, and reapplication of protective coating systems; and by making them watertight and ensuring that sealants and gaskets are in good condition.	Failing to protect and maintain curtain wall components on a cyclical basis so that deterioration of curtain walls results. Failing to identify, evaluate, and treat various causes of curtain wall failure, such as open gaps between components where sealants have deteriorated or are missing.
Protecting ground-level curtain walls from vandalism before work begins by covering them, while ensuring adequate ventilation, and by installing alarm systems keyed into local protection agencies.	Leaving ground-level curtain walls unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected glazing.
Protecting curtain walls when working on other features of the building.	Failing to protect curtain walls when working on other features of the building.
Cleaning curtain wall systems only when necessary to halt deterioration or to remove heavy soiling.	Cleaning curtain wall systems when they are not heavily soiled, thereby needlessly introducing chemicals or moisture into historic materials.

CURTAIN WALLS

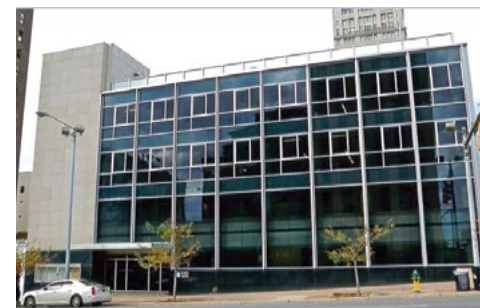
RECOMMENDED	NOT RECOMMENDED
Carrying out cleaning tests, when it has been determined that cleaning is appropriate, using only cleaning materials that will not damage components of the system, including factory-applied finishes. Test areas should be examined to ensure that no damage has resulted.	Cleaning curtain wall systems without testing or using cleaning materials that may damage components of the system.
Evaluating the overall condition of curtain walls to determine whether more than protection and maintenance, such as repair of curtain wall components, will be necessary.	Failing to undertake adequate measures to protect curtain wall components.
Repairing curtain walls by ensuring that they are watertight by augmenting existing components or replacing deteriorated or missing sealants or gaskets, where necessary, to seal any gaps between system components. Repair may include the limited replacement of those extensively deteriorated or missing components of curtain walls when there are surviving prototypes.	Removing curtain wall components that could be repaired or using improper repair techniques. Replacing an entire curtain wall system when repair of materials and limited replacement of deteriorated or missing components are feasible.
Applying sealants carefully so that they are not readily visible.	
Replacing in kind a component or components of a curtain wall system that are too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature. If using the same kind of material is not feasible, then a compatible substitute material may be considered as long as it has the same finish and appearance.	Removing a curtain wall component or the entire system, if necessary, that is unrepairable and not replacing it or replacing it with a new component or system that does not convey the same appearance.
Replacing masonry, metal, glass, or other components of a curtain wall system (or the entire system, if necessary) which have failed because of faulty design with substitutes that match the original as closely as possible and which will reestablish the viability and performance of the system.	Using substitute material for the replacement that does not convey the same appearance of the surviving components of the curtain wall or that is physically incompatible.



[30] Rather than replace the original curtain wall system of the 1954 Simms Building in Albuquerque, NM, with a different color tinted glass or coat it with a non-historic reflective film, the HVAC system was updated to improve energy efficiency. Photo: Harvey M. Kaplan.



[31 a-c:] (a) The rehabilitation of the First Federal Savings and Loan Association building in Birmingham, AL, constructed in 1961, required replacing the deteriorated historic curtain wall system because the framing and the fasteners holding the spandrel glass and the windows had failed. (b) Comparative drawings show that the differences between the replacement system, which incorporated new insulated glass to meet wind-load requirements, and the original system are minimal. (c) The replacement system, shown after completion of the project, has not altered the historic character of the building.



CURTAIN WALLS

RECOMMENDED

NOT RECOMMENDED

The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.

Designing the Replacement for Missing Historic Features

Designing and installing a new curtain wall or its components when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Creating an inaccurate appearance because the replacement for the missing curtain wall component is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature did not coexist with the features currently on the building.

Introducing a new curtain wall component that is incompatible in size, scale, material, color, and finish.

Alterations and Additions for a New Use

Installing new glazing or an entire new curtain wall system, when necessary to meet safety-code requirements, with dimensions, detailing, materials, colors, and finish as close as possible to the historic curtain wall components.

Installing new glazing or an entire new curtain wall system, when necessary to meet safety-code requirements, with dimensions and detailing that is significantly different from the historic curtain wall components.

Installing impact-resistant glazing, when necessary for security, so that it is compatible with the historic windows and does not damage them or negatively impact their character.

Installing impact-resistant glazing in a curtain wall system, when necessary for security, that is incompatible with the historic curtain walls and damages them or negatively impacts their character.

STRUCTURAL SYSTEMS

RECOMMENDED

Identifying, retaining, and preserving structural systems and visible features of systems that are important in defining the overall historic character of the building. This includes the materials that comprise the structural system (i.e., wood, metal and masonry), the type of system, and its features, such as posts and beams, trusses, summer beams, vigas, cast-iron or masonry columns, above-grade stone foundation walls, or load-bearing masonry walls.

Protecting and maintaining the structural system by keeping gutters and downspouts clear and roofing in good repair; and by ensuring that wood structural members are free from insect infestation.

NOT RECOMMENDED

Removing or substantially changing visible features of historic structural systems which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Overloading the existing structural system, or installing equipment or mechanical systems which could damage the structure.

Replacing a load-bearing masonry wall that could be augmented and retained.

Leaving known structural problems untreated, such as deflected beams, cracked and bowed walls, or racked structural members.

Failing to protect and maintain the structural system on a cyclical basis so that deterioration of the structural system results.

Using treatments or products that may retain moisture, which accelerates deterioration of structural members.

[33] Retaining as much as possible of the historic wood sill plate and replacing only the termite-damaged wood is always the preferred and recommended treatment.



STRUCTURAL SYSTEMS

RECOMMENDED	NOT RECOMMENDED
Evaluating the overall condition of the structural system to determine whether more than protection and maintenance, such as repairs to structural features, will be necessary.	Failing to undertake adequate measures to ensure the protection of structural systems.
Repairing the structural system by augmenting individual components, using recognized preservation methods. For example, weakened structural members (such as floor framing) can be paired or sistered with a new member, braced, or otherwise supplemented and reinforced.	Upgrading the building structurally in a manner that diminishes the historic character of the exterior or that damages interior features or spaces.
	Replacing a historic structural feature in its entirety or in part when it could be repaired or augmented and retained.



[32] (a-b) The rehabilitation of the 1892 Carson Block Building in Eureka, CA, for its owner, the Northern California Indian Development Council, included recreating the missing corner turret and sensitively introducing seismic reinforcement (c) shown here (opposite page) in a secondary upper floor office space. Photos: Page & Turnbull.



STRUCTURAL SYSTEMS

RECOMMENDED

NOT RECOMMENDED

Installing seismic or structural reinforcement, when necessary, in a manner that minimizes its impact on the historic fabric and character of the building.	
Replacing in kind or with a compatible substitute material large portions or entire features of the structural system that are either extensively damaged or deteriorated or that are missing when there are surviving prototypes, such as cast-iron columns, trusses, or masonry walls. Substitute material must be structurally sufficient, physically compatible with the rest of the system, and, where visible, must have the same form, design, and appearance as the historic feature.	Using substitute material that does not equal the load-bearing capabilities of the historic material; does not convey the same appearance of the historic material, if it is visible; or is physically incompatible. Installing a visible or exposed structural replacement feature that does not match.
Replacing to match any interior features or finishes that may have to be removed to gain access to make structural repairs, and reusing salvageable material.	



STRUCTURAL SYSTEMS

RECOMMENDED

NOT RECOMMENDED

The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.

Alterations and Additions for a New Use

Limiting any new excavations next to historic foundations to avoid undermining the structural stability of the building or adjacent historic buildings. The area next to the building foundation should be investigated first to ascertain potential damage to site features or archeological resources.	Carrying out excavations or regrading land adjacent to a historic building which could cause the historic foundation to settle, shift, or fail, or which could destroy significant archeological resources.
Correcting structural deficiencies needed to accommodate a new use in a manner that preserves the structural system and individual character-defining features.	Making substantial changes to significant interior spaces or damaging or destroying features or finishes that are character defining to correct structural deficiencies.
Designing and installing new mechanical or electrical equipment, when necessary, in a manner that minimizes the number and size of cuts or holes in structural members.	Installing new mechanical or electrical equipment in a manner which reduces the load-bearing capacity of historic structural members.
Inserting a new floor when required for the new use if it does not negatively impact the historic character of the interior space; and if it does not damage the structural system, does not abut window glazing, and is not visible from the exterior of the building.	Inserting a new floor that damages or destroys the structural system or abuts window glazing and is visible from the exterior of the building and, thus, negatively impacts its historic character.
Creating an atrium, light court, or lightwell to provide natural light when required for a new use only when it can be done in a manner that preserves the structural system and the historic character of the building.	Removing structural features to create an atrium, light court, or lightwell if it negatively impacts the historic character of the building.

MECHANICAL SYSTEMS: HEATING, AIR CONDITIONING, ELECTRICAL, AND PLUMBING

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving visible features of early mechanical systems that are important in defining the overall historic character of the building, such as radiators, vents, fans, grilles, and plumbing and lighting fixtures.	Removing or substantially changing visible features of mechanical systems that are important in defining the overall historic character of the building so that, as a result, the character is diminished.
Protecting and maintaining mechanical, plumbing, and electrical systems and their features through cyclical maintenance.	Failing to protect and maintain a functioning mechanical system, plumbing, and electrical systems and their visible features on a cyclical basis so that their deterioration results.
Improving the energy efficiency of existing mechanical systems to help reduce the need for a new system by installing storm windows, insulating attics and crawl spaces, or adding awnings, if appropriate.	
Evaluating the overall condition of mechanical systems to determine whether more than protection and maintenance, such as repairs to mechanical system components, will be necessary.	Failing to undertake adequate measures to ensure the protection of mechanical system components.
Repairing mechanical systems by augmenting or upgrading system components (such as installing new pipes and ducts), rewiring, or adding new compressors or boilers.	Replacing a mechanical system when its components could be upgraded and retained.
Replacing in kind or with a compatible substitute material those extensively deteriorated or missing visible features of mechanical systems when there are surviving prototypes, such as ceiling fans, radiators, grilles, or plumbing fixtures.	Installing a visible replacement feature of a mechanical system, if it is important in defining the historic character of the building, that does not convey the same appearance.

MECHANICAL SYSTEMS: HEATING, AIR CONDITIONING, ELECTRICAL, AND PLUMBING

RECOMMENDED

NOT RECOMMENDED

The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.

Alterations and Additions for a New Use	
Installing a new mechanical system, if required, so that it results in the least alteration possible to the historic building and its character-defining features.	Installing a new mechanical system so that character-defining structural or interior features are radically changed, damaged, or destroyed.
Providing adequate structural support for the new mechanical equipment.	Failing to consider the weight and design of new mechanical equipment so that, as a result, historic structural members or finished surfaces are weakened or cracked.
Installing new mechanical and electrical systems and ducts, pipes, and cables in closets, service areas, and wall cavities to preserve the historic character of the interior space.	Installing systems and ducts, pipes, and cables in walls or ceilings in a manner that results in extensive loss or damage or otherwise obscures historic building materials and character-defining features.
Concealing HVAC ductwork in finished interior spaces, when possible, by installing it in secondary spaces (such as closets, attics, basements, or crawl spaces) or in appropriately-located, furred-down soffits.	Leaving HVAC ductwork exposed in most finished spaces or installing soffits in a location that will negatively impact the historic character of the interior or exterior of the building.
Installing exposed ductwork in a finished space when necessary to protect and preserve decorative or other features (such as column capitals, pressed-metal or ornamental plaster ceilings, coffers, or beams) that is painted, and appropriately located so that it will have minimal impact on the historic character of the space.	Installing exposed ductwork in a finished space when necessary to protect and preserve decorative or other features that is not painted, or is located where it will negatively impact the historic character of the space.
Lowering ceilings, installing a dropped ceiling, or constructing soffits to conceal ductwork in a finished space when this will not result in extensive loss or damage to historic materials or decorative and other features, and will not change the overall character of the space or the exterior appearance of the building (i.e., lowered ceilings or soffits visible through window glazing).	Lowering ceilings, installing a dropped ceiling, or constructing soffits to conceal ductwork in a finished space in a manner that results in extensive loss or damage to historic materials or decorative and other features, and will change the overall character of the space or the exterior appearance of the building.

MECHANICAL SYSTEMS: HEATING, AIR CONDITIONING, ELECTRICAL, AND PLUMBING

RECOMMENDED	NOT RECOMMENDED
Installing appropriately located, exposed ductwork in historically-unfinished interior spaces in industrial or utilitarian buildings.	
Installing a split system mechanical unit in a manner that will have minimal impact on the historic character of the interior and result in minimal loss of historic building material.	Installing a split system mechanical unit without considering its impact on the historic character of the interior or the potential loss of historic building material.
Installing heating or air conditioning window units only when the installation of any other system would result in significant damage or loss of historic materials or features.	
Installing mechanical equipment on the roof, when necessary, so that it is minimally visible to preserve the building's historic character and setting.	Installing mechanical equipment on the roof that is overly large or highly visible and negatively impacts the historic character of the building or setting.
Placing air conditioning compressors in a location on a secondary elevation of the historic building that is not highly visible.	Placing air conditioning compressors where they are highly visible and negatively impact the historic character of the building or setting.

[34] The new ceiling ducts installed during the conversion of this historic office building into apartments are minimal in design and discretely placed above the windows.



INTERIOR SPACES, FEATURES, AND FINISHES

RECOMMENDED

Identifying, retaining, and preserving a floor plan or interior spaces, features, and finishes that are important in defining the overall historic character of the building. Significant spatial characteristics include the size, configuration, proportion, and relationship of rooms and corridors; the relationship of features to spaces; and the spaces themselves, such as lobbies, lodge halls, entrance halls, parlors, theaters, auditoriums, gymnasiums, and industrial and commercial interiors. Color, texture, and pattern are important characteristics of features and finishes, which can include such elements as columns, plaster walls and ceilings, flooring, trim, fireplaces and mantels, paneling, light fixtures, hardware, decorative radiators, ornamental grilles and registers, windows, doors, and transoms; plaster, paint, wallpaper and wall coverings, and special finishes, such as marbleizing and graining; and utilitarian (painted or unpainted) features, including wood, metal, or concrete exposed columns, beams, and trusses and exposed load-bearing brick, concrete, and wood walls.

NOT RECOMMENDED

Altering a floor plan, or interior spaces (including individual rooms), features, and finishes, which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Altering the floor plan by demolishing principal walls and partitions for a new use.

Altering or destroying significant interior spaces by inserting additional floors or lofts; cutting through floors to create lightwells, light courts, or atriums; lowering ceilings; or adding new walls or removing historic walls.

Relocating an interior feature, such as a staircase, so that the circulation pattern and the historic relationship between features and spaces are altered.

Installing new material that obscures or damages character-defining interior features or finishes.

Removing paint, plaster, or other finishes from historically-finished interior surfaces to create a new appearance (e.g., removing plaster to expose brick walls or a brick chimney breast, stripping paint from wood to stain or varnish it, or removing a plaster ceiling to expose unfinished beams).

Applying paint, plaster, or other coatings to surfaces that have been unfinished historically, thereby changing their character.

Changing the type of finish or its color, such as painting a historically-varnished wood feature, or removing paint from a historically-painted feature.

INTERIOR SPACES, FEATURES, AND FINISHES

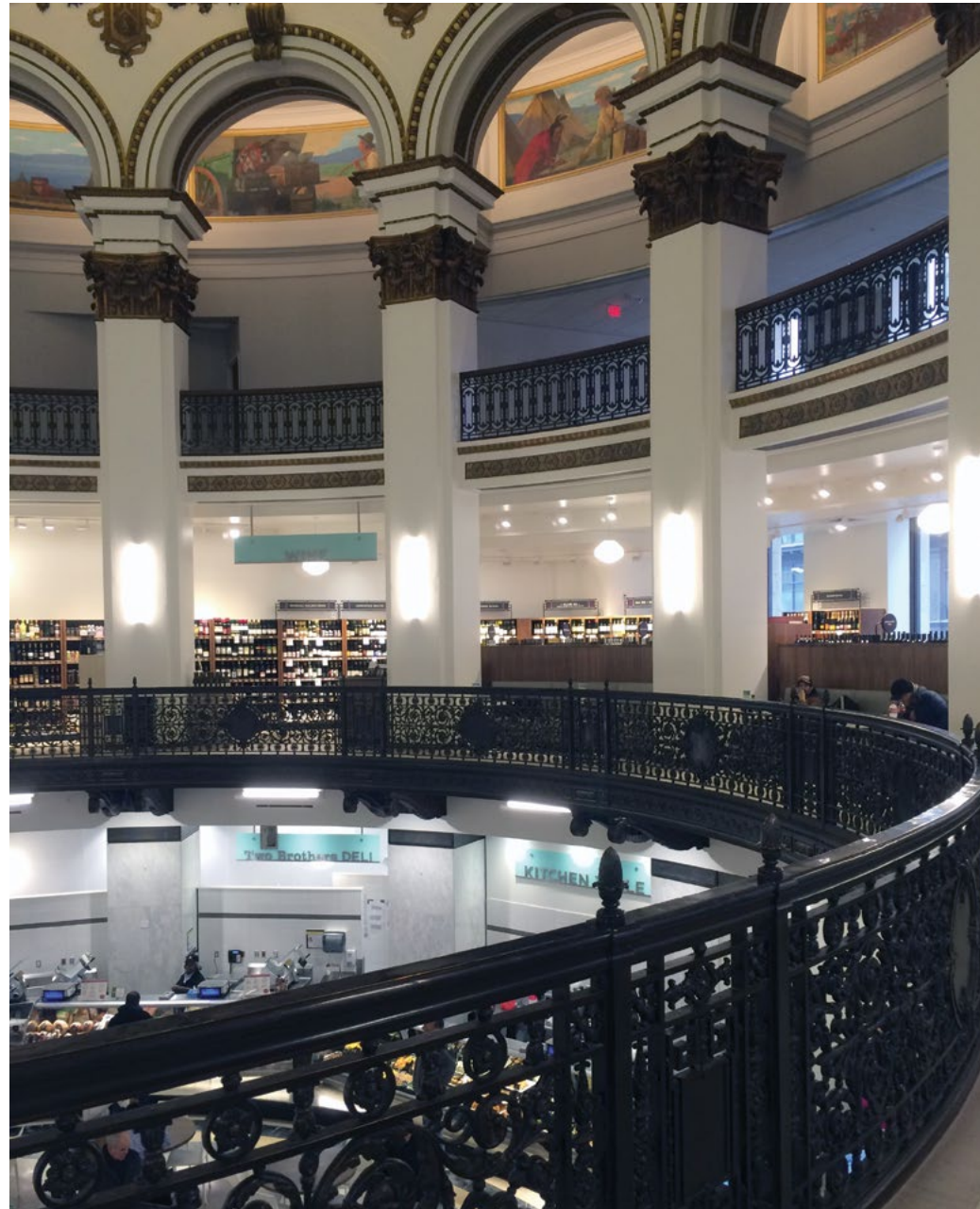
RECOMMENDED

NOT RECOMMENDED

Retaining decorative or other character-defining features or finishes that typify the showroom or interior of a historic store, such as a pressed-metal ceiling, a beaded-board ceiling, or wainscoting.	Removing decorative or other character-defining features or finishes that typify the showroom or interior of a historic store, such as a pressed-metal ceiling, a beaded-board ceiling, or wainscoting.
Protecting and maintaining historic materials (including plaster, masonry, wood, and metals) which comprise interior spaces through appropriate surface treatments, such as cleaning, paint removal, and reapplication of protective coating systems.	Failing to protect and maintain interior materials and finishes on a cyclical basis so that deterioration of interior features results.
Protecting interior features and finishes against arson and vandalism before project work begins by erecting temporary fencing or by covering broken windows and open doorways, while ensuring adequate ventilation, and by installing alarm systems keyed into local protection agencies.	Leaving the building unprotected and subject to vandalism before work begins, thereby allowing the interior to be damaged if it can be accessed through unprotected entrances.
Protecting interior features (such as a staircase, mantel, flooring, or decorative finishes) from damage during project work by covering them with plywood, heavy canvas, or plastic sheeting.	Failing to protect interior features and finishes when working on the interior.

[35] (a) Although deteriorated, the historic school corridor, shown on the left, with its character-defining features, including doors and transoms, was retained and repaired as part of the rehabilitation project (b).





[36] The elaborate features and finishes of this historic banking hall in the Union Trust Company Building, in Cleveland, OH, were retained and repaired as part of its conversion into a food market.

INTERIOR SPACES, FEATURES, AND FINISHES

RECOMMENDED	NOT RECOMMENDED
Removing damaged or deteriorated paint and finishes only to the next sound layer using the gentlest method possible prior to repainting or refinishing using compatible paint or other coating systems.	Using potentially damaging methods, such as open-flame torches or abrasive techniques, to remove paint or other coatings. Removing paint that is firmly adhered to interior surfaces.
Using abrasive cleaning methods only on the interior of industrial or warehouse buildings with utilitarian, unplastered masonry walls and where wood features are not finished, molded, beaded, or worked by hand. Low-pressure abrasive cleaning (e.g., sand-blasting or other media blasting) should only be considered if test patches show no surface damage and after gentler methods have proven ineffective.	Using abrasive methods anywhere but utilitarian and industrial interior spaces or when there are other methods that are less likely to damage the surface of the material.
Evaluating the overall condition of the interior materials, features, and finishes to determine whether more than protection and maintenance, such as repairs to features and finishes, will be necessary.	Failing to undertake adequate measures to ensure the protection of interior materials, features, and finishes.
Repairing interior features and finishes by patching, splicing, consolidating, or otherwise reinforcing the materials using recognized preservation methods. Repairs may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of interior features when there are surviving prototypes, such as stairs, balustrades, wood paneling, columns, decorative wall finishes, and ornamental pressed-metal or plaster ceilings. Repairs should be physically and visually compatible.	Removing materials that could be repaired or using improper repair techniques. Replacing an entire interior feature (such as a staircase, mantel, or door surround) or a finish (such as a plaster) when repair of materials and limited replacement of deteriorated or missing components are feasible.



[37] Exposed and painted ducts were appropriately installed here in a retail space in Denver's historic Union Station after considering other options that would have impacted the ceiling height, or damaged or obscured the ornamental plaster crown molding. Photo: Heritage Consulting Group.

[38] The rehabilitation project retained the industrial character of this historic factory building, which included installation of a fire-rated, clear glass enclosure that allows the stairway, an important interior feature, to remain visible.



[39] Leaving the ceiling structure exposed and installing exposed ductwork where it does not impact the windows, are appropriate treatments when rehabilitating an industrial building for another use.

INTERIOR SPACES, FEATURES, AND FINISHES

RECOMMENDED

Replacing in kind an entire interior feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature. Examples could include wainscoting, window and door surrounds, or stairs. If using the same kind of material is not feasible, then a compatible substitute material may be considered.

NOT RECOMMENDED

Removing a character-defining interior feature that is unrepairable and not replacing it, or replacing it with a new feature or finish that does not match the historic feature.

Using a substitute material for the replacement that does not convey the same appearance of the interior feature or that is physically incompatible.

Using a substitute material for the replacement that does not convey the same appearance of the interior feature or that is physically incompatible.

The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.

Designing the Replacement for Missing Historic Features

Designing and installing a new interior feature or finish when the historic feature or finish is completely missing. This could include missing walls, stairs, mantels, wood trim, and plaster, or even entire rooms if the historic spaces, features, and finishes are missing or have been destroyed by inappropriate alterations. The design may be an accurate restoration based on documentary and physical evidence, but only when the feature or finish to be replaced coexisted with the features currently in the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Creating an inaccurate appearance because the replacement for the missing feature is based upon insufficient physical or historic documentation; is not a compatible design; or because the feature did not coexist with the feature currently on the building.

Introducing a new interior feature or finish that is incompatible in size, scale, material, color, and finish.

Alterations and Additions for a New Use

Installing new or additional systems required for a new use for the building, such as bathrooms and mechanical equipment, in secondary spaces to preserve the historic character of the most significant interior spaces.

Subdividing primary spaces, lowering ceilings, or damaging or obscuring character-defining features (such as fireplaces, windows, or stairways) to accommodate a new use for the building.

INTERIOR SPACES, FEATURES, AND FINISHES

RECOMMENDED	NOT RECOMMENDED
Installing new mechanical and electrical systems and ducts, pipes, and cables in closets, service areas, and wall cavities to preserve the historic character of interior spaces, features, and finishes.	Installing ducts, pipes, and cables where they will obscure character-defining features or negatively impact the historic character of the interior.
Creating open work areas, when required by the new use, by selectively removing walls only in secondary spaces, less significant upper floors, or other less-visible locations to preserve primary public spaces and circulation systems.	
Retaining the configuration of corridors, particularly in buildings with multiple floors with repetitive plans (such as office and apartment buildings or hotels), where not only the floor plan is character defining, but also the width and the length of the corridor, doorways, transoms, trim, and other features, such as wainscoting and glazing.	Making extensive changes to the character of significant historic corridors by narrowing or radically shortening them, or removing their character-defining features.
Reusing decorative material or features that had to be removed as part of the rehabilitation work (including baseboards, door casing, paneled doors, and wainscoting) and reusing them in areas where these features are missing or are too deteriorated to repair.	Discarding historic material when it can be reused to replace missing or damaged features elsewhere in the building, or reusing material in a manner that may convey a false sense of history.
Installing permanent partitions in secondary, rather than primary, spaces whenever feasible. Removable partitions or partial-height walls that do not destroy the sense of space often may be installed in large character-defining spaces when required by a new use.	Installing partitions that abut windows and glazing or that damage or obscure character-defining spaces, features, or finishes.
Enclosing a character-defining interior stairway, when required by code, with fire-rated glass walls or large, hold-open doors so that the stairway remains visible and its historic character is retained.	Enclosing a character-defining interior stairway for safety or functional reasons in a manner that conceals it or destroys its character.
Locating new, code-required stairways or elevators in secondary and service areas of the historic building.	Making incompatible changes or damaging or destroying character-defining spaces, features, or finishes when adding new code-required stairways and elevators.



[41] **Not Recommended:** Leaving fragments of deteriorated or "sculpted" plaster is not a compatible treatment for either finished or unfinished interior spaces.

[40] **Not Recommended:** Removing a finished ceiling and leaving the structure exposed in a historic retail space does not meet the Standards for Rehabilitation.



INTERIOR SPACES, FEATURES, AND FINISHES

RECOMMENDED	NOT RECOMMENDED
Creating an atrium, light court, or lightwell to provide natural light when required for a new use only when it can be done in a manner that preserves significant interior spaces, features, and finishes or important exterior elevations.	Destroying or damaging character-defining interior spaces, features, or finishes, or damaging the structural system to create an atrium, light court, or lightwell.
Inserting a new floor, mezzanine, or loft when required for a new use if it does not damage or destroy significant interior features and finishes and is not visible from the exterior of the building.	Inserting a new floor, mezzanine, or loft that damages or destroys significant interior features or abuts window glazing and is visible from the exterior of the building, and, thus, negatively impacts its historic character.
Inserting a new floor, when necessary for a new use, only in large assembly spaces that are secondary to another assembly space in the building; in a space that has been greatly altered; or where character-defining features have been lost or are too deteriorated to repair.	Inserting a new floor in significant, large assembly spaces with distinctive features and finishes, which negatively impacts their historic character.
Installing exposed ductwork in a finished space when necessary to protect and preserve decorative or other features (such as column capitals, ornamental plaster or pressed-metal ceilings, coffers, or beams) that is designed, painted, and appropriately located so that it will have minimal impact on the historic character of the space.	Installing exposed ductwork in a finished space when necessary to protect and preserve decorative or other features that is not painted, or is located where it will negatively impact the historic character of the space.
Lowering ceilings, installing a dropped ceiling, or constructing soffits to conceal ductwork in a finished space when they will not result in extensive loss or damage to historic materials or decorative and other features, and will not change the overall character of the space or the exterior appearance of the building (i.e., lowered ceilings or soffits visible through window glazing).	Lowering ceilings, installing a dropped ceiling, or constructing soffits to conceal ductwork in a finished space in a manner that results in extensive loss or damage to historic materials or decorative and other features, and will change the overall character of the space or the exterior appearance of the building.
Installing a split system mechanical unit in a manner that will have minimal impact on the historic character of the interior and will result in minimal loss of historic building material.	Installing a split system mechanical unit without considering its impact on the historic character of the interior or the potential loss of historic building material.

BUILDING SITE

RECOMMENDED

Identifying, retaining, and preserving features of the building site that are important in defining its overall historic character. Site features may include walls, fences, or steps; circulation systems, such as walks, paths or roads; vegetation, such as trees, shrubs, grass, orchards, hedges, windbreaks, or gardens; landforms, such as hills, terracing, or berms; furnishings and fixtures, such as light posts or benches; decorative elements, such as sculpture, statuary, or monuments; water features, including fountains, streams, pools, lakes, or irrigation ditches; and subsurface archeological resources, other cultural or religious features, or burial grounds which are also important to the site.

NOT RECOMMENDED

Removing or substantially changing buildings and their features or site features which are important in defining the overall historic character of the property so that, as a result, the character is diminished.



[42] This garden is an important character-defining landscape feature on this college campus.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Retaining the historic relationship between buildings and the landscape.	Removing or relocating buildings or landscape features, thereby destroying the historic relationship between buildings and the landscape. Removing or relocating buildings on a site or in a complex of related historic structures (such as a mill complex or farm), thereby diminishing the historic character of the site or complex. Moving buildings onto the site, thereby creating an inaccurate historic appearance. Changing the grade level of the site if it diminishes its historic character. For example, lowering the grade adjacent to a building to maximize use of a basement, which would change the historic appearance of the building and its relation to the site.
<i>Protecting and maintaining</i> buildings and site features by providing proper drainage to ensure that water does not erode foundation walls, drain toward the building, or damage or erode the landscape.	Failing to ensure that site drainage is adequate so that buildings and site features are damaged or destroyed; or, alternatively, changing the site grading so that water does not drain properly.
Correcting any existing irrigation that may be wetting the building excessively.	Neglecting to correct any existing irrigation that may be wetting the building excessively.
Minimizing disturbance of the terrain around buildings or elsewhere on the site, thereby reducing the possibility of destroying or damaging important landscape features, archeological resources, other cultural or religious features, or burial grounds.	Using heavy machinery or equipment in areas where it may disturb or damage important landscape features, archeological resources, other cultural or religious features, or burial grounds.
Surveying and documenting areas where the terrain will be altered to determine the potential impact to important landscape features, archeological resources, other cultural or religious features, or burial grounds.	Failing to survey the building site prior to beginning work, which may result in damage or loss of important landscape features, archeological resources, other cultural or religious features, or burial grounds.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Protecting (e.g., preserving in place) important site features, archeological resources, other cultural or religious features, or burial grounds.	Leaving known site features or archeological material unprotected so that it is damaged during rehabilitation work.
Planning and carrying out any necessary investigation before rehabilitation begins, using professional archeologists and methods, when preservation in place is not feasible.	Allowing unqualified personnel to perform data recovery on archeological resources, which can result in damage or loss of important archeological material
Preserving important landscape features through regularly-scheduled maintenance of historic plant material.	Allowing important landscape features or archeological resources to be lost, damaged, or to deteriorate due to inadequate protection or lack of maintenance
Protecting the building site and landscape features against arson and vandalism before rehabilitation work begins by erecting temporary fencing and by installing alarm systems keyed into local protection agencies.	Leaving the property unprotected and subject to vandalism before work begins so that the building site and landscape features, archeological resources, other cultural or religious features, or burial grounds can be damaged or destroyed. Removing or destroying features from the site, such as fencing, paths or walkways, masonry balustrades, or plant material.
Installing protective fencing, bollards, and stanchions on a building site, when necessary for security, that are as unobtrusive as possible.	Installing protective fencing, bollards, and stanchions on a building site, when necessary for security, without taking into consideration their location and visibility so that they negatively impact the historic character of the site.
Providing continued protection and maintenance of buildings and landscape features on the site through appropriate grounds and landscape management.	Failing to protect and maintain materials and features from the restoration period on a cyclical basis so that deterioration of the site results.
Protecting buildings and landscape features when working on the site.	Failing to protect building and landscape features during work on the site or failing to repair damaged or deteriorated site features.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Evaluating the overall condition of materials and features to determine whether more than protection and maintenance, such as repairs to site features, will be necessary.	Failing to undertake adequate measures to ensure the protection of the site.
Repairing historic site features which have been damaged, are deteriorated, or have missing components order reestablish the whole feature and to ensure retention of the integrity of the historic materials. Repairs may include limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of site features when there are surviving prototypes, such as paving, railings, or individual plants within a group (e.g., a hedge). Repairs should be physically and visually compatible.	Removing materials and features that could be repaired or using improper repair techniques. Replacing an entire feature of the site (such as a fence, walkway, or drive) when repair of materials and limited replacement of deteriorated or missing components are feasible.



[43] The industrial character of the site was retained when this brewery complex was rehabilitated for residential use.



[44] **Not Recommended:** (a-b) The historic character of this plantation house (marked in blue on plan on opposite page) and its site was diminished and adversely impacted when multiple new buildings like this (#3 on plan) were constructed on the property (c).

BUILDING SITE

RECOMMENDED

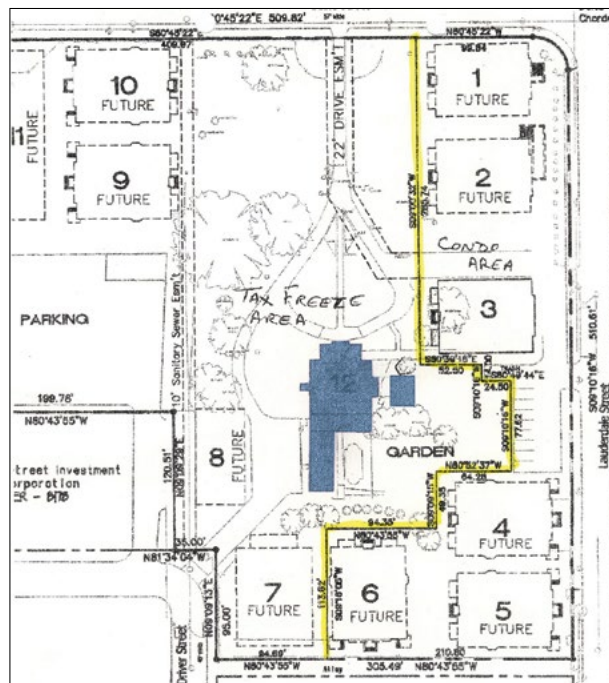
Replacing in kind an entire feature of the site that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature. Examples could include a walkway or a fountain, a land form, or plant material. If using the same kind of material is not feasible, then a compatible substitute material may be considered.

NOT RECOMMENDED

Removing a character-defining feature of the site that is unrepairable and not replacing it, or replacing it with a new feature that does not match.

Using a substitute material for the replacement that does not convey the same appearance of the surviving site feature or that is physically or ecologically incompatible.

Adding conjectural landscape features to the site (such as period reproduction light fixtures, fences, fountains, or vegetation) that are historically inappropriate, thereby creating an inaccurate appearance of the site.



BUILDING SITE

RECOMMENDED

NOT RECOMMENDED

The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.

Designing the Replacement for Missing Historic Features

Designing and installing a new feature on a site when the historic feature is completely missing. This could include missing outbuildings, terraces, drives, foundation plantings, specimen trees, and gardens. The design may be an accurate restoration based on documentary and physical evidence, but only when the feature to be replaced coexisted with the features currently on the site. Or, it may be a new design that is compatible with the historic character of the building and site.

Creating an inaccurate appearance because the replacement for the missing feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature did not coexist with the features currently on the site.

Introducing a new feature, including plant material, that is visually incompatible with the site or that alters or destroys the historic site patterns or use.

Alterations and Additions for a New Use

Designing new onsite features (such as parking areas, access ramps, or lighting), when required by a new use, so that they are as unobtrusive as possible, retain the historic relationship between the building or buildings and the landscape, and are compatible with the historic character of the property.

Locating parking areas directly adjacent to historic buildings where vehicles may cause damage to buildings or landscape features or when they negatively impact the historic character of the building site if landscape features and plant materials are removed.

Designing new exterior additions to historic buildings or adjacent new construction that are compatible with the historic character of the site and preserves the historic relationship between the building or buildings and the landscape.

Introducing new construction on the building site which is visually incompatible in terms of size, scale, design, material, or color, which destroys historic relationships on the site, or which damages or destroys important landscape features, such as replacing a lawn with paved parking areas or removing mature trees to widen a driveway.

Removing non-significant buildings, additions, or site features which detract from the historic character of the site.

Removing a historic building in a complex of buildings or removing a building feature or a landscape feature which is important in defining the historic character of the site.

Locating an irrigation system needed for a new or continuing use of the site where it will not cause damage to historic buildings.

Locating an irrigation system needed for a new or continuing use of the site where it will damage historic buildings.



[45] Undertaking a survey to document archeological resources may be considered in some rehabilitation projects when a new exterior addition is planned.

SETTING (DISTRICT / NEIGHBORHOOD)

RECOMMENDED

Identifying, retaining, and preserving building and landscape features that are important in defining the overall historic character of the setting. Such features can include circulation systems, such as roads and streets; furnishings and fixtures, such as light posts or benches; vegetation, gardens and yards; adjacent open space, such as fields, parks, commons, or woodlands; and important views or visual relationships.

NOT RECOMMENDED

Removing or substantially changing those building and landscape features in the setting which are important in defining the historic character so that, as a result, the character is diminished.



[46] The varied size, shapes, and architectural styles of these historic buildings are unique to this street in Christiansted, St. Croix, USVI, and should be retained in a rehabilitation project.

[47] Original paving stones contribute to the character of the historic setting and distinguish this block from other streets in the district.





[48] Old police and fire call boxes, which are distinctive features in this historic district, have been retained, and now showcase work by local artists.

[49] Low stone walls are character-defining features in this hilly, early-20th-century residential neighborhood.

SETTING (DISTRICT / NEIGHBORHOOD)

RECOMMENDED	NOT RECOMMENDED
Retaining the historic relationship between buildings and landscape features in the setting. For example, preserving the relationship between a town common or urban plaza and the adjacent houses, municipal buildings, roads, and landscape and streetscape features.	Altering the relationship between the buildings and landscape features in the setting by widening existing streets, changing landscape materials, or locating new streets or parking areas where they may negatively impact the historic character of the setting.
	Removing or relocating buildings or landscape features, thereby destroying the historic relationship between buildings and the landscape in the setting.



