
Appendix:

The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation were developed in the mid 1970s out of a need for guidance within the preservation movement. These standards were prepared by W. Brown Morton III and Gary L. Hume based on manuals, procedures and preservation practices that had been used for years. They present a basic philosophy for rehabilitation and restoration consistent with this preservation manual.

The Secretary's Standards are not guidelines. They are meant to emphasize the importance of preservation for historic materials and sites. They are written in a broad context to be valid over the long term. The only procedure they prohibit is sandblasting and cleaning methods that damage historic materials. Otherwise, they are meant to be interpreted on a case-by-case basis with respect to the historic resources being restored and/or maintained.

Below are listed the 10 standards for rehabilitation as revised on March 28, 1990. Use them as guides to help you with your project.

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

Phasing/Prioritizing when applying principles discussed in this manual

A sampling of historic buildings from downtown Chaska was chosen to illustrate the application of the design guidelines. They do not represent the only buildings of historic significance in downtown Chaska, and other opportunities exist to treat buildings in a way that enhances the overall historic context. Many techniques illustrated in this manual could be applied to other buildings. Buildings illustrated in this manual represent completed projects. Keep in mind that most projects will be phased over a period of a few years. One example of phasing is shown below, illustrating the way in which work on the Linenfelser & Faber store building might be phased over several years, and still yield a coherent, complete project when all the work is done.

Phase 1:
Starting condition of building. Assess structural condition and weathertightness of building fabric.



Phase 3:
Energy-efficient replacement windows and storefront treatment for new business.



Phase 2:
Masonry cleaned, repointing, and re-opening of bricked-up windows.



Phase 4:
Signage and final accent color scheme.

Notes:

1. Derry, Anne, H. Ward Jandl, Carol D. Shull and Jan Thorman, Guidelines for Local Surveys: A Basis for Preservation Planning. (Washington, DC.: National Register of Historic Places, 1985), p. 3.
2. National Trust for Historic Preservation, Tony P. Wrenn and Elizabeth D. Mulloy, America's Forgotten Architecture. (Washington, DC.: The National Trust for Historic Preservation, 1976), p. 206.
3. Historic District: Identification, Social Aspects and Preservation. (Washington, DC.: National Trust for Historic Preservation, 1973), p. 3.
4. "The Impact of the Americans with Disabilities Act on Historic Structures." Information Series No. 55. Washington DC.: The National Trust for Historic Preservation, 1991. p. 1.
5. "The Impact of the Americans with Disabilities Act on Historic Structures." p. 2.

References

As part of its renewed efforts to encourage historically-appropriate treatment of commercial buildings in Chaska's downtown district, the Heritage Preservation Commission, Chaska Historical Society, and City of Chaska are encouraged to work with the Chaska Public Library to establish a dedicated resource area with reference publications that can be easily accessed and consulted by property owners considering a preservation-oriented project. Principal resource materials with broadest interest for the general public are highlight with asterisks (*).

Increasingly, many of these resources are immediately and directly accessible on-line, along with information about the most current preservation practices and other sources of financial or technical support.

Preservation/Restoration

Blumenson, John J. -G. *Identifying American Architecture; A Pictorial Guide to Styles and Terms, 1600-1945*. Nashville, Tenn.: American Association for State and Local History, 1977.

Bowsher, Alice Meriwether. *Design Review in Historic Districts*. Washington, DC.: The Preservation Press, 1978.

Cleaning and Maintenance of Downtown Structures. Joliet, Ill.: DDC Mainstreet, Inc., 1986.

Derry, Anne, H. Ward Jandl, Carol D. Shull and Jan Thorman. *Guidelines for Local Surveys: A Basis for Preservation Planning*. 1977, Rev. ed. Washington, DC.: National Register of Historic Places, 1985.

-
-
- Duerksen, Christopher, ed. *A Handbook on Historic Preservation Law*. Washington DC.: The Conservation Foundation. 1983.
- Fleming, Ronald Lee. *Facade Stories: Changing Faces of Main Street Storefronts and How to Care for Them*. New York: Hastings House Publishers, 1982.
- Gillette, Jane Brown. "Standard Deviation; Interpreting the Secretary of Interior's Standards." *Historic Preservation*. Jan./Feb. 1992. pp. 54-57+.
- Hart, Robert Lamb. *Annapolis Historic District Design Guidelines for New Construction*. New York, 1978.
- Historic District: Identification, Social Aspects and Preservation*. Washington DC.: National Trust for Historic Preservation, 1973.
- *Longstreth, Richard. *The Buildings of Main Street: A Guide to American Commercial Architecture*. Washington DC.: The Preservation Press, 1986.
- Mainstreet Program of Aberdeen, S.D. "Design Guidelines for the Downtown Historic District."
- Miller-Dunwiddie Architects, Inc. "The Red Wing Downtown Preservation Design Guide." Minneapolis, MN., 1990.
- National Park Service. *Respectful Rehabilitation: Answers to Your Questions on Historic Buildings*. Washington, DC.: National Trust for Historic Preservation, 1976.
- National Trust for Historic Preservation, Tony P. Wrenn and Elizabeth D. Mulloy. *America's Forgotten Architecture*. Washington, DC.: The National Trust for Historic Preservation, 1976.
- National Trust for Historic Preservation. *New Energy from Old Buildings*. Washington, DC.: The Preservation Press, 1981.
- Pregliasco, Janice, AIA. *Developing Downtown Design Guidelines*. California Mainstreet Program, 1988.
- Rifkind, Carole. *A Field Guide to American Architecture*. New York: The American Library, Inc., 1980.
- "Safety, Building Codes and Historic Buildings." Information Series No. 57. Washington, DC.: National Trust for Historic Preservation, 1992.
- *Stephens, George. *New Life for Old Houses*. Washington, DC: The Preservation Press; 2003.
- "The Impact of the Americans with Disabilities Act on Historic Structures." Information Series No. 55. Washington, D. C.: The National Trust for Historic Preservation, 1991.
- *Tyler, Norman. *Historic Preservation; Introduction to its history, principles, and practice*. New York: W.W. Norton & Co., 2000.

