

**City of Milpitas  
Parks, Recreation and Cultural Resources Commission  
2010 Work Plan**

Founded July 1, 1992. The Parks, Recreation, and Cultural Resources Commission (PRCRC) advises the City Council regarding the operation and maintenance of recreation, leisure services, and historic preservation activities. The Commission also advises the City Council on the acquisition, planning, and development of new and existing parks and facilities. The PRCRC earned the prestigious award as the state's "Outstanding Commission" for 2008-2009 by the California Association of Parks & Recreation Commissioners & Board Members (CAPRCBM). The Commission consists of seven members and two alternates. Members are appointed to three-year terms and alternates are appointed to two-year terms.

**Goals**

1. Park Historical Marker Project
  - a. Form subcommittee for Project
  - b. Identify City Parks for Project
  - c. Determine funding source alternatives (sponsorship, grants) for markers
  - d. Create markers with park historical information
  - e. Forward final Park Historical Markers to City Council for approval
2. Create Park Donation Policy
  - a. Form subcommittee for creation of Policy
  - b. Identify criteria for Policy

**Ongoing Tasks**

1. Receive Park Master Plan
2. Review Youth Sport Grant Fund requests
3. Review Child Care Grant Fund requests
4. Continue PRCRC liaison reports
5. Receive CIP status updates
6. Inform commissioners of Legislative updates
7. Visit parks, facilities and historic sites on annual PRCRC tour.  
For 2010, a City park will be visited.
8. Volunteer support with Parks and Recreation Foundation
9. Review Community Garden usage and conditions

**CONCEPTUAL  
HISTORIC RESOURCES  
MASTER PLAN**  
for the  
**City of Milpitas**

prepared by the  
**CITY OF MILPITAS**  
and  
**ARCHITECTURAL RESOURCES GROUP**

*APPROVED BY THE MILPITAS PARKS,  
RECREATION AND CULTURAL  
RESOURCES COMMISSION ON  
MARCH 1, 1993*

*ADOPTED BY THE MILPITAS CITY  
COUNCIL ON MARCH 16, 1993*



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## **PREFACE**

In October 1991, the Milpitas City Council authorized the preparation of a Conceptual Historic Resources Master Plan and contracted with Architectural Resources Group (ARG) of San Francisco to undertake the project. Research by ARG and its consultants, Royston Hanamoto Alley and Abey, Landscape Architects, and Overmire Associates, Museum/Archival Consultants, took place during 1992. This Conceptual Plan was approved by the City Council on March 16, 1993.

## EXECUTIVE SUMMARY

The **purpose** of this Conceptual Historic Resources Master Plan is to:

- Set forth general goals, objectives and policies for a historic preservation program in Milpitas;
- Identify prime sites for preservation;
- Provide general advice regarding existing and potential City-owned historic resources;
- Outline potential City regulations or incentive programs that might be needed to effectuate private preservation efforts;
- Make general recommendations for an archives and collections program.

This Plan identifies **nine "prime" historic sites needing protection:** Milpitas Grammar School/Senior Center, the DeVries House, the Winsor Blacksmith Shop, Campbell's Corners, the Caudillo House, the Weller/Curtner House, Laguna School, the Higuera Adobe, and the Alviso Adobe.

This Plan makes **recommendations for City-owned historic resources,** including:

- Preparation of restoration, maintenance and management plans for these resources. General ideas for improvements and/or additions to existing and potential City-owned historic resources are suggested;
- Four sites identified for potential City acquisition: Alviso Adobe, Weller/Curtner House, Winsor Blacksmith Shop, and DeVries House. It is recommended that such acquisitions should include, where appropriate, adjacent lands to provide "buffers";
- Developing a program to survey and catalog artifacts, documents and other historic materials.

This Plan also makes **recommendations for City policies and regulations to encourage preservation of privately-owned historic resources,** including:

- Award/plaque programs to recognize private efforts towards historic preservation;

- A revolving low-interest loan program for restoration or enhancement activities on historic properties;
- Grants, free paint and other assistance to property owners who preserve historic resources;
- More flexible zoning/development regulations for historic properties.

The **promotion of Milpitas as a historic community** is proposed through tying recreational activities to historic parks, as well as through such activities as producing documents about Milpitas' history and architectural heritage, establishing interpretive programs and displays, and sponsoring lecture or oral history programs.

This Plan discusses **potential funding mechanisms** for preservation efforts, including allocating a portion of general revenue funds received from historic properties for preservation projects and programs, as well as possible (although rare) state and federal grants.

**Future actions needed:** Determine mechanisms for and put in place basic funding for preservation programs. Prepare a Final Historic Resources Master Plan that details how to implement the goals and concepts adopted in this Conceptual Master Plan, including:

- Assessments and restoration/improvement plans for City-owned historic resources;
- Long term property management and acquisition plans;
- Establishment of loan/grant programs for privately-owned historic resources;
- A plan for the systematic review and cataloging of all artifacts in the City and the designation of both temporary and development of permanent repositories for historic materials.

## **I. INTRODUCTION**

### **A. Rationale for Preservation**

Over the past 25 years, the concept of historic preservation has greatly expanded: while it was originally concerned with the preservation and care of our nation's important monuments, it has broadened to include the protection and enhancement of our historic built environment in general. Attention is now given to downtown commercial districts, rural landscapes, and singular structures which may be significant for a variety of reasons. We now recognize that it is the totality of these resources that gives our communities vitality and character.

California has a rich and varied history that is physically expressed in the architecture and planning of its towns and cities. Traveling through the state, one observes evidence of the periods of its development, often finding examples of many periods within the bounds of a single community. Milpitas is such a community. Its historic resources range from the 3,000 year old Costanoan Indian site near the Alviso Adobe to the Ford Motor Plant built in 1953. The extant buildings document over 150 years of progress, from vast ranches, to a crossroads for agricultural development, to a thriving contemporary community. Milpitas is not a museum town, such as Columbia, California, or one that survives on cultural tourism, such as Carmel or Monterey. It is, rather, a living community that has experienced, and will continue to experience, periods of rapid change and development. It is inevitable that Milpitas' growth and health will dictate further alterations to its cultural landscape. The purpose of this plan is to insure that these changes will be carefully planned, to enhance the qualities that give Milpitas its particular character and to preserve its "story" for the future.

Beyond the esthetic and academic reasons for preserving a city's cultural resources, there is also an economic argument. Aside from the natural pride residents will take in a community with character, attention to the historic environment has often been used successfully to revitalize commercial districts. Time after time, towns which have made a commitment to promote their historic heritage have reaped economic benefits.

In preserving Milpitas' historic resources, responsibilities are shared by the city and the private sector as well. For the city, its role will be one of example and education, and of developing incentives for private involvement in the effort. This will include acquisition of appropriate properties, development of museums and interpretive programs, and maximizing public use of historic properties. The private sector, in turn, will need to support the city's efforts with a commitment to finding the "highest and best" use for privately owned historic buildings and to sensitively plan all future development in conformance with the city's goals and guidelines.

By having this Conceptual Master Plan prepared, the city has acknowledged the importance of planning for appropriate levels of public involvement to obtain the greatest benefits from historic preservation.

## **B. Conceptual Historic Resources Master Plan**

In October 1991, Architectural Resources Group was retained to prepare a Conceptual Historic Resources Master Plan for the City of Milpitas. The purpose of the Conceptual Master Plan is to outline appropriate preservation efforts that reflect a balance of public fiscal commitment, private property rights, historic resource priorities, and cultural and educational purposes. It is further intended that after the Conceptual Master Plan is approved, a "Final Historic Resources Master Plan" will be prepared, which will comprehensively detail the preservation efforts needed to implement the goals, policies, schematic plans, etc., of the Conceptual Master Plan.

As the first phase in the development of the Conceptual Master Plan, an Initial Information and Evaluation Report (IIER; included in the Appendix) was prepared in 1992. The issues addressed in the IIER and some of the conclusions reached are as follows:

- Analyzed designated and potential Cultural Resources and ranked them according to relative historical/cultural importance.

One important task of the IIER was to assign a significance rating to each resource for purposes of establishing priorities for its treatment, categorizing the significance of the surveyed resources into five broad categories ranging from 1 (the lowest) to 5 (the highest).

- Identified prime sites for preservation.

Based upon the rankings developed through the application of the criteria for analysis, several sites were clearly recognized as "highly significant".

The prime sites recommended for preservation, presented here in the same "quasi-geographic" order in which they were analyzed in the IIER, include:

- the Milpitas Grammar School/Senior Center, an outstanding example of a neo-classical public building and the only one in the city, recently nominated for inclusion in the National Register of Historic Places;
- the DeVries/Smith Home, a locally rare example of a Prairie style building;
- the Winsor Blacksmith Shop, a locally rare surviving early commercial building;
- Campbell's Corners, a historic structure located at a historic intersection;
- the Caudillo House, a locally rare example of a Queen Anne style building;
- the Weller/Curtner Estate;
- the Laguna School, an early schoolhouse;
- the Higuera Adobe, a well preserved important adobe structure;
- the Alviso Adobe, another historic and well preserved adobe structure.

The two adobes appear to be eligible for State of California Historic Landmark or Point of Historical Interest status.

- Generally evaluated the effectiveness for private and/or public preservation potential of various sites.

While many of the listed sites have great potential for adaptive re-use (the historically sensitive adaptation of a building for a different purpose than that for which it was originally designed), only two properties were considered to be very effective in terms of potential public benefit compared to the commitment of public or private funds. These two, the Alviso Adobe and the Weller /Curtner House, could both lend themselves easily for uses such as house museum, conference center or other similar public uses. Both are on sites with large surrounding grounds, adding to their value as interpretive sites.

- Presented "order of magnitude" cost estimates for public acquisition and/or rehabilitation of selected sites and structures.

Rough cost estimates for public acquisition and/or rehabilitation of historic sites, from a "low" of below \$300,000 to a "high" of over \$750,000, were developed. These "ballpark" estimates included costs for both site acquisition and rehabilitation of the buildings. In some cases, such as to the

south of the DeVries/Smith Home, development is encroaching on historic buildings and acquisition of adjacent properties to provide a visual and sound buffer from new development is recommended.

- Provided general advice regarding "historic" park design consideration and identified other possible preservation program opportunities not foreseen by the city.

Historic parks may be developed as a focus for one or more historic structures. Such parks are excellent venues for educational and promotional programs and, when the resources are appropriate, for "living history" presentations.

Within a historic park, the new design and materials used, such as planting, site improvements, paving, light fixtures, etc., should all be selected to complement the existing resource. In many cases, these elements can contribute to the story that the resource has to "tell" and activities can be developed to highlight them. For example, in Petaluma, the Vallejo Adobe complex has been developed with native plants and lighting is provided by electrified tin fixtures similar to candle shades originally used at the site. An adobe pit is located at the rear of the building and school classes "help" make adobe bricks, dip candles and weave leather ropes as part of an ongoing educational program.

- Made general recommendations for an archives and collections program.  
A long range plan should be developed to systematically review and catalogue all artifacts in the city. A central repository should be found that can eventually be adapted to provide a temperature and humidity controlled environment for sensitive materials.

This Conceptual Plan takes the results of the IIER and uses them to begin development of a meaningful preservation program for the city. It expands upon the IIER in three primary areas:

- Recommendations for individual city-owned and potential city owned historic resources.
- Recommendations for city policies and regulations to encourage preservation.
- Discussion of potential funding mechanisms for preservation efforts.

## II. GENERAL GOALS AND POLICIES

The first step in any plan for action is the development and general acceptance of its goals. The city's purposes for undertaking the preparation of a Master Plan were thoroughly considered and clearly expressed, making the establishment of a succinct set of goals a relatively simple task. Four overall goals are listed here, together with a general outline of city policies for the implementation of the goals.

### Goal #1: Preserve Existing Historic Resources

There are two principal components to the preservation of historic resources:

#### A. Stabilize, Rehabilitate or Restore Buildings

The analysis to date has not included detailed surveying of the condition of each historic resource. Some of the sites have been well maintained in the past, while others are in deteriorated condition. When a resource is assessed in more detail, specific recommendations for its treatment, based on the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings<sup>1</sup>, should be developed. The Secretary's Standards, as they are referred to, layout a hierarchy of possible treatments for historic properties, in order of preference, as well as listing treatments that should be considered unacceptable. The Secretary's Standards are included as an Appendix to this Plan.

The city will become an example, through the preservation of its own resources, for the owners of privately held resources to follow. Programs can be instituted to assist these property owners in the preservation, rehabilitation or restoration of their buildings. It is important to recognize that the bulk of Milpitas' growth has occurred within the last 50 years. Therefore, preservation policy should be open to include properties such as the Ford plant which reflect significant events that are more recent in nature. Another such property is Sunnyhills (c.1955-

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<sup>1</sup> The Secretary of the Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*, 1990 edition; U. S. Department of the Interior, Washington, D.C.

1957), heralded as the first completely integrated interracial planned community in the United States.

**B. Survey, catalogue and protect artifacts, documents and other historic materials**

Currently, most of the historic furnishings, photographs, books, manuscripts, and other artifacts are spread throughout the community. There is no central repository, and very few items have been catalogued. The public library and the Milpitas Historical Society both have collections, but neither currently have the facility or funds to properly store and protect fragile historic materials. The requirements for properly storing these materials vary considerably: for example, manuscripts require an entirely different environment than photographic negatives. If the people of Milpitas, and others, are to have the benefit of these valuable local resources, an archival program is essential-as important as the preservation of the architectural resources.

**Goal #2: Educate the Public**

Only through education can an attitude of appreciation for one's heritage be instilled. If Milpitas wishes its citizens to have an appreciation for the city's efforts at preservation and an understanding of the potential economic, environmental and social impacts of an active preservation agenda, it will need to embark on a program for educating the public at all levels. Initially, such outreach will serve to involve the public in the local preservation movement and to engage support for city acquisition and rehabilitation programs. In the long run, it will serve a more important function-that of insuring that future development in Milpitas will be grounded in a community attitude sensitive to the preservation of its historic resources.

**Goal #3: Encourage Private Involvement in Preservation through a Revolving City Loan Program**

Many communities have found that a local revolving loan program is a very effective way to accomplish great change while conserving financial resources. This type of program provides substantial preservation activity for a relatively small investment by the city. It is described in more detail in section V.A.4 of this plan.

#### **Goal #4: Promote Milpitas as a Historic Community**

Milpitas is not San Francisco, nor is it Monterey; its identity and economy are not based on historic tourism. It is a typical small California city with a normal history. And yet, no city is really typical; each has its own story to tell and Milpitas is no exception. It had a rich history during the Spanish period and later it became an important crossroads and shipping center during the agricultural development of the Santa Clara Valley. The ethnic history of its population is as diverse as any in the state. Its remaining architectural resources attest to this diversity and provide a link with the richness of the past.

There are three components to the promotion of Milpitas as a historic community:

##### **A. Educational Value of Historic Preservation**

As stated above, no master plan for preserving and enhancing the city's historic resources can be successful without the involvement and support of its citizens. The people of Milpitas must first understand and take pride in the historic heritage of their community, before the city can begin to promote itself. The Master Plan will, by its implementation, increase public awareness and participation, which in turn will encourage citizens to value and care for their community's resources. This attitude is the city's surest future protection from ill-planned development.

##### **B. Recreational Activities with Ties to Historic Parks**

Milpitas' significant historic resources exist as small pockets, set amid its late twentieth century urban landscape. In order to emphasize these sites and provide some sense of connection and continuity among them, a greenbeltway connecting and thematically relating a number of historic sites should be developed.

##### **C. Heritage Tourism in the Regional Area**

Considering the Santa Clara Valley as the "region" of Milpitas, heritage tourism exists on a relatively limited level. Ardenwood in Fremont is a fine and popular example of a farm-museum, and the City of San Jose has a growing commitment to preservation of its historic resources, which are numerous. There are logical connections between regional resources and those found in Milpitas, which could be promoted.

Milpitas' two adobe sites, in particular, are important and well preserved links in the chain of ranchos that extended from Mexico to Sonoma County in the mid-nineteenth century. The promotion of a Rancho Festival or History Days, successful programs at other sites throughout the state, could draw a regional audience.

### III. EXISTING AND POTENTIAL CITY-OWNED RESOURCES

#### A. City-owned Resources

These sites are currently owned by the city; it is clear that they should be retained and the existing resources protected. Each one is an important cultural resource with significant public use benefits to be reaped by its preservation. However, the required level of effort and expenditure varies considerably among these sites, and will affect the city's focus and priorities.

##### 1. Milpitas Grammar School/Senior Center<sup>1</sup>

This building is an important and prominent Milpitas landmark, and an elegant example of the neoclassical style. Its exterior is unaltered; it is in very good condition and is currently being renovated, including seismic upgrading. Its present use is appropriate to its historic character, although it could serve other public functions equally well. The city has nominated the Senior Center for listing in the National Register of Historic Places. Recommendations for further city treatment of this resource include:

- Continue existing use.
- Maintain as appropriate.
- Develop site (e.g., improvements to landscaping, parking).
- Minor restoration to original architectural detail.
- Relocate disabled access ramp.

Order-of-magnitude cost for recommended improvements is low.

