
APPENDIX

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE REHABILITATION OF HISTORIC BUILDINGS

The Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings are general rehabilitation guidelines established by the National Park Service. These standards are policies that serve as a basis for the design principles presented in this document. The Secretary's Standards state that:

1. A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships 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 elements from other historic properties, shall not be undertaken.
4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a 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, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
8. Archeological resources shall be protected and preserved in place. 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, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. 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.

Design for alterations and additions to existing properties should not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material. Such design should be compatible with the size, scale, color, material and character of the property, neighborhood and environment.

HISTORIC PRESERVATION BRIEFS

The Cultural Resources Department of the National Park Service, in the U.S. Department of the Interior, started a program in 1975 in which it has continued to publish a series of technical reports regarding proper preservation techniques. This series, *Preservation Briefs*, is a mainstay for many preservationists in the field. When considering a preservation project on any historic property these resources should be sought out.

Mack, Robert C. *Preservation Briefs 1: The Cleaning and Waterproof Coating of Masonry Buildings.*

Mack, Robert C., de Teel Patterson Tiller and James S. Askins. *Preservation Briefs 2: Repointing Mortar Joints in Historic Brick.*

Baird, Smith M. *Preservation Briefs 3: Conserving Energy in Historic Buildings.*

Sweetser, Sarah M. *Preservation Briefs 4: Roofing for Historic Buildings.*

U.S. Department of the Interior. *Preservation Briefs 5: Preservation of Historic Adobe Buildings.*

Grimmer, Anne E. *Preservation Briefs 6: Dangers of Abrasive Cleaning to Historic Buildings.*

Tiller, de Teel Patterson. *Preservation Briefs 7: The Preservation of Historic Glazed Architectural Terra-Cotta.*

Myers, John H., revised by Gary L. Hume. *Preservation Briefs 8: Aluminum and Vinyl Siding on Historic Buildings.*

Myers, John H. *Preservation Briefs 9: The Repair of Historic Wooden Windows.*

Weeks, Kay D. and David W. Look. *Preservation Briefs 10: Exterior Paint Problems on Historic Woodwork.*

Jandl, H. Ward. *Preservation Briefs 11: Rehabilitating Historic Storefronts.*

U.S. Department of the Interior. *Preservation Briefs 12: The Preservation of Historic Pigmented Structural Glass.*

Park, Sharon C. *Preservation Briefs 13: The Repair and Thermal Upgrading of Historic Steel Windows.*

Weeks, Kay D. *Preservation Briefs 14: New Exterior Additions to Historic Buildings: Preservation Concerns.*

Coney, William B. and Wiss, Janney, Elstner Associates, Inc. *Preservation Briefs 15: Preservation of Historic Concrete: Problems and General Approaches.*

Park Sharon C. *Preservation Briefs 16: The Use of Substitute Materials on Historic Building Exteriors.*

Nelson, Lee H. *Preservation Briefs 17: Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character.*

Jandl, H. Ward. *Preservation Briefs 18: Rehabilitating Interiors in Historic Buildings.*

Park Sharon C. *Preservation Briefs 19: The Repair and Replacement of Historic Wooden Shingle Roofs.*

Auer, Michael J. *Preservation Briefs 20: The Preservation of Historic Barns.* Washington, D.C.: U.S. Government Printing Office, 1989.

MacDonald, Marylee. *Preservation Briefs 21: Repairing Historic Flat Plaster—Walls and Ceilings.*

Grimmer, Anne. *Preservation Briefs 22: The Preservation and Repair of Historic Stucco.*

Flaharty, David. *Preservation Briefs 23: Preserving Historic Ornamental Plaster.*

Park, Sharon C. *Preservation Briefs 24: Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches.*

Auer, Michael J. *Preservation Briefs 25: The Preservation of Historic Signs.*

Bomberger, Bruce D. *Preservation Briefs 26: The Preservation and Repair of Historic Log Buildings.*

Waite, John G. *Preservation Briefs 27: The Maintenance and Repair of Architectural Cast Iron.*