Researching a Building's History

Research about historic buildings often falls into four basic steps or processes:

1. Studying the physical evidence to be found in the building itself.
2. Complete investigation of legal records to provide lists of names, dates and transactions that are a vital piece of the building's past.
3. Research of the original documents that are found in libraries and archives to supply facts that might pertain to the building or its owners.
4. Comparative research, comparing buildings of similar type or style, to broaden our understanding by placing buildings in an historical framework.

Bezart, Barbara and Alan K. Lathrop. *Drafting a House History*. Northwest Architectural Archives of the University of Minnesota; 1979.

Durko, Cynthia. "Researching a Building." *Preservation Illinois: A Guide to State and Local Resources*. Springfield: Illinois Department of Conservation, 1977.

Stephens, George. *New Life for Old Houses*. Washington, DC: The Preservation Press; 2003.

Steps in conducting research

1. Check with the local historical or preservation organization and the State Historic Preservation Office to see if the building has already been researched (e. g., if it has been included in a national, state or local landmarks register or survey). These groups may also be able to provide specific advice on how to research a local property.
2. Determine the approximate age of the building by examining physical evidence and conducting comparative research in architectural history books. Note its size, style, construction materials, and any remodeling or additions. These observations can be checked against other types of information found later. The services of a qualified professional will be valuable at this stage.
3. Conduct a title search to discover who owned the land and the building over time. Although title searches will not provide descriptions of buildings on the land, they do indicate the names of owners who can be further researched in tax records, wills and related documents.

If available through the property owner or mortgage holder, first consult the property abstract, which outlines the chain of titles with references to all pertinent deeds, mortgages, wills, probate records, litigation and tax sales.

If an abstract is not available, begin the title search at the county courthouse (register of deeds, county clerk, probate office or tax assessor). Work backwards from present owner (or, in some localities, from the lot and block number). Carefully record the volume and page where the information is filed, together with all information provided, such as dates, names of grantors and grantees, kind of deed, price, description, mortgages or covenants and references to earlier deeds. Continue tracing back until no earlier deeds are found. If title passed through inheritance rather than through sale, probate records also should be checked. If a parcel was subdivided from a larger property, records for the abutting properties may yield information. Boundary and other topographic changes may require researching records in a different jurisdiction.

For a fee, a professional title examiner or abstractor will conduct a title search.

-
-
4. Seek other sources of information. Tax Records may indicate the approximate construction date of a building. Building permits may detail the date, materials, costs, architect, builder and architectural changes or additions. Other sources to research include wills, insurance maps, city directories, census records, old newspapers, obituaries, architectural renderings, photographs and old lithographs and drawings. If an architect designed the building, locate the records of the firm. Long-time local residents, neighbors or descendants of earlier owners may be questioned, but their information should be verified with the written evidence uncovered.
 5. Provide a brief written report of your research to the local historical society, library and State Historic Preservation Office. Remember that your work and the sources you consulted may be helpful to other building owners in the future.
 6. Remember that the type of information required to research the general history, dates and architect of an individual house or other building differs from the information needed to prepare community cultural resources and historic district surveys or to submit a nomination to a local, state or national landmarks register. Consult the State Historic Preservation Office and published guides for conducting various levels of preservation-related research.

References:

- Ellsworth, Linda. *The History of a House: How to Trace It*. Nashville, TN: American Association for State and Local History, 1976. Technical Leaflet 89. 8 pp., biblio.
- Hart, David M. "How to Date a House," *Yankee Magazine*, July 1976 and November 1976. Reprints available from Society for the Preservation of New England Antiquities, 141 Cambridge Street, Boston, MA 02114
- Hoagland, Kim. *A Guide to Resources for Researching Historic Buildings in Washington, DC*. Rev. ed. Washington DC.: Don't Tear it Down, 1982. 40pp.
- Maddox, Diane and Ellen R. Marsh, eds., National Trust for Historic Preservation. *The Brown Book, a Directory of Preservation Information*. Washington, DC.: The Preservation Press, 1983. 160 pp., Illus., Index.
- Researching the Old House. "Greater Portland Landmarks". Portland, Maine: c/o Author (165 State Street, 04101), 1981. 72 pp., biblio.
- Stephens, George. *New Life for Old Houses*. Washington, DC: The Preservation Press, 1989.
- Tyler, Norman. *Historic Preservation; Introduction to its history, principles, and practice*. New York: W.W. Norton & Co., 2000.
- Vider, Elise. "Getting to Know Your House," *Historic Preservation*, March-April 1982.

