

City Council Introduction: **Monday**, October 14, 2002  
Public Hearing: **Monday**, October 21, 2002, at **1:30 p.m.**

Bill No. 02-155

## **FACTSHEET**

**TITLE:** **CHANGE OF ZONE NO. 76HP**, requested by the Sigma Phi Epsilon Foundation of Nebraska, to designate the Sigma Phi Epsilon ("Sig Ep") House at 601 No. 16<sup>th</sup> Street, as a Landmark.

**STAFF RECOMMENDATION:** Approval

**SPONSOR:** Planning Department

**BOARD/COMMITTEE:** Planning Commission  
Public Hearing: Consent Agenda: 10/02/02  
Administrative Action: 10/02/02

**RECOMMENDATION:** **Approval** (7-0: Carlson, Larson, Duvall, Newman, Bills-Strand, Taylor and Schwinn voting 'yes'; Krieser and Steward absent).

### **FINDINGS OF FACT:**

1. The staff recommendation to approve the proposed Landmark Designation is based upon the "Analysis" as set forth on p.3-4, concluding that designation of the Sigma Phi Epsilon House as a Landmark appears to be consistent with the Comprehensive Plan and with Chapter 27.57 of the Zoning Ordinance (Historic Preservation District).
2. The Historic Preservation Commission held a public hearing and voted unanimously to recommend approval. The Preservation Guidelines are found on p.17-27.
3. On October 2, 2002, this application was placed on the Consent Agenda of the Planning Commission and opened for public hearing. No one came forward to speak.
4. On October 2, 2002, the Planning Commission agreed with the staff recommendation and voted 7-0 to recommend approval.

**FACTSHEET PREPARED BY:** Jean L. Walker

**DATE:** October 7, 2002

**REVIEWED BY:** \_\_\_\_\_

**DATE:** October 7, 2002

**REFERENCE NUMBER:** FS\CC\2002\CZ.76HP

## LINCOLN/LANCASTER COUNTY PLANNING STAFF REPORT

---

---

**P.A.S.:** Change of Zone #76HP **DATE:** September 20, 2002  
Landmark District Designation

**PROPOSAL:** The Sigma Phi Epsilon Foundation of Nebraska has requested landmark designation for the Sigma Phi Epsilon (“Sig Ep”) House at 601 N. 16<sup>th</sup> Street.

**CONCLUSION:** Designation of the Sigma Phi Epsilon House as a Landmark appears to be consistent with the Comprehensive Plan and with Chapter 27.57 of the Zoning Code (Historic Preservation District).

<b>RECOMMENDATION:</b>	Approval
------------------------	----------

### **GENERAL INFORMATION:**

**LEGAL DESCRIPTION:** The east 120 feet of Lot 20 and the north 20 feet of the east 120 feet of Lot 21 of Little’s Subdivision, Lincoln, Lancaster County, Nebraska, (SW 1/4 Sect 24-T10N-R6E).

**LOCATION:** West side of N. 16<sup>th</sup> Street, between S and U Streets.

**APPLICANT:** Sigma Phi Epsilon Foundation of Nebraska  
601 N. 16<sup>th</sup> Street  
Lincoln, NE 68508  
(402)493-2185

**CONTACT:** Jeramie Swanson, President  
601 N. 16<sup>th</sup> St.  
Lincoln, NE 68508  
(402)493-2185

**EXISTING ZONING:** R-7 (Residential) and P (Public Use).

**SIZE:** 14,400 square feet, more or less.

**EXISTING LAND USE:** Fraternity house.

**SURROUNDING LAND USE AND ZONING:** P (Public Use—University of Nebraska and related services) to west and south; R-7 (Residential, used by sorority and fraternity houses) to north and east. The surrounding land is predominantly used for student housing in the form of “Greek” chapter houses or student services such as religious centers for students.

**HISTORY:** This fraternity house was built in 1929 at the height of “Greek” house construction on the east and south edges of the expanding UNL campus. The “Greek Row” area was recognized as a historic district listed on the National Register of Historic Places in 1997.

**UTILITIES:** This area is served by all City utilities.

**PUBLIC SERVICE:** This area is served by all City public services.

**ESTHETIC CONSIDERATIONS:**

This fraternity house stands on North 16<sup>th</sup> Street in the heart of Greek Row. Designation as a landmark would implement Preservation Guidelines and design review of exterior changes, assisting the house association in maintaining the historic and architectural character of the house.

**ALTERATIVE USES:**

Approval of this application would not change the permitted uses in the zoning districts.

**ANALYSIS:**

1. Lincoln Municipal Code, section 27.57.120 provides for designation of landmarks that are *“Associated with events, person, or persons who have made a significant contribution to the history, heritage, or culture of the City of Lincoln, the County of Lancaster, the State of Nebraska, or the United States”* or that *“Represent a distinctive architectural style or innovation...”*
2. The Historic Preservation Commission held a public hearing on this matter and voted unanimously to recommend that the Sigma Phi Epsilon House be recognized as a Lincoln Landmark for its architectural character as a design by Lincoln architects Miller and Craig, who designed several of the “Greek” chapter houses on the UNL campus. The house is a strong example of Tudor Revival architecture, with a particularly sensitive addition to the northeast designed in 1967 by Lincoln architects Clark, Enersen, Olson, Burroughs, and Thomson. The house is also significant for its historic association with the establishment of a concentrated area of “Greek” chapter houses at UNL.
3. Preservation guidelines for the proposed landmark are attached. They are based on the Secretary of the Interiors Standards and Guidelines for historic preservation and rehabilitation, which are also the guidelines used in the Haymarket Landmark District.
4. The application is enclosed.
5. The owners are requesting landmark designation for the protection of the house, and to benefit by the review of Historic Preservation Commission of any future changes to the building. Furthermore, the University of Nebraska Foundation is collaborating with individual house corporations to develop dedicated funds through which donors can assist in the preservation of specific chapter houses. The Foundation encourages landmark designation, in order that the appropriateness of funded work on chapter houses be reviewed. This designation therefore allows the City to use its existing historic preservation program and procedures to partner with the property owner and the University Foundation.