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- Chase, Sara B. *Preservation Briefs 28: Painting Historic Interiors*.
- Levine, Jeffrey S. *Preservation Briefs 29: The Repair, Replacement, and Maintenance of Historic Slate Roofs*.
- Grimmer, Anne E. and Paul K. Williams. *Preservation Briefs 30: The Preservation and Repair of Historic Clay Tile Roofs*.
- Park, Sharon C. *Preservation Briefs 31: Mothballing Historic Buildings*.
- Jester, Thomas C. and Sharon C. Park. *Preservation Briefs 32: Making Historic Properties Accessible*.
- Vogel, Neal A. and Rolf Achilles. *Preservation Briefs 33: The Preservation and Repair of Historic Stained and Leaded Glass*.
- Thornton, Jonathan and William Adair. *Preservation Briefs 34: Applied Decoration for Historic Interiors: Preserving Composition Ornament*.
- McDonald, Travis C. *Preservation Briefs 35: Understanding Old Buildings: The Process of Architectural Investigation*.
- Birnbaum, Charles A. *Preservation Briefs 36: Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes*.
- Park, Sharon C. and Douglas Hicks. *Preservation Briefs 37: Appropriate Methods for Reducing Lead Paint Hazards in Historic Housing*.
- Weaver, Martin E. *Preservation Briefs 38: Removing Graffiti from Historic Masonry*.
- Park, Sharon C. *Preservation Briefs 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings*.
- Grimmer, Anne E. and Kimberly A. Konrad. *Preservation Briefs 40: Preserving Historic Ceramic Tile Floors*.
- Look, David W., AIA, Terry Wong, P.E., and Sylvia Rose Augustus. *Preservation Brief 41: The Seismic Retrofit of Historic Buildings*.
- Piper, Richard. *Preservation Brief 42: The Maintenance, Repair and Replacement of Cast Stone*.
- Slaton, Deborah. *Preservation Brief 43: The Preparation and Use of Historic Structures Report*. Washington, D.C.: U.S. Government Printing Office, 2004.
- Randl, Chad. *Preservation Brief 44: The Use of Awnings on Historic Buildings Repair, Replacement & New Design*.
- Leeke, John and Aleca Sullivan. *Preservation Briefs 45: Preserving Historic Wooden Porches*.
- Randl, Chad. *Preservation Briefs 46: The Preservation and Reuse of Historic Gas Stations*.

GLOSSARY OF TERMS

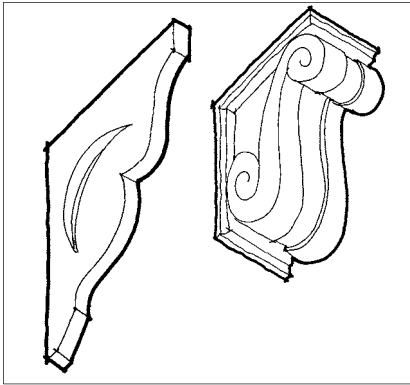


fig. 1

strips.

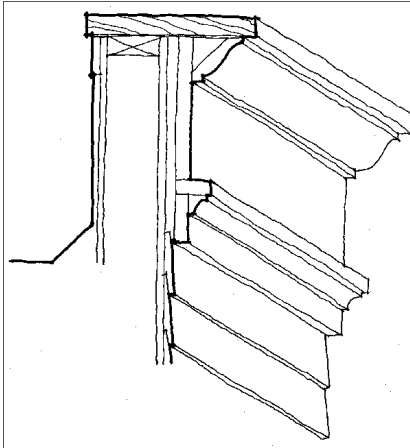


fig. 2

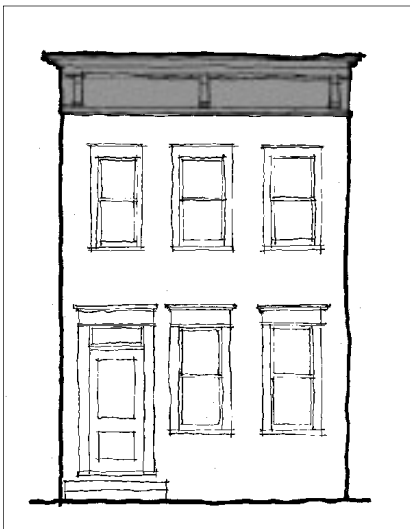


fig. 3

Alignment. The arrangement of objects along a straight line.