SETTING (DISTRICT / NEIGHBORHOOD)

RECOMMENDED	NOT RECOMMENDED
Protecting and maintaining historic features in the setting through regularly-scheduled maintenance and grounds and landscape management.	Failing to protect and maintain materials in the setting on a cyclical basis so that deterioration of buildings and landscape features results. Stripping or removing historic features from buildings or the setting, such as a porch, fencing, walkways, or plant material.
Installing protective fencing, bollards, and stanchions in the setting, when necessary for security, that are as unobtrusive as possible.	Installing protective fencing, bollards, and stanchions in the setting, when necessary for security, without taking into consideration their location and visibility so that they negatively impact the historic character of the setting.
Protecting buildings and landscape features when undertaking work in the setting.	Failing to protect buildings and landscape features during work in the setting.
Evaluating the overall condition of materials and features to determine whether more than protection and maintenance, such as repairs to materials and features in the setting, will be necessary.	Failing to undertake adequate measures to ensure the protection of materials and features in the setting.
Repairing features in the setting by reinforcing the historic materials. Repairs may include the replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of setting features when there are surviving prototypes, such as fencing, paving materials, trees, and hedgerows. Repairs should be physically and visually compatible.	Failing to repair and reinforce damaged or deteriorated historic materials and features in the setting. Removing material that could be repaired or using improper repair techniques. Replacing an entire feature of the building or landscape in the setting when repair of materials and limited replacement of deteriorated or missing components are feasible.

SETTING (DISTRICT / NEIGHBORHOOD)

RECOMMENDED	NOT RECOMMENDED
Replacing in kind an entire building or landscape feature in the setting that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a character-defining feature of the building or landscape from the setting that is unrepairable and not replacing it or replacing it with a new feature that does not match. Using a substitute material for the replacement that does not convey the same appearance of the surviving building or landscape feature in the setting or that is physically or ecologically incompatible.
<i>The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.</i>	
Designing the Replacement for Missing Historic Features	
Designing and installing a new feature of the building or landscape in the setting when the historic feature is completely missing. This could include missing steps, streetlights, terraces, trees, and fences. The design may be an accurate restoration based on documentary and physical evidence, but only when the feature to be replaced coexisted with the features currently in the setting. Or, it may be a new design that is compatible with the historic character of the setting.	Creating an inaccurate appearance because the replacement for the missing feature is based upon insufficient physical or historic documentation; is not a compatible design, or because the feature did not coexist with the features currently in the setting. Introducing a new building or landscape feature that is visually or otherwise incompatible with the setting's historic character (e.g., replacing low metal fencing with a high wood fence).
Alterations and Additions for a New Use	
Designing new features (such as parking areas, access ramps, or lighting), when required by a new use, so that they are as unobtrusive as possible, retain the historic relationships between buildings and the landscape in the setting, and are compatible with the historic character of the setting.	Locating parking areas directly adjacent to historic buildings where vehicles may cause damage to buildings or landscape features or when they negatively impact the historic character of the setting if landscape features and plant materials are removed.
Designing new exterior additions to historic buildings or adjacent new construction that are compatible with the historic character of the setting that preserve the historic relationship between the buildings and the landscape.	Introducing new construction into historic districts which is visually incompatible or that destroys historic relationships within the setting, or which damages or destroys important landscape features.
Removing non-significant buildings, additions, or landscape features which detract from the historic character of the setting.	Removing a historic building, a building feature, or landscape feature which is important in defining the historic character of the setting.

CODE-REQUIRED WORK

RECOMMENDED

NOT RECOMMENDED

*Sensitive solutions to meeting accessibility and life-safety code requirements are an important part of protecting the historic character of the building and site. Thus, work that must be done to meet use-specific code requirements should be considered early in planning a **Rehabilitation** of a historic building for a new use. Because code mandates are directly related to occupancy, some uses require less change than others and, thus, may be more appropriate for a historic building. Early coordination with code enforcement authorities can reduce the impact of alterations necessary to comply with current codes.*

ACCESSIBILITY

Identifying the historic building's character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting which may be affected by accessibility code-required work.

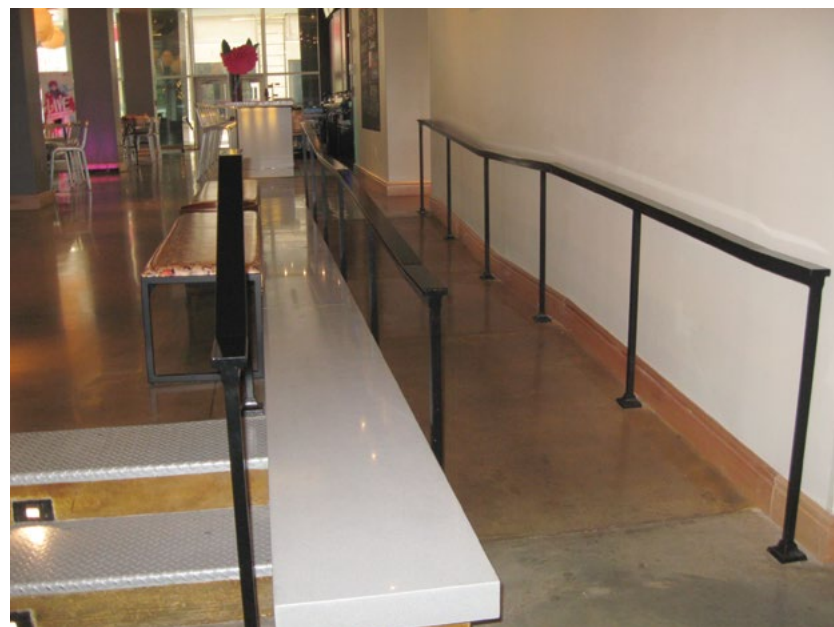
Undertaking accessibility code-required alterations before identifying those exterior features, interior spaces, features, and finishes, and features of the site and setting which are character defining and, therefore, must be preserved.

Complying with barrier-free access requirements in such a manner that the historic building's character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting are preserved or impacted as little as possible.

Altering, damaging, or destroying character-defining exterior features, interior spaces, features, and finishes, or features of the site and setting while making modifications to a building, its site, or setting to comply with accessibility requirements.

[50] This kitchen in a historic apartment complex was rehabilitated to meet accessibility requirements.

[51] A new interior access ramp with a simple metal railing is compatible with the character of this mid-century-modern building.



CODE-REQUIRED WORK

RECOMMENDED

NOT RECOMMENDED

Working with specialists in accessibility and historic preservation to determine the most sensitive solutions to comply with access requirements in a historic building, its site, or setting.	Making changes to historic buildings, their sites, or setting without first consulting with specialists in accessibility and historic preservation to determine the most appropriate solutions to comply with accessibility requirements.
Providing barrier-free access that promotes independence for the user while preserving significant historic features.	Making modifications for accessibility that do not provide independent, safe access while preserving historic features.
Finding solutions to meet accessibility requirements that minimize the impact of any necessary alteration on the historic building, its site, and setting, such as compatible ramps, paths, and lifts.	Making modifications for accessibility without considering the impact on the historic building, its site, and setting.

[52] The access ramp blends in with the stone façade of the First National Bank in Stephenville, TX, and is appropriately located on the side where it is does not impact the historic character of the building. Photo: Nancy McCoy, QuimbyMcCoy Preservation Architecture, LLP.



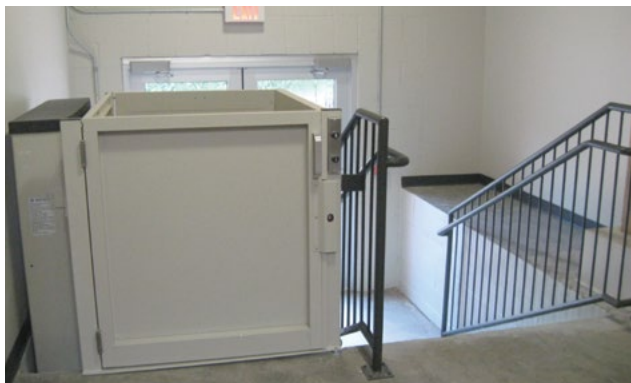
[53] This entrance ramp (right) is compatible with the historic character of this commercial building.



[54] The gently-sloped path in a historic park in Kansas City, MO, which accesses the memorial below, includes a rest area part way up the hill. Photo: STRATA Architecture + Preservation.

CODE-REQUIRED WORK

RECOMMENDED	NOT RECOMMENDED
Using relevant sections of existing codes regarding accessibility for historic buildings that provide alternative means of code compliance when code-required work would otherwise negatively impact the historic character of the property.	
Minimizing the impact of accessibility ramps by installing them on secondary elevations when it does not compromise accessibility or by screening them with plantings.	Installing elevators, lifts, or incompatible ramps at a primary entrance, or relocating primary entrances to secondary locations to provide access without investigating other options or locations.
Adding a gradual slope or grade to the sidewalk, if appropriate, to access the entrance rather than installing a ramp that would be more intrusive to the historic character of the building and the district.	
Adding an exterior stair or elevator tower that is compatible with the historic character of the building in a minimally-visible location only when it is not possible to accommodate it on the interior without resulting in the loss of significant historic spaces, features, or finishes.	
Installing a lift as inconspicuously as possible when it is necessary to locate it on a primary elevation of the historic building.	
Installing lifts or elevators on the interior in secondary or less significant spaces where feasible.	Installing lifts or elevators on the interior in primary spaces which will negatively impact the historic character of the space.



[55] The lift is compatible with the industrial character of this former warehouse.

CODE-REQUIRED WORK

RECOMMENDED

NOT RECOMMENDED

LIFE SAFETY

Identifying the historic building's character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting which may be affected by life-safety code-required work.

Undertaking life-safety code-required alterations before identifying those exterior features, interior spaces, features, and finishes, and features of the site and setting which are character defining and, therefore, must be preserved.

Complying with life-safety codes (including requirements for impact-resistant glazing, security, and seismic retrofit) in such a manner that the historic building's character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting are preserved or impacted as little as possible.

Altering, damaging, or destroying character-defining exterior features, interior spaces, features, and finishes, or features of the site and setting while making modifications to a building, its site, or setting to comply with life-safety code requirements.

Removing building materials only after testing has been conducted to identify hazardous materials, and using only the least damaging abatement methods.

Removing building materials without testing first to identify the hazardous materials, or using potentially damaging methods of abatement.

Providing workers with appropriate personal equipment for protection from hazards on the worksite.

Removing hazardous or toxic materials without regard for workers' health and safety or environmentally-sensitive disposal of the materials.

Working with code officials and historic preservation specialists to investigate systems, methods, or devices to make the building compliant with life-safety codes to ensure that necessary alterations will be compatible with the historic character of the building.

Making life-safety code-required changes to the building without consulting code officials and historic preservation specialists, with the result that alterations negatively impact the historic character of the building.

Using relevant sections of existing codes regarding life safety for historic buildings that provide alternative means of code compliance when code-required work would otherwise negatively impact the historic character of the building.

[56 a-b] In order to continue in its historic use, the door openings of this 1916 Colonial Revival-style fire station had to be widened to accommodate the larger size of modern fire trucks. Although this resulted in some change to the arched door surrounds, it is minimal and does not negatively impact the historic character of the building. (a) Above, before; Photo: Fire and Emergency Medical Services Department (FEMS), Washington, D.C.; below, after.





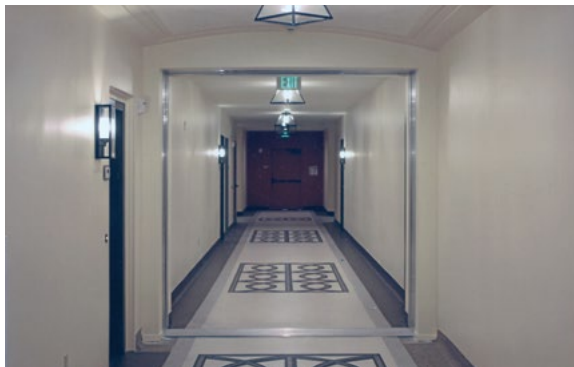
[57] Workers wear protective clothing while removing lead paint from metal features.



[59] (a-b) The decorative concrete balcony railings on this 1960s building did not meet life-safety code requirements. They were replaced with new glass railings with a fritted glass pattern matching the original design—a creative solution that satisfies codes, while preserving the historic appearance of the building when viewed from the street (c-d). Photos: (a, b, d) ERA Architects, Inc.; (c) Nathan Cyprys, photographer.

CODE-REQUIRED WORK

RECOMMENDED	NOT RECOMMENDED
Upgrading historic stairways and elevators to meet life-safety codes so that they are not damaged or otherwise negatively impacted.	Damaging or making inappropriate alterations to historic stairways and elevators or to adjacent features, spaces, or finishes in the process of doing work to meet code requirements.
Installing sensitively-designed fire-suppression systems, such as sprinklers, so that historic features and finishes are preserved.	Covering character-defining wood features with fire-retardant sheathing, which results in altering their appearance.
Applying fire-retardant coatings when appropriate, such as intumescent paint, to protect steel structural systems.	Using fire-retardant coatings if they will damage or obscure character-defining features.
Adding a new stairway or elevator to meet life-safety code requirements in a manner that preserves adjacent character-defining features and spaces.	Altering, damaging, or destroying character-defining spaces, features, or finishes when adding a new code-required stairway or elevator.
Using existing openings on secondary or less-visible elevations or, if necessary, creating new openings on secondary or less-visible elevations to accommodate second egress requirements.	Using a primary or other highly-visible elevation to accommodate second egress requirements without investigating other options or locations.
Placing a code-required stairway or elevator that cannot be accommodated within the historic building in a new exterior addition located on a secondary or minimally-visible elevation.	Constructing a new addition to accommodate code-required stairs or an elevator on character-defining elevations or where it will obscure, damage, or destroy character-defining features of the building, its site, or setting.
Designing a new exterior stairway or elevator tower addition that is compatible with the historic character of the building.	



[58] Fire doors that retract into the walls have been installed here (not visible in photo) preserve the historic character of this corridor.

RESILIENCE TO NATURAL HAZARDS

RECOMMENDED

NOT RECOMMENDED

Resilience to natural hazards should be addressed as part of the treatment Rehabilitation. A historic building may have existing characteristics or features that help address or minimize the impacts of natural hazards. These should be used to best advantage and should be taken into consideration early in the planning stages of a rehabilitation project before proposing any new treatments. When new adaptive treatments are needed they should be carried out in a manner that will have the least impact on the historic character of the building, its site, and setting. .

Identifying the vulnerabilities of the historic property to the impacts of natural hazards (such as wildfires, hurricanes, or tornadoes) using the most current climate information and data available.	Failing to identify and periodically reevaluate the potential vulnerability of the building, its site, and setting to the impacts of natural hazards.
Assessing the potential impacts of known vulnerabilities on character-defining features of the building, its site, and setting; and reevaluating and reassessing potential impacts on a regular basis.	
Documenting the property and character-defining features as a record and guide for future repair work, should it be necessary, and storing the documentation in a weatherproof location.	Failing to document the historic property and its character-defining features with the result that such information is not available in the future to guide repair or reconstruction work, should it be necessary.
Ensuring that historic resources inventories and maps are accurate, up to date, and accessible in times of emergency.	
Maintaining the building, its site, and setting in good repair, and regularly monitoring character-defining features.	Failing to regularly monitor and maintain the property and the building systems in good repair.
Using and maintaining existing characteristics and features of the historic building, its site, setting, and larger environment (such as shutters for storm protection or a site wall that keeps out flood waters) that may help to avoid or minimize the impacts of natural hazards	Allowing loss, damage, or destruction to occur to the historic building, its site, or setting by failing to evaluate potential future impacts of natural hazards or to plan and implement adaptive measures, if necessary to address possible threats.
Undertaking work to prevent or minimize the loss, damage, or destruction of the historic property while retaining and preserving significant features and the overall historic character of the building, its site, and setting.	Carrying out adaptive measures intended to address the impacts of natural hazards that are unnecessarily invasive or will otherwise adversely impact the historic character of the building, its site, or setting.



[60] In some instances, it may be necessary to elevate a historic building located in a floodplain to protect it. But this treatment is appropriate only if elevating the building will retain its historic character, including its relationship to the site, and its new height will be compatible with surrounding buildings if in a historic district. The house on the right, which has been raised only slightly, has retained its historic character. The house on the left has been raised several feet higher, resulting in a greater impact on the historic character of the house and the district.

RESILIENCE TO NATURAL HAZARDS

RECOMMENDED	NOT RECOMMENDED
Ensuring that, when planning work to adapt for natural hazards, all feasible alternatives are considered, and that the options requiring the least alteration are considered first.	
Implementing local and regional traditions (such as elevating residential buildings at risk of flooding or reducing flammable vegetation around structures in fire-prone areas) for adapting buildings and sites in response to specific natural hazards, when appropriate. Such traditional methods may be appropriate if they are compatible with the historic character of the building, its site, and setting.	Implementing a treatment traditionally used in another region or one typically used for a different property type or architectural style which is not compatible with the historic character of the property.
Using special exemptions and variances when adaptive treatments to protect buildings from known hazards would otherwise negatively impact the historic character of the building, its site, and setting.	
Considering adaptive options, whenever possible, that would protect multiple historic resources, if the treatment can be implemented without negatively impacting the historic character of the district, or archeological resources, other cultural or religious features, or burial grounds.	

Sustainability

Sustainability is usually a very important and integral part of the treatment **Rehabilitation**. Existing energy-efficient features should be taken into consideration early in the planning stages of a rehabilitation project before proposing any energy improvements. There are numerous treatments that may be used to upgrade a historic building to help it operate more efficiently while retaining its character.

The topic of sustainability is addressed in detail in *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings*.

NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS AND RELATED NEW CONSTRUCTION

RECOMMENDED	NOT RECOMMENDED
New Additions	
Placing functions and services required for a new use (including elevators and stairways) in secondary or non-character-defining interior spaces of the historic building rather than constructing a new addition.	Expanding the size of the historic building by constructing a new addition when requirements for the new use could be met by altering non-character-defining interior spaces.
Constructing a new addition on a secondary or non-character-defining elevation and limiting its size and scale in relationship to the historic building.	Constructing a new addition on or adjacent to a primary elevation of the building which negatively impacts the building's historic character.
Constructing a new addition that results in the least possible loss of historic materials so that character-defining features are not obscured, damaged, or destroyed.	Attaching a new addition in a manner that obscures, damages, or destroys character-defining features of the historic building.
Designing a new addition that is compatible with the historic building.	Designing a new addition that is significantly different and, thus, incompatible with the historic building.
Ensuring that the addition is subordinate and secondary to the historic building and is compatible in massing, scale, materials, relationship of solids to voids, and color.	Constructing a new addition that is as large as or larger than the historic building, which visually overwhelms it (i.e., results in the diminution or loss of its historic character).

NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS AND RELATED NEW CONSTRUCTION

RECOMMENDED

NOT RECOMMENDED

Using the same forms, materials, and color range of the historic building in a manner that does not duplicate it, but distinguishes the addition from the original building.	Duplicating the exact form, material, style, and detailing of the historic building in a new addition so that the new work appears to be historic.
Basing the alignment, rhythm, and size of the window and door openings of the new addition on those of the historic building.	
Incorporating a simple, recessed, small-scale hyphen, or connection, to physically and visually separate the addition from the historic building.	
Distinguishing the addition from the original building by setting it back from the wall plane of the historic building.	

[61 a-b] The materials, design, and location at the back of the historic house are important factors in making this a compatible new addition. Photos: © Maxwell MacKenzie.



NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS AND
RELATED NEW CONSTRUCTION

RECOMMENDED	NOT RECOMMENDED
Ensuring that the addition is stylistically appropriate for the historic building type (e.g., whether it is residential or institutional).	
Considering the design for a new addition in terms of its relationship to the historic building as well as the historic district, neighborhood, and setting.	



[62] The stair tower at the rear of this commercial building is a compatible new addition.

NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS AND RELATED NEW CONSTRUCTION

RECOMMENDED

NOT RECOMMENDED

Rooftop Additions

Designing a compatible rooftop addition for a multi-story building, when required for a new use, that is set back at least one full bay from the primary and other highly-visible elevations and that is inconspicuous when viewed from surrounding streets.

Constructing a rooftop addition that is highly visible, which negatively impacts the character of the historic building, its site, setting, or district.

[63] (a) A mockup should be erected to demonstrate the visibility of a proposed rooftop addition and its potential impact on the historic building. Based on review of this mockup (orange marker), it was determined that the rooftop addition would meet the Standards (b). The addition is unobtrusive and blends in with the building behind it.



NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS AND
RELATED NEW CONSTRUCTION

RECOMMENDED

Limiting a rooftop addition to one story in height to minimize its visibility and its impact on the historic character of the building.

NOT RECOMMENDED

- Constructing a highly-visible, multi-story rooftop addition that alters the building's historic character.
- Constructing a rooftop addition on low-rise, one- to three-story historic buildings that is highly visible, overwhelms the building, and negatively impacts the historic district.
- Constructing a rooftop addition with amenities (such as a raised pool deck with plantings, HVAC equipment, or screening) that is highly visible and negatively impacts the historic character of the building.



[64] **Not Recommended:**
It is generally not appropriate to construct a rooftop addition on a low-rise, two- to three-story building such as this, because it negatively affects its historic character.

NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS AND RELATED NEW CONSTRUCTION

RECOMMENDED

NOT RECOMMENDED

Related New Construction

Adding a new building to a historic site or property only if the requirements for a new or continuing use cannot be accommodated within the existing structure or structures.

Locating new construction far enough away from the historic building, when possible, where it will be minimally visible and will not negatively affect the building's character, the site, or setting.

Adding a new building to a historic site or property when the project requirements could be accommodated within the existing structure or structures.

Placing new construction too close to the historic building so that it negatively impacts the building's character, the site, or setting.

[65] (a) This (far left) is a compatible new outbuilding constructed on the site of a historic plantation house (b). Although traditional in design, it is built of wood to differentiate it from the historic house (which is scored stucco) located at the back of the site so as not to impact the historic house, and minimally visible from the public right-of-way (c).



new
addition

NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS AND RELATED NEW CONSTRUCTION

RECOMMENDED	NOT RECOMMENDED
Designing new construction on a historic site or in a historic setting that it is compatible but differentiated from the historic building or buildings.	Replicating the features of the historic building when designing a new building, with the result that it may be confused as historic or original to the site or setting.
Considering the design for related new construction in terms of its relationship to the historic building as well as the historic district and setting.	
Ensuring that new construction is secondary to the historic building and does not detract from its significance.	Adding new construction that results in the diminution or loss of the historic character of the building, including its design, materials, location, or setting. Constructing a new building on a historic property or on an adjacent site that is much larger than the historic building. Designing new buildings or groups of buildings to meet a new use that are not compatible in scale or design with the character of the historic building and the site, such as apartments on a historic school property that are too residential in appearance.
Using site features or land formations, such as trees or sloping terrain, to help minimize the new construction and its impact on the historic building and property.	
Designing an addition to a historic building in a densely-built location (such as a downtown commercial district) to appear as a separate building or infill, rather than as an addition. In such a setting, the addition or the infill structure must be compatible with the size and scale of the historic building and surrounding buildings—usually the front elevation of the new building should be in the same plane (i.e., not set back from the historic building). This approach may also provide the opportunity for a larger addition or infill when the façade can be broken up into smaller elements that are consistent with the scale of the historic building and surrounding buildings.	

STANDARDS FOR RESTORATION & GUIDELINES FOR RESTORING HISTORIC BUILDINGS

Restoration

Restoration is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.



Standards for Restoration

1. A property will be used as it was historically or be given a new use that interprets the property and its restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.
4. Materials, features, spaces and finishes that characterize other historical periods will be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed.

GUIDELINES FOR RESTORING HISTORIC BUILDINGS

INTRODUCTION

Restoration is the treatment that should be followed when the expressed goal of the project is to make the building appear as it did at a particular—and at its most significant—time in its history. The guidance provided by the **Standards for Restoration and Guidelines for Restoring Historic Buildings** is to first *identify* the materials and features from the *restoration period*. After these materials and features have been identified, they should be maintained, protected, repaired, and replaced, when necessary. Unlike the other treatments in which most, if not all, of the historic elements are retained, restoration will likely include the removal of features from other periods. Missing features from the *restoration period* should be *replaced*, based on physical or historic documentation, with either the same or compatible substitute materials. Only those designs that can be documented as having been built should be recreated in a restoration project.

Identify, Retain, and Preserve Materials and Features from the Restoration Period

The guidance for the treatment **Restoration** begins with recommendations to identify the form and detailing of those architectural materials and features that are significant to the *restoration period* as established by historic research and documentation. Therefore, guidance on *identifying, retaining, and preserving* features from the *restoration period* is always given first.

Protect and Maintain Materials and Features from the Restoration Period

After identifying those materials and features from the *restoration period* that must be retained in the process of **Restoration** work, then *protecting and maintaining* them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. Protection includes the maintenance of materials and features from the *restoration period* as well as ensuring that the property is protected before and during restoration work. An overall evaluation of the physical condition of the features from the *restoration period* should always begin at this level.

Repair (Stabilize, Consolidate, and Conserve) Materials and Features from the Restoration Period

Next, when the physical condition of *restoration-period* features requires additional work, repairing by *stabilizing, consolidating, and conserving* is recommended. **Restoration** guidance focuses on the preservation of those materials and features that are significant to the period. In **Restoration**, repair may include the limited replacement in kind or with a compatible substitute material of extensively deteriorated or missing components of existing *restoration-period* features when there are surviving prototypes to use as a model.

Replace Extensively Deteriorated Features from the Restoration Period

In **Restoration**, *replacing* an entire feature from the *restoration period*, such as a porch, that is too deteriorated to repair may be appropriate. Together with documentary evidence, the form and detailing of the historic feature should be used as a model for the replacement. Using the same kind of material is preferred; however, compatible substitute material may be considered. New work may be unobtrusively dated to guide future research and treatment.

Remove Existing Features from Other Historic Periods

Most buildings change over time, but in **Restoration** the goal is to depict the building as it appeared at the most significant time in its history. Thus, it may involve *removing* or altering existing historic features that do not represent the *restoration period*. Materials, features, spaces, and finishes that characterize other historical periods should be documented to guide future research and treatment prior to their alteration or removal.

Recreate Missing Features from the Restoration Period

Most **Restoration** projects involve *recreating* features that were significant to the building during the *restoration period*, such as a porch, but are now missing. Missing features to be replaced should be substantiated by documentary and physical evidence to ensure the restoration is accurate. Using the same materials to depict lost features is always the preferred approach; however, using compatible substitute material is an acceptable alternative in **Restoration** because the goal of this treatment is to replicate the *appearance* of the historic building at a particular time.

If documentary and physical evidence are not available to provide an accurate recreation of missing features, the treatment **Rehabilitation** might be a better overall approach to project work.

Code-Required Work: Accessibility and Life Safety

Sensitive solutions to meeting code requirements in a **Restoration** project are an important part of protecting the historic character of the building. Work that must be done to meet accessibility and life-safety requirements must also be assessed for its potential impact on the historic building as it is restored.

Resilience to Natural Hazards

Resilience to natural hazards should be addressed as part of a **Restoration** project. A historic building may have existing characteristics or features that help to address or minimize the impacts of natural hazards. These should always be used to best advantage when planning new adaptive treatments that have the least impact on the historic character of the building, its site, and setting.

Sustainability

Sustainability should be addressed as part of a **Restoration** project. Good preservation practice is often synonymous with sustainability. Existing energy-efficient features should be retained and repaired. New sustainability treatments should generally be limited to updating existing features and systems to have the least impact on the historic character of the building.

The topic of sustainability is addressed in detail in *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings*. Although specifically developed for the treatment **Rehabilitation**, the Sustainability Guidelines can be used to help guide the other treatments.

Restoration as a Treatment. When the property's design, architectural, or historical significance during a particular period of time outweighs the potential loss of extant materials, features, spaces, and finishes that characterize other historical periods; when there is substantial physical and documentary evidence for the work; and when contemporary alterations and additions are not planned, Restoration may be considered as a treatment. Prior to undertaking work, a particular period of time, i.e., the restoration period, should be selected and justified, and a documentation plan for Restoration developed.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining and preserving masonry features from the restoration period (such as walls, brackets, railings, cornices, window and door surrounds, steps, and columns) and decorative ornament and other details, such as tooling and bonding patterns, coatings, and color.	Altering masonry features from the restoration period. Failing to document masonry features from the restoration period, which may result in their loss. Applying paint or other coatings (such as stucco) to restoration-period masonry features, or removing them, if such treatments cannot be documented to the restoration period. Changing the type of paint or coating or the color of restoration-period masonry features, unless the work can be substantiated by historical documentation.
Protecting and maintaining masonry features from the restoration period by ensuring that historic drainage features and systems that divert rainwater from masonry surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.	Failing to identify and treat the causes of masonry deterioration, such as leaking roofs and gutters or rising damp.



[1] (a) When it was acquired by the National Trust for Historic Preservation in the 1980s, Montpelier in Montpelier Station, VA, the home of James and Dolley Madison, had been much altered and enlarged since it was first constructed. Based on historical documentation and research, Montpelier was accurately restored to its 1820s appearance when the president and his wife lived there (b). Photos: Courtesy of The Montpelier Foundation.



MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.	Cleaning masonry surfaces from the restoration period when they are not heavily soiled to create a “like-new” appearance, thereby needlessly introducing chemicals or moisture into historic materials.
Carrying out masonry cleaning tests when it has been determined that cleaning is appropriate. Test areas should be examined to ensure that no damage has resulted and, ideally, monitored over a sufficient period of time to allow long-range effects to be predicted.	Cleaning masonry surfaces without testing or without sufficient time for the testing results to be evaluated.
Cleaning soiled restoration-period masonry surfaces with the gentlest method possible, such as using low-pressure water and detergent and natural bristle or other soft-bristle brushes.	Cleaning or removing paint from masonry surfaces from the restoration period using most abrasive methods (including sandblasting, other media blasting, or high-pressure water) which can damage the surface of the masonry and mortar joints. Using a cleaning or paint-removal method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures. Cleaning with chemical products that will damage some types of masonry (such as using acid on limestone or marble), or failing to neutralize or rinse off chemical cleaners from masonry surfaces.
Using biodegradable or environmentally-safe cleaning or paint-removal products.	
Using paint-removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint.	
Using coatings that encapsulate lead paint, when possible, where paint is not required to be removed to meet environmental regulations.	
Allowing only trained conservators to use abrasive or laser cleaning methods, when necessary, to clean hard-to-reach, highly-carved, or detailed decorative stone features.	

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g., hand scraping) prior to repainting.	Removing paint that is firmly adhered to masonry surfaces.
Applying compatible paint coating systems to historically-painted, restoration-period masonry following proper surface preparation.	Failing to follow manufacturers' product and application instructions when repainting masonry features.
Repainting historically-painted masonry features with colors that are documented to the restoration period of the building (i.e., verifying through paint analysis).	Using paint colors on historically-painted masonry features that are not documented to the restoration period.
Protecting adjacent restoration-period materials when cleaning or removing paint from masonry features from the restoration period.	Failing to protect adjacent restoration-period materials when cleaning or removing paint from masonry features from the restoration period.
Evaluating the overall condition of masonry from the restoration period to determine whether more than protection and maintenance, such as repairs to masonry features will be necessary.	Failing to undertake adequate measures to ensure the protection of masonry features from the restoration period.
Repairing masonry features from the restoration period by patching, splicing, consolidating, or otherwise reinforcing the masonry using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of masonry features from the restoration period when there are surviving prototypes (such as terra-cotta brackets or stone balusters) or when the replacement can be based on physical or historic documentation. The new work should match the old in material, design, scale, color, and finish.	Removing masonry from the restoration period that could be stabilized, repaired, and conserved, or using untested consolidants and unskilled personnel, potentially causing further damage to materials.

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED

NOT RECOMMENDED

Repairing masonry walls and other masonry features from the restoration period by repointing the mortar joints where there is evidence of deterioration, such as disintegrating mortar, cracks in mortar joints, loose bricks, or damaged plaster.	
Removing deteriorated lime mortar from the restoration period carefully by hand raking the joints to avoid damaging the masonry.	Removing restoration-period mortar that is not deteriorated from sound joints.

[2] (a) Decatur House in Washington, DC, was designed by William Henry Latrobe and constructed in 1816. (b) In the late-19th century, the façade was “modernized” by removing the limestone lintels on the first floor and replacing them with decorative sandstone lintels in the style of the period. (c) In the mid-20th century, the house was brought back to its original appearance based on historic documentation. Photos: The White House Historical Association and Decatur House, a National Trust Site.



MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Using power tools only on horizontal joints on restoration-period brick masonry in conjunction with hand chiseling to remove hard mortar that is deteriorated or that is a non-historic material which is causing damage to the masonry units. Mechanical tools should be used only by skilled masons in limited circumstances and generally not on short, vertical joints in brick masonry.	Allowing unskilled workers to use masonry saws or mechanical tools to remove deteriorated mortar from joints prior to repointing.
Duplicating historic mortar joints in strength, composition, color, and texture when repointing is necessary. In some cases, a lime-based mortar may also be considered when repointing Portland cement mortar joints because it is more flexible.	Repointing masonry units with mortar of high Portland cement content (unless it is the content of the mortar from the restoration period).
Duplicating restoration-period mortar joints in width and joint profile when repointing is necessary.	Using “surface grouting” or a “scrub” coating technique, such as a “sack rub” or “mortar washing,” to repoint exterior masonry units from the restoration period instead of traditional repointing methods. Changing the width or joint profile when repointing masonry from the restoration period.



[3] **Not Recommended:** Although the Dutchman stone repair has been well executed, the replacement stone is not a good color match.

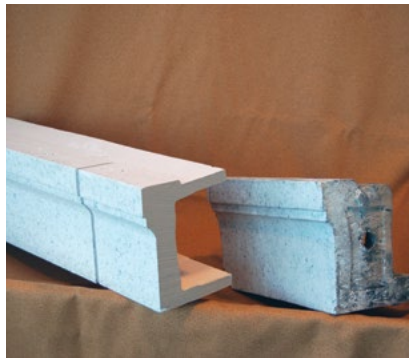
MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Repairing stucco from the restoration period by removing the damaged material and patching with new material that duplicates the historic stucco in strength, composition, color, and texture.	Removing sound stucco from the restoration period or repairing with new stucco that is different in composition from the historic stucco. Patching stucco or concrete from the restoration period without removing the source of deterioration. Replacing deteriorated stucco from the restoration period with synthetic stucco, an exterior finish and insulation system (EFIS), or other non-traditional materials.
Using mud plaster or a compatible lime-plaster adobe render, when appropriate, to repair adobe from the restoration period.	Applying cement stucco, unless it already exists, to adobe from the restoration period.
Sealing joints in concrete from the restoration period with appropriate flexible sealants and backer rods, when necessary.	Repointing masonry units from the restoration period (other than concrete) with a synthetic caulking compound instead of mortar.
Cutting damaged concrete from the restoration period back to remove the source of deterioration, such as corrosion on metal reinforcement bars. The new patch must be applied carefully so that it will bond satisfactorily with and match the historic concrete.	Patching concrete from the restoration period without removing the source of deterioration.
Using a non-corrosive, stainless-steel anchoring system when replacing damaged stone, concrete, or terra-cotta units from the restoration period that have failed.	
Repairing masonry features from the restoration period by patching, splicing, consolidating, or otherwise reinforcing the masonry using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of masonry features from the restoration period when there are surviving prototypes (such as terra-cotta brackets or stone balusters) or when the replacement can be based on physical or historic documentation. The new work should match the old in material, design, scale, color, and finish.	Removing masonry from the restoration period that could be stabilized, repaired, and conserved, or using untested consolidants, improper repair techniques, or unskilled personnel, potentially causing further damage to materials. Replacing an entire masonry feature from the restoration period, such as a cornice or balustrade, when repair of the masonry and limited replacement of deteriorated or missing components are appropriate.

[4] (a) Over the years terra-cotta cladding had been replaced on the lower floors of this early-20th century bank building with a storefront and incompatible windows. (b) A 1936 photograph of the building provided the documentation to restore its historic appearance. (c) Glass fiber reinforced plastic (GFRP) was chosen as a substitute material, and samples were made in a variety of colors and textures to obtain the best match for the missing and damaged terra cotta. (d) This photo taken after restoration shows that the GFRP replacements successfully blend in with the original terra cotta. Photo (d): Blamonet at English Wikipedia.



(a)



(c)



(d)



(b)

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Applying non-historic surface treatments, such as water-repellent coatings, to masonry from the restoration period only after repointing and only if masonry repairs have failed to arrest water penetration problems.	Applying waterproof, water-repellent, or other coatings that are not from the restoration period (such as stucco) to masonry as a substitute for repointing and masonry repairs.
Applying permeable, anti-graffiti coatings to masonry from the restoration period when appropriate.	Applying water-repellent or anti-graffiti coatings that change the historic appearance of the masonry from the restoration period or that may trap moisture if the coating is not sufficiently permeable.
Replacing in kind an entire masonry feature from the restoration period that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature. Examples can include a large section of a wall, a cornice, balustrade, pier, or parapet. If using the same kind of material is not feasible, then a compatible substitute material may be considered. The new work may be unobtrusively dated to guide future research and treatment.	Removing a masonry feature from the restoration period that is unrepairable and not replacing it, or replacing it with a new feature that does not match. Using a substitute material for the replacement that does not convey the same appearance of the surviving components of the masonry.
<i>The following Restoration work is highlighted to indicate that it involves the removal or alteration of existing historic masonry features that would be retained in Preservation and Rehabilitation treatments; and the replacement of missing masonry features from the restoration period using all new materials.</i>	
Removing Existing Features from Other Historic Periods	
Removing masonry features from other historic periods, such as a door surround, porch, or steps.	Failing to remove a masonry feature from another period, thereby confusing the depiction of the building's appearance from the restoration period.
Documenting masonry features dating from other periods prior to their alteration or removal. If possible, selected examples of these features or materials should be stored for future research.	Failing to document masonry features from other historic periods that are removed from the building so that a valuable portion of the historic record is lost.
Recreating Missing Features from the Restoration Period	
Recreating a missing masonry feature that existed during the restoration period based on documentary and physical evidence; for example, duplicating a terra-cotta bracket or stone balustrade. The new work may be unobtrusively dated to guide future research and treatment.	Constructing a masonry feature that was part of the original design for the building but was never actually built, or a feature which was thought to have existed during the restoration period but which cannot be documented.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving wood features from the restoration period (such as siding, cornices, brackets, window and door surrounds, and steps) and their paints, finishes, and colors.	Altering wood features from the restoration period. Failing to document wood features from the restoration period, which may result in their loss. Applying paint or other coatings to restoration-period wood features, or removing them, if such treatments cannot be documented to the restoration period. Changing the type of paint or coating or the color of restoration-period wood features, unless the work can be substantiated by historical documentation.
Protecting and maintaining wood features from the restoration period by ensuring that historic drainage features that divert rain-water from wood surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.	Failing to identify and treat the causes of wood deterioration, such as faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungal infestation.
Applying chemical preservatives or paint to wood features from the restoration period that are subject to weathering, such as exposed beam ends, outriggers, or rafter tails.	Using chemical preservatives that can change the appearance of wood features from the restoration period.
Implementing an integrated pest management plan to identify appropriate preventive measures to guard against insect damage, such as installing termite guards, fumigating, and treating with chemicals.	
Retaining coatings from the restoration period (such as paint) that protect the wood from moisture and ultraviolet light. Paint removal should be considered only when there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate coatings.	Stripping restoration-period paint or other coatings from wood features without recoating them.
Using biodegradable or environmentally-safe cleaning or paint-removal products.	