##### 2. Higuera Adobe Site

This valuable four acre site is currently a city park, with the adobe house being used for meetings. The adobe was "restored" in the 1950s-and, in so doing, its historic integrity was altered to the point that the building can no longer be properly restored. It is in good condition but will require seismic upgrade. The city, based upon an earlier study<sup>2</sup>, has approved a plan to stabilize the adobe and preserve it "as is" for

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<sup>2</sup> 1991 study of Higuera Adobe by Gil Sanchez.

continued use as a public building, for meetings, rentals for functions, etc. The Casino on the site, currently used as a residence, is also in good condition. These two buildings, together with the varied trees on the site, and a cactus stand to the southeast, create a harmonious ensemble that would lend itself to use as a historic park and site for events such as History Days or Rancho Festivals. The adobe itself could also be used for "living history" type interpretive exhibits, lectures, etc., and the Casino would serve well for support functions (office, caretaker's residence, etc.) as well as for museum or further interpretative use. Recommendations for treatment of the site include:

- Proceed with the city's plan to stabilize and preserve the Adobe for public use.
- Expand the Park to include the Cactus Hedge.
- Nominate to the National Register (although the Adobe probably does not qualify for listing as a historic structure, because of extensive past restoration work, it and the surrounding historic features-the Casino, the old olive trees, the cactus hedge- could qualify for listing as a historic site).
- Develop historic interpretive displays in the Adobe or the Casino (its history and construction, rancho life, etc.).
- Include the Casino and the site in the planning and in interpretive programs.
- Evaluate and renovate Casino for possible new use.

The city has currently budgeted \$330,000 for the stabilization and preservation "as is" of the Adobe. Order-of-magnitude cost for acquisition of additional (cactus hedge) property and development of interpretive displays is low to moderate.

## **B. Potential City-owned Resources**

There are several privately held properties in Milpitas that are both significant and potentially beneficial as city owned historic resources. The acquisition of these properties may or may not be possible, depending upon financial considerations and/or the wishes of the present owner. However, this report recommends that their acquisition be considered and that feasibility studies be undertaken to determine the real cost/benefit ratios of such actions.

1. DeVries Home/Dr. Renselaer Smith Home

This residence has two major attributes: it is a rare and excellent example of the Prairie style architecture of the early twentieth century, unique in Milpitas, and it is in one of the city's most prominent locations, directly across Main Street from the Senior Center, the city's most important downtown landmark. It is in good to excellent condition. It continues to be used as a residence, although its location suggests that a commercial use, such as offices, might be more appropriate. With the acquisition of the adjacent property to the south, and taken together with the Senior Center and the Winsor Blacksmith Shop, this could become the site for a "downtown historic park", providing a strong focus currently lacking along Main Street. The theme of this park, in contrast to those located at either of the two adobe sites, would be the early twentieth century commercial and civic development of Milpitas. Appropriate city-owned rental facilities (e.g., for weddings, receptions, etc.), community meeting rooms, or offices could be located in the house, and the streetscape could be developed to provide a strong visual link to the buildings across Main Street.

A further step in the development of this park would be the utilization of the southern portion of the site as a "home" for selected threatened resources from other sites. Many of the small homes remaining in Milpitas' downtown area have had their setting and integrity severely compromised due to development, to the point where they are no longer desirable as residences, and will continue to deteriorate unless a more appropriate use and/or location is found for them. A number of houses and/or outbuildings could be moved to this site and either used by the city for offices, etc., or leased for commercial uses. One possible candidate for relocation would be the Torres House, which was moved years ago from Santa Clara to its present location on Sinnott Lane. Further study will indicate whether this or other properties might benefit from such a plan. A summary of the recommendations for treatment of this site is:

- Acquire house, including vacant area to the south as possible site for relocation of threatened historic buildings; develop "historic park".
- Develop "link" with Senior Center and Winsor Blacksmith Shop.

- Relocate historic houses and ancillary buildings to "park" and rehabilitate for suitable new uses.
- Possible joint venture: lease/sell relocated buildings to private parties. Order-of-magnitude cost for acquisition and development of the site, as a public/private venture, is moderate to high.

## 2. Weller House/Curtner Estate

The Weller/Curtner House is a elegant example of an Italian Renaissance style home, sited on approximately 15 acres of landscaped grounds. Its proximity to the Higuera Adobe recommends it for acquisition by the city for use as part of a historic park extending south to the Higuera site. The house itself could be used as a conference center and/or for museum purposes, and the site with its outbuildings would be ideal for development of a "living history" program, enhanced by the addition of ranch buildings which could be relocated to this site from one of the threatened historic farms west of I-880. There are also ancient Costanoan Indian remains on the site. Recommended treatments for this site are:

- Ideally, acquire both this property and land to the south, as far as the Higuera Adobe, to develop a single "historic park" site.
- Extent of work necessary to rehabilitate the house as a museum or for community or conference center use is unknown, as access to the site was not possible.

Order-of-magnitude cost for this work is unknown, as access to the site was not possible. The acquisition of the property could be expected to be high, while the rehabilitation costs would be low to moderate, depending upon the proposed use.

## 3. Alviso Adobe

This adobe residence, built in 1836, and its outbuildings, built in the 1920s, form a significant complex set among trees on a 21 acre site. Its present owners would like to develop the surrounding site. Acquisition of the Adobe and its landscaped yard and outbuildings by the city would protect this resource from such development. The city, acting upon recommendations in a previous report<sup>3</sup>, has committed to a plan for restoring the adobe to its 1920s appearance; the two story adobe, little altered since the 1850s, would appear as it did then, with its "modern"

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<sup>3</sup> 1991 study of Alviso Adobe by Gil Sanchez.

1920s kitchen addition. The preferred use for the building is as a house museum, telling the story of local life from the rancho days up to the orchards of the 1920s. Preserving and including the outbuildings and historic landscape, as part of a complex, would give Milpitas a unique historic site. Recommendations for treatment of this site include:

- Acquire site, including sufficient surrounding land for contextual contribution and to act as a buffer between adobe and future development in area.
- Undertake necessary seismic retrofit and restoration work.
- Develop adobe, and its site, as a house museum.
- Nominate to National Register.

Order-of-magnitude cost for acquisition and renovation is moderate to high. The city has budgeted \$650,000 for this project. The Milpitas Historical Society has committed to contribute \$100,000 toward the work as well. Additional funds in the form of federal, state or private grants will need to be sought; grants will become a more likely source of funding if the site is placed on the National Register of Historic Places.

#### 4. Winsor Blacksmith Shop

This building is located adjacent to the Senior Center and dates from approximately the same period. It is a simple commercial building, with an unaltered exterior. It is good condition, although it is structurally inadequate for seismic resistance. The city should consider acquiring this building and developing uses for the building that would complement the Senior Center functions: community center, meeting hall, or leased for development as a restaurant or for retail use. The building could also serve as an ideal repository for Milpitas' historic artifacts, documents and other archival materials. Recommendations for its treatment include:

- Acquire and rehabilitate, including seismic retrofit.
- Develop new uses to complement the building and coordinate with the adjacent Senior Center; possibly lease to a private party.
- Improve landscaping, reducing paved areas, to enhance the relationship between this building and the Senior Center.

Order-of-magnitude cost for acquisition and rehabilitation is moderate to high, depending on intended use. Leasing to a private party would reduce the city's costs.

The IIER rated the Public Use Benefits of acquisition of both the Alviso Adobe and the Weller/Curtner Estate as "very high". Both projects would have rather high acquisition and development costs, with commensurate value to the public. The Alviso Adobe, in addition, could be impacted by future development of the surrounding site, making it the first priority site for acquisition by the city. The Winsor Blacksmith Shop would be the second priority, followed by the DeVries/Smith Home and the adjacent property. The Weller/Curtner Estate falls last, primarily because it seems likely to remain unavailable for purchase for the foreseeable future, and because in its current situation purchase by the city would not be necessary to ensure its preservation.

#### **IV. CITY POLICIES AND REGULATIONS**

##### **A. City Policies Affecting City-owned Historic Resources**

###### **1. Maintain, Rehabilitate, Restore Buildings and Sites**

Of the cultural resources reviewed in the preparation of this plan, only two sites are currently city owned. These are the Senior Center/Milpitas Grammar School and the Higuera Adobe complex including the Casino. There are four other historic properties with potential for city acquisition: the DeVries/Smith Home, the Weller/Curtner Estate, the Alviso Adobe and site, and the Winsor Blacksmith Shop. By adopting the Secretary's Standards as its own standards, the city will have the groundwork for a treatment program for its currently held resources and those it may acquire in the future. For each property, there should be a plan for rehabilitation or restoration, a cyclical maintenance plan, and a management plan. The details of these will be further developed in the final Historic Resources Master Plan.

###### **2. Develop a Program to Survey and Catalog Artifacts, Documents and Other Historic Materials**

In addition to its architectural resources, the city possesses a significant collection of historic materials, which also constitutes an important cultural resource. Such a collection requires both a clear system for cataloging and accessing the materials and a secure, environmentally suitable repository for their storage. Because this project is very large in scope and will require considerable expenditure of city funds, the plan should also include detailed phasing and funding recommendations so that the archives may be developed over time. Stages in the process would be as follows:

- 1) Develop a phasing plan and tentative schedule
- 2) Design an inventory system (there are examples of these done for other public and private collections)
- 3) Inventory all materials.
- 4) Analyze existing materials to determine which artifacts may be duplicates or not of the quality desired. This will result in knowing where there are gaps in the collection that should be filled by new materials that may become available.

- 5) Continue to expand and develop the collection, including methods for its use and display. Continue the oral history research begun during preparation of the Historic Sites Inventory.
- 6) Concurrently with the above, seek and establish a suitable repository for the collection. The Winsor Blacksmith Shop, if acquired, could be adapted for this purpose. General needs include an adequate amount of storage space with specific temperature and humidity controls for the various materials; photographic prints, glass negatives, fabric, wood and paper all ideally require different temperatures and humidities. Protection from ultraviolet degradation and water infiltration is important. A work area for the repair and restoration of archival materials would be an additional desirable feature. Use of the collection by the public, even on a very limited basis, would require attention to security, to control access to and use of the materials, to prevent theft or vandalism.

Funding for collections can come from a variety of sources including nonprofit organizations, contributions from individuals and businesses, grant funds such as the National Endowment for the Arts (NEA) and the National Endowment for the Humanities (NEH), for specific programs. City revenues and user fees could also help finance this program.

### 3. Develop Programs to Promote Milpitas' History

Several opportunities exist for the immediate implementation of a Preservation and History Awareness program:

- The involvement of property owners, particularly in the Main Street area, will be critical for the success of the Master Plan and the long-term health of the city. Schedule and publicize workshops to present the plan, discuss preservation concepts and specific plans for Milpitas, and respond to the concerns of these owners.
- "California History in Milpitas" produced by the city, is an attractive presentation of some of the city's most interesting historic sites. Using this format, produce further documents highlighting various aspects of Milpitas' history and architectural heritage, and published on a regular basis.
- In conjunction with these publications, develop a lecture series to bring to the interested public more in-depth information on historic resources. In many towns, the public library has proved a suitable

venue for such talks. In Milpitas, the Senior Center or another historic site would also be appropriate.

- Celebrate "Heritage Week" with in-school programs such as writing competitions, and talks by local "historians".
- Develop an Oral History program, calling upon the involvement of long time residents to "fill in the gaps"; over time, this could result in the production of a very interesting, as well as educational, document.
- Promote/sponsor special "history oriented" events, such as a "Rancho Festival" or "History Days".

In the future, as the Historic Preservation Master Plan is produced and implemented, and as historic properties are acquired and/or rehabilitated, new opportunities will arise for historic education:

- Interpretation of colonial life at Higuera Adobe and, perhaps, the Alviso Adobe sites.
- Establishment of a "sister" program pairing schools and historic sites, with students acting as docents, producing youth oriented interpretive programs, and participating in maintenance/cleanup of the site.

Many fundraising possibilities exist for funding the above activities.

These include using general funds as seed money to start the events for the first two years, moving toward having nonprofit organizations assist in sponsoring activities and provide some initial funds. The Chamber of Commerce and other business organizations are also possible sources for sponsorship, underwriting specific events, activities, or publications.

Tickets to tours, events, festivals, etc., could pay for a significant portion of the costs of staging such events, with advertising in brochures and programs also contributing.

## **B. City Policies and Regulations Affecting Privately-owned Historic Resources**

### **1. Maintain, Rehabilitate, Restore Buildings and Sites**

Milpitas currently has a single historic district, the Historical Commercial District in the old "downtown" Main Street area, declared in 1975. The treatment of any property, historic or non-historic, within the district should be carefully monitored by the city; all work should be required to comply with the city's adopted design guidelines. However, while "Early

California" remains the Main Street Historical Commercial District's designated theme, it should be viewed with caution because, although Milpitas' cultural resources include two significant pre-1850 adobe buildings, its downtown was developed in the late-nineteenth and early-twentieth centuries and reflects the commercial architecture of that era. Rather than to preserve and reinforce the District's true historic character, the "Early California" theme, if misused, can create a false sense of history by grafting a new character, which it never had historically, onto the District.

Other criteria being equal, properties within this area should be given some precedence in city funding programs in order to encourage rehabilitation and preservation by their owners. Some of these buildings, although not candidates for city acquisition, are important in establishing the character of the district. In particular, there are several historic residences which have been impacted by the newer, nonresidential development in the area and are threatened by further development. The city should encourage their preservation, for nonresidential use if more appropriate, by instituting some of the programs outlined in section V.A. and B. While the relationship of a building to its site is an integral element of its historical and cultural significance, cases may arise where relocating a building is the only feasible way to ensure its preservation. Particularly in the case of some small buildings-such as the Torres House on Sinnott Lane, that was previously moved to its current location-their integrity has already been seriously compromised. There may, therefore, be justification for their relocation, perhaps to a "historic park" or better, to a neighborhood where they might resume their modest residential character and function. However, relocation is an expensive process, and may not be cost effective for the city; such projects may be more appropriate as private endeavors.

There are other historic resources not within the Historic District that are, or will become, vulnerable to destruction or encroachment from development. Preservation of such buildings that are not projected for city acquisition should be encouraged by instituting various city programs, outlined in section VI.A. and B.

Sites of buildings no longer extant should be marked in a commemorative manner. This refers primarily to the "crossroads" where Milpitas was "born". The site of the demolished Fat Boy Restaurant at this corner should be marked with explanatory, interpretive signage; through publications,

walking tours, etc., a sense of the historic appearance and life of the city can be conveyed.

Historic landscapes, whether associated with buildings (the DeVries Home landscaping) or not (the O'Toole Elms), should be preserved. No alteration of such landscapes should be permitted without city review. The city could provide professional horticultural advice to owners of these properties as part of its incentives program.

## 2. Develop Regulations

Both regulations and incentives have been developed over the years to assist communities in preserving the past while guiding future development so that it will be compatible with what already exists. Tools such as demolition stays and design review, with requirements for certificates of appropriateness for alterations, can be coupled with tax incentives for sensitive rehabilitation, the ability to use the State Historic Building Code for alterations (providing the same level of safety as the current building code while allowing flexibility in determining how it is accomplished), and flexibility in zoning.

Tax incentives can be developed to provide for greater incentives for designated cultural resources and lesser incentives for other listed properties.

Flexible "historical" overlay zoning can be enacted to assist owners of historic buildings by allowing flexibility in zoning requirements. These may include reducing required setbacks or parking requirements, permitting a wider range of uses than the current zoning for the property might allow, or permitting other non-conforming aspects of a historic property to remain.

In limited instances, partial preservation-the incorporation of preserved historic facades into remodeling projects-could be permitted. This is not a favored treatment as it can result in a Disneyland-type of "façade-ism" if not done sensitively, and should be discouraged unless it is the only way to save even a portion of a significant building.

## **V. PRIVATE PRESERVATION EFFORTS**

### **A. Potential Incentive Programs**

#### **1. Award/Plaque Program for Designated Cultural Resources**

A program is in place to provide signs for public and private buildings and sites that have been designated as local Cultural Resources. At such time that any of these properties is placed on the National Register, a more elaborate plaque should be installed. These presentations could be done with some fanfare, as a way of promoting preservation in Milpitas; they might be accompanied by an edition of the city's history publications concentrating on the particular site.

#### **2. Rehabilitation Awards Program**

This is a relatively inexpensive way to encourage community consciousness of preservation and to reward those who actively participate. Milpitas could institute its own award program both for rehabilitation or restoration of designated and undesignated cultural resources, and for sensitive new construction that complements the goals of the city's Preservation Plan. The city could also promote and encourage participation in award programs at a regional or statewide level (e.g., Annual Awards of the California Preservation Foundation and the California Historical Society, Governor's Award from the state Office of Historic Preservation).

#### **3. Grants**

The city can institute a Grant Program: grants from \$500 to \$2,000 would be awarded outright; those from \$2,000 to \$10,000 at a very low rate of interest, as grants that must be matched equally by the property owner, or matched at 2:1 of city funds. These grants need not be limited to historic resource rehabilitation or enhancement projects; they could also be given to individuals or organizations proposing historical education/interpretation programs (in a manner similar to existing city sports and cultural arts grants). All physical work funded by grants would have to comply with the Secretary's Standards and local preservation ordinances. Eligibility for both grants and loans could be on a two-tiered basis: larger grants and 1:1 matching funds might be available only to designated cultural resources, with other listed properties eligible for small grants or those at a 2:1 match.