Appurtenances. An additional object added to a building; typically includes vents, exhausts hoods, air conditioning units, etc.

Asphalt Shingles. A type of roofing material composed of layers of saturated felt, cloth or paper, and coated with a tar, or asphalt substance, and granules.

Belt Course. A horizontal board across or around a building usually enhanced with decorative molding.

Board and Batten. Vertical plank siding with joints covered by narrow wood

Bracket. A supporting member for a projecting element or shelf, sometimes in the shape of an inverted L and sometimes as a solid piece or a triangular truss. (figure 1)

Building. A resource created principally to shelter any form of human activity, such as a house.

Canopy. A rooflike projection or shelter that projects from the facade of a building over the sidewalk.

Clapboards. Narrow, horizontal, overlapping wooden boards, usually thicker along the bottom edge, that form the outer skin of the walls of many wood frame buildings. The horizontal lines of the overlaps generally are from four to six inches apart in older houses.

Composition Shingles. See asphalt shingles.

Coping. The protective uppermost course of a wall or parapet. (figure 2)

Cornice. The continuous projection at the top of a wall. The top course or molding of a wall when it serves as a crowning member. (figure 3)

Doorframe. The part of a door opening to which a door is hinged. A doorframe consists of two vertical members called *jamb*s and a horizontal top member called a *lintel* or *head*.

Double-Hung Window. A window with two sashes (the framework in which window panes are set), each moveable by a means of cords and weights. (figure 4)

Eave. The underside of a sloping roof projecting beyond the wall of a building. (figure 5)

Elevation. A mechanically accurate, “head-on” drawing of a face of a building or object, without any allowance for the effect of the laws of perspective. Any measurement on an elevation will be in a fixed proportion, or scale, to the corresponding measurement on the real building.

Facade. Front or principal face of a building, any side of a building that faces a street or other open space.

Fascia. A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal, or “eaves,” sides of a pitched roof. The rain gutter is often mounted on it.

Fenestration. The arrangement of windows and other exterior openings on a building.

Form. The overall shape of a structure (i.e., most structures are rectangular in form).

Frame. A window component. See window parts.

Gable. The portion, above eave level, of an end wall of a building with a pitched or gambrel roof. In the case of a pitched roof this takes the form of a triangle. The term is also used sometimes to refer to the whole end wall.

Glazing. Fitting glass into windows and doors.

Head. The top horizontal member over a door or window opening. (figure 6)

Historic District. A geographically definable area of urban or rural character, possessing a significant concentration or continuity of site, building, structures or objects unified by past events or aesthetically by plan or physical development.

Historic Resource. A structure or streetscape that is unique to its period of significance and as such is to be wisely managed for the benefit of present and future generations.

In-Kind Replacement. To replace a feature of a building with materials of the same characteristics, such as material, texture, color, etc.

