

HS-19-8-1 Wm. BROWN HOUSE, Rte. 1
1819 118, Germantown, OHIO

Attachment XIV
Samples of Index Cards for
Index Card File

HISTORIC DISTRICT PROFILE

Site Number _____ Address _____

District Name _____

Owner _____ Tax Account Number _____
Address _____ M.P. Date _____

Type of Resource(s) _____
Resource(s): Primary _____ Secondary _____ Non-Contributing _____ Unknown _____
Condition of Structure(s): Good _____ Fair _____ Poor _____
Date of Original Construction _____ Architect/Builder _____
Dates and Extent of Alterations _____

Use _____
Additional Notes _____

Date _____ Initials _____

HAWP APPS:

Case Number _____ Date Filed _____
Approved _____ Approved With Conditions _____ Denied _____ Withdrawn _____
Date of HPC Action _____
Type of Work _____

Case Number _____ Date Filed _____
Approved _____ Approved With Conditions _____ Denied _____ Withdrawn _____
Date of HPC Action _____
Type of Work _____

Case Number _____ Date Filed _____
Approved _____ Approved With Conditions _____ Denied _____ Withdrawn _____
Date of HPC Action _____
Type of Work _____

Case Number _____ Date Filed _____
Approved _____ Approved With Conditions _____ Denied _____ Withdrawn _____
Date of HPC Action _____
Type of Work _____

INDIVIDUAL SITE PROFILE

Site Number _____ Address _____

Site Name(s) _____

Owner _____ Tax Account Number _____
Address _____ M.P. Date _____

Type of Resource(s) _____
Area of Environmental Setting _____
Condition of Structure(s): Good _____ Fair _____ Poor _____
Date of Original Construction _____ Architect/Builder _____
Dates and Extent of Alterations _____

Present Use _____
Additional Notes _____

Date _____ Initials _____

HAMP APPS:

Case Number _____ Date Filed _____
Approved _____ Approved With Conditions _____ Denied _____ Withdrawn _____
Date of HPC Action _____
Type of Work _____

Case Number _____ Date Filed _____
Approved _____ Approved With Conditions _____ Denied _____ Withdrawn _____
Date of HPC Action _____
Type of Work _____

Case Number _____ Date Filed _____
Approved _____ Approved With Conditions _____ Denied _____ Withdrawn _____
Date of HPC Action _____
Type of Work _____

Case Number _____ Date Filed _____
Approved _____ Approved With Conditions _____ Denied _____ Withdrawn _____
Date of HPC Action _____
Type of Work _____

Attachment XII
Historic Properties on the
Premise List



Attachment XV
RFP for coordinator for
HPC booth at Fair/Ethnic Her. Fest

Montgomery County Government

May 4, 1990

Dear Prospective Contractor:

The Montgomery County Historic Preservation Commission is soliciting proposals from qualified persons or groups interested in coordinating the Historic Preservation Commission booth and exhibits at both the Montgomery County Fair, August 17-25, 1990, and the Ethnic Heritage Festival on Sunday, September 16, 1989. The attached Scope of Services outlines the individual tasks which will be required. Also attached are General Conditions, which apply to every firm or sole proprietor under contract to the County.

If you wish to submit a proposal for consideration, please respond by 5:00 p.m., Friday, May 25, 1990, by letter mailed or delivered to:

Historic Preservation Commission
51 Monroe Street
Suite 1001
Rockville, Maryland 20850.

No proposals will be accepted after this date and time. All proposals must include all requested information.

For further information, please contact Jared Cooper or me, at 217-3625.

Sincerely,

A handwritten signature in cursive script that reads "Alison B. Vawter".

Alison B. Vawter
Principal Administrative Aide

Attachment
1203E

revised 5/90

Historic Preservation Commission

51 Monroe Street, Rockville, Maryland 20850-2419, 301/217-3625

MONTGOMERY COUNTY FAIR/ETHNIC HERITAGE FESTIVAL COORDINATOR
OF
MONTGOMERY COUNTY HISTORIC PRESERVATION COMMISSION BOOTH/EXHIBITS

Attachment I

Scope of Services

The contractor will coordinate the Historic Preservation Commission's exhibits and displays at the Montgomery County Agricultural Fair, August 17-25, 1990, and at the Ethnic Heritage Festival, to be held on September 16, 1990.

Specifically, the contractor will be responsible for completing the following tasks:

1. Discuss with County staff the Historic Preservation Commission's displays and exhibits of previous years, and determine a plan for the successful coordination of this year's exhibits and volunteers.
2. Attend meetings, as necessary, of Ethnic Heritage Festival participants, and work with Festival volunteer to reserve space and table(s) for preservation displays.
3. The contractor will make arrangements for the rental of a tent, tables and chairs for use at the Montgomery County Agricultural Fair. The contractor will not be responsible for assuming the cost of this rental. Fees for rental of this equipment will be paid for by the County.
4. The contractor will contact all FY 1990 Preservation Fund grantees, not-for-profit Montgomery County preservation organizations and Historic Preservation Commissioners (lists provided by the County), to coordinate the staffing and exhibits at the Fair and the Ethnic Heritage Festival. The contractor will ensure that Preservation Fund grantees (approximately 14) provide exhibit materials and/or assist in staffing the tent/booth during Fair/Festival hours.

5. The contractor will coordinate, with the volunteers, Commissioners, and other tent/booth staffers the issuance of passes to the Fair/Festival. Eight (8) exhibitor's passes, good for admission to the Fair at any time during its run, will be provided by the County. Additional one-day passes or other passes, as necessary, will be paid for by the contractor.
6. The contractor will compile a list of supplies necessary for use at the tent/booth. Commonplace office supplies such as tape, scissors, electrical extension cords, and table coverings will be supplied by the contractor. Items such as slide projectors, informational brochures, issues of the Preservationist newsletter, and assorted graphics will be provided by the County.
7. The contractor will make arrangements, at the conclusion of the Fair/Festival, for the pick-up/return of all exhibits supplied by Preservation Fund grantees and the County. The contractor will make the necessary arrangements for pick-up of the tent, tables and chairs by the firm providing those materials.
8. The contractor will provide a brief, written report for review by the County, describing attendance, exhibits displayed, and any other information pertinent to the Fair/Festival, at the conclusion of the Festival.

Timeframe*

Days From Notice To Proceed

July 15	Contractor receives formal Notice To Proceed from Montgomery County.
July 16-17	Contractor meets with County staff, and discusses details of project and appropriate strategies for coordination of volunteers and exhibits, tent, table and chair rental, etc.
July 18-19	Contractor arranges for rental of tent, tables and chairs for use at Fair, contacts Fair/Festival coordinator (name and telephone number provided by the County) to assure space is reserved and obtain schedule for meetings of participants.
July 20-31	Contractor contacts Preservation Fund grantees to begin scheduling of staffing for tent/booth, and to determine what exhibits grantees will be providing.
August 1-2	Contractor meets with County staff to review progress and report any difficulties in staffing, provision of exhibits, etc.

- August 2-16 Contractor performs duties as necessary, finalizing staffing arrangements and exhibits and attending meetings with Ethnic Heritage Festival staff. Contractor will gather supplies necessary for tent/booth and confirm arrangements for tent, table and chair rental, if necessary.
- August 17-25 Contractor supervises staffing and maintenance of tent and exhibits at Fair. Contractor will staff tent in absence of volunteers and visit exhibition at a minimum of once a day to assure that there are no problems.
- August 26-29 Contractor arranges for return/pick-up of exhibits, and arranges for pick-up of tent, tables and chairs from Fair site.
- August 30-September 15 Contractor makes final arrangements necessary for preservation display at Ethnic Heritage Festival booth, including coordination of volunteers and exhibits, and assuring that all supplies necessary are available. Contractor continues to coordinate with Festival coordinator, and attends meetings as necessary.
- September 16 Contractor attends and assists in staffing booth at Festival.
- September 17-18 Contractor makes arrangements for pick-up/return of exhibits by grantees, not-for-profit preservation groups and the County.
- September 18-30 Contractor writes brief report describing Fair/Festival activities, exhibits and attendance, and submits final invoice for payment.

PAYMENT SCHEDULE

1. The contractor will be paid in one lump payment upon submittal of invoices and an approved, final product. THE COUNTY'S PAYMENT IS TO BE BASED ON A LUMP SUM WITH ALL INSURANCE, INCIDENTAL AND SUBCONTRACTING COSTS INCLUDED. NO EXTRA PAYMENTS WILL BE MADE UNDER THIS CONTRACT.

INSURANCE AND OTHER REQUIREMENTS

The contractor is directed to Attachment III, General Conditions of Contract (specifically, Article 15, which addresses insurance).

MONTGOMERY COUNTY FAIR/ETHNIC HERITAGE FESTIVAL COORDINATOR
OF
MONTGOMERY COUNTY HISTORIC PRESERVATION COMMISSION BOOTH/EXHIBITS

Attachment II

Submission Requirements

Failure to include the required submissions may disqualify the proposal from consideration. Consultants are asked to submit in writing the following information in response to the Department's Request for Proposal:

1. Proposal.
2. Consultant's name, address, and phone numbers.
3. Statement (dated and signed) of assurance that all required work will be completed according to the timeframe listed in Attachment I.
4. Proposed bid price for completion of this project as specified in Attachment I.
5. Information on related work experience, including dates, name and address of clients, and names of at least three references with telephone numbers. Include, particularly, all work which would relate to this request for proposal.

1806E
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ACCURATE INFORMATION, ACCOUNTING SYSTEMS AND AUDIT The contractor certifies that all information the contractor has provided or will provide to the County is true and correct and can be relied upon by the County in awarding, modifying, making payments, or taking any other action with respect to this contract. Any false or misleading information is a ground for the County to terminate this contract for cause and to pursue any other appropriate remedy.

The contractor certifies that the contractor's accounting system conforms with generally accepted accounting principles, is sufficient to comply with the contractor's budgetary and financial obligations, and is sufficient to produce reliable financial information.

The County may examine the contractor's and any first-tier subcontractor's records to determine and verify compliance with the contract. The contractor and any first-tier subcontractor must grant the County access to these records at all reasonable times during the contract term and for 3 years after final payment. If the contractor is supported to any extent with federal or state funds, the appropriate federal or state authorities may also examine these records. The contractor must include the preceding language of this paragraph in all first-tier subcontracts.

2. APPLICABLE LAWS This contract shall be construed in accordance with the laws and regulations of Maryland and Montgomery County. Montgomery County Procurement Regulation 130-85, as amended by Emergency Regulation 11-89E, is incorporated by reference and made a part of this contract. In the case of any inconsistency between this contract and the Procurement Regulations, the Procurement Regulations shall govern. The contractor must, without additional cost to the County, pay any necessary fees and charges, obtain any necessary licenses and permits, and comply with applicable federal, state and local laws, codes and regulations. For purposes of litigation involving this contract, exclusive venue and jurisdiction shall be in the Circuit Court for Montgomery County, Maryland or in the District Court of Maryland for Montgomery County.

3. ASSIGNMENTS AND SUBCONTRACTS The contractor may not assign or transfer this contract, any interest herein or any claim hereunder, except as expressly authorized in writing by the Chief, Division of Purchasing and Material Management (CPMM). Unless performance is separately and expressly waived in writing by the CPMM, an assignment does not release the contractor from responsibility for performance of this contract. Unless otherwise provided in the contract, the contractor may not contract with any other party for furnishing any of the materials or services herein contracted for without the written approval of the CPMM.

4. CHANGES The CPMM may unilaterally change the work, materials and services to be performed. The change must be in writing and within the general scope of the contract. The contract will be modified to reflect any time or money adjustment the contractor is entitled to receive. Any claim about an adjustment in time or money due to a change must be given in writing to the contract administrator within 30 days from the date the CPMM issued the change or the claim will be deemed waived. Any failure to agree upon the time or money adjustment must be resolved under the "Disputes" clause of this contract. The contractor must proceed with the prosecution of the work as changed, even if there is an unresolved claim. No charge for any extra work, time or material will be allowed, except as provided in this section.

5. CONTRACT ADMINISTRATION

A. The contract administrator, subject to paragraph B below, is the Department representative designated by the CPMM in writing and is authorized to:

- (1) serve as liaison between the County and Contractor;
- (2) give direction to the Contractor to ensure satisfactory and complete performance;
- (3) monitor and inspect the Contractor's performance to ensure acceptable timeliness and quality;
- (4) serve as records custodian for this contract;
- (5) accept or reject the contractor's performance;
- (6) furnish timely written notice of the contractor's performance failures to the CPMM and to the County Attorney, as appropriate;
- (7) prepare required reports;
- (8) approve or reject invoices for payment;
- (9) recommend contract modifications or terminations to the CPMM; and
- (10) issue notices to proceed.

B. The contract administrator is NOT authorized to make determinations (as opposed to recommendations) that alter, modify, terminate or cancel the contract, effect procurement, interpret ambiguities in contract language, or waive the County's contractual rights.

6. DISPUTES Any dispute arising under this contract which is not disposed of by agreement must be decided under Section M.2 of Montgomery County Procurement Regulation 130-85, as amended by Emergency Regulation 11-89E. Pending final resolution of a dispute, the Contractor must proceed diligently with contract performance. The head of the County department, office or agency ("Department Head") of the contract administrator is the designee of the CPMM, for the purpose of dispute resolution. The Department Head may, with the contractor's consent, delegate this responsibility to another person (other than the contract administrator). The contractor waives any dispute or claim not made in writing and received by the Department Head within 30 days of the occurrence giving rise to the dispute or claim. A claim must be in writing, for a sum certain, and any money requested must be fully supported by all cost and pricing information. The Contractor may, at the County's option, be made a party to any related dispute involving another contractor.

7. DOCUMENTS, MATERIALS AND DATA All documents, materials or data developed as a result of this contract are the County's property. The County has the right to use and reproduce any documents, materials, and data, including confidential information, used in or developed as a result of this contract. The County may use this information for its own purposes, or use it for reporting to state and federal agencies. The contractor warrants that it has title to or right of use of all documents, materials or data used or developed in connection with this contract. The Contractor must keep confidential all documents, materials, and data prepared or developed by the contractor or supplied by the County.

8. ENTIRE AGREEMENT There are no promises, terms, conditions, or obligations other than those contained in this contract; and this contract supersedes all communications, representations, or agreements, either verbal or written, between the parties hereto, with the exception of express warranties given to induce the purchase of goods by the County.

9. HAZARDOUS AND TOXIC SUBSTANCES Manufacturers and distributors are required by the federal "Hazard Communication Standard" (29 CFR 1910.1200), and the Maryland "Access to Information About Hazardous and Toxic Substances" Law to label each hazardous material or chemical container, and to provide Material Safety Data Sheets to the purchaser. The contractor must comply with these laws and must provide the County with copies of all relevant documents, including Material Safety Data Sheets prior to performance of services or contemporaneous with delivery of goods.

10. IMMIGRATION REFORM AND CONTROL ACT The contractor warrants that both the contractor and any subcontractor do not and shall not hire, recruit or refer for a fee, for employment under this contract or any subcontract, an alien knowing the alien is an unauthorized alien and hire any individual without complying with the requirements of the Immigration Reform and Control Act of 1986 (the Act), including but not limited to any verification and record keeping requirements. The contractor further assures the County that, in accordance with the Act, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.

11. INCONSISTENT PROVISIONS Notwithstanding any provisions to the contrary in any contract terms or conditions supplied by the contractor, the County's General Conditions will supersede those terms and conditions in the event of any inconsistency.

12. INDEMNIFICATION The contractor is responsible for any loss, personal injury, death and any other damage (including incidental and consequential) that may be done or suffered by reason of the contractor's negligence or failure to perform any contractual obligations. The contractor must indemnify and save the County harmless from any loss, cost, damage and other expenses, including attorney's fees and litigation expenses, suffered or incurred due to the contractor's negligence or failure to perform any of its contractual obligations. The contractor must defend the County in any action or suit brought against the County arising out of the contractor's negligence, errors, acts or omissions under this contract. The negligence of any agent, subcontractor or employee of the contractor is deemed to be the negligence of the contractor. For the purpose of this paragraph, County includes its boards, agencies, agents, officials and employees.

13. INDEPENDENT CONTRACTOR The contractor is an independent contractor. The contractor and the contractor's employees or agents are not agents of the County.

14. INSPECTIONS The County has the right to monitor, inspect and evaluate or test all supplies or services called for by the contract at all reasonable places (including the contractor's place of business) and times (including the period of preparation or manufacture).

15. INSURANCE Prior to the commencement of work under this contract, the contractor must obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the insurance specified in the applicable table with an insurance company licensed or qualified to do business in the State of Maryland. The contractor must submit to the CPMM a certificate of insurance prior to award of this contract, as evidence of compliance with this provision. The County must be named as an additional insured on all liability policies. Sixty days written notice to the County of cancellation or material change in any of the policies is required. In no event may the insurance coverage be less than shown on the applicable table. The requirements of this section may be waived in whole or in part by the CPMM.

TABLE — INSURANCE CONDITION NO. 15A

	CONTRACT DOLLAR VALUES (IN \$1,000)			Over 1,000
	Up to 50	Up to 100	Up to 1,000	
Worker's Compensation (for contractors with employees)				
Bodily Injury by				
Accident (each)	100	100	100	See Attachment No. 1
Disease (policy limits)	500	500	500	
Disease (each employee)	100	100	100	
Commercial General Liability				
Minimum combined single limit for bodily injury and property damage per occurrence including contractual liability, premises and operations, and independent contractors	300	500	1,000	See Attachment No. 1
Minimum Automobile Liability (including owned, hired and non-owned automobiles)				
Bodily Injury				
each person	100	250	500	See Attachment No. 1
each occurrence	300	500	1,000	
Property Damage				
each occurrence	300	300	300	
Professional Liability*				
For errors, omissions and negligent acts, per claim and aggregate, with one year discovery period and maximum deductible of \$25,000	250	500	1,000	See Attachment No. 1
*Professional services contracts only				

Certificate Holder
 Montgomery County Government (Contract #)
 Office of Procurement
 Rockville Metro Center
 250 Hungerford Drive, Room 175
 Rockville, Maryland 20850-4153

TABLE — INSURANCE CONDITION NO. 15B

	CONTRACT DOLLAR VALUES (IN \$1,000)			Over 1,000
	Up to 50	Up to 100	Up to 1,000	
Commercial General Liability				
Minimum combined single limit for bodily injury and property damage per occurrence including contractual liability, premises and operations, independent contractors, and product liability	300	500	1,000	See Attachment No. 1

Certificate Holder
 Montgomery County Government (Contract #)
 Office of Procurement
 Rockville Metro Center
 250 Hungerford Drive, Room 175
 Rockville, Maryland 20850-4153

TABLE — INSURANCE CONDITION NO. 15C

	(DOLLAR VALUES IN \$1,000)
ALL LEASES	
Worker's Compensation (for contractors with employees)	
Bodily Injury by	
Accident (each)	100
Disease (policy limits)	500
Disease (each employee)	100
Commercial General Liability	
Minimum combined single limit for bodily injury and property damage per occurrence including contractual liability, premises and operations, and independent contractors	300
Minimum Automobile Liability (including owned, hired and non-owned automobiles)	
Bodily Injury	
each person	100
each occurrence	300
Property Damage	
each occurrence	300
Fire Insurance	
Lessee shall be responsible for fire, theft and vandalism insurance on the contents of the leased premises.	

Certificate Holder
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 Rockville, Maryland 20850-4153

GENERAL CONDITIONS OF CONTRACT BETWEEN COUNTY & CONTRACTOR

16. NON-CONVICTION OF BRIBERY The contractor hereby declares and affirms that, to its best knowledge, none of its officers, directors or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal government.

17. NONDISCRIMINATION IN EMPLOYMENT The contractor agrees to comply with the nondiscrimination in employment policies in County contracts as required by Section 11B-3 and Section 27-19 of the Montgomery County Code, as well as all other applicable state and federal laws and regulations regarding employment discrimination. The contractor assures the County that, in accordance with applicable law, it does not, and agrees that it will not discriminate in any manner on the basis of age, color, creed, national origin, race, religious belief, sexual preference or handicap.

The Contractor must include the provisions of this section in all subcontracts.

18. NOTICE OF ETHICS REQUIREMENTS The contractor is required to comply with the ethics provisions contained in Chapters 11B and 19A, Montgomery County Code. In addition, notice is given of the following code sections:

a) **GIFTS, (11B-50)** IT IS UNLAWFUL FOR ANY PERSON TO OFFER, GIVE OR AGREE TO GIVE TO ANY PUBLIC OR FORMER PUBLIC EMPLOYEE OR FOR ANY PUBLIC OR FORMER PUBLIC EMPLOYEE TO SOLICIT, DEMAND, ACCEPT OR AGREE TO ACCEPT FROM ANOTHER PERSON GIFTS FOR OR BECAUSE OF:

(1) AN OFFICIAL PUBLIC ACTION TAKEN, OR TO BE TAKEN, OR WHICH COULD BE TAKEN, (2) A LEGAL DUTY PERFORMED, OR TO BE PERFORMED, OR WHICH COULD BE PERFORMED, or (3) A LEGAL DUTY VIOLATED OR TO BE VIOLATED OR WHICH COULD BE VIOLATED BY SUCH PUBLIC OR FORMER PUBLIC EMPLOYEE.

b) **KICKBACKS, (11B-50)** IT IS UNLAWFUL FOR ANY PAYMENT, GIFT OR BENEFIT TO BE MADE BY OR ON BEHALF OF A SUBCONTRACTOR OR HIGHER TIER SUBCONTRACTOR OR ANY PERSON ASSOCIATED THEREWITH AS AN INDUCEMENT FOR THE AWARD OF A SUBCONTRACT OR ORDER.

c) **CONTINGENT FEES, (11B-51)** IF THE AMOUNT OF THE CONTRACT IS IN EXCESS OF THREE THOUSAND DOLLARS, THE CONTRACTOR REPRESENTS THAT HE OR SHE HAS NOT RETAINED ANYONE TO SOLICIT OR SECURE THE CONTRACT FROM THE COUNTY UPON AN AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPTING FOR BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES MAINTAINED BY THE PERSON SO REPRESENTING FOR THE PURPOSE OF SECURING BUSINESS, OR AN ATTORNEY RENDERING PROFESSIONAL LEGAL SERVICES CONSISTENT WITH APPLICABLE CANONS OF ETHICS.

d) **EMPLOYMENT RESTRICTIONS, (11B-52(a))** UNLESS AUTHORIZED BY LAW, IT SHALL BE UNLAWFUL FOR ANY PERSON TRANSACTING BUSINESS WITH THE COUNTY TO EMPLOY A PUBLIC EMPLOYEE FOR EMPLOYMENT CONTEMPORANEOUS WITH HIS OR HER PUBLIC EMPLOYMENT.

e) **THE CONTRACTOR WARRANTS THAT DURING THE CONTRACT TERM IT WILL EMPLOY NO PRESENT OR FORMER COUNTY EMPLOYEE OR OFFICIAL IN VIOLATION OF SECTION 11B-52 OR 19A-8 OF THE MONTGOMERY COUNTY CODE.**

19. PAYMENTS No payment may be made under this contract unless funds for the payment have been appropriated by the Montgomery County Council. Under no circumstances will the County pay the contractor for legal fees or for interest on amounts payable.

20. PERSONAL PROPERTY All furniture, office equipment, equipment, vehicles and other similar types of personal property specified in the contract and purchased with funds provided under the contract shall become the property of Montgomery County upon the termination or expiration of this contract, unless expressly stated otherwise.

21. TERMINATION FOR CAUSE The CPMM may terminate the contract, in whole or in part and from time to time, whenever the CPMM determines that the contractor is:

- a. defaulting in performance of this contract;
- b. failing to make satisfactory progress in the prosecution of the contract; or
- c. endangering the performance of this contract.

Prior to a termination for cause, the County will give the contractor written notice specifying the cause. The notice will give the contractor 10 days from the date the notice is issued to cure the default or make progress satisfactory to the County in curing the default. If the County determines that a default constitutes the curtailment of an essential service or poses an immediate threat to life or property, the County may terminate the contract immediately upon issuing oral or written notice to the contractor without any prior notice or opportunity to cure. Any termination for cause shall be considered a termination for convenience as of the date the contractor was advised of the termination for cause, if there was no cause.

22. TERMINATION FOR CONVENIENCE This contract may be terminated by the County, in whole or in part, upon written notice to the contractor, when the County determines this to be in its best interest. The termination shall be effective 10 days after the notice is issued. The County shall be liable only for payment for acceptable performance prior to the effective date of the termination.

23. TIME Time is of the essence.

24. WORK UNDER THE CONTRACT Work may not commence under this contract until all conditions for commencement are met, including execution of the contract by both parties, compliance with insurance requirements and issuance of any required notice to proceed.

25. GUARANTEE

A. The Contractor herein guarantees that all products offered (or used in the installation of those products) will carry a guarantee against any and all defects for a minimum period of one year from acceptance or as stated in quotation sheet. The Contractor shall be required to correct any and all defects in material and/or workmanship which may appear during the guarantee period by repairing (or replacing with new items or new materials, if necessary) any such defect at no cost to the County and to the County's satisfaction.

B. Should a manufacturer's warranty or guarantee exceed the requirements stated above, the guarantee or warranty will be the primary one used in the case of defect. Copies of manufacturer's warranties are to be provided upon request.

C. All warranties and guarantees will be considered to be in effect from the date of acceptance by the County of the goods or services.

D. The Contractor guarantees that all work shall be accomplished in a workmanlike manner and the Contractor shall observe and comply with all Federal, State, County and local laws, ordinances and regulations in performing the services listed.

E. Goods and materials provided herein shall be of first quality, latest model and of current manufacture, and are not of such age or so deteriorated as to impair their usefulness or safety. Items that are used or demonstrator models are unacceptable, unless specifically requested in the Specification.

26. MINORITY BUSINESS PROGRAM It is the policy of the County to actively and aggressively recruit minority-owned businesses to provide goods and services for the performance of governmental functions pursuant to Section 11B-23 of the County Code. Minority-owned businesses are described in County law as Minority/Female/Disabled-owned businesses (MFD). MFD businesses include persons and firms that are 51% owned, controlled and managed by one or more members of a socially or economically disadvantaged minority group and include Blacks (not of Hispanic origin), Hispanics, American Indians, Alaska natives, Pacific Islanders, Women, and the Mentally or Physically Disabled.

M E M O R A N D U M

TO: Leonard Taylor, Jr., Chairperson
Historic Preservation Commission

FROM: Annette G. van Hilst, Chief
Division of Community Planning and Development
Department of Housing and Community Development

SUBJECT: Assignments to Staff Providing HPC Support

DATE: February 25, 1991

As you are aware, I am responsible for overseeing both Laura McGrath (who is filling the Historic Preservation Specialist position), and Alison Vawter, Historic Preservation Assistant. In that capacity, I need to make certain that both Laura and Alison carry out their regular assigned duties as outlined in their performance plans and that they provide the support necessary for the HPC to carry out its mandated duties. In general, requests and assignments made by the HPC can be accomplished by staff. However, the HPC occasionally requests additional support or makes an assignment which, if carried out, would impair the ability of the staff to carry out the regularly scheduled work of the Commission office. When this happens it is my responsibility to advise you that the work cannot be done.

At the present time, staff spends approximately 80% of its time on the regular support needed to make sure that the HPC has the information it needs to be able to make decisions with regard to HAWPs, Master Plan recommendations, subdivision reviews, etc., and to carry out the ongoing historic preservation grant program, requests for proposals, CLG administration, tax credit program, and the ongoing task of providing information to the public over the phone and in person. This does not take into account the time spent on work which is not part of the day to day support, such as preparing and finding material for Board of Appeals cases, special research and background such as the Forest Glen/Walter Reed Master Plan, nor the time that will be necessary to effect a smooth transition of the HPC from DHCD to M-NCPPC.

At the present time, in addition to regular support work, the following items need to be completed:

- Executive Regulations for HAWP procedures (need final review by HPC and County Attorney);
- Executive Regulations for LAPs (headed by Ms. Hartman, who has provided no material to date to staff; has held one meeting with LAP participants);
- Preparation and review of tax credit applications by April 1, 1991
- Support for HPC interviews of Commissioner-applicants and appointments by County Executive; and
- Darnestown Presbyterian Church Appeal support material.

Work that is outstanding or needs to be completed prior to July 1, 1991, includes:

- Easement Executive Regulations;
- Orientation of new HPC Commissioners;
- Preparation of material for any work sessions planned by the Chair in accordance with the HPC's work program;
- Completion of address listings for three historic districts to be evaluated;
- Evaluation of the three historic districts;
- Working with M-NCPPC to effect a smooth transition, including preparation of Standard Operating Procedure Manuals and other materials; and
- Continuation of the updating of the DEP historic address listing.

Work that has been assigned by HPC and/or the Chair, but which will not be able to be accomplished within the next four months, includes:

- Researching ways and means for a historic marker/district signage program;
- Expansion of the Preservationist mailing list to include Atlas sites (we have been unable to gather a majority of Atlas district addresses); and

Leonard Taylor, Jr.
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February 25, 1991

- Letters of notification to Atlas property owners (this project has been referred to M-NCPPC by memo).

At the last HPC meeting, staff was directed to research land trusts at the request of citizens of Kensington who want legal assistance, staff resources, etc. from the HPC to come up with an alternative easement program.

Looking at the above, you can see that staff presently has a large workload and both staff members spend many dedicated hours providing needed support to the HPC. I also note that we will not be able to complete all outstanding projects prior to July 1. As a consequence, it is imperative that if the HPC desires staff to take on projects over and above the present work load, it should first be discussed with me, and then a determination will be made as to whether or not the work can be done. I therefore inform you that staff is unable at this time to provide the information and support requested by the HPC with regard to the land trust issue as requested by the citizens of Kensington. If time is available, the highest priority for staff work with regard to any easement program, is the completion of the easement executive regulations.