#### 4. Low Interest Loans

A low interest loan program, developed along the same lines as the grant program, could also be established. Traditionally, a revolving loan program is initially established with a seed amount of funds. These may be general revenue funds, tax increment funds from a redevelopment area, property transfer tax funds (see later section VLD. for more detail), or may be developed by a group of local banks allocating a small portion of their loan pool to this particular program. The funds are loaned to individuals or businesses for specific preservation activities, varying from the complete restoration of the exterior of a building to small projects such as exterior painting of a historic home. Oversight is provided to assure that the work complies with the purposes of the program. The loan rate is very low and is underwritten by the program so that, as each loan is paid back into the program, the pool of funds drops slightly. Thus, the funds are "leveraged", providing a large amount of preservation activity for a relatively small investment.

A variation of a revolving loan program is a loan write-down program. This is much more simple to administer than a revolving loan program. A business or individual obtains a loan from their own bank at current interest rates for work that meets the purposes of the program, such as exterior restoration. The loan program administrators determine the difference in interest from the market rate to the program reduced rate, e.g.. 3 to 5 percent, over the life of the loan. Upon successful completion of the project, they write a rebate check for that amount. Again, a small amount of money can accomplish a significant amount of preservation work.

#### 5. Free Paint Program

This is a program that has been used successfully in other towns to encourage owners of historic buildings to maintain and upgrade their properties. The city, making use of its greater purchasing power, would provide free paint, in historically appropriate colors, for the exterior rehabilitation of historic resources. A two-tiered system could again be employed, perhaps providing free paint for work on designated cultural resources while selling paint at a discounted rate to owners of other resources listed in the Historic Sites Inventory.

6. Garbage and Debris Pickup for Rehabilitation Projects

Small incentives such as this can help defray the added costs of "doing the job right" during rehabilitation of a historic building. This service could be provided for all properties listed in the Historic Sites Inventory by having two days a year when Saturday garbage pickups are made for any and all debris, including construction and landscape debris.

7. Efforts to Revitalize the Historic Downtown Core Area

The National Trust for Historic Preservation's "Main Street" program focuses on the preservation of the built environment and of the human resources of the downtown or neighborhood business district. Milpitas' own Main Street would be an ideal focus for such a program, through the development of promotions and events, common hours open, night hours, sidewalk sales and common advertising similar to what is done at shopping malls. This can be very effective in focusing attention on the area and the merchants that operate there. The Main Street approach includes four basic ideas: organization, promotion, design, and economic restructuring.

**B. Other Assistance**

1. Workshops and seminars can serve several valuable purposes in reaching the city's preservation goals. Viewed primarily as forums for educating the owners of historic resources regarding city programs, tax incentives, etc., they also can provide opportunities for an open exchange of ideas.
2. The city could provide a single designated staff person to be the "preservation representative", to assist home and business owners or tenants with the necessary paperwork for renovation or restoration work, and to take the "hassle" out of dealing with City Hall. Assistance could include help at the counter in planning and building departments, fire department review, encroachment permits for awnings, etc.

## **VI. POTENTIAL FINANCING MECHANISMS**

### **A. General Revenue Funds**

Considerable funding will be needed for preservation, maintenance, and staffing of, and programs for, city-owned properties; for acquisition of new historic properties; and for their maintenance, rehabilitation and restoration. The city should consider designating a portion (e.g., 10%) of revenues (property and sales tax) from properties listed on the Historic Sites Inventory or designated as Cultural Resources, to be allocated for preservation and/or acquisition of city-owned historic resources and/or for additional staff for preservation programs and activities.

A portion of the Transfer Tax for properties could be set aside for historic preservation programs within the city. A very small percentage of the total tax would build up over the years to an amount that would accomplish a tremendous amount of preservation work in the city. Most all of the activities proposed in this conceptual plan, including initial funding of a revolving loan program, could be funded in this way.

### **B. Federal and State Grants**

In the past, these have been valuable funding sources for local governments for specific preservation projects. But in recent years, due to economic constraints at both the federal and state level, these types of grants have become rare. The State Office of Historic Preservation and the State Department of Parks and Recreation administer a program of Park Bond Act grants for cities and non-profit organizations, for preservation and rehabilitation of their historic buildings. These often sizable grants (from a few thousand to half a million dollars or more) are currently allocated, but another round of awards should occur within one or two years.

Block grants are also available for public area improvements: parking lots, sidewalks, plantings, light fixtures, etc. These could also be used as funding for facade improvement programs.

## **VII. CONCLUSION**

### **A. Recommended Next Steps**

With the completion of the Conceptual Master Plan, there is much work to be done to move ahead toward the city's preservation goals. While all of the programs described herein will contribute to achieving these goals, certain activities should take precedence. The city should proceed with its own programs, expecting that those activities involving a commitment from the private sector will follow. Some of the first actions that should be undertaken are:

- Seek consensus regarding the goals and programs of the Conceptual Plan and proceed with the Final Master Plan.
- Determine mechanisms for and put in place basic funding for initial city programs (General revenue funds, Transfer tax payments, etc.)
- Proceed with negotiations with the owners of the Alviso adobe and site regarding its protection from proposed development and its possible acquisition by the city.
- Seek a repository for the archival collection.

### **B. General Conclusions**

Milpitas' cultural resources are diverse and valuable, particularly as a means for introducing the city's citizens to its rich past. Their preservation is, therefore, an important responsibility of the city's government. This Conceptual Master Plan is but a phase in a process that will evolve over the next several years. The city's commitment to preserving its heritage will inspire private owners of historic properties and other individuals and organizations to also take on a share of this responsibility. This commitment is both philosophical and financial, and will reap the reward of a city that will develop in sympathy with its resources rather than at their expense.

As stated in the introduction, the purpose of this plan is to insure that Milpitas' development will be carefully planned, to enhance the qualities that give the city its particular character and to preserve its "story" for the future. The revitalization of the downtown commercial district, the protection of the rural landscape, and the preservation and appropriate use of individual buildings of

significance, together with a plan for community archives and inventive interpretive programs, will accomplish these goals. And it can be done.

This Conceptual Master Plan is an important step in insuring that Milpitas' character and richness will flourish along with its economic growth and vitality. It is in the interest of all citizens of Milpitas, today and in the future, that this should be so.

## **APPENDICES**

- A. Initial Information and Evaluation Report (IIEP)***
- B. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings***

APPENDIX A.

*Initial Information and Evaluation Report (IIER)*



**City of Milpitas**  
**Conceptual Historic Resources Master Plan**

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**Initial Information and Evaluation Report**  
September, 1992

**I. Introduction**

In October, 1991, Architectural Resources Group was retained to prepare a Conceptual Historic Resources Master Plan. Existing studies, reports, City regulations and requirements were reviewed; all of the sites listed in the *Historic Sites Inventory*<sup>1</sup>, prepared in 1990, were visited and evaluated; meetings were held with City staff and the Cultural Resources Preservation Board (CRPB); and a community workshop was held where ideas and suggestions were heard from the public.

The following report provides a summary of the results of the above tasks and evaluates cultural resources using several criteria determined by the CRPB and City staff. The *Historic Sites Inventory* forms the foundation of the Conceptual Historic Resources Master Plan. It covers most of the cultural resources in the community in detail and was recently completed so that the information given is current and may be used for planning purposes. However, the *Historic Sites Inventory* necessarily cannot be considered a 100% complete document, as additional historical resources may be identified in the future. Moreover, five sites are included in this report which were not identified in the *Inventory*. Four of these additional sites are officially designated Cultural Resources, and the fifth has been proposed for designation as a Cultural Resource.

The Inventory identified 42 sites for inclusion in the inventory and identified each listing with a 1) Survey Number, 2) Common Name, 3) Historic Name, 4) Street or Rural address and 5) a National Register<sup>2</sup> Evaluation Status Code. These have been used in this report as well to identify the historic sites evaluated and discussed in this report.

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<sup>1</sup> *Historic Sites Inventory* Milpitas, California, November 1990; Prepared by: Judith Marvin-Cunningham with Paula Juelke Carr, Foothill Resource Associates

<sup>2</sup> National Register of Historic Places. See the Notes at the bottom of the Evaluation Table for an explanation of the Evaluation Status coding used.

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Each of the resources has been studied and evaluated using a variety of criteria which follow, such as the potential for adaptive re-use, structural condition, economic feasibility, and so on. These criteria can not be studied in isolation and affect each other. Thus, structural condition will affect both the potential for adaptive re-use and the economic feasibility of rehabilitation. To assist the reader in seeing the interrelationships between the various criteria studied, a table follows the text of the report which lists each of the historic resources and briefly describes category discussed in the report. Thus, the relationships between categories may be seen at one time.

## II. Relative Historical/Cultural Significance

Assigning relative significance or value to a cultural resource is very difficult to accomplish. Each resource is unique and may have value for one reason, such as history, where another resource is valuable for another reason, such as architectural style. It is difficult to compare cemeteries to palm trees to adobe buildings. Also, using numbers to identify levels of significance presents problems as numbers can be misunderstood and used to say, for example, that number 24 is more valuable than number 25. It is simply not possible to objectify significance and determine it to this level of precision.

Numbers have been used to categorize the surveyed historic resources into five broad categories ranging from 1 (the lowest) to 5 (the highest). These categories should be used with caution as the rating is very subjective and subject to change should additional research result in more information. National Register status, importance to the community, rareness of the resource and the integrity of the resource, were all used to arrive at the significance rating.

The highly rated resources include:

- the Devries Home, a locally rare example of a Prairie style building,
- the Winsor Blacksmith Shop, a locally rare surviving early commercial building,
- Campbell's Corners, an historic structure located at an historic intersection,
- the Caudillo House, a locally rare example of a Queen Anne style building,
- the Weller/Curtner Estate,
- the Higuera Adobe, a well preserved important adobe structure,
- the Alviso Adobe, another historic and well preserved adobe structure,
- the Laguna School, an early schoolhouse,
- and
- the Milpitas Grammar School/ Senior Center, the only Neoclassical public building in Milpitas, which was recently nominated for inclusion in the National Register of Historic Places.

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All these buildings appear to be of local significance; the two adobe buildings appear to be eligible for State of California Historic Landmark or Point of Interest status.

### III. Potential for Private Adaptive Re-use

Many of the listed sites have great potential for adaptive re-use, or the historically sensitive adaptation of a building for a different use than that for which it was originally designed. The most important of these are the Alviso Adobe and the Weller/Curtner House. Both of these properties could lend themselves easily for uses such as house museums, conference centers, or other such public uses. Both are located on large grounds, which add to their value as interpretive sites.

Recently, a major adaptive reuse project has been proposed involving the Ford Motor Plant. Under this proposal, this building will be partially incorporated into the "Great Mall", a 1.5 million square foot outlet mall with nine anchor stores. This proposal is very preliminary, and the degree to which the mall project will reflect and preserve the Ford Plant's historical character is not yet clear, although the developers have stated a desire to recognize the plant's history.

Some of the properties evaluated have little potential for re-use as they have already been converted to a new use such as the Senior Center building. Others have little potential because of their current or historic use such as the two cemeteries and the Higuera Adobe and Casino buildings which are in a City Park.

### IV. Structural Condition

While it is difficult to determine structural condition without a detailed investigation of the building, it is possible to assess the overall condition of many of the buildings from the exterior. Some structures are clearly in very good condition while others are clearly in very poor condition.

Those that clearly appear to be in good structural condition include:

- the Devries Home,
- the Dutra Home,
- Cracolice Store,
- the Kozy Kitchen,
- Campbell's Corners,
- the Caudillo House,
- the Pimental Home,
- the Higuera Adobe, and
- the Casino,

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- the Ford Motor Plant.

Those that appear to be in poor structural condition include:

- the Winsor Blacksmith Shop,
- the Venturini House,
- the Laguna School.

The Higuera Adobe is physically in good condition but suffers from structural deficiencies in its resistance to lateral forces, as identified in a structural evaluation commissioned by the City.<sup>3</sup> The City has budgeted for a structural retrofit of this building.

Although the Alviso Adobe appears to be in good condition, the building is only a few feet from the street and is subject to vibrations as well as weathering on the exterior surface of the adobe walls, both of which are not good for adobe construction. However, development plans call for the relocation of Piedmont Road several hundred feet away from the building, which should considerably reduce this vibration exposure

We were unable to determine the structural condition of the Weller/Curtner Estate because the buildings are a great distance from the property boundaries and access was not available onto the property.

## V. Pending Development

Many properties are not subject to pending development pressures as they are owned by the City, such as the Higuera Adobe and the Senior center. Others, such as the two cemeteries are not threatened with development because of their nature.

Several properties are subject to immediate development pressures. The Alviso adobe currently is part of a development proposal. While the current plans call for the adobe to be preserved and owned by the City, should the negotiations to be unsuccessful, the property could be subject to demolition. A new church building is been approved on the site of 121 Sinnot Lane. Cracolice's Store may be demolished and replaced with a new commercial building, and a vacant portion of the De Vries home site is for sale; new construction may impact the historic building. The Shaughnessy/ Murphy Ranch is threatened by a proposal to widen Coyote Creek.

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<sup>3</sup> Daryl Allen and Gil Sanchez, FAIA, "Condition Assessment and Structural Analysis of the Higuera Adobe", December 1991.

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As noted above, the Ford Plant is subject to immediate development pressure because of the "Great Mall" proposal to convert the plant to a shopping mall. The developers of this project have indicated an interest in reusing the existing structures and recognizing their historical significance.

1428 El Camino Higuera is a smaller house that is located immediately adjacent to housing developments and could also be subject to development pressure.

Properties subject to less development pressure include those on larger hillside lots, because the City is amending its Hillside Zoning regulations to require substantially lower densities. Three properties (H.R. Nos 30, 31 and 2) are on properties subject to Agricultural Preserve (Williamson Act ) Contracts and cannot be subdivided for at least nine years. Finally, while the Weller -Curtner Estate sits on a large parcel of land immediately adjacent to new housing developments and could be sold for development of additional houses, it is the subject of a trust, under which terms it cannot be sold until the deaths of the three trust beneficiaries, which is not anticipated for some time.

## VI. Public Use Benefits

Several properties offer the potential for great public benefit should they be preserved and restored. These include:

- the Senior Center - already owned by the City and operated as a Senior Center)
- Weller House - now privately owned, it could be used for a variety of uses including a conference/community center or as the focus of a community park.
- the Higuera Adobe - now the focus of the city park, currently used for meetings.
- the Casino - currently used as a residence.
- The Alviso Adobe - has the highest potential public use benefit of the resources studied. It could serve a variety of uses including a house museum, a residence, offices, meeting spaces and even for commercial use. The outlying buildings could also be incorporated into a museum complex.

## VII. Economic Feasibility

Economic feasibility is difficult to determine, particularly when trying to weight the intangible value of the public benefit relative to the hard purchase and rehabilitation costs. It is much easier to evaluate the economic feasibility of a commercial use for a property because the income derived as a result of the rehabilitation may then be compared to the actual purchase and rehabilitation cost.

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**VIII. Prime Sites For Preservation**

It is clear that the sites already owned by the city should be retained and the existing resources protected. Also, the two cemeteries should continue to be preserved. Further, two resources that are threatened by potential development pressures are prime sites for preservation. Both the Alviso Adobe and the Weller House have high historical significance, have potential for adaptive re-use and have high public use benefits.

While the relationship of a building to its site is an integral element of its historical and cultural significance, cases may arise where relocating a building may be the only feasible way to ensure its preservation. Moved buildings generally are ineligible for listing on the National Register of Historic Places because of their loss of integrity; moving historic buildings should be undertaken only as a last resort to save them from demolition. Obviously, structures with little cultural merit other than their association with their site, such as those on the Shaughnessy/ Murphy Ranch, are not suitable candidates for relocation.

**IX. Effectiveness For Private and/or Public Preservation Potential**

Effectiveness for private/ public acquisition for preservation was analyzed in terms of cost/benefit ratio. Given the relatively high land values in the area and typically limited preservation budgets, this ratio typically was poor, with high acquisition and preservation costs relative to perceived public benefit from the site's preservation. Only two properties, the Weller-Curtner Estate and the Alviso Adobe were considered to be very effective in terms of potential public benefit compared to the commitment of public or private funds. In contrast, 20 properties were considered to be very poor values.

While this analysis considered the Ford Plant to be a poor candidate for public/ private acquisition for preservation, it is notable that the "Great Mall" proposes reuse of a significant portion of the building as part of a 1.5 million square foot outlet mall project. The major economic factor in making the Ford Plant unsuitable for public/ private acquisition in our analysis is acquisition cost, due to the enormous size of the property involved. However, the Great Mall is being proposed by Ford Motor Land Development, involving no change of ownership. Thus, acquisition cost will not be a factor in the viability of this proposal.

This criterion addresses whether properties should be acquired and rehabilitated specifically for preservation purposes. Therefore, it does not consider the effectiveness of preservation for properties already in the hands of the City or preservation-minded private owners. Nor does it consider the effectiveness of

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preservation should a historic property be purchased and preserved to compliment a larger development, for example, as part of a large-scale housing development. In this scenario, thematic association with the historic property can benefit a larger development project; acquisition and rehabilitation costs could be then spread over a larger project and be more likely to be recaptured.

