

**PROGRAMMATIC AGREEMENT AMONG THE CITY OF DALLAS,
THE TEXAS HISTORICAL COMMISSION, AND
THE ADVISORY COUNCIL ON HISTORIC PRESERVATION**

WHEREAS, the City administers funds obtained from HUD under the following programs: (1) Community Development Block Grant program (the Housing and Community Development Act of 1974), (2) the Emergency Shelter program (the Steward B. McKinney Homeless Assistance Act of 1987), (3) the HOME Investment Partnerships program, and (4) other programs delegated to the City by statute and subject to regulation under 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities"; and

WHEREAS, the City has determined that the administration of these programs may affect properties included in or eligible for inclusion in the National Register and has consulted with the SHPO and the Advisory Council pursuant to Subsection (b), "Programmatic Agreements," of 36 CFR §800.14 of the regulations implementing Section 106; and

WHEREAS, the City has been designated as a Certified Local Government by the SHPO in accordance with 13 Tex. Admin. Code §15.6, "Rules and Procedures for Certified Local Governments," and by the National Park Service in accordance with 36 CFR §61.6, "Certified Local Government Programs";

NOW, THEREFORE, the City, the SHPO, and the Advisory Council agree that these programs shall be administered in accordance with the following stipulations to satisfy the City's Section 106 responsibilities.

STIPULATIONS

The City shall ensure that the following measures are carried out:

I. DEFINITIONS

- A. "Advisory Council" means the Advisory Council on Historic Preservation.
- B. ~~"Agreement" means this programmatic agreement.~~
- C. "City" means the City of Dallas, Texas.
- D. "Code Compliance" means the City of Dallas Department of Code Compliance.
- E. "HABS" means the Historic American Buildings Survey, the national historical architectural documentation program of the National Park Service, for which documentation is produced to meet the Secretary of the Interior's Guidelines for Architectural and Engineering Documentation at 68 Fed. Reg. 43159 (2003).
- F. "Historic property" means a property that has been identified as historic pursuant to this Agreement.

"HPO" means the City of Dallas Historic Preservation Officer who meets the Secretary of the Interior's Standards for Archaeology and Historic Preservation: Professional Qualifications Standards at 48 Fed. Reg. 44738-9, for architectural history, architecture or historic architecture, or a designee who meets one or more of these Professional Qualifications Standards.

"HUD" means the United States Department of Housing and Urban Development.

- I. "Landmark Commission" means the City of Dallas Landmark Commission.
- J. "National Register" means the National Register of Historic Places codified at 36 CFR Part 60, "National Register of Historic Places."
- K. "Preservation Briefs" means the Secretary of the Interior's Preservation Briefs.
- L. "Program" means any City activity assisted by funds obtained from HUD.
- M. "Project" means the use of funds obtained from HUD for any City program, including code enforcement activities, that may lead to actions that will affect historic properties, such as rehabilitation (except activities listed in Exhibit C), relocation, demolition or destruction.
- N. "Section 106" means Section 106 of the National Historic Preservation Act codified at 16 U.S.C. 470f.
- O. "SHPO" means the Texas State Historic Preservation Officer.
- P. "Standards" means the Secretary of the Interior's Standards for Rehabilitation of Historic Buildings codified at 36 CFR §68.3.
- Q. "URSB" means the City of Dallas Urban Rehabilitation Standards Board.

II. APPLICABILITY OF AGREEMENT

- A. The City shall comply with the stipulations of this Agreement for all programs and projects that are assisted entirely or in part by monies from the programs listed in this Agreement.
- B. The review required by this Agreement must be completed prior to the City's final approval of any project application, prior to an irrevocable commitment to a project by the City, and prior to the City or property owner altering the historic property.

III. IDENTIFICATION OF HISTORIC PROPERTIES

- A. The City shall submit a copy of any project application to the HPO.