In the future, prior to making assignments which are outside of the staff's regular work, please consult with me prior to discussing with staff so that I can insure that you are provided with needed support while maintaining staff's assigned duties. I appreciate your cooperation and understanding.

cc: Victor R. Brescia

2538E

M E M O R A N D U M

TO: Annette van Hilst, Chief
Division of Community Planning and Development
Department of Housing and Community Development

FROM: Alison B. Vawter, Historic Preservation Assistant
Laura E. McGrath, Planning Specialist
Division of Community Planning and Development
Department of Housing and Community Development

DATE: March 13, 1991

SUBJECT: Historic Preservation Staff Monthly Report - February, 1991

SUMMARY

- I. Historic Area Work Permits
 - A. Applications Pending
 - B. Applications Denied
 - C. Applications Approved
 - D. Decisions Appealed
 - E. Preliminary Consultations

- II. Substantial Alterations
 - A. Staff Recommendations

- III. Subdivision Reviews

- IV. Master Plan Evaluations

- V. Public Contact Log
 - A. Callers Serviced
 - B. Walk-Ins Serviced
 - C. Field Visits

- VI. Contracts

- VII. Special Projects

I. Historic Area Work Permits

A. Applications Pending

<u>Case #</u>	<u>Address</u>	<u>Type of Work</u>	<u>Staff Rec.</u>	<u>HPC Rec.</u>	<u>Status</u>
31/7 91C	10105,07,09 Meadowneck Court	new construction	approve	leave record open	will be heard 3/13/91
35/36 91B	4728 Dorset Ave. Chevy Chase Somerset	construct porch ramp	approve	approve	will be heard 3/13/91
31/6 91A	10213 Montgomery Avenue Kensington	add window to east elevation	approve	approve	will be heard 3/13/91
31/6 91B	3934 Baltimore St Kensington	Addition/front elev. changes	leave record open		will be heard 3/13/91
22/35 91A	6700 Needwood Rd. Rockville Needwood Mansion	replace roof	approve		will be heard 3/13/91
28/14 91A	16501 Norwood Rd. Sandy Spring Woodlawn	stablize and renovate log cabin/remove chimney and fireplace addition	approve		will be heard 3/13/91

B. Applications Denied

During the month of February, no applications were denied.

C. Applications Approved

<u>Case #</u>	<u>Address</u>	<u>Type of Work</u>	<u>Staff Rec.</u>	<u>HPC Rec.</u>	<u>Date Approved</u>
35/3 90A	5506 Beech Ave. Bethesda Alta Vista	roof replacement	leave record open	approve	2/13/91
23/112 91A	4629 Muncaster Mill Rd. Rockville	addition/renovation	leave record open	approve in part	2/13/91

28/11 900 Olney-Sandy construct bus shelter approve approve 2/13/91
91A Spring Road

D. Decisions Appealed

The status of appealed applications follows:

<u>Case #</u>	<u>Address</u>	<u>Type of Work</u>	<u>Hearing Date</u>	<u>Status</u>
31/6 90G	10232 Carroll Pl Kensington	new construction	10/31/90	HPC decision affirmed
31/6 90F	10234 Montgomery Kensington	new construction	10/31/90	see above
24/19-1 90A	15120 Turkey Foot Darnestown Darnestown Presb. Church	vinyl siding	6/12/91	pending

E. Preliminary Consultations

No preliminary consultations were held during the month of February.

II. SUBSTANTIAL ALTERATIONS

The following applications were reviewed by staff at the request of the Department of Environmental Protection during the month of February:

1. 11205 Rokeby Avenue, Garrett Park

Staff recommended to DEP that the proposal, for construction of an addition, would not constitute substantial alteration.

2. 9 Primrose Street, Chevy Chase

Staff recommended to DEP that the proposal, for enclosure of a porch, would not constitute substantial alteration.

3. 4525 Cambria Avenue, Garrett Park

Staff recommended to DEP that the proposal, for construction of an addition, would not constitute substantial alteration.

4. 4601 Damascus Road, Damascus (Atlas Site #23/15, Sundown Farms)
Staff recommended to DEP that the proposal, for construction of a new single-family dwelling, would not constitute substantial alteration.

III. SUBDIVISION REVIEW

During this month, the following subdivision reviews were scheduled:

1. Preliminary Plan #1-90223, Willson Property

The Commissioners found that the proposed subdivision should have no apparent impact on the adjacent historic resources and finds no objection to it. The Commissioners did recommend, however, that the Norwood Road entrance be appropriately screened and landscaped.

2. Prepreliminary Plan #7-91007, Robey Property

The Commissioners raised several concerns over the proposed subdivision. In recognition of the amendment to the Master Plan for Historic Preservation for this property the Commissioners expressed their concern with the proposal's lack of preservation of the viewsheds of the existing farmhouse from the road, of the tree-lined allee, and of trees around the farmhouse. Having reviewed other subdivision plans for this property in the past, the Commissioners suggested that the developer review prior comments made by the HPC and take these, along with the concerns raised above, into account prior to submitting a preliminary plan for the property.

3. Preliminary Plan #1-91021, O'Dell Property

The Commissioners found that the proposed subdivision should have no impact on the Germantown Historic District. The proposed location for the ingress/egress to lots 2, 3, 5 and 6, however, will have a direct impact on the Wallach Heimer House and could adversely impact a large tree on the property. The Commissioners recommended that the driveway be located on the opposite side of the large maple. The Commissioners also reminded the developer that the entire Parcel 484 is the environmental setting for the Wallach Heimer House, and any new construction on Lot 3 will require an Historic Area Work Permit.

4. Preliminary Plan #1-91004, Lankler Property

The Commissioners reviewed this plan in conjunction with reviewing information presented for the evaluation of this site. Their recommendation was that the house be maintained with sufficient setting to provide a buffer between it and new construction, and that any new construction be sensitive to the existing resource in terms of design and scale.

IV. MASTER PLAN EVALUATIONS

The following Master Plan evaluations were made during this month:

Locational Atlas Resource #16/10, The Mansion, at 23315 Whites Ferry Road, Dickerson

Locational Atlas Resource #25/23, Samuel Jones House/The Knob, at 10835 Red Barn Lane, Potomac

A group of four Commissioners agreed to recommend to the full Commission that placement on the Master Plan for Historic Preservation is merited by both sites.

V. PUBLIC CONTACT LOG

A. Calls Fielded

During the month of February, approximately 177 calls were fielded by HPC Staff. Of that number, approximately 90 called for a specific purpose (HAWP requests, Tax Credit applications, requests for appointments to review files, questions regarding HPC agenda, etc.), and were dispatched within 10 minutes. The remaining callers had more involved questions and required more than 10 minutes of staff assistance. No formal complaints were received in February.

B. Walk-Ins

During the same month, approximately 9 walk-ins were serviced by HPC staff. Of that number, approximately 5 persons were dispatched within 2-5 minutes after it was determined that their need was confined to an HAWP or Tax Credit Application, or other specific purpose. The remainder had more complex needs (reviewing files, discussing alterations with staff, policy questions, appointments, etc.) and required more than 10 minutes of staff time.

C. Consultations

During February, 2 persons scheduled appointments for discussions with staff ranging from preliminary ideas on future projects to tax credit application worksessions. Staff time was approximately 3 hours.

D. Field Visits

During this month, approximately 10 field visits were made; staff time in the field was approximately 11 hours.

VI. CONTRACTS

1. CERTIFIED LOCAL GOVERNMENT GRANT

Lois Snyderman was the low bidder on the Department's recent RFP for research of historic sites. Ms. Snyderman and Mr. Glen Leiner of the DC Landmarks office will research 20 Atlas sites for \$9800.00. A draft contract has been approved by the County Attorney's office and signed by Ms. Snyderman and Mr. Leiner. Ms. Snyderman and Mr. Leiner will be given notice to proceed when the Director of Procurement signs off on the contract.

2. THE PRESERVATIONIST

A four-page issue of the newsletter was mailed during the second week of February. The next issue (regular size) will be mailed during early April.

3. MINI-GRANT PROGRAM

No progress has been noted since the last report. DHCD staff and Christopher Hitchens have made repeated attempts to speed up the response of the County Attorney's office to a request by Procurement for procedural clarifications.

VII. SPECIAL PROJECTS

2. DRAFT OF EXECUTIVE REGULATIONS

Staff is working on the revised draft.

3. EXECUTIVE REGULATION (ROLE OF LAP'S)

Discussion slated for March 27.

cc: Leonard Taylor, Jr., Chairperson
Historic Preservation Commission

Commissioners, Historic Preservation
Commission

1612E

IX. Packet Assembly

- Packet sent out one week before meeting (ie. Wednesday before meeting)
- Packet consists of agenda; staff reports on HAWPs, Preliminary Consultations, Master Plan evaluations, subdivision review, etc.; minutes for review; and any other pertinent information
- Packet goes to 9 commissioners, appropriate staff, County Attorney, and the Robinsons for the Preservationist
- At same time that packet is mailed out, copy of appropriate staff report also mailed to HAWP/preliminary applicants, Atlas Resource owners (for Master Plan evaluations) and owners/engineers of properties up for subdivision review (see attached memos)
- I try to make sure only pertinent information is included in each staff report package. The HPC also likes pages to be numbered for reference during the meeting.
NOTE: The HPC expects to receive packets soon after the Wednesday before the meeting. If for some reason, the packet has to go out later than that, it is suggested that the packets be hand-delivered (otherwise, you'll hear about it at the meeting!)

NUMBER
THE
PAGES
RUBBER
BANDS
ON PACKETS

XII. INSPECTIONS

- Upon receipt of a complaint that someone is doing work without an HAWP, I usually phone the property owner, inform them of the complaint, and (if necessary) follow-up with a letter requesting an HAWP application within 14 days.
- Upon receipt of a complaint that someone is completing work that is not in conformance with approved HAWP, you can request an inspector from DEP to inspect the property and issue a stop work order if necessary (my contact is Jay Calloway)
- An inspector from DHCD (usually Steve Borkoski) will conduct inspections related to demolition by neglect. Steve and I are also coordinating bi-annual inspections of progress at Greenwood.

AGENDA PREPARATION

- Agenda is prepared in consultation with the Chair; the Chair has final approval over agenda content.
- I meet with Leonard every other Tuesday (usually the Tuesday before a meeting). We discuss the upcoming meeting, any other issues, and the next agenda. Lately, we have been scheduling 30-45 minute work sessions for every meeting.
- After 4:00 p.m. on the agenda deadline Friday, I put together a final agenda and fax to Leonard. He will contact me prior to noon on the following Monday (at which time the ad is faxed to the Journal) if he has any problems/suggestions for change
- The agenda is then mailed the next Wednesday (2 weeks before appropriate meeting) to agenda mailing list, applicants, and affected property owners. Except for advertised items, the agenda can be changed at any time before the meeting and often is!



Montgomery County Government

M E M O R A N D U M

TO: Applicants for Preliminary and Pre-Preliminary Plans

FROM: Laura McGrath, Planning Specialist *LM*
Division of Community Planning and Development,
Department of Housing and Community Development

SUBJECT: Staff Report for Historic Preservation Commission Review

DATE:

Attached please find a copy of the staff report to the Historic Preservation Commission (HPC) regarding its review of your application for a Preliminary or Pre-Preliminary Plan. The HPC is scheduled to review your application on _____. The staff recommendation is provided to the HPC for its information and use. It is used by the Commission as background and a starting point for the Commissioners' discussion. The report is provided to you for information purposes only. If you have any questions, please feel free to call me at 217-3625.

Attachment

2262E

Historic Preservation Commission

51 Monroe Street, Rockville, Maryland 20850-2419, 301/217-3625



Montgomery County Government

MEMORANDUM

TO: Historic Area Work Permit (HAWP) Applicants

FROM: Laura McGrath, Planning Specialist
Division of Community Planning and Development
Department of Housing and Community Development

DATE:

SUBJECT: Historic Preservation Commission Staff Report

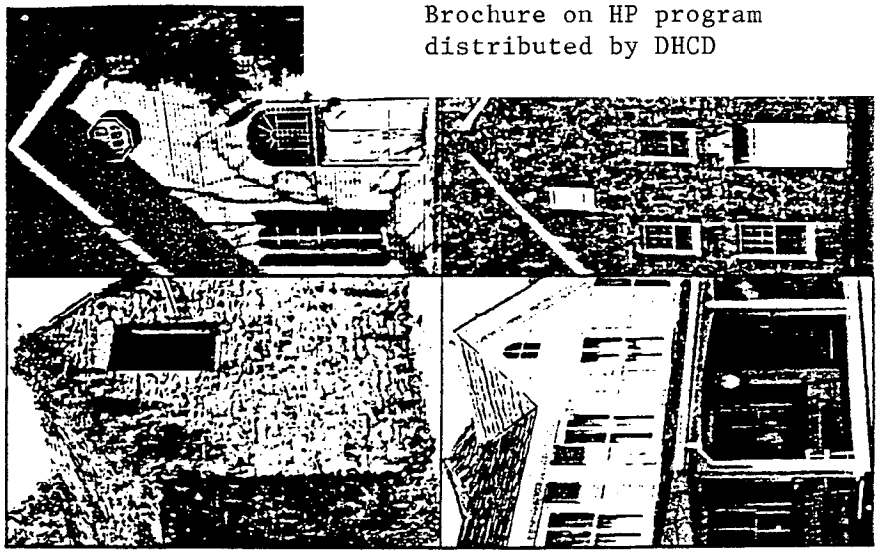
Attached please find a copy of the staff report to the Historic Preservation Commission (HPC) regarding your application for an Historic Area Work Permit which will be considered by the Commission on _____ . The staff recommendation is provided to the HPC for its information and use. It is used by the Commission as background and a starting point for the Commissioners' discussion. The report is provided to you for information purposes only. If you have any questions, please feel free to call me at 217-3625.

Attachment

2106E



New Directions For Historic Preservation in Montgomery County, Md.



Attachment XVI
Brochure on HP program
distributed by DHCD

tip sheets on problems and maintenance of historic buildings

Financial Assistance

The following types of financial assistance and incentives are available:

- Property tax credit of 10% of the cost of approved restoration or preservation work to designated historic structures
- Low interest loans for income-eligible individuals to rehabilitate and restore historic structures through the Department of Housing and Community Development (217-3700).
- Low interest loans for restoration purposes to non-profit groups which own or operate designated historic structures
- Maryland State Income Tax credits for approved restoration work on properties within locally certified historic districts
- Federal Tax credits provided through TEFRA which allows an investment tax credit on approved rehabilitation of residential rental projects and commercial and industrial properties within certified historic districts

Applications for the County's Historic Preservation Loan Program for non-profit groups and information on all other programs are available from the Historic Preservation Commission Office, 51 Monroe Street #1001, Rockville, MD 20850 (217-3625).



Historic Preservation Commission
100 Maryland Avenue
Rockville, Maryland 20850
251-2799 (TTY) 279-1083
(5/86)

First, the Montgomery County Planning Board determines whether your property meets any of the criteria for placement in the Master Plan.

Second, if your site is placed in the Master Plan, you must apply for an Historic Area Work Permit (HAWP), and have your permit acted upon by the Commission. If your property is not recommended for listing in the Master Plan, an HAWP is not required, and your application is returned directly to DEP for action.

Property Not Listed In the Atlas or Master Plan
If your property is not listed in either the Atlas or the Master Plan and you think it is an historic resource, you may submit documented research on a Maryland Historical Trust Inventory Form to the HPC and request an evaluation. The Commission and the Planning Board will then review your request.

Benefits of Historic Preservation

By providing for the identification, designation, and regulation of historic resources, the law enhances the protection, preservation, and continued use of resources of historical, architectural, archeological, or cultural value. The Historic Preservation Commission has made plaques available to owners of individual Master Plan sites and signs for Montgomery County Historic Districts to identify these Historic Resources.

In addition, the Commission sponsors and supports educational projects which further the cause of preservation in the County. These include:

- Administering the County Preservation Grant Fund which makes money available to County groups for a variety of projects
- Publishing *The Preservationist* newsletter
- Holding educational workshops
- Periodically distributing information

Introduction

The physical reminders of Montgomery County's history, the significant buildings, sites, and structures of the past, do not belong to us alone. They have belonged to those who went before us, and they will belong to those who come after us, if managed wisely. Through our individual and collective ownership, we all become trustees of our County's visible heritage. But it is only by a firm commitment to its continued existence that we can share this legacy with future generations.

The preservation of our historic resources is an on-going concern of the County Government and the Maryland-National Capital Park and Planning Commission. In 1979, the County Council adopted Chapter 24-A, "Preservation of Historic Resources," into the County Code. This law provides for measures to encourage and to monitor the preservation of County historic resources.

The measures include the development of a Master Plan for Historic Preservation, creation of an Historic Preservation Commission, and establishment of processes to identify, designate, and regulate (for purposes of protection, preservation, and continued use and enhancement) those sites, structures with their appearances and environmental settings, and districts, which have historical, archeological, architectural, or cultural value.

The Historic Preservation Commission In January of 1980, the County Executive appointed nine County residents to serve on the Commission. The major responsibilities of the Commission are to:

- Evaluate sites for possible Master Plan placement
- Review applications for Historic Area Work Permits

- Review and recommend programs and legislation affecting historic preservation
- Provide information and educational materials to the public

The Commission meets regularly on the 2nd and 4th Wednesday of each month. All meetings are open to the public, and the Commission welcomes and encourages your participation in preservation activities. If you would like information regarding meetings, call the Commission Office at 217-3625.

The Law And You

How the law affects you varies with the historic designation of your property.

Property In the Master Plan

The Montgomery County Master Plan for Historic Preservation lists properties that have been found to meet certain architectural or historic criteria. Copies of the Master Plan and the Historic Preservation Ordinance may be purchased from the Maryland-National Capital Park and Planning Commission for \$2. If your property is listed in the Master Plan, you must apply for an Historic Area Work Permit (HAWP) before moving, demolishing or substantially altering the exterior of the buildings, or constructing new structures, grading, or removing live trees within the environmental setting of the historic site.

The HAWP is not needed for any interior work, for customary farming operations, or for any ordinary maintenance to the exterior. **Ordinary maintenance** is defined as work that does not alter the exterior features of an historic resource. Some examples are: painting non-masonry surfaces; repairing roofs, gutters, trim, lights, and external doors and windows with material of like design; paving with similar materials; etc.

Examples of work that require an HAWP include:

- Removal or enclosure of porches
- Basic alterations of materials such as installation of siding, shingles or masonry facing
- Permanent removal of shutters
- Alteration of exterior architectural features
- Painting or removal of paint on masonry
- Removal of live trees

Commission HAWP's are obtained from Review

the Montgomery County Department of Environmental Protection (738-3110) Upon receipt of the completed application, the Historic Preservation Commission schedules a public appearance to consider the application. The Commission's decision to approve the application and grant the permit, or to deny the permit, or to grant the permit subject to certain conditions, must be based on the following:

- The proposal will not substantially alter the exterior of an Historic Site
- The proposal is compatible with the Historic Site
- The proposal will enhance the preservation of the Historic Site
- The proposal is necessary to remedy unsafe conditions
- The proposal is necessary in order that the owner is not deprived of reasonable use of the property
- The general public welfare is best served by granting the permit

Property In the Atlas Of Historic Sites

The 1976 Atlas of Historic Sites identifies over 800 properties which the Commission is gradually evaluating for possible inclusion in the Master Plan. If you apply to DEP for "substantial alteration" or demolition of an Atlas property, your application goes through a two-stage review process.

HISTORIC AREA WORK PERMITS

INSTRUCTIONS FOR FILING AND APPLICATION REQUIREMENTS

All applications for work involving properties listed on the Montgomery County Master Plan for Historic Preservation require the approval of the Historic Preservation Commission, which is charged with reviewing all work projects in listed historic districts and on listed individual historic sites. Prior to filing an application for an Historic Area Work Permit (HAWP), applicants with major projects may contact the Historic Preservation Commission (HPC) for a preliminary consultation. The Commission is located at 51 Monroe Street, Suite 1001, Rockville, and can be reached at 217-3625.

Applications for HAWP's must be obtained from, and returned to, the Department of Environmental Protection (DEP), Division of Construction Codes Enforcement, 250 Hungerford Drive, Rockville (738-3110). The application requirements depend on the nature of the proposed project, and are listed in the attached checklist. HAWP applications and all required attachments will be reviewed by authorized staff prior to acceptance of the application. Applications must be complete before they will be accepted by DEP staff. Once accepted, the application will be forwarded within three business days to the Historic Preservation Commission office. The Historic Preservation Commission staff will review the application. If, in its judgment, additional information is necessary to reasonably document the proposed work in relationship to the historic district, existing historic resource(s) and/or environmental setting, staff will contact the applicant and request the information. The HPC will typically schedule a hearing on the application at the regular Commission meeting falling between 24 and 37 days after the date of the acceptance of the application. The applicant will be notified by mail of the meeting time and place, and will be expected to attend the meeting. The applicant may contact the HPC in order to confirm the time and place.

Some historic districts have Local Advisory Panels (LAP's), groups of volunteer citizens which assist the HPC in reviewing HAWPs. If the project is in a historic district the HPC will forward a copy of the application to the LAP. The LAP will review the application and forward its comments to the HPC for inclusion in the record. Further information on the Local Advisory Panel and the role it plays in the HAWP process is available from the HPC.

If the HPC approves the application, it is forwarded with approved plans and conditions of approval, if any, to DEP for issuance of an Historic Area Work Permit and Building Permit. A copy of the approved HAWP will also be forwarded to the applicant. A copy of the HPC and DEP-stamped approved plans and related information must be made readily available to DEP and HPC staff on the project site during construction for reference. If the application is denied, or if the applicant is not satisfied with the decision of the Commission, she/he may choose to submit a revised application, or may appeal the decision to the County Board of Appeals. The Board of Appeals will hear the original application and render its own decision.

The Historic Area Work Permit is neither a substitute for, nor a part of, the Building Permit. For most projects, both a Historic Area Work Permit and a Building Permit are required. These permits are entirely separate, with different application procedures and requirements. Applicants are encouraged to obtain the Historic Area Work Permit prior to filing for a Building Permit.

SUPPLEMENTAL APPLICATION FOR HISTORIC AREA WORK PERMIT

REQUIRED ATTACHMENTS

1. WRITTEN DESCRIPTION OF PROJECT

- a. Description of existing structure(s) and environmental setting, including their historical features and significance:

- b. General description of project and its impact on the historic resource(s), the environmental setting, and, where applicable, the historic district:

2. Statement of Project Intent:

Short, written statement that describes:

- a. the proposed design of the new work, in terms of scale, massing, materials, details, and landscaping:

- b. the relationship of this design to the existing resource(s):

- c. the way in which the proposed work conforms to the specific requirements of the Ordinance (Chapter 24A):

3. Project Plan:

Site and environmental setting, drawn to scale (staff will advise on area required). Plan to include:

- a. the scale, north arrow, and date;
- b. dimensions and heights of all existing and proposed structures;
- c. brief description and age of all structures (e.g., 2 story, frame house c.1900);
- d. grading at no less than 5' contours (contour maps can be obtained from the Maryland-National Capital Park and Planning Commission, 8787 Georgia Avenue, Silver Spring; telephone 495-4610); and
- e. site features such as walks, drives, fences, ponds, streams, trash dumpsters, mechanical equipment, and landscaping.

4. Tree Survey: If applicable, tree survey indicating location, caliper and species of all trees within project area which are 6" in caliper or larger (including those to be removed).

5. Design Features: Schematic construction plans drawn to scale at 1/8" = 1'-0", or 1/4" = 1'-0", indicating location, size and general type of walls, window and door openings, roof profiles, and other fixed features of both the existing resource(s) and the proposed work.
6. Facades: Elevation drawings, drawn to scale at 1/8" = 1'0", or 1/4" = 1'0", clearly indicating proposed work in relation to existing construction and, when appropriate, context. All materials and fixtures proposed for exterior must be noted on the elevations drawings. An existing and a proposed elevation drawing of each facade affected by the proposed work is required.
7. Materials Specifications: General description of materials and manufactured items proposed for incorporation in the work of the project.
8. Photos of Resources: Clearly labeled color photographic prints of each facade of existing resource, including details of the affected portions. All labels should be placed on the front of photographs.
9. Photos of Context: Clearly labeled color photographic prints of the resource as viewed from the public right-of-way and from adjoining properties, and of the adjoining and facing properties.

Color renderings and models are encouraged, but not generally required.

Applicant shall submit 2 copies of all materials in a format no larger than 8 1/2" x 14"; black and white photocopies of color photos are acceptable with the submission of one original photo.

10. Addresses of Adjacent Property Owners. For all projects, provide an accurate list of adjacent and confronting property owners (not tenants), including names, addresses, and zip codes. This list should include the owners of all lots or parcels which adjoin the parcel in question, as well as the owner(s) of lot(s) or parcel(s) which lie directly across the street/highway from the parcel in question. If you need assistance obtaining this information, call the Department of Assessments and Taxation, at 279-1355.

1. Name _____
 Address _____
 City/Zip _____
2. Name _____
 Address _____
 City/Zip _____

3. Name _____
Address _____
City/Zip _____

4. Name _____
Address _____
City/Zip _____

5. Name _____
Address _____
City/Zip _____

6. Name _____
Address _____
City/Zip _____

7. Name _____
Address _____
City/Zip _____

8. Name _____
Address _____
City/Zip _____

1757E

HISTORIC AREA WORK PERMITS CHECKLIST OF APPLICATION REQUIREMENTS

REQUIREMENTS	WRITTEN DESCRIPTION	PROJECT INTENT	PROJECT PLAN	TREE SURVEY	DESIGN FEATURES	FACADES	MATERIAL SPECIFICATIONS	PHOTOGRAPHS	PROPERTY OWNER ADDR.
NEW CONSTRUCTION	*	*	*	*	*	*	*	*	*
ADDITIONS	*	*	*	*	*	*	*	*	*
PARTIAL/TOTAL DEMO.	*	*	*					*	*
DECKS/PORCHES	*	*	*		*	*	*	*	*
FENCES/WALLS	*	*	*				*	*	*
DRIVES/PARKING AREAS	*	*	*	*			*	*	*
MAJOR LANDSCAP./GRADING	*	*	*	*			*	*	*
TREE REMOVAL	*	*	*	*			*	*	*
SIDING/ROOFING CHANGES	*	*	*			*	*	*	*
WINDOW/DOOR CHANGES	*	*	*		*	*	*	*	*
MASONRY REPAIR/REPOINT	*	*	*			*	*	*	*
SIGNS	*	*	*			*	*	*	*

Please see attached instructions for further details regarding these application requirements.

***NOTE:** Historic Area Work Permits are not required for ordinary maintenance projects, such as painting, gutter repair, roof repair with duplicate materials, and window repairs.*



Historic Preservation Commission

51 Monroe Street, Suite 1001, Rockville, Maryland 20850
217-3625

APPLICATION FOR HISTORIC AREA WORK PERMIT

TAX ACCOUNT # _____

NAME OF PROPERTY OWNER _____ TELEPHONE NO. _____
(Contract/Purchaser) (Include Area Code)

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTRACTOR _____ TELEPHONE NO. _____
CONTRACTOR REGISTRATION NUMBER _____

PLANS PREPARED BY _____ TELEPHONE NO. _____
(Include Area Code)

REGISTRATION NUMBER _____

LOCATION OF BUILDING/PREMISE

House Number _____ Street _____

Town/City _____ Election District _____

Nearest Cross Street _____

Lot _____ Block _____ Subdivision _____

Liber _____ Folio _____ Parcel _____

1A. TYPE OF PERMIT ACTION: (circle one)

Construct	Extend/Add	Alter/Renovate	Repair	Circle One: A/C	Slab	Room Addition
Wreck/Raze	Move	Install	Revocable	Porch	Deck	Fireplace
			Revision	Fence/Wall (complete Section 4)	Shed	Solar
					Woodburning Stove	Other _____

1B. CONSTRUCTION COSTS ESTIMATE \$ _____

1C. IF THIS IS A REVISION OF A PREVIOUSLY APPROVED ACTIVE PERMIT SEE PERMIT # _____

1D. INDICATE NAME OF ELECTRIC UTILITY COMPANY _____

1E. IS THIS PROPERTY A HISTORICAL SITE? _____

PART TWO: COMPLETE FOR NEW CONSTRUCTION AND EXTEND/ADDITIONS

2A. TYPE OF SEWAGE DISPOSAL

01 () WSSC	02 () Septic
03 () Other _____	

2B. TYPE OF WATER SUPPLY

01 () WSSC	02 () Well
03 () Other _____	

PART THREE: COMPLETE ONLY FOR FENCE/RETAINING WALL

4A. HEIGHT _____ feet _____ inches

4B. Indicate whether the fence or retaining wall is to be constructed on one of the following locations:

- On party line/Property line _____
- Entirely on land of owner _____
- On public right of way/easement _____ (Revocable Letter Required).

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will comply with plans approved by all agencies listed and I hereby acknowledge and accept this to be a condition for the issuance of this permit.

Signature of owner or authorized agent (agent must have signature notarized on back) _____ Date _____

APPROVED _____ For Chairperson, Historic Preservation Commission

DISAPPROVED _____ Signature _____ Date _____

APPLICATION/PERMIT NO: _____ FILING FEE: \$ _____

DATE FILED: _____ PERMIT FEE: \$ _____

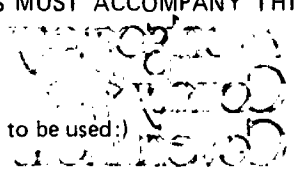
DATE ISSUED: _____ BALANCE \$ _____

OWNERSHIP CODE: _____ RECEIPT NO: _____ FEE WAIVED: _____

SEE REVERSE SIDE FOR INSTRUCTIONS

THE FOLLOWING ITEMS MUST BE COMPLETED AND THE REQUIRED DOCUMENTS MUST ACCOMPANY THIS APPLICATION

DESCRIPTION OF PROPOSED WORK: (including composition, color and texture of materials to be used:)



Form section for project details, including fields for name, address, and contact information.