**X. "Order-of-Magnitude" Cost Estimates for Public Acquisition and/or Rehabilitation**

Rough cost estimates for public acquisition and /or rehabilitation of historic sites considered land values in the Milpitas area in late 1991. Three orders of magnitude were identified: "Low," or below \$300,000; "Medium", between \$300,000 and \$750,000, and "High", or over \$750,000. These costs include both land acquisition and rehabilitation of the building, based on its condition as it appeared during our visit.

The 47 properties evaluated were found to be divided almost evenly between the three categories. Twelve were considered to have "high" acquisition/rehabilitation costs; one (the Ford plant) has considered "very high." Eleven were "low," and nine were "medium;" three were "medium-high." One, the Weller House site, was not recommended, because its sole remaining resource is one tree. Five others were city-owned properties or cemeteries; the criteria was found not to apply. Similarly, this criterion was considered inapplicable to vacant sites such as the Barber Ranch Site and the Milpitas Hotel/ "Fat Boy" Restaurant Site. Additionally, acquisition of the O'Toole Elms was not considered to be a practical option since the eastern portion of the group of trees is located on City property and other preservation methods, such as restrictive covenants or design review would be more appropriate for the remaining portion.

**XI. "Historic Park" Design Considerations**

Several cultural resources are located in parks or park like settings. These include the Higuera Adobe and the Casino located in the Higuera Adobe City Park and the Laguna and St. John's cemeteries.

The Alviso adobe and site would make an excellent historic park with the outbuildings contributing to the character and historic setting of the park. Additionally, the Weller House and grounds could become a park at some future time.

An opportunity exists to connect several historic parks together with green belts or pathways. The current Higuera Adobe City Park could be connected with the Weller house providing not only a functional connection, but a historical one as

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well, allowing visitors to see evidence of three distinct periods of Milpitas history in the three buildings (Higuera Adobe, Casino, and Weller House).

#### **XII. Existing City Historic Preservation Regulations and Incentives**

Official City participation in historic preservation began in 1985, with the adoption of the Cultural Resources Preservation Ordinance.<sup>4</sup> This ordinance created a Cultural Resources Preservation Board, consisting of five members appointed by the mayor and approved by the City Council. The Board held its first meeting in September, 1985. The ordinance empowered the board to conduct a survey of the city to identify potential cultural resources and to recommend designation of official Cultural Resources by the City Council. A private consulting firm was commissioned to prepare a comprehensive survey of the city's historic properties in 1990.<sup>5</sup> The survey identified 42 buildings over 50 years of age which had not been altered beyond the possibility of future restoration. By 1991, 20 sites had been officially identified as potential cultural resources by the Board; of these, eleven have been officially designated Cultural Resources. These designated Cultural Resources include not only historic buildings but such other resources as a former building site (Fat Boy Restaurant) and a cactus hedge dating from the 1830s.

The Cultural Resources Preservation Board was combined with the Parks, Recreation and Cultural Arts Commission into a single nine-member commission called the Parks, Recreation and Cultural Resources Commission by the City Council on June 16, 1992. This commission was given the same powers and duties as the old board by amendment of the City's Historic Preservation ordinance on August 4, 1992.<sup>6</sup>

One historic district, the "Main Street Historical Commercial District", was designated in 1975 along with architectural guidelines specifying an "Early California" theme. The design guidelines were subsequently revised in 1991.<sup>7</sup> and the boundaries of the District were revised in 1992.<sup>8</sup>

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<sup>4</sup> Ordinance no. 226, 4/16/85; codified as Milpitas Municipal Code, Title XI, Chapter 4. Hereinafter cited as "Ordinance."

<sup>5</sup> See note 1.

<sup>6</sup> Ordinance no. 226.2, 8/4/92.

<sup>7</sup> Milpitas City Council Resolution No. 5959, adopted 19 March 1991.

<sup>8</sup> Milpitas City Council Resolution No. 6077, adopted February, 1992.

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Proposed architectural guidelines for the downtown district were given in a study conducted in 1983 by Pacific Urban Design, a private consultant.<sup>9</sup> These guidelines were designed to provide examples of the designated "Early California" theme as models for development and public improvements within the downtown area. The guidelines represent an attempt to discourage haphazard commercial development in the downtown area and promote what was then considered to be an appropriate "historical" theme by encouraging the use of earthtone colors, adobe-appearing materials, heavy wood beams, decorative wrought iron, and the like. However, while "Early California" remains the Main Street Historical Commercial District's designated theme, it should be viewed with caution because it may be inapposite to proper preservation goals as reflected in the Cultural Resources Preservation Ordinance:<sup>10</sup> Although Milpitas' cultural resources include two significant pre-1850 adobe buildings, its downtown was developed in the late-nineteenth and early twentieth centuries and reflects the commercial architecture of that era. Rather than to preserve and reinforce the district's true historic character, the "Early California" theme, if misused, might create a false sense of history by grafting a new character onto the district, at odds with its historical nature.

Besides identifying and designating Cultural Resources, the Commission reviews potential impacts upon cultural resources by new development. In this capacity, the Commission and its predecessor Board has conducted its own review of proposed developments, as well as reviewed historic assessments commissioned by private developers. The Commission also reviews permit applications for projects involving designated Cultural Resources, and has the authority to recommend to the City Council that a permit be granted, granted conditionally, or denied. In making its recommendation, the Commission considers, among other factors, whether the proposed project will "detrimentally alter, destroy or adversely affect any external architectural feature" of the resource.<sup>11</sup> Additionally, the Commission reviews projects located within historic districts for conformance with the prescriptive standards for the district. The Commission

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<sup>9</sup> *Main Street Study, City of Milpitas, CA*, June, 1983, prepared by Pacific Urban Design, Ltd., San Jose, CA.

<sup>10</sup> Ordinance, § XI-4-2.00 (e). Among the reasons declared by the Statement of Purpose in the ordinance are "to preserve diverse and harmonious architectural styles and design preferences reflecting phases of the City's history . . ." The historic styles and design preferences of the downtown commercial area reflect, for the most part, early twentieth-century commercial architecture.

<sup>11</sup> *Id.*, § XI-4-10.00.

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also reviews designs for new construction on cultural resource sites to ensure that their exterior appearance is compatible with the existing resource.

Educational projects conducted by the Commission (and its predecessor Board) include the printing and distribution of a pamphlet describing the twelve designated historic resources, and the recent erection of locational signs near each resource, similar to State Landmark signs.

This conceptual master plan was authorized by the Milpitas City Council in 1991. Its purpose is to identify and evaluate the City's cultural resource sites, policies and programs, to facilitate developing a comprehensive Final Historic Resources Master Plan, which will detail the measures needed to implement these goals.

The 1990 survey limited its scope to buildings over 50 years old, applying the criteria of the National Register of Historic Places, with the single exception of the Ford Motor Co. plant, which was constructed in 1953. It is important to recognize that the bulk of Milpitas' growth has occurred within the last 50 years. Therefore, preservation policy should be open to include properties such as the Ford plant which reflect significant events which are more recent in nature. Another such property is Sunnyhills, (c.1955-1957) heralded as the first completely interracial planned community in the United States.<sup>12</sup>

Consistency between zoning regulations and the historic preservation ordinance should be a goal. Perhaps the simplest method of achieving this goal is to amend the zoning ordinance to provide for a greater range of conditional uses allowed for designated Cultural Resource sites. By specifically connecting greater zoning latitude to official Cultural Resource designation two purposes will be served: First, the possibility of a greater range of uses will become a benefit for historic properties, partially offsetting whatever burdens designation may impose. Second, the possibility of legal challenge to the zoning procedure as impermissible "spot" zoning will be reduced by demonstrating a clear nexus between the permissive zoning and official designation. Thus, a conditional use which may be highly appropriate and economically rational for a historic building, such as Bed-and Breakfast lodging, will not be excluded by operation of an inflexible zoning ordinance.

### **XIII. Recommendations for Archives and Collections Programs**

Historical information including books, photographs, newspaper articles, diaries, artifacts, and other items are located at both the City Library and at the Historical Society. For the most part, the records have been donated to these repositories

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<sup>12</sup> "Sunnyhills United Methodist Church, A History", Milpitas: Sunnyhills United Methodist Church, 1982, and references cited therein.

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and, as a result, they are varied in quality and subject matter. There are many gaps in the historical record of Milpitas and some subjects are not represented at all.

In some cases the records are poorly indexed and none are stored in temperature or humidity controlled conditions. Also, some documents are not replaceable and security systems are very basic. The most critical problems relate to the storage of photographic prints and negatives and of original newspapers.

A detailed and indexed inventory of all records and items in both collections should be made to determine where important information is missing. The community should be asked to assist in the effort to locate this information.

Additionally, plans should be made to develop a secure temperature and humidity controlled environment for the most important records. Budgets can then be prepared and long range plans developed. Also, a common filing and indexing system should be agreed upon by both repositories.

Because the collection and storage of historical information seems to always be one of the first areas for budget cutting, the plans developed should be able to be implemented in very small phases if necessary.

# Milpitas Historic Resources Identification and Analysis

No.	Resource Identification Common Name/Historic Name	National Register Status	Relative Historical Significance	Potential for Private Adaptive Re-use	Structural Condition	Pending Development Pressure	Public Use Benefits	Economic Feasibility	Prime Site for Preservation	Effectiveness for Private and/or Public Acquisition	Order of Magnitude Cost Estimates for Purchase or Rehabilitation
1	Weller House Site 230 Marylinn Drive	6	1	1, very low, only a palm tree remains on the site and the area around the tree has been paved for parking.	Not applicable, all that remains is the tree.	2-3, the site is used for parking and could be developed when market conditions are right.	1-2, very little remains to be preserved for public benefit.	1, high cost for little gain.	1	1, not effective.	Not recommended.
2	Senior Center/Milpitas Grammar School 160 North Main St.	3	4-5	N.A. Currently has been renovated as a Senior Center. Could easily be renovated for another use in the future should this be necessary.	Fair, the building needs some minor repairs and on-going maintenance.	1, the building is owned by the City and not threatened by development pressure.	5, very high, currently used by the public.	Not applicable. Currently renovated and in use.	5, very high.	Currently owned by the City.	Not applicable.
3	DeVries Home/Dr. Renselaer Smith Home 163 North Main St.	3	5, rare Prante Style house in Milpitas.	3-4, currently used as a residence. Could be converted to offices, restaurant, small commercial relatively easily.	Good.	2, low.	4-5	3	4-5	2-3	Medium.
4	Winsor Blacksmith Shop	4c	4-5. Rare early commercial building still intact.	4-5, because the building is wood frame and one story in height, it could easily be renovated for another commercial use.	Fair to poor.	3	3-4, could be used for museum or offices for City, high visibility.	2-3, somewhat costly, small building area, minimal electrical and mechanical systems.	4-5, important early commercial building.	3	Medium-High.
5	Dutra Home/Smith Home 86 North Main St.	3D	3. Good Craftsman residence.	3., could be converted to offices or service use.	Good.	3. Located in commercial area.	2-3	4. If converted to offices or service use, expenses will be relatively low.	4	3-4	Medium.
6	27 South Main St.	3D	3	2-3, very small house with fruit trees.	Fair.	3. Located in commercial area.	1-2	2. Very small building.	2	1-2	Medium.

# Milpitas Historic Resources Identification and Analysis

No.	Resource Identification Common Name/Historic Name	National Register Status	Relative Historical Significance	Potential for Private Adaptive Re-use	Structural Condition	Pending Development Pressure	Public Use Benefits	Economic Feasibility	Prime Site Preservation	Effectiveness for Private and/or Public Acquisition	Order of Magnitude Cost Estimates for Purchase or Rehabilitation
7	Venturini House/Pashote House 99 South Main St.	4D	3. Only remaining example of Neoclassic house in Milpitas.	1, building is at rear of property and is in poor condition. Could be converted to small office or service use.	Fair to Poor.	3. Located in commercial area.	1-2	2. Very small building.	2	1-2	Medium.
8	Cracolice Store/Pashote Bros. Store 111-129 South Main St	4b	3-4	3, currently in use as store. Could be renovated for a higher use.	Good.	3, located in commercial area.	3, large building at historic center of the city.	3	3-4, combined with No.s 9 and 10 could be the center of a preservation revitalization district.	4, could be a good opportunity for a public private venture to rehabilitate this structure.	High. Large building on prime site.
9	Kozy Kitchen/Pashote Bros. Meat Market 114 South Main St.	4b	3-4	4, currently in use as a restaurant. Could be renovated.	Good.	3, located in commercial area.	3	3	3-4, combined with No.s 8 and 10 could be the center of a preservation revitalization district.	2-3	Medium-High. Building on commercial site.
10	Campbell's Corners/Smith's Corners 167 South Main St.	3D	4, located at historic intersection of Alviso-Milpitas & Oakland Roads	4, currently in use as a restaurant/bar. Could be renovated.	Good.	3, located in commercial area.	3	3	3-4, combined with No.s 8 and 9 could be the center of a preservation revitalization district.	3-4	Medium-High. Building on commercial site.
11	Deniz Home/Crabb Home 236 South Main St.	4D	3	2	Fair.	1-2	1	3	3	2	Low.
12	Cardoza House/Crabb House 244 South Main St.	4D	3	1-2	Fair.	1	1	2-3	2-3	1	Low.
13	250 South Main St.	6	1-2	2	Fair.	1	1	1	1, greatly modified with carport and other alterations.	1	Low.
14	St. John's Church Chapel 279 South Main St.	3D	3-4	1, currently used as a chapel.	Fair.	1	High as currently used.	1-2	3	1	Low.
15	Caudillo House/Silveira House 280 South Main St.	4D	5, one of a few examples of Queen Anne architecture in the city.	3	Good.	1-2	1	1-2	3	1-2	Low.

# Milpitas Historic Resources Identification and Analysis

No.	Resource Identification Common Name/Historic Name	National Register Status	Relative Historical Significance	Potential for Private Adaptive Re-use	Structural Condition	Pending Development Pressure	Public Use Benefits	Economic Feasibility	Prime Site for Preservation	Effectiveness for Private and/or Public Acquisition	Order of Magnitude Cost Estimates for Purchase or Rehabilitation
16	Evatt Home/Dr. Al Curlin Home & Office 290 South Main St.	3D	2-3, could be converted for service use. Dr.'s apt. has been converted to an apartment	3, good example of a Craftsman bungalow.	Good.	1-2	1-2	1-2	1-2	1	Low.
17	Milpitas Beauty Salon/Rose Home 429 South Main St.	4b	1-2, greatly altered Craftsman house with applied brick and aluminum windows.	2-3, moved to this site and greatly altered. Currently adapted for use as a Beauty Salon.	Fair.	1-2	1	1	1	1	High.
18	Pimental Home/Almeida Home 437 South Main St.	4D	2, typical Craftsman house.	2, could be adapted for service use.	Good.	1-2	1	1-2	1	1	Medium.
19	Davis Apartments/Dophna Home 449 South Main St.	4D	1-2, moved onto site and altered.	1, moved to site in 1945 and altered.	Fair.	1-2	1	1	1	1	Medium.
20	69 Sinnott Lane	4D	1, simple bungalow that has been altered.	1, very small building that has been greatly altered.	Poor.	2-3	1	1	1	1	Medium.
21	87 Sinnott Lane	4D	2, Craftsman bungalow, slightly altered.	1, small bungalow that has been altered.	Fair.	2-3	1	1	1	1	Low.
22	Silveira Home/Harker Home 121 Sinnott Lane	4D	1-2, small bungalow.	1, small bungalow that has been altered.	Poor.	2-3	1	1	1	1	Low.
23	Torres House 155 Sinnott Lane	3	4-5, moved to site, only existing house in Milpitas with Second Empire and Italianate architectural elements.	1-3, small important house that might be adapted for service use.	Fair.	2-3	3-4	1-2	1	1	Low.
24	255 Bothelo Road	4D	1-2, greatly altered with additions.	1, small altered building.	Poor.	2-3	1	1	1	1	Low.

# Milpitas Historic Resources Identification and Analysis

No.	Resource Identification Common Name/Historic Name	National Register Status	Relative Historical Significance	Potential for Private Adaptive Re-use	Structural Condition	Pending Development Pressure	Public Use Benefits	Economic Feasibility	Prime Site for Preservation	Effectiveness for Private and/or Public Acquisition	Order of Magnitude Cost Estimates for Purchase or Rehabilitation
25	Ford Motor Co. Plant Curtis off South Main St.	4d	3-5, barely 50 years old (built in 1953) yet has had a major impact on the development of the city.	3-5, very large and difficult property, it will require the right type of re-use plan to be successful	Unknown, access not available.	4-5, major development site	2-5, very hard to determine, probably best for private development.	1-3, depending upon the use, developer and land costs.	1-3, depending upon the use, developer and land costs.	1, very expensive.	Very High.
26	WellerHouse/Curtner Estate London Road & El Camino Higuera	3	5	5, great potential for use as museum, conference center, etc. Grounds add to value.	Unknown, access not available.	3-4	4-5	3-4	5, excellent site for preservation.	5	High
27	Higuera Adobe/Rancho Los Tulareitos 823 Wessex Place	4b	5	Not applicable, currently a park.	Excellent.	Not applicable.	5	Not applicable.	5, currently preserved.	Owned by city.	Not applicable.
28	The Casino 823 Wessex Place	4b	4	Not applicable, currently a park.	Good.	Not applicable.	5	Not applicable.	5, currently preserved.	Owned by city.	Not applicable.
29	1428 El Camino Higuera	4D	3	1-2, small bungalow.	Fair.	3-4	1	1	1-2	1	High.
30	Joseph Silva Farm 1995 Old Calaveras Road	4D	3	2, difficult to determine new use.	Fair.	1-3	1	2	2	2	High.
31	Brazil Home/Ferreira Farm 2118 Old Calaveras Road	4D	3	1-2	Good.	2-3	1	2	2	2	High.
32	Harold Silva Residence/Frank Silva Farm 2375 Old Calaveras Road	4D	3	2, few adaptive re-use alternatives. Best used as ranch house.	Fair.	1-2	1	2	2	2	High.
33	Serpa Home 2411 Old Calaveras Road	unknown	3	2, few adaptive re-use alternatives. Best used as ranch house.	Fair.	1-2	1	2	2	2	High.
34	Old Ferreira Farm 2615 Old Calaveras Road	5D	3	2, few adaptive re-use alternatives. Best used as ranch house.	Fair.	1-3	2	2	3	2	High.