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Using thermal devices (such as infrared heaters) carefully to remove paint, when it is so deteriorated that total removal is necessary prior to repainting.	Using a thermal device to remove paint from wood features without first checking for and removing any flammable debris behind them. Using thermal devices without limiting the amount of time the wood is exposed to heat.
Using paint-removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint.	
Using coatings that encapsulate lead paint, when possible, where the paint is not required to be removed to meet environmental regulations.	
Using chemical strippers primarily to supplement other methods such as hand scraping, hand sanding, and thermal devices.	Failing to neutralize the wood thoroughly after using chemical paint removers so that new paint may not adhere. Removing paint from detachable, restoration-period wood features by soaking them in a caustic solution which can roughen the surface, split the wood, or result in staining from residual acid leaching out through the wood.
Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (e.g., hand scraping and hand sanding) prior to repainting.	Using potentially-damaging paint-removal methods on restoration-period wood surfaces, such as open-flame torches, orbital sanders, abrasive methods (including sandblasting, other media blasting, or high-pressure water), or caustic paint-removers. Removing paint that is firmly adhered to wood surfaces.
Applying compatible paint coating systems to historically-painted wood following proper surface preparation.	Failing to follow manufacturers' product and application instructions when repainting wood features from the restoration period.
Repainting historically-painted wood features with colors that are documented to the restoration period of the building (i.e., verifying through paint analysis).	Using paint colors on historically-painted wood features that are not documented to the restoration period.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED	NOT RECOMMENDED
Protecting adjacent restoration-period materials when cleaning or removing paint from wood features from the restoration period.	Failing to protect adjacent restoration-period materials when cleaning or removing paint from wood features from the restoration period.
Evaluating the overall condition of wood features from the restoration period to determine whether more than protection and maintenance, such as repairs to wood features, will be necessary.	Failing to undertake adequate measures to ensure the protection of wood features from the restoration period.
Repairing wood features from the restoration period by patching, splicing, consolidating, or otherwise reinforcing the wood using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of features from the restoration period when there are surviving prototypes (such as brackets, molding, or sections of siding) or when the replacement can be based on physical or historic documentation. The new work should match the old in material, design, scale, color, and finish.	Removing wood features from the restoration period that could be stabilized, repaired, and conserved, or using untested consolidants or unskilled personnel, potentially causing further damage to historic materials. Replacing an entire wood feature from the restoration period, such as a cornice or porch railing, when repair of the wood and limited replacement of deteriorated or missing components are appropriate.
Replacing in kind an entire wood feature from the restoration period that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples can include a cornice, entablature, or a balustrade. If using the same kind of material is not feasible, then a compatible substitute material may be considered. The new work may be unobtrusively dated to guide future research and treatment.	Removing a wood feature from the restoration period that is unrepairable and not replacing it, or replacing it with a new feature that does not match. Using substitute material for the replacement that does not convey the same appearance of the surviving components of the wood feature from the restoration period or that is physically incompatible.

WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

RECOMMENDED

NOT RECOMMENDED

The following Restoration work is highlighted to indicate that it involves the removal or alteration of existing historic masonry features that would be retained in Preservation and Rehabilitation treatments; and the replacement of missing wood features from the restoration period using all new materials.

Removing Existing Features from Other Historic Periods

Removing wood features from other historic periods, such as a door surround, porch, or steps.	Failing to remove a wood feature from another period, thereby confusing the depiction of the building's appearance from the restoration period.
Documenting wood features dating from other periods prior to their alteration or removal. If possible, selected examples of these features or materials should be stored for future research.	Failing to document wood features from other historic periods that are removed from the building so that a valuable portion of the historic record is lost.

Recreating Missing Features from the Restoration Period

Recreating a missing wood feature that existed during the restoration period based on documentary and physical evidence; for example, duplicating a wood dormer or porch	Constructing a wood feature that was part of the original design for the building but was never actually built, or a feature which was thought to have existed during the restoration period but cannot be documented.
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[5] New wood trim pieces were milled to match the few remaining historic features to replace those that were missing.

METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving metal features from the restoration period (such as columns, capitals, pilasters, spandrel panels, or stairways) and their finishes and colors. The type of metal should be identified prior to work because each metal has its own properties and may require a different treatment.	Altering metal features from the restoration period. Failing to document metal features from the restoration period, which may result in their loss. Applying paint or other coatings to restoration-period metal features, or removing them, if such treatments cannot be documented to the restoration period. Changing the type of paint or coating or the color of restoration-period metal features, unless the work can be substantiated by historical documentation.
Protecting and maintaining metals from the restoration period from corrosion by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.	Failing to identify and treat the causes of corrosion of restoration-period metal features such as moisture from leaking roofs or gutters.
Cleaning metals from the restoration period, when necessary, to remove corrosion prior to repainting or applying other appropriate protective coatings.	Failing to reapply coating systems after cleaning metals from the restoration period that require protection from corrosion. Removing the patina from restoration-period metal features. The patina may be a protective layer on some metals (such as bronze or copper) as well as a distinctive finish.
Identifying the particular type of metal from the restoration period prior to any cleaning procedure and then testing to ensure that the gentlest cleaning method possible is selected; or alternatively, determining that cleaning is inappropriate for the particular metal.	Using cleaning methods which alter or damage the restoration-period color, texture, and finish of the metal, or cleaning when it is inappropriate for the metal.
Using non-corrosive chemical methods to clean soft metals from the restoration period (such as lead, tinplate, terneplate, copper, and zinc) whose finishes can be easily damaged by abrasive methods.	Cleaning soft metals from the restoration period (such as lead, tinplate, terneplate, copper, and zinc) with abrasive methods (including sandblasting, other media blasting, or high-pressure water) which will damage the surface of the metal.

METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED	NOT RECOMMENDED
Using the least abrasive cleaning method on hard metals from the restoration period (such as cast iron, wrought iron, and steel) to remove paint buildup and corrosion. If hand scraping and wire brushing have proven ineffective, low-pressure abrasive methods may be used as long as they do not damage the surface.	Using high-pressure abrasive techniques without first trying gentler cleaning methods prior to cleaning cast iron, wrought iron, or steel.
Applying appropriate paint or other coating systems to historically-painted, restoration-period metal features after cleaning to protect them from corrosion.	Applying paint or other coatings to metals (such as copper, bronze, or stainless steel) if they were not coated during the restoration period.
Repainting historically-painted metal features with colors that are documented to the restoration period of the building (i.e., verifying through paint analysis).	Using paint colors on historically-painted metal features that are not documented to the restoration period of the building.
Applying an appropriate protective coating (such as lacquer or wax) to an architectural metal feature that was historically unpainted, such as a bronze door, that is subject to heavy use.	
Protecting adjacent restoration-period materials when working on metal features from the restoration period.	Failing to protect adjacent restoration-period materials when working on metal features from the restoration period.
Evaluating the overall condition of metals from the restoration period to determine whether more than protection and maintenance, such as repairs to metal features, will be necessary.	Failing to undertake adequate measures to ensure the protection of metal features from the restoration period.
Repairing metal features from the restoration period by reinforcing the metal by using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of features when there are surviving prototypes (such as porch balusters, column capitals or bases, storefronts, railings, or porch cresting) or when the replacement can be based on physical or historic documentation. The new work should match the old in material, design, scale, color, and finish.	Removing metal features from the restoration period that could be stabilized, repaired, and conserved, or using improper repair techniques, or untrained personnel, potentially causing further damage to historic materials. Replacing an entire metal feature from the restoration period, such as a column or balustrade, when repair of the metal and limited replacement of deteriorated or missing components are appropriate.

[6] Preliminary work before starting restoration revealed that the columns and the decorative shingles ornamenting the top floor of this historic building were fabricated of metal to imitate the red sandstone used elsewhere on the building.



METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

RECOMMENDED

NOT RECOMMENDED

Replacing in kind an entire metal feature from the restoration period that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such a feature could include cast-iron porch steps or steel-sash windows. If using the same kind of material is not feasible, then a compatible substitute material may be considered as long as it has the same appearance as the original. The new work may be unobtrusively dated to guide future research and treatment.

Removing a metal feature from the restoration period that is unreparable and not replacing it, or replacing it with a new feature that does not match.

Using a substitute material for the replacement that does not convey the same appearance of the surviving components of the metal feature from the restoration period or that is physically or chemically incompatible.

The following Restoration work is highlighted to indicate that it involves the removal or alteration of existing historic masonry features that would be retained in Preservation and Rehabilitation treatments; and the replacement of missing metal features from the restoration period using all new materials.

Removing Existing Features from Other Historic Periods

Removing metal features from other historic periods, such as a cast-iron porch railing or aluminum windows.

Failing to remove a metal feature from another period, thereby confusing the depiction of the building's appearance from the restoration period.

Documenting metal features dating from other periods prior to their alteration or removal. If possible, selected examples of these features or materials should be stored for future research.

Failing to document metal features from other historic periods that are removed from the building so that a valuable portion of the historic record is lost.

Recreating Missing Features from the Restoration Period

Recreating a missing metal feature that existed during the restoration period based on documentary and physical evidence; for example, duplicating a cast-iron storefront or porch.

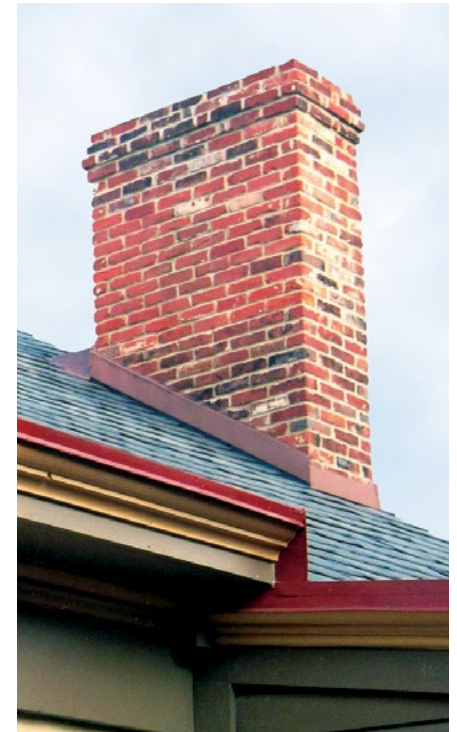
Constructing a metal feature that was part of the original design for the building but was never actually built, or a feature which was thought to have existed during the restoration period but cannot be documented.

ROOFS

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving roofs from the restoration period and their functional and decorative features. The form of the roof (gable, hipped, gambrel, flat, or mansard) is significant, as are its decorative and functional features (such as cupolas, cresting, parapets, monitors, chimneys, weather vanes, dormers, ridge tiles, and snow guards), roofing materials (such as slate, wood, clay tile, metal, roll roofing, or asphalt shingles) and size, color, and patterning.	Altering roof and roofing materials from the restoration period. Failing to document roof features from the restoration period, which may result in their loss. Changing the type of paint or coating or the color of restoration-period roof features, unless the work can be substantiated by historical documentation. Stripping the roof of sound historic roofing material (such as slate, clay tile, wood, or metal) from the restoration period.
Protecting and maintaining a roof from the restoration period by cleaning gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for indications of moisture due to leaks or condensation.	Failing to clean and maintain gutters and downspouts so that water and debris collect and cause damage to roof fasteners, sheathing, and the underlying structure.
Providing adequate anchorage for roofing material from the restoration period to guard against wind damage and moisture penetration.	Allowing flashing, caps, and exposed roof fasteners to corrode, which accelerates deterioration.
Protecting a leaking roof with a temporary waterproof membrane with a synthetic underlayment, roll roofing, plywood, or a tarpaulin until it can be repaired.	Leaving a leaking roof unprotected so that accelerated deterioration of historic building materials from the restoration period (such as masonry, wood, plaster, paint, and structural members) results.
Repainting a roofing material from the restoration period that requires a protective coating and was painted historically (such as a terneplate metal roof or gutters) as part of regularly-scheduled maintenance.	Failing to repaint a roofing material from the restoration period that requires a protective coating and was painted historically as part of regularly-scheduled maintenance.
Protecting a restoration-period roof covering when working on other roof features from the restoration period.	Failing to protect restoration-period roof coverings when working on other roof features from the restoration period.
Evaluating the overall condition of the roofing materials from the restoration period to determine whether more than protection and maintenance, such as repairs to roof features, will be necessary.	Failing to undertake adequate measures to ensure the protection of roof features from the restoration period.



[7 a-b] This crumbling chimney was restored to its historic appearance using matching bricks.



[8] The missing steeple of this historic church was replaced with a new steeple made of a substitute material that, from the street below, closely resembles the original steeple. *Photo: en.Wikipedia.*

ROOFS

RECOMMENDED	NOT RECOMMENDED
Repairing a roof from the restoration period by reinforcing the materials that comprise the roof using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of features when there are surviving prototypes (such as cupola louvers, cresting, dormer roofing, roof monitors, or slate or tile on a main roof) or when replacement can be based on physical or historic documentation. The new work should match the old in materials, design, scale, color, and finish.	Replacing an entire roof feature from the restoration period, such as a dormer, when repair of the roofing materials and limited replacement of deteriorated or missing components are feasible. Failing to reuse intact slate or tile from the restoration period when only the roofing substrate or fasteners need replacement.
Replacing in kind an entire roof covering or feature from the restoration period that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such a feature could include a large section of roofing, a dormer, or a chimney. If using the same kind of material is not feasible, then a compatible substitute material may be appropriate.	Removing a roof feature from the restoration period that is unrepairable, such as a chimney or dormer, and not replacing it, or replacing it with a feature that does not match. Using a substitute material for the replacement of a single element of a roof (such as a tile or slate) or an entire feature that does not convey the same appearance of the surviving components of the roof feature from the restoration period or that is physically or chemically incompatible.
<i>The following Restoration work is highlighted to indicate that it involves the removal or alteration of existing historic masonry features that would be retained in Preservation and Rehabilitation treatments; and the replacement of missing roof features from the restoration period using all new materials.</i>	
Removing Existing Features from Other Historic Periods	
Removing roofs or roof features from other historic periods, such as a dormer or asphalt roofing.	Failing to remove a roof feature from another period, thereby confusing the depiction of the building's appearance from the restoration period.
Documenting roof features dating from other periods prior to their alteration or removal. If possible, selected examples of these features or materials should be stored for future research.	Failing to document roofing materials and roof features from other historic periods that are removed from the building so that a valuable portion of the historic record is lost.
Recreating Missing Features from the Restoration Period	
Recreating a missing roofing material or roof feature that existed during the restoration period based on documentary and physical evidence; for example, duplicating a former dormer or cupola.	Constructing a roof feature that was part of the original design for the building but was never actually built, or a feature which was thought to have existed during the restoration period but cannot be documented.

WINDOWS

RECOMMENDED

NOT RECOMMENDED

Identifying, retaining, and preserving windows from the restoration period and their functional and decorative features. The window material and how the window operates (e.g., double hung, casement, awning, or hopper) are significant, as are its components (including sash, muntins, ogee lugs, glazing, pane configuration, sills, mullions, hardware, casings or brick molds) and related features, such as shutters.	Altering windows or window features from the restoration period. Failing to document window features from the restoration period, which may result in their loss. Applying paint or other coatings to restoration-period window features, or removing them, if such treatments cannot be documented to the restoration period. Changing the type of paint or coating or the color of restoration-period windows, unless the work can be substantiated by historical documentation. Stripping windows of sound historic material (such as wood or metal) from the restoration period.
Conducting an in-depth survey of the condition of existing windows from the restoration period early in the planning process so that repair, upgrading, and, if necessary, possible replacement options can be fully explored.	Replacing windows from the restoration period solely because of peeling paint, broken glass, stuck sash, or high air infiltration. These conditions, in themselves, do not indicate that windows are beyond repair.
Protecting and maintaining the restoration-period wood or metal which comprises the window jamb, sash, and trim through appropriate surface treatments such as cleaning, paint removal, and reapplication of the same protective coatings.	Failing to protect and maintain window materials from the restoration period on a cyclical basis so that deterioration of the window results.
Protecting windows from the restoration period against vandalism before work begins by covering them and by installing alarm systems that are keyed into local protection agencies.	Leaving windows unprotected before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected windows.
Installing impact-resistant glazing, when necessary for security, so that it is compatible with the historic windows from the restoration period and does not damage them or negatively impact their character.	Installing impact-resistant glazing, when necessary, for security that is not compatible with the historic windows from the restoration period and damages them or negatively impacts their character.

WINDOWS

RECOMMENDED

NOT RECOMMENDED

Protecting restoration-period windows when working on other features of the building.	Failing to protect restoration-period windows when working on other features of the building.
Protecting and retaining historic glass from the restoration period when replacing putty or repairing other components of the window.	Failing to protect historic glass from the restoration period when making repairs.
Sustaining the historic operability of windows from the restoration period by lubricating friction points and replacing broken components of the operating system (such as hinges, latches, sash chains or cords) and replacing deteriorated gaskets or insulating units.	Failing to maintain windows and window components from the restoration period so that windows are inoperable, or sealing operable sash permanently. Failing to repair and reuse window hardware from the restoration period, such as sash lifts, latches, and locks.
Evaluating the overall condition of windows from the restoration period to determine whether more than protection and maintenance, such as repairs to windows and window features, will be necessary.	Failing to undertake adequate measures to ensure the protection of window features from the restoration period.
Repairing window frames and sash from the restoration period by patching, splicing, consolidating, or otherwise reinforcing them using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated, broken, or missing components of windows when there are surviving prototypes (such as sash, sills, hardware, or shutters) or when the replacement can be based on physical or historic documentation. The new work should match the old in material, design, scale, color, and finish.	Replacing an entire window from the restoration period when repair of materials and limited replacement in kind are appropriate. Removing a window from the restoration period that is unrepairable and not replacing it, or replacing it with a new window that does not match.



[9] Historic window and shutter hardware such as that shown here should be retained and repaired in a restoration project.

WINDOWS

RECOMMENDED

Replacing in kind an entire window from the restoration period that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered. The new work may be unobtrusively dated to guide future research and treatment.

NOT RECOMMENDED

Removing a window from the restoration period that is unrepairable and not replacing it, or replacing it with a new window that does not match.

Using substitute material for the replacement that does not convey the same appearance of the surviving components of the window from the restoration period or that is physically incompatible.

The following Restoration work is highlighted to indicate that it involves the removal or alteration of existing historic masonry features that would be retained in Preservation and Rehabilitation treatments; and the replacement of missing window features from the restoration period using all new materials.

Removing Existing Features from Other Historic Periods

Removing windows or window features from other historic period, such as the glazing pattern or inappropriate shutters.

Failing to remove a window or window feature from another period, thereby confusing the depiction of the building's appearance from the restoration period.

Documenting window features dating from other periods prior to their alteration or removal. If possible, selected examples of these features or materials should be stored for future research.

Failing to document window features from other historic periods that are removed from the building so that a valuable portion of the historic record is lost.

Recreating Missing Features from the Restoration Period

Recreating a missing window or window feature that existed during the restoration period based on documentary and physical evidence; for example, duplicating a hoodmold or shutter.

Constructing a window feature that was part of the original design for the building but was never actually built, or constructing a feature which was thought to have existed during the restoration period but cannot be documented.

ENTRANCES AND PORCHES

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving entrances and porches from the restoration period and their functional and decorative features. The materials themselves (including wood, masonry, and metal) are important, as are their features, such as doors, transoms, pilasters, columns, balustrades, stairs, roofs, and projecting canopies.	Altering entrances and porch features from the restoration period. Failing to document entrance and porch features from the restoration period, which may result in their loss. Applying paint or other coatings to restoration-period entrance and porch features, or removing them, if such treatments cannot be documented to the restoration period. Changing the type of paint or coating or the color of restoration-period entrance and porch features, unless the work can be substantiated by historical documentation. Stripping entrances and porches of sound material from the restoration period, such as wood, cast iron, tile, or brick.
Protecting and maintaining the masonry, wood, and metals which comprise entrances and porches from the restoration period through appropriate surface treatments, such as cleaning, rust removal, paint removal, and reapplication of protective coatings.	Failing to protect and maintain materials from the restoration period on a cyclical basis so that deterioration of the entrance or porch results.
Protecting entrances and porches against arson and vandalism before work begins by covering them and by installing alarm systems keyed into local protection agencies.	Leaving entrances and porches unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected entrances.
Protecting entrance and porch features from the restoration period when working on other features of the building.	Failing to protect entrances and porches from the restoration period when working on other features of the building.
Evaluating the overall condition of entrances and porches from the restoration period to determine whether more than protection and maintenance, such as repairs to entrance and porch features, will be necessary.	Failing to undertake adequate measures to ensure the protection of entrance and porch features from the restoration period.

ENTRANCES AND PORCHES

RECOMMENDED

Repairing entrances and porches from the restoration period by reinforcing them or replacing deteriorated materials using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of features when there are surviving prototypes (such as balustrades, columns, and stairs) or when the replacement can be based on physical or historic documentation. The new work should match the old in material, design, scale, color, and finish.

NOT RECOMMENDED

Replacing an entire entrance or porch feature from the restoration period when the repair of materials and limited replacement of deteriorated or missing components are feasible.

[10] (a) The entrance of this house had been altered over the years, including removal of the porch floor and steps. (b) This photograph shows the house after the porch and steps were restored to their historic appearance.



ENTRANCES AND PORCHES

RECOMMENDED	NOT RECOMMENDED
Replacing in kind an entire entrance or porch from the restoration period that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered. The new work may be unobtrusively dated to guide future research and treatment.	Removing an entrance or porch feature from the restoration period that is unrepairable and not replacing it, or replacing with a new entrance or porch that does not match. Using a substitute material for the replacement that does not convey the same appearance of the surviving components of restoration-period entrance or porch features or that is otherwise incompatible.
<i>The following Restoration work is highlighted to indicate that it involves the removal or alteration of existing historic entrances and porches or their features that would be retained in Preservation and Rehabilitation treatments; and the replacement of missing entrances and porches or their features from the restoration period using all new materials.</i>	
Removing Existing Features from Other Historic Periods	
Removing entrances and porches and their features from other historic periods, such as a porch railing.	Failing to remove an entrance or porch feature from another period, thereby confusing the depiction of the building's appearance from the restoration period.
Documenting entrance and porch features dating from other periods prior to their alteration or removal. If possible, selected examples of these features or materials should be stored for future research.	Failing to document entrance and porch features from other historic periods that are removed from the building so that a valuable portion of the historic record is lost.
Recreating Missing Features from the Restoration Period	
Recreating a missing entrance or porch or its features that existed during the restoration period based on documentary and physical evidence; for example, duplicating a transom or porch column.	Constructing an entrance or porch feature that was part of the original design for the building but was never actually built, or constructing a feature which was thought to have existed during the restoration period but cannot be documented.

STOREFRONTS

RECOMMENDED

NOT RECOMMENDED

Identifying, retaining, and preserving storefronts from the restoration period and their functional and decorative features. The storefront materials (including wood, masonry, metals, ceramic tile, clear glass, and pigmented structural glass) and the configuration of the storefront are significant, as are its features, such as display windows, base panels, bulkheads, signs, doors, transoms, kick plates, corner posts, piers, and entablatures.	Altering storefronts and their features from the restoration period. Failing to document storefront features from the restoration period, which may result in their loss. Applying paint or other coatings to restoration-period storefront features, or removing them, if such treatments cannot be documented to the restoration period. Changing the type of paint or coating or the color of restoration-period storefront features, unless the work can be substantiated by historical documentation. Stripping storefronts of material from the restoration period, such as wood, cast iron, ceramic tile, pigmented structural glass, or masonry.
Protecting and maintaining masonry, wood, glass, ceramic tile, and metals which comprise storefronts from the restoration period through appropriate surface treatments, such as cleaning, paint removal, and reapplication of protective coatings.	Failing to protect and maintain storefront materials from the restoration period on a cyclical basis so that deterioration of storefront features results. Replacing storefront windows from the restoration period rather than maintaining all the components of the window system.
Protecting storefronts against arson and vandalism before work begins by covering windows and doors and by installing alarm systems keyed into local protection agencies.	Leaving the storefront unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected entrances.
Protecting restoration-period storefront features when working on other features of the building.	Failing to protect the restoration-period storefront when working on other features of the building.
Evaluating the overall condition of the storefront from the restoration period to determine whether more than protection and maintenance, such as repairs to storefront features, will be necessary.	Failing to undertake adequate measures to ensure the protection of storefront features from the restoration period.



[11] (a) Some of the materials on the front of this historic building had been previously replaced, but the façade retained its essential distinctive features and design. (b) A vintage postcard of the building (far left) provided sufficient documentation to restore the façade to its historic 1945 appearance, using spandrel glass as a replacement for the original Carrara glass (c). Photo (b): Courtesy Kelsey & Associates.

STOREFRONTS

RECOMMENDED

NOT RECOMMENDED

Repairing storefronts from the restoration period by reinforcing them or replacing deteriorated materials using recognized preservation methods. Repair may include the limited replacement in kind or with compatible substitute materials of those extensively deteriorated or missing components of features when there are surviving prototypes (such as transoms, pilasters, or signs) or when the replacement can be based on physical or historic documentation. The new work should match the old in material, design, scale, color, and finish.	Replacing an entire storefront from the restoration period when repair of materials and limited replacement of deteriorated or missing components are feasible.
Replacing in kind an entire storefront from the restoration period that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered. The new work may be unobtrusively dated to guide future research and treatment.	Removing a storefront from the restoration period that is unrepairable and not replacing it, or replacing it with a new storefront that does not match. Using a substitute material for the replacement that does not convey the same appearance of the surviving components of the restoration-period storefront or that is physically incompatible.
<i>The following Restoration work is highlighted to indicate that it involves the removal or alteration of existing historic entrances and porches or their features that would be retained in Preservation and Rehabilitation treatments; and the replacement of missing storefronts or their features from the restoration period using all new materials.</i>	
Removing Existing Features from Other Historic Periods	
Removing storefronts and their features from other historic periods, such as later cladding or signage.	Failing to remove a storefront feature from another period, thereby confusing the depiction of the building's appearance from the restoration period.
Documenting storefront features dating from other periods prior to their alteration or removal. If possible, selected examples of these features or materials should be stored for future research.	Failing to document storefront features from other historic periods that are removed from the building so that a valuable portion of the historic record is lost.
Recreating Missing Features from the Restoration Period	
Recreating a missing storefront or storefront feature that existed during the restoration period based on documentary and physical evidence; for example, duplicating a display window or transom.	Constructing a storefront feature that was part of the original design for the building but was never actually built, or constructing a feature which was thought to have existed during the restoration period but which cannot be documented.

CURTAIN WALLS

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving curtain wall systems from the restoration period and their components. The design of the curtain wall is significant, as are its component materials (metal stick framing and panel materials, such as clear or spandrel glass, stone, terra cotta, metal, and fiber-reinforced plastic), appearance (e.g., glazing color or tint, transparency, and reflectivity), and whether the glazing is fixed, operable, or louvered glass panels. How a curtain wall is engineered and fabricated, and the fact that it expands and contracts at a different rate from the building's structural system, are important to understand when undertaking the restoration of a curtain wall system.	Altering curtain wall components from the restoration period. Failing to document curtain wall systems from the restoration period, which may result in their loss. Replacing curtain wall features from the restoration period instead of repairing or replacing only the deteriorated components.
Protecting and maintaining curtain walls and their components from the restoration period through appropriate surface treatments, such as cleaning, paint removal, and reapplication of protective coating system; and by making them watertight and ensuring that sealants and gaskets are in good condition.	Failing to protect and maintain curtain wall components from the restoration period on a cyclical basis so that deterioration of the curtain wall results.
Protecting ground-level curtain walls from the restoration period from vandalism before work begins by covering them, while ensuring adequate ventilation, and by installing alarm systems keyed into local protection agencies.	Leaving ground-level curtain walls from the restoration period unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected glazing.
Protecting restoration-period curtain wall components when working on other features of the building.	Failing to protect curtain wall components from the restoration period when working on other features of the building.
Installing impact-resistant glazing, when required by safety codes or necessary for security, with color, transparency, and reflectivity as close as possible to the original in a curtain wall system from the restoration period so that it is compatible with the historic curtain walls and does not damage them or negatively impact their character.	Installing impact-resistant glazing, when required by safety codes or necessary for security, that is not compatible with the historic curtain walls and damages them or negatively impacts their character.
Evaluating the overall condition of the curtain wall system from the restoration period and its individual components to determine whether more than protection and maintenance, such as repairs to curtain wall features, will be necessary.	Failing to undertake adequate measures to ensure the protection of curtain wall features from the restoration period.

CURTAIN WALLS

RECOMMENDED

Repairing curtain walls from the restoration period by reinforcing them or replacing deteriorated materials, including replacing deteriorated or missing sealants or gaskets, when necessary, to seal any gaps between system components. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of curtain walls where there are surviving prototypes or when the replacement can be based on physical or historic documentation. The new work should match the old in material, design, scale, color, and finish.

NOT RECOMMENDED

Replacing an entire curtain wall from the restoration period when repair of materials and limited replacement of deteriorated or missing components are feasible.



[12] This historic curtain wall features a distinctive variety of panel types which must be repaired or replicated in a restoration project if any are damaged or missing.

CURTAIN WALLS

RECOMMENDED

Replacing in kind an entire curtain wall from the restoration period that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered. The new work may be unobtrusively dated to guide future research and treatment.

NOT RECOMMENDED

Removing a curtain wall feature from the restoration period that is unrepairable and not replacing it, or replacing it with a new curtain wall feature that does not match.

Using a substitute material for the replacement that does not convey the same appearance of the surviving components of the restoration-period curtain wall or that is physically incompatible.

The following Restoration work is highlighted to indicate that it involves the removal or alteration of existing historic entrances and porches or their features that would be retained in Preservation and Rehabilitation treatments; and the replacement of missing curtain walls or their features from the restoration period using all new materials.

Removing Existing Features from Other Historic Periods

Removing curtain wall components from other historic periods.

Failing to remove a curtain wall component from another period, thereby confusing the depiction of the building's appearance from the restoration period

Documenting curtain wall components dating from other periods prior to their alteration or removal. If possible, selected examples of these components or materials should be stored for future research.

Failing to document curtain wall components from other historic periods that are removed from the building so that a valuable portion of the historic record is lost.

Recreating Missing Features from the Restoration Period

Recreating a missing curtain wall component that existed during the restoration period based on documentary and physical evidence.

Constructing a curtain wall component that was part of the original design for the building but was never actually built, or constructing a feature which was thought to have existed during the restoration period but which cannot be documented.

STRUCTURAL SYSTEMS

RECOMMENDED

NOT RECOMMENDED

Identifying, retaining, and preserving structural systems and features from the restoration period. This includes the materials that comprise the structural system (i.e., wood, metal, and masonry), the type of system, and its features, such as posts and beams, trusses, summer beams, vigas, cast-iron or masonry columns, above-grade stone foundation walls, or load-bearing masonry walls.	Altering visible features of structural systems from the restoration period. Failing to document structural systems from the restoration period, which may result in their loss. Overloading the structural system from the restoration period, or installing equipment or mechanical systems which could damage the structure. Replacing a load-bearing masonry wall from the restoration period that could be augmented and retained. Leaving known structural problems untreated, such as deflected beams, cracked and bowed walls, or racked structural members.
Protecting and maintaining the structural system from the restoration period by keeping gutters and downspouts clear and roofing in good repair; and by ensuring that wood structural members are free from insect infestation.	Failing to protect and maintain exterior materials and features from the restoration period on a cyclical basis so that deterioration of the structural system results. Using treatments or products that may retain moisture, which accelerates deterioration of structural members.
Evaluating the overall condition of the structural system from the restoration period to determine whether more than protection and maintenance, such as repairs to structural features, will be necessary.	Failing to undertake adequate measures to ensure the protection of the structural system from the restoration period.

STRUCTURAL SYSTEMS

RECOMMENDED

Repairing structural systems from the restoration period by reinforcing them by augmenting or upgrading individual components or features in a manner that is consistent with the restoration period. For example, weakened structural members, such as floor framing, can be paired with a new member, braced, or otherwise supplemented and reinforced. The new work should match the old in material, design, scale, color, and finish.

Replacing in kind or with a compatible substitute material large portions or entire features of the structural system from the restoration period that are either extensively damaged or deteriorated or that are missing when there are surviving prototypes, such as cast-iron columns, trusses, or sections of load-bearing walls, or when the replacement can be based on historic documentation. Substitute material must be structurally sufficient, physically compatible with the rest of the system, and, where visible, must have the same form, design, and appearance as the restoration-period feature. The new work may be unobtrusively dated to guide future research and treatment.

NOT RECOMMENDED

Upgrading the building structurally in a manner that diminishes the restoration-period character of the exterior (such as installing strapping channels or removing a decorative masonry cornice) or that damages interior features or spaces.

Replacing a component of the restoration-period structural system when it could be repaired or augmented and retained.

Installing a visible or exposed structural replacement feature that does not match the restoration-period feature (e.g., replacing an exposed wood summer beam with a steel beam).

Using substitute material that does not equal the load-bearing capabilities of the restoration-period structural component; does not convey the same appearance of the restoration-period component, if it is visible; or is physically incompatible.

STRUCTURAL SYSTEMS

RECOMMENDED

NOT RECOMMENDED

The following Restoration work is highlighted to indicate that it involves the removal or alteration of existing visible historic structural features that would be retained in Preservation and Rehabilitation treatments; and the replacement of missing visible structural features from the restoration period using all new materials.

Removing Existing Features from Other Historic Periods

Removing visually-intrusive structural features from other historic periods, such as a non-matching column.	Failing to remove or alter a visually-intrusive structural feature from another period, thereby confusing the depiction of the building's appearance from the restoration period.
Documenting structural features dating from other periods prior to their alteration or removal. If possible, selected examples of these features or materials should be stored to facilitate future research.	Failing to document structural features from other historic periods that are removed from the building so that a valuable portion of the historic record is lost.

Recreating Missing Features from the Restoration Period

Recreating a missing, visible structural feature that existed during the restoration period based on documentary and physical evidence; for example, duplicating a viga or cast-iron column.	Constructing a visible structural feature that was part of the original design for the building but was never actually built, or constructing a feature which was thought to have existed during the restoration period but cannot be documented.
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MECHANICAL SYSTEMS: HEATING, AIR CONDITIONING, ELECTRICAL, AND PLUMBING

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving visible features of mechanical systems from the restoration period, such as radiators, vents, fans, grilles, and plumbing and lighting fixtures.	Altering visible features of mechanical systems from the restoration period. Failing to document visible features of mechanical systems from the restoration period, which may result in their loss.
Protecting and maintaining functioning mechanical, plumbing, and electrical systems and their features from the restoration period through cyclical maintenance.	Failing to protect and maintain functioning mechanical, plumbing, and electrical systems from the restoration period on a cyclical basis so that their deterioration results.
Improving the energy efficiency of functioning mechanical systems to help reduce the need for a new system by installing storm windows and insulating attics and crawl spaces, if appropriate.	
Repairing functioning mechanical systems by augmenting or upgrading system components (such as installing new pipes and ducts), rewiring, or adding new compressors or boilers.	Replacing a functioning mechanical system or its components when it could be upgraded and retained.
Replacing in kind or with a compatible substitute material those extensively deteriorated or missing visible features of restoration-period mechanical systems when there are prototypes, such as ceiling fans, radiators, grilles, or lighting fixtures.	Installing a visible replacement feature that does not convey the same appearance as the restoration-period feature.
Installing a new mechanical system, if required, in a manner that results in the least alteration possible to the building's appearance from the restoration period.	Installing a new mechanical system in a manner that the appearance of visible structural or interior features from the restoration period is significantly changed, or the features are damaged or destroyed.
Providing adequate structural support for new mechanical equipment.	Failing to consider the weight and design of new mechanical equipment so that, as a result, restoration-period structural members or finished surfaces are weakened or cracked.

MECHANICAL SYSTEMS: HEATING, AIR CONDITIONING, ELECTRICAL, AND PLUMBING

RECOMMENDED	NOT RECOMMENDED
Installing new mechanical and electrical systems and ducts, pipes, and cables in closets, services areas, and wall cavities to preserve the restoration-period character of the interior space.	Installing ducts, pipes, and cables where they will obscure features from the restoration period. Concealing mechanical equipment in walls or ceilings in a manner that results in extensive loss or damage or otherwise obscures restoration-period building materials and features.
Installing air conditioning units, if needed, in such a manner that features from the restoration period are not damaged or obscured, and so that excessive moisture is not generated that will accelerate deterioration of materials from the restoration period.	
<i>The following Restoration work is highlighted to indicate that it involves the removal or alteration of existing visible features of the mechanical system that would be retained in Preservation and Rehabilitation treatments; and the replacement of missing visible features of the mechanical system from the restoration period using all new materials..</i>	
Removing Existing Features from Other Historic Periods	
Removing mechanical systems and their visible features from other periods, such as a later elevator.	Failing to remove or alter a visually-intrusive structural feature from another period, thereby confusing the depiction of the building's appearance from the restoration period.
Documenting mechanical systems and features from other periods prior to their alteration or removal. If possible, selected examples of these features should be stored for future research.	Failing to document structural features from other historic periods that are removed from the building so that a valuable portion of the historic record is lost.
Recreating Missing Features from the Restoration Period	
Recreating a missing feature of the mechanical system that existed during the restoration period based on documentary and physical evidence; for example, duplicating a heating vent or lighting fixture.	Constructing a mechanical system or feature that was part of the original design for the building but was never actually built, or constructing a feature which was thought to have existed during the restoration period but cannot be documented.