- B. The HPO shall evaluate the project to determine if it has the potential to affect historic properties. The HPO shall perform this evaluation even if the project is in an area that has been classified a historic overlay district pursuant to Section 51A-4.501, "Historic Overlay District," of the Dallas Development Code.
- C. If the property is listed in the National Register, is eligible for inclusion in the National Register either individually or as part of a historic district, or is located within the boundaries of a listed National Register historic district, the property is a historic property, and the HPO shall proceed with the review of the project pursuant to Stipulation IV, V, or VI, unless the project is exempted from review under Exhibit C.
- D. If the HPO determines that a project application involves a property constructed fewer than 45 years ago, the HPO shall keep documentation of the determination process on file for inclusion in reports pursuant to Stipulation XVII and for periodic review by the SHPO. Applications that do not involve historic properties do not require further review.
- E. If the property is at least 45 years old, is not listed in the National Register, has not been evaluated for inclusion in the National Register, and is not in a district listed in Exhibit A, the HPO shall submit the following documentation to the SHPO: (1) the survey form (Exhibit B), (2) a site plan, and (3) photos showing at a minimum the front elevation, an oblique view, and a streetscape view of the structure. The negative with a separate contact sheet and index should be included.
1. If the HPO and the SHPO agree that the property is eligible for inclusion in the National Register, the HPO shall proceed with the review of the undertaking pursuant to Stipulation IV, V, or VI, unless exempted under Exhibit C.
 2. If the HPO and the SHPO agree that the property is not eligible for inclusion in the National Register, the HPO shall keep documentation of the determination process on file for inclusion in annual reports pursuant to Stipulation XVII and for periodic review by the SHPO. Projects that do not involve historic properties do not require further review.
 3. If the HPO and the SHPO cannot agree if a property is eligible for inclusion in the National Register, or if the Advisory Council requests, the City shall request a determination from the Keeper of the National Register in accordance with 36 CFR Part 63, "Determination of Eligibility for Inclusion in the National Register of Historic Places." The Keeper's decision is final and binding on the parties.
- F. Designation of a property as historic by the City pursuant to Section 51A-4.501, "Historic Overlay District," of the Dallas Development Code is not conclusive of whether a property is a historic property for purposes of this Agreement. Conversely, a determination that a property is not a historic property for purposes of this Agreement does not affect the property's designation by the City as historic.

IV. ASSESSMENT OF THE EFFECTS OF REHABILITATION

- A. Prior to any irrevocable commitment to a rehabilitation project by the City, the HPO shall determine if the project involves activities listed in Exhibit C.
1. Rehabilitation projects consisting solely of activities listed in Exhibit C do not require further review. The HPO shall keep documentation of the determination process on file for inclusion in annual reports pursuant to Stipulation XVII and for periodic review by the SHPO.
 2. Rehabilitation projects consisting of any activities not listed in Exhibit C (even if an activity listed in Exhibit C is included) must be reviewed pursuant to the terms of this Agreement.
- B. For rehabilitation projects being reviewed, the following procedure must be followed:
1. The HPO shall determine if the rehabilitation project conforms to the Standards and Preservation Briefs and review the rehabilitation project under 36 CFR §800.5, "Assessment of Adverse Effects." The HPO may consult informally with the SHPO.
 2. Prior to any irrevocable commitment to a rehabilitation project by the City, the HPO shall submit a copy of the rehabilitation project application, documentation and the HPO's determination of effect to the SHPO for review. The project documentation shall include the work write-up, plans and specifications, as appropriate, clear photographs of proposed work areas, and any additional documentation necessary for a clear understanding of the proposed work.
 3. The SHPO shall review the HPO's determination of effect and the project documentation provided in accordance with 36 CFR §800.5.
 - a. If the HPO finds that the project will have no adverse effect and the SHPO concurs, then the City may commit to the rehabilitation project or give final approval of the rehabilitation project.
 - b. If the HPO or the SHPO find that the rehabilitation project will adversely affect the historic property, the HPO and the SHPO will consult in accordance with 36 CFR §800.5 to identify and agree on project modifications that would allow a finding of no adverse effect for the project. If project modifications to avoid an adverse effect can be identified that are mutually acceptable to the HPO and SHPO, and the City modifies the rehabilitation project to incorporate those modifications, then the City may commit to the project or give final approval of the rehabilitation project.