# Milpitas Historic Resources Identification and Analysis

No.	Resource Identification Common Name/Historic Name	National Register Status	Relative Historical Significance	Potential for Private Adaptive Re-use	Structural Condition	Pending Development Pressure	Public Use Benefits	Economic Feasibility	Prime Site for Preservation	Effectiveness for Private and/or Public Acquisition	Order of Magnitude Cost Estimates for Purchase or Rehabilitation
35	Last Word Ranch/Belshaw Residence 430 Evans Road	6	3	2, few adaptive re-use alternatives. Best used as ranch house.	Good.	1-3	1	1	2	2	High.
36	B & H Ranch/Alexander Rose de Coelho Ranch 80 Evans Road	6	3	3, could be adapted for public museum use or public riding facility.	Poor to Good, depending upon building.	2-4	2	2	2, could be used as an example of ranching in the area.	2	High.
37	Alviso Adobe/Rancho Milpitas Piedmont & Calaveras Road	3	5	5, excellent re-use potential, could be used for a conference center, house museum or other public use.	Fair for adobe, Poor for some of the outbuildings.	3-5, primarily by the church owners"	5, could be used for a variety of uses including museum, residential, offices, etc.	4	5, one of the most important sites listed."	5	High.
38	St. John's Cemetery Piedmont Rd., Lucy Dr., Falcato Dr., Pedro Ave.	6	3-4	Not applicable	Not applicable, grounds appear to be in good condition.	1	1	1	4-5, with continued use as cemetery.	1	Not applicable.
39	Silva Farm/Escobar Farm 2220-2540 Uridas Ranch Road	4D	3	2, few adaptive re-use alternatives. Best used as ranch house.	Good.	1-3	1	2	2	1-2	Medium.
40	Silva Farm/Dominguez Silva Farm 2506 Uridias Ranch Road	4D	3	2, few adaptive re-use alternatives. Best used as ranch house.	Good.	1-3	1	2	2	1-2	Medium.
41	Ed Levin County Park/Laguna Cemetery Felter Road	6	3-4	Not applicable.	Not applicable.	Not applicable	2	Not applicable	4	Not applicable.	Not applicable.
42	Laguna School 4001 New Calaveras Road	4b	4-5	1-2, small important building that is difficult to re-use.	Poor.	1-2	3-4	2, very small building with limited uses.	2-3	2	Low.

# Milpitas Historic Resources Identification and Analysis

No.	Resource Identification Common Name/Historic Name	National Register Status	Relative Historical Significance	Potential for Private Adaptive Re-use	Structural Condition	Pending Development Pressure	Public Use Benefits	Economic Feasibility	Prime Site for Preservation	Effectiveness for Private and/or Public Acquisition	Order of Magnitude Cost Estimates for Purchase or Rehabilitation
<p>Notes: Columns 1-3 contain information Historic Sites Inventory completed</p> <p>Column 3 shows the National Evaluation listing for each briefly described below:</p> <p>3. Appears eligible for individual listing</p> <p>3D. Appears eligible as a district contributor.</p> <p>4. May become eligible when:</p> <p>b. the property is restored to original.</p> <p>c. more significant examples are gone.</p> <p>d. the property becomes 50 years old.</p> <p>4D. May be eligible as a district contributor.</p> <p>5D. Eligible as a district contributor.</p> <p>6. None of the above.</p>											
			<p>Relative Historical Significance varies between 1 (Very Low) and 5 (Very High). These are not absolute values and are shown to indicate relative values of the resources. All of the resources shown have importance to the community.</p>	<p>Potential for Private Adaptive Re-use varies between 1 (Very Low) and 5 (Very High). These are not absolute values and are shown to indicate relative potential for adaptive reuse of the resources. All of the resources shown have importance to the community.</p>	<p>Structural Condition varies between Poor, Fair, Good and excellent. These values are based on a visual inspection of the property from the roadway and are not based on a detailed structural evaluation.</p>	<p>Pending Development Pressure varies between 1 (Very Low) and 5 (Very High). These are based on a subjective analysis of the potential for new development to occur on this site and in the nearby area.</p>	<p>Public Use Benefits varies between 1 (Very Low Benefit) and 5 (Very High Benefits). These are based on a subjective analysis of the functional, preservation and social benefits that might occur.</p>	<p>Economic Feasibility varies between 1 (Very Low - not feasible) and 5 (Very High - very feasible).</p>	<p>Prime Site for Preservation varies between 1 (Very Low - not a good site) and 5 (Very High - excellent site).</p>	<p>Effectiveness for Private and/or Public Acquisition varies between 1 (Poor ratio of expenditure of funds to benefit) and 5 (Very Effective use of funds expenditure to benefit)</p>	<p>Order of Magnitude Cost Estimates for Purchase or Rehabilitation are "ballpark" estimates and should only be used for decision making purposes. The costs have not been developed using unit costs or specific rehabilitation plans. (P) denotes Purchase cost and (R) denotes Rehabilitation cost.</p>

**APPENDIX B.**

***The Secretary of the Interior's  
Standards for Rehabilitation and  
Guidelines for Rehabilitating Historic Buildings***

The Secretary of the Interior's  
**Standards for  
Rehabilitation**  
and Guidelines for  
Rehabilitating Historic Buildings

U.S. Department of the Interior  
National Park Service  
Preservation Assistance Division  
Washington, D.C.

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For sale by the Superintendent of Documents, U.S. Government Printing Office  
Washington, D.C. 20402

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The Secretary of the Interior's Standards for Historic Preservation Projects with Guidelines for Applying the Standards were initially written in 1976 by W. Brown Morton III and Gary L. Hume. The Guidelines for Rehabilitating Historic Buildings were revised and expanded in 1983 by Gary L. Hume and Kay D. Weeks. The Standards for Rehabilitation were revised in 1990 following a public commenting period. It should be noted that the minor revisions to the Standards for Rehabilitation will not affect their application so that a project which was previously acceptable would continue to be acceptable.

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## BUILDING EXTERIOR

### *Masonry: Brick, stone, terra-cotta, concrete, adobe, stucco, and mortar*

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### *Wood: Clapboard, weatherboard, shingles, and other wooden siding and decorative elements*

Preservation of Historic Features (maintenance, repair, replacement) .....	16
Design for Missing Historic Features .....	18

### *Architectural Metals: Cast iron, steel, pressed tin, copper, aluminum, and zinc*

Preservation of Historic Features (maintenance, repair, replacement) .....	19
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### *Roofs*

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## BUILDING INTERIOR

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The Secretary of the Interior is responsible for establishing standards for all program under Departmental authority and for advising Federal agencies on the preservation of historic properties listed or eligible for listing in the National Register of Historic Places. In partial fulfillment of this responsibility, the Secretary of the Interior's Standards for Historic Preservation Projects have been developed to guide work undertaken on historic buildings—there are separate standards for acquisition, protection, stabilization, preservation, rehabilitation, restoration, and reconstruction. The Standards for Rehabilitation (codified in 36 CFR 67) comprise that section of the overall preservation project standards and addresses the most prevalent treatment. "Rehabilitation" is defined as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values."

Initially developed by the Secretary of the Interior to determine the appropriateness of proposed project work on registered properties within the Historic Preservation Fund grant-in-aid program, the Standards for Rehabilitation have been widely used over the years—particularly to determine if a rehabilitation qualifies as a Certified Rehabilitation for Federal tax purposes. In addition, the Standards have guided Federal agencies in carrying out their historic preservation responsibilities for properties in Federal ownership or control; and State and local officials in reviewing both Federal and nonfederal rehabilitation proposals. They have also been adopted by historic district and planning commissions across the country.

The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and interior of the buildings. They also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. To be certified for Federal tax purposes, a rehabilitation project must be determined by the Secretary to be consistent with the historic character of the structure(s), and where applicable, the district in which it is located.

## THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

- (1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- (2) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- (3) Each property shall 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 architectural elements from other buildings, shall not be undertaken.
- (4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- (5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- (6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- (7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- (8) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- (9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- (10) New additions and adjacent or related new construction shall 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.

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**BUILDING SITE**

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As stated in the definition, the treatment "rehabilitation" assumes that at least some repair or alteration of the historic building will be needed in order to provide for an efficient contemporary use; however, these repairs and alteration must not damage or destroy materials, features or finishes that are important in defining the building's historic character. For example, certain treatments—if improperly applied—may cause or accelerate physical deterioration of historic building. This can include using improper repointing or exterior masonry cleaning techniques, or introducing insulation that damages historic fabric. In almost all of these situations, use of these materials and treatments will result in a project that does not meet the Standards. Similarly, exterior additions that duplicate the form, material, and detailing of the structure to the extent that they compromise the historic character of the structure will fail to meet the Standards.

## Technical Guidance Publications

The National Park Service, U.S. Department of the Interior, conducts a variety of activities to guide Federal agencies, States, and the general public in historic preservation project work. In addition to establishing standards and guidelines, the Service develops, publishes, and distributes technical information on appropriate preservation treatments, including Preservation Briefs, case studies, and Preservation Tech Notes.

A Catalog of Historic Preservation Publications with stock numbers, prices, and ordering information may be obtained by writing: Preservation Assistance Division, Technical Preservation Services, P.O. Box 37127, Washington, D.C. 20013-7127.

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## GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS

The Guidelines were initially developed in 1977 to help property owners, developers, and Federal managers apply the Secretary of the Interior's "Standards for Rehabilitation" during the project planning stage by providing general design and technical recommendations. Unlike the Standards, the Guidelines are *not* codified as program requirements. Together with the "Standards for Rehabilitation" they provide a model process for owners, developers, and Federal agency managers to follow.

It should be noted at the outset that the Guidelines are intended to assist in applying the Standards to projects generally; consequently, they are not meant to give case-specific advice or address exceptions or rare instances. For example, they cannot tell an owner or developer which features of their own historic building are important in defining the historic character and must be preserved—although examples are provided in each section—or which features could be altered, if necessary, for the new use. This kind of careful case-by-case decisionmaking is best accomplished by seeking assistance from qualified historic preservation professionals in the planning stage of the project. Such professionals include architects, architectural historians, historians, archeologists, and others who are skilled in the preservation, rehabilitation, and restoration of historic properties.

The Guidelines pertain to historic buildings of all sizes, materials, occupancy, and construction types; and apply to interior and exterior work as well as new exterior additions. Those approaches, treatments, and techniques that are consistent with the Secretary of the Interior's "Standards for Rehabilitation" are listed in the "Recommended" column on the left; those approaches, treatments, and techniques which could adversely affect a building's historic character are listed in the "Not Recommended" column on the right.

To provide clear and consistent guidance for owners, developers, and federal agency managers to follow, the "Recommended" courses of action in each section are listed in order of historic preservation concerns so that a rehabilitation project may be successfully planned and completed—one that, first, assures the preservation of a building's important or "character-defining" architectural materials and features and, second, makes possible an efficient contemporary use. Rehabilitation guidance in each section begins with protection and maintenance, that work which should be maximized in every project to enhance overall preservation goals. Next, where some deterioration is present, repair of the building's historic materials and features is recommended. Finally, when deterioration is so extensive that repair is not possible, the most problematic area of work is considered: replacement of historic materials and features with new materials.

To further guide the owner and developer in planning a successful rehabilitation project, those complex design issues dealing with new use requirements such as alterations and additions are highlighted at the end of each section to underscore the need for particular sensitivity in these areas.

### Identify, Retain, and Preserve

The guidance that is basic to the treatment of all historic buildings—*identifying, retaining, and preserving* the form and detailing of those architectural materials and features that are important in *defining the historic character*—is always listed first in the "Recommended" column. The parallel "Not Recommended" column lists the types of actions that are most apt to cause the diminution or even loss of the building's historic character. It should be remembered, however, that such loss of character is just as often caused by the cumulative effect of

in that larger context, e.g., for the total impact on a historic building.

### Protect and Maintain

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. For example, protection includes the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, and re-application of protective coatings; the cyclical cleaning of roof gutter systems; or installation of fencing, protective plywood, alarm systems and other temporary protective measures. Although a historic building will usually require more extensive work, an overall evaluation of its physical condition should always begin at this level.

### Repair

Next, when the physical condition of character-defining materials and features warrants additional work **repairing** is recommended. Guidance for the repair of historic materials such as masonry, wood, and architectural metals again begins with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading them according to recognized preservation methods. Repairing also includes the limited replacement in kind—or with compatible substitute material—of extensively deteriorated or missing *parts* of features when there are surviving prototypes (for example, brackets, dentils, steps, plaster, or portions of slate or tile roofing). Although using the same kind of material is always the preferred option, substitute material is acceptable if the form and design as well as the substitute material itself convey the visual appearance of the remaining parts of the feature and finish.

### Replace

Following repair in the hierarchy, guidance is provided for **replacing** an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair (for example, an exterior cornice; an interior staircase; or a complete porch or storefront). If the essential form and detailing are still evident so that the physical evidence can be used to re-establish the feature as an integral part of the rehabilitation project, then its replacement is appropriate. Like the guidance for repair, the preferred option is always replacement of the entire feature in kind, that is, with the same material. Because this approach may not always be technically or economically feasible, provisions are made to consider the use of a compatible substitute material.

It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature under certain well-defined circumstances, they *never* recommend removal and replacement with new material of a feature that—although damaged or deteriorated—could reasonably be repaired and thus preserved.

### Design for Missing Historic Features

When an entire interior or exterior feature is missing (for example, an entrance, or cast iron facade; or a principal staircase), 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 pro-

cess of carefully documenting the historical appearance. Where an important architectural feature is missing, its recovery is always recommended in the guidelines as the *first* or preferred, course of action. Thus, if adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced, and if it is desirable to re-establish the feature as part of the building's historical appearance, then designing and constructing a new feature based on such information is appropriate. However, a *second* acceptable option for the replacement feature is a new design that is compatible with the remaining character-defining features of the historic building. The new design should always take into account the size, scale, and material of the historic building itself and, most importantly, should be clearly differentiated so that a false historical appearance is not created.

### Alterations/Additions to Historic Buildings

Some exterior and interior alterations to the historic building are generally needed to assure 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 providing additional parking space on an existing historic building site; cutting new entrances or windows on secondary elevations; inserting an additional floor; installing an entirely new mechanical system; or creating an atrium or light well. Alteration may also include the selective removal of buildings or other features of the environment or building site that are intrusive and therefore detract from the overall historic character.

The construction of an exterior addition to a historic building may seem to be essential for the new use, but it is emphasized in the guidelines that such new additions should be avoided, if possible, and considered *only* after it is determined that those needs cannot be met by altering secondary, i.e., non character-defining interior spaces. If, after a thorough evaluation of interior solutions, an exterior addition is still judged to be the only viable alternative, it should be designed and constructed to be clearly differentiated from the historic building and so that the character-defining features are not radically changed, obscured, damaged, or destroyed.

Additions to historic buildings are referenced within specific sections of the guidelines such as Site, Roof, Structural Systems, etc., but are also considered in more detail in a separate section, NEW ADDITIONS TO HISTORIC BUILDINGS.

### Health and Safety Code Requirements; Energy Retrofitting

These sections of the rehabilitation guidance address work done to meet health and safety code requirements (for example, providing barrier-free access to historic buildings); or retrofitting measures to conserve energy (for example, installing solar collectors in an unobtrusive location on the site). Although this work is quite often an important aspect of rehabilitation projects, it is usually not part of the overall process of protecting or repairing character-defining features; rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to radically change, obscure, damage, or destroy character-defining materials or features in the process of rehabilitation work to meet code and energy requirements.