(If more space is needed, attach additional sheets on plain or lined paper to this application)

ATTACH TO THIS APPLICATION (2) COPIES OF: SUCH SITE PLANS (lot dimensions, building location with dimensions, drives, walks, fences, patios, etc. proposed or existing) and/or ARCHITECTURAL DRAWINGS (floor plans, elevations, etc.), PHOTOGRAPHS OF THE AREA AFFECTED, as are necessary to fully describe the proposed work.

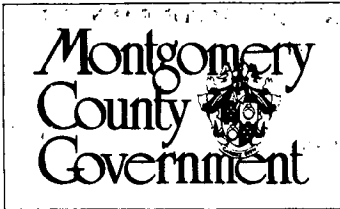
MAIL OR DELIVER THE APPLICATION AND ALL REQUIRED DOCUMENTS TO THE: HISTORIC PRESERVATION COMMISSION 100 MARYLAND AVENUE ROCKVILLE, MARYLAND 20850

Form section for project type and survey information.

Form section for project height and other specifications.

Form section for administrative details, including dates and signatures.

SEE REVERSE SIDE FOR INSTRUCTIONS



Historic Preservation Commission
 51 Monroe Street, Suite 1001, Rockville, Maryland 20850
 217-3625

APPLICATION FOR HISTORIC AREA WORK PERMIT

TAX ACCOUNT # _____

NAME OF PROPERTY OWNER _____ TELEPHONE NO. _____
 (Contract/Purchaser) _____ (Include Area Code) _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTRACTOR _____ TELEPHONE NO. _____
 CONTRACTOR REGISTRATION NUMBER _____

PLANS PREPARED BY _____ TELEPHONE NO. _____
 (Include Area Code) _____
 REGISTRATION NUMBER _____

LOCATION OF BUILDING/PREMISE

House Number _____ Street _____

Town/City _____ Election District _____

Nearest Cross Street _____

Lot _____ Block _____ Subdivision _____

Liber _____ Folio _____ Parcel _____

1A. TYPE OF PERMIT ACTION: (circle one)

Construct	Extend/Add	Alter/Renovate	Repair	Circle One: A/C	Slab	Room Addition			
Wreck/Raze	Move	Install	Revocable	Porch	Deck	Fireplace	Shed	Solar	Woodburning Stove
				Fence/Wall (complete Section 4)	Other				

1B. CONSTRUCTION COSTS ESTIMATE \$ _____

1C. IF THIS IS A REVISION OF A PREVIOUSLY APPROVED ACTIVE PERMIT SEE PERMIT # _____

1D. INDICATE NAME OF ELECTRIC UTILITY COMPANY _____

1E. IS THIS PROPERTY A HISTORICAL SITE? _____

PART TWO: COMPLETE FOR NEW CONSTRUCTION AND EXTEND/ADDITIONS

2A. TYPE OF SEWAGE DISPOSAL

01 () WSSC	02 () Septic
03 () Other _____	

2B. TYPE OF WATER SUPPLY

01 () WSSC	02 () Well
03 () Other _____	

PART THREE: COMPLETE ONLY FOR FENCE/RETAINING WALL

4A. HEIGHT _____ feet _____ inches

4B. Indicate whether the fence or retaining wall is to be constructed on one of the following locations:

- On party line/Property line _____
- Entirely on land of owner _____
- On public right of way/easement _____ (Revocable Letter Required).

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will comply with plans approved by all agencies listed and I hereby acknowledge and accept this to be a condition for the issuance of this permit.

Signature of owner or authorized agent (agent must have signature notarized on back) _____ Date _____

APPROVED _____ For Chairperson, Historic Preservation Commission

DISAPPROVED _____ Signature _____ Date _____

APPLICATION/PERMIT NO: _____ FILING FEE: \$ _____

DATE FILED: _____ PERMIT FEE: \$ _____

DATE ISSUED: _____ BALANCE \$ _____

OWNERSHIP CODE: _____ RECEIPT NO: _____ FEE WAIVED: _____

SEE REVERSE SIDE FOR INSTRUCTIONS

THE FOLLOWING ITEMS MUST BE COMPLETED AND THE REQUIRED DOCUMENTS MUST ACCOMPANY THIS APPLICATION

DESCRIPTION OF PROPOSED WORK: (including composition, color and texture of materials to be used:)

Blank lines for describing the proposed work, including details on materials, color, and texture.

(If more space is needed, attach additional sheets on plain or lined paper to this application)

ATTACH TO THIS APPLICATION (2) COPIES OF: SUCH SITE PLANS (lot dimensions, building location with dimensions, drives, walks, fences, patios, etc. proposed or existing) and/or ARCHITECTURAL DRAWINGS (floor plans, elevations, etc.), PHOTOGRAPHS OF THE AREA AFFECTED, as are necessary to fully describe the proposed work.

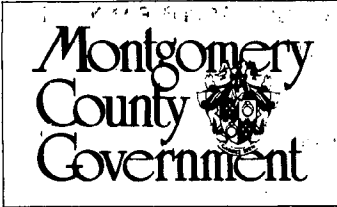
MAIL OR DELIVER THE APPLICATION AND ALL REQUIRED DOCUMENTS TO THE:
HISTORIC PRESERVATION COMMISSION
100 MARYLAND AVENUE
ROCKVILLE, MARYLAND 20850

Form section for project details including lot dimensions, building location, and architectural drawings.

Form section for permit details including permit number, date, and other administrative information.

Form section for applicant information including name, address, phone number, and signature.

SEE REVERSE SIDE FOR INSTRUCTIONS



Historic Preservation Commission
 51 Monroe Street, Suite 1001, Rockville, Maryland 20850
 217-3625

APPLICATION FOR HISTORIC AREA WORK PERMIT

TAX ACCOUNT # _____

NAME OF PROPERTY OWNER _____ TELEPHONE NO. _____
 (Contract/Purchaser) _____ (Include Area Code) _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTRACTOR _____ TELEPHONE NO. _____
 CONTRACTOR REGISTRATION NUMBER _____

PLANS PREPARED BY _____ TELEPHONE NO. _____
 (Include Area Code) _____
 REGISTRATION NUMBER _____

LOCATION OF BUILDING/PREMISE

House Number _____ Street _____

Town/City _____ Election District _____

Nearest Cross Street _____

Lot _____ Block _____ Subdivision _____

Liber _____ Folio _____ Parcel _____

1A. TYPE OF PERMIT ACTION: (circle one)

Construct	Extend/Add	Alter/Renovate	Repair	Circle One: A/C	Slab	Room Addition
Wreck/Raze	Move	Install	Revocable	Porch	Deck	Fireplace
			Revision	Fence/Wall (complete Section 4)	Shed	Solar
					Woodburning Stove	Other _____

1B. CONSTRUCTION COSTS ESTIMATE \$ _____

1C. IF THIS IS A REVISION OF A PREVIOUSLY APPROVED ACTIVE PERMIT SEE PERMIT # _____

1D. INDICATE NAME OF ELECTRIC UTILITY COMPANY _____

1E. IS THIS PROPERTY A HISTORICAL SITE? _____

PART TWO: COMPLETE FOR NEW CONSTRUCTION AND EXTEND/ADDITIONS

2A. TYPE OF SEWAGE DISPOSAL

01 () WSSC	02 () Septic
03 () Other _____	

2B. TYPE OF WATER SUPPLY

01 () WSSC	02 () Well
03 () Other _____	

PART THREE: COMPLETE ONLY FOR FENCE/RETAINING WALL

4A. HEIGHT _____ feet _____ inches

4B. Indicate whether the fence or retaining wall is to be constructed on one of the following locations:

- On party line/Property line _____
- Entirely on land of owner _____
- On public right of way/easement _____ (Revocable Letter Required).

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will comply with plans approved by all agencies listed and I hereby acknowledge and accept this to be a condition for the issuance of this permit.

Signature of owner or authorized agent (agent must have signature notarized on back) _____ Date _____

APPROVED _____ For Chairperson, Historic Preservation Commission

DISAPPROVED _____ Signature _____ Date _____

APPLICATION/PERMIT NO: _____ FILING FEE: \$ _____

DATE FILED: _____ PERMIT FEE: \$ _____

DATE ISSUED: _____ BALANCE \$ _____

OWNERSHIP CODE: _____ RECEIPT NO: _____ FEE WAIVED: _____

SEE REVERSE SIDE FOR INSTRUCTIONS

THE FOLLOWING ITEMS MUST BE COMPLETED AND THE REQUIRED DOCUMENTS MUST ACCOMPANY THIS APPLICATION

DESCRIPTION OF PROPOSED WORK: (including composition, color and texture of materials to be used:)

REGISTRATION NUMBER _____

CONTRACTOR _____

NAME OF PROPERTY OWNER _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

DATE OF APPLICATION _____

APPLICANT'S SIGNATURE _____

DATE _____

(If more space is needed, attach additional sheets on plain or lined paper to this application)

ATTACH TO THIS APPLICATION (2) COPIES OF: SUCH SITE PLANS (lot dimensions, building location with dimensions, drives, walks, fences, patios, etc. proposed or existing) and/or ARCHITECTURAL DRAWINGS (floor plans, elevations, etc.), PHOTOGRAPHS OF THE AREA AFFECTED, as are necessary to fully describe the proposed work.

MAIL OR DELIVER THE APPLICATION AND ALL REQUIRED DOCUMENTS TO THE:
HISTORIC PRESERVATION COMMISSION
100 MARYLAND AVENUE
ROCKVILLE, MARYLAND 20850

TYPE OF WORK: Alteration Addition Demolition Other _____

DATE OF WORK: _____

ESTIMATED COST: _____

APPLICANT'S SIGNATURE: _____

DATE: _____

RECEIVED: _____

DATE: _____

FILED: _____

OFFICE: _____

SEE REVERSE SIDE FOR INSTRUCTIONS



Montgomery County Government

MEMORANDUM

TO: _____, Chairman
_____ Local Advisory Panel

FROM: Laura McGrath, Planning Specialist
Department of Housing and Community Development
Division of Community Planning and Development

SUBJECT: Historic Area Work Permit Application

DATE: _____, 1991

The attached application by _____ for an Historic Area Work Permit at _____ is being forwarded for review and comment by the Local Advisory Panel. If the Panel would like written comments to be included in the Historic Preservation Commission's pre-meeting packet, they should be received at our office by no later than _____, at 5:00 p.m. Otherwise, verbal and/or written comments may be presented at the Commission meeting scheduled for _____, 1991.

2544E

SUBMISSION DEADLINES FOR 1991 MEETINGS

<u>Meeting Date</u>	<u>Deadline at DEP</u>	<u>Advertising Date</u>
January 23, 1991	January 4	January 9
February 13, 1991	January 25	January 30
February 27, 1991	February 8	February 13
March 13, 1991	February 22	February 27
March 27, 1991	March 8	March 13
April 10, 1991	March 22	March 27
April 24, 1991	April 5	April 10
May 8, 1991	April 19	April 24
May 22, 1991	May 3	May 8
June 12, 1991	May 24	May 29
June 26, 1991	June 7	June 12
July 10, 1991	June 21	June 26
July 24, 1991	July 5	July 10
August 14, 1991	July 26	July 31
September 11, 1991	August 23	August 28
September 25, 1991	September 6	September 11
October 9, 1991	September 20	September 25
October 23, 1991	October 4	October 9
November 13, 1991	October 25	October 30
November 20, 1991	November 1	November 6
December 11, 1991	November 22	November 27
December 18, 1991	November 29	December 4



Montgomery County Government

MEMORANDUM

TO: Robert Seely, Chief
Division of Construction Codes Enforcement
Department of Environmental Protection

FROM: Laura E. McGrath, Planning Specialist
Division of Community Planning and Development
Department of Housing and Community Development

SUBJECT: Historic Area Work Permit Application

DATE: _____

The Montgomery County Historic Preservation Commission, at their meeting of _____ reviewed the attached application by _____ for an Historic Area Work Permit. The application was:

_____ Approved _____ Denied

_____ Approved with Conditions: _____

The Building Permit for this project should be issued conditional upon adherence to the approved Historic Area Work Permit.

Attachments:

1. _____
2. _____
3. _____
4. _____
5. _____

2020E



Montgomery County Government

MEMORANDUM

TO: Historic Area Work Permit Applicants

FROM: Laura E. McGrath, Planning Specialist
Department of Housing and Community Development
Division of Community Planning and Development

DATE:

SUBJECT: Approval of Work Permit/Release of Other Required Permits

Enclosed please find a copy of your Historic Area Work Permit application, which was approved by the Historic Preservation Commission at their recent meeting.

You may now apply for a building permit from the Department of Environmental Protection, located at 250 Hungerford Drive, Second Floor, Rockville, Maryland 20850. Please note that although your work has been approved by the Historic Preservation Commission, it must also be approved by the Department of Environmental Protection before work can begin.

If you have any questions regarding the permit process, please contact the Historic Preservation Commission at 217-3625, or the Department of Environmental Protection at 738-3110. Thank you very much for your patience, and good luck on your project!

JBC:av
1144E



Attachment IV
Memo to DEP: recommendation
on alteration to Atlas sites

Montgomery County Government

MEMORANDUM

TO: Robert Hubbard
Division of Construction Codes Enforcement
Department of Environmental Protection

FROM: Laura McGrath
Planning Specialist
Department of Housing and Community Development
Division of Community Planning and Development

DATE: _____, 19 __

SUBJECT: Building Permit Application
Property Address _____
Applicant _____

As per our agreement regarding determinations of substantial alteration, I am forwarding the following recommendation on the attached application.

_____ The proposal would not constitute substantial alteration, and the permit may be released without further review by this office.

_____ The proposal would constitute substantial alteration, and should be forwarded to the Planning Board for the scheduling of a public hearing in order to determine whether the resource is to be included in the Master Plan for Historic Preservation (see attached excerpt from Chapter 24A-10 of the Montgomery County Code).

Should you have any questions, please don't hesitate to contact me at 217-3625.

JBC:av
1365E

Historic Preservation Commission

51 Monroe Street, Rockville, Maryland 20850-2419, 301/217-3625

MONTGOMERY COUNTY PROPERTY TAX CREDIT
FOR HISTORIC PRESERVATION

Information Sheet

In September, 1984, the Montgomery County Council passed legislation providing for a tax credit against County real property taxes in order to encourage the restoration and preservation of privately owned structures located in the County and designated on the Master Plan for Historic Preservation individually or within an historic district (Chapter 52, Art. VI).

Work eligible for the tax credit must meet the following criteria:

1. Be certified by the Historic Preservation Commission (HPC) as contributing to the restoration or preservation of sites listed on the Master Plan for Historic Preservation in Montgomery County either individually or as an historic resource located within an historic district.
2. Be exterior work only.
3. Be undertaken with an approved Historic Area Work Permit, or
4. Be ordinary maintenance expenses which exceed \$1,000 when such work is certified by the Historic Preservation Commission as having historic, architectural, or cultural value.
5. The work was done after September 21, 1979.
6. Work must be performed by a contractor licensed to do work in Montgomery County.

The tax credit shall not be allowed for:

1. Any new construction including additions to existing buildings.
2. Interior work.
3. Work completed without the approval of the Historic Preservation Commission.
4. The value of labor unless performed by a contractor licensed to do business in the County.

The tax credit shall be 10% of the amount expended and certified by the Historic Preservation Commission as eligible.

The tax credit is allowed for the tax year immediately following the year in which the work or any portion thereof is completed (except for FY'86, the first year in which the credit is available, at which time all previously completed eligible work may qualify). Any unused portion of this tax credit may be carried forward for as many as five (5) subsequent tax years.

If the property is removed from the Master Plan for Historic Preservation, any unused portion of the tax credit shall immediately lapse.

To apply for the credit:

- 1) Prior to April 1, preceding the tax year for which a credit is sought to be applied, secure an application form from the Historic Preservation Commission, 51 Monroe Street, Room 1001, Rockville, MD 20850 (217-3625).
- 2) Complete the application form and return to the HPC Office with documented receipts and photos by April 1.

The HPC will determine the eligibility of expenditures and send their findings to the Department of Finance for processing. The Director of Finance may require further documentation of the amounts expended as he deems necessary, and may reject all or part of the claimed expenditures for lack of proper documentation. The Director shall notify the applicant of approval or disapproval.

Any taxpayer aggrieved by the decision of the Director of Finance shall have the right to appeal to the Property Tax Assessment Appeal Board for the County.

A property not listed on the Master Plan for Historic Preservation at the time the preservation/restoration work is undertaken may become eligible for the preservation tax credit if subsequently designated, if the claim is filed within five years of completion of the work provided that the work was reviewed and approved by the HPC at the time it was undertaken.

Any person knowingly transmitting a false or fraudulent application or statement, or withholding information in order to obtain a tax credit under this section shall be subject to punishment as a Class A violation under Section 1-19 of the Montgomery County Code.

BH:ds
0107E
revised 3/90

APPLICATION FOR HISTORIC PRESERVATION TAX CREDIT

To: Montgomery County Historic Preservation Commission
Suite 1001, 51 Monroe Street
Rockville, MD 20850 (301) 217-3625

From:

Owner's Name

Owner's Mailing Address

Telephone Number(s)

I. In accordance with Chapter 52, Article VI, of the Montgomery County Code, I request a credit on my County property taxes for the following work:

_____ Restoration and preservation work, according to H.P.C. guidelines, for an individually designated historic site or historic resource within an historic district which was subject of an approved Historic Area Work Permit (HAWP).

_____ Ordinary maintenance on an historic site or historic resource within an historic district where the amount expended exceeds \$1,000 and was found by the H.P.C. to have historic, architectural, or cultural value.

II. The property is listed on the Master Plan for Historic Preservation as:

Site # and Name: _____

Address: _____

Property Tax Account Number: _____

Historic Area Work Permit Number or Tax Credit Eligibility Number

Building Permit Number (if applicable): _____

III. Summary of Work Performed. Contractor's Licenses and Tax Identification Numbers must be attached to receipts for contractor's billings.

1. _____
2. _____
3. _____
4. _____
5. _____

IV. _____ I have filled out a Receipts Transmittal Form and have attached to it all receipts for the work for which I am claiming a credit.

V. _____ I have attached before and after photos showing completed work.

I hereby declare and affirm under penalties of perjury that the facts and matters contained in this application and transmittal of attachments are true and correct to the best of my knowledge, information, and belief.

Owner, Applicant

Date

MONTGOMERY COUNTY HISTORIC PRESERVATION COMMISSION

Historic Preservation Tax Credit

Receipts Transmittal Form

COPIES OF ALL BILLS, VOUCHERS AND RECEIPTS IN SUPPORT OF THE ABOVE CLAIM(S) MUST BE ATTACHED TO THIS TRANSMITTAL, OR YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE PROCESSED.

<u>Receipt #</u>	<u>Name of Contractor/Supplier</u>	<u>Materials Used/Work Done</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CONTINUE ON BACK SIDE IF NECESSARY.

I HEREBY CERTIFY that the attachments hereto are receipts for actual expenditures made in connection with the restoration and preservation of the structure referred to above. I affirm that the facts and matters contained in this transmittal are true and correct to the best of my knowledge.

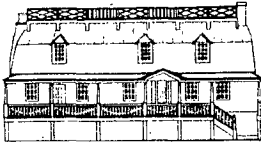
Owner/Applicant

Date

- See amend

Attachment IX
Federal FY 90 CLG contract

MARYLAND
HISTORICAL



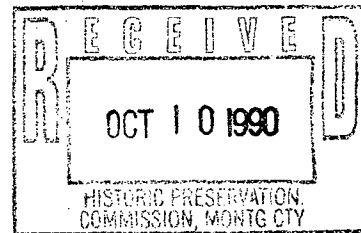
TRUST

Division of Historical and Cultural Programs
Office of Management and Planning

Secretary, DHCD

October 3, 1990

Ms. Alison Vawter
Montgomery County Historic
Preservation Commission
51 Monroe Street, Suite 1009
Rockville, MD 20850



RE: FY'90 Certified Local
Government Grant-in-Aid

Dear Ms. Vawter:

Please find enclosed a copy of the now fully negotiated contract for Montgomery County.

Now that this contract is in effect, you are free to bill us for one-half of all allowable expenses incurred on behalf of the project commencing September 27, 1990. When submitting for reimbursement, we will need the following items in duplicate:

1. The enclosed Request for Payment form filled in as to amount and signed (original signature on both copies) where it says "Certified Just and Correct Payment Not Received." Our Director/State Historic Preservation Officer, J. Rodney Little, is Project Director and will sign as approved at this end.
2. A summary sheet of expenditures. This should follow the categories established for the approved grant budget which is appended to your contract as Attachment C.
3. Copies of your paid invoices supporting the cost breakdown summarized in Item 2 above. Vouchers signed by the appropriate person to verify that goods or services being claimed were received, and have been

Maryland

Department of Housing and Community Development
45 Calvert Street, Room 416, Annapolis, Maryland 21401 (301) 974-3642

valued according to a schedule previously approved for this budget. In-kind services must also be documented by a time sheet signed by the person's supervisor.

4. Proof of payment for all bills incurred. This normally means copies of cancelled checks, both sides. Governmental units or Universities may substitute computer print-outs, if the grant is assigned to a dedicated account. This must be accompanied by the purchase orders, receiving reports requisitions, or internal memoranda from which the posting to the account was made.

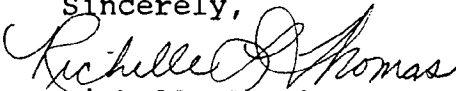
Please note that no Request for Payment will be processed unless it is accompanied by a project progress report, or it covers a period for which previous progress reports have been submitted.

As specified in your contract, an organizational meeting is now required. Please contact Michael Day, Administrator, Local Government Preservation Programs, at 974-3642 to schedule this meeting. We ask that you and a representative of your Finance Office be present at this initial meeting, to accomplish three goals:

1. To discuss the project scope and agree upon a schedule for submission of project materials;
2. To discuss billing procedures in detail and review your procurement system; and
3. To schedule two future project meetings: one to be held mid-way through the contract period, on-site, and another to be conducted six weeks before the completion of the contract term.

Should you have questions concerning any of the above, please feel free to call me at 974-3673. We are looking forward to working with you on this very important project.

Sincerely,


Richelle L. Thomas
Grants Manager

RLT/mmc
enclosures

cc: Mr. Michael K. Day

CONTRACT

This Contract is entered into this 1st day of September 1990 by and between Montgomery County, Maryland (hereinafter referred to as the "Contractor") and the STATE OF MARYLAND acting by and through the Maryland Historical Trust (hereinafter referred to as the "Maryland Historical Trust" or "Trust") of the DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (hereinafter referred to as the "Department" or "DHCD") and shall be effective on the date of its execution by an authorized representative of the Department.

WITNESSETH THAT the parties mutually agree as follows:

ARTICLE I - EMPLOYMENT OF CONTRACTOR

The Department engages the Contractor, and the Contractor agrees, to perform the services set forth in Article II below.

ARTICLE II - SCOPE OF SERVICES

The purpose of this contract and the matching grant described herein is to enable the Department to contract for and receive the following services from the Contractor:

1. A 36 CFR 61 qualified architectural historian will conduct an intensive-level architectural survey to locate, identify and record approximately thirty (30) historic resources in Montgomery County. The surveyor will add sites to the Maryland Inventory of Historic Sites based on evaluation standards and criteria set forth by the Maryland Historical Trust. These standards and criteria are included in this Contract as Attachment B, "Survey Evaluation Criteria and Levels of Survey Documentation."
2. The project will be undertaken utilizing the Secretary of the Interior's "Standards and Guidelines for Archeology and Historic Preservation" (See Exhibit B). Such standards and guidelines will be incorporated into the research design, field investigation, and preparation of the final report.
3. Sites will be surveyed according to their level of significance and specific amounts of data will be keyed to each site's level of significance and importance. Levels of survey documentation per level of significance are outlined in "Survey Evaluation Criteria and Levels of Survey Documentation," made part of this Contract as Attachment B.
4. Prepare documentary historical research material, utilizing primary and secondary sources as available. This research work will form the basis for a statement of historical significance as part of the survey documentation.
5. Take current photographs which will provide appropriate visual documentation for each site visited by the field survey party. The Contractor will furnish the Trust with copies of black and white photographs at least 5" by 7", with negatives, and 35 mm color slides. Photographic prints will be made on fiber base or resin-coated paper. Each photograph and color slide will be identified with the following information: the name of the site, site number, direction of the elevation. This information will be printed legibly in ink on the slide

mounts and in soft pencil only on the backs of all photographic prints. Negatives will also be placed in acid-free negative holders (to be provided to the Contractor by the Maryland Historical Trust); these holders will be identified with the site name, site number, name of photographer, and date taken. This information will be typed in the area provided on the holders.

6. Prepare a Maryland Inventory of Historic Properties form for each site visited by the field surveyor. The field surveyor will record all significant architectural data for each site. The Contractor will provide the Trust with typed Inventory forms for each site. Historical information and bibliographic references will be furnished to the Trust whenever possible and as said information becomes available. Complete Inventory forms will be submitted to the Trust according to the schedule agreed upon at initial organizational meeting of Contractor and the Trust.

Survey forms will also include preservation planning data, keyed to the Maryland Comprehensive Historic Preservation Plan. The following information should be placed between the "summary" and "history and support" portions of Section 8 of each survey form:

- 1) Historic Period Theme(s):
- 2) Geographic Organization:
- 3) Chronological/Developmental Period:
- 4) Resource Type(s):

7. Prepare a capsule summary in narrative form for each site, to accompany the survey form, for inclusion in the Historic Properties Inventory. Typed sheets will include: Montgomery County Survey prefix, site number, approximate building date, town or town vicinity in which structure is located, access (public or private), and short description of structure. Capsule summary will be typed, double-spaced, on plain bond paper.
8. The Contractor will develop a list of all resources which appear to meet the criteria for inclusion in the National Register of Historic Places.
9. Prepare 8 1/2" x 11" photocopies of pertinent USGS 7.5 minute quadrangle maps locating the surveyed resource by circling it and affixing its site number. Each map will include a typed label with the name of the pertinent quadrangle in which it is located. As available, 8 1/2" x 11" photocopies of any historic maps, appropriately labeled, will also be included.
10. Prepare a Variable Historic Sites Inventory Coding form for each site identified. Forms and instructions will be provided by the Maryland Historical Trust.
11. Prepare and publish six issues of the Preservationist newsletter for free distribution to the public.
12. Prepare and publish a brochure on Montgomery County's preservation programs.

ARTICLE III - REPORTS

A. Bi-Monthly Progress Report

The Contractor shall submit to the Department a bi-monthly (every two months) progress report which identifies work completed, work still in progress and work newly initiated during the report period, and which assesses whether time schedules are being met, projected work units by time periods are being accomplished, or other performance goals are being achieved. This report should compare, from inception to date, actual accomplishments to established goals and actual costs incurred to established budget by cost categories. If necessary, the Contractor should explain why goals are not being met or cost overruns or high unit costs were incurred and what actions have been taken or are contemplated to complete the project on schedule and within budget. The Contractor should also identify any problems, delays or adverse conditions which would materially affect planned performance as well as any favorable conditions which would allow for the completion of more work units than originally projected.

The Department and the Contractor agree to schedule and hold regularly scheduled staff meetings for the purpose of reviewing the progress and conduct of the study. Other meetings may be requested by either party from time to time.

Should the Contractor at any time determine that the project will not meet its established goals within the Contract term as set forth in Article V or the budget of this Contract, then the Contractor shall immediately write a special report to or call for a special meeting with the Project Monitor (as provided under Article VI b. of this Contract) to determine what actions need to be taken.

B. Maryland Historical Trust Review and Approval of Draft of Final Report

The Contractor shall provide draft copies of all of the final products included within the Final Report required in Section C of this Article to the Trust for review and approval at least forty five (45) days prior to the expiration date of this Contract.

C. Final Report

The Contractor shall furnish to the Trust the following documents which collectively shall constitute the Final Report:

1. Typed copies of all Maryland Inventory of Historic Properties forms, including all negatives, photographs and slides not previously submitted, shall be presented to the Trust by or on the completion date of the contract.
2. Publication-ready copies of capsule summaries for each site identified in survey, as described in Article II, Section 8.
3. A typed index which will identify all sites surveyed under this contract. The list will be typed on plain bond paper and will include: survey number, building name, specific address or location, and town.

4. Photocopies (8 1/2" x 11") of USGS 7.5 minute quadrangle maps showing surveyed sites, and pertinent historic maps, to accompany each survey form.
5. Ten (10) copies each of six (6) issues of the Preservationist newsletter.
6. Thirty (30) copies of a brochure on Montgomery County's preservation programs.

ARTICLE IV - CONSIDERATION AND PAYMENT

The Contractor may receive up to a total maximum amount of \$20,900.00 in consideration for the services rendered as more particularly described in Article II and Article III. Payment received under this Contract may be used for equipment, supplies, materials, and qualified personnel necessary to perform the required services. All payments are conditioned upon the following:

- a. The Contractor shall perform all services, furnish all necessary personnel, equipment, materials, and supplies at its own expense initially. On a bi-monthly basis, the Contractor may receive compensation or reimbursement to the extent of fifty percent (50%) of the eligible costs of performance incurred by the Contractor, but in no event may compensation or reimbursement be made by the Department which exceeds the maximum amount allowable under this Article.

A billing schedule will be set up so as to establish September 30 (the end of the federal fiscal year) as one of the end dates of a bimonthly billing period. The Trust may request the Contractor to accrue or estimate the expenditures for this particular period prior to submission of its bill in order to meet Federal reporting requirements.

- b. Costs eligible for reimbursement shall be determined in accordance with:
 - i) the approved budget for this project as set forth in Attachment C of this Contract; and
 - ii) the regulations governing the National Park Service Historic Preservation Grants-in-Aid Program as described more fully in "Subgrantee Responsibilities for Grants Management and Financial Reporting", which document is incorporated by reference into this Contract and will be provided to Contractor at the initial meeting referred to in Article VI c.

The Contractor shall submit copies of source documentation for all costs incurred together with a "Request for Payment" form, provided by the Department, to the Grants Manager of the Trust on a bi-monthly basis. The Contractor's Project Administrator shall sign the request for payment form in the space next to the words, "Certified Just and Correct and Payment Not Received." Each "Request for Payment" should also be accompanied by a Minority Business Enterprises utilization report for the same period even though no minority procurement may have been made, on the appropriate form contained in the document referred to and incorporated by reference into this Contract in accordance with subsection b(ii) of this Article.