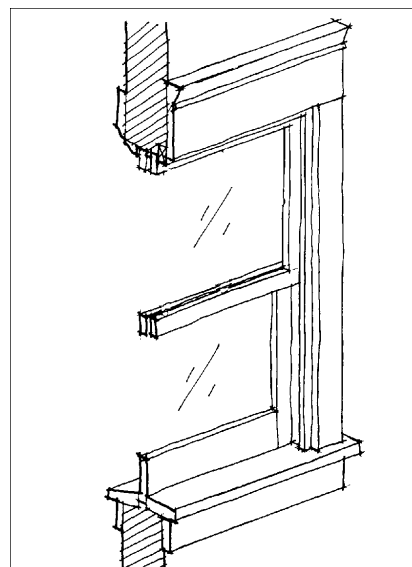


fig. 4

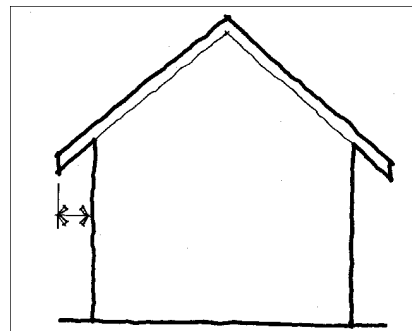


fig. 5

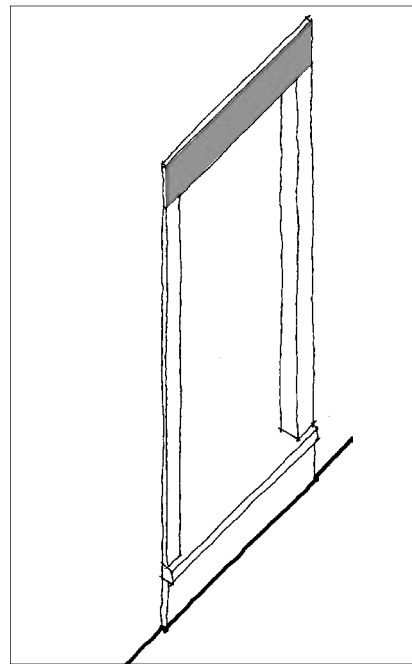


fig. 6



fig. 7

Integrity. A property retains its integrity, if a sufficient percentage of the structure dates from the period of significance. The majority of a building's structural system and materials should date from the period of significance and its character defining features also should remain intact. These may include architectural details, such as dormers and porches, ornamental brackets and moldings and materials, as well as the overall mass and form of the building.

Kickplate. Found beneath the display window. Sometimes called bulk-head panel. (figure 7)

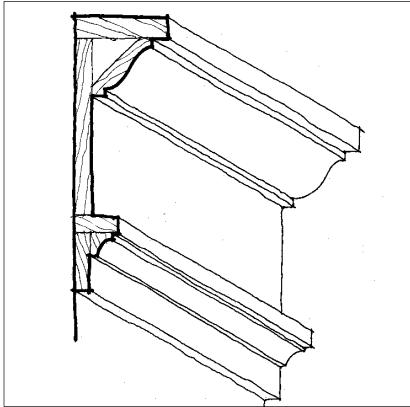


fig. 8

Lap Siding. See clapboards.

Mass. The physical size and bulk of a structure.

Masonry. Construction materials such as stone, brick, concrete block or tile.

Material. As related to the determination of "integrity" of a property, *material* refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic resource.

Module. The appearance of a single facade plane, despite being part of a larger building. One large building can incorporate several building modules.

Molding. A decorative band or strip of material with a constant profile or section designed to cast interesting shadows. It is generally used in cornices and as trim around window and door openings. (figure 8)

Muntin. A bar member supporting and separating panes of glass in a window or door.

Opaque Fence. A fence that one *cannot* see through.

Orientation. Generally, orientation refers to the manner in which a building relates to the street. The entrance to the building plays a large role in the orientation of a building; whereas, it should face the street.

Panel. A sunken or raised portion of a door with a frame-like border.

Parapet. An upward extension of a building wall above the roofline, sometimes ornamented and sometimes plain, used to give a building a greater feeling of height or a better sense of proportion. (figure 9)

Post. A piece of wood, metal, etc., usually long and square or cylindrical, set upright to support a building, sign, gate, etc.; pillar; pole. (figure 10)