- c. If mutually acceptable modifications to avoid, minimize or mitigate a project's potential adverse effect cannot be identified by the HPO and SHPO through consultation, then the City will follow the Advisory Council's regulations, 36 CFR §800.5 and §800.6, and obtain the comments of the Advisory Council.
- C. The HPO shall notify the SHPO of any significant changes to the rehabilitation project, and shall provide the SHPO, and Advisory Council if applicable, with the opportunity to comment pursuant to Stipulation VI.B.
- D. The HPO shall photograph completed rehabilitation projects. The City shall retain the rehabilitation project application, rehabilitation project documentation, and completion photographs as part of its permanent records and for periodic review by the SHPO.
- E. If the URSB issues a repair order, Code Compliance shall provide the following information to the property owner with the repair order:
 1. Information about appeal rights;
 2. Information on housing repair assistance programs as stipulated in VI.B.1.
- F. Code Compliance will document the following and provide the documentation to the HPO for retention as part of the City's permanent record on the historic property, available for reports or periodic review by the SHPO:
 1. The date of issuance of the repair order to the property owner;
 2. Information about the appeal rights and housing repair assistance programs given to the property owner; and
 3. The record of the property owner's receipt of the order.

V. ASSESSMENT OF THE EFFECTS OF RELOCATION

- A. Prior to any irrevocable commitment to a relocation project by the City, the HPO shall give the SHPO the opportunity to comment. The HPO shall give the following documentation to the SHPO: the survey form (Exhibit B), site plan of the original site, photographs of the original site, written reasons for the relocation, site plan of the new site indicating the proposed building location, photographs of the new site, and neighborhood context of the new site.
- B. The City shall take the SHPO's comments into account in reaching a final decision about the relocation project.
- C. The City shall ensure that the historic property is relocated by a professional mover who has the capability to properly move historic

structures in accordance with Moving Historic Buildings by John Obed Curtis (International Association of Structural Movers 1991).

- D. Within 90 days after the relocation, the HPO shall give the SHPO the opportunity to evaluate the property on its new site to determine continued eligibility for listing in the National Register.
- E. The HPO shall submit the following documentation to the archivist of the Texas and Dallas History Collection of the Dallas Public Library to maintain as an accessible local record: the survey form (Exhibit B), site plan of the original site, photographs and negatives of the original site, site plan of the new site, photographs and negatives of the new site, written reasons for the relocation, and neighborhood context of the new site.

VI. ASSESSMENT OF THE EFFECTS OF DEMOLITION

- A. The Landmark Commission must approve a certificate of demolition before a historic property is referred to the URSB for consideration of a demolition order.
- B. With the determination of effect, pursuant to stipulation VI.G, the HPO shall submit documentation to the SHPO that the following alternatives to demolition were explored by the City before the URSB hearing. If the City determined that any of the alternatives were not appropriate, a written explanation of that determination must be submitted to the SHPO with the determination of effect.
 - 1. The HPO shall document that notice as required by applicable law was given to and received by the property owner to bring the historic property into compliance with city codes, and that the owner was provided information about housing repair assistance programs. This documentation must include: the case history of the historic property, the dates and types of contact with the owner, any response by the owner, a summary of the field personnel's report on the historic property, the work needed to bring the historic property up to city code, a cost estimate for the required work, and a copy of information about housing repair assistance programs.
 - 2. The HPO shall document that the property owner was provided and received information about donation of the historic property to local nonprofit organizations, and the potential for income tax deductions for donation.
 - 3. The HPO shall document that the historic property was reviewed to determine suitability for community receivership under Section 214.003 of the Texas Local Government Code.
 - a. If the historic property is suitable for community receivership, the HPO shall document that nonprofit organizations were contacted regarding community receivership, including: the names of nonprofit

organizations contacted, the dates and types of contact, copies of any written contact, reports of any verbal contact, and copies of any written response.