6. The listing of Greek Row Historic District on the National Register in 1997 recognizes its historic and architectural significance, but lends little protection except in the case of federal undertakings. This voluntary application for Lincoln Landmark designation offers more substantial protection. Five other fraternity or sorority houses in Greek Row are already designated as local landmarks.
7. The 2025 Comprehensive Plan includes a strategy to “Continue efforts to inventory, research, evaluate and celebrate the full range of historic resources throughout Lancaster County, collaborating with individuals, associations, and institutions, and designating landmarks and districts through the local preservation ordinance and the National Register of Historic Places.”

Prepared by:

Edward F. Zimmer, Ph. D.  
Historic Preservation Planner

# CHANGE OF ZONE NO. 76HP

## CONSENT AGENDA

### PUBLIC HEARING & ADMINISTRATIVE ACTION

#### BEFORE PLANNING COMMISSION:

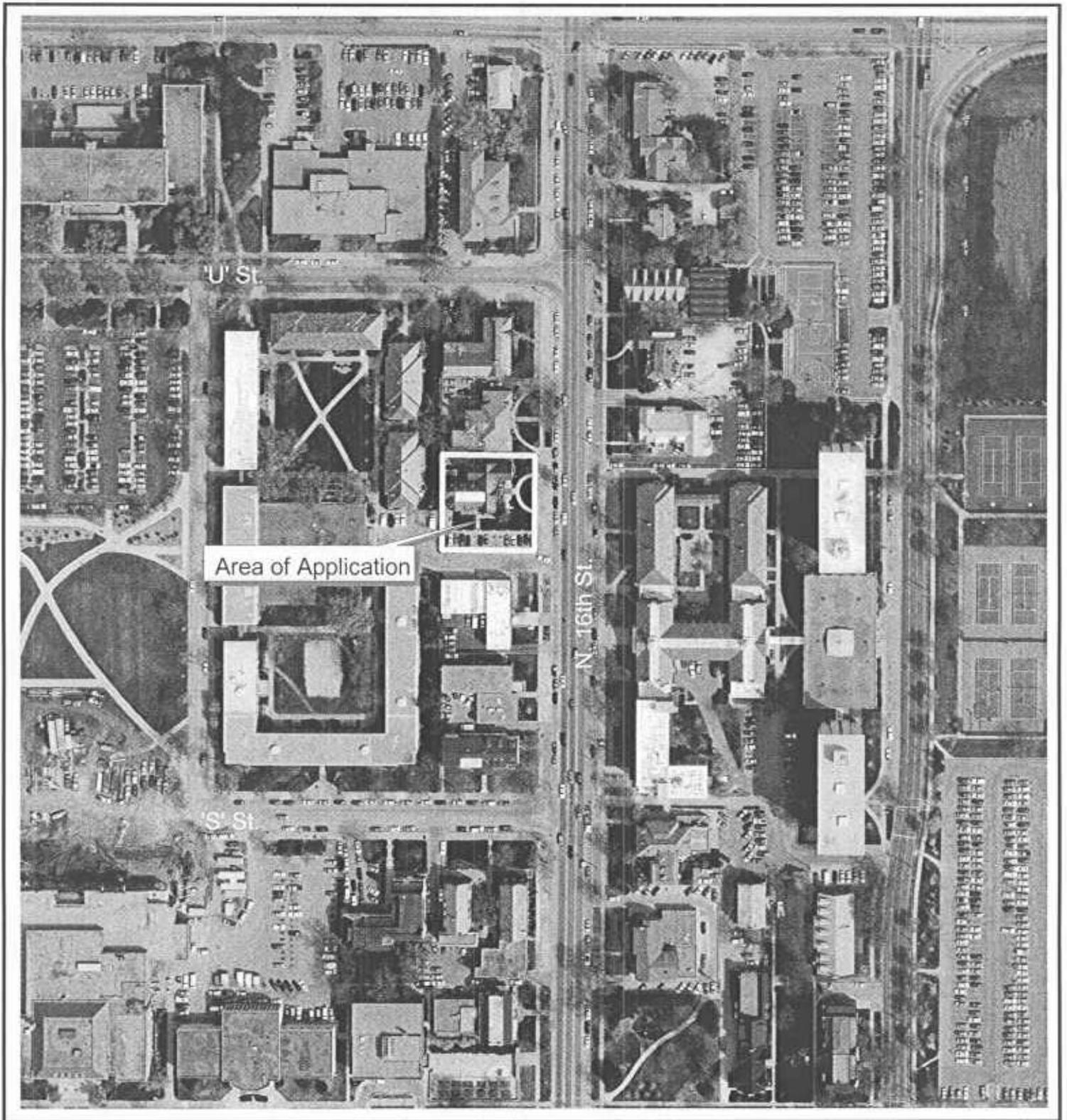
October 2, 2002

Members present: Carlson, Duvall, Larson, Newman, Schwinn, Bills-Strand and Taylor; Krieser and Steward absent.