Specific information on rehabilitation and preservation technology may be obtained by writing to the National Park Service, at the addresses listed below:

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Preservation Assistance Division  
National Park Service  
P.O. Box 37127  
Washington, D.C. 20013-7127

National Historic Preservation  
Programs  
Western Regional Office  
National Park Service  
450 Golden Gate Ave.  
Box 36063  
San Francisco, CA 94102

Division of Cultural Resources  
Rocky Mountain Regional Office  
National Park Service  
655 Parfet St.  
P.O. Box 25287  
Denver, CO 80225

Preservation Services Division  
Southeast Regional Office  
National Park Service  
75 Spring St. SW., Room 1140  
Atlanta, GA 30303

Office of Cultural Programs  
Mid-Atlantic Regional Office  
National Park Service  
Second and Chestnut Streets  
Philadelphia, PA 19106

Cultural Resources Division  
Alaska Regional Office  
National Park Service  
2525 Gambell St.  
Anchorage, AK 99503

**Masonry: Brick, stone, terracotta, concrete, adobe, stucco and mortar**

cotta brackets and railings) as well as masonry surfaces (modelling, tooling, bonding patterns, joint size, and color) may be important in defining the historic character of the building. It should be noted that while masonry is among the most durable of historic building materials, it is also the most susceptible to damage by improper maintenance or repair techniques and by harsh or abrasive cleaning methods. Most preservation guidance on masonry thus focuses on such concerns as cleaning and the process of repointing.

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 architraves, door pediments, steps, and columns; and joint and unit size, tooling and bonding patterns, coatings, and color.

Protecting and maintaining masonry by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.

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

Not Recommended

Removing or radically 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 so that, as a result, the building is no longer historic and is essentially new construction.

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.

Radically changing the type of paint or coating or its color.

Failing to evaluate and treat the various causes of mortar joint deterioration such as leaking roofs or gutters, differential settlement of the building, capillary action, or extreme weather exposure.

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

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Masonry (continued)

Recommended

Carrying out masonry surface cleaning tests after it has been determined that such cleaning is necessary. Tests should be observed over a sufficient period of time so that both the immediate effects and the long range effects are known to enable selection of the gentlest method possible.

Cleaning masonry surfaces with the gentlest method possible, such as low pressure water and detergents, using natural bristle brushes.

Inspecting painted masonry surfaces to determine whether repainting is necessary.

Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g., handscraping) prior to repainting.

Applying compatible paint coating systems following proper surface preparation.

Repainting with colors that are historically appropriate to the building and district.

Not Recommended

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

Sandblasting brick or stone surfaces using dry or wet grit or other abrasives. These methods of cleaning permanently erode the surface of the material and accelerate deterioration.

Using a cleaning method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures.

Cleaning with chemical products that will damage masonry, such as using acid on limestone or marble, or leaving chemicals on masonry surfaces.

Applying high pressure water cleaning methods that will damage historic masonry and the mortar joints.

Removing paint that is firmly adhering to, and thus protecting, masonry surfaces.

Using methods of removing paint which are destructive to masonry, such as sandblasting, application of caustic solutions, or high pressure waterblasting.

Failing to follow manufacturers' product and application instructions when repainting masonry.

Using new paint colors that are inappropriate to the historic building and district.

13

Recommended

Evaluating the overall condition of the masonry to determine whether more than protection and maintenance are required, that is, if repairs to the masonry features will be necessary.

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, damp walls, or damaged plasterwork.

Removing deteriorated mortar by carefully hand-raking the joints to avoid damaging the masonry.

Duplicating old mortar in strength, composition, color, and texture.

Duplicating old mortar joints in width and in joint profile.

Repairing stucco by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color, and texture.

Using mud plaster as a surface coating over unfired, unstabilized adobe because the mud plaster will bond to the adobe.

Not Recommended

Failing to undertake adequate measures to assure the preservation of masonry features.

Removing nondeteriorated mortar from sound joints, then repointing the entire building to achieve a uniform appearance.

Using electric saws and hammers rather than hand tools to remove deteriorated mortar from joints prior to repointing.

Repointing with mortar of high portland cement content (unless it is the content of the historic mortar). This can often create a bond that is stronger than the historic material and can cause damage as a result of the differing coefficient of expansion and the differing porosity of the material and the mortar.

Repointing with a synthetic caulking compound.

Using a "scrub" coating technique to repoint instead of traditional repointing methods.

Changing the width or joint profile when repointing.

Removing sound stucco; or repairing with new stucco that is stronger than the historic material or does not convey the same visual appearance.

Applying cement stucco to unfired, unstabilized adobe. Because the cement stucco will not bond properly, moisture can become entrapped between materials, resulting in accelerated deterioration of the adobe.

Masonry (continued)

Recommended

Repairing masonry features by patching, piecing-in, or consolidating the masonry using recognized preservation methods. Repair may also include the limited replacement in kind—or with 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.

Applying new or 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.

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 to guide the new work. Examples can include large sections of a wall, a cornice, balustrade, column, or stairway. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Not Recommended

Replacing an entire masonry feature such as a cornice or balustrade when repair of the masonry and limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the masonry feature or that is physically or chemically incompatible.

Applying waterproof, water-repellent, or non-historic coatings such as stucco to masonry as a substitute for repointing or masonry repairs. Coatings are frequently unnecessary, expensive, and may change the appearance of historic masonry as well as accelerate its deterioration.

Removing a masonry feature that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

**Design for Missing Historic Features**

Designing and installing a new masonry feature such as steps or a door pediment when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

Creating a false historical appearance because the replacement masonry feature is based on insufficient historical, pictorial, or physical documentation.

Introducing a new masonry feature that is incompatible in scale, material and color.

**board, shingles, and other  
wooden siding and  
decorative elements**

monly used materials or architectural features such as clapboard, cornices, brackets, entablatures, shutters, columns and balustrades. These wooden features—both functional and decorative—may be important in defining the historic character of the building and thus their retention, protection, and repair are of particular importance in rehabilitation projects.

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 architraves, and doorway pediments; and their paints, finishes, and colors.

Protecting and maintaining wood features by providing proper drainage so that water is not allowed to stand on flat, horizontal surfaces or accumulate in decorative features.

Not Recommended

Removing or radically 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 facade instead of repairing or replacing only the deteriorated wood, then reconstructing the facade with new material in order to achieve a uniform or "improved" appearance.

Radically changing the type of finish or its color or accent scheme so that the historic character of the exterior is diminished.

Stripping historically painted surfaces to bare wood, then applying clear finishes or stains in order to create a "natural look."

Stripping paint or varnish to bare wood rather than repairing or reapplying a special finish, i.e., a grained finish to an exterior wood feature such as a front door.

Failing to identify, evaluate, and treat the causes of wood deterioration, including 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 fungus infestation.

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Wood (continued)

Recommended

Applying chemical preservatives to wood features such as beam ends or outriggers that are exposed to decay hazards and are traditionally unpainted.

Retaining coatings such as paint that help protect the wood from moisture and ultraviolet light. Paint removal should be considered only where there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate protective coatings.

Inspecting painted wood surfaces to determine whether repainting is necessary or if cleaning is all that is required.

Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (handscraping and handsanding), then repainting.

Using with care electric hot-air guns on decorative wood features and electric heat plates on flat wood surfaces when paint is so deteriorated that total removal is necessary prior to repainting.

Using chemical strippers primarily to supplement other methods such as handscraping, handsanding and the above-recommended thermal devices. Detachable wooden elements such as shutters, doors, and columns may—with the proper safeguards—be chemically dip-stripped.

Applying compatible paint coating systems following proper surface preparation.

Repainting with colors that are appropriate to the historic building and district.

Not Recommended

Using chemical preservatives such as creosote which can change the appearance of wood features unless they were used historically.

Stripping paint or other coatings to reveal bare wood, thus exposing historically coated surfaces to the effects of accelerated weathering.

Removing paint that is firmly adhering to, and thus, protecting wood surfaces.

Using destructive paint removal methods such as a propane or butane torches, sandblasting or waterblasting. These methods can irreversibly damage historic woodwork.

Using thermal devices improperly so that the historic woodwork is scorched.

Failing to neutralize the wood thoroughly after using chemicals so that new paint does not adhere.

Allowing detachable wood features to soak too long in a caustic solution so that the wood grain is raised and the surface roughened.

Failing to follow manufacturers' product and application instructions when repainting exterior woodwork.

Using new colors that are inappropriate to the historic building and district.

Evaluating the overall condition of the wood to determine whether more than protection and maintenance are required, that is, if repairs to wood features will be necessary.

Repairing wood features by patching, piecing-in, consolidating, or otherwise reinforcing the wood using recognized preservation methods. Repair may also include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of features where there are surviving prototypes such as brackets, moldings, or sections of siding.

Replacing in kind an entire wood feature that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence to guide the new work. Examples of wood features include a cornice, entablature or balustrade. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

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The following work is highlighted because it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

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### Design for Missing Historic Features

Designing and installing a new wood feature such as a cornice or doorway when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

Failing to undertake adequate measures to assure the preservation of wood features.

Replacing an entire wood feature such as a cornice or wall when repair of the wood and limited replacement of deteriorated or missing parts are appropriate.

Using substitute materials for the replacement part that does not convey the visual appearance of the surviving parts of the wood feature or that is physically or chemically incompatible.

Removing an entire wood feature that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

Creating a false historic appearance because the replaced wood feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new wood feature that is incompatible in size, scale, material, and color.

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### **Architectural Metals: Cast iron, steel, pressed tin, copper, aluminum, and zinc**

Architectural metal features—such as cast-iron facades, porches, and steps; sheet metal cornices, roofs, roof cresting and storefronts; and cast or rolled metal doors, window sash, entablatures, and hardware—are often highly decorative and may be important in defining the overall historic character of the building. Their retention, protection, and repair should be a prime consideration in rehabilitation projects.

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#### Recommended

Identifying, retaining, and preserving architectural metal features such as columns, capitals, window hoods, or stairways that are important in defining the overall historic character of the building; and their finishes and colors.

Protecting and maintaining architectural metals from corrosion by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved, decorative features.

Cleaning architectural metals, when necessary, to remove corrosion prior to repainting or applying other appropriate protective coatings.

#### Not Recommended

Removing or radically changing architectural 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 architectural metal from a facade instead of repairing or replacing only the deteriorated metal then reconstructing the facade with new material in order to create a uniform, or "improved" appearance.

Radically changing the type of finish or its historical color or accent scheme.

Failing to identify, evaluate, and treat the causes of corrosion, such as moisture from leaking roofs or gutters.

Placing incompatible metals together without providing a reliable 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.

Exposing metals which were intended to be protected from the environment.

Applying paint or other coatings to metals such as copper, bronze, or stainless steel that were meant to be exposed.

Identifying the particular type of metal prior to any cleaning procedure and then testing to assure that the gentlest cleaning method possible is selected or determining that cleaning is inappropriate for the particular metal.

Cleaning soft metals such as lead, tin, copper, terneplate, and zinc with appropriate chemical methods because their finishes can be easily abraded by blasting methods.

Using the gentlest cleaning methods for cast iron, wrought iron, and steel—hard metals—in order to remove paint buildup and corrosion. If handscraping and wire brushing have proven ineffective, low pressure dry grit blasting may be used as long as it does not abrade or damage the surface.

Applying appropriate paint or other coating systems after cleaning in order to decrease the corrosion rate of metals or alloys.

Repainting with colors that are appropriate to the historic building or district.

Applying an appropriate protective coating such as lacquer to an architectural metal feature such as a bronze door which is subject to heavy pedestrian use.

Evaluating the overall condition of the architectural metals to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.

Using cleaning methods which alter or damage the historic color, texture, and finish of the metal; or cleaning when it is inappropriate for the metal.

Removing the patina of historic metal. The patina may be a protective coating on some metals, such as bronze or copper, as well as a significant historic finish.

Cleaning soft metals such as lead, tin, copper, terneplate, and zinc with grit blasting which will abrade the surface of the metal.

Failing to employ gentler methods prior to abrasively cleaning cast iron, wrought iron or steel; or using high pressure grit blasting.

Failing to re-apply protective coating systems to metals or alloys that require them after cleaning so that accelerated corrosion occurs.

Using new colors that are inappropriate to the historic building or district.

Failing to assess pedestrian use or new access patterns so that architectural metal features are subject to damage by use or inappropriate maintenance such as salting adjacent sidewalks.

Failing to undertake adequate measures to assure the preservation of architectural metal features.

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#### Architectural Metals (continued)

##### Recommended

Repairing architectural metal features by patching, splicing, or otherwise reinforcing the metal following recognized preservation methods. Repairs may also 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; or porch cresting.

Replacing in kind an entire architectural metal feature that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence to guide the new work. Examples could include cast iron porch steps or steel sash windows. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

##### Not Recommended

Replacing an entire architectural metal feature such as a column or a balustrade when repair of the metal and limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the architectural metal feature or that is physically or chemically incompatible.

Removing an architectural metal feature that is unrepairable and not replacing it; or replacing it with a new architectural metal feature that does not convey the same visual appearance.

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The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

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#### Design for Missing Historic Features

Designing and installing a new architectural metal feature such as a sheet metal cornice or cast iron capital when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

Creating a false historic appearance because the replaced architectural metal feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new architectural metal feature that is incompatible in size, scale, material, and color.

### Recommended

Identifying, retaining, and preserving roofs—and their functional and decorative features—that are important in defining the overall historic character of the building. This includes the roof's shape, such as hipped, gambrel, and mansard; decorative features such as cupolas, cresting, chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal, as well as its size, color, and patterning.

Protecting and maintaining a roof by cleaning the gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for proper venting to prevent moisture condensation and water penetration; and to insure that materials are free from insect infestation.

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

### Not Recommended

Radically changing, damaging, or destroying 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 roof or roofing material that is repairable, then reconstructing it with new material in order to create a uniform, or "improved" appearance.

Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights so that the historic character is diminished.

Stripping the roof of sound historic material such as slate, clay tile, wood, and architectural metal.

Applying paint or other coatings to roofing material which has been historically uncoated.

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 roof fasteners, such as nails and clips to corrode so that roofing material is subject to accelerated deterioration.

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Roof (continued)

### Recommended

Protecting a leaking roof with plywood and building paper until it can be properly repaired.

Repairing a roof by reinforcing the historic materials which comprise roof features. Repairs will also generally include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of features when there are surviving prototypes such as cupola louvers, dentils, dormer roofing; or slates, tiles, or wood shingles on a main roof.

Replacing in kind an entire feature of the roof that is too deteriorated to repair—if the overall form and detailing are still evidence—using the physical evidence to guide the new work. Examples can include a large section of roofing, or a dormer or chimney. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

### Not Recommended

Permitting a leaking roof to remain unprotected so that accelerated deterioration of historic building materials—masonry, wood, plaster, paint and structural members—occurs.

Replacing an entire roof feature such as a cupola or dormer when repair of the historic materials and limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.

Removing a feature of the roof that is unrepairable, such as a chimney or dormer, and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

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The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

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### Design for Missing Historic Features

Designing and constructing a new feature when the historic feature is completely missing, such as a chimney or cupola. It may be an accurate restoration using historical, pictorial and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.

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

**Alterations/Additions for the New Use**

Installing mechanical and service equipment on the roof such as air conditioning, transformers, or solar collectors when required for the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.

Designing additions to roofs such as residential, office, or storage spaces; elevator housing; decks and terraces; or dormers or skylights when required by the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.

Installing mechanical or service equipment so that it damages or obscures character-defining features; or is conspicuous from the public right-of-way.

Radically changing a character-defining roof shape or damaging or destroying character-defining roofing material as a result of incompatible design or improper installation techniques.

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**Windows**

A highly decorative window with an unusual shape, or glazing pattern, or color is most likely identified immediately as a character-defining feature of the building. It is far more difficult, however, to assess the importance of repeated windows on a facade, particularly if they are individually simple in design and material, such as the large, multi-paned sash of many industrial buildings. Because rehabilitation projects frequently include proposals to replace window sash or even entire windows to improve thermal efficiency or to create a new appearance, it is essential that their contribution to the overall historic character of the building be assessed together with their physical condition before specific repair or replacement work is undertaken.

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Recommended

Not Recommended

Identifying, retaining, and preserving windows—and their functional and decorative features—that are important in defining the overall historic character of the building. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, panelled or decorated jambs and moldings, and interior and exterior shutters and blinds.

Removing or radically changing windows which are important defining the overall historic character of the building so that, as result, the character is diminished.

Changing the number, location, size or glazing pattern of window through cutting new openings, blocking-in windows, and installing replacement sash which does not fit the historic window opening.

Changing the historic appearance of windows through the use inappropriate designs, materials, finishes, or colors which radically change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing; or the appearance of the frame.

Obscuring historic window trim with metal or other material.

Stripping windows of historic material such as wood, iron, copper, and bronze.

Protecting and maintaining the wood and architectural metal which comprise the window frame, sash, muntins, and surrounds through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of the windows results.

making windows airtight by re-caulking, weatherstripping, or installing weatherstripping. These actions also improve thermal efficiency.

Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, i.e. if repairs to windows and window features will be required.

Repairing window frames and sash by patching, splicing, consolidating or otherwise reinforcing. Such repair may also include replacement in kind of those parts that are either extensively deteriorated or are missing when there are surviving prototypes such as architraves, hoodmolds, sash, sills, and interior or exterior shutters and blinds.

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 to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

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The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

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### Design for Missing Historic Features

Designing and installing new windows when the historic windows (frame, sash and glazing) are completely missing. The replacement windows may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the window openings and the historic character of the building.

Replacing windows rather than maintaining the sash, frame, and glazing.

Failing to undertake adequate measures to assure the preservation of historic windows.

Replacing an entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Failing to reuse serviceable window hardware such as brass lifts and sash locks.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the window or that is physically or chemically incompatible.

Removing a character-defining window that is unrepairable and blocking it in; or replacing it with a new window that does not convey the same visual appearance.