- b. If the historic property is not suitable for community receivership, the reasons must be documented.
- C. The HPO shall provide information to the URSB about the historic property prior to the URSB demolition hearing. The HPO shall document the date and information provided to the URSB, and the date of the URSB hearing.
- D. The URSB shall document the URSB demolition hearing notice, and the dates the notice was sent to and received by the property owner. If the URSB issues a demolition order, the URSB shall document the date the order was issued to and received by the property owner, and shall provide the information about appeal rights to the property owner with the order.
- E. The URSB shall provide the following documentation to the HPO for retention as part of the City's permanent record on the historic property, and the HPO shall provide a copy of this documentation to the SHPO with the determination of effect:
 1. Documentation of URSB demolition hearing notice, and the dates the notice was sent to and received by the property owner;
 2. Documentation of the demolition order and order issue date;
 3. Documentation that, along with the demolition order, the property owner was provided information about appeal rights to the URSB; and
 4. Confirmation of the date that the property owner received the demolition order and information about appeal rights.
- F. If the URSB issues a demolition order, the URSB shall notify the owner in writing of the date of demolition and provide a list of nonprofit organizations that may be interested in receiving donations of significant architectural elements from the historic property. The HPO shall encourage interested nonprofit organizations to request information regarding historic properties under demolition order.
- G. Prior to an irrevocable commitment to a demolition project by the City, the HPO shall review the demolition project under 36 CFR §800.5, "Assessment of Adverse Effects." The HPO shall also determine the historic property's priority level in accordance with Exhibit D. The HPO shall submit the determination of effect with the priority level to the SHPO for review.
 1. If the HPO and the SHPO disagree about the determination of effect and priority level, the HPO shall consult further with the SHPO.

2. If after further consultation the HPO and SHPO cannot reach agreement about the determination of effect and priority level, then the City will follow the Advisory Council's regulations, 36 CFR §800.5 and §800.6, and obtain the comments of the Advisory Council.
- H. Prior to an irrevocable commitment to a demolition project by the City, the HPO shall submit a copy of the required mitigation documentation to the SHPO for review and approval.
1. If the SHPO concurs that the mitigation documentation meets with the Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation and Exhibit D, the demolition project may proceed. The demolition project will not be submitted to the Advisory Council.
 2. If the SHPO recommends modifications to the mitigation documentation, the HPO shall submit the revised documentation to the SHPO for review and approval prior to taking any action on the demolition project.
 3. If the HPO does not accept the SHPO's recommended modifications, the HPO shall consult further with the SHPO. If after further consultation the HPO and SHPO cannot reach agreement on mitigation documentation that meets the required documentation standards and is complete, then the City will follow the Advisory Council's regulations, 36 CFR §800.5 and §800.6, and obtain the comments of the Advisory Council.
 4. The HPO shall submit an archival copy of the documentation, including original photographic negatives and archival photographic prints, to the archivist of the Texas and Dallas History Collection of the Dallas Public Library to maintain as an accessible local record.

VII. INFILL HOUSING

- A. The City shall ensure that any project that provides infill housing is compatible with the historic and architectural qualities of the National Register historic district in terms of scale, massing, setback, color, and materials, and complies with any local preservation criteria.
- B. The City shall encourage persons wanting to construct infill housing in a National Register historic district to construct structures that are historically and architecturally compatible.

VIII. ARCHEOLOGICAL MITIGATION

- A. Upon the discovery of archeological deposits as part of a project, the City shall immediately have work in the area stopped and the HPO shall notify the Archaeology Division at the Texas Historical Commission within 48 hours.