The Consent agenda consisted of the following items: ***Change of Zone No. 76HP***; **Special Permit No. 1987**; **Special Permit No. 1982, SUNSHINE HILLS COMMUNITY UNIT PLAN**; **Preliminary Plat No. 02015, SUNSHINE HILLS**; **Final Plat No. 02005, I-80 BUSINESS PARK ADDITION**; **Final Plat No. 02017, HARTLAND HOMES EAST 8<sup>TH</sup> ADDITION**; **Final Plat No. 02026, NORTH HILLS 3<sup>RD</sup> ADDITION**; **Final Plat No. 02031, ALDERWOOD ADDITION**; **Comprehensive Plan Conformance No. 02010**; and **Waiver of Design Standards No. 02018**.

Duvall moved to approve the Consent Agenda, seconded by Larson and carried 7-0: Carlson, Duvall, Larson, Newman, Schwinn, Bills-Strand and Taylor voting 'yes'; Krieser and Steward absent.

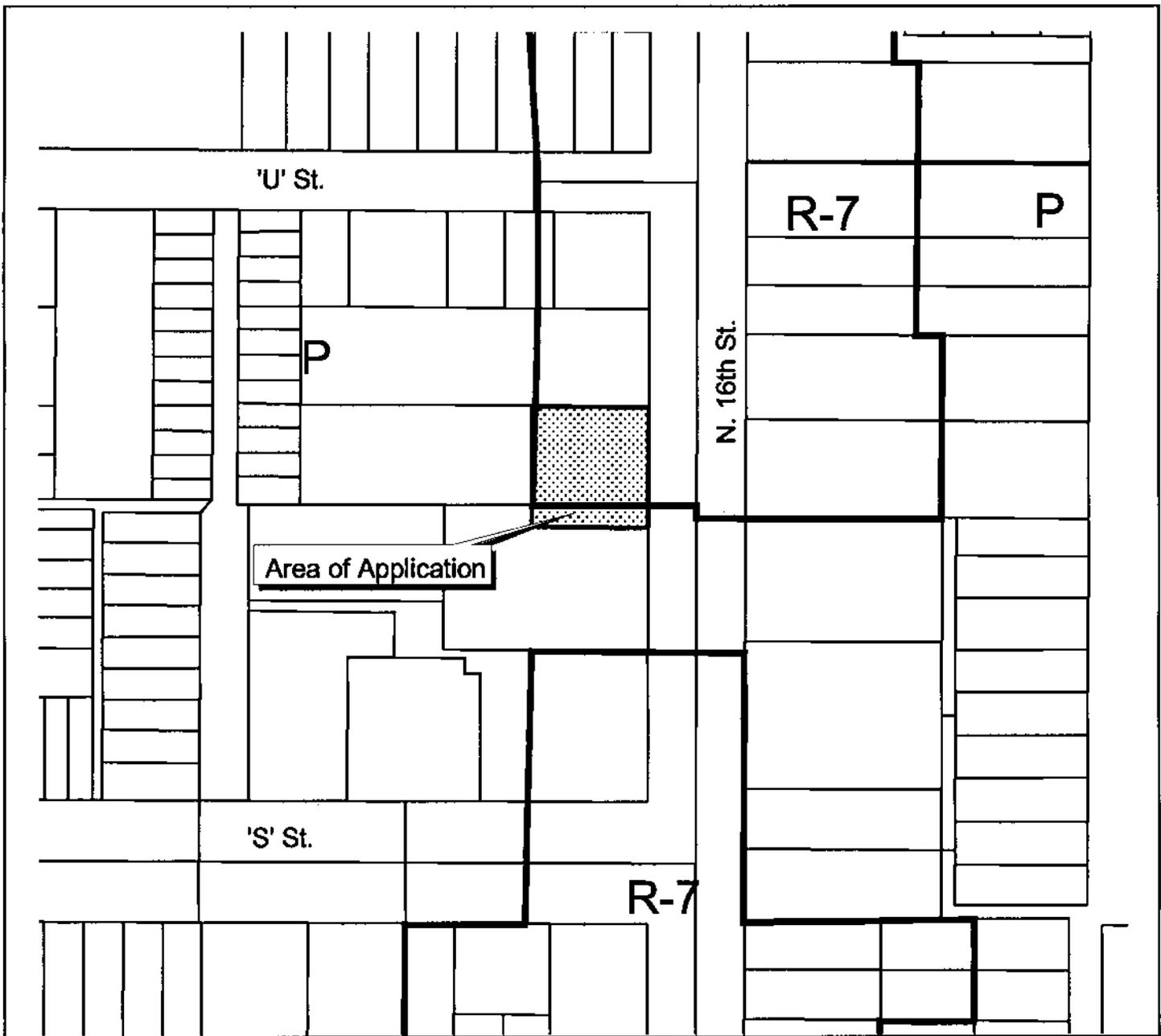
Note: This is final action on Special Permit No. 1987, I-80 Business Park Addition Final Plat No. 02005, Hartland Homes East 8<sup>th</sup> Addition Final Plat No. 02017, North Hills 3<sup>rd</sup> Addition Final Plat No. 02026 and Alderwood Addition Final Plat No. 02031, unless appealed to the City Council by filing a letter of appeal with the City Clerk within 14 days of the action by the Planning Commission.