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Windows (continued)

#### Recommended

##### Alterations/Additions for the New Use

Designing and installing additional windows on rear or other non-character-defining elevations if required by the new use. New windows openings may also be cut into exposed party walls. Such design should be compatible with the overall design of the building, but not duplicate the fenestration pattern and detailing of a character-defining elevation.

Providing a setback in the design of dropped ceilings when they are required for the new use to allow for the full height of the window openings.

#### Not Recommended

Installing new windows, including frames, sash, and muntin configuration that are incompatible with the building's historic appearance or obscure, damage, or destroy character-defining features.

Inserting new floors or furred-down ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are changed.

on primary elevations. Together with their functional and decorative features such as doors, steps, balustrades, pilasters, and entablatures, they can be extremely important in defining the overall historic character of a building. Their retention, protection, and repair should always be carefully considered when planning rehabilitation work.

Recommended

Identifying, retaining, and preserving entrances—and their functional and decorative features—that are important in defining the overall historic character of the building such as doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades, and stairs.

Protecting and maintaining the masonry, wood, and architectural metal that comprise entrances and porches through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to entrance and porch features will be necessary.

Not Recommended

Removing or radically 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.

Stripping entrances and porches of historic material such as wood, iron, cast iron, terra cotta, tile and brick.

Removing an entrance or porch because the building has been re-oriented to accommodate a new use.

Cutting new entrances on a primary elevation.

Altering utilitarian or service entrances so they appear to be formal entrances by adding panelled doors, fanlights, and sidelights.

Failing to provide adequate protection to materials on a cyclical basis so that deterioration of entrances and porches results.

Failing to undertake adequate measures to assure the preservation of historic entrances and porches.

Entrances and Porches (continued)

Recommended

Repairing entrances and porches by reinforcing the historic materials. Repair will also generally include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of repeated features where there are surviving prototypes such as balustrades, cornices, entablatures, columns, sidelights, and stairs.

Replacing in kind an entire entrance or porch that is too deteriorated to repair—if the form and detailing are still evident—using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Not Recommended

Replacing an entire entrance or porch when the repair of material and limited replacement of parts are appropriate.

Using a substitute material for the replacement parts that does not convey the visual appearance of the surviving parts of the entrance and porch or that is physically or chemically incompatible.

Removing an entrance or porch that is unrepairable and not replacing it; or replacing it with a new entrance or porch that does not convey the same visual appearance.

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

**Design for Missing Historic Features**

Designing and constructing a new entrance or porch if the historic entrance or porch is completely missing. It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building.

Creating a false historical appearance because the replaced entrance or porch is based on insufficient historical, pictorial, and physical documentation.

Introducing a new entrance or porch that is incompatible in scale, material, and color.

**Alterations/Additions for the New Use**

Designing enclosures for historic porches when required by the new use in a manner that preserves the historic character of the building. This can include using large sheets of glass and recessing the enclosure wall behind existing scrollwork, posts, and balustrades.

Enclosing porches in a manner that results in a diminution or loss of historic character such as using solid materials such as wood, stone, or masonry.

Recommended

Not Recommended

Designing and installing additional entrances or porches when required for the new use in a manner that preserves the historic character of the building, i.e., limiting such alteration to non-character-defining elevations.

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

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**Storefronts**

Storefronts are quite often the focus of historic commercial buildings and can thus be extremely important in defining the overall historic character. Because storefronts also play a crucial role in a store's advertising and merchandising strategy to draw customers and increase business, they are often altered to meet the needs of a new business. Particular care is required in planning and accomplishing work on storefronts so that the building's historic character is preserved in the process of rehabilitation.

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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 such as display windows, signs, doors, transoms, kick plates, corner posts, and entablatures.

Removing or radically 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 appears residential rather than commercial in character.

Removing historic material from the storefront to create a recessed arcade.

Introducing coach lanterns, mansard overhangings, wood shutters, nonoperable shutters, and small-paned windows if they cannot be documented historically.

Changing the location of a storefront's main entrance.

Protecting and maintaining masonry, wood, and architectural metals which comprise storefronts through appropriate treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.

Failing to provide adequate protection to materials on a cyclical basis so that deterioration of storefront features results.

Recommended

Not Recommended

Protecting storefronts against arson and vandalism before work begins by boarding up windows and installing alarm systems that are keyed into local protection agencies.

Permitting entry into the building through unsecured or broken windows and doors so that interior features and finishes are damaged through exposure to weather or through vandalism.

Evaluating the overall condition of storefront materials to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.

Stripping storefronts of historic material such as wood, cast iron, terra cotta, carrara glass, and brick.

Repairing storefronts by reinforcing the historic materials. Repairs will also generally include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of storefronts where there are surviving prototypes such as transoms, kick plates, pilasters, or signs.

Failing to undertake adequate measures to assure the preservation of the historic storefront.

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 to guide the new work. If using the same material is not technically or economically feasible, then compatible substitute materials may be considered.

Replacing an entire storefront when repair of materials and limited replacement of its parts are appropriate.

Using substitute material for the replacement parts that does not convey the same visual appearance as the surviving parts of the storefront or that is physically or chemically incompatible.

Removing a storefront that is unrepairable and not replacing it; or replacing it with a new storefront that does not convey the same visual appearance.

Storefronts (continued)

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The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

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Recommended

Not Recommended

Design for Missing Historic Features

Designing and constructing a new storefront when the historic storefront is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building. Such new design should generally be flush with the facade; and the treatment of secondary design elements, such as awnings or signs, kept as simple as possible. For example, new signs should fit flush with the existing features of the facade, such as the fascia board or cornice.

Creating a false historical appearance because the replace storefront is based on insufficient historical, pictorial, and physical documentation.

Introducing a new design that is incompatible in size, scale, material, and color.

Using new illuminated signs; inappropriately scaled signs and logos; signs that project over the sidewalk unless they were characteristic feature of the historic building; or other types of sign that obscure, damage, or destroy remaining character-defining features of the historic building.

in defining the building's overall historic character. Unexposed structural features that are not character-defining or an entire structural system may nonetheless be significant in the history of building technology; therefore, the structural system should always be examined and evaluated early in the project planning stage to determine both its physical condition and its importance to the building's historic character or historical significance. See also Health and Safety Code Requirements.

### Recommended

Identifying, retaining, and preserving structural systems—and individual features of systems—that are important in defining the overall historic character of the building, such as post and beam systems, trusses, summer beams, vigas, cast iron columns, above-grade stone foundation walls, or loadbearing brick or stone walls.

### Not Recommended

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

Putting a new use into the building which could overload the existing structural system; or installing equipment or mechanical systems which could damage the structure.

Demolishing a loadbearing masonry wall that could be augmented and retained and replacing it with a new wall (i.e., brick or stone), using the historic masonry only as an exterior veneer.

Leaving known structural problems untreated such as deflection of beams, cracking and bowing of walls, or racking of structural members.

Utilizing treatments or products that accelerate the deterioration of structural material such as introducing urea-formaldehyde foam insulation into frame walls.

## STRUCTURAL SYSTEM (continued)

### Recommended

Protecting and maintaining the structural system by cleaning the roof gutters and downspouts; replacing roof flashing; keeping masonry, wood, and architectural metals in a sound condition; and assuring that structural members are free from insect infestation.

Examining and evaluating the physical condition of the structural system and its individual features using non-destructive techniques such as X-ray photography.

Repairing the structural system by augmenting or upgrading individual parts or features. For example, weakened structural members such as floor framing can be spliced, braced, or otherwise supplemented and reinforced.

Replacing in kind—or with substitute material—those portions or features of the structural system that are either extensively deteriorated or are missing when there are surviving prototypes such as cast iron columns, roof rafters or trusses, or sections of loadbearing walls. Substitute material should convey the same form, design, and overall visual appearance as the historic feature; and, at a minimum, be equal to its loadbearing capabilities.

### Not Recommended

Failing to provide proper building maintenance on a cyclic basis so that deterioration of the structural system results.

Utilizing destructive probing techniques that will damage or destroy structural material.

Upgrading the building structurally in a manner that diminishes historic character of the exterior, such as installing strapping or removing a decorative cornice; or damages interior spaces.

Replacing a structural member or other feature of the structural system when it could be augmented and retained.

Installing a replacement feature that does not convey the visual appearance, e.g., replacing an exposed wood summer beam with a steel beam.

Using substitute material that does not equal the load capabilities of the historic material and design or is not physically or chemically compatible.

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation project and should only be considered after the preservation concerns listed above have been addressed.

Recommended

Not Recommended

**Alterations/Additions for the New Use**

Limiting any new excavations adjacent to historic foundations to avoid undermining the structural stability of the building or adjacent historic buildings.

Correcting structural deficiencies in preparation for the new use in a manner that preserves the structural system and individual character-defining features.

Designing and installing new mechanical or electrical systems when required for the new use which minimize the number of cutouts or holes in structural members.

Adding a new floor when required for the new use if such an alteration does not damage or destroy the structural system or obscure, damage, or destroy character-defining spaces, features, or finishes.

Creating an atrium or a light well to provide natural light when required for the new use in a manner that assures the preservation of the structural system as well as character-defining interior spaces, features, and finishes.

Carrying out excavations or regrading adjacent to or within historic building which could cause the historic foundation to settle, shift, or fail; or could have a similar effect on adjacent historic buildings.

Radically changing interior spaces or damaging or destroying features or finishes that are character-defining while trying to correct structural deficiencies in preparation for the new use.

Installing new mechanical and electrical systems or equipment in a manner which results in numerous cuts, splices, or alterations to the structural members.

Inserting a new floor when such a radical change damages a structural system or obscures or destroys interior spaces, features, or finishes.

Inserting new floors or furred-down ceilings which cut across glazed areas of windows so that the exterior form and appearance of the windows are radically changed.

Damaging the structural system or individual features; or radical changing, damaging, or destroying character-defining interior spaces, features, or finishes in order to create an atrium or a light well.

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***Interior: Spaces, Features, and Finishes***

An interior floor plan, the arrangement of spaces, and built-in features and applied finishes may be individually or collectively important in defining the historic character of the building. Thus, the identification, retention, protection, and repair should be given prime consideration in every rehabilitation project and caution exercised in pursuing any plan that would radically change character-defining spaces or obscure, damage or destroy interior features or finishes.

Recommended

Not Recommended

***Interior Spaces***

Identifying, retaining, and preserving a floor plan or interior spaces that are important in defining the overall historic character of the building. This includes the size, configuration, proportion, and relationship of rooms and corridors; the relationship of features to spaces; and the spaces themselves such as lobbies, reception halls, entrance halls, double parlors, theaters, auditoriums, and important industrial or commercial use spaces.

Radically changing a floor plan or interior spaces—including individual rooms—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 to create a new appearance.

Altering or destroying interior spaces by inserting floors, cutting through floors, lowering ceilings, or adding or removing walls.

Relocating an interior feature such as a staircase so that the historic relationship between features and spaces is altered.

**Interior Features and Finishes**

Identifying, retaining, and preserving interior features and finishes that are important in defining the overall historic character of the building, including columns, cornices, baseboards, fireplaces and mantles, paneling, light fixtures, hardware, and flooring; and wallpaper, plaster, paint, and finishes such as stenciling, marbling, and graining; and other decorative materials that accent interior features and provide color, texture, and patterning to walls, floors, and ceilings.

Protecting and maintaining masonry, wood, and architectural metals which comprise interior features through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coatings systems.

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

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

Removing paint, plaster, or other finishes from historically finished surfaces to create a new appearance (e.g., removing plaster to expose masonry surfaces such as brick walls or a chimney piece).

Applying paint, plaster, or other finishes to surfaces that have been historically unfinished to create a new appearance.

Stripping historically painted wood surfaces to bare wood, then applying clear finishes or stains to create a "natural look."

Stripping paint to bare wood rather than repairing or reapplying grained or marbled finishes to features such as doors and paneling.

Radically changing the type of finish or its color, such as painting a previously varnished wood feature.

Failing to provide adequate protection to materials on a cyclical basis so that deterioration of interior features results.

Interior Features and Finishes (continued)

Recommended

Protecting interior features and finishes against arson and vandalism before project work begins, erecting protective fencing, boarding-up windows, and installing fire alarm systems that are keyed to local protection agencies.

Protecting interior features such as a staircase, mantel, or decorative finishes and wall coverings against damage during project work by covering them with heavy canvas or plastic sheets.

Installing protective coverings in areas of heavy pedestrian traffic to protect historic features such as wall coverings, parquet flooring and panelling.

Removing damaged or deteriorated paints and finishes to the next sound layer using the gentlest method possible, then repainting or refinishing using compatible paint or other coating systems.

Repainting with colors that are appropriate to the historic building.

Limiting abrasive cleaning methods to certain industrial or warehouse buildings where the interior masonry or plaster features do not have distinguishing design, detailing, tooling, or finishes; and where wood features are not finished, molded, beaded, or worked by hand. Abrasive cleaning should *only* be considered after other, gentler methods have been proven ineffective.

Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to interior features and finishes will be necessary.

Not Recommended

Permitting entry into historic buildings through unsecured broken windows and doors so that interior features and finishes are damaged by exposure to weather or through vandalism.

Stripping interiors of features such as woodwork, doors, window light fixtures, copper piping, radiators; or of decorative material.

Failing to provide proper protection of interior features and finishes during work so that they are gouged, scratched, dented, or otherwise damaged.

Failing to take new use patterns into consideration so that interior features and finishes are damaged.

Using destructive methods such as propane or butane torches sandblasting to remove paint or other coatings. These methods irreversibly damage the historic materials that comprise interior features.

Using new paint colors that are inappropriate to the historic building.

Changing the texture and patina of character-defining features through sandblasting or use of other abrasive methods to remove paint, discoloration or plaster. This includes both exposed wood (including structural members) and masonry.

Failing to undertake adequate measures to assure the preservation of interior features and finishes.

Repairing interior features and finishes by reinforcing the historic materials. Repair will also generally include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of repeated features when there are surviving prototypes such as stairs, balustrades, wood paneling, columns; or decorative wall coverings or ornamental tin or plaster ceilings.

Replacing in kind an entire interior feature or finish that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence to guide the new work. Examples could include wainscoting, a tin ceiling, or interior stairs. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Replacing an entire interior feature such as a staircase, paneled wall, parquet floor, or cornice; or finish such as a decorative wall covering or ceiling when repair of materials and limited replacement of such parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts or portions of the interior feature or finish or that is physically or chemically incompatible.

Removing a character-defining feature or finish that is unreparable and not replacing it; or replacing it with a new feature or finish that does not convey the same visual appearance.

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The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

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### Design for Missing Historic Features

Designing and installing a new interior feature or finish if the historic feature or finish is completely missing. This could include missing partitions, stairs, elevators, lighting fixtures, and wall coverings; or even entire rooms if all historic spaces, features, and finishes are missing or have been destroyed by inappropriate "renovations." The design may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building, district, or neighborhood.

Creating a false historical appearance because the replaced feature is based on insufficient physical, historical, and pictorial documentation or on information derived from another building.

Introducing a new interior feature or finish that is incompatible with the scale, design, materials, color, and texture of the surviving interior features and finishes.

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Interior Features and Finishes (continued)

#### Recommended

#### Alterations/Additions for the New Use

Accommodating service functions such as bathrooms, mechanical equipment, and office machines required by the building's new use in secondary spaces such as first floor service areas or on upper floors.

Reusing decorative material or features that have had to be removed during the rehabilitation work including wall and baseboard trim, door moulding, paneled doors, and simple wainscoting; and relocating such material or features in areas appropriate to their historic placement.

Installing permanent partitions in secondary spaces; removable partitions that do not destroy the sense of space should be installed when the new use requires the subdivision of character-defining interior spaces.

Enclosing an interior stairway where required by code so that its character is retained. In many cases, glazed fire-rated walls may be used.

Placing new code-required stairways or elevators in secondary and service areas of the historic building.

#### Not Recommended

Dividing rooms, lowering ceilings, and damaging or obscuring character-defining features such as fireplaces, niches, stairways alcoves, so that a new use can be accommodated in the building.

Discarding historic material when it can be reused within rehabilitation project or relocating it in historically inappropriate areas.

Installing permanent partitions that damage or obscure character-defining spaces, features, or finishes.

Enclosing an interior stairway with fire-rated construction so that the stairwell space or any character-defining features are destroyed.

Radically changing, damaging, or destroying character-defining spaces, features, or finishes when adding new code-required stairways and elevators.

Recommended

Creating an atrium or a light well to provide natural light when required for the new use in a manner that preserves character-defining interior spaces, features, and finishes as well as the structural system.

Adding a new floor if required for the new use in a manner that preserves character-defining structural features, and interior spaces, features, and finishes.

Not Recommended

Destroying character-defining interior spaces, features, or finishes; or damaging the structural system in order to create an atrium or light well.

Inserting a new floor within a building that alters or destroys the fenestration; radically changes a character-defining interior space; or obscures, damages, or destroys decorative detailing.

**Mechanical Systems:  
Heating, Air Conditioning,  
Electrical, and Plumbing**

The visible features of historic heating, lighting, air conditioning and plumbing systems may sometimes help define the overall historic character of the building and should thus be retained and repaired, whenever possible. The systems themselves (the compressors, boilers, generators and their ductwork, wiring and pipes) will generally either need to be upgraded, augmented, or entirely replaced in order to accommodate the new use and to meet code requirements. Less frequently, individual portions of a system or an entire system are significant in the history of building technology; therefore, the identification of character-defining features or historically significant systems should take place together with an evaluation of their physical condition early in project planning.