- c. Prior to reimbursement of any costs, the Contractor shall forward to the Trust evidence of compliance with Federal competitive procurement requirements for professional services and subgrants. The Federal competitive procurement requirements are contained in the document referred to and incorporated by reference into this Contract in accordance with subsection b(ii) of this Article.
- d. All work must be completed and all costs must have been incurred by June 30, 1991. Any costs incurred after that date, regardless of their nature are not eligible for reimbursement. The Contractor shall submit its final billing to the Trust within 30 calendar days from the date of the expiration of this Contract pursuant to Article V below.
- e. Final payment by the Department to the Contractor shall be disbursed following:
 - i) the receipt and acceptance by the Department of the specified number of all final products prepared by the Contractor which are required by Article III above (as may be modified in accordance with Article VI, Section e, below); and
 - ii) the receipt by the Department of a final billing from the Contractor.
- f. The Department is not obligated to reimburse the Contractor for any costs incurred by the Contractor either before the effective date of this Contract as set forth in Article V below, or after the total costs for which the Contractor has been reimbursed amount to \$20,900.00.

ARTICLE V - TERM OF CONTRACT

This Contract shall take effect upon the date of its execution by an authorized representative of the Department and shall expire on June 30, 1991, however, subject to the provisions of Article IV above, the Contractor may receive reimbursement for costs incurred through June 30, 1991 and billed no later than July 31, 1991.

The Contract's expiration date may be extended up to thirty (30) days, at the discretion of the Department. The Department will notify the Contractor of any such action in writing.

ARTICLE VI - DIRECTION AND DISPUTES

- a. The Contractor shall directly supervise the performance of the contract services. The Contractor shall ensure that a representative of the Trust is on the selection committee for the review of personnel to be employed on this project. The representative of the Trust shall have the option to participate in all interviews.
- b. The Department will assign Mark R. Edwards, Deputy State Historic Preservation Officer, or his designee as its Project Monitor and the Contractor shall name a Project Administrator. The Project Monitor and the Project Administrator will be the chief contacts for the parties with respect to all matters pertaining to this Contract.

- c. The Trust will notify promptly the Contractor of the effective date of this Contract and, at that time, will set up a meeting between the Project Monitor, the Contractor and other appropriate parties. At the meeting, the Trust will provide general assistance and guidance in setting up the project and clarification of Contract requirements, so that all products, schedules, services and bills will be mutually anticipated and understood as to content and result.
- d. The Contractor must obtain the prior approval of the Department's Project Monitor to continue with contract work during any continuous period of 1 (one) month without the active direction of the named Project Administrator, or any persons named and expressly identified as key project personnel.
- e. A dispute arising between the parties as to any matter of form or substance related to this Contract (such as payments to the Contractor, time, schedule, or interpretation of contractual provisions) shall be referred to the Project Monitor and Project Administrator for resolution. If the Project Monitor and Project Administrator cannot agree on a resolution, the Project Administrator may file a written appeal of the dispute to J. Rodney Little, the State Historic Preservation Officer, within 30 days following the date of the Project Monitor's decision. The decision of the State Historic Preservation Officer shall be final and binding on the parties.
- f. The Department will make available to the Contractor upon request, all pertinent information it has on file. The Department will also assist the Contractor by making its staff available for consultation and technical advice.

ARTICLE VII - PUBLICATION REQUIREMENTS

- A. Acknowledgement of Support. Subject to the provisions of this section and other pertinent provisions of the Contract, it is understood and agreed that the Contractor has the right to publish and distribute information regarding and developed from the project. An acknowledgement of support must be made in connection with the publication of any material based on, or developed under, any activity supported by Historic Preservation grant funds from the National Park Service made available by the Trust. This acknowledgement shall read as follows:

"This publication has been financed in part with Federal funds from the National Park Service, Department of the Interior, made available through the Maryland Historical Trust, an entity within the Department of Housing and Community Development, State of Maryland. However, the contents and opinions do not necessarily reflect the views or policies of these agencies."

Should trade names or commercial products be cited by text or photograph, the following disclaimer must be added to the Acknowledgement of Support:

"nor does the mention of trade names or commercial products constitute endorsement or recommendation by these agencies."

- B. Non-Discrimination Statement. All publications produced under this contract must include a statement of the non-discrimination policy of the National Park Service. This statement shall read as follows:

"This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operation by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. 37127, Washington, D.C. 20013-7127."

ARTICLE VIII - LOBBYING

The Contractor warrants that no part of the funds made available by this Contract shall be used to influence a Member of Congress or legislation pending before Congress pursuant to the provisions of 18 USC 1913, which states: "No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or its departments or agencies from communicating to Members of Congress on the request of any Member or to Congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business."

ARTICLE IX - BACKGROUND MATERIAL

If required by the Department, the Contractor shall deliver to the Department background material prepared or obtained by the Contractor incident to the performance of this Contract. Background material includes, but is not limited to, original work papers, notes, and drafts prepared by the Contractor, and items such as completed questionnaires, material in electronic data processing form, computer programs, maps, drawings, and other printed materials acquired by the Contractor during the term of this Contract and directly related to the services being rendered.

ARTICLE X - SUBCONTRACTING

The Contractor may not enter into a subcontract for any of the Contract services without prior written approval of the Department. Any subcontract approved by the Department shall contain such conditions and provisions as the Department deems necessary, in its discretion, to protect the interest of the Department. Prior written approval shall not be required for the purchase by the Contractor of articles,

supplies, equipment, and services which are both necessary for and merely incidental to the performance of the work required under this Contract. No provision of this Article and no approval by the Department of any subcontract shall have the effect of binding the Department for any amount above the total maximum amount of this Contract as provided in Article IV, and the Department shall not be responsible for fulfillment of the Contractor's obligations to the subcontractors.

This Article does not prohibit the Contractor from employing on a per diem or permanent basis, qualified personnel to assist in the performance of this Contract, nor does it prohibit contracts between the Contractor and other parties for the preparation, production, and printing of publications, maps, and other documents.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor agrees that the following provision shall be included in all subcontracts and shall be posted by the Contractor and all subcontractors in conspicuous places available to employees and applicants for employment:

"There shall be no discrimination against any employee who is employed in the work covered by this Contract, or against any applicant for such employment because of race, color, religion, creed, age, marital status, sex, national origin, ancestry, or physical or mental handicap unrelated in nature and extent so as reasonably to preclude the performance of such employment. This provision forbids all unlawful discrimination, including discrimination in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship."

ARTICLE XII - AMENDMENTS

This Contract constitutes the entire agreement between the parties, and supersedes all communications between the parties, whether written or oral, prior to its execution. No amendment of this Contract shall be binding upon the parties or either of them unless it is in writing, is approved by the Project Monitor and Project Administrator and is duly executed by each party.

ARTICLE XIII - MARYLAND LAW TO CONTROL

This Contract shall be construed, interpreted, and enforced according to the laws of the State of Maryland.

ARTICLE XIV - STANDARDS OF WORK; REPAYMENT

The Services rendered pursuant to this Contract shall conform to high professional standards, the terms and conditions of this Contract and the Secretary of the Interior's "Standards and Guidelines for Identification" contained in Exhibit B. Final products which do not conform to the above will be deemed unacceptable and no further requests for reimbursement for costs associated with the product will be honored by the Department. Additionally, the Department has the right to demand immediate repayment of all or any portion of sums it has previously disbursed for products that have been deemed unacceptable by the Department.

ARTICLE XV - ASSIGNMENT OF CLAIMS

The Contractor may not make an assignment of claims arising under this Contract without obtaining the prior written consent of the Department. In the event such an assignment is authorized, the Contractor, not the assignee, shall prepare and submit invoices. Where such an assignment has been made, the original invoice is to be mailed directly to the assignee.

ARTICLE XVI - AUDIT

Contractors that are local governments shall adopt the audit policies of OMB Circular A-128 and shall submit certified copies of their annual or biennial audit reports which cover the period of Contract expenditures.

Contractors that are educational institutions or non-profit organizations shall adopt the audit policies of OMB Circular A-110 and shall submit certified copies of their annual or biennial audit reports which cover the period of Contract expenditures.

The appropriate OMB Circular for this Contract is appended as Attachment P.

Contractors who are individuals or commercial entities, or contractors who have not and do not anticipate receiving federal funds from any other granting authority and whose total federal fund receipts do not exceed \$25,000 per annum are exempt from the requirements of the above cited Circulars. These contractors should submit copies of their regularly scheduled financial audits, or arrange to have their Contract audited separately addressing whether expenditures were accurately reported, conformed to limitations of the award, were net of credit and were subject to competitive purchase procedures.

Contractors who fail to submit required audit reports shall be subject to State audit for which a fee may be levied.

All questions regarding the acceptability or implementation of required audits or requests for technical assistance pertaining to specific provisions of the audit should be addressed to the Grants Manager of the Trust.

Disallowed Costs If, following any audit of funds referred to in this Article the Trust or the federal government disallows a claim for costs made by the Contractor for which claim the Contractor has received payment under this Contract, then the Contractor shall reimburse the Trust for the amount of the disallowed claim.

ARTICLE XVII - MISCELLANEOUS

The Contractor shall pay all taxes required by law.

The Contractor shall maintain records and documents relating to the performance of the Contract and keep all such records and documents for three years after final payment by the Department under this Contract, and shall make such records available for inspection and audit by authorized state and federal representatives at all reasonable times.

In addition to the terms detailed in this subgrant agreement, all federal requirements governing grants (Office of Management and Budget Circulars A-87 or A-122, A-102, or A-110, and A-128) are applicable.

BOTH PARTIES warrant and represent that they have full right, power, and authority to execute this Contract.

IN WITNESS WHEREOF, the parties have executed this Contract consisting of 10 typed pages with its Attachments A, B, C, P, and Exhibits A, B, C, D and E as of the day and year first above written.

Montgomery County Government

Typed Name of Contractor

BY: Alistair W. McArthur 7/23/90
SIGNATURE DATE

WITNESS: Kathy Barbor 7/23/90
SIGNATURE DATE

Alistair W. McArthur
TYPED NAME

Kathy Barbor
TYPED NAME AND TITLE

Assistant Chief Administrative Officer
TITLE

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, MARYLAND HISTORICAL TRUST

BY: Ardath M. Cade SEP 27 1990
SIGNATURE DATE

WITNESS: Suzanne Taylor 9/27/90
SIGNATURE DATE

Ardath M. Cade

Suzanne Taylor
TYPED NAME

TYPED NAME

Deputy Secretary

TITLE

Approved for form and legal sufficiency to matters of Maryland law.

ACKNOWLEDGED BY MARYLAND HISTORICAL TRUST

Judith H. Price 9/24/90
Assistant Attorney General DATE

BY: J. Rodney Little 8/22/90
SIGNATURE DATE

J. Rodney Little
TYPED NAME

Director/State Historic Preservation Officer
TITLE

ATTACHMENT A
U.S. DEPARTMENT OF THE INTERIOR
ASSURANCE OF COMPLIANCE
(TITLE VI, CIVIL RIGHTS ACT OF 1964)
(SECTION 504, REHABILITATION ACT OF 1973)

Montgomery County, Maryland

(hereinafter called "Applicant-

(Name of Applicant-Recipient)

Recipient").

HEREBY AGREES THAT IT will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Department of the Interior Regulation (43 CFR 17 Subpart A) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant-Recipient receives financial assistance from the Maryland Historical

Trust, and Hereby Gives Assurance That It will immediately take any measures to effectuate this agreement.

THE APPLICANT-RECIPIENT FURTHER AGREES THAT IT will comply with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and all requirements imposed by or pursuant to the Department of the Interior Regulation (43 CFR 17 Subpart B) issued pursuant to that Act, to the end that "no otherwise qualified handicapped individual in the United States.... shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Applicant-Recipient received financial assistance from the Maryland Historical Trust,

and Hereby Gives Assurance That It Will immediately take any measures to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant-Recipient by the Maryland Historical Trust,

, this assurance obligates the Applicant-Recipient, or in the case of any transfer of such property, any transferee for the period during which the real property or structure is used for a purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance obligates the Applicant-Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Applicant-Recipient for the period during which the Federal financial assistance is extended to it by the Maryland Historical Trust.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property discounts or other Federal financial assistance extended after the date hereof to the Applicant-Recipient by the bureau or office, including installment payments after such date on account of arrangements for Federal financial assistance which were approved before such date. The Applicant-Recipient recognizes and agrees that such Federal financial assistance will be extended in reliance

CONTINUED

ASSURANCE OF COMPLIANCE
(TITLE VI, CIVIL RIGHTS ACT OF 1964)
(SECTION 504, REHABILITATION ACT OF 1973)
Page 2

on the representations and agreements made in this assurance, and that the United States shall reserve the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant-Recipient, its successors, transferees, and assignees, and the person or persons whose signature appear below are authorized to sign this assurance on behalf of the Applicant-Recipient.

7/23/90

Dated


APPLICANT-RECIPIENT

Alistair W. McArthur
Assistant Chief Administrative Officer
Montgomery County, Maryland

By:

Authorized Official

Historic Preservation Commission
51 Monroe Street, Suite 1001
Rockville, Maryland 20850

APPLICANT-RECIPIENT'S MAILING ADDRESS

SURVEY EVALUATION CRITERIA
AND
LEVELS OF SURVEY DOCUMENTATION

This survey includes sites built before 1934, as broadly defined in the National Register of Historic Places criteria for determining historic sites.

National Register Criteria for Evaluation

The following criteria are designed to guide the States, Federal agencies, and the Secretary of the Interior in evaluating potential entries (other than areas of the National Park System and National Historic Landmarks) for the National Register.

The quality of *significance* in American history, architecture, archeology, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

- A. that are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. that are associated with the lives of persons significant in our past; or
- C. that embody the distinctive characteristics of a type, period, or method of construction or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. that have yielded, or may be likely to yield, information important in prehistory or history.

Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past

50 years *shall not be considered eligible* for the National Register. However, such properties *will qualify* if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

- A. a religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- B. a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- C. a birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his productive life; or
- D. a cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or
- E. a reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
- F. a property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or
- G. a property achieving significance within the past 50 years if it is of exceptional importance.

Four levels of documentation, in addition to criteria for rejecting unqualified sites, have been selected: minimal, mid-level, good, and National Register. The level of documentation for each site is determined by evaluating its architectural and historical significance and its architectural integrity. The level of documentation for each type of site will vary,

- 1) According to its scarcity or frequency in our study area, or
- 2) Due to its present isolation from its original context.

For example, in the case of its scarcity, such as an industrial site, judgement as to its significance and integrity will be less severe than with sites that occur frequently or are isolated, such as a 3 bay by 1 bay house and lone barns or outbuildings, respectively.

The Evaluation Criteria is described in the following chart and supplementary definitions.

Survey Levels of Documentation
and Evaluation Criteria

Level of Documentation \ Evaluation Criteria	Architectural Significance	Architectural Integrity	Historical Significance
National Register and/or Good	Outstanding	Outstanding	Outstanding
Mid-Level	Considerable	Considerable	Considerable
Minimal	Moderate	Moderate	Moderate
Unqualified (rejected)	Minor	Minor	Minor

DEFINITIONS OF TERMS

Evaluation Criteria

Architectural Significance will be defined as that quality which embodies the distinctive characteristics of a type, period, or method of construction; or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction.

Historical Significance will be defined as that quality present in sites associated with events that have made a significant contribution to the broad patterns of our history; or that are associated with the lives of persons significant in our past; or that have yielded, or may be likely to yield, information important in history.

Architectural Integrity is determined by the number of architectural changes made to each site. The degree of overall change in a structure's appearance will be evaluated using the following list as a guide. (Other unusual changes, not listed, may also be determining factors.)

Detrimental Changes:

Several of these changes may significantly alter the structure's overall appearance, depending on the quality of its original character.

- a) New or relocated chimney
- b) Rebuilt foundation
- c) New porch

d) Window changes:

- 1) Original windows changed at a later, but still historical, date
- 2) Modern windows in original frames
- 3) Original windows intact but extra ones added
- 4) Change in shape or size of window openings

e) Lack of outbuildings

f) Siding

- 1) Aluminum (if original architraves and trim are retained) - (see below for extreme cases)
- 2) Asphalt or asbestos siding (over original siding) - (these changes are easily reversible)

g) Recent change of location (historical moves may be significant)

h) Interior changes (in plan or materials)

Critical Changes

Either of these changes may alter a building so completely that it would not be of survey quality

- a) Aluminium siding added; architraves eliminated
- b) Additions engulfing or removing portions of original building

Value Descriptions

Outstanding - distinguished; of particular importance to Maryland's historic and architectural past.

Considerable - not of immediate outstanding quality, but deserving of recognition; contributes to the understanding of the history, or architectural heritage represented in Maryland.

Moderate - average due to its commonality or because of its lack of historic significance or architectural style. Exceptions in this category include structures that were once prevalent but are now scarce. These structures will be evaluated as more significant due to their important role in the development of Maryland.

Minor - unimportant or inferior; having little architectural worth due to the presence of numerous architectural alterations and absence of historical importance.

Analysis of Evaluation

Value Descriptions

Outstanding			
Considerable			
Moderate			
Minor			
Evaluation Criteria	Architectural Significance	Architectural Integrity	Historical Significance

Procedure for each site:

1. Select a value description for each evaluation criteria.
2. Draw a vertical line through the boxes to the top of the value chosen for each criteria.
3. Count the total number of boxes selected on the chart, divide by 12 (total number of boxes), then multiply by 100 to get the percentage rating for each site.

Area (shaded boxes)

12 (total boxes) x 100 = % score

0-25% Unqualified

25-50% Minimal

50-75% Mid-level

75-100% Good

90-100% NR (with possible exceptions)

Survey Treatment

Minimal

- Fieldwork:
1. 1 black and white photo per site (only contact print will be used);
 2. Map Location;
 3. Name; and
 4. Number.
- Final Form:
1. MHT survey form, including only the survey number, name of site location, and a short paragraph explaining reasons for minimal designation;
 2. Capsule summary, including brief architectural description, location and designation;
 3. 8½ x 11" xerox of map, locating the site;
 4. Black and white contact prints; and
 5. MAGI encoding form.

Mid-Level

- Fieldwork:
1. Two good overall black and white photos of the structure from different angles, and as many other photos of barns, outbuilding, overall farm complex, and architectural detail as necessary;
 2. Two color slides each of two views, with only a few additional slides as needed. (If many slides seem to be in order, then the house is probably "good" quality rather than just mid-level);
 3. Fieldnotes should be limited to an overall basic plan, exterior and/or interior descriptions. Outbuildings should be noted. (Site plans go with "good" quality sites.)
- Final Form:
1. MHT survey form, containing a brief architectural description and statement of significance;
 2. Capsule summary of survey form;
 3. Black and white photographs, 1 or 2 views;
 4. Color slides, 1 or 2 views;
 5. 8½ x 11" xerox of map, locating site; and
 6. MAGI encoding form.

Good

- Fieldwork:
1. Black and white photos, same as mid-level;
 2. Two color slides each of two views; one slide each of architectural detail, overall complex, barns, significant outbuildings;

3. Fieldnotes should include a sketch floorplan, (a measured plan for best sites), a sketch site plan, full construction information, historical information-oral history, etc., and other desirable but not mandatory information: molding profiles, construction details, copies of old photos, etc.

- Final Form:
1. Maryland Historical Trust (MHT) survey form;
 2. Capsule summary of survey form;
 3. Sketch floor plan, measured plan for selected structures;
 4. Title search;
 5. 8½ x 11" xerox of map, locating site;
 6. Black and white photographs, 1 or 2 views;
 7. Color slides, 1 or 2 views; and
 8. MAGI encoding form.

National Register

Fieldwork: Same as "good," but with all items complete.

Final Form: National Register sites will follow requirements specified on the National Register form, which is similar to the MHT good level site requirements.

PROJECT TITLE: Montgomery County Preservation Project

GRANT NUMBER: 24-90-50060A

AREA AFFECTED BY PROJECT: Montgomery County, Maryland

FEDERAL SHARE: \$20,900.00

CONGRESSIONAL DISTRICT: 6th, 8th

NONFEDERAL SHARE: \$20,907.00

PROGRAM AREA: Local Government Certification/Pass-Through

TOTAL PROJECT COST: \$41,807.00

1. SUBGRANTEE:

Name: Montgomery County
Address: 51 Monroe Street, Suite 1001, Rockville, Maryland 20850
Contact Person: Jared Cooper

5. BEGINNING/ENDING DATES:

From: September 1, 1990
To: June 30, 1991

6. AN ENVIRONMENTAL CERTIFICATION IS ATTACHED:

Yes: X No: _____

7. A FORM DI-1954 (Debarment/Suspension Certification) is on file at SHPO.

Yes: X No: _____

8. PROGRAM INCOME:

No: X Yes: _____ (Attach details per NPS-49 Chapter 16)

9. CERTIFICATION:

As the fully authorized representative, I certify that this subgrant will be administered, and work will be performed, in accordance with the National Register Programs Guidelines (NPS-49) and the Secretary of the Interior's Standards and Guidelines for:

Identification, Evaluation

(insert name of those applicable to this project)

All documentation required by NPS-49 will be maintained on file for audit and State Program Review purposes.

All proposed costs for personal compensation charged to the Federal or nonfederal share of this subgrant are within the maximum limit imposed by Chapter 13, Section B. 39.e. of NPS-49. These costs have been assessed by knowledgeable SHPO staff and found to be within the normal and customary range of charges for similar work in the local labor market, and appear to be appropriate charges for the product to be achieved with grant assistance.

[Handwritten Signature]

SHPO or Authorized Designee Signature

7/2/90
Date

NPS USE ONLY

APPROVED

AUG 09 1990

LEE GURNEY
215-597-2284

JUL 16 1990

PROJECT TITLE: Montgomery County Preservation Project
GRANT NUMBER: 24-90-50060A

2. NONFEDERAL MATCHING SHARE:

Donor: Montgomery County
Source: Appropriated Funds
Kind: Cash
Amount: \$18,450.00

Donor:
Source:
Kind:
Amount:

Donor: Montgomery County
Source: Appropriated Funds
Kind: Donated Services
Amount: \$2,457.00

Donor:
Source:
Kind:
Amount:

(Principal Coordinator 93 hrs. = 10,215.00
@ \$17.50/hr; Administrative Aide = 12,000.00
81 hrs. @ \$10.25/hr.) = 8287.50

3. BUDGET:

Personnel:

Principal Coordinator \$ 1,627.00 ✓
Administrative Aide 830.00

Contractual Services:

Architectural Historian 12,500.00
Writer/Editor (Newsletter) 9,000.00
Consultant (Brochure) 7,075.00

Printing (Brochure and Newsletter) 10,775.00
41,807.00

Federal Share: \$20,900.00
Nonfederal Share: \$20,907.00

4. PURPOSE OF PROJECT:

What Intensive-level survey on an estimated thirty (30) historic sites in Montgomery County. Prepare and publish six (6) issues of the Preservationist newsletter. Prepare and publish a brochure on Montgomery County's preservation programs. ✓

Who A 36 CFR 61 qualified architectural historian will produce the survey documentation. A writer/editor will produce the newsletter and a consultant will prepare the brochure.

Where Montgomery County, Maryland

Why The survey will be conducted to add sites to the Montgomery County Master Plan and to the Maryland Historical Trust's Historic Sites Inventory. The newsletter will inform the general public on preservation issues and local history. The brochure will inform the general public on Montgomery County's preservation programs.

How The architectural historian will use standard SHPO inventory and National Register nomination forms. Methodology will conform to SHPO and NPS standards. The brochure will be prepared in consultation with the SHPO.

JUL 18 1990

4a. LIST OF FINAL PRODUCTS FROM THIS PROJECT:

Intensive-level survey documentation for approximately thirty (30) historic resources in Montgomery County.

Six (6) issues (10 copies each) of the Preservationist newsletter.

Thirty (30) copies of brochure on Montgomery County preservation programs.

JUL 16 1990

ENVIRONMENTAL CERTIFICATION

Based upon a review of the application, proposal narrative, and the supporting documentation contained in the application, it has been determined that the proposed HPF project, Montgomery County Preservation Project FY 1990, meets the criteria for categorical exclusion listed in NPS-49, Chapter 11, Section A.4.a(6,11); b(9); c(5, 6, 9); and f(2) under 516 DM 6.

J. Miller
Grantee or Applicant

7/2/90
Date

Director/State Historic
Preservation Officer
Title

I concur:

Linda Seibt
Regional Director
(or designee for grant approvals)
National Park Service

8/9/90
Date

JUL 18 1990



gv

April 12, 1985

CIRCULAR No. A-128

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Audits of State and Local Governments.

1. Purpose. This Circular is issued pursuant to the Single Audit Act of 1984, P.L. 98-502. It establishes audit requirements for State and local governments that receive Federal aid, and defines Federal responsibilities for implementing and monitoring those requirements.

2. Supersession. The Circular supersedes Attachment P, "Audit Requirements," of Circular A-102, "Uniform requirements for grants to State and local governments."

3. Background. The Single Audit Act builds upon earlier efforts to improve audits of Federal aid programs. The Act requires State or local governments that receive \$100,000 or more a year in Federal funds to have an audit made for that year. Section 7505 of the Act requires the Director of the Office of Management and Budget to prescribe policies, procedures and guidelines to implement the Act. It specifies that the Director shall designate "cognizant" Federal agencies, determine criteria for making appropriate charges to Federal programs for the cost of audits, and provide procedures to assure that small firms or firms owned and controlled by disadvantaged individuals have the opportunity to participate in contracts for single audits.

4. Policy. The Single Audit Act requires the following:

a. State or local governments that receive \$100,000 or more a year in Federal financial assistance shall have an audit made in accordance with this Circular.

b. State or local governments that receive between \$25,000 and \$100,000 a year shall have an audit made in accordance with this Circular, or in accordance with Federal laws and regulations governing the programs they participate in.

c. State or local governments that receive less than \$25,000 a year shall be exempt from compliance with the Act and other Federal audit requirements. These State and local governments shall be governed by audit requirements prescribed by State or local law or regulation.

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d. Nothing in this paragraph exempts State or local governments from maintaining records of Federal financial assistance or from providing access to such records to Federal agencies, as provided for in Federal law or in Circular A-102, "Uniform requirements for grants to State or local governments."

5. Definitions. For the purposes of this Circular the following definitions from the Single Audit Act apply:

a. "Cognizant agency" means the Federal agency assigned by the Office of Management and Budget to carry out the responsibilities described in paragraph 11 of this Circular.

b. "Federal financial assistance" means assistance provided by a Federal agency in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance, or direct appropriations, but does not include direct Federal cash assistance to individuals. It includes awards received directly from Federal agencies, or indirectly through other units of State and local governments.

c. "Federal agency" has the same meaning as the term 'agency' in section 551(1) of Title 5, United States Code.

d. "Generally accepted accounting principles" has the meaning specified in the generally accepted government auditing standards.

e. "Generally accepted government auditing standards" means the Standards For Audit of Government Organizations, Programs, Activities, and Functions, developed by the Comptroller General, dated February 27, 1981.

f. "Independent auditor" means:

(1) a State or local government auditor who meets the independence standards specified in generally accepted government auditing standards; or

(2) a public accountant who meets such independence standards.

g. "Internal controls" means the plan of organization and methods and procedures adopted by management to ensure that:

(1) resource use is consistent with laws, regulations, and policies;

(2) resources are safeguarded against waste, loss, and misuse; and

(3) reliable data are obtained, maintained, and fairly disclosed in reports.

h. "Indian tribe" means any Indian tribe, band, nations, or other organized group or community, including any Alaskan Native village or regional or village corporations (as defined in, or established under, the Alaskan Native Claims Settlement Act) that is recognized by the United States as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

i. "Local government" means any unit of local government within a State, including a county, a borough, municipality, city, town, township, parish, local public authority, special district, school district, intrastate district, council of governments, and any other instrumentality of local government.

j. "Major Federal Assistance Program," as defined by P.L. 98-502, is described in the Attachment to this Circular.

k. "Public accountants" means those individuals who meet the qualification standards included in generally accepted government auditing standards for personnel performing government audits.

l. "State" means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and the Trust Territory of the Pacific Islands, any instrumentality thereof, and any multi-State, regional, or interstate entity that has governmental functions and any Indian tribe.

m. "Subrecipient" means any person or government department, agency, or establishment that receives Federal financial assistance to carry out a program through a State or local government, but does not include an individual that is a beneficiary of such a program. A subrecipient may also be a direct recipient of Federal financial assistance.

6. Scope of audit. The Single Audit Act provides that:

a. The audit shall be made by an independent auditor in accordance with generally accepted government auditing standards covering financial and compliance audits.

b. The audit shall cover the entire operations of a State or local government or, at the option of that government, it may cover departments, agencies or establishments that received, expended, or otherwise administered Federal financial assistance during the year. However, if a State or local government receives \$25,000 or more in General Revenue Sharing Funds in a fiscal year, it shall have an audit of its entire operations. A series of audits of individual departments, agencies, and establishments for the same fiscal year may be considered a single audit.

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c. Public hospitals and public colleges and universities may be excluded from State and local audits and the requirements of this Circular. However, if such entities are excluded, audits of these entities shall be made in accordance with statutory requirements and the provisions of Circular A-110, "Uniform requirements for grants to universities, hospitals, and other nonprofit organizations."

d. The auditor shall determine whether:

(1) the financial statements of the government, department, agency or establishment present fairly its financial position and the results of its financial operations in accordance with generally accepted accounting principles;

(2) the organization has internal accounting and other control systems to provide reasonable assurance that it is managing Federal financial assistance programs in compliance with applicable laws and regulations; and

(3) the organization has complied with laws and regulations that may have material effect on its financial statements and on each major Federal assistance program.