INTERIOR SPACES, FEATURES, AND FINISHES

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving a floor plan and interior spaces, features, and finishes from the restoration period. Significant spatial characteristics include the size, configuration, proportion, and relationship of rooms and corridors; the relationship of features to spaces; and the spaces themselves, such as lobbies, lodge halls, entrance halls, parlors, theaters, auditoriums, gymnasiums, and industrial and commercial interiors. Color, texture, and pattern are important characteristics of features and finishes, which can include such elements as columns, plaster walls and ceilings, flooring, trim, fireplaces and mantels, paneling, light fixtures, hardware, decorative radiators, ornamental grilles and registers, windows, doors, and transoms; plaster, paint, wallpaper and wall coverings, and special finishes, such as marbleizing and graining; and utilitarian (painted or unpainted) features, including wood, metal, or concrete exposed columns, beams, and trusses and exposed load-bearing brick, concrete, and wood walls.	Altering a floor plan, interior spaces (including individual rooms), features, or finishes from the restoration period. Failing to document interior spaces, features, and finishes from the restoration period, which may result in their loss. Applying paint, plaster, or other coatings to surfaces that have been unfinished historically, if the work cannot be documented. Changing the type of finish or the color, such as painting a historically-varnished wood feature from the restoration period, or removing paint from a historically-painted feature from the restoration period and staining and varnishing it, unless the work can be substantiated by physical or historic documentation. Stripping paint to bare wood rather than repainting, or not reapplying documented grained or marbled finishes from the restoration period to features, such as doors and paneling. Removing restoration-period interior features (such as mantels, woodwork, doors, windows, light fixtures, or radiators) or other decorative materials from the restoration period.
Protecting and maintaining interior spaces, and materials, features, and finishes from the restoration period through appropriate surface treatments, such as cleaning, paint removal, and reapplication of protective coating systems.	Failing to protect interior features and finishes from the restoration period when working on the interior.
Protecting interior features and finishes from the restoration period against arson and vandalism before project work begins by covering broken windows and boarding open doorways, while ensuring adequate ventilation, and by installing fire alarm systems keyed into local protection agencies.	Leaving the building unprotected with broken windows and open doorways before restoration begins so that the interior features and finishes from the restoration period can be damaged by exposure to weather and vandalism.

INTERIOR SPACES, FEATURES, AND FINISHES

RECOMMENDED

NOT RECOMMENDED

Protecting interior features from the restoration period (such as a staircase, mantel, flooring, or decorative finishes) from damage during project work by covering them with plywood, heavy canvas, or plastic sheeting.	Failing to protect interior features and finishes from the restoration period when working on the interior.
Removing damaged or deteriorated paint and finishes from the restoration period only to the next sound layer, using the gentlest method possible, prior to repainting or refinishing using compatible paint or other coating systems based on historical documentation.	Using potentially damaging methods, such as open-flame torches or abrasive techniques, to remove paint or other coatings. Removing paint that is firmly adhered to interior surfaces.
Repainting with colors that are documented to the building's restoration period.	Using paint colors that are inappropriate to the building's restoration period.



[13] (a) In the 1990s the Missing Soldier's Office—established by Clara Barton at the end of the Civil War—was discovered still extant on the third floor of a building in Washington, DC, that was slated for demolition. The office was restored to its historic appearance using physical and documentary evidence. The original numeral '9' is still on the door to the office, and wall paper was reproduced from scraps found on the walls (b-d).

INTERIOR SPACES, FEATURES, AND FINISHES

RECOMMENDED	NOT RECOMMENDED
Using abrasive cleaning methods only on the interior of industrial or warehouse buildings with utilitarian, unplastered masonry walls from the restoration period and where wood features are not finished, molded, beaded, or worked by hand. Low-pressure abrasive cleaning (e.g., sandblasting or other media blasting) should only be considered if test patches show no surface damage and after gentler methods have proven ineffective.	Using abrasive methods anywhere but utilitarian and industrial interior spaces or when there are other methods that are less likely to damage the surface of the material.
Evaluating the overall condition of interior materials, features, and finishes from the restoration period to determine whether more than protection and maintenance, such as repairs to features and finishes, will be necessary.	Failing to undertake adequate measures to ensure the protection of interior materials, features, and finishes from the restoration period.
Repairing Interior features and finishes from the restoration period by patching, splicing, consolidating, or otherwise reinforcing the materials using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of interior features when there are surviving prototypes (such as stairs, balustrades, wood paneling, columns, decorative wall finishes, or pressed-metal or plaster ceilings) or when the replacement can be based on physical or historic documentation. The new work should match the old in material, design, scale, color, and finish.	Replacing an interior feature from the restoration period or a finish when repair of materials and limited replacement of deteriorated or missing components are feasible.



[14] When the 1931 Fox Theater in Spokane, WA, was rehabilitated as a performing arts center, the auditorium was restored to its original Art Deco splendor.

INTERIOR SPACES, FEATURES, AND FINISHES

RECOMMENDED	NOT RECOMMENDED
Replacing in kind an entire interior feature from the restoration period that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples could include wainscoting, window and door surrounds, or interior stairs. If using the same kind of material is not feasible, then a compatible substitute material may be considered. The new work may be unobtrusively dated to guide future research and treatment.	Removing a feature or finish from the restoration period that is unrepairable and not replacing it, or replacing it with a new feature or finish that does not match. Using a substitute material for the replacement that does not convey the same appearance of the surviving components of the restoration-period interior feature or finish or that is physically incompatible.
<i>The following Restoration work is highlighted to indicate that it involves the removal or alteration of existing historic interior spaces, features, and finishes that would be retained in Preservation and Rehabilitation treatments; and the replacement of missing interior spaces, features, and finishes from the restoration period using all new materials.</i>	
Removing Existing Features from Other Historic Periods	
Removing or altering interior spaces, features, or finishes from other historic periods, such as a dropped ceiling or wood paneling.	Failing to remove an interior space, feature, or finish from another historic period, thereby confusing the depiction of the building's appearance from the restoration period.
Documenting materials and features dating from other periods prior to their alteration or removal. If possible, selected examples of these features or materials should be stored for future research.	Failing to document interior spaces, features, and finishes from other periods that are removed from the building so that a valuable portion of the historic record is lost.
Recreating Missing Features from the Restoration Period	
Recreating an interior space or a missing feature or finish from the restoration period based on documentary and physical evidence; for example, duplicating a mantel or a staircase.	Creating an interior space, adding a feature, or applying a finish that was part of the original design for the building but was never actually built, or adding a feature which was thought to have existed during the restoration period but cannot be documented.

BUILDING SITE

RECOMMENDED

NOT RECOMMENDED

Identifying, retaining, and preserving features of the building site from the restoration period. Site features may include walls, fences, or steps; circulation systems, such as walks, paths, or roads; vegetation, such as trees, shrubs, grass, orchards, hedges, windbreaks, or gardens; landforms, such as hills, terracing, or berms; furnishings and fixtures, such as light posts or benches; decorative elements, such as sculpture, statuary, or monuments; water features, such as fountains, streams, pools, lakes, irrigation ditches; and subsurface archeological resources, other cultural or religious features, or burial grounds which are also important to the restoration period of the site.	Altering buildings and their features or site features from the restoration period. Failing to document building and site features from the restoration period, which may result in their loss.
Reestablishing the relationship between buildings and the landscape on the site that existed during the restoration period.	Retaining non-restoration period buildings or landscape features on the site, thereby confusing the depiction of the restoration-period appearance of the site.
Protecting and maintaining buildings and site features from the restoration period by providing proper drainage to ensure that water does not erode foundation walls, drain toward a building, or damage or erode the landscape.	Failing to ensure that site drainage is adequate so that buildings and site features from the restoration period are damaged or destroyed. Or, alternatively, changing the site grading so that water does not drain properly.
Minimizing disturbance of the terrain around buildings or elsewhere on the site, thereby reducing the possibility of destroying or damaging important landscape features from the restoration period or archeological resources, other cultural or religious features, or burial grounds.	Using heavy machinery or equipment in areas where it may disturb or damage important landscape features from the restoration period or archeological resources, other cultural or religious features, or burial grounds.



[15] (a) Cherry Hill House and Farm (c. 1845) in Falls Church, VA, was the site of encampments during the Civil War. Outbuildings on the property, such as the corn crib (b) in the foreground which was the source of provisions for the soldiers, are important in interpreting its role during the war.



BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Surveying and documenting areas of the site where the terrain will be altered during restoration work to determine the potential impact to important landscape features from the restoration period or archeological resources, other cultural or religious features, or burial grounds from the restoration period.	Failing to survey the building site prior to beginning restoration work, which can result in damaging or destroying landscape features from the restoration period, or archeological resources, other cultural or religious features, or burial grounds.
Protecting (e.g., preserving in place) important site features, archeological resources, other cultural or religious features, or burial grounds.	Failing to protect site features from the restoration period, or archeological resources, other cultural or religious features, or burial grounds when working on the site.
Planning and carrying out any necessary investigation before restoration of the site begins, using professional archeologists and methods, when preservation in place is not feasible.	Allowing unqualified personnel to perform data recovery on archeological resources, which can result in damage or loss of important archeological material.
Preserving important landscape features from the restoration period through regularly-scheduled site maintenance of historic plant material.	Allowing important landscape features from the restoration period to be lost or damaged due to lack of site maintenance.
Protecting the building site and landscape features from the restoration period against arson and vandalism before restoration work begins by erecting temporary fencing and by installing alarm systems keyed into local protection agencies.	Leaving the property unprotected and subject to vandalism before work begins so that the building site and landscape features from the restoration period, or archeological resources, other cultural or religious features, or burial grounds can be damaged or destroyed. Removing site features from the restoration period, such as fencing, paths or walkways, masonry balustrades, or plant material.
Installing protective fencing, bollards, and stanchions on a building site, when necessary for security, that are as unobtrusive as possible.	Installing protective fencing, bollards, and stanchions on a building site, when necessary for security, without taking into consideration their location and visibility so that they negatively impact the restoration-period character of the site.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Providing continued protection and maintenance of buildings and landscape features from the restoration-period of the site through appropriate grounds and landscape management.	Failing to protect and maintain materials and features from the restoration period on a cyclical basis so that deterioration of the site results.
Protecting buildings and site features from the restoration period when working on the site.	Failing to protect buildings and landscape features from the restoration period when working on the site or failing to repair damaged or deteriorated site features.
Evaluating the overall condition of materials and features from the restoration period to determine whether more than protection and maintenance, such as repairs to site features, will be necessary.	Failing to undertake adequate measures to ensure the protection of site features from the restoration period.
Repairing site features from the restoration period which have been damaged, are deteriorated, or have missing components to reestablish the whole feature and to ensure retention of the integrity of the historic materials. Repair may include limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of site features when there are surviving prototypes, such as paving, railing, or individual plants within a group (e.g., a hedge), or when the replacement can be based on physical or historic documentation.	Replacing an entire site feature from the restoration period (such as a fence, walkway, or drive) when repair of materials and limited replacement of deteriorated or missing components are feasible.
Replacing in kind an entire restoration-period feature of the site that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples could include a walkway or fountain, a land form or plant materials. If using the same kind of material is not feasible, then a compatible substitute material may be used. The new work may be unobtrusively dated to guide future research and treatment.	Removing a site feature from the restoration period that is unrepairable and not replacing it, or replacing it with a new feature that does not match. Using a substitute material for the replacement that does not convey the same appearance of the surviving site feature from the restoration period or that is physically incompatible. Adding conjectural landscape features to the site (such as period reproduction light fixtures, fences, fountains, or vegetation) that cannot be documented, thereby confusing the depiction of the restoration-period appearance of the building site.

BUILDING SITE

RECOMMENDED

NOT RECOMMENDED

The following Restoration work is highlighted to indicate that it involves the removal or alteration of existing visible features of the building site that would be retained in Preservation and Rehabilitation treatments; and the replacement of missing visible features of the mechanical system from the restoration period using all new materials.

Removing Existing Features from Other Historic Periods

Removing site features from other historic periods, such as an outbuilding, paved road, or overgrown trees.

Failing to remove a site feature from another historic period, thereby confusing the depiction of the site's appearance from the restoration period.

Documenting features of the building site dating from other periods prior to their removal.

Failing to document site features from other periods that are removed during restoration so that a valuable portion of the historic record is lost.

Recreating Missing Features from the Restoration Period

Recreating a missing site feature from the restoration period based on documentary and physical evidence; for example, duplicating a no-longer extant terrace, gazebo, fencing, or a hedge.

Constructing a feature of the building or site that was part of the original design but was never actually built, or constructing a feature which was thought to have existed during the restoration period but cannot be documented.

[16] Archeological investigation of the property was undertaken to ensure accuracy of the restoration of Montpelier. Photo: Courtesy of The Montpelier Foundation.



SETTING (DISTRICT / NEIGHBORHOOD)

RECOMMENDED	NOT RECOMMENDED
<i>Identifying, retaining, and preserving</i> building and landscape features from the restoration period in the setting. These features can include circulation systems, such as roads and streets; furnishings and fixtures, such as light posts or benches; vegetation, gardens, and yards; adjacent open space, such as fields, parks, commons, or woodlands; and important views or visual relationships.	Altering restoration-period building and landscape features in the setting. Failing to document restoration-period buildings and landscape features in the setting, which may result in their loss.
Retaining or reestablishing the relationship between buildings and landscape features in the setting that existed during the restoration period.	Retaining non-restoration period buildings or landscape features in the setting, thereby confusing the depiction of the restoration-period appearance of the setting.



[17 a-b] The cobblestone street, brick sidewalks, and stone stoops of these houses are important restoration-period features of the late 18th-through the 19th-century restoration period of this historic district.

(a)

SETTING (DISTRICT / NEIGHBORHOOD)

RECOMMENDED	NOT RECOMMENDED
Protecting and maintaining features from the restoration period in the setting through regularly-scheduled maintenance and grounds and landscape management.	Failing to protect and maintain materials in the setting on a cyclical basis so that deterioration of buildings and landscape features results. Removing restoration-period building or landscape features in the setting, such as porches, fencing, walkways, or plant material.
Installing protective fencing, bollards, and stanchions in a setting, when necessary for security, that are as unobtrusive as possible.	Installing protective fencing, bollards, and stanchions in a setting, when necessary for security, without taking into consideration their location and visibility so that they negatively impact the historic character of the setting.



(b)

SETTING (DISTRICT / NEIGHBORHOOD)

RECOMMENDED	NOT RECOMMENDED
Protecting buildings and landscape features from the restoration period when undertaking work in the setting.	Failing to protect buildings and landscape features from the restoration period when working in the setting.
Evaluating the overall condition of restoration-period materials and features in the setting to determine whether more than protection and maintenance, such as repairs to materials and features, will be necessary.	Failing to undertake adequate measures to ensure the protection of materials and features in the setting from the restoration period.
Repairing restoration-period features in the setting by reinforcing the historic materials. Repair may include the replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of features from the restoration period when there are surviving prototypes, such as porch balustrades, paving materials, or trees.	Replacing an entire building or landscape feature from the restoration period in the setting when repair of materials and limited replacement of deteriorated or missing components are feasible.
Replacing in kind an entire restoration-period building or landscape feature in the setting that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered. The new work may be dated to guide future research and treatment.	Removing a restoration-period feature of the building or landscape in the setting that is unrepairable and not replacing it, or replacing it with a new feature that does not match. Using a substitute material for the replacement that does not convey the same appearance of the surviving restoration-period building or landscape feature in the setting or that is physically or ecologically incompatible.

SETTING (DISTRICT / NEIGHBORHOOD)

RECOMMENDED

NOT RECOMMENDED

The following Restoration work is highlighted to indicate that it involves the removal or alteration of existing historic features of the setting that would be retained in Preservation and Rehabilitation treatments; and the replacement of missing restoration-period features of the setting using all new materials.

Removing Existing Features from Other Historic Periods

Removing features of the building or landscape in the setting from other historic periods, such as a road, sidewalk, or fence.

Failing to remove a feature of the building or landscape in the setting from another period, thereby confusing the depiction of the setting's appearance from the restoration period.

Documenting features of the building or landscape in the setting dating from other periods prior to their removal.

Failing to document features of the building or landscape features in the setting from other periods that are removed during restoration so that a valuable portion of the historic record is lost.

Recreating Missing Features from the Restoration Period

Recreating a missing feature of the building or landscape in the setting that existed during the restoration period based on documentary and physical evidence; for example, duplicating a non-longer extant path or park bench.

Constructing a feature of the building or landscape that was part of the original design for the setting but was never actually built, or constructing a feature which was thought to have existed during the restoration period but cannot be documented.

CODE-REQUIRED WORK

RECOMMENDED

NOT RECOMMENDED

Sensitive solutions to meeting accessibility and life-safety code requirements are an important part of protecting the restoration-period of the building and site. Thus, work that must be done to meet use-specific code requirements in the treatment Restoration must also be assessed for its potential impact on the restoration-period of the historic building and site.

Accessibility

Identifying the restoration-period exterior features, interior spaces, features, and finishes, and features of the site and setting which may be affected by accessibility code-required work.	Undertaking accessibility code-required alterations before identifying the exterior features, interior spaces, features, and finishes, and features of the site and setting from the restoration period and, therefore, must be preserved.
Complying with barrier-free access requirements in such a manner that the restoration-period exterior features, interior spaces, features, and finishes, and features of the site and setting are preserved or impacted as little as possible.	Altering, damaging, or destroying the exterior features, interior spaces, features, and finishes, or features of the site and setting from the restoration period while complying with accessibility requirements.
Working with specialists in accessibility and historic preservation to determine the most sensitive solutions to comply with access requirements in a restoration project.	Making changes to historic buildings and their sites without first consulting with specialists in accessibility and historic preservation to determine the most appropriate solutions to comply with accessibility requirements in a manner that will preserve the character of the restoration period.
Providing barrier-free access that promotes independence for the user while preserving significant features from the restoration period.	Making access modifications that do not provide independent, safe access while preserving restoration-period features.
Finding solutions to meet accessibility requirements that minimize the impact of any necessary alteration on the restoration period of the building, its site, and setting, such as compatible ramps, paths, and lifts.	Making modifications for accessibility without considering the impact on the restoration period of the building, its site, or setting.
Using relevant sections of existing codes regarding accessibility for historic buildings that provide alternative means of code compliance when code-required work would otherwise negatively impact the restoration-period character of the property.	

CODE-REQUIRED WORK

RECOMMENDED

NOT RECOMMENDED

Minimizing the visual impact of accessibility ramps by installing them on secondary elevations when it does not compromise accessibility or by screening them with plantings.

Adding a gradual slope or grade to the sidewalk, if appropriate, to access the entrance rather than installing a ramp that would be more intrusive to the historic character of the restoration period of the building and the district.



[18 a-b] The historic Chapel of Our Lady in Cold Spring, NY, is situated on a rocky promontory overlooking the Hudson River. Installing an accessible ramp would greatly compromise the character of the building and the site. However, an audio-visual program available in a separate building—located where it would not impact the character of the site, such as this small pavilion at the rear of the property—could provide visitors otherwise unable to access the Chapel an opportunity to experience the site.

CODE-REQUIRED WORK

RECOMMENDED	NOT RECOMMENDED
Installing a lift as inconspicuously as possible when it is necessary to locate it on a primary elevation of the historic building.	
Considering placing accessible facilities needed for visitors to the restored property (e.g., restrooms) in a separate building, such as a visitor center, that is located away from the historic structure rather than in the historic building if their installation would negatively impact character-defining spaces, features, or finishes from the restoration period.	Installing accessible facilities inside or on the exterior of the historic building that are incompatible with the character of the restoration period or would damage or destroy character-defining spaces, features, or finishes from the restoration period.
Devising non-permanent or temporary adaptive treatments that meet accessibility requirements to preserve the restoration-period character of the building, its site, and setting.	
Developing and providing virtual tours to help interpret the restored property when it is not feasible or it is physically impossible to make the building or its site accessible without damaging or obscuring character-defining building and landscape features in the setting from the restoration period.	
LIFE SAFETY	
Identifying the restoration-period exterior features, interior spaces, features, and finishes, and features of the site and setting which may be affected by life-safety code-required work.	Undertaking life-safety code-required alterations before identifying the exterior features, interior spaces, features, and finishes, and features of the site and setting from the restoration period and, therefore, must be preserved.
Complying with life-safety codes (including requirements for impact-resistant glazing, security, and seismic retrofit) in such a manner that the restoration-period exterior features, interior spaces, features, and finishes, and features of the site and setting are preserved or impacted as little as possible.	Altering, damaging, or destroying the restoration-period exterior features, interior spaces, features, and finishes, or features of the site and setting from the restoration period while making modifications to a building, its site, or setting to comply with life-safety code requirements.
Removing building materials from the restoration period only after testing has been conducted to identify hazardous materials, and using only the least damaging abatement methods.	Removing building materials from the restoration period without testing first to identify any hazardous materials, or using potentially-damaging methods of abatement without considering less-invasive methods of abatement.

CODE-REQUIRED WORK

RECOMMENDED	NOT RECOMMENDED
Providing workers with appropriate personal equipment for protection from hazards on the worksite.	Removing hazardous or toxic materials without regard for workers' health and safety or environmentally-sensitive disposal of the materials.
Working with code officials and historic preservation specialists to investigate systems, methods, or devices to make the building compliant with life-safety codes to ensure that necessary alterations will be compatible with the restoration-period character of the building.	Making life-safety code-required changes to the building without consulting code officials and historic preservation specialists, with the result that alterations negatively impact the restoration-period character of the building.
Using relevant sections of existing codes regarding life safety for historic buildings that provide alternative means of compliance when life-safety code-required work would otherwise negatively impact the restoration-period character of the building.	
Upgrading restoration-period stairways and elevators to meet life-safety codes so that they are not damaged or their historic character is not negatively impacted.	Damaging or making inappropriate alterations to historic stairways or elevators or to adjacent features, spaces, or finishes from the restoration period while complying with life-safety code requirements.
Installing sensitively-designed fire-suppression systems, such as sprinklers, so that historic features and finishes from the restoration period are preserved.	Covering wood features from the restoration period with fire-retardant sheathing, which results in altering their appearance.
Applying fire-retardant coatings when appropriate, such as intumescent paint, to protect steel structural systems from the restoration period.	Using fire-retardant coatings if they will damage or obscure character-defining features from the restoration period.

RESILIENCE TO NATURAL HAZARDS

RECOMMENDED	NOT RECOMMENDED
<i>Resilience to natural hazards should be addressed as part of a Restoration project. A historic building may have existing characteristics or features from the restoration period that help address or minimize the impacts of natural hazards. These should be used to best advantage and should be taken into consideration early in the planning stages of a restoration project before proposing any additional treatments. When new adaptive treatments are needed they should be carried out in a manner that will have the least impact on the restoration-period character of the building, its site, and setting.</i>	
Identifying the vulnerabilities of the restoration-period property to the impacts of natural hazards (such as wildfires, hurricanes, or tornadoes) using the most current climate information and data available.	Failing to identify and periodically reevaluate the potential vulnerability of the restoration-period building, its site, and setting to the impacts of natural hazards.
Assessing the potential impacts of known vulnerabilities on restoration-period features of the building, its site, and setting; and reevaluating and reassessing potential impacts on a regular basis.	



[19] The 1951 Mies van der Rohe-designed Farnsworth House, Plano, IL, was built close to the Fox River, which is increasingly prone to floods. To preserve the house in its original location, historic preservation architects and engineers continue to explore ways to protect it from the flooding, including a possible system that would lift the house above the flood waters and lower it back to the ground. Photo: Courtesy Farnsworth, A Site of the National Trust for Historic Preservation.

RESILIENCE TO NATURAL HAZARDS

RECOMMENDED	NOT RECOMMENDED
Documenting the restoration-period character of the property as a record and guide for future repair work, should it be necessary, and storing the documentation in a weatherproof location.	Failing to document the restoration-period character of the property with the result that such information is not available in the future to guide repair or reconstruction work, should it be necessary.
Ensuring that historic resources inventories and maps are accurate, up to date, and accessible in an emergency.	
Maintaining the restoration-period building, its site, and setting in good repair, and regularly monitoring their condition.	Failing to regularly monitor and maintain the restoration-period property and the building systems in good repair.
Using and maintaining existing characteristics and features of the restoration-period building, its site, setting, and larger environment (such as shutters for storm protection or a site wall that keeps out flood waters) that may help to avoid or minimize the impacts of natural hazards.	Allowing loss, damage, or destruction to occur to the restoration-period building, its site, or setting by failing to evaluate potential future impacts of natural hazards or to plan and implement adaptive measures, when necessary to address possible threats.
Undertaking work to prevent or minimize the loss, damage, or destruction of the historic property while retaining and preserving significant features and the overall restoration-period character of the building, its site, and setting.	Carrying out adaptive measures intended to address the impacts of natural hazards that are unnecessarily invasive or will otherwise adversely impact the restoration-period character of the building, its site, or setting.
Ensuring that, when planning work to adapt for natural hazards, all feasible alternatives are considered, and that the options requiring the least alteration to the restoration-period character of the property are considered first.	Implementing local and regional traditions (such as elevating residential buildings at risk of flooding or reducing flammable vegetation around structures in fire-prone areas) for adapting buildings and sites in response to specific natural hazards which would negatively impact the restoration-period character of the property.
Using special exemptions and variances when adaptive treatments to protect buildings from known hazards would otherwise negatively impact the restoration-period character of the building, its site, or setting.	

Sustainability

Sustainability should be addressed as part of a **Restoration** project. Existing energy-efficient features from the restoration period should be retained and restored while those that are no longer extant but which were important in defining the restoration-period character of the building should be recreated. New sustainability treatments should only be undertaken if they will not impact the restoration-period character of the building.

The topic of sustainability is addressed in detail in *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings*. Although specifically developed for the treatment Rehabilitation, the Sustainability Guidelines can be used to help guide the other treatments

STANDARDS FOR RECONSTRUCTION & GUIDELINES FOR RECONSTRUCTING HISTORIC BUILDINGS

Reconstruction

Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.



Standards for Reconstruction

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.

GUIDELINES FOR RECONSTRUCTING HISTORIC BUILDINGS

INTRODUCTION

Reconstruction is different from the other treatments in that it is undertaken when there are often no visible historic materials extant or only a foundation remains. Whereas the treatment **Restoration** provides guidance on restoring historic building features, the **Standards for Reconstruction and Guidelines for Reconstructing Historic Buildings** should be followed when it is necessary to recreate a non-surviving building using new material. But, like restoration, reconstruction also involves recreating a historic building which appears as it did at a particular—and at its most significant—time in its history. Because of the potential for historical error in the absence of sound physical evidence, this treatment can be justified only rarely and, thus, is the least frequently undertaken of the four treatments. Reconstructing a historic building should only be considered when there is accurate documentation on which to base it. When only the appearance of the exterior of the building can be documented, it may be appropriate to reconstruct the exterior while designing a very simple, plain interior that does not attempt to appear historic or historically accurate. Signage and interpretative aids should make it clear to visitors that only the exterior of the building is a true reconstruction. Extant historic surface and subsurface materials should also be preserved. Finally, the reconstructed building must be clearly identified as a contemporary recreation.

Research and Document Historical Significance

The guidance for the treatment **Reconstruction** begins with *researching and documenting* the building's historical significance to determine whether its recreation is essential to the public understanding of the property. In some instances, reconstruction may not be necessary if there is a historic building still existing on the site or in a setting that can explain the history of the property. Justifying a reconstruction requires detailed physical and documentary evidence to minimize or eliminate conjecture and to ensure that the reconstruction is as accurate as possible. Only one period of significance is generally identified; a building—as it evolved—is rarely recreated. If research does not provide adequate documentation for an accurate reconstruction, other interpretive methods should be considered, such as an explanatory marker.

Investigate Archeological Resources

Investigating archeological resources is the next area of guidance in the treatment **Reconstruction**. The purpose of archeological research is to identify any remaining features of the building, site, and setting that are essential to an accurate recreation and must be reconstructed. Archeological resources that are not essential to the reconstruction should be left in place. The archeological findings, together with archival documentation, should be used to replicate the design, materials, and plan of the historic building.

Identify, Protect, and Preserve Extant Historic Features

Closely aligned with archeological research, recommendations are given for *identifying, protecting, and preserving* extant features of the historic building. It is never appropriate to base a **Reconstruction** upon conjectural designs or on features from other buildings. Any remaining historic materials and features should be retained and incorporated into the reconstruction when feasible. Both the historic and new materials should be documented to assist in interpretation.

Reconstruct Non-Surviving Building and Site

After the research and documentation phases, guidance is given for **Reconstruction** work itself. Exterior and interior features are addressed in general, always emphasizing the need for an accurate depiction (i.e., careful duplication of the appearance of historic materials and features for interpretative purposes). While the use of traditional materials and finishes is always preferred, in some instances substitute materials may be used if they are able to convey the same appearance. Where non-visible features of the building are concerned, such as interior structural systems, contemporary materials and technology may be used. Recreating the features of the building site or setting based on archeological findings should also be an integral part of project work.

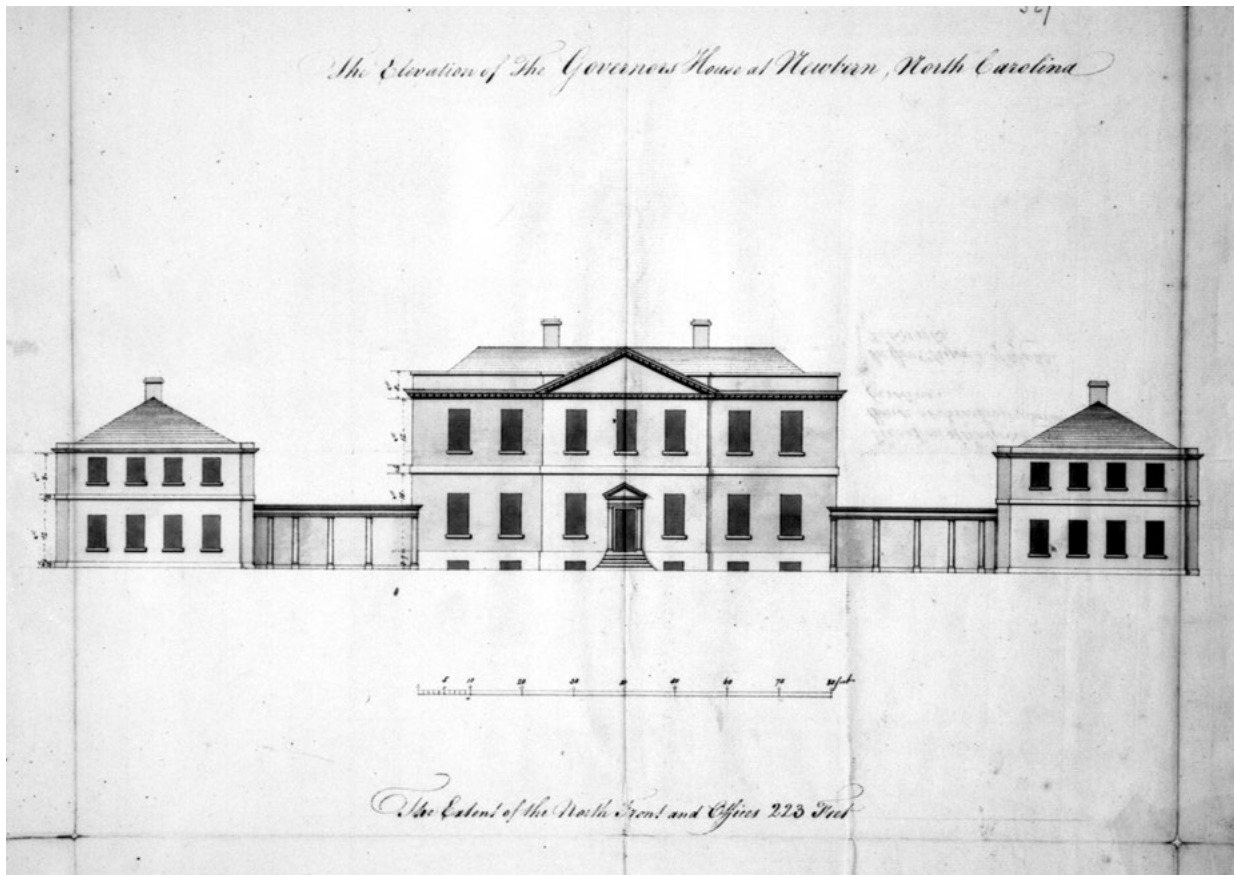
Accessibility and Life Safety, Natural Hazards, and Sustainability

Whereas preservation, rehabilitation, and restoration treatments usually necessitate retrofitting to meet code requirements and to

address other issues (including natural hazards and sustainability), in this treatment it is assumed that the **Reconstructed** building will be essentially new construction. Thus, code-required work, treatments to reduce the potential impact of natural hazards, and ensuring that the reconstructed building is as sustainable as possible should be considered during the design phase—when appropriate to the particular Reconstruction project—so as not to negatively impact or detract from the reconstructed appearance of the building, its site, and setting. The fact that the non-surviving building was located in a floodplain or another area especially vulnerable to the impact of natural hazards is crucial to consider when determining whether the building should be reconstructed.

The topic of sustainability is addressed in detail in *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings*. Although specifically developed for the treatment Rehabilitation, the Guidelines can be used to help guide the other treatments.

Reconstruction as a Treatment. *When a contemporary depiction is required to understand and interpret a property's historic value (including the re-creation of missing components in a historic district or site); when no other property with the same associative value has survived; and when sufficient historical documentation exists to ensure an accurate reproduction, **Reconstruction** may be considered as a treatment. Prior to undertaking work, a documentation plan for Reconstruction should be developed.*



[1 a-b] Tyron Palace, New Bern, NC, was designed by John Hawks in 1767 for Governor William Tyron. It was completed in 1770, but destroyed by fire in 1798. The palace was reconstructed in 1959 based on the original plans, and on its original foundation, which was found 5 feet below the street, with the help of the 1767 drawing. Photo: Courtesy Tyron Palace, New Bern, NC. Drawing: Courtesy of the State Archives of North Carolina.

[2] The Saugus Iron Works, Saugus, MA, a National Historic Site, was active from 1646 to about 1670 and was the first integrated iron works in North America. The forge and mill (shown here) are part of the site which was reconstructed based on archeological research and historic documents and opened in 1954. *Photo: Daderot at the English language Wikipedia.*



OVERVIEW

RECOMMENDED

NOT RECOMMENDED

Researching and documenting the property's historical significance, focusing on documentary and physical evidence which is needed to justify reconstruction of the non-surviving building.	Undertaking a reconstruction based on insufficient research so that, as a result, a historically inaccurate building is created. Reconstructing a building unnecessarily when an existing building adequately reflects or explains the history of the property, the historical event, or has the same associative value. Executing a design for a building that was never constructed.
Investigating archeological resources to identify and evaluate those features and artifacts which are essential to the design and plan of the building.	Failing to identify and evaluate archeological material prior to reconstruction, or destroying extant historic material not relevant to the reconstruction but which should be preserved in place.
Minimizing disturbance of the terrain around buildings or elsewhere on the site, thereby reducing the possibility of destroying or damaging important landscape features, archeological resources, other cultural or religious features, or burial grounds.	Using heavy machinery or equipment in areas where it may disturb or damage important landscape features, archeological resources, cultural or religious features, or burial grounds.
Identifying, retaining, and preserving extant historic features of the building, site, and setting, such as remnants of a foundation, chimney, or walkway.	Beginning reconstruction work without first conducting a detailed site investigation to physically substantiate the documentary evidence. Basing a reconstruction on conjectural designs or on features from other historic buildings.

[3] The Cathedral of Saint Michael the Archangel, built in the early 1840s in Sitka, AK, was devastated by fire in 1966. It was reconstructed using measured drawings done in 1961 by the Historic American Buildings Survey (HABS). While the original cathedral was built of logs covered on the exterior with wood siding, its replacement is a fire-resistant structure with concrete and steel walls that replicates the historic building's appearance. Photo: Barek at Wikimedia Commons.



BUILDING EXTERIOR

RECOMMENDED	NOT RECOMMENDED
Reconstructing a non-surviving building to depict the documented historic appearance. Although the use of the original building materials (such as masonry, wood, and architectural metals) is preferable, substitute materials may be used as long as they recreate the historic appearance.	Reconstructing features that cannot be documented historically or for which existing documentation is inadequate. Using substitute materials that do not convey the appearance of the historic building.
Recreating the documented design of exterior features, such as the roof form and its coverings, architectural detailing, windows, entrances and porches, steps and doors, and their historic spatial relationships and proportions.	Omitting a documented exterior feature, or rebuilding a feature but altering its historic design. Using inappropriate designs or materials that do not convey the historic appearance.
Reproducing the appearance of historic paint colors and finishes based on documentary and physical evidence.	Using paint colors that cannot be documented through research and investigation or using other undocumented finishes.
Installing exterior electrical and telephone cables underground or in the least obtrusive location possible, unless they can be documented as having been aboveground historically.	Attaching exterior electrical and telephone cables to the principal elevations of the reconstructed building, unless they can be documented as having been there historically.
Using signage to identify the building as a contemporary recreation.	Failing to explain that the building is a reconstruction, thereby confusing the public's understanding of the property.



[4] The McLean House, where Robert E. Lee surrendered to Ulysses S. Grant, is located on the site of the battlefield—now part of Appomattox Courthouse National Historical Monument (VA). Several years after the end of the Civil War, measured drawings were made of the house before it was dismantled to be moved to Washington, DC, where it was to be reconstructed as a tourist attraction. This scheme never came to fruition, and the dismantled pieces gradually disappeared. The house was accurately reconstructed in 1949 on the original site based on the measured drawings.