**Change of Zone #76HP  
N. 16th & Vine St.  
Sigma Phi Epsilon Fraternity**



006

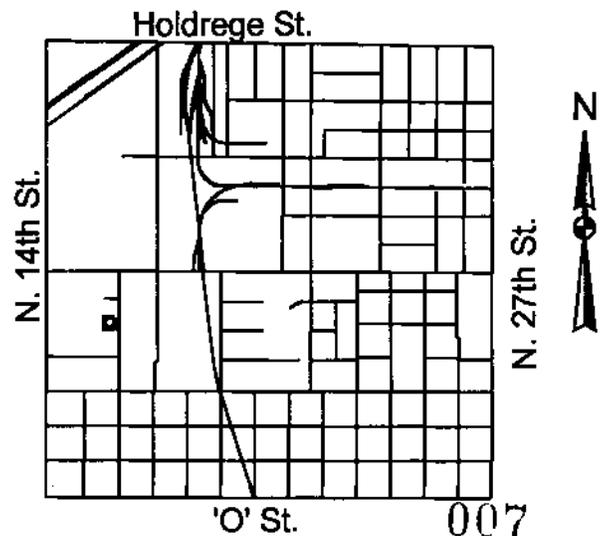
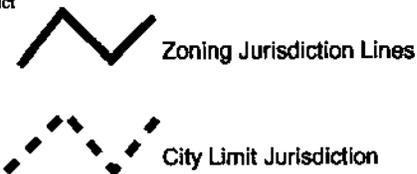


**Change of Zone #76HP  
N. 16th & Vine St.  
Sigma Phi Epsilon Fraternity**

**Zoning:**

- R-1 to R-8 Residential District
- AG Agricultural District
- AGR Agricultural Residential District
- R-C Residential Conservation District
- O-1 Office District
- O-2 Suburban Office District
- O-3 Office Park District
- R-T Residential Transition District
- B-1 Local Business District
- B-2 Planned Neighborhood Business District
- B-3 Commercial District
- B-4 Lincoln Center Business District
- B-5 Planned Regional Business District
- H-1 Interstate Commercial District
- H-2 Highway Business District
- H-3 Highway Commercial District
- H-4 General Commercial District
- I-1 Industrial District
- I-2 Industrial Park District
- I-3 Employment Center District
- P Public Use District

One Square Mile  
Sec. 24 T10N R6E



# Memo



**To:** Ed Zimmer, Planning Department

**From:** Mark Canney, Parks & Recreation

**Date:** September 9, 2002

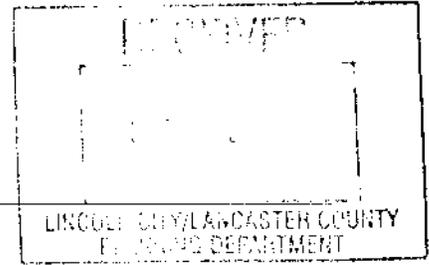
**Re:** Sigma Phi Local Landmark Designation AP No. 76HP

---

Staff members of the Lincoln Parks and Recreation Department have conducted a plan review of the above-referenced application/proposal and have no comments.

If you have any additional questions, comments or concerns, please feel free to contact me at 441-8248. Thank you.

M e m o r a n d u m



**To:** Ed Zimmer, Planning Dept.

**From:** <sup>BB</sup> Bruce Briney, Public Works and Utilities

**Subject:** Historic Preservation Application #76, Sigma Phi Epsilon Fraternity House

**Date:** September 5, 2002

**cc:** Nicole Fleck-Tooze  
Randy Hoskins

The City Engineer's Office of the Department of Public Works and Utilities has reviewed the Application for Landmark Designation #73HP for Sigma Phi Epsilon Fraternity House at 601 North 16<sup>th</sup> Street and has no objection to the application.

APPLICATION FOR LANDMARK OR LANDMARK DISTRICT DESIGNATION  
ADDENDUM TO PETITION TO AMEND THE ZONING ORDINANCE  
LINCOLN, NEBRASKA

1. NAME

Historic  
and/or Common  
NeHBS Site #

**Sigma Phi Epsilon**

**LC13:D9-523**

2. LOCATION

Address 601 North 16<sup>th</sup> Street, Lincoln, NE 68508

3. CLASSIFICATION

Proposed Designation

Landmark District  
 Landmark

Category

district  site  
 building(s)  object  
 structure

Present Use

educational  
 other (fraternity house)

4. OWNER OF PROPERTY

Name  
Address:

Sigma Phi Epsilon Foundation of Nebraska  
601 N. 16<sup>th</sup> Street, Lincoln, NE 68508

5. GEOGRAPHICAL DATA

Legal Description

The east 120 feet of Lot 20 and the north 20 feet of the east  
120 feet of Lot 21 of Little's Subdivision, Lincoln,  
Lancaster County, Nebraska.

Number of Acres or Square Feet: **less than one acre**

6. REPRESENTATION IN EXISTING SURVEYS

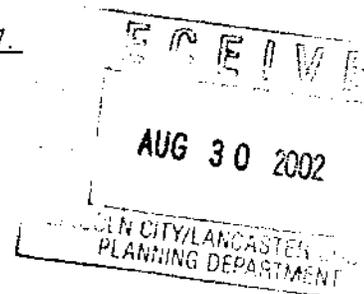
Title **Historic and Architectural Site Survey of Lincoln, NE**

Date 1996  State  County  Local

Depository for survey records: Lincoln/Lancaster County Planning Dept., 555 S. 10<sup>th</sup> Street,  
Lincoln, NE 68508

Is proposed Landmark or Landmark District listed in the National Register?

yes, within the Greek Row Historic District, listed 1997.