7. Frequency of audit. Audits shall be made annually unless the State or local government has, by January 1, 1987, a constitutional or statutory requirement for less frequent audits. For those governments, the cognizant agency shall permit biennial audits, covering both years, if the government so requests. It shall also honor requests for biennial audits by governments that have an administrative policy calling for audits less frequent than annual, but only for fiscal years beginning before January 1, 1987.

8. Internal control and compliance reviews. The Single Audit Act requires that the independent auditor determine and report on whether the organization has internal control systems to provide reasonable assurance that it is managing Federal assistance programs in compliance with applicable laws and regulations.

a. Internal control review. In order to provide this assurance the auditor must make a study and evaluation of internal control systems used in administering Federal assistance programs. The study and evaluation must be made whether or not the auditor intends to place reliance on such systems. As part of this review, the auditor shall:

(1) Test whether these internal control systems are functioning in accordance with prescribed procedures.

(2) Examine the recipient's system for monitoring subrecipients and obtaining and acting on subrecipient audit reports.

b. Compliance review. The law also requires the auditor to determine whether the organization has complied with laws and regulations that may have a material effect on each major Federal assistance program.

(1) In order to determine which major programs are to be tested for compliance, State and local governments shall identify in their accounts all Federal funds received and expended and the programs under which they were received. This shall include funds received directly from Federal agencies and through other State and local governments.

(2) The review must include the selection and testing of a representative number of charges from each major Federal assistance program. The selection and testing of transactions shall be based on the auditor's professional judgment considering such factors as the amount of expenditures for the program and the individual awards; the newness of the program or changes in its conditions; prior experience with the program, particularly as revealed in audits and other evaluations (e.g., inspections, program reviews); the extent to which the program is carried out through subrecipients; the extent to which the program contracts for goods or services; the level to which the program is already subject to program reviews or other forms of independent oversight; the adequacy of the controls for ensuring compliance; the expectation of adherence or lack of adherence to the applicable laws and regulations; and the potential impact of adverse findings.

(a) In making the test of transactions, the auditor shall determine whether:

-- the amounts reported as expenditures were for allowable services, and

-- the records show that those who received services or benefits were eligible to receive them.

(b) In addition to transaction testing, the auditor shall determine whether:

-- matching requirements, levels of effort and earmarking limitations were met,

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-- Federal financial reports and claims for advances and reimbursements contain information that is supported by the books and records from which the basic financial statements have been prepared, and

-- amounts claimed or used for matching were determined in accordance with OMB Circular A-87, "Cost principles for State and local governments," and Attachment F of Circular A-102, "Uniform requirements for grants to State and local governments."

(c) The principal compliance requirements of the largest Federal aid programs may be ascertained by referring to the Compliance Supplement for Single Audits of State and Local Governments, issued by OMB and available from the Government Printing Office. For those programs not covered in the Compliance Supplement, the auditor may ascertain compliance requirements by researching the statutes, regulations, and agreements governing individual programs.

(3) Transactions related to other Federal assistance programs that are selected in connection with examinations of financial statements and evaluations of internal controls shall be tested for compliance with Federal laws and regulations that apply to such transactions.

9. Subrecipients. State or local governments that receive Federal financial assistance and provide \$25,000 or more of it in a fiscal year to a subrecipient shall:

a. determine whether State or local subrecipients have met the audit requirements of this Circular and whether subrecipients covered by Circular A-110, "Uniform requirements for grants to universities, hospitals, and other nonprofit organizations," have met that requirement;

b. determine whether the subrecipient spent Federal assistance funds provided in accordance with applicable laws and regulations. This may be accomplished by reviewing an audit of the subrecipient made in accordance with this Circular, Circular A-110, or through other means (e.g., program reviews) if the subrecipient has not yet had such an audit;

c. ensure that appropriate corrective action is taken within six months after receipt of the audit report in instances of noncompliance with Federal laws and regulations;

d. consider whether subrecipient audits necessitate adjustment of the recipient's own records; and

e. require each subrecipient to permit independent auditors to have access to the records and financial statements as necessary to comply with this Circular.

10. Relation to other audit requirements. The Single Audit Act provides that an audit made in accordance with this Circular shall be in lieu of any financial or financial compliance audit required under individual Federal assistance programs. To the extent that a single audit provides Federal agencies with information and assurances they need to carry out their overall responsibilities, they shall rely upon and use such information. However, a Federal agency shall make any additional audits which are necessary to carry out its responsibilities under Federal law and regulation. Any additional Federal audit effort shall be planned and carried out in such a way as to avoid duplication.

a. The provisions of this Circular do not limit the authority of Federal agencies to make, or contract for audits and evaluations of Federal financial assistance programs, nor do they limit the authority of any Federal agency Inspector General or other Federal audit official.

b. The provisions of this Circular do not authorize any State or local government or subrecipient thereof to constrain Federal agencies, in any manner, from carrying out additional audits.

c. A Federal agency that makes or contracts for audits in addition to the audits made by recipients pursuant to this Circular shall, consistent with other applicable laws and regulations, arrange for funding the cost of such additional audits. Such additional audits include economy and efficiency audits, program results audits, and program evaluations.

11. Cognizant agency responsibilities. The Single Audit Act provides for cognizant Federal agencies to oversee the implementation of this Circular.

a. The Office of Management and Budget will assign cognizant agencies for States and their subdivisions and larger local governments and their subdivisions. Other Federal agencies may participate with an assigned cognizant agency, in order to fulfill the cognizance responsibilities. Smaller governments not assigned a cognizant agency will be under the general oversight of the Federal agency that provides them the most funds whether directly or indirectly.

b. A cognizant agency shall have the following responsibilities:

(1) Ensure that audits are made and reports are received in a timely manner and in accordance with the requirements of this Circular.

(2) Provide technical advice and liaison to State and local governments and independent auditors.

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(3) Obtain or make quality control reviews of selected audits made by non-Federal audit organizations, and provide the results, when appropriate, to other interested organizations.

(4) Promptly inform other affected Federal agencies and appropriate Federal law enforcement officials of any reported illegal acts or irregularities. They should also inform State or local law enforcement and prosecuting authorities, if not advised by the recipient, of any violation of law within their jurisdiction.

(5) Advise the recipient of audits that have been found not to have met the requirements set forth in this Circular. In such instances, the recipient will be expected to work with the auditor to take corrective action. If corrective action is not taken, the cognizant agency shall notify the recipient and Federal awarding agencies of the facts and make recommendations for followup action. Major inadequacies or repetitive substandard performance of independent auditors shall be referred to appropriate professional bodies for disciplinary action.

(6) Coordinate, to the extent practicable, audits made by or for Federal agencies that are in addition to the audits made pursuant to this Circular; so that the additional audits build upon such audits.

(7) Oversee the resolution of audit findings that affect the programs of more than one agency.

12. Illegal acts or irregularities. If the auditor becomes aware of illegal acts or other irregularities, prompt notice shall be given to recipient management officials above the level of involvement. (See also paragraph 13(a)(3) below for the auditor's reporting responsibilities.) The recipient, in turn, shall promptly notify the cognizant agency of the illegal acts or irregularities and of proposed and actual actions, if any. Illegal acts and irregularities include such matters as conflicts of interest, falsification of records or reports, and misappropriations of funds or other assets.

13. Audit Reports. Audit reports must be prepared at the completion of the audit. Reports serve many needs of State and local governments as well as meeting the requirements of the Single Audit Act.

a. The audit report shall state that the audit was made in accordance with the provisions of this Circular. The report shall be made up of at least:

(1) The auditor's report on financial statements and on a schedule of Federal assistance; the financial statements; and a schedule of Federal assistance, showing the total expenditures for

each Federal assistance program as identified in the Catalog of Federal Domestic Assistance. Federal programs or grants that have not been assigned a catalog number shall be identified under the caption "other Federal assistance."

(2) The auditor's report on the study and evaluation of internal control systems must identify the organization's significant internal accounting controls, and those controls designed to provide reasonable assurance that Federal programs are being managed in compliance with laws and regulations. It must also identify the controls that were evaluated, the controls that were not evaluated, and the material weaknesses identified as a result of the evaluation.

(3) The auditor's report on compliance containing:

-- a statement of positive assurance with respect to those items tested for compliance, including compliance with law and regulations pertaining to financial reports and claims for advances and reimbursements;

-- negative assurance on those items not tested;

-- a summary of all instances of noncompliance; and

-- an identification of total amounts questioned, if any, for each Federal assistance award, as a result of noncompliance.

b. The three parts of the audit report may be bound into a single report, or presented at the same time as separate documents.

c. All fraud abuse, or illegal acts or indications of such acts, including all questioned costs found as the result of these acts that auditors become aware of, should normally be covered in a separate written report submitted in accordance with paragraph 13f.

d. In addition to the audit report, the recipient shall provide comments on the findings and recommendations in the report, including a plan for corrective action taken or planned and comments on the status of corrective action taken on prior findings. If corrective action is not necessary, a statement describing the reason it is not should accompany the audit report.

e. The reports shall be made available by the State or local government for public inspection within 30 days after the completion of the audit.

f. In accordance with generally accepted government audit standards, reports shall be submitted by the auditor to the organization audited and to those requiring or arranging for the audit. In addition, the recipient shall submit copies of the reports to each Federal department or agency that provided Federal assistance funds to the recipient. Subrecipients shall submit copies to recipients that provided them Federal assistance funds. The reports shall be sent within 30 days after the completion of the audit, but no later than one year after the end of the audit period unless a longer period is agreed to with the cognizant agency.

g. Recipients of more than \$100,000 in Federal funds shall submit one copy of the audit report within 30 days after issuance to a central clearinghouse to be designated by the Office of Management and Budget. The clearinghouse will keep completed audits on file and follow up with State and local governments that have not submitted required audit reports.

h. Recipients shall keep audit reports on file for three years from their issuance.

14. Audit Resolution. As provided in paragraph 11, the cognizant agency shall be responsible for monitoring the resolution of audit findings that affect the programs of more than one Federal agency. Resolution of findings that relate to the programs of a single Federal agency will be the responsibility of the recipient and that agency. Alternate arrangements may be made on a case-by-case basis by agreement among the agencies concerned.

Resolution shall be made within six months after receipt of the report by the Federal departments and agencies. Corrective action should proceed as rapidly as possible.

15. Audit workpapers and reports. Workpapers and reports shall be retained for a minimum of three years from the date of the audit report, unless the auditor is notified in writing by the cognizant agency to extend the retention period. Audit workpapers shall be made available upon request to the cognizant agency or its designee or the General Accounting Office, at the completion of the audit.

16. Audit Costs. The cost of audits made in accordance with the provisions of this Circular are allowable charges to Federal assistance programs.

a. The charges may be considered a direct cost or an allocated indirect cost, determined in accordance with the provision of Circular A-87, "Cost principles for State and local governments."

b. Generally, the percentage of costs charged to Federal assistance programs for a single audit shall not exceed the percentage that Federal funds expended represent of total funds expended by the recipient during the fiscal year. The percentage may be exceeded, however, if appropriate documentation demonstrates higher actual cost.

17. Sanctions. The Single Audit Act provides that no cost may be charged to Federal assistance programs for audits required by the Act that are not made in accordance with this Circular. In cases of continued inability or unwillingness to have a proper audit, Federal agencies must consider other appropriate sanctions including:

-- withholding a percentage of assistance payments until the audit is completed satisfactorily,

- withholding or disallowing overhead costs, and
- suspending the Federal assistance agreement until the audit is made.

18. Auditor Selection. In arranging for audit services State and local governments shall follow the procurement standards prescribed by Attachment O of Circular A-102, "Uniform requirements for grants to State and local governments." The standards provide that while recipients are encouraged to enter into intergovernmental agreements for audit and other services, analysis should be made to determine whether it would be more economical to purchase the services from private firms. In instances where use of such intergovernmental agreements are required by State statutes (e.g., audit services) these statutes will take precedence.

19. Small and Minority Audit Firms. Small audit firms and audit firms owned and controlled by socially and economically disadvantaged individuals shall have the maximum practicable opportunity to participate in contracts awarded to fulfill the requirements of this Circular. Recipients of Federal assistance shall take the following steps to further this goal:

a. Assure that small audit firms and audit firms owned and controlled by socially and economically disadvantaged individuals are used to the fullest extent practicable.

b. Make information on forthcoming opportunities available and arrange timeframes for the audit so as to encourage and facilitate participation by small audit firms and audit firms owned and controlled by socially and economically disadvantaged individuals.

c. Consider in the contract process whether firms competing for larger audits intend to subcontract with small audit firms and audit firms owned and controlled by socially and economically disadvantaged individuals.

d. Encourage contracting with small audit firms or audit firms owned and controlled by socially and economically disadvantaged individuals which have traditionally audited government programs and, in such cases where this is not possible, assure that these firms are given consideration for audit subcontracting opportunities.

e. Encourage contracting with consortiums of small audit firms as described in paragraph (a) above when a contract is too large for an individual small audit firm or audit firm owned and controlled by socially and economically disadvantaged individuals.

f. Use the services and assistance, as appropriate, of such organizations as the Small Business Administration in the solicitation and utilization of small audit firms or audit firms owned and controlled by socially and economically disadvantaged individuals.

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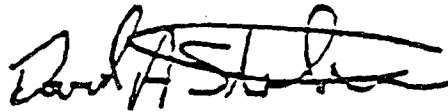
20. Reporting. Each Federal agency will report to the Director of OMB on or before March 1, 1987, and annually thereafter on the effectiveness of State and local governments in carrying out the provisions of this Circular. The report must identify each State or local government or Indian tribe that, in the opinion of the agency, is failing to comply with the Circular.

21. Regulations. Each Federal agency shall include the provisions of this Circular in its regulations implementing the Single Audit Act.

22. Effective date. This Circular is effective upon publication and shall apply to fiscal years of State and local governments that begin after December 31, 1984. Earlier implementation is encouraged. However, until it is implemented, the audit provisions of Attachment P to Circular A-102 shall continue to be observed.

23. Inquiries. All questions or inquiries should be addressed to Financial Management Division, Office of Management and Budget, telephone number 202/395-3993.

24. Sunset review date. This Circular shall have an independent policy review to ascertain its effectiveness three years from the date of issuance.



David A. Stockman
Director

EXHIBIT A

1. NON-HIRING OF EMPLOYEES:

No employee of the State of Maryland or any unit thereof, whose duties as such employee include matters relating to or affecting the subject matter of this Contract, shall, while so employed, become or be an employee of the party or parties hereby contracting with the State of Maryland or any unit thereof.

2. CONTINGENT FEE PROHIBITION:

For breach or violation of the warranty against contingent fees set forth in Section 3 of Exhibit C of this Contract, the Department shall have the right to terminate this Contract without liability, or, in its discretion, to deduct from the Contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

3. TERMINATION OF CONTRACT FOR DEFAULT:

If the Contractor fails to fulfill its obligations under this Contract properly and on time, or otherwise violates any provision of the Contract, the State may terminate the Contract by written notice to the Contractor. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Contractor shall, at the State's option, become the State's property. The State shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination,

less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable and the State can affirmatively collect damages. The term "damages" as used in this paragraph includes, but is not limited to, attorney's fees of fifteen percent (15%).

4. TERMINATION OF CONTRACT FOR CONVENIENCE:

The performance of work under this Contract may be terminated by the State in accordance with this clause in whole, or from time to time in part, whenever the State shall determine that such termination is in the best interest of the State. The State will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination and all reasonable costs associated with termination of the Contract. However, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.

5. DELAYS AND EXTENSIONS OF TIME:

The Contractor agrees to prosecute the work continuously and diligently and no charges or claims for damages shall be made by it for any delays or hindrances, from any cause whatsoever during the progress of any portion of the work specified in this Contract. Time extensions will be granted only for excusable delays that arise from unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to, acts of God, acts of the public enemy, acts of the State in either its sovereign or contractual capacity, acts of another contractor in the performance of a contract with the State, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or delays of subcontractors or suppliers arising from unforeseeable causes beyond the control and without the fault or negligence of either the Contractor or the subcontractors or suppliers.

6. SUSPENSION OF WORK:

The Project Monitor unilaterally may order the Contractor in writing to suspend, delay, or interrupt all or any part of the work for such period of time as he may determine to be appropriate for the convenience of the State.

7. REMEDIES:

A. Correction of errors, defects and omissions

Contractor agrees to perform the work as may be necessary to correct errors, defects, and omissions in the services required under this Contract, without undue delays and without cost to the Department. The acceptance of the work set forth herein by the Department shall not relieve the Contractor of the responsibility of subsequent correction of such errors.

B. Set Off

The Department may deduct from and set-off against any amounts due and payable to the Contractor any back-charges, penalties, or damages sustained by the Department, its agents, employees or recipients of its services, by virtue of any breach of this Contract by the Contractor or by virtue of the failure or refusal of the Contractor to perform the services or any part of the services in a satisfactory manner. Nothing herein shall be construed to relieve the Contractor of liability for additional costs resulting from a failure to satisfactorily perform the services.

8. RESPONSIBILITY OF CONTRACTOR:

A. The Contractor shall perform the services with that standard of care, skill, and diligence normally provided by a Contractor in the performance of services similar to the services hereunder.

B. Notwithstanding any review, approval, acceptance or payment for the services by the Department, the Contractor shall be responsible for the professional and technical accuracy of its work, design, drawings, specifications and other materials furnished by the Contractor under this Contract.

C. If the Contractor fails to perform the services, or any part of the services, in conformance with the standard set forth in paragraph 8A above, and such failure is made known to the Contractor within two years after expiration of this Agreement, it shall, if required by the Department, perform at its own expense and without additional cost to the Department, those services necessary for the correction of any deficiencies or damage resulting, in whole or in part, from the Contractor's failure. This obligation is in addition to and not in substitution for any other remedy available to the Department under paragraph 7, or otherwise available by law.

9. DISSEMINATION OF INFORMATION:

A. During the term of this Contract, the Contractor shall not release any information related to the services or performance of the services under this Contract nor publish any final reports or documents without the prior written approval of the Department.

B. The Contractor shall indemnify and hold harmless the State and the Department, its officers, agents and employees, from all liability which may be incurred by reason of dissemination, publication, distribution or circulation, in any manner whatsoever, of any information, data, documents, or materials pertaining in any way to this Contract by the Contractor, its agents or employees.

10. OWNERSHIP OF DOCUMENTS AND MATERIALS:

A. All work done under this Contract shall be considered "work made for hire". The Contractor agrees that all documents and materials including but not limited to reports, drawings, studies, specifications, estimates, maps, photographs, designs, graphics, mechanicals, artwork, and computations prepared by or for the Contractor under the terms of this Contract shall at any time during the performance of the services be made available to the Department upon request by the Department and shall become and remain the exclusive property of the Department upon termination or completion of the services. The Department shall have the right to use the same without restriction or limitation and without compensation to the Contractor other than that provided in this Contract. The Department shall be the owner for the purposes of copyright, patent or trademark registration.

B. If the Contractor obtains or uses for purposes of this Contract, or subcontracts for, any design, device, material, or process covered by letters of patent or copyright, it shall provide an assignment to the Department of ownership for purposes of copyright, patent or trademark and of all right to possess and to use such design, device, material or process by a legally sufficient agreement with the patentee or owner, and a copy of such agreement shall be filed with the Department.

The Contractor shall indemnify and save harmless the State and the Department from any and all claims for infringement by reason of the use of any such patented design, device, materials, or process, or any trademark or copyright, and shall indemnify, protect and save harmless the State, its officers, agents, and employees with respect to any claim, action, cost or judgment for patent, trademark or copyright infringement, or for royalties or user fees, arising out of purchase or use of materials, construction, supplies, equipment or services covered by this Contract.

11. CORPORATE REGISTRATION AND TAX PAYMENT CERTIFICATIONS:

Corporations are required to execute a Certification of Corporation Registration and Tax Payment. Each invoice submitted hereunder must indicate a Federal tax identification number or a Social Security Number.

12. COMPLIANCE WITH LAWS:

The Contractor hereby represents and warrants that:

A. It is qualified to do business in the State of Maryland and that it will take such action as from time to time hereafter, may be necessary to remain so qualified;

B. It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract;

C. It shall comply with all federal, State and local laws, regulations, and ordinances applicable to its activities and obligations under this Contract; and

D. It shall obtain, at its expense, all licenses, permits, insurance and governmental approvals, if any, necessary to the performance of its obligations under this Contract.

13. BANKRUPTCY:

Upon the filing for any bankruptcy proceeding by or against the Contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the Contractor must notify the Department immediately. Upon learning of the actions herein identified, the Department reserves the right at its sole discretion

either to cancel the Contract or to affirm the Contract and hold the Contractor responsible for damages. The exercise of this right is in addition to any other rights the State may have as provided in this Agreement or by law.

14. RESPONSIBILITY FOR CLAIMS AND LIABILITY:

The Contractor shall be responsible for all damage to life and property due to its activities or those of its agents or employees, in connection with the services required under this Contract. Further, it is expressly understood that the Contractor shall indemnify and save harmless the Department, its officers, agents, and employees from and against all claims, suits, judgments, expenses, actions, damages and costs of every name and description, including attorney's fees of fifteen percent (15%), arising out of or resulting from the negligent performance of the services of the Contractor under this Contract.

15. FINANCIAL DISCLOSURE:

The Contractor shall comply with the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which requires that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more, shall within 30 days of the time when the aggregate value of these contracts, leases or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

16. POLITICAL CONTRIBUTION DISCLOSURE:

The Contractor shall comply with the provisions of Article 33, Sections 30-1 through 30-4 of the Annotated Code of Maryland, which require that every person that enters into contracts, leases, or other agreements with the State of Maryland including its agencies, or a political subdivision of the State, during a calendar year under which the person receives in the aggregate \$10,000 or more, shall on or before February 1 of the following year file with the Secretary of State of Maryland certain specified information to include disclosure of political contributions in excess of \$100 to a candidate for elective office in any primary or general election.

Contractor Montgomery County Government

By 

Typed Name Alistair W. McArthur,

Assistant Chief Administrative Officer

Revised 03/21/90

Thursday
September 29, 1983

**Interior
Department
of the
Interior**

Part IV

**Department of the
Interior**

National Park Service

**Archeology and Historic Preservation;
Secretary of the Interior's Standards and
Guidelines**

DEPARTMENT OF THE INTERIOR**National Park Service****Archeology and Historic Preservation;
Secretary of the Interior's Standards
and Guidelines****AGENCY:** National Park Service, Interior.**ACTION:** Notice.

SUMMARY: This notice sets forth the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation. These standards and guidelines are not regulatory and do not set or interpret agency policy. They are intended to provide technical advice about archeological and historic preservation activities and methods.

DATE: These Standards and Guidelines are effective on September 29, 1983.

FOR FURTHER INFORMATION CONTACT: Lawrence E. Aten, Chief, Interagency Resources Division, National Park Service, United States Department of the Interior, Washington, D.C. 20240 (202-343-9500). A Directory of Technical Information listing other sources of supporting information is available from the National Park Service.

SUPPLEMENTARY INFORMATION: The Standards and Guidelines are prepared under the authority of Sections 101(f), (g), and (h), and Section 110 of the National Historic Preservation Act of 1966, as amended. State Historic Preservation Officers; Federal Preservation Officers including those of the Department of Agriculture, Department of Defense, Smithsonian Institution and General Services Administration; the Advisory Council on Historic Preservation; the National Trust for Historic Preservation; and other interested parties were consulted during the development of the Standards and Guidelines; additional consultation with these agencies will occur as the Standards and Guidelines are tested during their first year of use.

Purpose

The proposed Standards and the philosophy on which they are based result from nearly twenty years of intensive preservation activities at the Federal, State, and local levels.

The purposes of the Standards are:
To organize the information gathered about preservation activities.

To describe results to be achieved by Federal agencies, States, and others when planning for the identification, evaluation, registration and treatment of historic properties.

To integrate the diverse efforts of many entities performing historic

preservation into a systematic effort to preserve our nation's cultural heritage.

Uses of the Standards

The following groups or individuals are encouraged to use these Standards:

Federal agency personnel responsible for cultural resource management pursuant to Section 110 of the National Historic Preservation Act, as amended, in areas under Federal jurisdiction. A separate series of guidelines advising Federal agencies on their specific historic preservation activities under Section 110 is in preparation.

State Historic Preservation Offices responsible under the National Historic Preservation Act, as amended, for making decisions about the preservation of historic properties in their States in accordance with appropriate regulations and the Historic Preservation Fund Grants Management Manual. The State Historic Preservation Offices serve as the focal point for preservation planning and act as a central state-wide repository of collected information.

Local governments wishing to establish a comprehensive approach to the identification, evaluation, registration and treatment of historic properties within their jurisdictions.

Other individuals and organizations needing basic technical standards and guidelines for historic preservation activities.

Organization

This material is organized in three sections: Standards; Guidelines; and recommended technical sources, cited at the end of each set of guidelines. Users of this document are expected to consult the recommended technical sources to obtain guidance in specific cases.

Review of the Standards and Guidelines

The Secretary of the Interior's Standards for Rehabilitation have recently undergone extensive review and their guidelines made current after 5 years of field use. Users and other interested parties are encouraged to submit written comments on the utility of these Standards and Guidelines except for the Rehabilitation Standards mentioned above. This edition will be thoroughly reviewed by the National Park Service (including consultation with Federal and State agencies), after the end of its first full year of use and any necessary modifications will be made. Subsequent reviews are anticipated as needed. Comments should be sent to Chief, Interagency Resources Division, National Park Service, United States Department of the Interior, Washington, D.C. 20240.

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Secretary of the Interior's Standards for Preservation Planning

Preservation planning is a process that organizes preservation activities (identification, evaluation, registration and treatment of historic properties) in a logical sequence. The Standards for Planning discuss the relationship among these activities while the remaining activity standards consider how each activity should be carried out. The Professional Qualifications Standards discuss the education and experience required to carry out various activities.

The Standards for Planning outline a process that determines when an area should be examined for historic properties, whether an identified property is significant, and how a significant property should be treated.

Preservation planning is based on the following principles:

—Important historic properties cannot be replaced if they are destroyed. Preservation planning provides for conservative use of these properties, preserving them in place and avoiding harm when possible and altering or destroying properties only when necessary.

—If planning for the preservation of historic properties is to have positive effects, it must begin before the identification of all significant properties has been completed. To make responsible decisions about historic properties, existing information must be used to the maximum extent and new information must be acquired as needed.

—Preservation planning includes public participation. The planning process should provide a forum for open discussion of preservation issues. Public involvement is most meaningful when it is used to assist in defining values of properties and preservation planning issues, rather than when it is limited to review of decisions already made. Early

and continuing public participation is essential to the broad acceptance of preservation planning decisions.

Preservation planning can occur at several levels or scales: in a project area; in a community; in a State as a whole; or in the scattered or contiguous landholdings of a Federal agency. Depending on the scale, the planning process will involve different segments of the public and professional communities and the resulting plans will vary in detail. For example, a State preservation plan will likely have more general recommendations than a plan for a project area or a community. The planning process described in these Standards is flexible enough to be used at all levels while providing a common structure which promotes coordination and minimizes duplication of effort. The Guidelines for Preservation Planning contain additional information about how to integrate various levels of planning.

Standard I. Preservation Planning Establishes Historic Contexts

Decisions about the identification, evaluation, registration and treatment of historic properties are most reliably made when the relationship of individual properties to other similar properties is understood. Information about historic properties representing aspects of history, architecture, archeology, engineering and culture must be collected and organized to define these relationships. This organizational framework is called a "historic context." The historic context organizes information based on a cultural theme and its geographical and chronological limits. Contexts describe the significant broad patterns of development in an area that may be represented by historic properties. The development of historic contexts is the foundation for decisions about identification, evaluation, registration and treatment of historic properties.

Standard II. Preservation Planning Uses Historic Contexts To Develop Goals and Priorities for the Identification, Evaluation, Registration and Treatment of Historic Properties

A series of preservation goals is systematically developed for each historic context to ensure that the range of properties representing the important aspects of each historic context is identified, evaluated and treated. Then priorities are set for all goals identified for each historic context. The goals with assigned priorities established for each historic context are integrated to produce a comprehensive and consistent set of goals and priorities for all historic

contexts in the geographical area of a planning effort.

The goals for each historic context may change as new information becomes available. The overall set of goals and priorities are then altered in response to the changes in the goals and priorities for the individual historic contexts.

Activities undertaken to meet the goals must be designed to deliver a usable product within a reasonable period of time. The scope of the activity must be defined so the work can be completed with available budgeted program resources.

Standard III. The Results of Preservation Planning Are Made Available for Integration Into Broader Planning Processes

Preservation of historic properties is one element of larger planning processes. Planning results, including goals and priorities, information about historic properties, and any planning documents, must be transmitted in a usable form to those responsible for other planning activities. Federally mandated historic preservation planning is most successfully integrated into project management planning at an early stage. Elsewhere, this integration is achieved by making the results of preservation planning available to other governmental planning bodies and to private interests whose activities affect historic properties.

Secretary of the Interior's Guidelines for Preservation Planning

Introduction

These Guidelines link the Standards for Preservation Planning with more specific guidance and technical information. They describe one approach to meeting the Standards for Preservation Planning. Agencies, organizations or individuals proposing to approach planning differently may wish to review their approaches with the National Park Service.

The Guidelines are organized as follows:

- Managing the Planning Process
- Developing Historic Contexts
- Developing Goals for a Historic Context
- Integrating Individual Historic Contexts—
- Creating the Preservation Plan
- Coordinating with Management Frameworks
- Recommended Sources of Technical Information

Managing the Planning Process

The preservation planning process must include an explicit approach to implementation, a provision for review and revision of all elements, and a mechanism for resolving conflicts within

the overall set of preservation goals and between this set of goals and other land use planning goals. It is recommended that the process and its products be described in public documents.

Implementing the Process

The planning process is a continuous cycle. To establish and maintain such a process, however, the process must be divided into manageable segments that can be performed within a defined period, such as a fiscal year or budget cycle. One means of achieving this is to define a period of time during which all the preliminary steps in the planning process will be completed. These preliminary steps would include setting a schedule for subsequent activities.