BUILDING INTERIOR

RECOMMENDED	NOT RECOMMENDED
Recreating the appearance of <i>visible</i> features of the historic structural system, such as posts and beams, trusses, summer beams, vigas, cast-iron columns, above-grade masonry foundations, or load-bearing brick or stone walls. Contemporary methods and materials may be used for the actual structural system of the reconstructed building.	Changing the documented appearance of visible features of the structural system.
Recreating the historic floor plan and interior spaces, including the size, configuration, proportion, and relationship of rooms and corridors; the relationship of features to spaces; and the spaces themselves.	Altering the documented historic floor plan, or relocating an important interior feature, such as a staircase, so that the historic relationship between the feature and the space is inaccurately depicted. Reconstructing the historic appearance of the interior without accurate documentation.
Duplicating the documented historic appearance of the building's interior features and finishes (including columns, cornices, baseboards, fireplaces and mantels, paneling, light fixtures, hardware, and flooring); plaster, paint, and finishes (such as stenciling or marbleizing); and other decorative or utilitarian materials and features.	Altering the documented appearance of the building's interior features and finishes so that, as a result, an inaccurate depiction of the historic building is created. For example, moving a feature from one area of a room to another, or changing the type or color of the finish.
Installing mechanical systems and their components in the least obtrusive way possible so as not to impact the recreated interior spaces, features, or finishes while meeting user needs.	Altering the historic plan or the recreated appearance unnecessarily when installing mechanical systems.
Installing ducts, pipes, and cables in closets, service areas, and wall cavities.	Installing ducts, pipes, and cables where they will intrude upon the historic appearance of the building.



[5] The parlor of the McLean House was reconstructed to its appearance on the occasion of Robert E. Lee's surrender to Ulysses S. Grant in this room on April 9, 1865.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Reconstructing building site features based on documentary and physical evidence.	Reconstructing building site features without documentary and physical evidence.
Inventorying the building site to determine the existence of aboveground remains and subsurface archeological resources, other cultural or religious features, or burial grounds, and using this evidence as corroborating documentation for the reconstruction of related site features. These may include walls, fences, or steps; circulation systems, such as walks, paths, or roads; vegetation, such as trees, shrubs, grass, orchards, hedges, wind-breaks, or gardens; landforms, such as hills, terracing, or berms; furnishings and fixtures, such as light posts or benches; decorative elements, such as sculpture, statuary, or monuments; water features, including fountains, streams, pools, lakes, or irrigation ditches.	Giving the building's site an inaccurate appearance by basing the reconstruction on conjectural designs or on features from other sites.
Recreating the historic spatial relationship between buildings and related site features.	Changing the historic spatial relationship between buildings and related site features, or reconstructing some site features but not others, thereby confusing the depiction of the reconstructed site.



[6] This lighthouse on Lake Ponchartrain in New Orleans was reconstructed after the historic 1890 lighthouse was destroyed by Hurricane Katrina.

SETTING (DISTRICT / NEIGHBORHOOD)

RECOMMENDED	NOT RECOMMENDED
Reconstructing features in the building’s historic setting based on documentary and physical evidence.	Reconstructing features in the setting without documentary and physical evidence.
Inventorying the setting to determine the existence of above-ground remains and subsurface archeological resources, other cultural or religious features, or burial grounds, and using this evidence as corroborating documentation for the reconstruction of missing features of the historic setting. These may include circulation systems, such as roads and streets; furnishings and fixtures, such as light posts or benches; vegetation, gardens, and yards; adjacent open space, such as fields, parks, commons, or woodlands; and important views or visual relationships.	Giving the building’s setting an inaccurate appearance by basing the reconstruction on conjectural designs or on features from other locations.
Recreating the historic spatial relationship between buildings and landscape features in the setting.	Changing the historic spatial relationship between buildings and landscape features in the setting by reconstructing some features but not others, thereby confusing the depiction of the reconstructed setting.

[7] The Muhlenberg Brigade Huts are reconstructions of nine log huts erected in 1777 at Valley Forge during the Revolutionary War. They have been reconstructed on the historic road with logs cut with modern power tools and finished with cement, unlike the original logs which were hand hewn and finished with traditional chinking. *Photo: Rdsmith4 at Wikimedia Commons.*





[8] The Palace of Fine Arts was designed by Bernard Maybeck and built for the 1915 Panama-Pacific Exposition in San Francisco. The pavilion was intended to be temporary and, although it had a steel structure, the exterior was finished only with stucco, an impermanent material composed of plaster and fiber. The building was not torn down after the exposition, and it eventually fell into ruin. In 1964, all but the steel structure was demolished, and the building was reconstructed with lightweight poured-in-place concrete. *Photo: KevinIcole at Wikimedia Commons.*





U.S. Department of the Interior
National Park Service
Technical Preservation Services



**REQUEST FOR HISTORIC PRESERVATION
RESOURCE COMMISSION (CERTIFIED LOCAL
GOVERNMENT) ACTION
CITY OF INDEPENDENCE
NOVEMBER 28, 2022**

Department Admin

Prepared By David Cowan

AGENDA ITEM Upper Story Apartment Historical Review

SUMMARY RECOMMENDATION

BACKGROUND Miranda Bruening will be present to review the historical reviews of six downtown buildings.

SUGGESTED MOTION

SUPPORTING DOCUMENTS

1. 120 N 8th HISTORICAL REPORT
2. 208 N 8th St HISTORICAL REPORT
3. 221 W Main HISTORICAL REPORT
4. 106 N 8th St HISTORICAL REPORT
5. 113 E Main St HISTORICAL REPORT
6. 113 W Laurel HISTORICAL REPORT



Date: October 2022

To: Chris Stemler and Miranda Bruening

From: Kristen McSparren and Molly Maguire, Rosin Preservation

Re: RECOMMENDED PRESERVATION STRATEGIES FOR THE BOOTH BUILDING (FOUNDATION BUILDING) - 120 N. 8TH ST., INDEPENDENCE, KS

Introduction/Overview

The following notes represent a preliminary assessment of The Booth Building (the Foundation building) following a site visit by Rosin Preservation's Kristen McSparren and Molly Maguire on October 5th. These notes are intended to provide general guidance as the team develops a preservation strategy for the project. Rosin Preservation will provide more specific input on treatment approaches as we become more familiar with the building in its historic, current, and proposed forms and as the rehabilitation plans evolve.

BACKGROUND INFORMATION

Property History

Construction of The Booth Building was completed in 1911. Halsey Brothers Dry Goods occupied the first floor from 1911 – 1926. The first floor contained commercial/retail space; the second floor was office space. During this time, the building address was listed as 123 N. Myrtle St. In 1926, the east side of the building was altered to construct The Booth Theater. The north commercial space on the first floor is currently occupied by Jim Halsey Co. The rest of the building is vacant.

Period of Significance

The Booth building (Foundation Building) is a contributing resource in the Independence Downtown Historic District, listed on The National Register of Historic Places on July 19, 2006. The period of significance for the district is 1867-1956. Features and finishes from this period are considered historic, even if they are not original. SHPO/NPS will consider their significance to the property and whether they are character-defining elements and to what degree are impacted by proposed changes.

Property Description

The Booth Building is a two-story commercial building located in the downtown business district of Independence, Kansas. It has two principal façades; one faces north onto Myrtle St. and the other faces west onto N. 8th street. The south elevation faces the public alleyway. A theater and a two-story building abut the east side of the Booth Building.

Constructed of brick masonry, the principal facades (north and west) have brick pilasters that run from the foundation of the building through the second story ornamented with stone bases and capitals. Non-historic permastone is applied to the band course that separates 1st and 2nd floors. Large rectangular window openings with transoms pierce the second story; plywood fills the transoms. Flat arched stone headers span the top of each window opening. Painted wood slats and plywood fill the openings; some are pierced with small non-historic 1/1 hung windows. A metal cornice spans the top of both elevations.

A series of storefronts fill portions of the first story of the north and west facades. The two bays on the north elevation and the north two bays on the west elevation have large display windows with clear glass set in painted wood frames with large transoms that rest on stone bulkheads. Transoms are covered with painted plywood on the exterior. The recessed center entrance on the north elevation has a non-historic aluminum frame door with transom and prism glass sidewalk lights in the vestibule. The corner storefront has been significantly altered since its original construction. Historic images depict the corner with display windows that were recessed within their openings. The alteration occurred within the period of significance; the existing storefront is historic.

The first story of the west elevation has three additional storefronts. At the north end of the east elevation, two concrete steps rise to a non-historic aluminum frame door and two fixed-lite windows to the south. A non-historic aluminum awning projects from the wall above the entryway. To the south, the center storefront has one large display window set in a wood frame and a recessed entry on the north side. Four concrete steps lead to the entryway; a non-historic aluminum frame door fills the opening. The vestibule has a mosaic tile floor. The south store front has two large display windows with clear glass in painted wood frames atop stone bulkheads. A non-historic aluminum frame door fills the center entrance. The entrance has a concrete access ramp. An air-conditioning unit is installed in the transom above the door. Corrugated metal sheeting fills the transom that spans the storefront opening. In addition to the storefronts, the east elevation has two single-door entryways. One is a punched opening that appears to be non-historic; an aluminum frame glazed door fills the raised doorway. The other is a recessed arched doorway with filled with a non-historic aluminum frame glazed door, mosaic tile floored entryway and transom. Non-historic 1/1 hung windows fill four window openings on the first story.

The south elevation is constructed of red brick; it has a simple, utilitarian configuration and character. Plywood fills two window openings that are high on the first floor. Four window openings pierce the second floor. The openings have stone lintels and sills.

On the interior, the first floor is divided into three commercial spaces accessed through storefronts. The second floor has been altered for residential use but was recently gutted and contains unfished space. A basement runs the length of the building.

Alterations

The building has been altered since its original construction. Alterations include:

- In 1926, the east side the building was significantly altered to construct a theater that shares party wall with and is integrated with portions of the building.
- The original recessed corner storefront on the north façade was enclosed at an unknown date (within the period of significance). The cast iron pillars were removed.
- Configuration of spaces on the interior and historic finishes have been altered. The first-floor commercial spaces at the south end of the 1st floor contain non-historic dry-wall partitions, carpet and vinyl flooring, and dropped ceilings. The second story residential space has portions of both historic and non-historic frame partitions covered with drywall.

The historic tax credit program allows the owner to keep existing features and materials that were acquired with the building. However, if any of those elements are altered during rehabilitation, the treatment must meet the Secretary of the Interior's Standards for Rehabilitation and complement the building's historic character. Ideally, the planned rehabilitation and adaptive reuse will be an additive rather than subtractive process that retains historic fabric, rather than removing it, as new material that is added can be removed in the future to return the building to its original appearance without significantly compromising its integrity. Any non-historic features and materials may be removed.

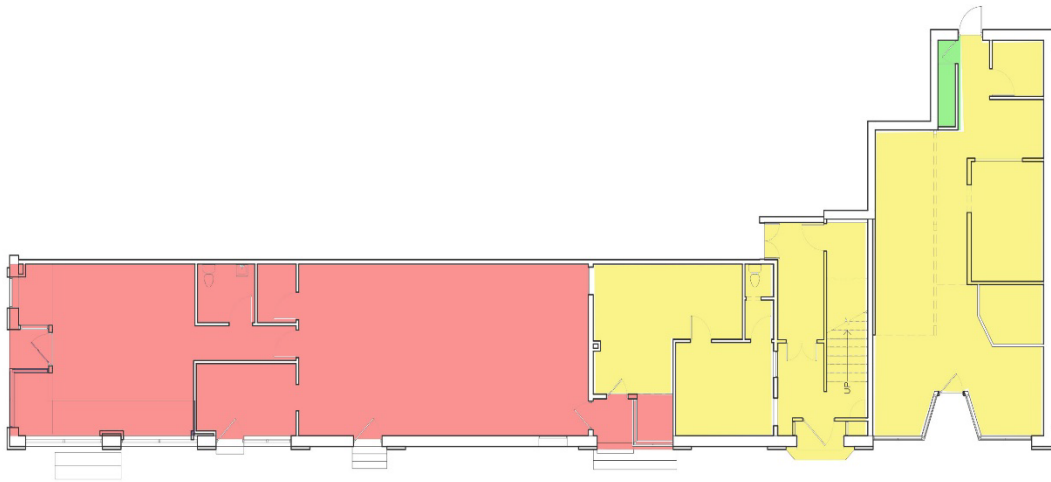
PRESERVATION TREATMENT ZONE MAPS

Treatment zones for the interior of the building have been identified to help guide design decisions. The zones are based on the Secretary of the Interior's Standards for Rehabilitation. The zones are color coded red, yellow and green. Architectural significance is hierarchically arranged from the most visible, public areas to the least visible and utilitarian spaces.

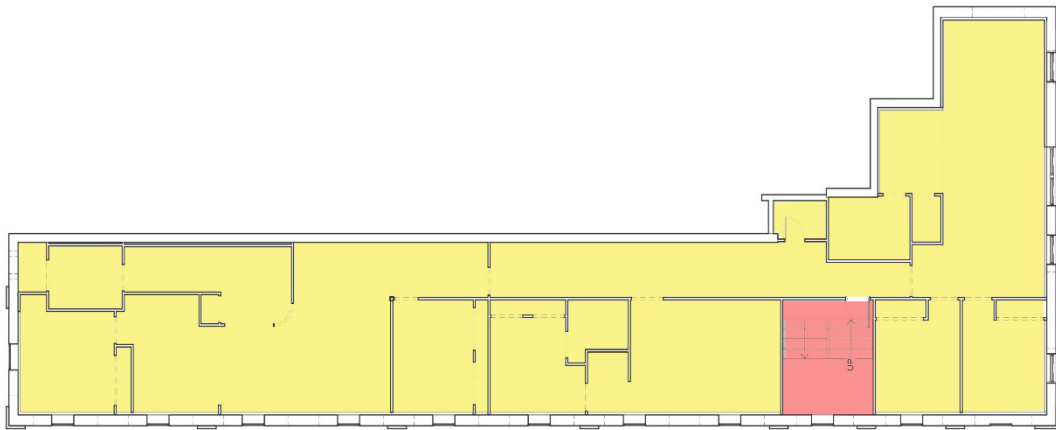
Red-Renovation Zone – Highly visible and publicly accessible areas such as the exterior of the building, 1st floor commercial spaces, and main circulation paths can tolerate the least amount of change. These areas are colored red.

Yellow-Rehabilitation Zone – spaces that are less prominent, such as secondary corridors, offices, etc. are not as significant and can tolerate more change. These areas are colored yellow.

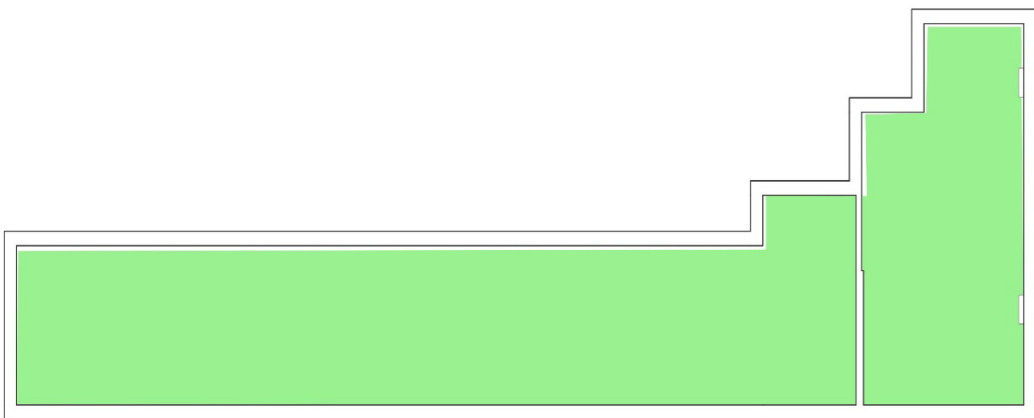
Green-Renovation Zone – spaces that are least prominent and significant, such utilitarian spaces, areas that are non-historic, or that have no historic integrity.



FIRST FLOOR



SECOND FLOOR



BASEMENT

EXTERIOR

OVERVIEW

Exterior character-defining features include:

- Historic storefronts
- Metal cornice
- Historic window openings, including the stone windowsills/headers
- Brick cladding including the brick pilasters
- East elevation mosaic tile floors in storefront entry vestibules

ROOF

The building has a flat roof covered in rubber membrane. Brick parapet walls encircle the roof, and no portion of the roof is visible from the ground. Smooth stone coping caps the parapet walls. One section of the south parapet is capped with rough stone coping that is likely original to the building (prior to construction of the theater). An aluminum gutter runs the east edge of the south section of the roof. A downspout empties into the alleyway. No additional drainage is present on the other elevations.

Recommended Preservation Strategy:

- Roofing material may be retained or replaced as desired.
- Treatment of historic brick parapets should follow the treatment of exterior historic masonry walls discussed below.
- Historic stone coping should be retained. If it is deteriorated beyond repair, it must be replaced to match. Non-historic coping may be retained or replaced as desired.
- Existing gutter and downspout may be retained or replaced as desired. Replacement gutter/downspout should be prefinished metal (not anodized). If additional drainage is required, it should not be added to the front (north) façade.
- Any added rooftop equipment or features should not be visible from the ground.

WINDOWS & DOORS, & STOREFRONTS

The building features a mixture of historic and non-historic windows and doors.

The storefront was described above. Historic storefront elements that remain include existing configuration, storefront framing, tin ceilings and mosaic floors at vestibule, and the prism pavers in the concrete sidewalk at the north entrance.

Large window openings pierce the primary elevations (north and west) 2nd story. The historic openings are infilled with non-historic wood siding that accommodates non-historic 1/1 hung windows that are significantly smaller than the historic openings. Transoms are covered with plywood. A historic image depicts paired 1/1 windows in the large openings. Transoms were filled with leaded art glass which remains in a few transoms (visible on the interior).

The second story of the north façade has two window openings. There is a narrow rectangular opening on the east side and a larger rectangular opening on the west side. Both have stone headers with keys and stone sills. Plywood fills the openings and the transoms; non-historic 1/1 hung windows smaller than the openings pierce the plywood.

Window openings on the south elevation consist of two high in the 1st story and four in the 2nd story. Remnants of historic windows remain in some 2nd story openings; others are filled with plywood, including transoms above 2nd story windows. The west elevation has a large window opening in the 2nd story with a segmental arched head. A small window and a doorway in the 1st story also have segmental arches. Plywood fills all three openings; a non-historic slab door occupies part of the doorway opening.

Recommended Preservation Strategy:

- The existing storefronts will ideally be retained and repaired as necessary. If they are deteriorated beyond repair, they may be replaced with a new storefront that matches existing configuration.
 - The new treatment should be based on evidence from historic images/photographs and treatments typical of the period of original construction. Glazing, bulkheads, transoms, and doors should follow historic sizes, shapes, and proportions.
 - New storefront windows and doors may be wood, aluminum clad wood, aluminum, or fiberglass. SHPO/NPS will not approve vinyl. Aluminum should have a baked/kynar finish, not anodized. Glass may be insulated clear, untinted low-e (PPF Solarban 60, Guardian Superneutral, Cardinal 272, or equal).
 - Bulkheads, trim, and other elements that were historically wood may be wood or wood substitute (PVC, poly-ash), provided substitute material follows historic profiles and has the appearance of wood once painted.
 - Dimensioned window shop drawings must be submitted for review.
- Historic wood windows are character-defining. SHPO/NPS will require their retention and restoration unless it can be proven that they are deteriorated beyond repair. In this case, most historic windows are gone. Restoration and any weatherization should follow NPS Preservation Brief 9
- Historic leaded glass transoms above 2nd floor windows should be retained and restored. Those that are deteriorated beyond repair should be replicated to match. Where they are missing, plain transom windows may be installed, or the leaded glass may be recreated.
- Non-historic windows on all elevations of the building may be retained or replaced as desired. If windows are to be replaced, the new windows must mimic the configuration of the historic windows visible in the historic photos and have frame and sash dimensions and profiles of typical historic windows. In this case, new paired 1/1 windows would be expected on the primary elevations. Considerations for replacement windows include:
 - New windows may be wood, aluminum-clad wood, aluminum, or fiberglass. NPS will not approve vinyl windows. Aluminum should have a baked/kynar finish, not

anodized. Glass may be insulated clear, untinted low-e (PPG Solarban 60, Guardian Superneutral, Cardinal 272, or equal).

- Dimensioned shop drawings must be submitted for SHPO/NPS review showing elevations, vertical/horizontal cross-sections.
- Non-historic doors added to the west elevation may be retained or replaced as desired. If they are replaced, new doors should complement the character of the building. New doors may be wood or aluminum.

EXTERIOR WALLS

The building is constructed of brick. The primary façades retain their historic red brick cladding and have a PermaStone-clad band course and historic metal cornice. The PermaStone is not historic.

The south and east elevations face the alleyway and are utilitarian in design. They retain unornamented historic red brick cladding.

Masonry is generally in good to fair condition with isolated areas of deteriorated mortar joints, step cracks at some locations, and general soiling and staining. The metal cornice appears to be in good to fair condition with some corrosion and paint loss.

Recommended Preservation Strategy:

- The exterior masonry is character-defining; any repairs should prioritize retaining the existing fabric. If the masonry is deteriorated beyond repair, it should be replaced in kind to match existing. A substitute material such as cast stone may be allowed for replacement of individual limestone pieces if it matches in dimension, profile, color and texture. The pointing and repair of deteriorated mortar joints should follow Preservation Brief 2.
- The gentlest means possible should be used to clean the masonry. If low pressure water (100-400 psi) doesn't sufficiently remove soiling and stains, a gentle chemical cleaner can be used. Test patches should be performed in inconspicuous areas prior to progressing with work on the entire façade to ensure the material/method does not harm the color or texture of the historic masonry. Cleaning should follow Preservation Briefs 1 and 6.
- Non-historic PermaStone may be retained or removed, if desired. A projecting cornice/bandcourse appears to be in place at this location in the historic photo. It could be recreated to match the photo using alternative materials such as GFRC, Azek or Fypon, if desired.
- The historic metal cornice should be retained and repaired. Corrosion can be gently removed, and the metal can be repainted using a good quality primer/paint.

SIGNAGE

Vinyl lettering on the non-historic aluminum frame door on the north façade reads "Historical Research Center" and vinyl lettering on the display window of the center storefront on the west elevation reads "Princess Lair." This signage is not historic. No other signage is present on any of exterior elevations. Historic images show a "Halsey Bros Dry Good Co." sign spanning the width of the north façade in the area now covered with PermaStone banding.

Recommended Preservation Strategy:

- The signage on both storefront display windows is not historic. It may be retained or removed as desired.
- Any new proposed signage should take cues from signage that was on the building historically and historic signage on other buildings in the district that are similar in size, style, and use.
- SHPO/NPS does not allow internally illuminated box signs or vinyl signs with printed graphics. Proposed signage shop drawings will be submitted to SHPO/NPS for review.

INTERIOR

Interior character-defining features include:

- The open volume of the north commercial space.
- The historic stair that rises from the sidewalk level to the 2nd story.
- Historic features and finishes including mosaic tile floors, prism glass sidewalks, tin ceilings, tile-clad walls and stained-glass transoms.

CONFIGURATION OF SPACES

The first floor is divided into three commercial spaces by a series of partitions running east to west. According to Sanborn maps, the storefront at the south end of the building is part of the original (pre-theater) configuration. The center commercial space was divided from the north commercial space some time between 1923 and 1931, this likely coincided with the construction of the theater which significantly altered the layout of the building.

The north commercial space is primarily open in plan. A series of modern drywall and glass partial-height partitions are located at the center of the space. The center commercial space has a modern drywall partial-height partition in the southwest corner and a dropped ceiling; it is otherwise an open volume of space. The south commercial space has dropped ceilings and a row of non-historic wood columns running east to west. Non-historic drywall partitions divide the south side of the space into a series of small rooms.

The second floor has been altered/configured for residential use, although it is mostly gutted now leaving a series of both historic and non-historic wood partitions; remnants of drywall remain on some ceilings and walls.

The north commercial space on the first floor is the primary and most significant space in the building; it retains the greatest level of integrity and historic finishes.

The basement is an open volume of space that runs the length of the building. One section to the south is partitioned into a small space under the south commercial space.

Recommended Preservation Strategy:

- Open volume of space in of the north commercial space should be preserved as much as possible to convey the historic feel of the space. Any desired alterations to the center and south commercial spaces and the second-floor residential space are more flexible, as they have already been significantly altered and are secondary spaces.
- Existing non-historic partitions in the commercial spaces and the second-floor residential space may be retained or removed as desired.
- Any historic partitions will ideally be reused as much as possible in the new configuration of space. However, they are not significantly character-defining, and their removal or relocation should be acceptable to SHPO/NPS.
- Maintain historic ceiling heights as much as possible. It is possible to drop the height some to accommodate MEP but maintain historic location as closely as possible. Lids may be installed on partial height partitions to create privacy for bedrooms, bathrooms, etc.
- New partitions, ceilings, and soffits should not bisect any windows at a distance closer than 5 ft.

FINISHES

Plaster remains on some of the walls throughout the first-floor commercial spaces, although it is in various states of deterioration. Non-historic dry-wall clads non-historic partitions throughout the first floor. The north commercial space retains historic tin ceilings; tin is also present inside the overhead crawl space in the enclosed storefront entryway. Tin ceilings are visible above the dropped ceilings of the center and south commercial spaces and in areas where the ceilings have been removed. Tin ceilings are prolific throughout downtown Independence buildings; this building likely had tin throughout both floors of the building.

The north storefront retains historic mosaic tile floor, which outlines the location of the historic corner storefront. Prism glass embedded in the historic concrete sidewalk remains on the interior, indicating where the original storefront set historically. Historic ceramic tile wainscot clads the lower half of the perimeter walls of the north commercial space.

The center commercial space has carpet covering the floor and a dropped ceiling concealing the ceiling. The ceiling is partially collapsed; wood joists and decking are exposed. The walls have a mixture of wood based and historic tile trim.

The south storefront has vinyl plank flooring, non-historic barnwood columns and wall covering. Textured dropped ceilings and drywall partitions divide the south side of the space into a series of small rooms.

The second-floor residential space retains historic tongue-and-grove planks on the floor, though conduit for lighting and electrical to the ceilings in the spaces below has been surface mounted to the floor. Some sections of tin ceiling remain, though most areas of ceiling are missing, and wood joists are exposed. Historic plaster remains on the perimeter walls in some locations. Historic trim appears to be gone.

The basement has historic brick and stone walls and unfinished ceilings. Some sections have remnants of plaster and tin ceilings, indicating that portions of the basement may have historically been finished. The floor is unfinished concrete.

Recommended Preservation Strategy:

- Existing historic finishes should be retained and preserved as much as possible. Any non-historic materials may be retained or removed as desired.
- Aside from the basement, spaces in the building were historically finished; SHPO/NPS will not allow exposed structure (ceilings/walls), even in areas where plaster has already deteriorated.
- Deteriorated plaster may be replaced with new plaster or painted drywall with a smooth texture. New partitions should be covered with painted drywall.
- Ceilings should be hard-lid (painted drywall) or ceilings could be covered with tin if desired since there is evidence the space had tin historically and it remains in some areas. Remaining historic tin ceilings should be preserved. SHPO/NPS will not approve dropped ACT grid ceilings.
- Mosaic tile floors on the first floor and tongue-and-groove plank on the second floor should be preserved where possible.
- New floors should complement the historic character of the building. True tongue-and-groove wood plank or engineered wood is appropriate and would be approved. SHPO/NPS will not approve wood-look LVT. If engineered wood is used, plank width, color, and grain pattern should match the typical historic wood flooring as closely as possible. Ceramic or solid/monolithic-LVT tile (without wood pattern) in kitchens and restrooms is generally acceptable. Carpet is an acceptable finish, especially since historic flooring is gone.
- Historic trim, including tile in the first-floor commercial spaces should be retained. Where wood trim is missing or deteriorated beyond repair, it should be replaced to match historic in dimension and profile. If the original/historic trim profile is unknown, a simple generic trim profile that is typical of building this era would be appropriate. A substitute product, such as fiberglass or composite material (Fypon, Azek, or similar) may be used where historic trim is missing. The curved plaster jamb and head returns at the windows should be retained; casing should not be installed.
- Trim on new/non-historic partitions should complement the character of the historic space but should be differentiated from the historic trim so new partitions are not mistaken as historic. New trim may have a simple squared profile and differ in size from historic.
- There is more flexibility for finishes in the basement, but they should generally be kept more utilitarian than those on the first and second stories.
- New light fixtures should be compatible with the character of the building but do not have to be historic replica fixtures.

- Holes in perimeter walls where stoves vented historically may be covered with an escutcheon, or filled and patched to match the adjacent wall.

STAIRS/ELEVATOR

The building has four stairways. The main stair leads from entrance near the south end of the first story to the second-story residential space. The first flight is concrete; the second flight transitions to wood treads and risers. There is an historic wood banister on the left side of the top flight of stairs. The top of the stairwell was historically open; it is now enclosed by a frame a partition with non-historic metal door.

The second stairway leads from the same hallway as the main stair at the south end of the building to the front section of the basement. The basement stairway is painted wood with a beadboard railing. It is utilitarian in character and simple in its design.

The third stairway is located in the northeast corner of the south commercial space and leads the rear section of the basement. Its design is identical to the other basement stairway.

The fourth stairway is located in the northwest corner of the basement. It sits outside the footprint of the building and leads to the sidewalk on the exterior of the westside of the building. Metal bulkhead doors at the top of the stairs open onto the sidewalk.

The building has no elevator.

Recommended Preservation Strategy:

- The main stair should be retained and preserved as much as possible. Any damaged materials should be replaced in-kind.
- If railings do not meet code, augment existing railings, keeping historic configuration and material intact.
- The basement stairways may be retained or replaced as desired. They are located in a secondary space and perform a utilitarian function.

MEP/FIRE SUPPRESSION

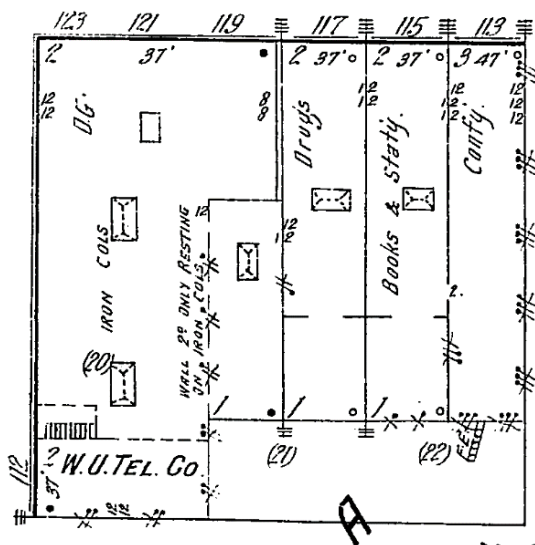
A forced air HVAC system serves the first-floor commercial spaces; the second floor does not have a functional HVAC system. Circular ventilation holes on second-floor perimeter walls indicate that the building was historically heated with stoves that had flues/ducts that vented through the wall. There is a mixture of concealed and surface mounted conduit on the first floor and exposed ductwork in the north commercial space.

Recommended Preservation Strategy:

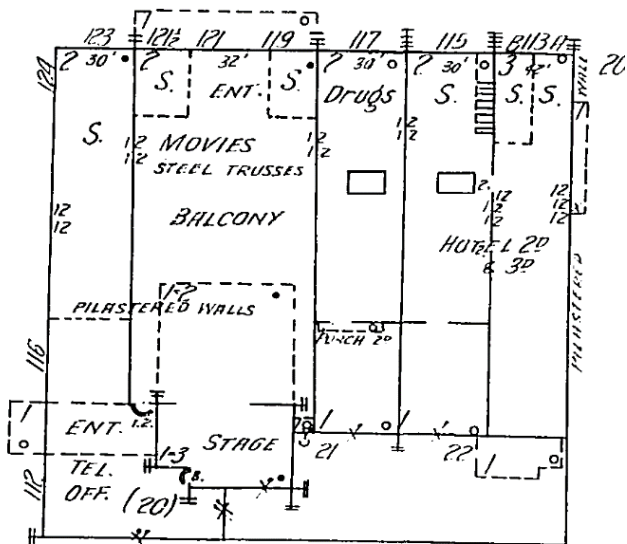
- Because the building interior was historically finished, electrical conduit, plumbing lines and fire suppression lines should be concealed within walls and above ceilings as much as possible. Exposed ductwork may be allowed in some areas, especially if it is limited and

helps to preserve the historic ceiling heights. Existing surface mounted conduit and exposed ductwork may remain or be removed as desired.

- Conduit should be concealed within walls and above ceilings as much as possible. Minimal surface-mounted conduit may be installed over historic plaster if necessary to avoid disrupting historic fabric; it should be painted to match the color of the surrounding materials. Surface-mounted conduit may be installed in the basement.
- Plumbing pipes should be concealed above ceilings and within walls, soffits, or chases. Exposed plumbing pipes will not be allowed.



1916 Sanborn map showing the historic configuration of spaces.



1931 Sanborn map showing the construction of the Booth Theater.



Undated historic photo (pre-1926 theater construction) showing the historic recessed storefront.



Date: October 2022

To: Chris Stemler and Miranda Bruening

From: Kristen McSparren and Molly Maguire, Rosin Preservation

Re: RECOMMENDED PRESERVATION STRATEGIES FOR THE MIDLAND/SHULTIS BUILDING - 208 N. 8TH STREET, INDEPENDENCE, KS.

Introduction/Overview

The following notes represent a preliminary assessment of The Midland/Shultis building following a site visit by Rosin Preservation's Kristen McSparren and Molly Maguire. Are we removing the infills and restoring the transoms above the doors? what about fire rating doors? to provide general guidance as the team develops a preservation plan. Rosin Preservation will provide more specific input on treatment approaches as we become more familiar with the building in its historic, current, and proposed forms and as the rehabilitation plans evolve.

BACKGROUND INFORMATION

Property History

The Midland/Shultis building is a three-story commercial building with a one-story rear addition. Named after owner, A.W. Shultis, the building was constructed between 1902 and 1905. The upper floors appear to have housed apartments as well as commercial tenants historically. In 1908, a number of local businesses were listed at this address, including Union Traction Company, Standard Asphalt and Rubber Company and Merrick Metalworks. Culmer Chemical Company is listed in 1923 and the McNeil Printing company from 1929 to 1939. More recently, a portion of the first floor housed a hair salon. The entire building is currently vacant.

Period of Significance

The Midland/Shultis building is a contributing resource in the Independence Downtown Historic District, listed on The National Register of Historic Places on July 19, 2006. The period of significance for the district is 1867-1956. Features and finishes from this period are considered historic, even if they are not original. Some changes that occurred after the date of construction may have gained significance over time; SHPO/NPS will consider their significance to the property and whether they are character-defining elements and to what degree are impacted by proposed changes.

What is SHPO?NPS Stand for?

Property Description

The Midland/Shultis building is a three-story commercial building with a one-story rear addition located in the downtown business district of Independence, Kansas. Its principal façade faces west. The south elevation and the east (rear) elevation face the public alleyway. A two-story building abuts the Midland/Shultis building to the north.

Constructed of brick masonry, the principal façade (west) features egg and dart banding and dentil detailing at the cornice line. Fluted columns flank each of the three arched storefront openings that fill the first story. Limestone clads the base of the façade. The entire brick façade is painted. An overhead garage door fills the north opening; neither the loading bay or the door are historic. The center and south openings each contain

a single centered aluminum framed door and aluminum framed display windows on painted brick bulkheads. Painted plywood fills the arched transoms in all three openings. Three sets of paired non-historic 1/1 hung windows fill the historic window openings on the second story. Six historic arched openings pierce the third story, non-historic 4/4 hung windows fill the openings.

The south elevation faces the alleyway and is simplified in its design. Remnants of paint and parging cover the brick. It has a regular pattern of historic and non-historic windows on all three stories. Painted plywood fills the first-story openings. The west opening has an aluminum awning and security bars. A metal fire escape projects from the third-story window on the west side of the elevation. A metal ladder extends from the roof and ends at the second story.

The east (rear) elevation has a projecting center bay and a regular pattern of arched window openings across all three bays. On the first story, the center bay has an arched doorway; plywood fills the opening. The north bay has an arched doorway with transom. A painted wood panel fills the opening. The transom is intact. A one-story brick addition projects from the south side of the east elevation. The addition contains a tall arched opening with a single non-historic metal door.

Are we removing the infills and restoring the transoms above the doors? what about fire rating doors?

The third story of the north elevation is visible from the ground; the brick is painted to match the façade. There is one arched opening with 4/1 hung wood window at the northwest corner.

Alterations

The building has been altered since its original construction. Alterations include:

- A one-story brick addition was added to the east (rear) elevation. According to Sanborn maps, this alteration occurred sometime between 1923 and 1931, within the period of significance.
- The aluminum store fronts appear to be a later alteration. The date of these alterations is unknown. The storefronts, the conversion of the north storefront to a loading bay, and the installation of the garage door appear to have occurred outside the period of significance.
- Interior finishes on the first floor have been altered. The entryways contain carpet and vinyl floors. Plaster ceilings throughout the interior have been removed, revealing wood joists/decking above. Some historic partitions have been removed in the north and south sections of each floor.

I'm surprised by this. I thought the addition would be newer than that.

The historic tax credit program allows the owner to keep existing features and materials that were acquired with the building. However, if any of those elements are altered during rehabilitation, the treatment must meet the Secretary of the Interior's Standards for Rehabilitation and complement the building's historic character. Ideally, the planned rehabilitation and adaptive reuse will be an additive rather than subtractive process that retains historic fabric, rather than removing it, as new material that is added can be removed in the future to return the building to its original appearance without significantly compromising its integrity. Any non-historic features and materials may be removed.

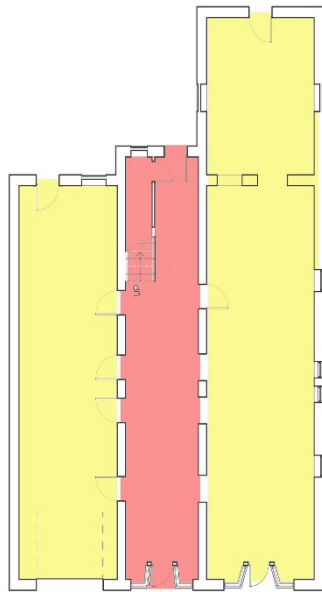
PRESERVATION TREATMENT ZONE MAPS

Treatment zones for the interior of the building have been identified to help guide design decisions. The zones are based on the Secretary of the Interior's Standards for Rehabilitation. The zones are color coded red, yellow and green. Architectural significance is hierarchically arranged from the most visible, public areas to the least visible and utilitarian spaces.