010

## 7. DESCRIPTION AND HISTORY

### Condition

excellent                       deteriorated                       unaltered                       original site  
 good                                       ruins                                       altered     moved    date\_\_\_\_  
 fair                                       unexposed

### **DESCRIPTION:**

Sigma Phi Epsilon Fraternity House is a strong example of Tudor Revival style architecture within the Greek Row Historic District. It was built in 1929 from designs by Miller & Craig, the Lincoln architectural partnership who authored the largest number of designs (ten) in the National Register district. The 2 ½ story building combines red brick walls with limestone corner quoins, under steep gable roofs, some of which still retain slate surfacing. Half timbering infilled with random-pattern brick and stucco ornaments the gable ends.

The house has primary facades and entrances both to the east (facing N. 16<sup>th</sup> St.) and to the south (facing a yard and small parking area), with flat-roofed porches sheltering the entrances. The east porch is smaller, with wooden posts, while the south porch has four brick and stone posts. A large end-wall chimney on the east end of the south facade has a carved stone shield representing the fraternity at the first floor level.

The house gained a small rear (west) addition in 1954. In 1967 a major, 2 ½ story wing was added to the north part of the east, primary facade, designed by the Lincoln architects Clark, Enerson, Olson, Burroughs, and Thomson. While the originally symmetrical facade became an L-shaped form, the very careful selection of materials and details, including brick, limestone, and half-timbering, maintained the house's contribution to the Greek Row streetscape. Since the south entrance was given more emphasis in the original design than the east side, and because the south side retains a very high degree of integrity, the house was evaluated in the National Register nomination as a contributing element of the district, despite its front addition.

Significant interior spaces consist of the south vestibule, with flagstone floor and steps; a staircase down to the basement just inside the south entrance, with wrought iron railing; and the front (east) parlor, with a stone fireplace.

An iron fence with brick and stone posts encloses yards on the east and south sides of the house. Dedication plaques on the posts indicate the fence is of late 20<sup>th</sup> century date, but its design is closely based on features and materials of the house.

### **HISTORY:**

The Alpha chapter of Sigma Phi Epsilon was created at UNL in 1911. The fraternity was housed at 1724 F Street in 1927, the former home of A. R. Talbot, a prominent Lincoln attorney. They relocated to the east edge of campus during the major movement of Greek chapter houses to R and 16<sup>th</sup> Streets in the 1920s. B. J. Jobst Building Co. erected their new house for an estimated \$32,000. The building permit for the 1967 addition estimated its price at \$92,000.

8. SIGNIFICANCE

<u>Period</u>	<u>Areas of Significance-Check and justify</u>	
<input type="checkbox"/> prehistoric	<input type="checkbox"/> archeology-prehistoric	<input type="checkbox"/> landscape architecture
<input type="checkbox"/> 1400-1499	<input type="checkbox"/> archeology-historic	<input type="checkbox"/> law
<input type="checkbox"/> 1500-1599	<input type="checkbox"/> agriculture	<input type="checkbox"/> literature
<input type="checkbox"/> 1600-1699	<input checked="" type="checkbox"/> architecture	<input type="checkbox"/> military
<input type="checkbox"/> 1700-1799	<input type="checkbox"/> art	<input type="checkbox"/> music
<input type="checkbox"/> 1800-1899	<input type="checkbox"/> commerce	<input type="checkbox"/> philosophy
<input checked="" type="checkbox"/> 1900-	<input type="checkbox"/> communications	<input type="checkbox"/> politics/government
	<input type="checkbox"/> community planning	<input type="checkbox"/> religion
	<input type="checkbox"/> conservation	<input type="checkbox"/> science
	<input type="checkbox"/> economics	<input type="checkbox"/> sculpture
	<input checked="" type="checkbox"/> education	<input type="checkbox"/> social/humanitarian
	<input type="checkbox"/> engineering	<input type="checkbox"/> theater
	<input type="checkbox"/> exploration/settlement	<input type="checkbox"/> transportation
	<input type="checkbox"/> industry	<input type="checkbox"/> other (specify)
	<input type="checkbox"/> invention	

Specific dates: 1929

Builder/Architect: Miller & Craig (architects), B. J. Jobst Building Co. (contractors); Clark, Enersen, Olson, Burroughs, and Thomson (architects of addition)

Statement of Significance:

Sigma Phi Epsilon is a characteristic contributing historic resource in the heart of the Greek Row Historic District, clearly embodying a period revival architectural style (Tudor Revival), executed in 1929 by the significant Lincoln architects Jesse Boas Miller & Fritz Craig.

9. STANDARDS FOR DESIGNATION

(Check one(s) that apply)

- Associated with events, person, or persons who have made a significant contribution to the history, heritage, or culture of the City of Lincoln, the County of Lancaster, the State of Nebraska, or the United States;
- Represents a distinctive architectural style or innovation, or is the work of a craftsman whose individual work is significant in the development of the City of Lincoln, the County of Lancaster, the State of Nebraska, or the United States; or
- Represents archeological values in that it yields or may be likely to yield information pertaining to pre-history or history.

RECEIVED  
AUG 30 2002  
LINCOLN CITY/LANCASTER COUNTY  
PLANNING DEPARTMENT

10. MAJOR BIBLIOGRAPHICAL REFERENCES

Lincoln Building permit 19148

Lincoln City Directories

"Greek Row Historic District" National Register nomination, prepared by Justin Van Mullem, 1997.  
*The Cornhusker* yearbook, 1927, 1932.

11. FORM PREPARED BY:

Name/Title: by Ed Zimmer, Lincoln/Lancaster County Planning Dept.