Review and Revision

Planning is a dynamic process. It is expected that the content of the historic contexts described in Standard Land the goals and priorities described in Standard II will be altered based on new information obtained as planning proceeds. The incorporation of this information is essential to improve the content of the plan and to keep it up-to-date and useful. New information must be reviewed regularly and systematically, and the plan revised accordingly.

Public Participation

The success of the preservation planning process depends on how well it solicits and integrates the views of various groups. The planning process is directed first toward resolving conflicts in goals for historic preservation, and second toward resolving conflicts between historic preservation goals and other land-use planning goals. Public participation is integral to this approach and includes at least the following actions:

1. Involving historians, architectural historians, archeologists, historical architects, folklorists and persons from related discipline to define, review and revise the historic contexts, goals and priorities;
2. Involving interested individuals, organizations and communities in the planning area in identifying the kinds of historic properties that may exist and suitable protective measures;
3. Involving prospective users of the preservation plan in defining issues, goals and priorities;
4. Providing for coordination with other planning efforts at local, state, regional and national levels, as appropriate; and

5. Creating mechanisms for identifying and resolving conflicts about historic preservation issues.

The development of historic contexts, for example, should be based on the professional input of all disciplines involved in preservation and not be limited to a single discipline. For prehistoric archeology, for example, data from fields such as geology, geomorphology and geography may also be needed. The individuals and organizations to be involved will depend, in part, on those present or interested in the planning area.

Documents Resulting from the Planning Process

In most cases, the planning process produces documents that explain how the process works and that discuss the historic contexts and related goals and priorities. While the process can operate in the absence of these documents, planning documents are important because they are the most effective means of communicating the process and its recommendations to others. Planning documents also record decisions about historic properties.

As various parts of the planning process are reviewed and revised to reflect current information, related documents must also be updated. Planning documents should be created in a form that can be easily revised. It is also recommended that the format, language and organization of any documents or other materials (visual aids, etc.) containing preservation planning information meet the needs of prospective users.

Developing Historic Contexts

General Approach

Available information about historic properties must be divided into manageable units before it can be useful for planning purposes. Major decisions about identifying, evaluating, registering and treating historic properties are most reliably made in the context of other related properties. A historic context is an organizational format that groups information about related historic properties, based on a theme, geographic limits and chronological period. A single historic context describes one or more aspects of the historic development of an area, considering history, architecture, archeology, engineering and culture; and identifies the significant patterns that individual historic properties represent, for example, Coal Mining in Northeastern Pennsylvania between 1860 and 1930. A set of historic contexts

is a comprehensive summary of all aspects of the history of the area.

The historic context is the cornerstone of the planning process. The goal of preservation planning is to identify, evaluate, register and treat the full range of properties representing each historic context, rather than only one or two types of properties. Identification activities are organized to ensure that research and survey activities include properties representing all aspects of the historic context. Evaluation uses the historic context as the framework within which to apply the criteria for evaluation to specific properties or property types. Decisions about treatment of properties are made with the goal of treating the range of properties in the context. The use of historic contexts in organizing major preservation activities ensures that those activities result in the preservation of the wide variety of properties that represent our history, rather than only a small, biased sample of properties.

Historic contexts, as theoretical constructs, are linked to actual historic properties through the concept of property type. Property types permit the development of plans for identification, evaluation and treatment even in the absence of complete knowledge of individual properties. Like the historic context, property types are artificial constructs which may be revised as necessary.

Historic contexts can be developed at a variety of scales appropriate for local, State and regional planning. Given the probability of historic contexts overlapping in an area, it is important to coordinate the development and use of contexts at all levels. Generally, the State Historic Preservation Office possesses the most complete body of information about historic properties and, in practice, is in the best position to perform this function.

The development of historic contexts generally results in documents that describe the prehistoric processes or patterns that define the context. Each of the contexts selected should be developed to the point of identifying important property types to be useful in later preservation decision-making. The amount of detail included in these summaries will vary depending on the level (local, state, regional, or national) at which the contexts are developed and on their intended uses. For most planning purposes, a synopsis of the written description of the historic context is sufficient.

Creating a Historic Context

Generally, historic contexts should not be constructed so broadly as to

include all property types under a single historic context or so narrowly as to contain only one property type per historic context. The following procedures should be followed in creating a historic context.

1. Identify the concept, time period and geographical limits for the historic context

Existing information, concepts, theories, models and descriptions should be used as the basis for defining historic contexts. Biases in primary and secondary sources should be identified and accounted for when existing information is used in defining historic contexts.

The identification and description of historic contexts should incorporate contributions from all disciplines involved in historic preservation. The chronological period and geographical area of each historic context should be defined after the conceptual basis is established. However, there may be exceptions, especially in defining prehistoric contexts where drainage systems or physiographic regions often are outlined first. The geographical boundaries for historic contexts should not be based upon contemporary political, project or other contemporary boundaries if those boundaries do not coincide with historical boundaries. For example, boundaries for prehistoric contexts will have little relationship to contemporary city, county or state boundaries.

2. Assemble the existing information about the historic context

a. Collecting information: Several kinds of information are needed to construct a preservation plan. Information about the history of the area encompassed by the historic context must be collected, including any information about historic properties that have already been identified. Existing survey or inventory entries are an important source of information about historic properties. Other sources may include literature on prehistory, history, architecture and the environment; social and environmental impact assessments; county and State land use plans; architectural and folkloric studies and oral histories; ethnographic research; State historic inventories and registers; technical reports prepared for Section 108 or other assessments of historic properties; and direct consultation with individuals and organized groups.

In addition, organizations and groups that may have important roles in defining historic contexts and values

should be identified. In most cases a range of knowledgeable professionals drawn from the preservation, planning and academic communities will be available to assist in defining contexts and in identifying sources of information. In other cases, however, development of historic contexts may occur in areas whose history or prehistory has not been extensively studied. In these situations, broad general historic contexts should be initially identified using available literature and expertise, with the expectation that the contexts will be revised and subdivided in the future as primary source research and field survey are conducted. It is also important to identify such sources of information as existing planning data, which is needed to establish goals for identification, evaluation, and treatment, and to identify factors that will affect attainment of those goals.

The same approach for obtaining information is not necessarily desirable for all historic contexts. Information should not be gathered without first considering its relative importance to the historic context, the cost and time involved, and the expertise required to obtain it. In many cases, for example, published sources may be used in writing initial definitions of historic contexts; archival research or field work may be needed for subsequent activities.

b. Assessing information: All information should be reviewed to identify bias in historic perspective, methodological approach, or area of coverage. For example, field surveys for archeological sites may have ignored historic archeological sites, or county land use plans may have emphasized only development goals.

3. Synthesize information

The information collection and analysis results in a written narrative of the historic context. This narrative provides a detailed synthesis of the data that have been collected and analyzed. The narrative covers the history of the area from the chosen perspective and identifies important patterns, events, persons or cultural values. In the process of identifying the important patterns, one should consider:

- a. Trends in area settlement and development, if relevant;
- b. Aesthetic and artistic values embodied in architecture, construction technology or craftsmanship;
- c. Research values or problems relevant to the historic context: social and physical sciences and humanities; and cultural interests of local communities; and

d. Intangible cultural values of ethnic groups and native American peoples.

4. Define property types.

A property type is a grouping of individual properties based on shared physical or associative characteristics. Property types link the ideas incorporated in the theoretical historic context with actual historic properties that illustrate those ideas. Property types defined for each historic context should be directly related to the conceptual basis of the historic context. Property types defined for the historic context "Coal Mining in Northeastern Pennsylvania, 1860-1930" might include coal extraction and processing complexes; railroad and canal transportation systems; commercial districts; mine workers' housing; churches, social clubs and other community facilities reflecting the ethnic origins of workers; and residences and other properties associated with mine owners and other industrialists.

a. Identify property types: The narrative should discuss the kinds of properties expected within the geographical limits of the context and group them into those property types most useful in representing important historic trends.

Generally, property types should be defined after the historic context has been defined. Property types in common usage ("Queen Anne houses," "mill buildings," or "stratified sites") should not be adopted without first verifying their relevance to the historic contexts being used.

b. Characterize the locational patterns of property types:

Generalizations about where particular types of properties are likely to be found can serve as a guide for identification and treatment. Generalizations about the distribution of archeological properties are frequently used. The distribution of other historic properties often can be estimated based on recognizable historical, environmental or cultural factors that determined their location. Locational patterns of property types should be based upon models that have an explicit theoretical or historical basis and can be tested in the field. The model may be the product of historical research and analysis ("Prior to widespread use of steam power, mills were located on rivers and streams able to produce water power" or "plantation houses in the Mississippi Black Belt were located on sandy clay knolls"), or it may result from sampling techniques. Often the results of statistically valid sample surveys can be used to describe the locational patterns of a representative portion of properties

belonging to a particular property type. Other surveys can also provide a basis for suggesting locational patterns if a diversity of historic properties was recorded and a variety of environmental zones was inspected. It is likely that the identification of locational patterns will come from a combination of these sources. Expected or predicted locational patterns of property types should be developed with a provision made for their verification.

c. Characterize the current condition of property types: The expected condition of property types should be evaluated to assist in the development of identification, evaluation and treatment strategies, and to help define physical integrity thresholds for various property types. The following should be assessed for each property type:

(1) Inherent characteristics of a property type that either contribute to or detract from its physical preservation. For example, a property type commonly constructed of fragile materials is more likely to be deteriorated than a property type constructed of durable materials; structures whose historic function or design limits the potential for alternative uses (water towers) are less likely to be reused than structures whose design allows a wider variety of other uses (commercial buildings or warehouses).

(2) Aspects of the social and natural environment that may affect the preservation or visibility of the property type. For example, community values placed on certain types of properties (churches, historic cemeteries) may result in their maintenance while the need to reuse valuable materials may stimulate the disappearance of properties like abandoned houses and barns.

It may be most efficient to estimate of the condition of property types based on professional knowledge of existing properties and field test these estimates using a small sample of properties representative of each type.

5. Identify information needs

Filling gaps in information is an important element of the preservation plan designed for each historic context. Statements of the information needed should be as specific as possible, focusing on the information needed, the historic context and property types it applies to, and why the information is needed to perform identification, evaluation, or treatment activities.

Developing Goals for a Historic Context Developing Goals

A goal is a statement of preferred preservation activities, which is

generally stated in terms of property types.

The purpose of establishing preservation goals is to set forth a "best case" version of how properties in the historic context should be identified, evaluated, registered and treated. Preservation goals should be oriented toward the greatest possible protection of properties in the historic context and should be based on the principle that properties should be preserved in place if possible, through affirmative treatments like rehabilitation, stabilization or restoration. Generally, goals will be specific to the historic context and will often be phrased in terms of property types. Some of these goals will be related to information needs previously identified for the historic context. Collectively, the goals for a historic context should be a coherent statement of program direction covering all aspects of the context.

For each goal, a statement should be prepared identifying:

1. The goal, including the context and property types to which the goal applies and the geographical area in which they are located;
2. The activities required to achieve the goal;
3. The most appropriate methods or strategies for carrying out the activities;
4. A schedule within which the activities should be completed; and
5. The amount of effort required to accomplish the goal, as well as a way to evaluate progress toward its accomplishment.

Setting priorities for goals

Once goals have been developed they need to be ranked in importance. Ranking involves examining each goal in light of a number of factors.

1. General social, economic, political and environmental conditions and trends affecting (positively and negatively) the identification, evaluation, registration and treatment of property types in the historic context.

Some property types in the historic context may be more directly threatened by deterioration, land development patterns, contemporary use patterns, or public perceptions of their value, and such property types should be given priority consideration.

2. Major cost or technical considerations affecting the identification, evaluation and treatment of property types in the historic context.

The identification or treatment of some property types may be technically possible but the cost prohibitive; or techniques may not currently be perfected (for example, the identification of submerged sites or objects, or the

evaluation of sites containing material for which dating techniques are still being developed).

3. Identification, evaluation, registration and treatment activities previously carried out for property types in the historic context.

If a number of properties representing one aspect of a historic context have been recorded or preserved, treatment of additional members of that property type may receive lower priority than treatment of a property type for which no examples have yet been recorded or preserved. This approach ensures that the focus of recording or preserving all elements of the historic context is retained, rather than limiting activities to preserving properties representing only some aspects of the context.

The result of considering the goals in light of these concerns will be a list of refined goals ranked in order of priority.

Integrating Individual Contexts— Creating the Preservation Plan

When historic contexts overlap geographically, competing goals and priorities must be integrated for effective preservation planning. The ranking of goals for each historic context must be reconciled to ensure that recommendations for one context do not contradict those for another. This important step results in an overall set of priorities for several historic contexts and a list of the activities to be performed to achieve the ranked goals. When applied to a specific geographical area, this is the preservation plan for that area.

It is expected that in many instances historic contexts will overlap geographically. Overlapping contexts are likely to occur in two combinations—those that were defined at the same scale (i.e., textile development in Smithtown 1850-1910 and Civil War in Smithtown 1855-1870) and those defined at different scales (i.e., Civil War in Smithtown and Civil War in the Shenandoah Valley). The contexts may share the same property types, although the shared property types will probably have different levels of importance, or they may group the same properties into different property types, reflecting either a different scale of analysis or a different historical perspective.

As previously noted, many of the goals that are formulated for a historic context will focus on the property types defined for that context. Thus it is critical that the integration of goals include the explicit consideration of the potential for shared property type membership by individual properties. For example, when the same property

types are used by two contexts, reconciling the goals will require weighing the level of importance assigned to each property type. The degree to which integration of historic contexts must involve reconciling property types may be limited by the coordinated development of historic contexts used at various levels.

Integration with Management Frameworks

Preservation goals and priorities are adapted to land units through integration with other planning concerns. This integration must involve the resolution of conflicts that arise when competing resources occupy the same land base. Successful resolution of these conflicts can often be achieved through judicious combination of inventory, evaluation and treatment activities. Since historic properties are irreplaceable, these activities should be heavily weighted to discourage the destruction of significant properties and to be compatible with the primary land use.

Recommended Sources of Technical Information

Resource Protection Planning Process. State and Plans Grants Division, 1980. Washington, D.C. Available from Survey and Planning Branch, Interagency Resources Division, National Park Service, Department of the Interior, Washington, D.C. 20240. Outlines a step-by-step approach to implementing the resource protection planning process.

Resource Protection Planning Process Case Studies. Available from Survey and Planning Branch, Interagency Resources Division, National Park Service, Department of the Interior, Washington, D.C. 20240. Reports prepared by State Historic Preservation Offices and other using the planning process.

Planning Theory. Andreas Faludi, 1980. Oxford: Pergamon Press. Constructs a model of planning using concepts borrowed from general systems theory.

SECRETARY OF THE INTERIOR'S STANDARDS FOR IDENTIFICATION

Identification activities are undertaken to gather information about historic properties in an area. The scope of these activities will depend on: existing knowledge about properties; goals for survey activities developed in the planning process; and current management needs.

Standard I. Identification of Historic Properties Is Undertaken to the Degree Required To Make Decisions

Archival research and survey activities should be designed to gather the information necessary to achieve defined preservation goals. The

objectives, chosen methods and techniques, and expected results of the identification activities are specified in a research design. These activities may include archival research and other techniques to develop historic contexts, sampling an area to gain a broad understanding of the kinds of properties it contains, or examining every property in an area as a basis for property specific decisions. Where possible, use of quantitative methods is important because it can produce an estimate, whose reliability may be assessed, of the kinds of historic properties that may be present in the studied area. Identification activities should use a search procedure consistent with the management needs for information and the character of the area to be investigated. Careful selection of methods, techniques and level of detail is necessary so that the gathered information will provide a sound basis for making decisions.

Standard II. Results of Identification Activities are Integrated Into the Preservation Planning Process

Results of identification activities are reviewed for their effects on previous planning data. Archival research or field survey may refine the understanding of one or more historic contexts and may alter the need for additional survey or study of particular property types. Incorporation of the results of these activities into the planning process is necessary to ensure that the planning process is always based on the best available information.

Standard III. Identification Activities Include Explicit Procedures for Record-Keeping and Information Distribution

Information gathered in identification activities is useful in other preservation planning activities only when it is systematically gathered and recorded, and made available to those responsible for preservation planning. The results of identification activities should be reported in a format that summarizes the design and methods of the survey, provides a basis for others to review the results, and states where information on identified properties is maintained. However, sensitive information, like the location of fragile resources, must be safeguarded from general public distribution.

Secretary of the Interior's Guidelines for Identification

Introduction

These Guidelines link the Standards for Identification with more specific guidance and technical information. The

Guidelines outline one approach to meet the Standards for Identification.

Agencies, organizations and individuals proposing to approach identification differently may wish to review their approaches with the National Park Service.

The Guidelines are organized as follows:

Role of Identification in the Planning Process

- Performing Identification
- Integrating Identification Results
- Reporting Identification Results
- Recommended Sources of Technical Information

Role of Identification in the Planning Process

Identification is undertaken for the purpose of locating historic properties and is composed of a number of activities which include, but are not limited to archival research, informant interviews, field survey and analysis. Combinations of these activities may be selected and appropriate levels of effort assigned to produce a flexible series of options. Generally identification activities will have multiple objectives, reflecting complex management needs. Within a comprehensive planning process, identification is normally undertaken to acquire property-specific information needed to refine a particular historic context or to develop any new historic contexts. (See the Guidelines for Preservation Planning for discussion of information gathering to establish plans and to develop historic contexts.) The results of identification activities are then integrated into the planning process so that subsequent activities are based on the most up-to-date information. Identification activities are also undertaken in the absence of a comprehensive planning process, most frequently as part of a specific land-use or development project. Even lacking a formally developed preservation planning process, the benefits of efficient, goal-directed research may be obtained by the development of localized historic contexts, suitable in scale for the project area, as part of the background research which customarily occurs before field survey efforts.

Performing Identification

Research Design

Identification activities are essentially research activities for which a statement of objectives or research design should be prepared before work is performed. Within the framework of a comprehensive planning process, the research design provides a vehicle for integrating the various activities performed during the identification

process and for linking those activities directly to the goals and the historic context(s) for which those goals were defined. The research design stipulates the logical integration of historic context(s) and field and laboratory methodology. Although these tasks may be performed individually, they will not contribute to the greatest extent possible in increasing information on the historic context unless they relate to the defined goals and to each other. Additionally, the research design provides a focus for the integration of interdisciplinary information. It ensures that the linkages between specialized activities are real, logical and address the defined research questions. Identification activities should be guided by the research design and the results discussed in those terms. (See Reporting Identification Results)

The research design should include the following:

1. *Objectives* of the identification activities. For example: to characterize the range of historic properties in a region; to identify the number of properties associated with a context; to gather information to determine which properties in an area are significant.

The statement of objectives should refer to current knowledge about the historic contexts or property types, based on background research or assessments of previous research. It should clearly define the physical extent of the area to be investigated and the amount and kinds of information to be gathered about properties in the area.

2. *Methods* to be used to obtain the information. For example: archival research or field survey. Research methods should be clearly and specifically related to research problems.

Archival research or survey methods should be carefully explained so that others using the gathered information can understand how the information was obtained and what its possible limitations or biases are.

The methods should be compatible with the past and present environmental character of the geographical area under study and the kinds of properties most likely to be present in the area.

3. *The expected results* and the reasons for those expectations.

Expectations about the kind, number, location, character and condition of historic properties are generally based on a combination of background research, proposed hypotheses, and analogy to the kinds of properties known to exist in areas of similar environment or history.

Archival Research

Archival or background research is generally undertaken prior to any field survey. Where identification is undertaken as part of a comprehensive planning process, background research may have taken place as part of the development of the historic contexts (see the Guidelines for Preservation Planning). In the absence of previously developed historic contexts, archival research should address specific issues and topics. It should not duplicate previous work. Sources should include, but not be limited to, historical maps, atlases, tax records, photographs, ethnographies, folklife documentation, oral histories and other studies, as well as standard historical reference works, as appropriate for the research problem. (See the Guidelines for Historical Documentation for additional discussion.)

Field Survey

The variety of field survey techniques available, in combination with the varying levels of effort that may be assigned, give great flexibility to implementing field surveys. It is important that the selection of field survey techniques and level of effort be responsive to the management needs and preservation goals that direct the survey effort.

Survey techniques may be loosely grouped into two categories, according to their results. First are the techniques that result in the characterization of a region's historic properties. Such techniques might include "windshield" or walk-over surveys, with perhaps a limited use of sub-surface survey. For purposes of these Guidelines, this kind of survey is termed a "reconnaissance." The second category of survey techniques is those that permit the identification and description of specific historic properties in an area; this kind of survey effort is termed "intensive." The terms "reconnaissance" and "intensive" are sometimes defined to mean particular survey techniques, generally with regard to prehistoric sites. The use of the terms here is general and is not intended to redefine the terms as they are used elsewhere.

Reconnaissance survey might be most profitably employed when gathering data to refine a developed historic context—such as checking on the presence or absence of expected property types, to define specific property types or to estimate the distribution of historic properties in an area. The results of regional characterization activities provide a general understanding of the historic

properties in a particular area and permit management decisions that consider the sensitivity of the area in terms of historic preservation concerns and the resulting implications for future land use planning. The data should allow the formulation of estimates of the necessity, type and cost of further identification work and the setting of priorities for the individual tasks involved. In most cases, areas surveyed in this way will require resurvey if more complete information is needed about specific properties.

A reconnaissance survey should document:

1. The kinds of properties looked for;
2. The boundaries of the area surveyed;
3. The method of survey, including the extent of survey coverage;
4. The kinds of historic properties present in the surveyed area;
5. Specific properties that were identified, and the categories of information collected; and
6. Places examined that did not contain historic properties.

Intensive survey is most useful when it is necessary to know precisely what historic properties exist in a given area or when information sufficient for later evaluation and treatment decisions is needed on individual historic properties. Intensive survey describes the distribution of properties in an area; determines the number, location, and condition of properties; determines the types of properties actually present within the area; permits classification of individual properties; and records the physical extent of specific properties.

An intensive survey should document:

1. The kinds of properties looked for;
2. The boundaries of the area surveyed;
3. The method of survey, including an estimate of the extent of survey coverage;
4. A record of the precise location of all properties identified; and
5. Information on the appearance, significance, integrity and boundaries of each property sufficient to permit an evaluation of its significance.

Sampling

Reconnaissance or intensive survey methods may be employed according to a sampling procedure to examine less-than-the-total project or planning area.

Sampling can be effective when several locations are being considered for an undertaking or when it is desirable to estimate the cultural resources of an area. In many cases, especially where large land areas are involved, sampling can be done in stages. In this approach, the results of

the initial large area survey are used to structure successively smaller, more detailed surveys. This "nesting" approach is an efficient technique since it enables characterization of both large and small areas with reduced effort. As with all investigative techniques, such procedures should be designed to permit an independent assessment of results.

Various types of sample surveys can be conducted, including, but not limited to: random, stratified and systematic. Selection of sample type should be guided by the problem the survey is expected to solve, the nature of the expected properties and the nature of the area to be surveyed.

Sample surveys may provide data to estimate frequencies of properties and types of properties within a specified area at various confidence levels. Selection of confidence levels should be based upon the nature of the problem the sample survey is designed to address.

Predictive modeling is an application of basic sampling techniques that projects or extrapolates the number, classes and frequencies of properties in unsurveyed areas based on those found in surveyed areas. Predictive modeling can be an effective tool during the early stages of planning an undertaking, for targeting field survey and for other management purposes. However, the accuracy of the model must be verified; predictions should be confirmed through field testing and the model redesigned and retested if necessary.

Special survey techniques

Special survey techniques may be needed in certain situations.

Remote sensing techniques may be the most effective way to gather background environmental data, plan more detailed field investigations, discover certain classes of properties, map sites, locate and confirm the presence of predicted sites, and define features within properties. Remote sensing techniques include aerial, subsurface and underwater techniques. Ordinarily the results of remote sensing should be verified through independent field inspection before making any evaluation or statement regarding frequencies or types of properties.

Integrating Identification Results

The results of identification efforts must be integrated into the planning process so that planning decisions are based on the best available information. The new information is first assessed against the objectives of the identification effort to determine whether the gathered information meets

the defined identification goals for the historic context(s); then the goals are adjusted accordingly. In addition, the historic context narrative, the definition of property types and the planning goals for evaluation and treatment are all adjusted as necessary to accommodate the new data.

Reporting Identification Results

Reporting of the results of identification activities should begin with the statement of objectives prepared before undertaking the survey. The report should respond to each of the major points documenting:

1. Objectives;
2. Area researched or surveyed;
3. Research design or statement of objectives;
4. Methods used, including the intensity of coverage. If the methods differ from those outlined in the statement of objectives, the reasons should be explained.
5. Results: how the results met the objectives; result analysis, implications and recommendations; where the compiled information is located.

A summary of the survey results should be available for examination and distribution. Identified properties should then be evaluated for possible inclusion in appropriate inventories.

Protection of information about archeological sites or other properties that may be threatened by dissemination of that information is necessary. These may include fragile archeological properties or properties such as religious sites, structures, or objects, whose cultural value would be compromised by public knowledge of the property's location.

Recommended Sources of Technical Information

The Archeological Survey: Methods and Uses. Thomas F. King. Interagency Archeological Services, U.S. Department of the Interior, 1978. Washington, D.C. Available through the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. GPO stock number 024-016-00091. Written primarily for the non-archeologist, this publication presents methods and objectives for archeological surveys.

Cultural Resources Evaluation of the Northern Gulf of Mexico Continental Shelf. National Park Service, U.S. Department of the Interior, 1977.

Guidelines for Local Surveys: A Basis for Preservation Planning. Anne Derry, H. Ward Jandl, Carol Shull and Jan Thorman. National Register Division, U.S. Department of the Interior, 1978. Washington, D.C. Available through the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. GPO stock number 024-016-0069-7. General guidance about

designing and carrying out community surveys.

The Process of Field Research: Final Report on the Blue Ridge Parkway Folklife Project. American Folklife Center, 1981.

Regional Sampling in Archeology. David Hurst Thomas. University of California, Archeological Survey Annual Report, 1968-9, 11:87-100.

Remote Sensing: A Handbook for Archeologists and Cultural Resource Managers. Thomas R. Lyons and Thomas Eugene Avery. Cultural Resource Management Division, National Park Service, U.S. Department of the Interior, 1977.

Remote Sensing and Non-Destructive Archeology. Thomas R. Lyons and James L. Ebert, editors. Remote Sensing Division, Southwest Cultural Resources Center, National Park Service, U.S. Department of the Interior and University of New Mexico, 1978.

Remote Sensing Experiments in Cultural Resource Studies: Non-Destructive Methods of Archeological Exploration, Survey and Analysis. Thomas R. Lyons, assembler. Reports of the Chaco Center, Number One. National Park Service, U.S. Department of the Interior and University of New Mexico, 1978.

Sampling in Archeology. James W. Mueller, editor. University of Arizona Press, 1975. Tucson, Arizona.

Scholars as Contractors. William J. Mayer-Oakes and Alice W. Portnoy, editors. Cultural Resource Management Studies, U.S. Department of the Interior, 1979.

Sedimentary Studies of Prehistoric Archeological Sites. Sherwood Gagliano, Charles Pearson, Richard Weinstein, Diana Wiseman, and Christopher McClendon. Division of State Plans and Grants, National Park Service, U.S. Department of the Interior, 1982. Washington, D.C. Available from Coastal Environments Inc., 1280 Main Street, Baton Rouge, Louisiana 70802. Establishes and evaluates a method for employing sedimentological analysis in distinguishing site areas from non-site areas when identifying submerged archeological sites on the continental shelf.

State Survey Forms. Available from Interagency Resource Management Division, National Park Service, Department of the Interior, Washington, D.C. 20240. Characterizes cultural resource survey documentation methods in State Historic Preservation Offices.

Truss Bridge Types: A Guide to Dating and Identifying. Donald C. Jackson and T. Allan Comp. American Association for State and Local History, 1977. Nashville, Tennessee. Technical leaflet #95. Available from AASLH, 708 Berry Road, Nashville, Tennessee 37204. Information about performing surveys of historic bridges and identifying the types of properties encountered.

Secretary of the Interior's Standards for Evaluation

Evaluation is the process of determining whether identified properties meet defined criteria of significance and therefore should be included in an inventory of historic properties determined to meet the

criteria. The criteria employed vary depending on the inventory's use in resource management.

Standard I. Evaluation of the Significance of Historic Properties Uses Established Criteria

The evaluation of historic properties employs criteria to determine which properties are significant. Criteria should therefore focus on historical, architectural, archeological, engineering and cultural values, rather than on treatments. A statement of the minimum information necessary to evaluate properties against the criteria should be provided to direct information gathering activities.

Because the National Register of Historic Places is a major focus of preservation activities on the Federal, State and local levels, the National Register criteria have been widely adopted not only as required for Federal purposes, but for State and local inventories as well. The National Historic Landmark criteria and other criteria used for inclusion of properties in State historic site files are other examples of criteria with different management purposes.

Standard II. Evaluation of Significance Applies the Criteria Within Historic Contexts

Properties are evaluated using a historic context that identifies the significant patterns that properties represent and defines expected property types against which individual properties may be compared. Within this comparative framework, the criteria for evaluation take on particular meaning with regard to individual properties.

Standard III. Evaluation Results in A List or Inventory of Significant Properties That Is Consulted In Assigning Registration and Treatment Priorities

The evaluation process and the subsequent development of an inventory of significant properties is an on-going activity. Evaluation of the significance of a property should be completed before registration is considered and before preservation treatments are selected. The inventory entries should contain sufficient information for subsequent activities such as registration or treatment of properties, including an evaluation statement that makes clear the significance of the property within one or more historic contexts.

Standard IV. Evaluation Results Are Made Available to the Public

Evaluation is the basis of registration and treatment decisions. Information about evaluation decisions should be organized and available for use by the general public and by those who take part in decisions about registration and treatment. Use of appropriate computer-assisted data bases should be a part of the information dissemination effort. Sensitive information, however, must be safeguarded from general public distribution.

Secretary of the Interior's Guidelines for Evaluation

Introduction

These Guidelines link the Standards for Evaluation with more specific guidance and technical information. These Guidelines describe one approach to meeting the Standards for Evaluation. Agencies, organizations, or individuals proposing to approach evaluation differently may wish to review their approach with the National Park Service.