- B. The HPO shall consult with the SHPO to determine appropriate methods to evaluate the significance of the archeological deposits.
- C. If the SHPO recommends excavation of the archeological deposits, a professional archeologist meeting the Secretary of the Interior's Standards for Archeology and Historic Preservation, 48 Fed. Reg. 44716 (1983), must conduct the excavation in accordance with a research design approved by the SHPO. A report must be submitted to the SHPO that conforms to the Secretary of the Interior's Standards for Reporting, 48 Fed. Reg. 44716 (1983).
- D. Archaeological deposits found on City-owned property are subject to the Texas Antiquities Code and collection of these artifacts constitute state held-in-trust collections that must be curated in accordance with the rules contained in 13 Tex. Admin. Code Ch. 29, "Management and Care of Artifacts and Collections." All other excavated materials must be curated according to 36 CFR Part 79, "Curation of Federally Owned and Administered Archeological Collections."

ANTICIPATORY DEMOLITION

The City shall not provide a grant, loan, loan guarantee, or other financial assistance to a project applicant who has intentionally significantly adversely affected the historic property, or having the legal power to prevent it, allowed such significant adverse effect to occur, unless the HPO, after consultation with the SHPO, determines that circumstances justify granting the assistance despite the adverse effect created or permitted by the applicant.

X. DISCOVERIES AND UNFORESEEN EFFECTS

If, during the implementation of a project, a previously unidentified historic property is encountered, or a known historic property may be affected in an unanticipated manner, the City will assume its responsibilities pursuant to 36 CFR §800.13, "Post-Review Discoveries."

SHPO RESPONSIBILITIES

- A. Unless otherwise provided for in Stipulation XII, Emergency Situations, the SHPO is permitted 30 calendar days after the receipt of submitted documentation to review and comment. The 30-day review period does not begin until complete documentation has been provided. The SHPO will respond to the HPO within 30 days of the receipt of the documentation if the documentation is inadequate. If the SHPO does not provide comments within this time period, the City may assume that the SHPO concurs with its determination and proceed with the project in accordance with all other stipulations of this Agreement.
- B. The SHPO shall provide technical assistance and training on determination of eligibility for the National Register and application of the Standards to the fullest extent possible.

EMERGENCY SITUATIONS

- A. When a local government official determines that a historic property is an imminent threat to public health or safety, as a result of a natural disaster or emergency declared by the city council or mayor, the HPO shall notify the SHPO of the emergency and provide all pertinent historic property and proposed action information for SHPO review.
- B. If the SHPO objects to the proposed emergency action within seven days, the City shall comply with all applicable non-emergency stipulations of this Agreement.
- C. This stipulation applies only to undertakings that will be implemented within 30 days after the disaster or emergency has been formally declared by the city council or mayor.
- D. Immediate rescue and salvage operations conducted to preserve life or property are exempt from the provisions of this Agreement, with the exception that the HPO shall provide documentation of the action to the SHPO within 30 days of the action and include the action in the program report.

DISPUTE RESOLUTION

Should any party to this Agreement object at any time to any actions proposed or the manner in which the terms of this Agreement are implemented, the City shall consult with the objecting party(ies) to resolve the objection. If the City determines, within 30 days, that such objection(s) cannot be resolved, the City will:

- A. Forward all documentation relevant to the dispute to the Council in accordance with 36 CFR §800.2(b)(2). Upon receipt of adequate documentation, the Council shall review and advise the City on the resolution of the objection within 30 days. Any comment provided by the Council, and all comments from the parties to the Agreement, will be taken into account by the City in reaching a final decision regarding the dispute.
- B. ~~If the Council does not provide comments regarding the dispute within 30 days after receipt of adequate documentation, the City may render a decision regarding the dispute. In reaching its decision, the City will take into account all comments regarding the dispute from the parties to the Agreement.~~
- C. The City's responsibility to carry out all other actions subject to the terms of this Agreement that are not the subject of the dispute remain unchanged. The City will notify all parties of its decision in writing before implementing that portion of the Undertaking subject to dispute under this stipulation. The City's decision will be final.

QUALIFICATIONS OF CITY STAFF

- A. The City shall ensure that all historic preservation work performed pursuant to this Agreement is carried out by or under the direct

supervision of a person or persons meeting, at a minimum, the Secretary of the Interior's Professional Qualifications Standards (48 Fed. Reg. 44738-9) for the appropriate historic property type. The HPO must be qualified under these Qualification Standards.