Organization: for Jeramie Swanson, corporation president

Date Submitted: 10/15/01

Street & Number 601 N. 16<sup>th</sup> St. (68508)

Telephone (402)493-2185

City or Town Lincoln

State Nebraska

Signature \_\_\_\_\_

---

---

FOR HISTORIC PRESERVATION COMMISSION USE ONLY:

DATE LANDMARK/LANDMARK DISTRICT DESIGNATED

LANDMARK/LANDMARK DISTRICT NUMBER

X:\FILES\PLANNING\HPC\LMARKS\Greeks\SP\Epsilon.EFZ.wpd

Approved:

City Council \_\_\_\_\_  
(date)

PRESERVATION GUIDELINES FOR  
Sigma Phi Epsilon Fraternity House  
625 N. 16<sup>th</sup> Street

**1. Architectural Review of Landmark:**

- a. Photographs: On file in Planning Department.
- b. Important architectural features:  
**Exterior:** 2 1/2 story height with steep gable roofs, false half-timbering, rough red brick walls, random-pattern decorative brick infill, limestone corner quoins. Porches at south and east entrances, of which the east is smaller with wooden posts, and the south larger with birch and stone posts. Large end-wall chimney on south facade with a carved stone shield bearing the fraternity's crest.  
**Interior:** south vestibule has flagstone floor and steps; staircase to basement just inside south entrance has wrought iron railing; front east parlor has stone fireplace.
- c. Important landscape features: iron fence with brick and stone posts enclosing south and east yards.
- d. Architectural style and date: Tudor Revival, designed by Miller & Craig of Lincoln, 1929
- e. Additions and modifications: compatible east addition of 1967 by Clark Enersen et al.

**2. Notice of Work Needing Certificate:**

- A. A Certificate for Certain Work can be granted by the Preservation Commission or, in certain instances, by the Director of Planning. The application for the Certificate can be obtained from \_\_\_\_\_ and should be filed with the Building and Safety Department. The following work to be conducted on the Landmark requires the procurement of a Certificate for Certain Work:
  1. Exterior work requiring a Building Permit as defined in the Lincoln Building Code. Before conducting exterior work, check with the City Building and Safety Department to determine whether a Building Permit is necessary;
  2. Demolition of a structure or portion of a structure as defined in the Lincoln Building Code;
  3. Work involving:
    - a. Reduction of front yard;
    - b. Addition or modification of fencing and walls visible from 16<sup>th</sup> Street;
    - c. Replacement of exterior material and trim or visible roofing materials;
    - d. Cleaning and maintenance of exterior masonry;
    - e. Replacement of doors, storm doors, door frames, windows, storm windows, and screens (excluding seasonal) on facades visible from the streets;
    - f. Addition of awnings;
    - g. Placement of mechanical systems, such as but not limited to, window air conditioners, solar collectors, etc.;
    - h. The addition or replacement of signs;

- i. Moving structures on or off the site;
- j. Installation of electrical, utility, and communications services on principal (east) facade;
- k. Placement of high intensity overhead lighting, antennae, and utility poles within the areas of the east or south facades.
- l. Interior modifications in the entrance hall or east parlor.

B. The following work to be conducted on the Landmark does not require the procurement of a Certificate for Certain Work:

1. Changes involving routine maintenance and repair for the general cleaning and upkeep of the building but which include no direct physical change in design or material;
2. Changes involving color and landscaping, except as previously noted;
3. Interior changes involving no exterior alteration, except in the areas previously noted (2.A.3.d. above).

C. The penalty upon conviction for conducting work which requires a Certificate for Certain Work without procuring the Certificate or for doing work contrary to an issued Certificate is a fine not to exceed \$100.00. Each and every day that such violation continues after notification may constitute a separate offense. The City of Lincoln may also pursue the remedies of injunction, mandamus, or other appropriate action to correct a violation.

### 3. **Standards for Owner and Preservation Commission:**

The following standards serve as a guide to the Landmark property owner in the preservation of their building. It is also intended that these Standards will aid the Commission in making decisions regarding issuance or denial of a Certificate.

When a decision on issuing or denying a Certificate is requested, the more definitive the presentation by the applicant, the easier it will be to convey and comprehend the effect of the proposed change. The owner or representative should plan to attend the public hearing to discuss the proposed work. When an application is being reviewed, it will be the responsibility of the applicant to demonstrate that the new work is compatible with these Standards.

A strict interpretation of these guidelines may be waived by the Preservation Commission if the applicant develops a design solution which meets the spirit and intent of the Historic Preservation Ordinance. In addition, although the owner of the landmark must receive Certificates for work identified above, a broader interpretation of the Guidelines for this property may be allowed by the Preservation Commission.

(Based on the Secretary of the Interior's Standards for Rehabilitation and Guidelines  
for Rehabilitating Historic Buildings)

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be physical, based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building material shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to any project.
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.
10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future the essential form and integrity of the structure would be unimpaired.

**GUIDELINES FOR APPLYING THE SECRETARY OF THE INTERIOR'S STANDARDS FOR  
REHABILITATION**

**THE ENVIRONMENT**

Recommended

Retaining distinctive features such as the size, scale, mass, color, and materials of buildings, including roofs, porches, and stairways that give a neighborhood its distinguishing character.

Retaining landscape features such as parks, gardens, street lights, signs, benches, walkways, streets, alleys and building set-backs that have traditionally linked buildings to their environment.

Using new plant materials, fencing, walkways, street lights, signs and benches that are compatible with the character of the neighborhood in size, scale, material and color.