The Guidelines are organized as follows:

The Evaluation Process

Criteria

Application of Criteria within a Historic Context

Inventory

Recommended Sources of Technical Information

The Evaluation Process

These Guidelines describe principles for evaluating the significance of one or more historic properties with regard to a given set of criteria.

Groups of related properties should be evaluated at the same time whenever possible; for example, following completion of a theme study or community survey.

Evaluation should not be undertaken using documentation that may be out of date. Prior to proceeding with evaluation the current condition of the property should be determined and previous analyses evaluated in light of any new information.

Evaluation must be performed by persons qualified by education, training and experience in the application of the criteria. Where feasible, evaluation should be performed in consultation with other individuals experienced in applying the relevant criteria in the geographical area under consideration; for example, the State Historic Preservation Officer or local landmarks commission.

Evaluation is completed with a written determination that a property is

or is not significant based on provided information. This statement should be part of the record.

Criteria: The purposes of evaluation criteria should be made clear. For example, the criteria may be used "to evaluate properties for inclusion in the county landmarks list," or "to implement the National Register of Historic Places program."

For Federal cultural resource management purposes, criteria used to develop an inventory should be coordinated with the National Register criteria for evaluation as implemented in the approved State comprehensive historic preservation plan.

Content of Criteria: Criteria should be appropriate in scale to the purpose of the evaluation. For example, criteria designed to describe national significance should not be used as the basis for creating a county or State inventory. Criteria should be categorical and not attempt to describe in detail every property likely to qualify. Criteria should outline the disciplines or broad areas of concern (history, archeology, architectural history, engineering and culture, for example) included within the scope of the inventory; explain what kinds of properties, if any, are excluded and the reasons for exclusion; and define how levels of significance are measured, if such levels are incorporated into the criteria. If the criteria are to be used in situations where the National Register criteria are also widely used, it is valuable to include a statement explaining the relationship of the criteria used to the National Register criteria, including how the scope of the inventory differs from that defined by the National Register criteria and how the inventory could be used to identify properties that meet the National Register criteria.

Information Needed to Evaluate Properties: The criteria should be accompanied by a statement defining the minimum information necessary to evaluate properties to insure that this information is collected during identification activities intended to locate specific historic properties. Generally, at least the following will be needed:

1. Adequately developed historic contexts, including identified property types. (See the Guidelines for Preservation Planning for discussion of development of historic contexts.)

2. Sufficient information about the appearance, condition and associative values of the property to be evaluated to:

- a. Classify it as to property type;

- b. Compare its features or characteristics with those expected for its property type; and

- c. Define the physical extent of the property and accurately locate the property.

To facilitate distinguishing between facts and analysis, the information should be divided into categories, including identification and description of pertinent historical contexts; description of the property and its significance in the historical context; and analysis of the integrity of the property relative to that needed to represent the context.

Usually documentation need not include such items as a complete title-history or biography of every owner of a property, except where that information is important in evaluating its significance. Information on proposed or potential treatments or threats, such as destruction of a property through uncontrollable natural processes, is also not needed for evaluation, unless those effects are likely to occur prior to or during the evaluation, thereby altering the significant characteristic of the property. If archeological testing or structural analysis is needed for evaluation, it should not proceed beyond the point of providing the information necessary for evaluation and should not unnecessarily affect significant features or values of the property.

When more information is needed: Evaluation cannot be conducted unless all necessary information is available. (See Information Needed to Evaluate Properties.) Any missing information or analysis should be identified (e.g. development of context or information on the property) as well as the specific activities required to obtain the information (archival research, field survey and testing, or laboratory testing). When adequate information is not available, it is important to record that fact so that evaluation will not be undertaken until the information can be obtained. In some cases needed information is not obtainable, for example, where historical records have been destroyed or analytical techniques have not been developed to date materials in archeological sites. If an evaluation must be completed in these cases, it is important to acknowledge what information was not obtainable and how that missing information may affect the reliability of the evaluation.

Application of the Criteria within a Historic Context

The first step in evaluation is considering how the criteria apply to the

particular historic context. This is done by reviewing the previously developed narrative for the historic context and determining how the criteria would apply to properties in that context, based on the important patterns, events, persons and cultural values identified. (See the discussion of the historic context narrative in the *Guidelines for Preservation Planning*.) This step includes identification of which criteria each property type might meet and how integrity is to be evaluated for each property type under each criterion. Specific guidelines for evaluating the eligibility of individual properties should be established. These guidelines should outline and justify the specific physical characteristics or data requirements that an individual property must possess to retain integrity for the particular property type, and define the process by which revisions or additions can be made to the evaluation framework.

Consideration of property type and integrity: After considering how the criteria apply to the particular historic context, the evaluation process for a property generally includes the following steps:

1. A property is classified as to the appropriate historic context(s) and property type(s). If no existing property type is appropriate, a new property type is defined, its values identified, and the specific characteristics or data requirements are outlined and justified as an addition to the historic context. If necessary, a new historic context is defined for which values and property types and their integrity requirements are identified and justified.

2. A comparison is made between the existing information about the property and the integrity characteristics or data required for the property type.

a. If the comparison shows that the property possesses these characteristics, then it is evaluated as significant for that historic context. The evaluation includes a determination that the property retains integrity for its type.

b. If the comparison shows that the property does not meet the minimum requirements, one of several conclusions is reached:

(1) The property is determined not significant because it does not retain the integrity defined for the property type.

(2) The property has characteristics that may make it significant but these differ from those expected for that property type in that context. In this case, the historic context or property types should be reexamined and revised if necessary, based on subsequent research and survey.

The evaluation should state how the particular property meets the integrity

requirements for its type. When a property is disqualified for loss of integrity, the evaluation statement should focus on the kinds of integrity expected for the property type, those that are absent for the disqualified property, and the impact of that absence on the property's ability to exemplify architectural, historical or research values within a particular historic context.

The integrity of the property in its current condition, rather than its likely condition after a proposed treatment, should be evaluated. Factors such as structural problems, deterioration, or abandonment should be considered in the evaluation only if they have affected the integrity of the significant features or characteristics of the property.

Inventory

An inventory is a repository of information on specific properties evaluated as significant.

Content: The inventory should include:

1. Summaries of the important historic contexts. These may be in the form of an approved plan or analyses of historic contexts important in the history of the geographical area covered by the inventory.

2. Descriptions of significant property types of these contexts, whether or not any specific properties have been identified.

3. Results of reconnaissance surveys or other identification activities, even if the level of information on specific properties identified as part of those activities is not sufficient to evaluate individual properties.

4. Information on individual properties that was used in evaluation.

Historic contexts are identified by name, with reference to documents describing those contexts, or with a narrative statement about the context(s) where such documents do not exist.

A description of the property. Part of this description may be a photographic record.

A statement that justifies the significance of the property in relation to its context(s). This statement should include an analysis of the integrity of the property.

Boundaries of the property.

A record of when a property was evaluated and included in the inventory, and by whom.

Records on demolished or altered properties and properties evaluated as not significant should be retained, along with full description of areas surveyed, for the planning information these records provide about impacts to properties and about the location and

character of non-significant properties to prevent redundant identification work at a later time.

Maintenance: Inventory entries should be maintained so that they accurately represent what is known about historic properties in the area covered by the inventory. This will include new information gained from research and survey about the historic contexts, property types, and previously evaluated properties, as well as information about newly evaluated properties. For individual properties, addition of kinds of significance, change in the boundaries, or loss of significance through demolition or alteration should be recorded.

Uses and Availability: An inventory should be managed so that the information is accessible. Its usefulness depends on the organization of information and on its ability to incorporate new information. An inventory should be structured so that entries can be retrieved by locality or by historic context.

The availability of the inventory information should be announced or a summary should be distributed. This may be in the form of a list of properties evaluated as significant or a summary of the historic contexts and the kinds of properties in the inventory. Inventories should be available to managers, planners, and the general public at local, State, regional, and Federal agency levels.

It is necessary to protect information about archeological sites or other properties whose integrity may be damaged by widespread knowledge of their location. It may also be necessary to protect information on the location of properties such as religious sites, structures, or objects whose cultural value would be compromised by public knowledge of the property's location.

Recommended Sources of Technical Information

How to Apply the National Register Criteria. Available through the National Register Branch, Interagency Resources Division, National Park Service, U.S. Department of the Interior, Washington, D.C. 20240. Provides detailed technical information about interpretation of the significance and integrity criteria used by the National Register of Historic Places program.

How To Series. Available through the National Register Branch, Interagency Resources Division, National Park Service, U.S. Department of the Interior, Washington, D.C. 20240. Discusses application of the National Register criteria for evaluation. Titles include:

How To Establish Boundaries for National Register Properties.

How To Evaluate and Nominate Potential National Register Properties That Have Achieved Significance Within the Last 50 Years.

How To Improve Quality of Photos for - National Register Nominations.

How To Apply for Certification of Significance Under Section 2124 of the Tax Reform Act of 1976.

How To Apply for Certification of State and Local Statutes and Historic Districts.

How To Quality Historic Properties Under the New Federal Law Affective Easements.

Importance of Small, Surface, and Disturbed Sites as Sources of Significant Archeological Data. Valerie Talmage and Olga Chesler. Interagency Archeological Service 1977. Washington, D.C. Available from the National Technical Information Service. NTIS Publication Number PB 270939/AS. Discusses the role of small, surface, and disturbed sites as sources of significant information about a variety of prehistoric activities. These types of sites are frequently ignored in the development of regional archeological research designs.

Secretary of the Interior's Standards For Registration

Registration is the formal recognition of properties evaluated as significant. Preservation benefits provided by various registration programs range from honorific recognition to prohibition of demolition or alteration of included properties. Some registration programs provide recognition and other broad benefits while other programs authorize more specific forms of protection.

Standard I. Registration Is Conducted According To Stated Procedures

Registration of historic properties in the National Register of Historic Places must be done in accordance with the National Register regulations published in the Code of Federal Regulations, 36 CFR 60. Registration for other lists or purposes follow an established process that is understood by the public, particularly by those interests that may be affected by registration.

Standard II. Registration Information Locates, Describes and Justifies the Significance and Physical Integrity of a Historic Property

Registers are used for planning, research and treatment. They must contain adequate information for users to locate a property and understand its significance. Additional information

may be appropriate depending on the intended use of the register.

Standard III: Registration Information is Accessible to the Public

Information should be readily available to the public and to government agencies responsible for the preservation of historic properties and for other planning needs.

Secretary of the Interior's Guidelines For Registration

Introduction

These Guidelines link the Standards for Registration with more specific guidance and technical information. They describe one approach to meeting the Standards for Registration. Agencies, organizations, or individuals proposing to approach registration differently may wish to review their approach with the National Park Service.

The Guidelines are organized as follows:

Purpose of Registration Programs
Registration Procedures
Documentation on Registered Properties
Public Availability
Recommended Sources of Technical Information

Purpose of Registration Programs

Registration of historic properties is the formal recognition of properties that have been evaluated as significant according to written criteria. Registration results in an official inventory or list that serves an administrative function. A variety of benefits or forms of protection accrue to a registered property, ranging from honorific recognition to prohibition of demolition or alteration.

Some registration programs provide recognition and other broad benefits or entitlements, while other registrations of properties may, in addition, authorize more specific forms of protection. The application of the registration process should be a logical outgrowth of the same planning goals and priorities that guided the identification and evaluation activities. All registration programs should establish priorities for recognition of their authorized range of properties; provide for confidentiality of sensitive information; and establish a means of appealing the registration or non-registration of a property.

Registration Procedures

Explicit procedures are essential because they are the means by which the public can understand and participate in the registration process. Procedures for registration programs should be developed by professionals in

the field of historic preservation, in consultation with those who will use or be affected by the program. Prior to taking effect, procedures should be published or circulated for comment at the governmental level at which they will be used. (Procedures for registration of properties in the National Register of Historic Places and the National Historic Landmarks list, for example, are published in the Federal Register.)

Any registration program should include:

1. A professional staff to prepare or assess the documentation;
2. A professional review, independent of the nominating source, to provide an impartial evaluation of the documented significance;
3. Adequate notice to property owners, elected officials and the public about proposed registrations and the effects of listing, if any; and
4. A means of public participation.

Professional Review: The registration process should include an independent evaluation of the significance of the property and of the quality and thoroughness of the documentation supporting that significance. Such evaluation ensures that significance is adequately justified and that registration documentation meets the technical requirements of the registration process.

State and local preservation programs, concerned with both public and private properties, generally use a review board, panel or commission. This level of professional review has proven to be effective in assessing the significance of properties considered for registration.

Review boards and other forms of independent review should include professionals in the fields or disciplines included in the criteria; representatives of other fields or disciplines may be desirable to reflect other values or aspects of the register. Key personnel must be qualified by education, training or experience to accomplish their designated duties. (See the Professional Qualifications Standards.)

The scope of the independent review should be clearly stated in the registration procedures and should not include issues outside the scope of the applicable criteria for evaluation and other areas specified in the procedures. Generally, independent reviewers should not be involved in any primary research or analysis related to properties under consideration; this information should be gathered and organized prior to review meetings. Documentation presented to the reviewers should be made available to

the public prior to review meetings or public hearings. Registration of properties should not take place until review of documentation has been completed.

Public Notice: Adequate notice allows property owners, officials and other interested parties to comment on proposed registrations prior to action by the independent reviewers. The degree of protection and control provided by a registration program may be a factor in determining what constitutes adequate notice. For example, adequate notice of proposed inclusion in honorific registers may be less complex than that for registration that results in local controls on alteration or demolition of registered properties.

Notice to elected officials and the public is necessary to distribute information about potential registrations of concern to planning and development interests.

Adequate notice to property owners may be accomplished through means ranging from individual notification by mail to publication of a public notice, depending on the nature of the registration program and the number and character of the properties involved.

Public notices and owner notification about proposed registrations should include the dates and times of public meetings and review meetings, the kinds of comments that are appropriate, and how comments will be considered in the evaluation process. The notice should also state where information can be obtained about the registration program, the criteria used to evaluate properties for inclusion, and the significance of specific properties under consideration.

The procedures should include a means of public participation in the form of submission of written comments or a review meeting open to the public or a public hearing.

The procedures should state time periods within which reviews, notices, comments, public hearings, review meetings and appeals will occur. The time periods should be short enough to allow for efficient recognition of historic properties but also allow adequate time for public comment and participation by those affected. Time periods may vary depending on whether activities are carried out at the local, State, or national level. These time schedules should be widely circulated so that the process is widely understood.

Appeal Process: A means of appeal should be included in the registration process to allow for reconsideration of a property's inclusion. Reasons for appeal may range from existence of additional information about the property supporting or refuting its significance to

administrative or procedural error. An appeal process should specify to whom an appeal may be made and how the information that is provided will be evaluated. The appeal procedures should also state the time limit, if any, on appealing a decision and on consideration of information and issuance of a decision by the appeal authority.

Documentation on Registered Properties

Documentation requirements should be carefully weighed to provide the information *actually* needed to reach a registration decision and should be made public. It should be made certain that identification and evaluation activities obtain and record the information necessary for registration. Documentation should be prepared in a standardized format and on materials that are archivally stable and easy to store and retrieve.

Location: The precise location of a historic property must be clearly identified.

Street address, town or vicinity, and county should be provided. Properties should also be located on maps; these may be USGS maps, county planning maps, or city base maps or real estate maps. A uniform system of noting location, such as UTM grid points or longitude and latitude, should supplement mapping. It is recommended that each registration process standardize the preferred choice of maps appropriate to the scope of the process.

Description: An accurate description of a property includes a description of both the current and historical physical appearance and condition of the property and notes the relevant property type(s) for the applicable historic context(s). Discussion should include alterations, deterioration, relocation and other changes to the property since its period of significance.

Significance: A statement of significance should explain why a property meets the criteria for inclusion in the register to which it has been nominated.

This statement should contain at least 3 elements:

1. Reference to the relevant historic context(s);
2. Identification of relevant property types within the context and their characteristics; and
3. Justification that the property under consideration has the characteristics required to qualify it.

Relevant historic contexts can be identified through reference to the preservation plan or other documents where the contexts have been

previously described or can be provided by a narrative discussion of the context. (The development of contexts and their use in evaluating properties are discussed in the Guidelines for Preservation Planning and the Guidelines for Evaluation.) A significant property type and its characteristics are identified either through reference to the historic context(s) or by a narrative in the documentation that describes historic contexts. Justification of a specific property is made by systematic comparison of its characteristics to those required for the property type.

Boundaries: The delineation and justification of boundaries for a registered property are important for future treatment activities. It is especially critical when legal restraints or restrictions may result from the registration of properties. Thus, boundaries should correspond as closely as possible to the actual extent and configuration of the property and should be carefully selected to encompass, but not exceed, the extent of the significant resource(s). The selection of boundaries should reflect the significant aspects of the property.

Arbitrary boundaries should not be chosen for ease of description since this can result in the inclusion of unrelated land or in exclusion of a portion of the historic property. Present property lines should not be chosen as property boundaries without careful analysis of whether they are appropriate to the historic property. A single uniform boundary description and acreage should not be applied to a group or class of properties (antebellum plantations, for example) without examination of the actual extent of each property. The selected boundaries should be justified as appropriate to the historic property.

Boundaries should be clearly and precisely described, using a verbal boundary description, legal description, accurate sketch map, or lines drawn on base maps, or a combination of these where needed to specify the limits of the property being registered. When used, maps should show the location of buildings, structures, sites or objects within the boundary.

Updating Information on Registered Properties: A change in the condition of the significant features of a property may require a change in the official registration record. Alteration of a significant architectural feature, for example, could mean that a property is no longer significant for its architectural design.

Additional significance of registered properties may be identified through development of new historic contexts.

Research may reveal that a property is significant in other historic contexts or is significant at a higher level. For example, a property previously recognized as of local significance could be found to be of national significance.

A change in location or condition of a registered property may mean that the property is no longer significant for the reasons for which it was registered and the property should be deleted from the registered list.

Public Availability

Lists of registered properties should be readily available for public use, and information on registered properties should be distributed on a regular basis. Lists of properties registered nationally are distributed through publication in the Federal Register and to Congressional Offices and State Historic Preservation Offices. Comprehensive information should be stored and maintained for public use at designated national, State and local authorities open to the public on a regular basis.

Information should be retrievable by the property name, and location, historic context or property type. The specific location of properties that may be threatened by dissemination of that information must be withheld. These may include fragile archeological properties or properties such as religious sites, structures, or objects whose cultural value would be compromised by public knowledge of the property location.

Recommended Sources of Technical Information

How to Complete National Register Forms. National Register Division, National Park Service, U.S. Department of the Interior, 1977. Washington, D.C. Available through the Superintendent of Documents, US Government Printing Office, Washington, D.C. 20402. GPO Stock Number 024-005-00666-4. This publication is the standard reference on the documentation requirements of the National Register of Historic Places program.

How To Series. Available through the National Register Branch, Interagency Resources Division, National Park Service, Department of the Interior 20240. These information sheets contain supplementary information about interpreting the National Register criteria for evaluation and documentation requirements of the National Register registration program. Title include: How To Establish Boundaries for National Register Properties.

How To Evaluate and Nominate Potential National Register Properties That Have Achieved Significance Within the Last 50 Years.

How To Improve the Quality of Photographs for National Register Nominations.

How To Apply for Certification of Significance Under Section 2124 of the Tax Reform Act of 1978.
How To Apply for Certification of State and Local Statutes and Historic Districts.
How To Qualify Historic Properties Under the New Federal Law Affecting Easements.

Note on Documentation and Treatment of Historic Properties

Documentation and treatment of historic properties includes a variety of techniques to preserve or protect properties, or to document their historic values and information. While documentation activities may be applied to any potentially historic property, generally only those properties that first have been evaluated as significant against specified criteria (such as those of the National Register) are treated. Some commonly applied treatments are preservation in place, rehabilitation, restoration and stabilization; there are other types of treatments also. Documentation and treatment may be applied to the same property; for example, archeological, historical, and architectural documentation may be prepared before a structure is stabilized or before foundations or chimneys or other lost features are reconstructed.

Alternatives for treatment will usually be available, and care should be applied in choosing among them. Preservation in place is generally preferable to moving a property. Over time, the preferred treatment for a property may change; for example, an archeological site intended for preservation in place may begin to erode so that a combination of archeological documentation and stabilization may be required. If a decision is made that a particular property will not be preserved in place, the need for documentation must then be considered.

The three sets of documentation standards (i.e., the Standards for Historical Documentation, Standards for Architectural and Engineering Documentation, and Standards for Archeological Documentation) as well as the Standards for Historic Preservation Projects (Acquisition, Preservation, Stabilization, Protection, Rehabilitation, Restoration, and Reconstruction) describe the techniques of several disciplines to treat historic properties, and to document or preserve information about their historical values. The integration of planning for documentation and treatment with their execution is accomplished in a statement of objectives, or research design. Because both the goals and appropriate methodologies are likely to be interdisciplinary in nature, the relationship among these various

activities should be specified in the research design to ensure that the resulting documentation produces a comprehensive record of historic properties in an efficient manner.

Secretary of the Interior's Standards for Historical Documentation

Historical documentation provides important information related to the significance of a property for use by historians, researchers, preservationists, architects, and historical archeologists. Research is used early in planning to gather information needed to identify and evaluate properties. (These activities are discussed in the Standards and Guidelines for Preservation Planning and the Standards and Guidelines for Identification.) Historical documentation is also a treatment that can be applied in several ways to properties previously evaluated as significant; it may be used in conjunction with other treatment activities (as the basis for rehabilitation plans or interpretive programs, for example) or as a final treatment to preserve information in cases of threatened property destruction. These Standards concern the use of research and documentation as a treatment.

Standard I. Historical Documentation Follows a Research Design That Responds to Needs Identified in the Planning Process

Historical documentation is undertaken to make a detailed record of the significance of a property for research and interpretive purposes and for conservation of information in cases of threatened property destruction. Documentation must have defined objectives so that proposed work may be assessed to determine whether the resulting documentation will meet needs identified in the planning process. The research design or statement of objectives is a formal statement of how the needs identified in the plan are to be addressed in a specific documentation project. This is the framework that guides the selection of methods and evaluation of results, and specifies the relationship of the historical documentation efforts to other proposed treatment activities.

Standards II. Historical Documentation Employs an Appropriate Methodology to Obtain the Information Required by The Research Design

Methods and techniques of historical research should be chosen to obtain needed information in the most efficient way. Techniques should be carefully selected and the sources should be

recorded so that other researchers can verify or locate information discovered during the research.

Standard III. The Results of Historical Documentation Are Assessed Against the Research Design and Integrated into the Planning Process

Documentation is one product of research; information gathered about the usefulness of the research design itself is another. The research results are assessed against the research design to determine how well they meet the objectives of the research. The results are integrated into the body of current knowledge and reviewed for their implications for the planning process. The research design is reviewed to determine how future research designs might be modified based on the activity conducted.

Standard IV. The Results of Historical Documentation Are Reported and Made Available to the Public.

Research results must be accessible to prospective users. Results should be communicated to the professional community and the public in reports summarizing the documentation activity and identifying the repository of additional detailed information. The goal of disseminating information must be balanced, however, with the need to protect sensitive information whose disclosure might result in damage to properties.

Secretary of the Interior's Guidelines for Historical Documentation

Introduction

These Guidelines link the Standards for Historical Documentation with more specific guidance and technical information. They describe one approach to meeting the Standards for Historical Documentation. Agencies, organizations or individuals proposing to approach historical documentation differently may wish to review their approaches with the National Park Service.

The Guidelines are organized as follows:

Historical Documentation Objectives
Research Design
Methods
Integrating Results
Reporting Results
Recommended Sources of Technical Information

Documentation Objectives

Documentation is a detailed record, in the form of a report or other written document, of the historical context(s) and significance of a property. Historical research to create

documentation uses archival materials, oral history techniques, ethnohistories, prior research contained in secondary sources and other sources to make a detailed record of previously identified values or to investigate particular questions about the established significance of a property or properties. It is an investigative technique that may be employed to document associative, architectural, cultural or informational values of properties. It may be used as a component of structural recording or archeological investigation, to enable interpretation or to mitigate the anticipated loss of a property through conservation of information about its historical, architectural or archeological significance. Documentation generally results in both greater factual knowledge about the specific property and its values, and in better understanding of the property in its historical context. In addition to increasing factual knowledge about a property and its significance in one historical context, documentation may also serve to link the property to or define its importance in other known or yet-to-be defined historic contexts.

Documentation should incorporate, rather than duplicate, the findings of previous research. Research may be undertaken to identify how a particular property fits into the work of an architect or builder; to analyze the historical relationship among several properties; or to document in greater detail the historical contexts of properties. The kinds of questions investigated will generally depend on what is already known or understood and what information is needed. For example, documentation of a bridge whose technological significance is well understood, but whose role in local transportation history is not, would summarize the information on the former topic and focus research on the associative values of the property. The questions that research seeks to answer through deed, map or archival search, oral history and other techniques may also relate to issues addressed in structural documentation or archeological investigation; for example, the reasons for and history of modification of a building to be the subject of architectural or engineering documentation.

Research Design

Historical documentation is guided by a statement of objectives, research design or task directive prepared before research is performed. The research design is a useful statement of how proposed work will enhance existing archival data and permits comparison of

the proposed work with the results. The purpose of the research design is to define the proposed scope of the documentation work and to define a set of expectations based on the information available prior to the research. Generally, the research design also ensures that research methods are commensurate with the type, quality and source of expected information.

The research design for a property should identify:

1. Evaluated significance of the property(ies) to be investigated;
2. Historical, architectural, archeological or cultural issues relevant to the evaluated significance of the property;
3. Previous research on those issues and how the proposed work is related to existing knowledge;
4. The amount and kinds of information required to produce reliable historical analyses;
5. Methods to be used to obtain the information;
6. Types of sources to be investigated; types of personnel required;
7. Expected results or findings based on available knowledge about the property and its context; and
8. Relationship of the proposed historical documentation to other proposed treatment activities; for example, recommendations on the use of documentation in interpretive programs or other aspects of treatment such as anticipated architectural, engineering or archeological documentation).

Research Methods

Research methods should be chosen based on the information needs, be capable of replication and be recorded so that another researcher could follow the same research procedure. Sources should be recorded so that other researchers can locate or verify the information discovered during the search.

Use of Sources: The variety of available written and graphic materials and the number of individuals that can serve as sources, including but not limited to personal records, deed and title books, newspapers, plats, maps, atlases, photographs, vital records, censuses, historical narratives, interviews of individuals and secondary source materials, should be considered in developing the research design. Part of the development of the research design is deciding what kinds of source materials are most likely to contain needed information and at what point in the research process that information will be most valuable. For example,

often secondary sources are most valuable for gathering background information, while primary sources are more useful to gather or confirm specific facts. The documentation goals may not require exhaustive investigation of sources, such as deed records or building permits. Research may be kept cost-effective by making careful decisions about when to use particular sources, thereby limiting the use of time-consuming techniques to when absolutely necessary. Decisions about when to gather information may also affect the quality of information that can be gathered. When dealing with large project areas where loss of many properties is anticipated, it is important to gather information from local archival sources and oral histories before project activities destroy or disperse family or community records and residents.

Analysis of the accuracy and biases of source materials is critical in analyzing the information gathered from these sources. Maps, historical atlases and insurance maps should be assessed like written records for errors, biases and omissions; for example, some map sources may omit structures of a temporary nature or may not fully depict ethnic or minority areas. Likewise, building plans and architectural renderings may not reflect a structure as it was actually built.

Analysis: Analysis should not only focus on the issues defined in the research design, but should also explore major new issues identified during the course of research or analysis. The documentation gathered may raise important issues not previously considered, and further investigation may be important, particularly when contradictory information has been gathered. It is important to examine the implications of these new issues to ensure that they are investigated in a balanced way.

Questions that should be considered in analyzing the information include:

1. Has enough information been gathered to answer the questions that were posed?
2. Do the answers contradict one another? If so, it may be necessary to search for more evidence. If no additional evidence is available, judgements must be based on the available sources, weighing their biases. Conflicts of source materials should be noted.

In general, the more the researcher knows about the general historical period and setting, and limitations of the source materials under investigation, the better the individual is prepared to

evaluate the information found in the documentary sources investigated. Peer review or consultation with other knowledgeable individuals about the information and the tentative conclusions can be an important part of the analysis.

Integrating Results

The results of documentation must be integrated into the planning process so that planning decisions are based on the best available information. The new information is first assessed against the research design to determine whether the gathered information meets the defined objectives of the research. Then the relevant historic contexts, property types, and treatment goals for these contexts are all adjusted, as necessary, based on the historical documentation results.

Reporting Results

Reports should contain:

1. Summaries of the purpose of the documentation, the research design and methods and techniques of investigation.
2. Sources of facts or analyses so that other researchers can locate the information in its original context. Notation of any conflicts in source materials and how the individual performing the documentation interpreted these conflicts.
3. Sources consulted, including those expected to contain useful information and those that contained no information about the property(s).
4. Assessment of the accuracy, biases and historical perspective of all sources. This information and that identified in No. 3 may be provided in an annotated bibliography.
5. Discussion of major analyses and results, including conclusions regarding all major research issues identified in the research design, as well as important issues raised in the course of research. The analysis should be summarized in terms of its impact on interpreting the property's significance and expanding or altering the knowledge about the property and its context.
6. Researchers' interpretation of historical events or trends. These interpretations should be clearly identified.

Primary results should be preserved and made accessible in some manner, although they need not necessarily be contained in the report. At a minimum, the report should reference the location of notes and analyses.

Results of historical documentation should be made available for use in

preservation planning and by the general public. Report formats may vary, depending on the audience and the anticipated uses of the documentation, but professionally accepted rules of report writing should be followed. If reports are of a technical nature, the format of the major scientific journal of the pertinent discipline may be the most appropriate format. Peer review of draft reports is one means of ensuring that state-of-the-art technical reports are produced.