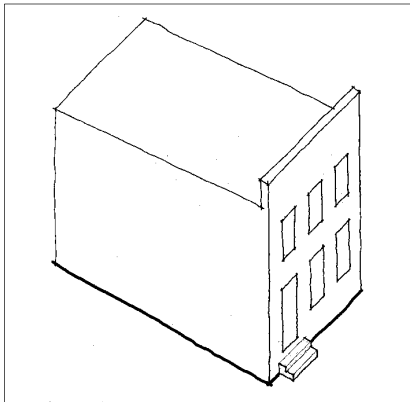


fig. 9

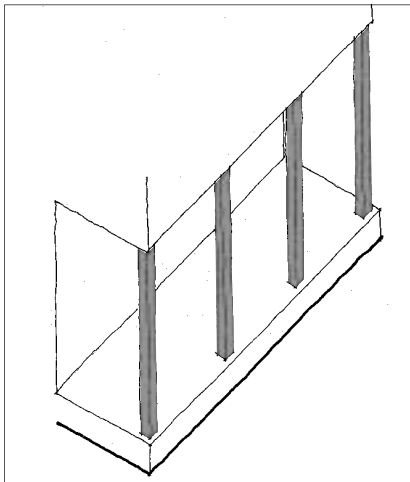


fig. 10

Preservation. The act or process of applying measures to sustain the existing form, integrity and materials of a building or structure, and the existing form and vegetative cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials.

Protection. The act or process of applying measures designed to affect the physical condition of a property by defending or guarding it from deterioration, or to cover or shield the property from danger of injury. In the case of buildings and structures, such treatment is generally of a temporary nature and anticipates future historic preservation treatment; in the case of archaeological sites, the protective measure may be temporary or permanent.

Reconstruction. The act or process of reproducing by new construction the exact form and detail of a vanished building, structure or object, or part thereof, as it appeared at a specific period of time.

Rehabilitation. The act or 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 or features of the property which are significant to its historical, architectural and cultural value.

Renovation. The act or process of returning a property to a state of utility through repair or alteration which makes possible a contemporary use.

Restoration. The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

Sash. See window parts.

Scale. The size of structure as it appears to the pedestrian.

Shape. The general outline of a building or its facade.

Side Light. A usually long fixed sash located beside a door or window; often found in pairs. (*figure 11*)

Siding. The narrow horizontal or vertical wood boards that form the outer face of the walls in a traditional wood frame house. Horizontal wood siding is also referred to as clapboards. The term “siding” is also more loosely used to describe any material that can be applied to the outside of a building as a finish.

Sill. The lowest horizontal member in a frame or opening for a window or door. Also, the lowest horizontal member in a framed wall or partition.

Size. The dimensions in height and width of a building’s face.

Stile. A vertical piece in a panel or frame, as of a door or window.

Stabilization. The fact or process of applying measures designed to reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present.

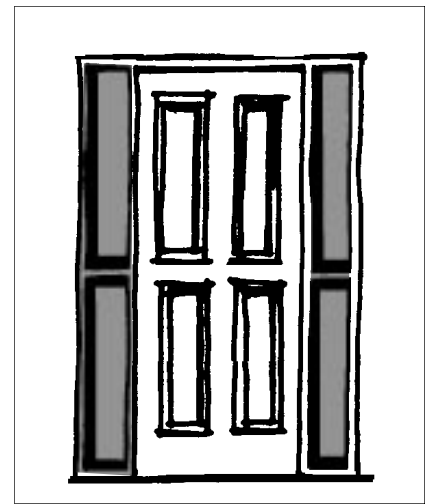


fig. 11

Storefront. Exterior facade of a commercial building. Includes the following architectural elements: display window, transom, kickplate, entry, cornice molding, and upper story windows.

Streetscape. Generally, the streetscape refers to the character of the street, or how elements of the street form a cohesive environment.

Traditional. Based on or established by the history of the area.

Transom Window. A small window or series of panes above a door, or above a casement or double hung window.

Vernacular. This means that a building does not have details associated with a specific architectural style, but is a simple building with modest detailing and form. Historically, factors often influencing vernacular building were things such as local building materials, local climate and building forms used by successive generations.

Visual Continuity. A sense of unity or belonging together that elements of the built environment exhibit because of similarities among them.

Window Parts. The moving units of a window are known as *sashes* and move within the fixed frame. The *sash* may consist of one large *pane* of glass or may be subdivided into smaller panes by thin members called *muntins* or *glazing bars*. Sometimes in nineteenth-century houses windows are arranged side by side and divided by heavy vertical wood members called *mullions*.