Not Recommended

Introducing new construction into neighborhoods that is incompatible with the character of the district because of size, scale, color, and materials.

Destroying the relationship of buildings and their environment by widening existing streets, changing paving material, or by introducing inappropriately located new streets and parking lots that are incompatible with the character of the neighborhood.

Introducing signs, street lighting, benches, new plant materials, fencing, walkways and paving materials that are out of scale or inappropriate to the neighborhood.

---

**BUILDING SITE**

Recommended

Identifying plants, trees, fencing, walkways, outbuildings, and other elements that might be an important part of the property's history and development.

Retaining plants, trees, fencing, walkways, street lights, signs, and benches that reflect the property's history and development.

Not Recommended

Making changes to the appearance of the site by removing old plants, trees, fencing, walkways, outbuildings, and other elements before evaluating their importance in the property's history and development.

BUILDING SITE ----- continued

Recommended

Basing decisions for new site work on actual knowledge of the past appearance of the property found in photographs, drawings, newspapers, and tax records. If changes are made, they should be carefully evaluated in light of the past appearance of the site.

Providing proper site and roof drainage to assure that water does not splash against building or foundation walls, nor drain toward the building.

Not recommended

Leaving plant materials and trees in close proximity to the building that may be causing deterioration of the historic fabric.

---

BUILDING: STRUCTURAL SYSTEMS

Recommended

Recognizing the special problems inherent in the structural systems of historic buildings, especially where there are visible signs of cracking, deflection, or failure.

Undertaking stabilization and repair of weakened structural members and systems.

Replacing historically important structural members only when necessary. Supplementing existing structural systems when damaged or inadequate.

Not Recommended

Disturbing existing foundations with new excavations that undermine the structural stability of the building.

Leaving known structural problems untreated that will cause continuing deterioration and will shorten the life of the structure.

---

BUILDING: EXTERIOR FEATURES

Masonry: Adobe, brick, stone, terra cotta, concrete, stucco and mortar

Recommended\*

Retaining original masonry and mortar, whenever possible, without the application of any surface treatment.

Not Recommended

Applying waterproof or water repellent coatings or surface consolidation treatments unless required to solve a specific technical problem

Masonry: Adobe, brick, stone, terra cotta, concrete, stucco and mortar ----- Continued

- |  |   |
|--|---|
|  | that has been studied and identified. Coatings are frequently unnecessary, expensive, and can accelerate deterioration of the masonry.  |
| Repointing only those mortar joints where there is evidence of moisture problems or when sufficient mortar is missing to allow water to stand in the mortar joint.                                     | Repointing mortar joints that do not need repointing. Using electric saws and hammers to remove mortar can seriously damage the adjacent brick.   |
| Duplicating old mortar in composition, color and texture.  | Repointing with mortar of high Portland cement content can often create a bond that is stronger than the building material. This can cause deterioration as a result of the differing coefficient of expansion and the differing porosity of the material and the mortar.   |
| Duplicating old mortar in joint size, method of application, and joint profile.  | Repointing with mortar joints of a differing size or joint profile, texture or color.   |
| Repairing stucco with a stucco mixture that duplicates the original as closely as possible in appearance and texture.  |   |
| Cleaning masonry only when necessary to halt deterioration or to remove graffiti and stains and always with the gentlest method possible, such as low pressure water and soft natural bristle brushes. | Sandblasting, including dry and wet grit and other abrasives, brick or stone surfaces; this method of cleaning erodes the surface of the material and accelerates deterioration. Using chemical cleaning products that would have an adverse chemical reaction with the masonry materials, i.e., acid on limestone or marble. |
| Repairing or replacing, where necessary, deteriorated material with new material that duplicates the old as closely as possible.   | Applying new material which is inappropriate or was unavailable when the building was constructed, such as artificial brick siding, artificial cast stone or brick veneer.  |
| Replacing missing significant architectural features, such as cornices, brackets, railings, and shutters.  | Removing architectural features such as cornices, brackets, railings, shutters, window architraves and doorway pediments.   |

Masonry: Adobe, brick, stone, terra cotta, concrete, stucco and mortar-----Continued

Retaining the original or early color and texture of masonry surfaces, including early signage wherever possible. Brick or stone surfaces may have been painted or whitewashed for practical and aesthetic reasons.

Removing paint from masonry surfaces indiscriminately. This may subject the building to damage and change its appearance.

\*For more information consult Preservation Briefs: 1: "The Cleaning and Waterproof Coating of Masonry Buildings" and Preservation Briefs: 2: "Repointing Mortar Joints in Historic Brick Buildings." Both are available from Technical Preservation Services Division, Heritage Conservation and Recreation Service, U. S. Department of the Interior, Washington, D.C. 20240

Wood: Clapboard, weatherboard, shingles and other wooden siding

Recommended

Retaining and preserving significant architectural features, whenever possible.

Repairing or replacing, where necessary, deteriorated material that duplicates in size, shape and texture the old as closely as possible.

Not Recommended

Removing architectural features such as siding, cornices, brackets, window architraves, and doorway pediments. These are, in most cases, an essential part of a building's character and appearance that illustrates the continuity of growth and change.

Resurfacing frame buildings with new material that is inappropriate or was unavailable when the building was constructed such as artificial stone, brick veneer, asbestos or asphalt shingles, and plastic or aluminum siding. Such material can also contribute to the deterioration of the structure from moisture and insects.

Architectural Metals: Cast iron, steel, pressed tin, aluminum, zinc

Recommended

Retaining original material, whenever possible.