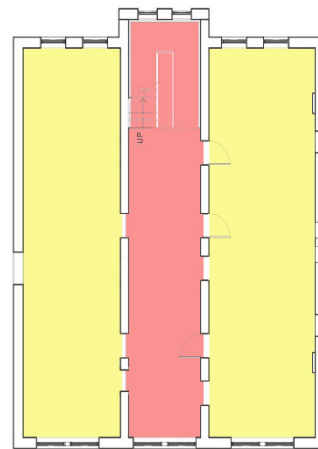
Red-Renovation Zone – Highly visible and publicly accessible areas such as the exterior of the building, entry vestibules, circulation elements such as stairs and corridors, and main commercial spaces that can tolerate the least amount of change. These areas are colored red.

Yellow-Rehabilitation Zone – spaces that are less prominent, such as secondary commercial and residential spaces that can tolerate more change. These areas are colored yellow.

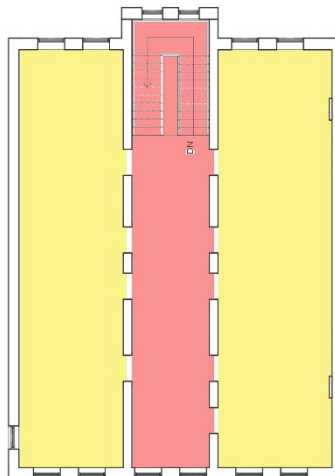
Green-Renovation Zone – spaces that are least prominent and significant, such as utilitarian spaces, areas that are non-historic, or that have no historic integrity. This building does not have any obvious green zones, as none of the spaces are inherently utilitarian or altered beyond retaining integrity.



FIRST FLOOR



SECOND FLOOR



THIRD FLOOR

EXTERIOR

OVERVIEW

Exterior character-defining features include:

- Arched storefront openings with transoms and fluted columns
- Historic fenestration pattern, including the arched third-story window openings
- Egg and dart banding and dentil detailing at the cornice line.

ROOF

The building has a flat roof that slopes slightly to the east (rear) and is covered with rubber membrane. Brick parapet walls encircle the roof, and no portion of the roof is visible from the ground. Historic clay coping caps the parapet walls. An aluminum gutter runs the width of the east (rear) roof edge. A downspout at the south end is cut off at the second story and spills onto the roof of the one-story addition. The addition has a flat roof with brick parapet walls on the north and south elevations. An aluminum gutter runs the width of the east elevation. There is no downspout. No additional drainage is present on the building.

Are we replacing the gutters and downspouts based on the roof report?

Recommended Preservation Strategy:

- Roofing material may be retained or replaced as desired.
- Treatment of historic brick parapets should follow the treatment of exterior historic masonry walls discussed below.
- Historic clay coping should be retained. If it is deteriorated beyond repair, it must be replaced to match.
- Existing gutters and downspouts may be retained or replaced as desired. Replacement gutters/downspouts should be prefinished metal (not anodized). If additional drainage is required, it should not be added to the front (west) façade.
- Any added rooftop equipment or features should not be visible from the ground.

Makes sense...but what is the reasoning?

WINDOWS, DOORS & STOREFRONTS

The building features a mixture of historic and non-historic windows and doors. The historic fenestration pattern is largely retained.

Three historic storefront openings pierce the first story of the west façade. The aluminum framed display windows and doors that fill the center and south storefronts appear to be later alterations. A non-historic overhead garage door fills the north storefront. Painted plywood covers the exterior side of the arched transoms on all three openings. Non-historic hung wood windows fill the second and third story openings.

What are we doing with the garage door? Replacing or removing?

The south elevation retains its historic wood windows; they are in various states of deterioration. On the east elevation, 1/1 hung windows flank pairs of square fixed-lit windows on the first and second story. Plywood covers both hung windows on the first story. There is one 4/1 wood hung window on the east side of the third story and one 1/1 hung wood window on the west side of the third story.

Plywood fills the doorway and window opening in the center bay on the first story of the east (rear) elevation. The north bay has a wood door with divided transom and one plywood-filled window opening. The first and second stories of the east elevation have paired window openings on the second and third stories. The historic wood windows remain, though plywood covers a number of the windows from the interior, and many have broken panes of glass.

The one-story addition has one window opening, in the center of the north and south elevations. Plywood fills both openings. A non-historic metal door with plywood-filled transom is centered on the east elevation.

Recommended Preservation Strategy:

- Historic wood windows are character-defining. SHPO/NPS will require their retention and restoration unless it can be proven that they are deteriorated beyond repair. Restoration and any weatherization should follow NPS Preservation Brief 9.
- Non-historic windows may be replaced with new photos that are historically appropriate.
- If windows are to be replaced, the new windows must have frame and sash dimensions and profiles of typical historic windows. Considerations for replacement windows include:
 - New windows may be wood, aluminum-clad wood, aluminum, or fiberglass. NPS will not approve vinyl windows. Aluminum should have a baked/kynar finish, not anodized. Glass may be insulated clear, untinted low-e (PPG Solarban 60, Guardian Superneutral 68, Cardinal 272, or equal).
 - Dimensioned shop drawings must be submitted for SHPO/NPS review showing elevations, vertical/horizontal cross-sections. If original/historic windows are being replaced, SHPO/NPS will require dimensioned sections of those windows as well.
- The existing storefronts may be retained and repaired as necessary. If they are deteriorated beyond repair, a new storefront system must be historically appropriate in configuration/dimension/profile to the period of significance. The new treatment should be based on evidence from historic images/photographs and plans of the building (if available) or treatments/design of other documented historic storefronts typical of similar buildings in the district from this period of original construction.
 - The new treatment should be based on evidence from historic images/photographs, plans of the building and treatments typical of the period of original construction.
 - Storefront glazing, bulkheads, and doors should follow historic sizes, shapes, and proportions.
 - New storefront windows and doors may be wood, aluminum clad wood, aluminum, or fiberglass. SHPO/NPS will not approve vinyl. Aluminum should have a baked/kynar finish, not anodized. Glass may be insulated clear low-e (PPF Solarban 60, Guardian Superneutral, Cardinal 272, or equal).

Need to confirm these windows on drawings.

Interesting

What do we plan to do with the storefronts?

- Bulkheads, trim, and other elements that were historically wood may be wood or wood substitute (PVC, poly-ash), provided substitute material follows historic profiles and has the appearance of wood once painted.
- Dimensioned storefront shop drawings must be submitted for SHPO/NPS review showing elevations, vertical/horizontal cross-sections.
- The garage door in the north storefront opening may be retained or removed as desired. If it is removed, treatment should follow the guidelines for storefronts above.
- Non-historic doors on the east elevation may be replaced or retained as desired. If they are to be replaced, the configuration of new doors should complement building's historic character. New doors may be wood or aluminum. Every effort should be made to preserve the divided transom above the door on the north side of the east elevation.

EXTERIOR WALLS

The building is constructed of brick. The brick façade is painted. The first story has three arched openings flanked by fluted columns. The third-story window openings have raised brick arches. Distinctive dentil detailing and egg and dart banding ornaments the cornice line. The windowsills are stone. The south elevation is red brick; it has remnants of paint and parging. This treatment continues on the south elevation of the one-story addition. An iron fire escape is attached to the west side of the south elevation. The east and north elevations of the addition are painted to match the west façade. The original section of the east elevation retains its historic red brick cladding.

What is the plan for the front brick since its been painted over.

Condition of the brick ranges from good to poor. The south elevation is severely spalled, at the ground level in particular. The center bay on the east elevation is severely spalled, bricks are missing in some areas. There is significant damage to the parapet walls.

Recommended Preservation Strategy:

- The exterior masonry is character-defining; any repairs should prioritize retaining the existing fabric. If the masonry is deteriorated beyond repair, it should be replaced in kind to match existing. A substitute material such as cast stone may be allowed for replacement of individual limestone pieces if it matches in dimension, profile, color and texture. The pointing and repair of deteriorated mortar joints should follow Preservation Brief 2.
- The gentlest means possible should be used to clean the masonry. If low pressure water (100-400 psi) doesn't sufficiently remove soiling and stains, a gentle chemical cleaner can be used. Test patches should be performed in inconspicuous areas prior to progressing with work on the entire façade to ensure the material/method does not harm the color or texture of the historic masonry. Cleaning should follow Preservation Briefs 1 and 6.
- The painted masonry on the west facade should be assessed to determine its condition and to determine whether the paint is damaging the masonry. If this is the case, it may be necessary to remove the paint with a gentle chemical cleaner to protect the historic masonry from further damage and deterioration.
- If the paint is sufficiently breathable and is not damaging the masonry, painted masonry may remain painted/be repainted, if desired. Unpainted masonry should remain unpainted.

- The iron fire escape may be retained or removed as desired.

What are we doing with the iron fire escape? Are we replacing it with new?

SIGNAGE

A non- historic metal banner sign reading “Hair Plus” is affixed to the transom above the south storefront. There is no additional signage on any of the exterior elevations.

Recommended Preservation Strategy:

- If any new signage is planned, shop drawings for proposed signage must be submitted to SHPO/NPS for review. SHPO/NPS does not allow internally illuminated box signs or vinyl signs with printed graphics. Any new signage should take design cues from historic signs that were typically installed on buildings of similar size, style, and use.

INTERIOR

OVERVIEW

Interior character-defining features include:

- Open center double-loaded hallways on all three floors
- Main stair with historic wood banister
- Historic features and finishes including mosaic tile floor in the first-floor hallway, tile walls in the first-floor hallway, plaster walls, wood floors, wood trim, wood doors with transoms throughout.

Need measurements.

Need to confirm these windows on drawings.

CONFIGURATION OF SPACES

The first floor is divided into three open spaces (wide central hall flanked by commercial spaces) that run the length of the building, east to west. The main stair is located at the east end of the center hall and an exit door is located to the south the stairs. Historic plaster partitions enclose the hall to the north and south. The south section of the first floor is open to the one-story addition at the east (rear) end of the building.

The second and third floors follow the same configuration as the first floor. Two open rooms flank the wide center hall; Plaster partitions divide the hall from the flanking rooms. Multiple historic doorways pierce the plaster walls to provide circulation between the hall and flanking rooms. Ghost lines in paint and plaster on the perimeter walls of the north and south rooms on all three floors indicate that these spaces were historically divided into a number of separate rooms. The center halls are the primary and most significant spaces in the building, with an emphasis on the first-floor hall which retains the most historic finishes including, mosaic tile floor and tiled walls.

Recommended Preservation Strategy:

- The openness of the center hallways on all three floors should be retained as much as possible.
- Maintain historic ceiling heights as much as possible. It is possible to drop the height some to accommodate MEP but maintain historic location as closely as possible. Lids may be installed on partial height partitions to create privacy for bedrooms, bathrooms, etc. Ceilings or soffits should not drop below historic transoms or window heads.

Does this change are space planning for the second and third floor???

Not much room from the top of the window and bottom of the floor joist. It's tight.

- New partitions, ceilings, and soffits should not bisect any windows at a distance closer than 5 ft.
- The historic doorways should be retained in the corridors on all floors. The doors do not have to remain operable, just visible in the corridor. They can be fixed closed and walled over on the interior, if needed.
- The spaces behind the corridor walls can be configured as needed and do not need to recreate the historic partitions.

So we can remove the trim on the doors and wall over these elements on all the floors?

FINISHES

The historic plaster partitions that define the center hallway on each floor remain throughout the building. Plaster and paint remain on many of the walls although it is in various states of deterioration. The plaster ceilings have been removed throughout the building; wood joists and deck are exposed. Wood base and windowsills/aprons remain throughout the building. Historic wood doors, transoms and wood casing with egg and dart detail are present in all three center halls. Mosaic tile floor remains in the first-floor hall; some areas are covered in carpet. Historic ceramic tile wainscot clads the 1st floor hall walls. Tongue and groove plank floors remain in some spaces on the second and third floor. Commercial spaces on the north and south sides of the 1st floor have concrete floors.

Need to confirm these windows on drawings.

What are we doing with the floors on the second and third floor?

Recommended Preservation Strategy:

- Existing historic finishes should be retained and preserved as much as possible. Any non-historic materials may be retained or removed as desired.
- Spaces in the building were historically finished; SHPO/NPS will not allow exposed structure (ceilings/walls), even in areas where the plaster is already partially missing. If there are walls/ceilings that are entirely missing the historic plaster, SHPO/NPS may allow that feature to remain exposed. They will not approve a treatment that results in a “ruin look” with areas of plaster remaining in some areas and exposed structure in other.
- Deteriorated plaster may be replaced with new plaster or painted drywall with a smooth texture. New partitions should be covered with painted drywall.
- Ceilings should be hard-lid (painted drywall). SHPO/NPS will not approve dropped ACT grid ceilings.
- Historic floors should be retained and preserved as much as possible, including tongue and groove plank and mosaic tile. New floors should complement the historic character of the building. True tongue-and-groove wood plank or engineered wood is appropriate and would be approved. SHPO/NPS will not approve wood-look LVT. If engineered wood is used, plank width, color, and grain pattern should match the typical historic wood flooring as closely as possible. Ceramic or solid/monolithic-LVT tile (without wood pattern) in kitchens and restrooms are generally acceptable.
- Historic trim should be retained and refinished. Where it is missing or deteriorated beyond repair, such as some window openings in the stairwell, it should be replaced to match in dimension and profile. A substitute product, such as fiberglass or composite material (Fypon, Azek, or similar) may be used where historic trim is missing.
- Trim on new/non-historic partitions should complement the character of the historic space but should be differentiated from the historic trim so new partitions are not

This changed a bit. I thought last time we talked we could leave the ruin look but it sounds like we have to fix what is coming off the wall with new drywall. What changed?

What are we doing with the floors on the second and third floor?

mistaken as historic. New trim may have a simple squared profile and differ in size from historic.

- New light fixtures should be compatible with the character of the building.
- Holes in perimeter walls where stoves vented historically may be covered with an escutcheon, or filled and patched to match the adjacent wall.

STAIRS/ELEVATOR

The building has one stairway located at the center of the east (rear) wall that connects all three floors. The stairway is original to the building, it has wood treads and risers and a wood banister. Plywood covers some areas where wood treads are missing or deteriorated. The building does not have an elevator.

Recommended Preservation Strategy:

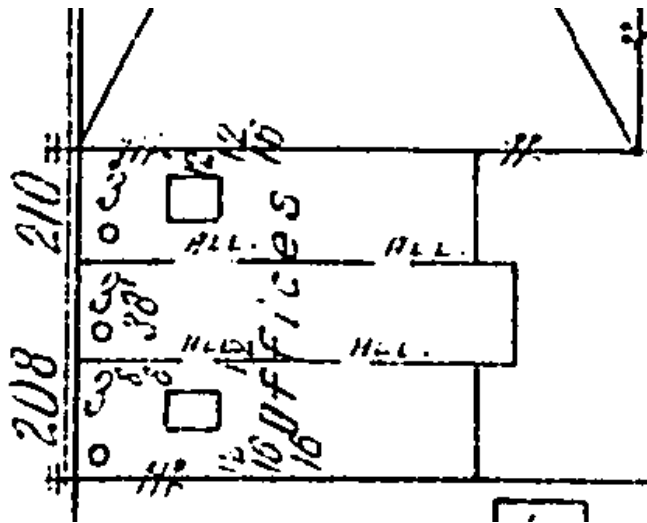
- The historic stairwell should be retained and preserved. Any damaged materials should be replaced in-kind. Ideally, the stair will retain its open relationship to the central hall. If enclosure is required to meet code, any new partitions/doorways should be as large and visibly transparent as possible.
- If railings do not meet code, augment existing railings, keeping historic configuration and material intact. Need measurements.
- If this single, open stair does not meet code, we will need to discuss other options that could meet code and still align with the Standards.

MEP/FIRE SUPPRESSION

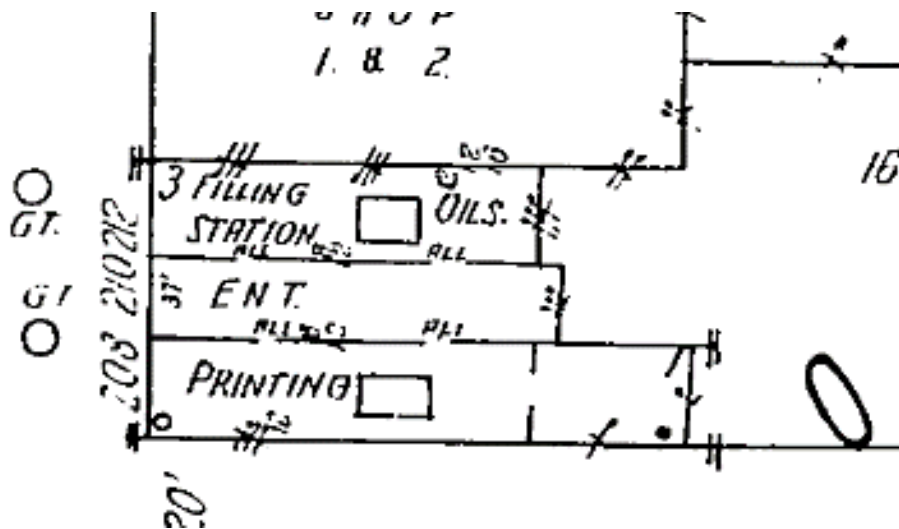
The building does not appear to have any functional MEP systems. Circular ventilation holes on perimeter walls indicate that the building was historically heated with stoves that had flues/ducts that vented through the wall. That's cool.

Recommended Preservation Strategy:

- Because the building interior was historically finished, electrical conduit, plumbing lines and fire suppression lines should be concealed within walls and above ceilings as much as possible. Exposed ductwork may be allowed in some areas, especially if it helps to preserve the historic ceiling heights. If areas of ductwork are exposed, it should be painted to match the ceiling color and be confined to secondary spaces when possible.
- Conduit should be concealed within walls and above ceilings as much as possible. Minimal surface-mounted conduit may be installed over historic plaster if necessary to avoid disrupting historic fabric; it should be painted to match the color of the surrounding materials.
- Plumbing pipes should be concealed above ceilings and within walls, soffits, or chases. Exposed plumbing pipes will not be allowed.



1910 Sanborn Map



1931 Sanborn Map showing one-story rear addition



Date: October 2022

To: Chris Stemler and Miranda Bruening

From: Kristen McSparren and Molly Maguire, Rosin Preservation

Re: RECOMMENDED PRESERVATION STRATEGIES FOR THE HAGERS BUILDING- 221W. MAIN ST., INDEPENDENCE, KS.

Introduction/Overview

The following notes represent a preliminary assessment of The Hagers Building following a site visit by Rosin Preservation's Kristen McSparren and Molly Maguire on October 5th. These notes are intended to provide general guidance as the team develops a preservation strategy for the project. Rosin Preservation will provide more specific input on treatment approaches as we become more familiar with the building in its historic, current, and proposed forms and as the rehabilitation plans evolve.

BACKGROUND INFORMATION

Property History

The Hagers Building is a two-story commercial building located in the downtown business district of Independence, Kansas. Construction was completed in approximately 1923. The 1st floor was historically divided into two retail/commercial spaces by a partition running north to south. The first floor was home to a number of businesses. Gage Tire Service occupied the space in 1929, followed by a period of vacancy in 1931 and Glen Webb Funeral Home from 1937- 1939. The 2nd floor was designed for residential use. A one-story CMU addition was added to the southeast corner of the building after the period of significance. The building currently houses an antique store.

Period of Significance

The Hagers Building is a contributing resource in the Independence Downtown Historic District, listed on The National Register of Historic Places on July 19, 2006. The period of significance for the district is 1867-1956. Features and finishes from this period are considered historic, even if they are not original. SHPO/NPS will consider their significance to the property and whether they are character-defining elements and to what degree are impacted by proposed changes.

Property Description

The Hagers Building is a two-story commercial building located in the downtown business district of Independence, Kansas. Its principal façade faces north onto Main Street. The west elevation abuts an adjacent three-story building. The south (rear) elevation faces public alleyway. The east elevation faces a parking lot. This building appears to be comprised of two discrete sections that were unified with the current façade. There is a party wall between them, with two

connections/doorways on the first floor. On the 2nd floor a former light well occupies the center of the building; it was infilled at some point and modified to contain a stair from the 1st floor and a corridor between the two sections. The historic brick walls and windows that lined the light well remain on the corridor walls. Another stair and corridor along the west side of the building also appear to have been created when the narrow area between Hagers Building and the adjacent building to the west were infilled. The exterior brick walls of both buildings remain visible in the corridor.

This makes sense why the walls did not align from the 1st to the 2nd floor.

The front (north) façade is constructed of dark brown brick with a textured surface. The first-story brick is painted. A thin stone belt course separates the first and second stories. Two storefronts divided by a centered doorway fill the first story. Large display windows have clear glass set in painted metal frames. The bulkheads are a mixture of plywood infill and painted stone. Painted plywood fills the transoms that run the width of the storefronts. Paneling infills the east storefront doorway; it appears to be inoperable. The west storefront doorway is recessed and features a wood door with $\frac{3}{4}$ glazed panel and a tin ceiling in the vestibule. A non-historic paneled door fills the doorway at the west end of the façade.

The second story of the north elevation has eight irregular bays, each containing a single window opening. The three windows on the east end have decorative stone lintels with exaggerated keystones. The five windows on the west end have a continuous shaped stone lintel. Board and batten panels fill the openings. Non-historic aluminum hung windows pierce the panels in five of the openings. The windows are smaller than the historic openings. The façade has a historic metal cornice with paired brackets.

Constructed of red brick, the east elevation has three non-historic 1/1 hung windows in an irregular pattern on the second story. These are punched openings with steel lintels and brick sills. The 1st story has no window openings. The roofline follows a stepped pattern that mirrors the slope of the roof.

The south (rear) elevation, also red brick, features a series of non-historic 1/1 hung windows in an irregular pattern and a non-historic paired door cut into the center of the first story. A metal fire-escape extends from a centered doorway on the second story across the west side of the elevation. A one-story CMU addition projects south from the east side of the south elevation into the alleyway. CMU is exposed on east and west walls; stucco clads the south wall of the addition.

On the interior, the first floor is primarily open, divided into two commercial spaces. The non-historic one-story addition in the southeast corner contains a modern kitchen. The 2nd story was utilized as residential apartments through the mid-20th century. The east side of the 2nd story is partitioned into a series of small rooms along the west wall with an open section along the east wall. The west side of the second story has been more recently altered; partitions have been removed and it now contains an unfinished open space. Two stairways-one located near the center and one along the west wall-provide access up to the 2nd floor from the sidewalk.

Alterations

The building has been altered since its original construction. Alterations include:

- The brick on the first story of the north façade has been painted, as have the stone window lintels. The storefront transom has been covered with painted plywood inside and out; it is unknown if a historic transom remains behind infill. Second-story windows have been infilled and replaced. A stone “Hagers” sign was added above the centered doorway at a recent unknown date.
- Interior finishes have been altered. The first story contains vinyl flooring in some areas, florescent lighting, and corrugated metal wall covering at the rear. Some areas have carpet and dropped ceilings as well as exposed ductwork.
- The stairway mid-way down the east wall is non-historic and was added recently by the current owner.
- The centered stairway and the west stairway that open to the north façade were added to connect the buildings at 221 Main Street and 219 Main Street. This alteration took place within the period of significance.
- The one-story rear addition was added sometime after the 1950s.

What is the plan for the front of the building?

We plan to remove the drop down ceiling on the 1st floor?

We are keeping this stair well but closing it off correct?

The historic tax credit program allows the owner to keep existing features and materials that were acquired with the building. However, if any of those elements are altered during rehabilitation, the treatment must meet the Secretary of the Interior’s Standards for Rehabilitation and complement the building’s historic character. Ideally, the planned rehabilitation and adaptive reuse will be an additive rather than subtractive process that retains historic fabric, rather than removing it, as new material that is added can be removed in the future to return the building to its original appearance without significantly compromising its integrity. Any non-historic features and materials may be removed.

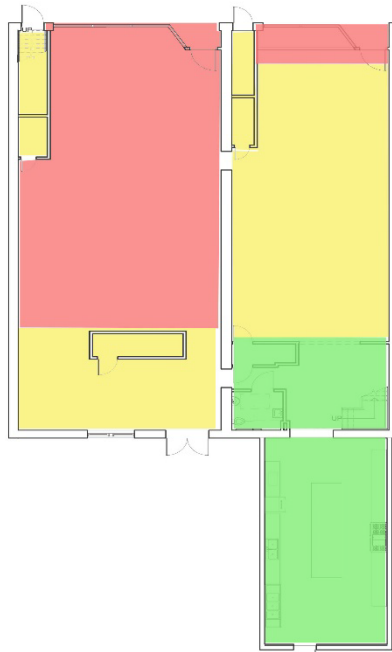
PRESERVATION TREATMENT ZONE MAPS

Treatment zones for the interior of the building have been identified to help guide design decisions. The zones are based on the Secretary of the Interior’s Standards for Rehabilitation. The zones are color coded red, yellow and green. Architectural significance is hierarchically arranged from the most visible, public areas to the least visible and utilitarian spaces.

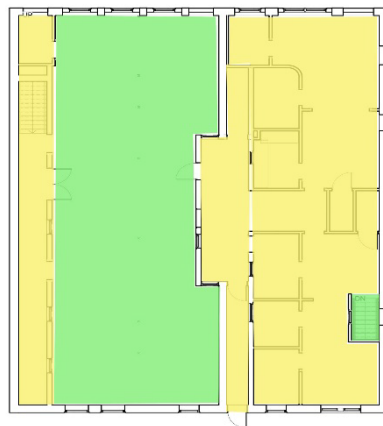
Red-Renovation Zone – Highly visible and publicly accessible areas such as the exterior of the building, 1st floor commercial spaces, historic circulation elements such as stairs and corridors, that can tolerate the least amount of change. These areas are colored red.

Yellow-Rehabilitation Zone – spaces that are less prominent, such as secondary corridors/entries, offices, bathrooms/kitchens, bedrooms in apartments are not as significant and can tolerate more change. These areas are colored yellow.

Green-Renovation Zone – spaces that are least prominent and significant, such utilitarian spaces, areas that are non-historic, or that have no historic integrity.



First floor



Second Floor

EXTERIOR

OVERVIEW

Exterior character-defining features include:

- Metal cornice with paired brackets on the north facade
- Historic storefront configuration
- Dark brown textured brick cladding on the north facade
- Stone window lintels

We plan to remove the drop down ceiling on the 1st floor?

ROOF

The building has a flat roof that slopes slightly to the rear (south). It is covered in rubber membrane. Brick parapet walls encircle the roof, and no portion of the roof is visible from the ground. Historic stone coping caps the north parapet wall. The remaining parapet does not appear to be capped, though it may be covered with roofing membrane and/or cementitious coating. A non-historic aluminum gutter runs the width of the south roof edge. Two downspouts, one in the center of the south elevation and one to the west, drain into the ground below. An aluminum gutter runs the width of the one-story addition, a downspout on the west end drains into the ground. No additional drainage is present on the other elevations.

Sounds like we are doing a lot of new roof work for this building based on the roof report.

Recommended Preservation Strategy:

- Roofing material may be retained or replaced as desired. Avoid running flashing up the back of the parapet and onto coping as it can trap moisture and exacerbate deterioration.
- Treatment of historic brick parapets should follow the treatment of exterior historic masonry walls discussed below.
- Historic stone coping should be retained. If it is deteriorated beyond repair, it must be replaced to match.
- Existing gutters and downspouts may be retained or replaced as desired. Replacement gutter/downspout should be prefinished metal (not anodized). If additional drainage is required, it should not be added to the front (north) façade.
- Any added rooftop equipment or features should not be visible from the ground.

Which it sounds like we will need to add bigger gutters and new downspouts based on the roof report.

WINDOWS, DOORS & STOREFRONT

The building features a mixture of historic and non-historic windows and doors.

On the first story, the north facade retains an historic store front. The transoms are infilled with painted ply-wood. The display windows have clear glass set in painted metal frames. The west section of the stone bulkhead remains intact while the east section is covered with plywood. The recessed entryway to the west side of the store front remains. It is located to the east of the display window and has a glazed door with wood stiles and rails, which is historically appropriate. Plywood fills the recessed doorway on the east section of storefront. Two non-historic fiberglass panel doors fill the center doorway and the doorway at the west end of the façade.

I did not think the store fronts were historic.

Board and batten panels fill the second-story window openings. Non-historic aluminum 1/1 hung windows pierce five of the openings. The windows are smaller in size than the historic openings.

We are removing and adding new windows to match historic windows, correct?

Three non-historic 1/1 hung windows pierce the second story of the east elevation.

A non-historic paired door fills the opening at the center of the south (rear) elevation. Ply-wood and vinyl siding infill part of the opening on the exterior. A double bank of non-historic 1/1 hung windows fill the opening to the west. Non-historic 1/1 hung windows of various sizes fill the second-story window openings. A centered second-story doorway, leading to the fire escape, retains a wood paneled door that is historically appropriate.

Recommended Preservation Strategy:

- The existing storefront may be retained and repaired as necessary. If it is deteriorated beyond repair, it may be replaced with a new storefront that matches existing.
 - Display window frames must match existing as closely as possible. If aluminum framing is used, it should have a painted/baked finish such as kynar. Glass can be clear low-e (PPG Solarban 60, Guardian Superneutral 68, Cardinal 272, or equal).
 - The transom may be reclaimed if desired. New transom design (configuration, dimensions, profile) should mimic the configuration of the transom visible in the historic photo.
- On the front elevation, existing doors at the storefront may be retained if desired. If they are replaced, new doors should be wood, aluminum clad wood, or aluminum. Storefront doors should mimic the configuration, dimensions, profile of a traditional historic door that has $\frac{3}{4}$ glazed panel, wide stiles/top rail, and a bottom rail that is wider than stiles and top rail.
- Non-historic windows on all elevations of the building may be retained or replaced as desired. If windows are to be replaced, the new windows must mimic the configuration of the historic windows visible in the historic photo (they appear to be 1/1 hung sashes) and have frame and sash dimensions and profiles of typical historic windows. Considerations for replacement windows include:
 - New windows may be wood, aluminum-clad wood, aluminum, or fiberglass. NPS will not approve vinyl windows. Aluminum should have a baked/kynar finish, not anodized. Glass may be insulated clear, untinted low-e (PPG Solarban 60, Guardian Superneutral 68, Cardinal 272, or equal).
 - Dimensioned shop drawings must be submitted for SHPO/NPS review showing elevations, vertical/horizontal cross-sections. If original/historic windows are being replaced, SHPO/NPS will require dimensioned sections of those windows as well.
- The paired doors on the south (rear) elevation may be retained or replaced as desired.

Sounds like we are doing a lot of new roof work for this building based on the roof report.

Need to confirm on the drawings what we are replacing, etc.

We are adding a overhead door to the back of the building.

EXTERIOR WALLS

The building is constructed of brick. The north façade retains its historic dark brown brick cladding, though the first story has been painted. The windowsills and lintels/headers are cut stone. All other building elevations are constructed of red brick. An iron fire escape runs from the center of the second story of the south (rear) elevation to the west end.

Condition of the brick ranges from good to poor. At the parapets and along the south elevation, brick is spalling, and mortar joints exhibit significant deterioration. Some stepped cracking is visible on the north façade.

Recommended Preservation Strategy:

- The exterior masonry is character-defining; any repairs should prioritize retaining the existing fabric. If the masonry is deteriorated beyond repair, it should be replaced in kind to match existing. A substitute material such as cast stone may be allowed for replacement of individual limestone pieces if it matches in dimension, profile, color and texture. The pointing and repair of deteriorated mortar joints should follow Preservation Brief 2.
- The gentlest means possible should be used to clean the masonry. If low pressure water (100-400 psi) doesn't sufficiently remove soiling and stains, a gentle chemical cleaner can be used. Test patches should be performed in inconspicuous areas prior to progressing with work on the entire façade to ensure the material/method does not harm the color or texture of the historic masonry. Cleaning should follow Preservation Briefs 1 and 6.
- The painted masonry on the north facade should be assessed to determine its condition and to determine whether the paint is damaging the masonry. If this is the case, it may be necessary to remove the paint with a gentle chemical cleaner to protect the historic masonry from further damage and deterioration.
- If the paint is sufficiently breathable and is not damaging the masonry, painted masonry may remain painted/be repainted, if desired. Unpainted masonry should remain unpainted.
- The iron fire escape may be retained or replaced as desired.

Sounds like we are doing a lot of new roof work for this building based on the roof report.

What is the plan for the front of the building?

Which I'm assuming we are replacing.

SIGNAGE

A stone "Hagers" sign was added to the north facade above the centered doorway at an unknown date, after the period of significance. No other signage is present on any of the exterior elevations.

Recommended Preservation Strategy:

- The "Hagers" sign is not historic. It may be retained or removed as desired.
- If any new signage is planned, shop drawings for proposed signage must be submitted to SHPO/NPS for review. SHPO/NPS does not allow internally illuminated box signs or vinyl signs with printed graphics. Any new signage should take design cues from historic signs that were typically installed on buildings of similar size, style, and use.

We are removing the sign?

INTERIOR

OVERVIEW

Interior character-defining features include:

- Open volume of space in the first-floor commercial spaces.
- Historic features and finishes including tin ceilings in the first-floor commercial space, wood floors, plaster walls including the curved, uncased returns at window jambs/heads and curved northeast wall in the second-story.
- The 2nd floor contained residential apartments, which were used through at least the mid-20th century. The finishes in the east unit appear to date to circa 1940s, which is within the period of significance. Although not highly character defining or significant, SHPO/NPS may determine the residential use to have some significance and request that original spaces/finishes be retained, especially near the front of the unit.

CONFIGURATION OF SPACES

A dividing wall running north to south near the center of the building separates the 1st floor into two commercial spaces. According to Sanborn maps, this partition is historic. Each of the commercial spaces is primarily open space. The east commercial space has dropped ceilings and is connected at the south (rear) end to the one-story modern addition. Which we are removing?

The east section of the second floor contains two large rooms with historic plaster partitions that divide the area along the west wall into a series of small rooms that was utilized as a residential apartment. A hallway to the west, which contains the center stairway, provides access to the west section of the second story. This hallway was created at an unknown date during the period of significance to connect the buildings at 221 to 219 Main Street. The exterior brick walls lining the corridor (former light well) are exposed. What is the plan for the front of the building?

In the west section of the 2nd floor, partitions have been removed and it is primarily open space. A series of wood support posts run the center of the space north to south. Historic windows pierce the west wall, looking into the hallway that was created when the space between buildings was enclosed. The exterior brick walls of both buildings are exposed in the hallway. There is no access to the adjacent building to the west from this hallway. Do we need to do anything to these window openings? The arches are so beautiful. Sad to see it closed off.

Recommended Preservation Strategy:

- Openness of the first-floor commercial spaces should be preserved as much as possible. Alternations to the second story are more flexible, as it is a secondary space.
- On the 2nd floor, existing historic partitions will ideally be reused as much as possible in the new configuration of space. However, they are not significantly character-defining, and their removal or relocation should generally be acceptable to SHPO/NPS. Non-historic partitions may be removed. The central hall (former light well) should be preserved as much as possible.
 - The curved plaster wall in the northeast corner of the second floor should be retained. It is a pretty cool area.

- Maintain historic ceiling heights as much as possible. It is possible to drop the height some to accommodate MEP but maintain historic location as closely as possible. Lids may be installed on partial height partitions to create privacy for bedrooms, bathrooms, etc.
- New partitions, ceilings, and soffits should not bisect any windows at a distance closer than 5 ft.

FINISHES

Plaster walls remain throughout the 1st floor, though in various states of deterioration. Some non-historic corrugated metal wall covering has been added to the south (rear) walls of the west commercial space. Historic wood tongue-and-groove flooring remains in some areas of the west space on the 1st floor while vinyl flooring has been added in other areas. Historic tin ceilings remain. Fluorescent lights have been mounted to the surface. The east commercial space contains dropped ceilings with florescent lighting; tin ceilings are present above. Carpet covers the floor in the east space; hardwood floors are presumably intact underneath.

Plaster walls remain largely intact throughout the 2nd floor. The east side retains its finished plaster ceiling, while the west side ceiling has been removed; wood joists are exposed. Wood base, windowsills/aprons and door casing generally remain, but are missing in some areas. Distinctive curved plaster jamb and head returns remain at the windows. The floor on the east side is non-historic painted plywood; it is unknown if historic tongue and groove is still underneath. The floor on the west side is a mixture of historic tongue-and-groove plank, carpet and vinyl. Three non-historic ceiling fans with light fixtures are present on the east side of the space. Given its unfinished condition, no light fixtures are present on the west side.

Recommended Preservation Strategy:

- Existing historic finishes should be retained and preserved as much as possible. Any non-historic materials may be retained or removed as desired.
- Spaces in the building were historically finished; SHPO/NPS will not allow exposed structure (ceilings/walls).
- Deteriorated plaster may be replaced with new plaster or painted drywall with a smooth texture. New partitions should be covered with painted drywall.
- Ceilings should be hard-lid (painted drywall). 1st floor historic tin ceilings should be retained where present. If areas are missing or deteriorated beyond repair, they should be replaced to match. If large areas are missing, SHPO/NPS may allow replacement with drywall instead of tin. SHPO/NPS will not approve the addition of new dropped ACT grid ceilings, although existing ones may remain as desired.
- New floors should complement the historic character of the building. Historic flooring should be retained and restored where possible. Areas that are missing or deteriorated beyond repair should be replaced to match. True tongue-and-groove wood plank or engineered wood is appropriate and would be approved. SHPO/NPS will not approve wood-look LVT. If engineered wood is used, plank width, color, and grain pattern should match the typical historic wood flooring as closely as possible. Ceramic or

What is the plan for this?

solid/monolithic-LVT tile (without wood pattern) in kitchens and restrooms are generally acceptable. Carpet is an acceptable finish, especially since historic flooring is gone.

- Historic trim should be retained and refinished. Where it is missing or deteriorated beyond repair, it should be replaced to match in dimension and profile. A substitute product, such as fiberglass or composite material (Fypon, Azek, or similar) may be used where historic trim is missing. The curved plaster jamb and head returns at the windows should be retained; casing should not be installed.
- Trim on new/non-historic partitions should complement the character of the historic space but should be differentiated from the historic trim so new partitions are not mistaken as historic. New trim may have a simple squared profile and differ in size from historic.
- New light fixtures should be compatible with the character of the building.

STAIRS/ELEVATOR

The building has three stairways. The two stairs leading from the north facade to the second story were added during the period of significance when the two buildings were joined. The stair located at the southeast corner of the 1st floor was added by the current owner and is not historic. All three stairways have wood treads and risers, simple wood railings, and are relatively simple in design and utilitarian in character. We need to get measurements.

The building has no elevators.