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, plumbing fixtures, switchplates, and lights.

Protecting and maintaining mechanical, plumbing, and electrical systems and their features through cyclical cleaning and other appropriate measures.

Preventing accelerated deterioration of mechanical systems by providing adequate ventilation of attics, crawlspaces, and cellars so that moisture problems are avoided.

Repairing mechanical systems by augmenting or upgrading system parts, such as installing new pipes and ducts; rewiring; or adding new compressors or boilers.

Replacing in kind—or with compatible substitute material—those visible features of mechanical systems that are either extensively deteriorated or are missing when there are surviving prototypes such as ceiling fans, switchplates, radiators, grilles, or plumbing fixtures.

Not Recommended

Removing or radically changing features of mechanical system that are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of mechanical systems and their visible features results.

Enclosing mechanical systems in areas that are not adequately ventilated so that deterioration of the systems results.

Replacing a mechanical system or its functional parts when it could be upgraded and retained.

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

Recommended

Not Recommended

Alterations/Additions for the New Use

Installing a completely new mechanical system if required for the new use so that it causes the least alteration possible to the building's floor plan, the exterior elevations, and the least damage to historic building material.

Installing the vertical runs of ducts, pipes, and cables in closets, service rooms, and wall cavities.

Installing air conditioning units if required by the new use in such a manner that the historic materials and features are not damaged or obscured.

Installing heating/air conditioning units in the window frames in such a manner that the sash and frames are protected. Window installations should be considered only when all other viable heating/cooling systems would result in significant damage to historic materials.

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

Installing vertical runs of ducts, pipes, and cables in places where they will obscure character-defining features.

Concealing mechanical equipment in walls or ceilings in a manner that requires the removal of historic building material.

Installing "dropped" acoustical ceilings to hide mechanical equipment when this destroys the proportions of character-defining interior spaces.

Cutting through features such as masonry walls in order to install air conditioning units.

Radically changing the appearance of the historic building or damaging or destroying windows by installing heating/air conditioning units in historic window frames.

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**BUILDING SITE**

The relationship between a historic building or buildings and landscape features within a property's boundaries—or the building site—helps to define the historic character and should be considered an integral part of overall planning for rehabilitation project work.

Recommended

Not Recommended

Identifying, retaining, and preserving buildings and their features as well as features of the site that are important in defining its overall historic character. Site features can include driveways, walkways, lighting, fencing, signs, benches, fountains, wells, terraces, canal systems, plants and trees, berms, and drainage or irrigation ditches; and archeological features that are important in defining the history of the site.

Retaining the historic relationship between buildings, landscape features, and open space.

Protecting and maintaining buildings and the site by providing proper drainage to assure that water does not erode foundation walls; drain toward the building; nor erode the historic landscape.

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

Removing or relocating historic buildings or landscape features thus destroying the historic relationship between buildings, landscape features, and open space.

Removing or relocating historic buildings on a site or in a complex of related historic structures—such as a mill complex or farm—thus diminishing the historic character of the site or complex.

Moving buildings onto the site, thus creating a false historical appearance.

Lowering the grade level adjacent to a building to permit development of a formerly below-grade area such as a basement in a manner that would drastically change the historic relationship of the building to its site.

Failing to maintain site drainage so that buildings and site features are damaged or destroyed; or, alternatively, changing the site grading so that water no longer drains properly.

Recommended

Minimizing disturbance of terrain around buildings or elsewhere on the site, thus reducing the possibility of destroying unknown archeological materials.

Surveying areas where major terrain alteration is likely to impact important archeological sites.

Protecting, e.g. preserving in place known archeological material whenever possible.

Planning and carrying out any necessary investigation using professional archeologists and modern archeological methods when preservation in place is not feasible.

Protecting the building and other features of the site against arson and vandalism before rehabilitation work begins, i.e., erecting protective fencing and installing alarm systems that are keyed into local protection agencies.

Providing continued protection of masonry, wood, and architectural metals which comprise building and site features through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems; and continued protection and maintenance of landscape features, including plant material.

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BUILDING SITE (continued)

Recommended

Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to building and site features will be necessary.

Repairing features of buildings and the site by reinforcing the historic materials. Repair will also generally include replacement in kind—with a compatible substitute material—of those extensively deteriorated or missing parts of features where there are surviving prototypes such as fencing and paving.

Replacing in kind an entire feature of the building or site that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence to guide the new work. This could include an entrance or porch, walkway, or fountain. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Not Recommended

Introducing heavy machinery or equipment into areas where their presence may disturb archeological materials.

Failing to survey the building site prior to the beginning of rehabilitation project work so that, as a result, important archeological material is destroyed.

Leaving known archeological material unprotected and subject to vandalism, looting, and destruction by natural elements such as erosion.

Permitting unqualified project personnel to perform data recovery so that improper methodology results in the loss of important archeological material.

Permitting buildings and site features to remain unprotected so that plant materials, fencing, walkways, archeological features, etc. are damaged or destroyed.

Stripping features from buildings and the site such as wood siding, iron fencing, masonry balustrades; or removing or destroying landscape features, including plant material.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of building and site features results.

Not Recommended

Failing to undertake adequate measures to assure the preservation of building and site features.

Replacing an entire feature of the building or site such as a fence, walkway, or driveway when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the building or site feature or that is physically or chemically incompatible.

Removing a feature of the building or site that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

Recommended

Not Recommended

**Design for Missing Historic Features**

Designing and constructing a new feature of a building or site when the historic feature is completely missing, such as an outbuilding, terrace, or driveway. It may be based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building and site.

Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new building or site feature that is out of scale or otherwise inappropriate.

Introducing a new landscape feature or plant material that is visually incompatible with the site or that destroys site patterns or vistas.

**Alterations/Additions for the New Use**

Designing new onsite parking, loading docks, or ramps when required by the new use so that they are as unobtrusive as possible and assure the preservation of character-defining features of the site.

Placing parking facilities directly adjacent to historic buildings where automobiles may cause damage to the buildings or landscape features or be intrusive to the building site.

Designing new exterior additions to historic buildings or adjacent new construction which is compatible with the historic character of the site and which preserve the historic relationship between a building or buildings, landscape features, and open space.

Introducing new construction onto the building site which is visually incompatible in terms of size, scale, design, materials, color and texture or which destroys historic relationships on the site.

Removing nonsignificant buildings, additions, or site features which detract from the historic character of the site.

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

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**DISTRICT/  
NEIGHBORHOOD**

The relationship between historic buildings, and streetscape and landscape features within a historic district or neighborhood helps to define the historic character and therefore should always be a part of the rehabilitation plans.

Recommended

Not Recommended

Identifying, retaining, and preserving buildings, and streetscape, and landscape features which are important in defining the overall historic character of the district or neighborhood. Such features can include streets, alleys, paving, walkways, street lights, signs, benches, parks and gardens, and trees.

Removing or radically changing those features of the district or neighborhood which are important in defining the overall historic character so that, as a result, the character is diminished.

Retaining the historic relationship between buildings, and streetscape and landscape features such as a town square comprised of row houses and stores surrounding a communal park or open space.

Destroying streetscape and landscape features by widening existing streets, changing paving material, or introducing inappropriately located new streets or parking lots.

Protecting and maintaining the historic masonry, wood, and architectural metals which comprise building and streetscape features, through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems; and protecting and maintaining landscape features, including plant material.

Removing or relocating historic buildings, or features of the streetscape and landscape, thus destroying the historic relationship between buildings, features and open space.

Protecting buildings, paving, iron fencing, etc. against arson and vandalism before rehabilitation work begins by erecting protective fencing and installing alarm systems that are keyed into local protection agencies.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of building, streetscape, and landscape features results.

Permitting buildings to remain unprotected so that windows are broken; and interior features are damaged.

Stripping features from buildings or the streetscape such as wood siding, iron fencing, or terra cotta balusters; or removing or destroying landscape features, including plant material.

Recommended

Evaluating the overall condition of building, streetscape and landscape materials to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.

Repairing features of the building, streetscape, or landscape by reinforcing the historic materials. Repair will also generally include the 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 balustrades, paving materials, or streetlight standards.

Replacing in kind an entire feature of the building, streetscape, or landscape that is too deteriorated to repair—when the overall form and detailing are still evident—using the physical evidence to guide the new work. This could include a storefront, a walkway, or a garden. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Not Recommended

Failing to undertake adequate measures to assure the preservation of building, streetscape, and landscape features.

Replacing an entire feature of the building, streetscape, or landscape such as a porch, walkway, or streetlight, when repair materials and limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the building, streetscape, or landscape feature or that is physically or chemically incompatible.

Removing a feature of the building, streetscape, or landscape that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

DISTRICT/NEIGHBORHOOD (continued)

The following work is highlighted because it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended

Not Recommended

Design for Missing Historic Features

Designing and constructing a new feature of the building, streetscape, or landscape when the historic feature is completely missing, such as row house steps, a porch, streetlight, or terrace. It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the district or neighborhood.

Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial and physical documentation.

Introducing a new building, streetscape or landscape feature that is out of scale or otherwise inappropriate to the setting's historic character, e.g., replacing picket fencing with chain link fencing.

Alterations/Additions for the New Use

Designing required new parking so that it is as unobtrusive as possible, i.e., on side streets or at the rear of buildings. "Shared" parking should also be planned so that several businesses can utilize one parking area as opposed to introducing random, multiple lots.

Placing parking facilities directly adjacent to historic buildings which cause the removal of historic plantings, relocation of paths and walkways, or blocking of alleys.

Designing and constructing new additions to historic buildings when required by the new use. New work should be compatible with the historic character of the district or neighborhood in terms of size, scale, design, material, color, and texture.

Introducing new construction into historic districts that is visually incompatible or that destroys historic relationships within the district or neighborhood.

Removing nonsignificant buildings, additions, or streetscape and landscape features which detract from the historic character of the district or the neighborhood.

Removing a historic building, building feature, or landscape streetscape feature that is important in defining the overall historic character of the district or the neighborhood.

Although the work in these sections is quite often an important aspect of rehabilitation projects, it is usually *not* part of the overall process of preserving character-defining features (maintenance, repair, replacement); rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to obscure, radically change, damage, or destroy character-defining features in the process of rehabilitation work to meet new use requirements.

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## HEALTH AND SAFETY CODE REQUIREMENTS

As a part of the new use, it is often necessary to make modifications to a historic building so that it can comply with current health, safety and code requirements. Such work needs to be carefully planned and undertaken so that it does not result in a loss of character-defining spaces, features, and finishes.

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### Recommended

Identifying the historic building's character-defining spaces, features, and finishes so that code-required work will not result in their damage or loss.

Complying with health and safety code, including seismic codes and barrier-free access requirements, in such a manner that character-defining spaces, features, and finishes are preserved.

Working with local code officials to investigate alternative life safety measures or variances available under some codes so that alterations and additions to historic buildings can be avoided.

Providing barrier-free access through removable or portable, rather than permanent, ramps.

Providing seismic reinforcement to a historic building in a manner that avoids damaging the structural system and character-defining features.

Upgrading historic stairways and elevators to meet health and safety codes in a manner that assures their preservation, i.e., so that they are not damaged or obscured.

Installing sensitively designed fire suppression systems, such as a sprinkler system for wood frame mill buildings, instead of applying fire-resistant sheathing to character-defining features.

### Not Recommended

Undertaking code-required alterations to a building or site before identifying those spaces, features, or finishes which are character-defining and must therefore be preserved.

Altering, damaging, or destroying character-defining spaces, features, and finishes while making modifications to a building or site to comply with safety codes.

Making changes to historic buildings without first seeking alternatives to code requirements.

Installing permanent ramps that damage or diminish character-defining features.

Reinforcing a historic building using measures that damage or destroy character-defining structural and other features.

Damaging or obscuring historic stairways and elevators or altering adjacent spaces in the process of doing work to meet code requirements.

Covering character-defining wood features with fire-resistant sheathing which results in altering their visual appearance.

### Recommended

Installing insulating material on the inside of masonry walls to increase energy efficiency where there is no character-defining interior moulding around the window or other interior architectural detailing.

Installing passive solar devices such as a glazed "trombe" wall on a rear or inconspicuous side of all the historic building.

### **Roofs**

Placing solar collectors on noncharacter-defining roofs or roofs of nonhistoric adjacent buildings.

### **Windows**

Utilizing the inherent energy conserving features of a building by maintaining windows and louvered blinds in good operable condition for natural ventilation.

Improving thermal efficiency with weatherstripping, storm windows, caulking, interior shades, and, if historically appropriate, blinds and awnings.

Installing interior storm windows with airtight gaskets, ventilating holes, and/or removable clips to insure proper maintenance and to avoid condensation damage to historic windows.

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## HEALTH AND SAFETY CODE REQUIREMENTS (continued)

### Recommended

Installing exterior storm windows which do not damage or obscure the windows and frames.

Considering the use of lightly tinted glazing on non-character-defining elevations if other energy retrofitting alternatives are not possible.

### **Entrances and Porches**

Utilizing the inherent energy conserving features of a building by maintaining porches, and double vestibule entrances in good condition so that they can retain heat or block the sun and provide natural ventilation.

### **Interior Features**

Retaining historic interior shutters and transoms for their inherent energy conserving features.

### **New Additions to Historic Buildings**

Placing new additions that have an energy conserving function such as a solar greenhouse on non-character-defining elevations.

### **Mechanical Systems**

Installing thermal insulation in attics and in unheated cellars and crawlspaces to conserve energy.

### Not Recommended

Resurfacing historic building materials with more energy efficient but incompatible materials, such as covering historic masonry with exterior insulation.

Installing passive solar devices such as an attached glazed "trombe" wall on primary or other highly visible elevations; or where historic material must be removed or obscured.

Placing solar collectors on roofs when such collectors change the historic roofline or obscure the relationship of the roof to character-defining roof features such as dormers, skylights, and chimneys.

Removing historic shading devices rather than keeping them in an operable condition.

Replacing historic multi-paned sash with new thermal sash utilizing false muntins.

Installing interior storm windows that allow moisture to accumulate and damage the window.

### Not Recommended

Installing new exterior storm windows which are inappropriate in size or color, which are inoperable.

Replacing windows or transoms with fixed thermal glazing or permitting windows and transoms to remain inoperable rather than utilizing them for their energy conserving potential.

Using tinted or reflective glazing on character-defining or other conspicuous elevations.

Enclosing porches located on character defining elevations to create passive solar collectors or airlock vestibules. Such enclosures can destroy the historic appearance of the building.

Removing historic interior features which play a secondary energy conserving role.

Installing new additions such as multistory solar greenhouse additions which obscure, damage, destroy character-defining features.

Apply urea formaldehyde foam or any other thermal insulatic with a water content or that may collect moisture into wall cavities.

Recommended

Applying fire-retardant coatings, such as intumescent paints, which expand during fire to add thermal protection to steel.

Adding a new stairway or elevator to meet health and safety codes in a manner that preserves adjacent character-defining features and spaces.

Placing a code-required stairway or elevator that cannot be accommodated within the historic building in a new exterior addition. Such an addition should be located at the rear of the building or on an inconspicuous side; and its size and scale limited in relationship to the historic building.

Not Recommended

Using fire-retardant coatings if they damage or obscure character-defining features.

Radically changing, damaging, or destroying character-defining spaces, features, or finishes when adding a new code-required stairway or elevator.

Constructing a new addition to accommodate code-required stairs and elevators on character-defining elevations highly visible from the street; or where it obscures, damages or destroys character-defining features.

**ENERGY  
RETROFITTING**

Some character-defining features of a historic building or site such as cupolas, shutters, transoms, skylights, sun rooms, porches, and plantings also play a secondary energy conserving role. Therefore, prior to retrofitting historic buildings to make them more energy efficient, the first step should always be to identify and evaluate the existing historic features to assess their inherent energy conserving potential. If it is determined that retrofitting measures are necessary, then such work needs to be carried out with particular care to insure that the building's historic character is preserved in the process of rehabilitation.

Recommended

Not Recommended

**District/Neighborhood**

Maintaining those existing landscape features which moderate the effects of the climate on the setting such as deciduous trees, evergreen wind-blocks, and lakes or ponds.

Stripping the setting of landscape features and landforms so that the effects of the wind, rain, and the sun result in accelerated deterioration of historic materials.

**Building Site**

Retaining plant materials, trees, and landscape features, especially those which perform passive solar energy functions such as sun shading and wind breaks.

Removing plant materials, trees, and landscape features, so that they no longer perform passive solar energy functions.

Installing freestanding solar collectors in a manner that preserves the historic property's character-defining features.

Installing freestanding solar collectors that obscure, damage, or destroy historic landscape or archeological features.

Designing attached solar collectors, including solar greenhouses, so that the character-defining features of the property are preserved.

Locating solar collectors where they radically change the property's appearance; or damage or destroy character-defining features.

**Masonry/Wood/Architectural Metals**

Installing thermal insulation in attics and in unheated cellars and crawlspaces to increase the efficiency of the existing mechanical systems.

Applying urea of formaldehyde foam or any other thermal insulation with a water content into wall cavities in an attempt to reduce energy consumption.