Not Recommended

Removing architectural features that are an essential part of a building's character and appearance, illustrating the continuity of growth and change.

Architectural Metals: Cast iron, steel, pressed tin, aluminum, zinc ----- Continued

Cleaning when necessary with the appropriate method. Metals should be cleaned by methods that do not abrade the surface.

Exposing metals which were intended to be protected from the environment. Do not use cleaning methods which alter the color, texture, and tone of the metal.

Roofs and Roofing

Recommended

Preserving the original roof shape.

Retaining the original roofing material, whenever possible.

Providing adequate roof drainage and insuring that the roofing materials provide a weather-tight covering for the structure.

Replacing deteriorated roof coverings with new material that matches the old in composition, size, shape, color, and texture.

Preserving or replacing, where necessary, all architectural features that give the roof its essential character, such as dormer windows, cupolas, cornices, brackets, chimneys, cresting, and weather vanes.

Not Recommended

Changing the essential character of the roof by adding inappropriate features such as dormer windows, vents, or skylights.

Applying new roofing material that is inappropriate to the style and period of the building and neighborhood.

Replacing deteriorated roof coverings with new materials that differ to such an extent from the old in composition, size, shape, color, and texture that the appearance of the building is altered.

Stripping the roof of architectural features important to its character.

Windows and Doors

Recommended

Retaining and repairing existing window and door openings including window sash, glass, lintels, sills, architraves, shutters, doors, pediments, hoods, steps, and all hardware

Not Recommended

Introducing new window and door openings into the principal elevations, or enlarging or reducing window or door openings to fit new stock window sash or new stock door sizes.

Windows and Doors ----- Continued

Duplicating the material, design, and the hardware of the older window sash and doors if new sash and doors are used.	Altering the size of window panes or sash. Such changes destroy the scale and proportion of the building.
Installing visually unobtrusive storm windows and doors, where needed, that do not damage existing frames and that can be removed in the future.	Installing inappropriate new window or door features such as aluminum storm and screen window insulating glass combinations that require the removal of original windows and doors.
Using original doors and door hardware when they can be repaired and reused in place.	Installing plastic, canvas, or metal strip awnings or fake shutters that detract from the character and appearance of the building.
	Discarding original doors and door hardware when they can be repaired and reused in place.

Entrances, Porches, and Steps

Recommended

Retaining porches and steps that are appropriate to the building and its development. Porches or additions reflecting later architectural styles are often important to the building's historical integrity and, wherever possible, should be retained.

Repairing or replacing, where necessary, deteriorated architectural features of wood, iron, cast iron, terra cotta, tile, and brick.

Not Recommended

Removing or altering porches and steps that are appropriate to the building's development and style.

Stripping porches and steps of original material and architectural features, such as handrails, balusters, columns, brackets, and roof decoration of wood, iron, cast iron, terra cotta, tile and brick.

Enclosing porches and steps in a manner that destroys their intended appearance.

Exterior Finishes

Recommended

Discovering the historic paint colors and finishes of the structure and repainting with those colors to illustrate the distinctive character of the property.

Not Recommended

Removing paint and finishes down to the bare surface; strong paint strippers whether chemical or mechanical can permanently damage the surface. Also, stripping obliterates evidence of the historical paint finishes.

Repainting with colors that cannot be documented through research and investigation to be appropriate to the building and neighborhood.

---

NEW CONSTRUCTION

Recommended

Keeping new additions and adjacent new construction to a minimum, making them compatible in scale, building materials, and texture.

Designing new work to be compatible in materials, size, scale, color, and texture with the earlier building and the neighborhood.

Using contemporary designs compatible with the character and mood of the building or the neighborhood.

Not Recommended

Designing new work which is incompatible with the earlier building and the neighborhood in materials, size, scale, and texture.

Imitating an earlier style or period of architecture in new additions, except in rare cases where a contemporary design would detract from the architectural unity of an ensemble or group. Especially avoid imitating an earlier style of architecture in new additions that have a completely contemporary function such as a drive-in bank or garage.

Adding new height to the building that changes the scale and character of the building. Additions in height should not be visible when viewing the principal facades.

Adding new floors or removing existing floors

that destroy important architectural details, features and spaces of the building.

Protecting architectural details and features that contribute to the character of the building.

Placing television antennas and mechanical equipment, such as air conditioners, in an inconspicuous location.

Placing television antennas and mechanical equipment, such as air conditioners where they can be seen from the street.

---

MECHANICAL SYSTEMS: Heating and Air Conditioning, Electrical, Plumbing, Fire Protection

Recommended

Installing necessary mechanical systems in areas and spaces that will require the least possible alteration to the structural integrity and physical appearance of the building.

Utilizing early mechanical systems, including plumbing and early lighting fixtures, where possible.

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

Insuring adequate ventilation of attics, crawlspaces, and cellars to prevent moisture problems.

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

Not Recommended

Causing unnecessary damage to the plan, materials, and appearance of the building when installing mechanical system.

Attaching exterior electrical and telephone cables to the principal elevations of the building.

Installing the vertical runs of ducts, pipes, and cables in places where they will be a visual intrusion.

Concealing or "making invisible" mechanical equipment in historic walls or ceilings. Frequently this concealment requires the removal of historic fabric.

Installing "dropped" acoustical ceilings to hide mechanical equipment. This destroys the proportions and character of the rooms.

Installing foam, glass fiber, or cellulose insulation into wall cavities of either wooden or masonry construction. This has been found to cause moisture problems when there is no adequate moisture barrier.