Recommended Preservation Strategy:

- The southeast stairway is non-historic and may be retained or replaced as desired.
- Historic stairways should be retained and preserved as much as possible. Any damaged materials should be replaced in-kind.
- If railings do not meet code, augment existing railings, keeping historic configuration and material intact.
- Any new stair design/material should complement the character of the space. Wood stairs/balustrade/railings are appropriate. An industrial metal type stair would likely not be approved. Stairs could be introduced in new locations if desired to accommodate new function and layout. Any new stairs should not occupy the most significant spaces.

MEP/FIRE SUPPRESSION

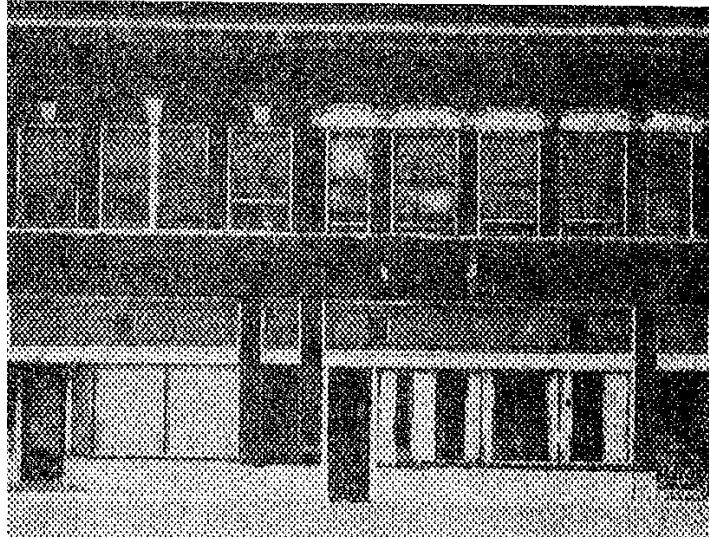
A modern forced air HVAC system serves the first story; the second story does not appear to have a functional HVAC system and no evidence of historic heating system (radiators, vents, etc) appear to be present. Window A/C units are present in some windows. Surface-mounted conduit is present on the 1st and 2nd story.

Recommended Preservation Strategy:

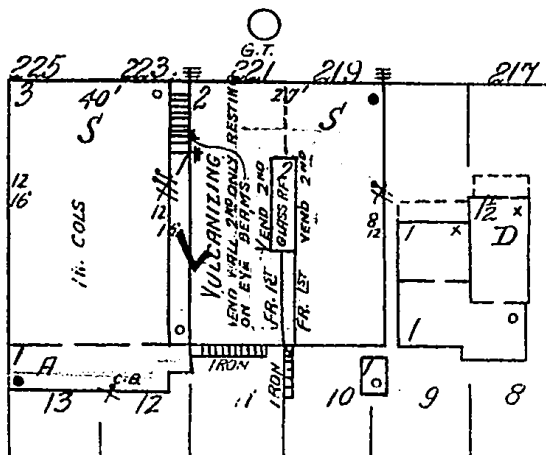
- Because the building interior was historically finished, electrical conduit, plumbing lines and fire suppression lines should be concealed within walls and above ceilings as much as

possible. Exposed ductwork may be allowed in some areas, especially if it helps to preserve the historic ceiling heights. If areas of ductwork are exposed, they should be painted to match the ceiling color. Existing exposed ductwork may remain.

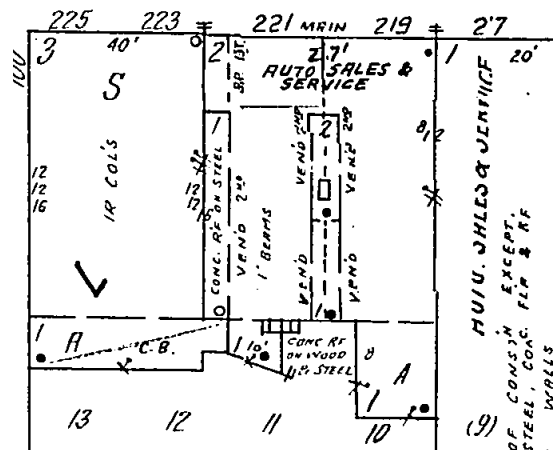
- Conduit should be concealed within walls and above ceilings as much as possible. Minimal surface-mounted conduit may be installed over historic plaster if necessary to avoid disrupting historic fabric; it should be painted to match the color of the surrounding materials. Existing surface-mounted conduit may remain.
- Plumbing pipes should be concealed above ceilings and within walls, soffits, or chases. Exposed plumbing pipes will not be allowed.



Undated Historic photo showing windows, storefront transoms, and doors before alteration.



1923 Sanborn Map shows the west stair addition and lightwell



1949 Sanborn Map with one-story rear addition



Date: October 2022

To: Chris Stemler and Miranda Bruening

From: Kristen McSparren and Molly Maguire, Rosin Preservation

Re: **RECOMMENDED PRESERVATION STRATEGIES FOR OAKES BUILDING (THE BOOKSTORE BUILDING)-
106 N 8TH ST. INDEPENDENCE, KS**

Introduction/Overview

The following notes represent a preliminary assessment of The Oakes building (the bookstore building) following a site visit by Rosin Preservation's Kristen McSparren and Molly Maguire on October 5th. These notes are intended to provide general guidance as the team develops a preservation strategy for the project. Rosin Preservation will provide more specific input on treatment approaches as we become more familiar with the building in its historic, current, and proposed forms and as the rehabilitation plans evolve.

BACKGROUND INFORMATION

Property History

The Oakes building (the bookstore building) was constructed between 1923 and 1929. Willis Brothers Café #3 and the Union Bus Station are listed at the address in 1929. Oakes Printing company occupied the entire second floor from 1929 until at least 1949, before it was divided and rehabilitated for residential use. In recent years a tavern and a bookstore were located on the first floor. The entire building is currently vacant, although books from the previous occupant remain on the 1st floor.

Period of Significance

The Oakes building (the bookstore building) is a contributing resource in the Independence Downtown Historic District, listed on The National Register of Historic Places on July 19, 2006. The period of significance for the district is 1867-1956. Features and finishes from this period are considered historic, even if they are not original. SHPO/NPS will consider their significance to the property and whether they are character-defining elements and to what degree are impacted by proposed changes.

Property Description

The Oakes building (the bookstore building) is a two-story commercial building with three distinct bays, located in the downtown business district of Independence, Kansas. The principal façade faces west. The south elevation faces the driveway and one-story garage of Wilson's Auto Detail. The north elevation faces the public alleyway. A narrow private alley/space runs along the east elevation, dividing the Oakes building from the adjacent building to the east.

Constructed of brick masonry, the façade features a corbeled brick cornice and decorative engaged pilasters that divide the bays. Three storefronts fill the first story. The storefronts have recessed entrances and aluminum frame display windows on stone bulkheads. Multi-lite wood transoms span across the top of each storefront. The second story of each bay has two sets of paired 1/1 hung windows with subtle stone detailing at the headers.

The rear portion of the south elevation abuts a one-story masonry garage. The brick cladding on visible portion of the first story is painted and has a single door opening at the west end. An historic wood door with transom fills the opening; an air conditioning unit is installed in the transom and plywood fills the gaps. The second story has four sets of paired 1/1 hung windows.

Sections of brick on the first story of the rear (east) elevation are painted, presumably to cover graffiti. The first story has four window openings filled with 1/1 hung windows; plywood covers one window. A non-historic fiberglass panel door fills a doorway at the center of the first story; plywood fills the transom. A metal stairway/fire escape on the east wall leads to a second story porch with iron supports and wood decking. The second story has six 1/1 hung windows in a regular pattern. A single doorway, located at the center of the second story, is filled with a wood panel door. **There's 2 doors on the 2nd floor east wall**

The north elevation facing the alley has two painted plywood filled window openings on the first story and an oversized doorway of what was historically a secondary storefront or a loading bay opening at the east end. The doorway is now filled with painted plywood infill and a single historic wood door with multi-lite window in the upper half. A multi-lite transom (matching those above the front elevation storefronts) spans the top of the opening. The second story has three sets of paired 1/1 hung windows.

On the interior, the first floor is divided into three commercial spaces, which are interconnected by doorways punched in demising walls. The second floor is configured for residential use (apartments) by a mixture of historic and non-historic partitions. The center of the space is primarily open with smaller rooms to the north and south sides.

Alterations

The building has been altered since its original construction. Alterations include:

- Records indicate that plans were initially designed for the construction of a commercial building on the entire tract of three lots, 100- 110 N. 8th St. According to Sanborn maps, a fourth section of the building may have been removed at the south end after 1923, though it's possible only three sections were ever built.
- The interior of the second story has been altered for residential use sometime after 1949. It has a mixture of historic and non-historic partitions.
- Interior finishes have been updated and altered over the years. Some areas of the first and second floors contain vinyl flooring and non-historic frame and drywall partitions in various stages of completion.

The historic tax credit program allows the owner to keep existing features and materials that were acquired with the building. However, if any of those elements are altered during rehabilitation, the treatment must meet the Secretary of the Interior's Standards for Rehabilitation and complement the building's historic character. Ideally, the planned rehabilitation and adaptive reuse will be an additive rather than subtractive process that retains historic fabric, rather than removing it, as new material that is added can be removed in the future to return the building to its original appearance without significantly compromising its integrity. Any non-historic features and materials may be removed.

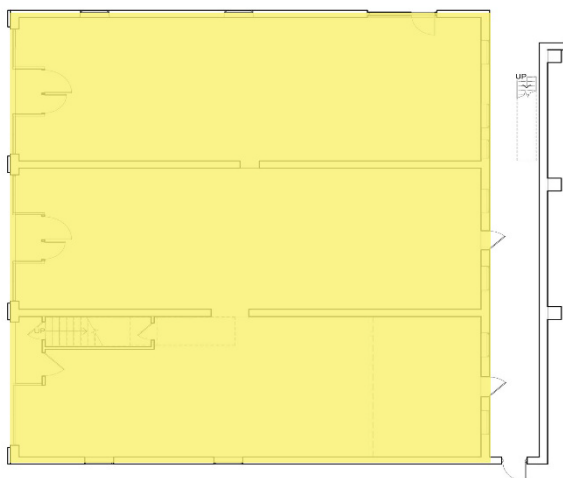
PRESERVATION TREATMENT ZONE MAPS

Treatment zones for the interior of the building have been identified to help guide design decisions. The zones are based on the Secretary of the Interior's Standards for Rehabilitation. The zones are color coded red, yellow and green. Architectural significance is hierarchically arranged from the most visible, public areas to the least visible and utilitarian spaces.

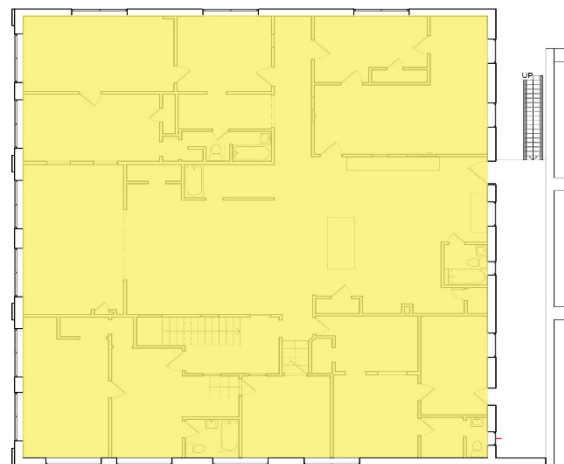
Red-Renovation Zone – Highly visible and publicly accessible areas such as the exterior of the building, commercial spaces, and circulation elements such as stairs and corridors. These areas are colored red.

Yellow-Rehabilitation Zone – spaces that are less prominent, such as secondary corridors/entries, rooms toward the back of the 1st floor, and 2nd floor apartments are not as significant and can tolerate more change. These areas are colored yellow.

Green-Renovation Zone – spaces that are least prominent and significant, such utilitarian spaces, areas that are non-historic, or that have no historic integrity.



FIRST FLOOR



SECOND FLOOR

EXTERIOR

OVERVIEW

Exterior character-defining features include:

- Corbelled brick cornice and decorative end blocks between bays
- Historic storefront configuration with transoms
- Stone window lintels and decorative headers

ROOF

The building has a flat roof that slopes lightly to the east (rear). It is covered in rubber membrane. Brick parapet walls encircle the roof, and no portion of the roof is visible from the ground. Historic stone coping caps the parapet walls. The roof is in poor condition; some sections along the east elevation are structurally compromised and have partially collapsed; vegetation grows out of an opening in the northeast corner. An aluminum gutter runs the width of the east roof edge. A down spout in the northeast corner drains into the alleyway. No additional drainage is present on the other elevations.

Recommended Preservation Strategy:

- Roofing material may be retained or replaced as desired. Structural damage to the roof may be repaired as necessary using wood or steel to create a stable and safe structure..
- Treatment of historic brick parapets should follow the treatment of exterior historic masonry walls discussed below.
- Historic stone coping should be retained. If it is deteriorated beyond repair, it must be replaced to match.
- The existing gutter and downspout may be retained or replaced as desired. Replacement gutter/downspout should be prefinished metal (not anodized). If additional drainage is required, it should not be added to the front (west) façade.
- Any added rooftop equipment or features should not be visible from the ground

WINDOWS & DOORS

The building features a mixture of historic and non-historic windows and doors.

On the first story, the west façade retains the historic storefront configuration. The large display windows set in aluminum frames are likely not original to the building and the entrances have been altered but they appear to date to within the period of significance. All three store fronts retain tin ceilings in the recessed entries and historic divided light wood transoms. The stone bulkheads, remaining wood doors and transoms have been painted. Plywood covers one side of the display window on the north storefront. Two historic glazed doors with wood stiles and rails fill the centered entrance. Plywood fills the transom above the south door and portion of the storefront transom. The center storefront follows the same configuration as the north storefront.

Plywood fills the transoms above both historic doors. The south storefront has two doorways to the north of the display window, a non-historic fiberglass panel door fills one doorway while the other retains a historic glazed door with wood styles and rails.

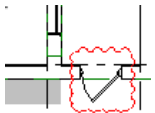
Each of the three bays on the west façade has two sets of paired 1/1 wood hung windows on the second story. They appear to be historic wood windows, though they are in various states of deterioration. Non-historic aluminum storm windows remain on some windows. Plywood covers a number of windows on the interior where panes of glass are missing or broken.

The south elevation has a single historic wood door on the west end of the first story. Painted plywood fills the glazed panel and plywood infill with wood brackets holding an air-conditioning unit cover the transom. The door appears to be inoperable. Four sets of paired 1/1 wood hung windows pierce the second story of the south elevation; some have exterior storm windows over the historic wood sash. The windows are in various states of deterioration.

The first story of the east (rear) elevation has four 1/1 wood hung wood windows; plywood covers one window. A non-historic fiberglass panel door fills a doorway at the center of the first story; plywood fills the transom. The second story has six 1/1 wood hung windows in a regular pattern. A non-historic plywood door with metal jamb fills the central doorway of the second story. [see notes above](#)

On the north elevation, painted plywood fills two window openings on the first floor. Historic 1/1 wood hung windows are intact underneath. Plywood and a single historic wood door with multi-light upper panel fill a storefront/loading bay opening at the east end of the north elevation. A historic multi-light wood transom spans the top of the storefront/loading bay. The second story has three sets of paired 1/1 wood hung windows. Remnants of exterior storm windows remain on two windows.

[what do we do with OH door opening?](#) [what to do about south east door](#)



Recommended Preservation Strategy:

- The existing storefronts may be retained and repaired as necessary. If they are deteriorated beyond repair, they may be replaced with a new storefronts that match existing configuration.
 - Display window frames must match existing as closely as possible. If aluminum framing is used, it should have a painted/baked finish such as kynar. Glass can be clear low-e (PPG Solarban 60, Guardian Superneutral 68, Cardinal 272, or equal).
- Existing doors may be retained if desired. If they are replaced, new doors should be wood, aluminum clad wood, or aluminum. Storefront doors should mimic the configuration, dimensions, profile of a traditional historic door that has $\frac{3}{4}$ glazed panel, wide stiles/top rail, and a bottom rail that is wider than stiles and top rail (similar to the historic doors in place currently).
- Existing multi-light wood transoms are significant and character defining features that should be retained and restored. If they are deteriorated beyond repair, they should be replaced to exactly match historic in configuration, material, dimensions, and profile.

- Historic wood windows are character-defining. SHPO/NPS will require their retention and restoration unless it can be proven that they are deteriorated beyond repair. Restoration and any weatherization should follow NPS Preservation Brief 9.
- If windows are deteriorated beyond repair and to be replaced, the new windows must mimic the configuration and have frame and sash dimensions that match the existing historic windows on west, north and south elevations. Since windows on the rear (east) elevation are not visible from public way and are not character defining, SHPO/NPS may be more lenient and allow a window that doesn't exactly match historic. Considerations for replacement windows include:
 - New windows may be wood, aluminum-clad wood, aluminum, or fiberglass. NPS will not approve vinyl windows. Aluminum should have a baked/kynar finish, not anodized. Glass may be insulated clear low-e (PPG Solarban 60, Guardian Superneutral, Cardinal 272, or equal).
 - Dimensioned shop drawings must be submitted for SHPO/NPS review showing elevations, vertical/horizontal cross-sections. Dimensioned drawings of existing/historic windows must be included as well for comparison.

EXTERIOR WALLS

The building is constructed of brick masonry. The west façade retains his historic red brick cladding and features a corbeled brick cornice and decorative applied treatments on the pilasters between bays and above the windows. The windowsills and lintels/headers are cut stone. Areas of 1st floor brick walls on the south, north and east elevations have been painted, presumably to cover graffiti. A fire escape with metal stair and second floor deck project from the center of the east elevation. The fire escape is not visible from public right of way and is not a significant character defining feature.

Condition of the brick ranges from good to poor. The east elevation has a number of large mortar patches on the second story. Mortar joints exhibit significant deterioration at the parapets.

Recommended Preservation Strategy:

- The exterior masonry is character-defining; any repairs should prioritize retaining the existing fabric. If the masonry is deteriorated beyond repair, it should be replaced in kind to match existing. A substitute material such as cast stone may be allowed for replacement of individual limestone pieces if it matches in dimension, profile, color and texture. The pointing and repair of deteriorated mortar joints should follow Preservation Brief 2.
- The gentlest means possible should be used to clean the masonry. If low pressure water (100-400 psi) doesn't sufficiently remove soiling and stains, a gentle chemical cleaner can be used. Test patches should be performed in inconspicuous areas prior to progressing with work on the entire façade to ensure the material/method does not harm the color or texture of the historic masonry. Cleaning should follow Preservation Briefs 1 and 6.
- The painted masonry on the west, south, and east elevations should be assessed to determine its condition and to determine whether the paint is damaging the masonry. If this is the case, it may be necessary to remove the paint with a gentle chemical cleaner to protect the historic masonry from further damage and deterioration.

- If the paint is sufficiently breathable and is not damaging the masonry, painted masonry may remain painted/be repainted, if desired. Unpainted masonry should remain unpainted.
- The metal fire escape and deck on the east elevation may be retained or replaced as desired.

SIGNAGE

Two blank white signs are affixed to brick wall above the center and south storefronts. These signs were added at an unknown date and are not historic. Vinyl printed lettering on the center storefront display windows reads "Indie Books." This signage was added at an unknown date and is not historic. No other signage is present on any of the exterior elevations.

Recommended Preservation Strategy:

- None of the existing signage on the west elevation is historic. It may be retained or removed as desired.
- Any proposed signage should take cues from other historic signage on buildings in the district that are of similar size, style, and use.
- NPS does not allow internally illuminated box signs or vinyl signs with printed graphics. Proposed signage shop drawings will be submitted to SHPO/NPS for review.

INTERIOR

OVERVIEW

how are we going to fire rate the existing 2nd floor doors?

Interior character-defining features include:

- Open volume of the three first-floor commercial spaces
- Potentially the 2nd vestibule at the top of the stairs-it is unclear which areas of the partitions, doorways, windows surrounding the stair are historic
- Historic features and finishes including remnants of tin ceilings in the interior storefront vestibules, wood trim (base, window casings, door surrounds) on the second floor.

CONFIGURATION OF SPACES

Sanborn maps indicate that the first floor was historically divided into three open commercial spaces. The historic masonry walls running east to west still divide the space. There is non-historic partitioning in various stages of completion at the east end of the three commercial spaces; otherwise, they remain primarily open. A row of columns runs the length of the center of the north commercial space; the columns are utilitarian and not necessarily character-defining.

The second floor was altered for residential use at an unknown date after 1949. Partitioning is a mixture of drywall and plaster. The southeast corner of the second story is raised above the main floor level. It is unknown if this feature is historic or a later alteration. The rooms in this section of the second floor are accessed via two small wood staircases off the center section. The center section of the second floor is primarily open space. The east end of the entire second floor is structurally compromised and could not be examined in detail. A mixture of historic and non-

historic plaster and drywall partitions divide the north side of the second floor into a series of small rooms.

Recommended Preservation Strategy:

- Openness of the first-floor commercial spaces should be preserved as much as possible. Some partitions may be created toward the rear (east) of the spaces, if desired.
- On the 2nd floor, existing historic partitions will ideally be reused as much as possible in the new configuration of space. However, they are not significantly character-defining, and their removal or relocation should be acceptable to SHPO/NPS. Non-historic partitions may be removed or replaced as desired.
- Maintain historic ceiling heights as much as possible. It is possible to drop the height some to accommodate MEP but maintain historic location as closely as possible.
- New partitions, ceilings, and soffits should not bisect any windows at a distance closer than 5 ft.

FINISHES

Plaster remains on walls throughout the first-floor commercial spaces, though it is significantly deteriorated in some areas and has fallen off, exposing brick underneath. Historic floors are no longer extant in the first-floor commercial spaces. Some areas have vinyl flooring or painted plywood. Exposed concrete is present in many areas of the 1st floor. The interior vestibules of all three storefronts retain historic tin ceilings; the commercial spaces likely historically had tin ceilings throughout. The majority of the first-floor ceilings have been removed; wood joists and decking are exposed. Non-historic fluorescent lights are attached to the ceiling.

The second-floor partitions are a mixture of plaster and drywall. Wood base, windowsills/aprons and door casing generally remain, but are missing in some areas. The floor is covered with historic tongue-and-groove wood planks that are very narrow. Floors are in various states of deterioration from water infiltration and structural failure as a result of the compromised roof. Some non-historic light fixtures and surface mounted conduit are present throughout the second story residential spaces.

Recommended Preservation Strategy:

- Existing historic finishes should be retained and preserved as much as possible. Any non-historic materials may be retained or removed as desired.
- Spaces in the building were historically finished; SHPO/NPS will not allow exposed structure (ceilings/walls), even in areas where the plaster is already missing.
- Deteriorated plaster may be replaced with new plaster or painted drywall with a smooth texture. New partitions should be covered with painted drywall.
- Ceilings should be hard-lid (painted drywall). First-floor ceilings could be covered with tin if desired since there is evidence that the space had tin historically. New ceilings should not drop lower than the window heads at perimeter walls. Tin ceilings should be retained where present in the storefront vestibules. SHPO/NPS will not approve dropped ACT grid ceilings.

- Existing wood flooring on the 2nd floor may be retained and restored, if possible. Any new flooring should complement the historic character of the building. True tongue-and-groove wood plank or engineered wood is appropriate and would be approved for both 1st and 2nd floors. SHPO/NPS will not approve wood-look LVT. If true or engineered wood is used, plank width, color, and grain pattern should match the typical historic wood flooring as closely as possible. Ceramic or solid/monolithic-LVT tile (without wood pattern) in kitchens and restrooms are generally acceptable. Carpet is an acceptable finish, especially since historic flooring is gone.
- Historic trim should be retained and refinished. Where it is missing or deteriorated beyond repair, it should be replaced to match in dimension and profile. A substitute product, such as fiberglass or composite material (Fypon, Azek, or similar) may be used where historic trim is missing. The curved plaster jamb and head returns at the windows should be retained; casing should not be installed.
- New light fixtures should be compatible with the character of the building.

STAIRS/ELEVATOR

The building has one main stair and two small stairways on the second floor leading to the raised section in the southeast corner. The main stair rises along the south wall, leading from the west façade to the second-floor residential space. According to Sanborn maps, it is original to the building's design. It has a simple design and is utilitarian in character with painted wood treads and wood risers; simple wood railings are attached to the walls on either side. The stairs leading to the raised section of the second floor are also constructed of wood and have simple wood balustrades. The building does not have an elevator.

Recommended Preservation Strategy:

- Historic stairways should be retained and preserved as much as possible. Any damaged materials should be replaced in-kind.
- If railings do not meet code, augment existing railings, keeping historic configuration and material intact.
- New stair design/material should complement the character of the space. Wood stairs/balustrade/railings are appropriate. An industrial metal type stair would likely not be approved. Stairs could be introduced in new locations if desired to accommodate new function and layout. Any new stairs should not occupy the most significant spaces.

MEP/FIRE SUPPRESSION

The building does not appear to have any functional MEP systems. Circular ventilation holes on first-floor perimeter walls indicate that the building was historically heated with stoves that had flues/ducts that vented through the wall. The first and second story have some surface mounted conduit.

Recommended Preservation Strategy:

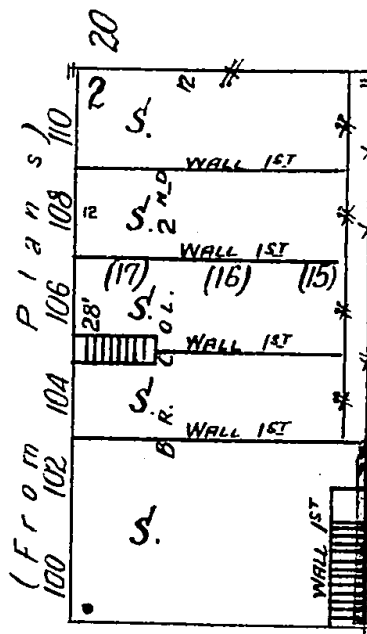
- Because the building interior was historically finished, electrical conduit, plumbing lines and fire suppression lines should be concealed within walls and above ceilings as much as

possible. Exposed ductwork may be allowed in some areas, especially if it helps to preserve the historic ceiling heights. If areas of ductwork are exposed, they should be painted to match the ceiling color.

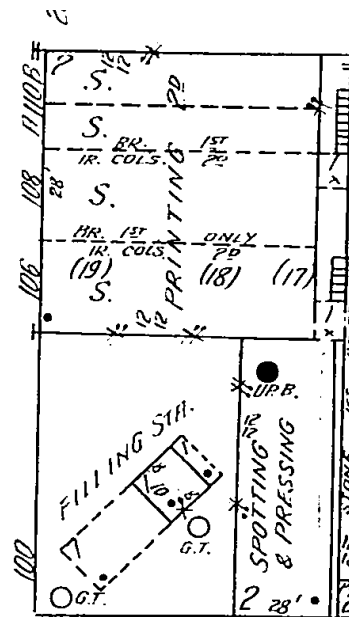
- Conduit should be concealed within walls and above ceilings as much as possible. Minimal surface-mounted conduit may be installed over historic plaster if necessary to avoid disrupting historic fabric; it should be painted to match the color of the surrounding materials. Existing surface-mounted conduit may remain.

Plumbing pipes should be concealed above ceilings and within walls, soffits, or chases. Exposed plumbing pipes will not be allowed.

N. 8TH



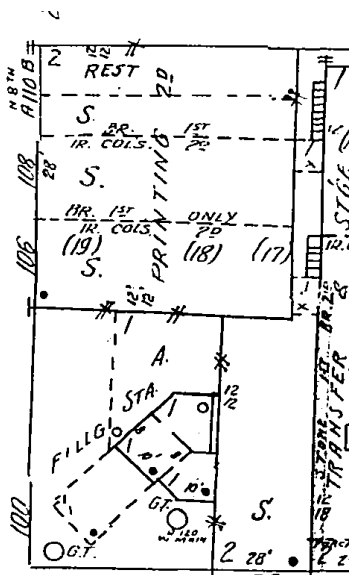
1923 Sanborn map indicating that there may have historically been an additional section of the building on the south end (104 N 8th)



1931 Sanborn map showing the current configuration of three commercial spaces.

N. 8TH

6" W. PIPE



1949 Sanborn Map Showing the Printing company occupying the entire second floor.



Date: October 2022

To: Chris Stemler and Miranda Bruening

From: Kristen McSparren and Molly Maguire, Rosin Preservation

Re: **RECOMMENDED PRESERVATION STRATEGIES FOR THE SECURITY ABSTRACT CO. (THE STANFORD BUILDING) - 113 E. MAIN ST. INDEPENDENCE, KS**

Introduction/Overview

The following notes represent a preliminary assessment of The Security Abstract Co. (Stanford building) following a site visit by Rosin Preservation's Kristen McSparren and Molly Maguire on October 5th. These notes are intended to provide general guidance as the team develops a preservation strategy for the project. Rosin Preservation will provide more specific input on treatment approaches as we become more familiar with the building in its historic, current, and proposed forms and as the rehabilitation plans evolve.

BACKGROUND INFORMATION

Property History

The Security Abstract Co. (Stanford building) is a two-story, two-part commercial block building with a one-story section in the rear. Construction was completed on the building in 1908. The first floor was historically designed for retail/commercial use and housed The Security Abstract Co. from construction through at least 1987. Stanford & Stanford law office is first listed at this address in 1916. The second floor was designed for residential use. The entire building is currently vacant.

Period of Significance

The Security Abstract Co. (Stanford building) is a contributing resource in the Independence Downtown Historic District, listed on The National Register of Historic Places on July 19, 2006. The period of significance for the district is 1867-1956. The building was initially considered non-contributing because of the addition of a modern metal slipcover. The status was changed to contributing in 2015 when the slipcover was removed, and the original façade was revealed. Features and finishes from the period of significance are considered historic, even if they are not original. SHPO/NPS will consider their significance to the property and whether they are character-defining elements and to what degree are impacted by proposed changes.

Property Description

The Security Abstract Co. (the Stanford building) is a two-story, two-part commercial block with a one-story rear section, located in the downtown business district of Independence, Kansas. The principal façade faces north. An adjacent two-story building abuts the east elevation. The west

elevation faces the public alleyway. The south (rear) elevation faces a small parking strip in the public alleyway.

Constructed of brick masonry, the north (front) façade features subtle decorative brickwork at the cornice and above the main doorway. The storefront that fills most of the north façade has been altered with modern brick infill, two fixed single-lite windows and a doorway to the east. The doorway remains in its historic location but was likely, historically open and recessed. The top portion of the storefront is infilled with plywood indicating that there may have historically been a transom. A canted corner entrance is located to the west of the storefront facing northwest. A non-historic door fills the opening and wood paneling infills the historic arched transom. The door surround features distinctive curved brick. A stone header above the door is inscribed "Stanford." A pair of brick pilasters that continue to the second story flank the door. The second story features three non-historic 1/1 hung windows with stone sills. A stone band course tops the windows, running the width of the north façade.

The west elevation features a regular pattern of 1/1 hung windows and a continuation of the decorative brick at the cornice. Two of the first-story windows have metal bars that project from the bottom sills. The stone foundation is visible as the ground slopes down toward the south (rear) portion of the west elevation, under the one-story section.

The south (rear) elevation has one 1/1 hung window with a stone sill and a single doorway to the east containing a non-historic door and plywood covering the transom. Three concrete steps lead to the doorway.

On the interior, the first floor is primarily open space with some partitioning at the south (rear) enclosing a bathroom and vault. The second story has historic partitions that divide the space for residential use. The basement below the north (front) section does not run the length of the building.

Alterations

The building has been altered since its original construction. Alterations include:

- The first-story storefront is no longer extant. Brick infill spans the north façade to the east of the corner entrance and contains fixed single-lite windows and a single door entrance.
- The north façade was altered to create the corner entrance. This alteration first appears in the 1916 Sanborn map and likely coincides with a change in ownership of Security Abstract Co.
- The vault in the southwest corner of the first floor was added in approximately 1916.

The historic tax credit program allows the owner to keep existing features and materials that were acquired with the building. However, if any of those elements are altered during rehabilitation, the treatment must meet the Secretary of the Interior's Standards for Rehabilitation and complement the building's historic character. Ideally, the planned rehabilitation and adaptive reuse will be an additive rather than subtractive process that retains historic fabric, rather than removing it, as new material that is added can be removed in the future to return the building to

its original appearance without significantly compromising its integrity. Any non-historic features and materials may be removed.

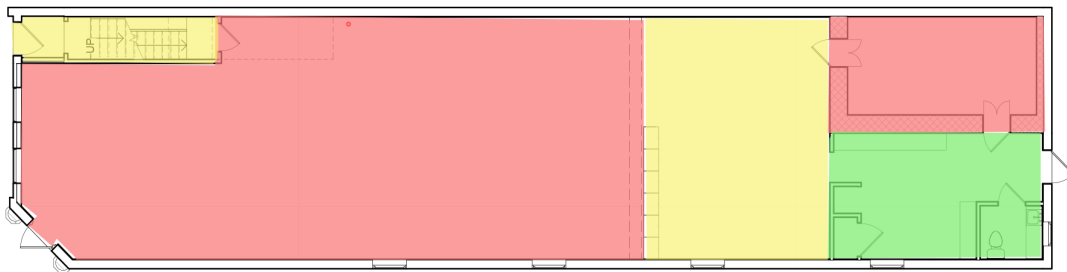
PRESERVATION TREATMENT ZONE MAPS

Treatment zones for the interior of the building have been identified to help guide design decisions. The zones are based on the Secretary of the Interior's Standards for Rehabilitation. The zones are color coded red, yellow and green. Architectural significance is hierarchically arranged from the most visible, public areas to the least visible and utilitarian spaces.

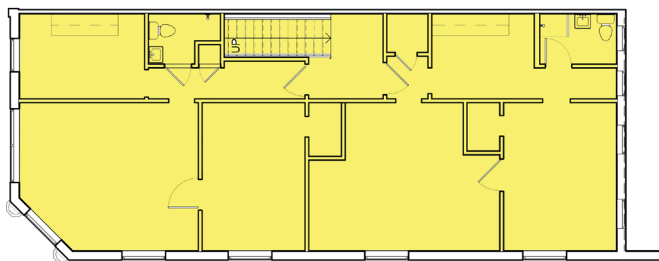
Red-Renovation Zone – Highly visible and publicly accessible areas such as the exterior of the building, entry vestibules, circulation elements such as stairs and corridors, and signature spaces that can tolerate the least amount of change. These areas are colored red.

Yellow-Rehabilitation Zone – spaces that are less prominent, such as secondary corridors/entries, offices, kitchens/bathrooms and bedrooms that are not as significant and can tolerate more change. These areas are colored yellow.

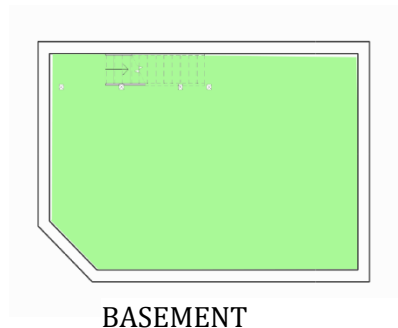
Green-Renovation Zone – spaces that are least prominent and significant, such utilitarian spaces, areas that are non-historic, or that have no historic integrity.



FIRST FLOOR



SECOND FLOOR



BASEMENT

EXTERIOR

OVERVIEW

Major exterior character-defining features include:

- Detailed brick work at the cornice and above the main corner entrance
- Brick pilasters, curved brick door surround and stone header inscribed “Stanford” at the corner entrance.
- Limestone windowsills/header and pilaster caps and bases

ROOF

The building has a flat roof that slopes slightly to the rear. It is covered in rubber membrane; flashing is run up the back of the parapet walls and covers the top of the coping. Brick parapet walls encircle the roof, and no portion of the roof is visible from the ground. Brick parapets exhibit significant deterioration, particularly on the west elevation. Based on observation from the ground and in photos, the front elevation appears to have a historic stone coping capping the parapet wall; however, closer physical inspection may reveal that it is a cementitious parging on the brick. Remnants of cementitious parging covers the top of the west parapet. Non-historic aluminum gutters span the width of the south (rear) edges of the two-story and one-story roof sections. The one-story portion has two downspouts that drain into the alley way. The second story portion has two downspouts that appear to drain onto the one-story roof. No additional drainage is present on the other elevations.

Recommended Preservation Strategy:

- Roofing material may be retained or replaced as desired. Ideally, roofing will not run up the entire back of the parapet or cover the tops of the copings. This can trap moisture in the wall and exacerbate deterioration.
- Treatment of historic brick parapets should follow the treatment of exterior historic masonry walls discussed below.
- If the coping on the front elevation is stone, it should be retained. If it is deteriorated beyond repair, it must be replaced to match. If it is cementitious parging, it may be retained and repaired.
- Existing gutters and downspouts may be retained or replaced as desired. Replacement gutter/downspout should be prefinished metal (not anodized). If additional drainage is required, it should not be added to the front (north) façade.
- Any added rooftop equipment or features should not be visible from the ground.

WINDOWS & DOORS & STOREFRONT

The historic storefront is no longer extant. The storefront is infilled with brick and plywood. Two fixed wood-frame single-lite windows and a fiberglass panel door to the east pierce the brick infill. A fiberglass panel door and wood paneling fill the opening of the main entrance on the northwest corner. The historic doorway was recessed and located at the east end of the north façade; it remains in place within the non-historic vestibule that was created when the storefront was infilled. The historic doorway frame topped by two glazed transoms is located at the bottom of the stairs that rise to the 2nd story.

The second-story windows on the north facade have been replaced with 1/1 hung aluminum-clad wood windows manufactured by Marvin. The same replacement windows are present in a regular pattern on the west elevation. The south elevation has one 1/1 hung aluminum window to the east of a fiberglass panel door. Three windows on the second story of the east elevation have the same replacement windows found throughout the building. The Marvin replacement windows have historically appropriate configuration, dimensions, profiles, and detailing.