- B. To the extent possible, the HPO and supervised staff should avail themselves of training and continuing education opportunities provided by the SHPO and other preservation-related organizations.

PUBLIC PARTICIPATION

The City shall arrange for public participation appropriate to the scope of the programs covered by this Agreement and in accordance with 36 CFR Part 800, Subpart A. The City shall consider the nature of the programs and the likely effects on historic properties and take steps to involve the individuals, organizations and entities likely to be interested.

CHANGES TO CITY CODES

After passage of any amendments to Section 51A-3.103, "Landmark Commission," Section 51A-4.501, "Historic Overlay District," and Division 51A-11.100, "Neighborhood Revitalization and Historic Preservation Program," of the Dallas Development Code, the HPO shall submit them to the SHPO and the Advisory Council for comment on whether amendments to this Agreement are necessary. The SHPO and Advisory Council shall return any comments within 30 days after submission.

XVII. REPORTING

- A. Six months after execution of this Agreement, and annually on November 15 thereafter, the HPO shall submit a summary report of all activities and consultations that have occurred pursuant to this Agreement to the SHPO.
- B. The report shall list all properties by address, indicate the historic district, if applicable, and shall include:
 - 1. A list of all projects that were exempted from review under Stipulation XII and provide a brief summary of the project work for each project;
 - 2. For each project type, a list of all historic properties that were reviewed and the status of each project, indicating which historic properties have been or are planned to be rehabilitated, relocated, or demolished; and
 - 3. A list of all properties that were constructed fewer than 45 years ago that were rehabilitated with program funds or assistance.
- C. The report will serve as a basis for assessing if this Agreement will remain in effect and if amendments to this Agreement are warranted.

XVIII. MONITORING

The SHPO shall monitor activities carried out pursuant to this Agreement, and shall review activities if requested by any party or person. The HPO shall cooperate with the SHPO in carrying out these monitoring responsibilities. The SHPO shall audit the City's activities regarding the programs covered by this Agreement a minimum of once every three years along with the Certified Local Government program audit, and will attempt to coordinate the review with Region VI of HUD.

AMENDMENTS

Any party to this Agreement may request that it be amended, whereupon the parties will consult to consider the amendment. No amendment to this Agreement will become effective without the written concurrence of all the parties. The execution of any amendment shall follow the procedures in 36 CFR Part 800.

XX. TERMINATION

Any party to this Agreement may terminate it by providing 30 days notice to the other parties. The parties agree to consult during the period prior to the termination to attempt to reach consensus on amendments or other actions that would avoid termination. In the event of termination, the City will follow the procedure outlined in Subpart B, "The Section 106 Process," of 36 CFR Part 800 with respect to projects covered by this Agreement.

XXI. TERM OF AGREEMENT

This Agreement will terminate five years after the date of its execution by the Advisory Council. At any time during the six months prior to termination, the HPO may request in writing that the Advisory Council and SHPO review the City's program and consider an extension of this Agreement for additional five-year periods. No extension will be effective unless all parties to this Agreement have agreed to it in writing.

NONCOMPLIANCE WITH AGREEMENT

In the event the City cannot carry out the terms of this Agreement it shall comply with 36 CFR Part 800 with regard to individual undertakings covered by this Agreement.

Execution and implementation of this Agreement evidences that the City has afforded the Advisory Council an opportunity to comment on the program and that the City has taken into account the effects of the program on historic properties.