Recommended Preservation Strategy:

- The infilled storefront on the north elevation may remain infilled as-is or be reopened as desired. The existing brick infill exhibits structural issues that should be addressed. If the historic storefront system is reconstructed, it should be historically appropriate to the period of significance and follow the original storefront configuration as much as possible.
 - The new treatment should be based on evidence from historic images/photographs and plans of the building and treatments typical of the period of original construction.
 - Storefront glazing, bulkheads, and doors should follow historic sizes, shapes, and proportions.
 - New storefront windows and doors may be wood, aluminum clad wood, aluminum, or fiberglass. SHPO/NPS will not approve vinyl. Aluminum should have a baked/kynar finish, not anodized. Glass may be insulated clear, untinted low-e (PPF Solarban 60, Guardian Superneutral, Cardinal 272, or equal).
 - Bulkheads, trim, and other elements that were historically wood may be wood or wood substitute (PVC, poly-ash), provided substitute material follows historic profiles and has the appearance of wood once painted.
 - Dimensioned window/storefront shop drawings must be submitted for SHPO/NPS review.
 - Please see NPS Preservation Briefs 11, 16, and 27 for more information and guidance.
- Existing windows may be retained. If windows are to be replaced, the new windows must mimic the configuration of the historic windows visible in the historic photos (if available) and have frame and sash dimensions and profiles of typical historic windows. Considerations for replacement windows include:
 - New windows may be wood, aluminum-clad wood, aluminum, or fiberglass. NPS will not approve vinyl windows. Aluminum should have a baked/kynar finish, not anodized. Glass may be insulated clear low-e (PPG Solarban 60, Guardian Superneutral, Cardinal 272, or equal).

- Dimensioned shop drawings must be submitted for SHPO/NPS review showing elevations, vertical/horizontal cross-sections. If any historic windows remain, drawings of those should also be included for comparison.
- Non-historic doors on the north and south elevations may be retained or replaced as desired. If they are to be replaced, the configuration of the new doors should better complement the building's historic character. New doors may be wood or aluminum. Dimensioned shop drawings must be submitted for review.

EXTERIOR WALLS

The building is constructed of brick. The north façade retains its historic red brick cladding with the exception of contemporary brick infill in the storefront. The north façade has decorative brickwork at the cornice line. The main arched doorway has brick pilasters and a distinctive curved brick door surround. The door header and windowsills are stone, and a stone band course tops the second-story above the windows. The west elevation is clad in the same historic red brick and has the same decorative brickwork at the cornice line. The South (rear) elevation is also clad in historic red brick.

The condition of the brick ranges from poor to good. At the parapets, particularly on the west elevation, where water infiltration has been extensive, mortar joints have deteriorated, and brick has spalled. Areas of brick on the ground level of the west elevation have been graffitied.

Recommended Preservation Strategy:

- The exterior masonry is character-defining; any repairs should prioritize retaining the existing fabric. If the masonry is deteriorated beyond repair, such as the deteriorating brick at the parapet, it should be replaced in kind to match existing in size, color, and texture. A substitute material such as cast stone may be allowed for replacement of individual limestone pieces if it matches in dimension, profile, color and texture. The pointing and repair of deteriorated mortar joints should follow Preservation Brief 2. Note that the mortar joints on the north and east elevations are very thin, which is a character defining feature. Care should be taken not to damage brick when removing deteriorated mortar.
- The gentlest means possible should be used to clean the masonry. If low pressure water (100-400 psi) doesn't sufficiently remove soiling and stains, a gentle chemical cleaner can be used. Test patches should be performed in inconspicuous areas prior to progressing with work on the entire façade to ensure the material/method does not harm the color or texture of the historic masonry. Cleaning should follow Preservation Briefs 1 and 6.

SIGNAGE

The building currently has no signage on any of the exterior elevations.

Recommended Preservation Strategy:

- If any new signage is planned, shop drawings for proposed signage must be submitted to SHPO/NPS for review. SHPO/NPS does not allow internally illuminated box signs or vinyl

signs with printed graphics. Any new signage should take design cues from historic signs that were typically installed on buildings of similar size, style, and use.

INTERIOR

OVERVIEW

Interior character-defining features include:

- Open volume of space in the first story
- Vault in the southeast corner of the first story
- Historic features and finishes including tin ceilings in the south (rear) portion of the first story, plaster walls, wood floors, wood trim and staircase in the northeast corner of the building with wood risers and treads and historic wood railing.

CONFIGURATION OF SPACES

The first story is currently primarily open with some partitioning at the south (rear) end of building that encloses a bathroom and a vault. According to Sanborn maps, it appears the first story was historically open space. The vault first appears in Sanborn maps in 1916. Historic wood cabinets and counters remain in the 1st floor space; these appear to have been present historically; painted ghost lines along walls indicate their former placement.

The second story is divided into two residential units with an open entry vestibule at the top of the stairway and a hallway running north to south. Living spaces are divided by a mixture of what are likely historic and non-historic partitions.

The partial basement sits under the north (front) of the building and retains its open plan.

The open space that comprises the north (front) portion of the first story is the primary and most significant space in the building, as it housed The Security Abstract Co. from the time of construction through at least 1987.

Recommended Preservation Strategy:

- The openness of the north (front) section of the 1st floor should be preserved as much as possible. Alterations to the basement and the second story are more flexible, as they are secondary spaces.
 - The partitioning on the 1st floor is non-historic and may be removed/reconfigured to accommodate new use and layout.
 - The vault should be retained to convey the historic use of the space.
 - The historic cabinets and counters are considered furniture since they are not permanently affixed to the building. Ideally, they can be repurposed and reused in the space. However, their removal is likely acceptable since they are furniture.
 - On the 2nd floor, existing historic partitions will ideally be reused as much as possible in the new configuration of space. However, they are not significantly

character-defining, and their removal or relocation should be acceptable to SHPO/NPS. Non-historic partitions may be removed. The central hall should be preserved as much as possible.

- Maintain historic ceiling heights as much as possible. It is possible to drop the height some to accommodate MEP but maintain historic location as closely as possible. Lids may be installed on partial height partitions to create privacy for bedrooms, bathrooms, etc.
- New partitions, ceilings, and soffits should not bisect any windows at a distance closer than 5 ft.

FINISHES

Plaster and paint remain on many of the walls throughout the building, although it is in various states of deterioration. The partition that fills the historic storefront opening is an unfinished frame with exposed insulation. A section of the east wall on the 1st floor is significantly deteriorated as a result of water infiltration; structural brick and stone are exposed. A non-historic wood-panel partition divides the rear of the 1st floor from the main volume of open space. Historic tongue-and-groove plank remains on floors throughout the building, although some areas are painted or covered with carpet. Historic wood base is present in some areas of the 1st floor. The ceiling at the north (front) end of the 1st floor has been removed; wood joists and deck are exposed. Historic tin remains on the south (rear) portion of the ceiling. Historic images/photographs show this building had tin ceilings throughout the first floor. Wood base, windowsills/aprons and door casing remain on the 2nd floor. Remnants of ceiling light fixtures are present on the 2nd floor though there are no intact light fixtures.

The basement retains its exposed stone walls. The space is utilitarian with unfinished concrete floors and exposed floor-joists at the ceiling.

Recommended Preservation Strategy:

- Existing historic finishes should be retained and preserved as much as possible. Any non-historic materials may be retained or removed as desired.
- Aside from the basement, spaces in the building were historically finished; SHPO/NPS will not allow exposed structure (ceilings/walls).
- Deteriorated plaster may be replaced with new plaster or painted drywall with a smooth texture. New partitions should be covered with painted drywall. Wallcovering/wallpaper is also acceptable on drywall/plaster.
- Ceilings should be hard-lid (painted drywall). First-floor ceilings could be covered with tin if desired since there is evidence that the space had tin historically. A pattern that mimics original as closely as possible should be used. SHPO/NPS will not approve dropped ACT grid ceilings.
- Historic floors should be retained and preserved as much as possible, new floors should complement the historic character of the building. True tongue-and-groove wood plank or engineered wood is appropriate and would be approved. SHPO/NPS will not approve wood-look LVT. If engineered wood is used, plank width, color, and grain pattern should

match the typical historic wood flooring as closely as possible. Ceramic or solid/monolithic-LVT tile (without wood pattern) in kitchens and restrooms are generally acceptable.

- Historic trim should be retained and refinished. Where it is missing or deteriorated beyond repair, it should be replaced to match in dimension and profile. A substitute product, such as fiberglass or composite material (Fypon, Azek, or similar) may be used where historic trim is missing.
- Trim on new/non-historic partitions should complement the character of the historic space but should be differentiated from the historic trim so new partitions are not mistaken as historic. New trim may have a simple squared profile and differ in size from historic.
- There is more flexibility for finishes in the basement, but they should generally be kept more utilitarian than those on the first and second stories.
- New light fixtures should be compatible with the character of the building.
- Holes in perimeter walls where stoves vented historically may be covered with an escutcheon, or filled and patched to match the adjacent wall.

STAIRS/ELEVATOR

The building has two stairways. The stairway to the second-floor residential space is located at the north end of the building along the east wall. The stair has wood treads and risers and a simple wood railing along the west side of the wall. A section of the historic banister remains at the top of the stairway. A second stairway, utilitarian in design, runs directly below the first leading to the basement. The stair has wood treads, no risers and no railing. The building does not have an elevator.

Recommended Preservation Strategy:

- The basement stairway may be retained or replaced as desired. It is located in a secondary space and performs a utilitarian function.
- The historic wood stair to the 2nd floor and the banister at the top of the stairway should be retained.
- If railings do not meet code, augment existing railings, keeping historic configuration and material intact.
- Any new stair design/material should complement the character of the space. Wood stairs/balustrade/railings are appropriate. An industrial metal type stair would likely not be approved. Stairs could be introduced in new locations if desired to accommodate new function and layout. Any new stairs should not occupy the most significant spaces (north end of 1st floor)

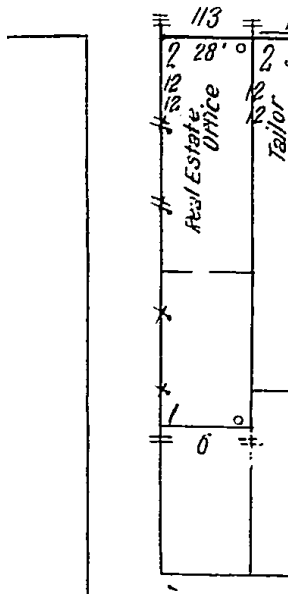
MEP/FIRE SUPPRESSION

The building does not appear to have any functional MEP systems. Circular ventilation holes on perimeter walls and the presence of stoves on the 2nd floor indicate that the building was historically heated with stoves that had flues/ducts that vented through the wall.

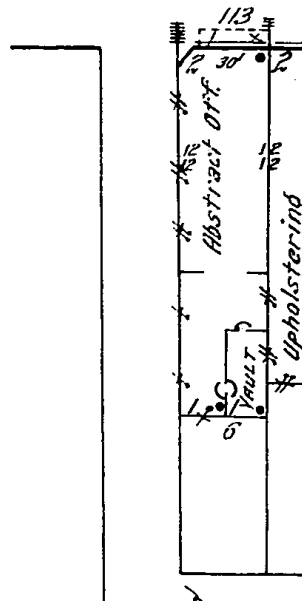
Recommended Preservation Strategy:

- Because the building interior was historically finished, electrical conduit, plumbing lines, and fire suppression lines should be concealed within walls and above ceilings as much as possible. Exposed ductwork may be allowed in some areas, especially if it helps to preserve the historic ceiling heights.
- Conduit should be concealed within walls and above ceilings as much as possible. Minimal surface-mounted conduit may be installed over historic plaster if necessary to avoid disrupting historic fabric; it should be painted to match the color of the surrounding materials. Surface-mounted conduit may be installed in the basement.
- Plumbing pipes should be concealed above ceilings and within walls, soffits, or chases. Exposed plumbing pipes will not be allowed.

HISTORIC IMAGES



1910 Sanborn Map
without corner entrance
or vault.



1916 Sanborn Map showing
addition of corner entrance
and vault.



Undated, Interior 1st floor looking Northwest



Date: October 2022

To: Chris Stemler and Miranda Bruening

From: Kristen McSparren and Molly Maguire, Rosin Preservation

Re: RECOMMENDED PRESERVATION STRATEGIES FOR THE EAGLES' LODGE BUILDING- 113 W. LAUREL ST., INDEPENDENCE, KS

Introduction/Overview

The following notes represent a preliminary assessment of the Eagles' Lodge building following a site visit by Rosin Preservation's Kristen McSparren and Molly Maguire on October 5th. These notes are intended to provide general guidance as the team develops a preservation strategy for the project. Rosin Preservation will provide more specific input on treatment approaches as we become more familiar with the building in its historic, current, and proposed forms and as the rehabilitation plans evolve.

BACKGROUND INFORMATION

Property History

The Eagles' Lodge building is a two-story, two-part commercial block building located in the downtown business district of Independence, Kansas. Construction of the building was completed in 1912. The first floor was historically designed for retail/ commercial use and housed a furniture store as early as 1916. The second story was used as the Eagles' Lodge Hall through at least 1949. The entire building is currently vacant.

Period of Significance

The Eagles' Lodge building is a contributing resource in the Independence Downtown Historic District, listed on The National Register of Historic Places on July 19th, 2006. The period of significance for the district is 1867-1956. Features and finishes from this period are considered historic, even if they are not original. Some changes that occurred after the date of construction may have gained significance over time; SHPO/NPS will consider their significance to the property and whether they are character-defining elements and to what degree are impacted by proposed changes.

Property Description

The Eagles' Lodge building is a two-story, two-part commercial block building located in the downtown business district of Independence, Kansas. Its principal façade faces north. A one-story brick masonry building abuts the Eagles' building to the west. The south elevation abuts an adjacent one-story building. The east elevation faces public alleyway.

Constructed of brick masonry, the front (north) façade features a corbeled brick cornice and a brick inscription reading "1912" above the entryway. A storefront fills most of the first story. The

opening appears to be historic. The display window, door, and transom that fill the storefront appear to have been installed after 1912. Although their installation date is unknown, they were likely installed within the period of significance. A recessed single-doorway on the west side of the storefront has a glazed door with wood stiles and rails, which is historically appropriate. Large display windows have clear glass set in slim metal frames and sit atop low brick bulkheads. A prism glass transom that spans the width of the storefront, but gaps on either side are filled with 2x4 boards, which suggests the prism transom may have been installed later and may not be original, or that it was reconstructed when the storefront was altered. A historic arched doorway pierces the west end of the elevation. The brick arch has a limestone keystone. A wood door with $\frac{3}{4}$ glazed panel and an arched transom fill the doorway.

Three window openings pierce the 2nd story of the front (north) façade. Above the storefront, two hung windows with historic 9-light wood transoms flank a blind brick opening ornamented with brick tray and frame design. Only one two-light sash remains in the large window openings, leaving the interior of the 2nd story exposed to the elements. A smaller historic 15/1 hung window pierces the west end of the 2nd story, above the arched doorway. A non-functioning neon-illuminated metal sign projects off the façade, above the arched doorway. The sign appears to date to the mid-20th century, within the period of significance.

The east elevation features a regular pattern of historic and non-historic windows on both 1st and 2nd floors and doorways on the 1st floor. 1/1 hung wood windows fill the 1st floor window openings; 2nd floor window openings are infilled with what appears to be non-historic aluminum paneling. A pedestrian doorway contains a historic wood door with $\frac{3}{4}$ glazing and a transom; a loading bay opening contains a historic sliding wooden garage door; a raised loading bay contains a historic wood door; and an historic arched carriage doorway at the south end of the façade contains historic paired wood doors.

On the interior, the first and second floors are primarily open space with some partitioning at the north (front) of the first-story and the south (rear) of the second-story. A series of columns runs the length of the first story north to south. There is a garage at the south (rear) of the first story. A basement sits below the south (rear) section of the building and does not run the length of the building.

Alterations

The building has been altered since its original construction. Alterations include:

- The first-story storefront has been altered, although the historic opening is retained and the existing storefront likely dates to within the period of significance. A single-door entrance at the west end of the storefront replaced a centered double-door entrance of an earlier storefront that is visible in a historic photo. A lower brick bulkhead replaces one that appears to be stone in the historic image. The historic multi prismslite transom has been patched together to span the altered storefront; historically it was divided into three sections.

- On the east elevation, the rectangular loading bay opening with sliding wooden garage door and makeshift ramp at the sill appears to be a later alteration, although likely occurred within the period of significance.
- Interior finishes have been altered. The first-story and the south (rear) portion of the second-story contain non-historic frame and drywall partitions. The main stairway is non-historic and was added recently by the current owner.

The historic tax credit program allows the owner to keep existing features and materials that were acquired with the building. However, if any of those elements are altered during rehabilitation, the treatment must meet the Secretary of the Interior's Standards for Rehabilitation and complement the building's historic character. Ideally, the planned rehabilitation and adaptive reuse will be an additive rather than subtractive process that retains historic fabric, rather than removing it, as new material that is added can be removed in the future to return the building to its original appearance without significantly compromising its integrity. Any non-historic features and materials may be removed.

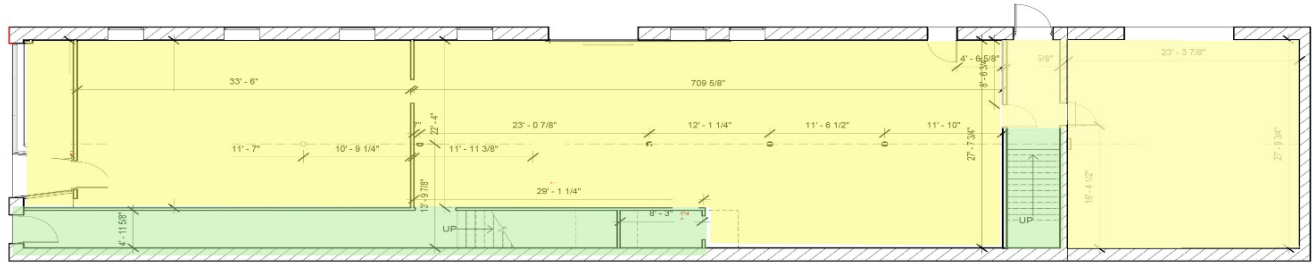
PRESERVATION TREATMENT ZONE MAPS

Treatment zones for the interior of the building have been identified to help guide design decisions. The zones are based on the Secretary of the Interior's Standards for Rehabilitation. The zones are color coded red, yellow and green. Architectural significance is hierarchically arranged from the most visible, public areas to the least visible and utilitarian spaces.

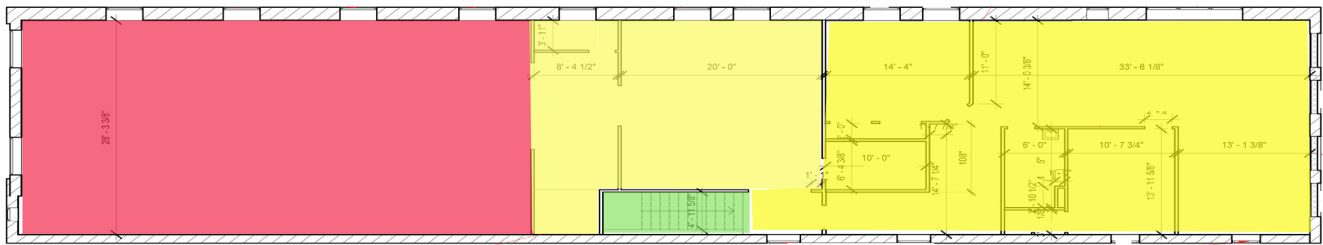
Red-Renovation Zone – Highly visible and publicly accessible areas such as the exterior of the building, and the character-defining lodge hall at the front (north) end of the 2nd floor can tolerate the least amount of change. These areas are colored red.

Yellow-Rehabilitation Zone – commercial and offices spaces are not as significant and can tolerate more change. These areas are colored yellow.

Green-Renovation Zone – spaces that are least prominent and significant, such utilitarian spaces,

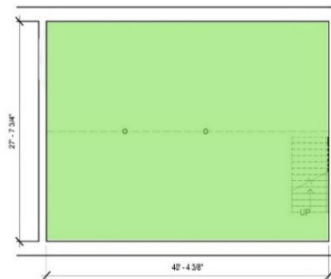


FIRST FLOOR



SECOND FLOOR

areas that are non-historic, or that have no historic integrity.



BASEMENT

EXTERIOR

OVERVIEW

Exterior character-defining features include:

- Detailed brickwork at the second story, cornice, and brick “1912” inscription.
- Arched doorway on the west end of the north facing principal façade.
- Eagles sign.
- Window and storefront transoms on the principal façade.
- Arched carriage doorway with historic paired wood doors on the east elevation.

historic paired doors pose a problem if we wanted to put a modern OHD door in

ROOF

The building has a flat roof with a shallow hip in the center; the roof slopes slightly to the rear (south) and is covered in rubber membrane. Sections of the roof in the northwest (front) corner and along the east and west sides are patched with sheet metal. Brick parapet walls encircle the roof, and no portion of the roof is visible from the ground. Brick parapets on all three elevations exhibit significant deterioration. Historic stone coping caps the parapet walls. A non-historic aluminum gutter runs the width of the south roof edge and a down spout at the east end is cut off at the 2nd story and spills water into the alleyway. No additional drainage is present on the other elevations.

Recommended Preservation Strategy:

- Roofing material may be retained or replaced as desired.
- Treatment of historic brick parapets should follow the treatment of exterior historic masonry walls discussed below.
- Historic stone coping should be retained. If it is deteriorated beyond repair, it must be replaced to match.
- Existing gutter and downspout may be retained or replaced as desired. Replacement gutter/downspout should be prefinished metal (not anodized). If additional drainage is required, it should not be added to the front (north) façade.
- Any added rooftop equipment or features should not be visible from the ground.

WINDOWS, DOORS , AND STOREFRONT

The building features a mixture of historic and non-historic windows and doors. The historic fenestration pattern is largely retained.

A storefront fills most of the first story. The opening appears to be historic. The display window, door, and transom that fill the storefront appear to have been installed after 1912. Although their installation date is unknown, they were likely installed within the period of significance. A recessed single-doorway on the west end of the storefront has a glazed door with wood stiles and rails, which is historically appropriate. Large display windows have clear glass set in slim metal frames and sit atop low brick bulkheads. A prism glass transom that spans the width of the storefront, but gaps on either side are filled with 2x4 boards, which suggests the prism transom may have been installed later and may not be original, or that it was reconstructed when the storefront was altered.

Two historic hung wood windows on the second-story of the principal façade are no longer extant; however, the historic multi-light wood transoms remain as does one divided sash in the west opening. There is a small historic fifteen-over-one historic wood window above the west doorway.

One window on the first-story of the east elevation was raised to accommodate the addition of the garage door, minimally altering the regular fenestration pattern. One-over-one hung wood windows fill the 1st story window openings. The second-story window openings on the east elevation have been infilled with plywood and what appears to be aluminum siding on the exterior, two of which are pierced by non-historic aluminum frame 1/1 windows that are smaller in size than the historic openings. The historic arched carriage doorway and paired doors remain on the east façade as well as two historic wood doors in pedestrian entrances.

Four window openings on the second-story of the south elevation are infilled with concrete masonry units.

Recommended Preservation Strategy:

- The existing storefront may be retained and repaired as necessary. If it is deteriorated beyond repair, it may be replaced with a new storefront that matches existing since it appears to have been installed within the period of significance. SHPO/NPS may also allow the new storefront to mimic the configuration visible in the historic photo.
 - The historic prism glass transom should be retained. Display window frames must match existing as closely as possible. If aluminum framing is used, it should have a painted/baked finish such as kynar. Glass can be clear low-e (PPG Solarban 60, Guardian Superneutral 68, Cardinal 272, or equal).
- On the front elevation, existing doors at the storefront and arched entry may be retained, if desired. If they are replaced, new doors should be wood, aluminum clad wood, or aluminum that mimic the configuration, dimensions, and profile of a traditional historic door that has $\frac{3}{4}$ glazed panel, wide stiles/top rail, and a bottom rail that is wider than stiles and top rail.
- The paired arched wood carriage doors at the south end of the east elevation are highly significant and character defining, even though they are on a secondary elevation. They should be retained and restored. If deteriorated beyond repair, new replacement doors should match all aspects of the historic doors.
- Other doorways (one pedestrian and two loading bays) on the east elevation are somewhat less significant but still retain historic fabric and convey how the building functioned historically. Ideally, the historic doors in these openings would be retained. RP understands the owner wishes to install glass block in these openings to admit light to the interior while maintaining security. Although this is a secondary elevation, SHPO/NPS may require new infill to more closely resemble a traditional door. Consider retaining existing doors (or replace with doors/storefront to match) and fix them closed. Glazing could be replaced with tempered translucent glass to provide necessary privacy and security. **how does the client want to handle this?**
- Historic wood windows are character-defining. SHPO/NPS will require their retention and restoration unless it can be proven that they are deteriorated beyond repair. Every effort should be made to retain and restore the 15/1 window and the multi-light transoms on the front (north) elevation. Restoration and any weatherization should follow NPS Preservation Brief 9.

- If windows are to be replaced, the new windows must mimic the configuration of the historic windows visible in the historic photos and have frame and sash dimensions and profiles of typical historic windows. Considerations for replacement windows include:
 - New windows may be wood, aluminum-clad wood, aluminum, or fiberglass. NPS will not approve vinyl windows. Aluminum should have a baked/kynar finish, not anodized. Glass may be insulated clear low-e (PPG Solarban 60, Guardian Superneutral 68, Cardinal 272, or equal).
 - Dimensioned shop drawings must be submitted for SHPO/NPS review showing elevations and vertical/horizontal cross-sections. If original/historic windows are being replaced, SHPO/NPS will require dimensioned section drawings of those windows as well.

EXTERIOR WALLS

The building is constructed of brick. The north façade retains its historic red brick cladding and features decorative corbelling at the cornice line, “1912” inscription, decorative detailing between the second-story windows and brick arch over the west doorway on the front elevation and the carriage door at the south end of the east elevation. The windowsills and lintels/headers are cut stone. The east elevation is clad in the same historic brick. Paint and parging cover the south elevation.

Condition of the brick ranges from good to poor. At the parapets and the southeast corner, where water infiltration has been extensive, mortar joints are devoid of mortar and brick has spalled and is missing in some areas. Areas of brick on the ground level of the east elevation have been graffitied and are painted over.

Recommended Preservation Strategy:

- The exterior masonry is character-defining; any repairs should prioritize retaining the existing fabric. If the masonry is deteriorated beyond repair, such as the deteriorating brick at the parapet, it should be replaced in kind to match existing brick in size, color, and texture. A substitute material such as cast stone may be allowed for replacement of individual limestone pieces if it matches in dimension, profile, color and texture. The pointing and repair of deteriorated mortar joints should follow Preservation Brief 2. Note that the mortar joints on the north and east elevations are very thin, which is a character defining feature. Care should be taken not to damage brick when removing deteriorated mortar.
- The gentlest means possible should be used to clean the masonry. If low pressure water (100-400 psi) doesn’t sufficiently remove soiling and stains, a gentle chemical cleaner can be used. Test patches should be performed in inconspicuous areas prior to progressing with work on the entire façade to ensure the material/method does not harm the color or texture of the historic masonry. Cleaning should follow Preservation Briefs 1 and 6.
- Painted and parged masonry may remain painted and parged.

SIGNAGE

An historic neon illuminated metal sign reading “Eagles” projects from the second-story of the north façade. It is currently not functioning.

Recommended Preservation Strategy:

- The “Eagles” sign is character-defining and will ideally be retained. It can be retained in its current condition or be restored.
- If any new signage is planned, shop drawings for proposed signage must be submitted to SHPO/NPS for review. SHPO/NPS does not allow internally illuminated box signs or vinyl signs with printed graphics. Any new signage should take design cues from historic signs that were typically installed on buildings of similar size, style, and use.

how does the client want to handle this?

INTERIOR

OVERVIEW

Interior character-defining features include:

- Open volume of space, with an emphasis on the second-story eagles’ hall.
- Historic features and finishes including tin remnants on the underside of first-story beam, plaster walls, including the curved, uncased returns at window jambs/heads, and wood trim (base, chair rail, and picture rail).

CONFIGURATION OF SPACES

Non-historic drywall partitions enclose the first-story storefront and divide the full volume of the space into two sections. A third partition separates the main spaces from the non-historic stair and hall along the west wall. Sanborn maps indicate that the first story-was historically open with one brick partition running east to west separating the main space from the rear garage. This partition and the garage remain.

The second- story is currently primarily open space with some remnants of historic partition framing and non-historic partitioning in various stages of completion towards the south end of the building. The second story was historically open space that served as the Eagles’ Hall. The north end of the eagles’ hall is the primary and most significant space in the building.

The partial basement sits under the rear (south end) of the building and retains its open plan. A row of brick columns runs north to south down the center of the space.

Recommended Preservation Strategy:

- The openness of the first and second stories should be preserved as much as possible. Alterations to the basement are more flexible, as it is a secondary space.
 - Existing partitions on the 1st floor are non-historic and may be removed/reconfigured as necessary to accommodate new use and layout.

does this mean we can keep
the current DD layout?

- On the 2nd floor, leave the north end of the Eagles Hall open as much as possible to retain the volume of space, which conveys the historic use of the space. Existing historic framed partitions will ideally be reused as much as possible in the new configuration of space. However, they are not significantly character-defining, and their removal or relocation should be acceptable to SHPO/NPS. Non-historic partitions may be removed.
- On both 1st and 2nd floors, besides demising walls that must be full-height for fire rating, consider using partial height partitions to divide space within units so that the historic open volume of space may be retained as much as possible.
- Maintain historic ceiling heights as much as possible. It is possible to drop the height some to accommodate MEP but maintain historic location as closely as possible. Lids may be installed on partial height partitions to create privacy for bedrooms, bathrooms, etc.
- New partitions, ceilings, and soffits should not bisect any windows at a distance closer than 5 ft.

FINISHES

Plaster and paint remain on many of the walls throughout the building, although it is in various states of deterioration. Non-historic drywall clads both non-historic and historic partitions (plaster has been removed from some historic wood framed partitions and replaced with drywall). Metal columns down the center of the 1st story are exposed; they are plain and not necessarily character defining. Ceilings have been removed throughout; wood joists and deck are exposed. Historic tin remains on the bottom of the central ceiling beam on the 1st floor. Tin ceilings are prolific throughout downtown Independence buildings; this building likely had tin throughout the 1st floor. Ghost lines of lath on the underside of joists indicate that the 2nd floor ceilings were finished historically. Non-historic plywood covers the floors on both 1st and 2nd floors. No historic flooring appears to remain in the building. Tongue-and-groove planks likely covered the floors historically.

The garage/carriage area at the south end of the 1st floor has exposed brick walls and a concrete floor. There appears to be brick pavers under the concrete.

The second story retains the highest level of integrity of historic finishes. On the 2nd floor, wood base, chair rail, picture rail, and windowsills/aprons generally remain, but are missing in some areas. Framed Eagles signs/rosters remain on the walls in the former hall at the east end of the room. Ghost lines of the raised stage at the north end of the hall are visible at the bottom of the walls. Remnants of wall sconces are present though there are no intact light fixtures.

The basement has historic exposed brick walls. The space is utilitarian with unfinished concrete floors and exposed floor-joists at the ceiling.

Recommended Preservation Strategy:

- Existing historic finishes should be retained and preserved as much as possible. Any non-historic materials may be retained or removed as desired.
- Aside from the basement and the garage/carriage space, spaces in the building were historically finished; SHPO/NPS will not allow exposed structure (ceilings/walls).
- Deteriorated plaster may be replaced with new plaster or painted drywall with a smooth texture. New partitions should be covered with painted drywall.
- Ceilings should be hard-lid (painted drywall). 1st floor ceilings could be covered with tin if desired since there is evidence on the beam that the space had tin historically. SHPO/NPS will not approve dropped ACT grid ceilings.
- Historic floors are no longer extant, new floors should complement the historic character of the building. True tongue-and-groove wood plank or engineered wood is appropriate and would be approved. SHPO/NPS will not approve wood-look LVT. If engineered wood is used, plank width, color, and grain pattern should match the typical historic wood flooring as closely as possible. Ceramic or solid/monolithic-LVT tile (without wood pattern) in kitchens and restrooms is generally acceptable. Carpet is an acceptable finish, especially since historic flooring is gone.
- Historic trim should be retained and refinished. Where it is missing or deteriorated beyond repair, it should be replaced to match in dimension and profile. A substitute product, such as fiberglass or composite material (Fypon, Azek, or similar) may be used where historic trim is missing. The curved plaster jamb and head returns at the windows should be retained; casing should not be installed.
- Trim on new/non-historic partitions should complement the character of the historic space but should be differentiated from the historic trim so new partitions are not mistaken as historic. New trim may have a simple squared profile and differ in size from historic.
- There is more flexibility for finishes in the basement, but they should generally be kept more utilitarian than those on the first and second stories.
- New light fixtures should be compatible with the character of the building but do not have to be historic replica fixtures.
- Holes in perimeter walls where stoves vented historically may be covered with an escutcheon, or filled and patched to match the adjacent wall.

STAIRS/ELEVATOR

The building has two stairways. The main stair is located mid-way along the west perimeter wall. The wood stair is utilitarian in design; it was added by the current owner and is not historic. A second utilitarian wood stairway is located along the wall that divides the garage from the main rear space in the first-story; this stair accesses the basement. A non-historic wrought iron railing along the south side has simply been propped against the wall; it is not attached. The building does not contain an elevator.

Recommended Preservation Strategy:

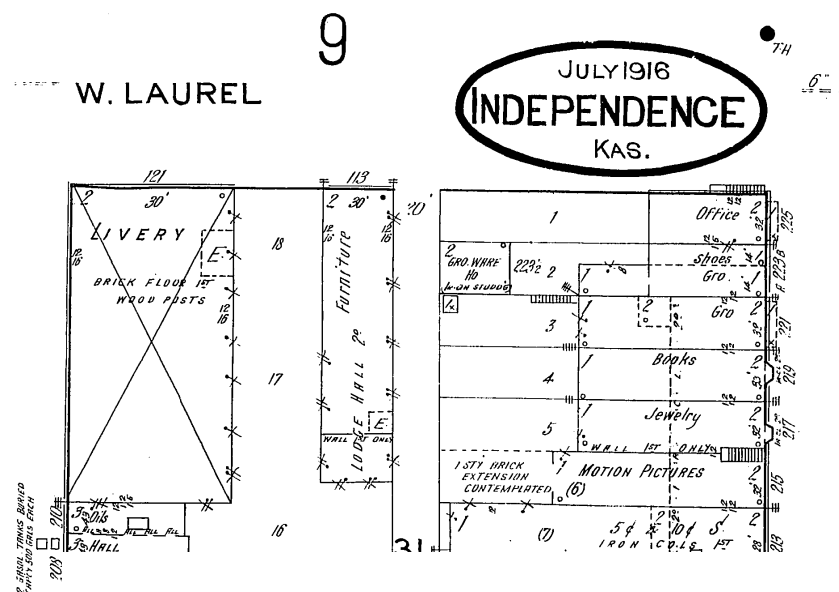
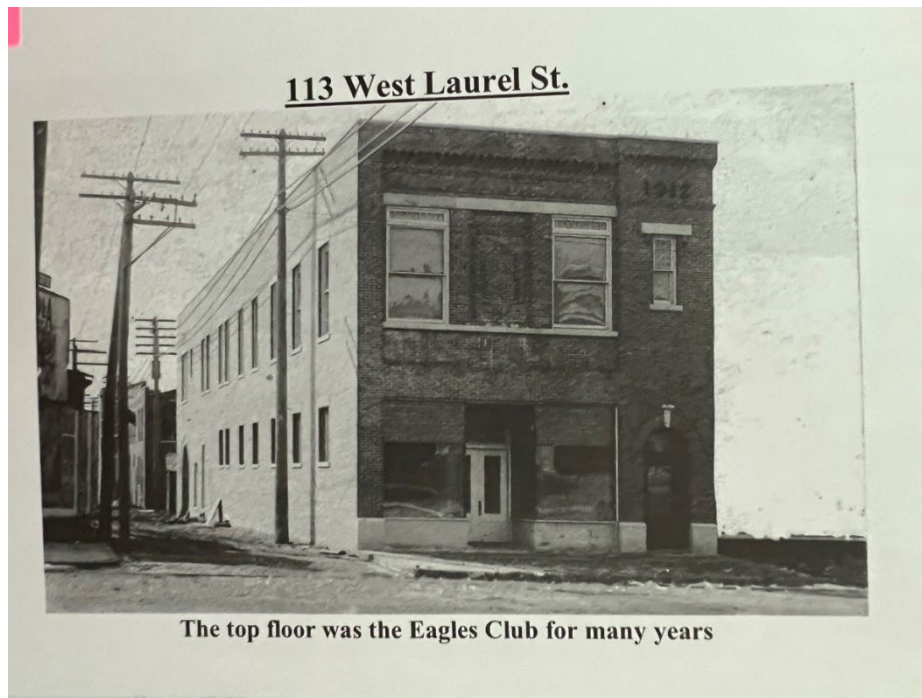
- The main stairway is non-historic and may be retained or replaced as desired. The development team indicates that it is not compliant, fire rated, or structurally adequate and will be replaced.
- The basement stairway may be retained or replaced as desired. It is located in a secondary space and performs a utilitarian function.
- New stair design/material should complement the character of the space. Wood stairs/balustrade/railings are appropriate. An industrial metal type stair would likely not be approved. Stairs could be introduced in new locations if desired to accommodate new function and layout. Any new stairs should not occupy the most significant spaces (north end of 1st and 2nd floor).

MEP/FIRE SUPPRESSION

The building does not appear to have any functional MEP systems. Circular ventilation holes on perimeter walls indicate that the building was historically heated with stoves that had flues/ducts that vented through the wall.

Recommended Preservation Strategy:

- Because the building interior was historically finished, electrical conduit, plumbing lines and fire suppression lines should be concealed within walls and above ceilings as much as possible. Exposed ductwork may be allowed in some areas, especially if it is limited and helps to preserve the historic ceiling heights. Effort should be made to heat and cool the area that historically contained the Eagles Hall via concealed systems. If areas of ductwork are exposed, it should be painted to match the ceiling color.
- Conduit should be concealed within walls and above ceilings as much as possible. Minimal surface-mounted conduit may be installed over historic plaster if necessary to avoid disrupting historic fabric; it should be painted to match the color of the surrounding materials. Surface-mounted conduit may be installed in the basement.
- Plumbing pipes should be concealed above ceilings and within walls, soffits, or chases. Exposed plumbing pipes will not be allowed.





**REQUEST FOR HISTORIC PRESERVATION
RESOURCE COMMISSION (CERTIFIED LOCAL
GOVERNMENT) ACTION
CITY OF INDEPENDENCE
NOVEMBER 28, 2022**

Department Admin

Prepared By David Cowan

AGENDA ITEM Addition being considered for 113 E. Myrtle

SUMMARY RECOMMENDATION

BACKGROUND Miranda Bruening will be reviewing with the IHPRC committee a proposed addition to 113 E. Myrtle Street.

SUGGESTED MOTION

SUPPORTING DOCUMENTS