CITY OF DALLAS, TEXAS

MARY K. SUHM, Acting City Manager

By: _____
Assistant City Manager

Date: _____


APPROVED AS TO FORM

MADELEINE B. JOHNSON, City Attorney

By: _____
Assistant City Attorney

Date: _____

TEXAS HISTORICAL COMMISSION

By:  _____
F. Lawrence Oaks
State Historic Preservation Officer
Executive Director, Texas Historical Commission


Date: 5/17/05

GREG ABBOTT, Attorney General

By: _____
Assistant Attorney General

Date: _____

ADVISORY COUNCIL ON HISTORIC PRESERVATION

By:  _____
John M. Fowler, Executive Director

Date: 6/21/05

EXHIBIT A

**NATIONAL REGISTER DISTRICTS IN
COMMUNITY DEVELOPMENT BLOCK GRANT NEIGHBORHOODS
as of February 2005**

Tenth Street

Rosemont Crest (Commercial)

Lake Cliff

Miller Stemmons

North Bishop (Commercial)

Winnetka Heights

King's Highway

North Lancaster (Commercial)

Colonial Hill

Romine Avenue

Queen City

Wheatley Place

South Boulevard/Park Row

Alcalde Street

Peak's Suburban Addition

Bryan/Peak (Commercial)

Cedar Springs Place

EXHIBIT B

**CITY OF DALLAS
DETERMINATION OF ELIGIBILITY
SECTION 106 REVIEW, FY 1993-94**

Property Address: MAPSCO no.

Date: Factual Est. Additions: Architect/Builder:

Historic Uses: Present Use:

Designations: NR RTHL HABS LOCAL OTHER

Integrity: _____location_____ design_____ setting_____ materials feeling
workmanship association

Cultural Resource Survey: Priority:
Survey:

National Register Potential: Historic District:
Individual:

Priority Rating:

History of Property:

Areas of Significance:

Bibliography:

Survey date: Surveyed by:

EXHIBIT B

Description of Building

Type:

Subtype:

Stylistic Influences:

location:

- _____ orig. location
- _____ moved
- _____ building faces

stories:

- _____ specify #

construction:

- _____ frame
- _____ solid brick
- _____ (specify color)
- _____ solid stone
- _____ (specify color)
- _____ specify other

plan:

- _____ L-plan
- _____ modified L-plan
- _____ center passage
- _____ plan (specify # of rooms deep)
- _____ 2 room plan
- _____ T-plan
- _____ bungalow plan
- _____ shotgun plan
- _____ asymmet. plan
- _____ specify other

foundation materials:

- _____ pier & beam
- _____ stone
- _____ brick
- _____ specify other

exterior wall surface:

- _____ weatherboard
- _____ siding
- _____ drop siding
- _____ stucco
- _____ stone
- _____ board & batten
- _____ siding
- _____ false bevel
- _____ fieldstone veneer
- _____ brick veneer
- _____ (specify color)
- _____ wood shingle
- _____ synthetic siding
- _____ specify other

porches:

- _____ full height
- _____ full width
- _____ partial
- _____ attached
- _____ wrap
- _____ # of bays

- _____ elevation
- _____ (N/S/E/W)
- _____ shed roof
- _____ hipped roof
- _____ gable roof
- _____ inset

- _____ turned wood posts
- _____ square posts
- _____ chamfered wood posts
- _____ brick piers
- _____ box columns
- _____ classical columns
- _____ tapered box supports
- _____ full height on piers
- _____ fabricated material
- _____ sq. wood balusters

- _____ turned wood balusters
- _____ jig-sawn brackets
- _____ jig-sawn porch frieze
- _____ turned work frieze
- _____ specify other

windows:

- _____ wood sash
- _____ aluminum sash
- _____ double hung
- _____ casement
- _____ fixed
- _____ decorative screenwork
- _____ crown, pediments
- _____ # of panes/glazing
- _____ lt. configuration
- _____ specify other

doors/entries:

- _____ single door
- _____ primary entrance
- _____ double door
- _____ primary entrance
- _____ 2 primary entrances
- _____ transom
- _____ sidelights
- _____ crown/surrounds
- _____ specify other

gable end treatment:

- _____ same as wall surface
- _____ stucco
- _____ wood shingle
- _____ wood siding
- _____ decorative bargeboards
- _____ window

- _____ vents
- _____ pediment
- _____ specify other

roof type:

- _____ gable
- _____ hipped
- _____ flat w/parapet
- _____ gambrel
- _____ dormers: (spec #)
- _____ gable
- _____ hipped
- _____ shed
- _____ pitch
- _____ specify other

roof materials:

- _____ wood shingles
- _____ composition shingles
- _____ tile
- _____ metal
- _____ box eaves
- _____ exposed rafter ends
- _____ jig-sawn brackets
- _____ stick brackets
- _____ knee brace
- _____ specify other

chimney or flue:

- _____ number
- _____ interior (spec. placement)
- _____ exterior (spec. placement)
- _____ brick
- _____ stone
- _____ corbelled caps
- _____ stuccoed
- _____ specify other

decorative details:

- _____ quoins
- _____ belt course
- _____ garlands
- _____ pilasters
- _____ half timbering

outbuildings:

- _____ garage
- _____ barn
- _____ shed

other:

EXHIBIT C

ACTIVITIES NOT REQUIRING REVIEW BY THE SHPO OR ADVISORY COUNCIL

- A. Activities affecting structures that are less than 45 years old.
- B. Rehabilitation of interior spaces within single-family or duplex residential structures to be retained in the same use where the work will not be visible from the exterior of the structure.
- C. Placement, replacement, or repair of utilities, curbs, sidewalks, gutters, street surfaces and related structures when the infrastructure does not contribute to the historic significance, the work retains an appearance similar to the current infrastructure, or the work restores the historic appearance of the infrastructure.
- D. Energy retrofitting
 - 1. Installation of insulation in the attic, basement, crawl space, beneath floors, and around pipes and ducts when installation can be accomplished without permanent visual change to the character defining features of the exterior or interior.
 - 2. Installation of new foundation, crawl space, attic, or roof vents not visible from the public right-of-way that use either a painted or baked-on finish.
 - 3. Installation of aluminum storm doors and windows that match the dimensions and arrangement of lights of the existing sash or door and use a baked-on finish.
- E. Exterior repairs
 - 1. Repair of existing architectural elements such as windows, doors, clapboards, cornices, brackets, columns, shutters, steps, entrances, and porches. Existing wood screen doors that appear to date from the construction of the house must be repaired and reused.
 - 2. Replacement of existing architectural elements that are deteriorated beyond repair with members that match in design, detail, dimension, material, and finish. New screen doors must be simple in design and detail.
 - 3. Preparation of exterior surfaces by hand scraping, hand sanding, heat plates, or heat guns used in accordance with manufacturer's instructions.
 - 4. Replacement of existing non-historic roofing material with like materials and where new metal flashing is constructed with a baked-on finish or of galvanized metal.

F. Interior repairs

1. Repair of existing interior architectural elements such as wood doors, trim, fireplaces, mantels, wainscotting, baseboards, and floors. Existing plaster walls and ceilings must be repaired where possible.
2. Replacement of existing interior architectural elements that are deteriorated beyond repair with members that match in design, detail, dimension, material, and finish. New walls and ceilings must be replaced with gypsum board.
3. Installation, repair, replacement, or modification of mechanical or electrical systems if no alteration of character defining features is required.

EXHIBIT D

HISTORIC PROPERTY PRIORITIES AND REQUIRED DOCUMENTATION

PRIORITIES

REQUIRED DOCUMENTATION

HIGH PRIORITY

- The historic property is individually listed or eligible for listing in the National Register and has high integrity.*
 - Document at HABS Level I;
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MEDIUM PRIORITY

- The historic property is individually listed or eligible for listing in the National Register and has medium to low integrity.*
- Document at HABS Level III;

The historic property is listed or eligible for listing in the National Register as a contributing member of a National Register historic district and has high to medium integrity.*

LOW PRIORITY

- The historic property is listed or eligible for listing in the National Register as a contributing member of a National Register historic district and has low integrity.*
- The historic property is a noncontributing member of a National Register historic district.
- The survey form (Exhibit B), photographs, history, architectural description, and site plan developed pursuant to the determination of eligibility of the historic property shall be accepted.

* Integrity is the ability of a historic property to convey its significance. The seven aspects of integrity are: location, design, setting, materials, workmanship, feeling, and association.