Recommended Sources of Technical Information

Folklife and Fieldwork: A Layman's Introduction to Field Techniques. Peter Bartis. American Folklife Center. Washington, D.C., 1979.

Ordinary People and Everyday Life: Perspectives on the New Social History. James B. Gardner and George Rolfe Adams, editors. American Association for State and Local History, Nashville, Tennessee, 1983.

The Process of Field Research. Carl Fleischhauer and Charles K. Wolfe. American Folklife Center, Washington, D.C., 1981.

Researching Heritage Buildings. Margaret Carter. Ministry of the Environment, Ottawa, Canada, 1983.

Secretary of the Interior's Standards for Architectural and Engineering Documentation

These standards concern the development of documentation for historic buildings, sites, structures and objects. This documentation, which usually consists of measured drawings, photographs and written data, provides important information on a property's significance for use by scholars, researchers, preservationists, architects, engineers and others interested in preserving and understanding historic properties. Documentation permits accurate repair or reconstruction of parts of a property, records existing conditions for easements, or may preserve information about a property that is to be demolished.

These Standards are intended for use in developing documentation to be included in the Historic American Building Survey (HABS) and the Historic American Engineering Record (HAER) Collections in the Library of Congress. HABS/HAER, in the National Park Service, have defined specific requirements for meeting these Standards for their collections. The HABS/HAER requirements include information important to development of documentation for other purposes such as State or local archives

Standard I. Documentation Shall Adequately Explicate and Illustrate What is Significant or Valuable About the Historic Building, Site, Structure or Object Being Documented.

The historic significance of the building, site, structure or object identified in the evaluation process should be conveyed by the drawings, photographs and other materials that comprise documentation. The historical, architectural, engineering or cultural values of the property together with the purpose of the documentation activity determine the level and methods of documentation. Documentation prepared for submission to the Library of Congress must meet the HABS/HAER Guidelines.

Standard II. Documentation Shall be Prepared Accurately From Reliable Sources With Limitations Clearly Stated to Permit Independent Verification of the Information.

The purpose of documentation is to preserve an accurate record of historic properties that can be used in research and other preservation activities. To serve these purposes, the documentation must include information that permits assessment of its reliability.

Standard III. Documentation Shall be Prepared on Materials That are Readily Reproducible, Durable and in Standard Sizes.

The size and quality of documentation materials are important factors in the preservation of information for future use. Selection of materials should be based on the length of time expected for storage, the anticipated frequency of use and a size convenient for storage.

Standard IV. Documentation Shall be Clearly and Concisely Produced.

In order for documentation to be useful for future research, written materials must be legible and understandable, and graphic materials must contain scale information and location references.

Secretary of the Interior's Guidelines for Architectural and Engineering Documentation

Introduction

These Guidelines link the Standards for Architectural and Engineering Documentation with more specific guidance and technical information. They describe one approach to meeting the Standards for Architectural Engineering Documentation. Agencies, organizations or individuals proposing to approach documentation differently

may wish to review their approaches with the National Park Service.

The Guidelines are organized as follows:

Definitions

Goal of Documentation

The HABS/HAER Collections

Standard I: Content

Standard II: Quality

Standard III: Materials

Standard IV: Presentation

Architectural and Engineering Documentation

Prepared for Other Purposes

Recommended Sources of Technical Information

Definitions

These definitions are used in conjunction with these Guidelines:

Architectural Data Form—a one page HABS form intended to provide identifying information for accompanying HABS documentation.

Documentation—measured drawings, photographs, histories, inventory cards or other media that depict historic buildings, sites, structures or objects.

Field Photography—photography, other than large-format photography, intended for the purpose of producing documentation, usually 35mm.

Field Records—notes of measurements taken, field photographs and other recorded information intended for the purpose of producing documentation.

Inventory Card—a one page form which includes written data, a sketched site plan and a 35mm contact print dry-mounted on the form. The negative, with a separate contact sheet and index should be included with the inventory card.

Large Format Photographs—photographs taken of historic buildings, sites, structures or objects where the negative is a 4 X 5", 5 X 7" or 8 X 10" size and where the photograph is taken with appropriate means to correct perspective distortion.

Measured Drawings—drawings produced on HABS or HAER formats depicting existing conditions or other relevant features of historic buildings, sites, structures or objects. Measured drawings are usually produced in ink on archivally stable material, such as mylar.

Photocopy—A photograph, with large-format negative, of a photograph or drawing.

Select Existing Drawings—drawings of historic buildings, sites, structures or objects, whether original construction or later alteration drawings that portray or depict the historic value or significance.

Sketch Plan—a floor plan, generally not to exact scale although often drawn from measurements, where the features

are shown in proper relation and proportion to one another.

Goal of Documentation

The Historic American Buildings Survey (HABS) and Historic American Engineering Record (HAER) are the national historical architectural and engineering documentation programs of the National Park Service that promote documentation incorporated into the HABS/HAER collections in the Library of Congress. The goal of the collections is to provide architects, engineers, scholars, and interested members of the public with comprehensive documentation of buildings, sites, structures and objects significant in American history and the growth and development of the built environment.

The HABS/HAER Collections: HABS/HAER documentation usually consists of measured drawings, photographs and written data that provide a detailed record which reflects a property's significance. Measured drawings and properly executed photographs act as a form of insurance against fires and natural disasters by permitting the repair and, if necessary, reconstruction of historic structures damaged by such disasters. Documentation is used to provide the basis for enforcing preservation easement. In addition, documentation is often the last means of preservation of a property; when a property is to be demolished, its documentation provides future researchers access to valuable information that otherwise would be lost.

HABS/HAER documentation is developed in a number of ways. First and most usually, the National Park Service employs summer teams of student architects, engineers, historians and architectural historians to develop HABS/HAER documentation under the supervision of National Park Service professionals. Second, the National Park Service produces HABS/HAER documentation, in conjunction with restoration or other preservation treatment, of historic buildings managed by the National Park Service. Third, Federal agencies, pursuant to Section 110(b) of the National Historic Preservation Act, as amended, record those historic properties to be demolished or substantially altered as a result of agency action or assisted action (referred to as mitigation projects). Fourth, individuals and organizations prepare documentation to HABS/HAER standards and donate that documentation to the HABS/HAER collections. For each of these programs,

fferent Documentation Levels will be et.

The Standards describe the fundamental principles of HABS/HAER documentation. They are supplemented by other material describing more specific guidelines, such as line weights for drawings, preferred techniques for architectural photography, and formats for written data. This technical information is found in the HABS/HAER Procedures Manual.

These Guidelines include important information about developing documentation for State or local archives. The State Historic Preservation Officer or the State library should be consulted regarding archival requirements if the documentation will become part of their collections. In establishing archives, the important questions of durability and reproducibility should be considered in relation to the purposes of the collection.

Documentation prepared for the purpose of inclusion in the HABS/HAER collections must meet the requirements below. The HABS/HAER office of the National Park Service retains the right to refuse to accept documentation for inclusion in the HABS/HAER collections when that documentation does not meet HABS/HAER requirements, as specified below.

Standard I: Content

1. *Requirement:* Documentation shall adequately explicate and illustrate what is significant or valuable about the historic building, site, structure or object being documented.

2. *Criteria:* Documentation shall meet one of the following documentation levels to be considered adequate for inclusion in the HABS/HAER collections.

a. Documentation Level I:

(1) Drawings: a full set of measured drawings depicting existing or historic conditions.

(2) Photographs: photographs with large-format negatives of exterior and interior views; photocopies with large format negatives of select existing drawings or historic views where available.

(3) Written data: history and description.

b. Documentation Level II:

(1) Drawings: select existing drawings, where available, should be photographed with large-format negatives or photographically reproduced on mylar.

(2) Photographs: photographs with large-format negatives of exterior and interior views, or historic views, where available.

(3) Written data: history and description.

c. Documentation Level III:

(1) Drawings: sketch plan.

(2) Photographs: photographs with large-format negatives of exterior and interior views.

(3) Written data: architectural data form.

d. Documentation Level IV: HABS/HAER inventory card.

3. *Test Inspection of the documentation by HABS/HAER staff.*

4. *Commentary:* The HABS/HAER office retains the right to refuse to accept any documentation on buildings, site, structures or objects lacking historical significance. Generally, buildings, sites, structures or objects must be listed in, or eligible for listing in the National Register of Historic Places to be considered for inclusion in the HABS/HAER collections.

The kind and amount of documentation should be appropriate to the nature and significance of the buildings, site, structure or object being documented. For example, Documentation Level I would be inappropriate for a building that is a minor element of a historic district, notable only for streetscape context and scale. A full set of measured drawings for such a minor building would be expensive and would add little, if any, information to the HABS/HAER collections. Large format photography (Documentation Level III) would usually be adequate to record the significance of this type of building.

Similarly, the aspect of the property that is being documented should reflect the nature and significance of the building, site, structure or object being documented. For example, measured drawings of Dankmar Adler and Louis Sullivan's Auditorium Building in Chicago should indicate not only facades, floor plans and sections, but also the innovative structural and mechanical systems that were incorporated in that building. Large format photography of Gunston Hall in Fairfax County, Virginia, to take another example, should clearly show William Buckland's hand-carved moldings in the Palladian Room, as well as other views.

HABS/HAER documentation is usually in the form of measured drawings, photographs, and written data. While the criteria in this section have addressed only these media, documentation need not be limited to them. Other media, such as films of industrial processes, can and have been used to document historic buildings, sites, structures or objects. If other media are to be used, the HABS/HAER

office should be contacted before recording.

The actual selection of the appropriate documentation level will vary, as discussed above. For mitigation documentation projects, this level will be selected by the National Park Service Regional Office and communicated to the agency responsible for completing the documentation. Generally, Level I documentation is required for nationally significant buildings and structures, defined as National Historic Landmarks and the primary historic units of the National Park Service.

On occasion, factors other than significance will dictate the selection of another level of documentation. For example, if a rehabilitation of a property is planned, the owner may wish to have a full set of as-built drawings, even though the significance may indicate Level II documentation.

HABS Level I measured drawings usually depict existing conditions through the use of a site plan, floor plans, elevations, sections and construction details. HAER Level I measured drawings will frequently depict original conditions where adequate historical material exists, so as to illustrate manufacturing or engineering processes.

Level II documentation differs from Level I by substituting copies of existing drawings, either original or alteration drawings, for recently executed measured drawings. If this is done, the drawings must meet HABS/HAER requirements outlined below. While existing drawings are rarely as suitable as as-built drawings, they are adequate in many cases for documentation purposes. Only when the desirability of having as-built drawings is clear are Level I measured drawings required in addition to existing drawings. If existing drawings are housed in an accessible collection and cared for archivally, their reproduction for HABS/HAER may not be necessary. In other cases, Level I measured drawings are required in the absence of existing drawings.

Level III documentation requires a sketch plan if it helps to explain the structure. The architectural data form should supplement the photographs by explaining what is not readily visible.

Level IV documentation consists of completed HABS/HAER inventory cards. This level of documentation, unlike the other three levels, is rarely considered adequate documentation for the HABS/HAER collections but is undertaken to identify historic resources in a given area prior to additional, more comprehensive documentation.

Standard II: Quality

1. *Requirement:* HABS and HAER documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of information.

2. *Criteria:* For all levels of documentation, the following quality standards shall be met:

a. *Measured drawings:* Measured drawings shall be produced from recorded, accurate measurements. Portions of the building that were not accessible for measurement should not be drawn on the measured drawings, but clearly labeled as not accessible or drawn from available construction drawings and other sources and so identified. No part of the measured drawings shall be produced from hypothesis or non-measurement related activities. Documentation Level I measured drawings shall be accompanied by a set of field notebooks in which the measurements were first recorded. Other drawings, prepared for Documentation Levels II and III, shall include a statement describing where the original drawings are located.

b. *Large format photographs:* Large format photographs shall clearly depict the appearance of the property and areas of significance of the recorded building, site, structure or object. Each view shall be perspective-corrected and fully captioned.

c. *Written history:* Written history and description for Documentation Levels I and II shall be based on primary sources to the greatest extent possible. For Levels III and IV, secondary sources may provide adequate information; if not, primary research will be necessary. A frank assessment of the reliability and limitations of sources shall be included. Within the written history, statements shall be footnoted as to their sources, where appropriate. The written data shall include a methodology section specifying name of researcher, date of research, sources searched, and limitations of the project.

3. *Test:* Inspection of the documentation by HABS/HAER staff.

4. *Commentary:* The reliability of the HABS/HAER collections depends on documentation of high quality. Quality is not something that can be easily prescribed or quantified, but it derives from a process in which thoroughness and accuracy play a large part. The principle of independent verification HABS/HAER documentation is critical to the HABS/HAER collections.

Standard III: Materials

1. *Requirement:* HABS and HAER documentation shall be prepared on

materials that are readily reproducible for ease of access; durable for long storage; and in standard sizes for ease of handling.

2. *Criteria:* For all levels of documentation, the following material standards shall be met:

a. *Measured Drawings:*

Readily Reproducible: Ink on translucent material.

Durable: Ink on archivally stable materials.

Standard Sizes: Two sizes: 19 × 24" or 24 × 36".

b. *Large Format Photographs:*

Readily Reproducible: Prints shall accompany all negatives.

Durable: Photography must be archivally processed and stored. Negatives are required on safety film only. Resin-coated paper is not accepted. Color photography is not acceptable.

Standard Sizes: Three sizes: 4 × 5", 5 × 7", 8 × 10".

c. *Written History and Description:*

Readily Reproducible: Clean copy for xeroxing.

Durable: Archival bond required.

Standard Sizes: 8½ × 11".

d. *Field Records:*

Readily Reproducible: Field notebooks may be xeroxed. Photo identification sheet will accompany 35 mm negatives and contact sheets.

Durable: No requirement.

Standard Sizes: Only requirement is that they can be made to fit into a 9½ × 12" archival folding file.

3. *Test:* Inspection of the documentation by HABS/HAER staff.

4. *Commentary:* All HABS/HAER records are intended for reproduction; some 20,000-HABS/HAER records are reproduced each year by the Library of Congress. Although field records are not intended for quality reproduction, it is intended that they be used to supplement the formal documentation. The basic durability performance standard for HABS/HAER records is 500 years. Ink on mylar is believed to meet this standard, while color photography, for example, does not. Field records do not meet this archival standard, but are maintained in the HABS/HAER collections as a courtesy to the collection user.

Standard IV: Presentation

1. *Requirement:* HABS and HAER documentation shall be clearly and concisely produced.

2. *Criteria:* For levels of documentation as indicated below, the following standards for presentation will be used:

a. *Measured Drawings:* Level I measured drawings will be lettered

mechanically (i.e., Leroy or similar) or in a handprinted equivalent style.

Adequate dimensions shall be included on all sheets. Level III sketch plans should be neat and orderly.

b. *Large format photographs:* Level I photographs shall include duplicate photographs that include a scale. Level II and III photographs shall include, at a minimum, at least one photograph with a scale, usually of the principal facade.

c. *Written history and description:* Data shall be typewritten on bond, following accepted rules of grammar.

3. *Test:* Inspection of the documentation by HABS/HAER staff.

Architectural and Engineering Documentation Prepared for Other Purposes

Where a preservation planning process is in use, architectural and engineering documentation, like other treatment activities, are undertaken to achieve the goals identified by the preservation planning process. Documentation is deliberately selected as a treatment for properties evaluated as significant, and the development of the documentation program for a property follows from the planning objectives. Documentation efforts focus on the significant characteristics of the property, as defined in the previously completed evaluation. The selection of a level of documentation and the documentation techniques (measured drawings, photography, etc.) is based on the significance of the property and the management needs for which the documentation is being performed. For example, the kind and level of documentation required to record a historic property for easement purposes may be less detailed than that required as mitigation prior to destruction of the property. In the former case, essential documentation might be limited to the portions of the property controlled by the easement, for example, exterior facades; while in the latter case, significant interior architectural features and non-visible structural details would also be documented.

The principles and content of the HABS/HAER criteria may be used for guidance in creating documentation requirements for other archives. Levels of documentation and the durability and sizes of documentation may vary depending on the intended use and the repository. Accuracy of documentation should be controlled by assessing the reliability of all sources and making that assessment available in the archival record; by describing the limitations of the information available from research and physical examination of the

property; and by retaining the primary data (field measurements and notebooks) from which the archival record was produced. Usefulness of the documentation products depends on preparing the documentation on durable materials that are able to withstand handling and reproduction, and in sizes that can be stored and reproduced without damage.

Recommended Sources of Technical Information

Recording Historic Buildings. Harley J. McKee. Government Printing Office, 1970. Washington, D.C. Available through the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. GPO number 024-005-0235-a.

HABS/HAER Procedures Manual. Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1960. Washington, D.C.

Photogrammetric Recording of Cultural Resources. Perry E. Borchers. Technical Preservation Services, U.S. Department of the Interior, 1977. Washington, D.C.

Rectified Photography and Photo Drawings for Historic Preservation. J. Henry Chambers. Technical Preservation Services, U.S. Department of the Interior, 1975. Washington, D.C.

Secretary of the Interior's Standards for Archeological Documentation

Archeological documentation is a series of actions applied to properties of archeological interest. Documentation of such properties may occur at any or all levels of planning, identification, evaluation or treatment. The nature and level of documentation is dictated by each specific set of circumstances. Archeological documentation consists of activities such as archival research, observation and recording of above-ground remains, and observation (directly, through excavation, or indirectly, through remote sensing) of below-ground remains. Archeological documentation is employed for the purpose of gathering information on individual historic properties or groups of properties. It is guided by a framework of objectives and methods derived from the planning process, and makes use of previous planning decisions, such as those on evaluation of significance. Archeological documentation may be undertaken as an aid to various treatment activities, including research, interpretation, reconstruction, stabilization and data recovery when mitigating archeological losses resulting from construction. Care should be taken to assure that documentation efforts do not duplicate previous efforts.

Standard I. Archeological Documentation Activities Follow an Explicit Statement of Objectives and Methods That Responds to Needs Identified in the Planning Process

Archeological research and documentation may be undertaken to fulfill a number of needs, such as overviews and background studies for planning, interpretation or data recovery to mitigate adverse effects. The planning needs are articulated in a statement of objectives to be accomplished by the archeological documentation activities. The statement of objectives guides the selection of methods and techniques of study and provides a comparative framework for evaluating and deciding the relative efficiency of alternatives. Satisfactory documentation involves the use of archeological and historical sources, as well as those of other disciplines. The statement of objectives usually takes the form of a formal and explicit research design which has evolved from the interrelation of planning needs, current knowledge, resource value and logistics.

Standard II. The Methods and Techniques of Archeological Documentation are Selected To Obtain the Information Required by the Statement of Objectives

The methods and techniques chosen for archeological documentation should be the most effective, least destructive, most efficient and economical means of obtaining the needed information. Methods and techniques should be selected so that the results may be verified if necessary. Non-destructive techniques should be used whenever appropriate. The focus on stated objectives should be maintained throughout the process of study and documentation.

Standard III. The Results of Archeological Documentation are Assessed Against the Statement of Objectives and Integrated Into the Planning Process

One product of archeological documentation is the recovered data; another is the information gathered about the usefulness of the statement of objectives itself. The recovered data are assessed against the objectives to determine how they meet the specified planning needs. Information related to archeological site types, distribution and density should be integrated in planning at the level of identification and evaluation. Information and data concerning intra-site structure may be needed for developing mitigation strategies and are appropriately

integrated at this level of planning. The results of the data analyses are integrated into the body of current knowledge. The utility of the method of approach and the particular techniques which were used in the investigation (i.e. the research design) should be assessed so that the objectives of future documentation efforts may be modified accordingly.

Standard IV. The Results of Archeological Documentation are Reported and Made Available to the Public

Results must be accessible to a broad range of users including appropriate agencies, the professional community and the general public. Results should be communicated in reports that summarize the objectives, methods, techniques and results of the documentation activity, and identify the repository of the materials and information so that additional detailed information can be obtained, if necessary. The public may also benefit from the knowledge obtained from archeological documentation through pamphlets, brochures, leaflets, displays and exhibits, or by slide, film or multimedia productions. The goal of disseminating information must be balanced, however, with the need to protect sensitive information whose disclosure might result in damage to properties. Curation arrangements sufficient to preserve artifacts, specimens and records generated by the investigation must be provided for to assure the availability of these materials for future use.

Secretary of the Interior's Guidelines for Archeological Documentation

Introduction

These Guidelines link the Standards for Archeological Documentation with more specific guidance and technical information. They describe one approach to meeting the Standards for Documentation. Agencies, organizations or individuals proposing to approach archeological documentation differently may wish to review their approach with the National Park Service.

The Guidelines are organized as follows:

Archeological Documentation Objectives
Documentation Plan
Methods
Reporting Results
Curation
Recommended Sources of Technical Information

1. Collection of base-line data:

2. Problem-oriented research directed toward particular data gaps recognized in the historic context(s);

3. Preservation or illustration of significance which has been identified for treatment by the planning process; or

4. Testing of new investigative or conservation techniques, such as the effect of different actions such as forms of site burial (aqueous or non-aqueous).

Many properties having archeological components have associative values as well as research values. Examples include Native American sacred areas and historic sites such as battlefields. Archeological documentation may preserve information or data that are linked to the identified values that a particular property possesses. Depending on the property type and the range of values represented by the property, it may be necessary to recover information that relates to an aspect of the property's significance other than the specified research questions. It is possible that conflicts may arise between the optimal realizations of research goals and other issues such as the recognition/protection of other types of associative values. The research design for the archeological documentation should provide for methods and procedures to resolve such conflicts, and for the close coordination of the archeological research with the appropriate ethnographic, social or topographical research.

Archeological Documentation Objectives

The term "archeological documentation" is used here to refer specifically to any operation that is performed using archeological techniques as a means to obtain and record evidence about past human activity that is of importance to documenting history and prehistory in the United States. Historic and prehistoric properties may be important for the data they contain, or because of their association with important persons, events, or processes, or because they represent architectural or artistic values, or for other reasons. Archeological documentation may be an appropriate option for application not only to archeological properties, but to above-ground structures as well, and may be used in collaboration with a wide range of other treatment activities.

If a property contains artifacts, features, and other materials that can be studied using archeological techniques, then archeological documentation may be selected to achieve particular goals of the planning process—such as to address a specified information need, or to illustrate significant associative

values. Within the overall goals and priorities established by the planning process, particular methods of investigation are chosen that best suit the types of study to be performed.

Relationship of archeological documentation to other types of documentation or other treatments: Archeological documentation is appropriate for achieving any of various goals, including:

Documentation Plan

Research Design: Archeological documentation can be carried out only after defining explicit goals and a methodology for reaching them. The goals of the documentation effort directly reflect the goals of the preservation plan and the specific needs identified for the relevant historic contexts. In the case of problem oriented archeological research, the plan usually takes the form of a formal research design, and includes, in addition to the items below, explicit statements of the problem to be addressed and the methods or tests to be applied. The purpose of the statement of objectives is to explain the rationale behind the documentation effort, to define the scope of the investigation; to identify the methods, techniques, and procedures to be used; to provide a schedule for the activities; and to permit comparison of the proposed research with the results. The research design for an archeological documentation effort follows the same guidelines as those for identification (see the Guidelines for Identification) but has a more property-specific orientation.

The research design should draw upon the preservation plan to identify:

1. Evaluated significance of the property(ies) to be studied;
2. Research problems or other issues relevant to the significance of the property;
3. Prior research on the topic and property type; and how the proposed documentation objectives are related to previous research and existing knowledge;
4. The amount and kinds of information (data) required to address the documentation objectives and to make reliable statements, including at what point information is redundant and documentation efforts have reached a point of diminishing returns;
5. Methods to be used to find the information; and
6. Relationship of the proposed archeological investigation to anticipated historical or structural documentation, or other treatments.

The primary focus of archeological documentation is on the data classes

that are required to address the specified documentation objectives. This may mean that other data classes are deliberately neglected. If so, the reasons for such a decision should be carefully justified in terms of the preservation plan.

Archeological investigations seldom are able to collect and record all possible data. It is essential to determine the point at which further data recovery and documentation fail to improve the usefulness of the archeological information being recovered. One purpose of the research design is to estimate those limits in advance and to suggest at what point information becomes duplicative. Investigation strategies should be selected based on these general principles, considering the following factors:

1. Specific data needs;
2. Time and funds available to secure the data; and
3. Relative cost efficiency of various strategies.

Responsiveness to the concerns of local groups (e.g., Native American groups with ties to specific properties) that was built into survey and evaluation phases of the preservation plan, should be maintained in archeological investigation, since such activity usually involves site disturbance. The research design, in addition to providing for appropriate ethnographic research and consultation, should consider concerns voiced in previous phases. In the absence of previous efforts to coordinate with local or other interested groups, the research design should anticipate the need to initiate appropriate contracts and provide a mechanism for responding to sensitive issues, such as the possible uncovering of human remains or discovery of sacred areas.

The research design facilitates an orderly, goal directed and economical project. However, the research design must be flexible enough to allow for examination of unanticipated but important research opportunities that arise during the investigation.

Documentation Methods

Background Review: Archeological documentation usually is preceded by, or integrated with historical research (i.e. that intensive background information gathering including identification of previous archeological work and inspection of museum collections; gathering relevant data on geology, botany, urban geography and other related disciplines; archival research; informant interviews, or recording of oral tradition, etc.).

Depending on the goals of the archeological documentation, the background historical and archeological research may exceed the level of research accomplished for development of the relevant historic contexts or for identification and evaluation, and focuses on the unique aspects of the property to be treated. This assists in directing the investigation and locates a broader base of information than that contained in the property itself for response to the documentation goals. This activity is particularly important for historic archeological properties where information sources other than the property itself may be critical to preserving the significant aspects of the property. (See the Secretary of the Interior's Standards and Guidelines for Historical Documentation for discussion of associated research activities.)

Field Studies: The implementation of the research design in the field must be flexible enough to accommodate the discovery of new or unexpected data classes or properties, or changing field conditions. A phased approach may be appropriated when dealing with large complex properties or groups of properties, allowing for changes in emphasis or field strategy, or termination of the program, based on analysis of recovered data at the end of each phase. Such an approach permits the confirmation of assumptions concerning property extent, content or organization which had been made based on data gathered from identification and evaluation efforts, or the adjustment of those expectations and resulting changes in procedure. In some cases a phased approach may be necessary to gather sufficient data to calculate the necessary sample size for a statistically valid sample. A phased documentation program may often be most cost-effective, in allowing for early termination of work if the desired objectives cannot be achieved.

Explicit descriptive statements of and justification for field study techniques are important to provide a means of evaluating results. In some cases, especially those employing a sampling strategy in earlier phases (such as identification or evaluation), it is possible to estimate parameters of certain classes of data in a fairly rigorous statistical manner. It is thus desirable to maintain some consistency in choice of sampling designs throughout multiple phases of work at the same property. Consistency with previously employed areal sampling frameworks also improves potential replication in terms of later locating sampled and unsampled areas. It often is desirable to

estimate the nature and frequency of data parameters based on existing information or analogy to other similar cases. These estimates may then be tested in field studies.

An important consideration in choosing methods to be used in the field studies should be assuring full, clear, and accurate descriptions of all field operations and observations, including excavation and recording techniques and stratigraphic or inter-site relationships.

To the extent feasible, chosen methodologies and techniques should take into account the possibility that future researchers will need to use the recovered data to address problems not recognized at the time the data were recovered. The field operation may recover data that may not be fully analyzed; this data, as well as the data analyzed, should be recorded and preserved in a way to facilitate future research.

A variety of methodologies may be used. Choices must be explained, including a measure of cost-effectiveness relative to other potential choices. Actual results can then be measured against expectations, and the information applied later in similar cases.

Destructive methods should not be applied to portions or elements of the property if nondestructive methods are practical. If portions or elements of the property being documented are to be preserved in place, the archeological investigation should employ methods that will leave the property as undisturbed as possible. However, in cases where the property will be destroyed by, for example, construction following the investigation, it may be most practical to gather the needed data in the most direct manner, even though that may involve use of destructive techniques.

Logistics in the field, including the deployment of personnel and materials and the execution of sampling strategies, should consider site significant, anticipated location of most important data, cost effectiveness, potential time limitations and possible adverse environmental conditions.

The choice of methods for recording data gathered in the field should be based on the research design. Based on that statement, it is known in advance of field work what kinds of information are needed for analysis; record-keeping techniques should focus on these data. Field records should be maintained in a manner that permits independent interpretation in so far as possible.

Record-keeping should be standardized in format and level of detail.

Archeological documentation should be conducted under the supervision of qualified professionals in the disciplines appropriate to the data that are to be recovered. When the general public is directly involved in archeological documentation activities, provision should be made for training and supervision by qualified professionals. (See the Professional Qualifications Standards.)

Analysis: Archeological documentation is not completed with field work; analysis of the collected information is an integral part of the documentation activity, and should be planned for in the research design. Analytical techniques should be selected that are relevant to the objectives of the investigation. Forms of analysis that may be appropriate, depending on the type of data recovered and the objectives of the investigation, include but are not limited to: studying artifact types and distribution; radiometric and other means of age determination; studies of soil stratigraphy; studies of organic matter such as human remains, pollen, animal bones, shells and seeds; study of the composition of soils and study of the natural environment in which the property appears.

Reporting Results

Report Contents: Archeological documentation concludes with written report(s) including minimally the following topics:

1. Description of the study area;
2. Relevant historical documentation/background research;
3. The research design;
4. The field studies as actually implemented, including any deviation from the research design and the reason for the changes;
5. All field observations;
6. Analyses and results, illustrated as appropriate with tables, charts, and graphs;
7. Evaluation of the investigation in terms of the goals and objectives of the investigation, including discussion of how well the needs dictated by the planning process were served;
8. Recommendations for updating the relevant historic contexts and planning goals and priorities, and generation of new or revised information needs;
9. Reference to related on-going or proposed treatment activities, such as structural documentation, stabilization, etc.; and

10. Information on the location of original data in the form of field notes, photographs, and other materials.

Some individual property information, such as specific locational data, may be highly sensitive to disclosure, because of the threat of vandalism. If the objectives of the documentation effort are such that a report containing confidential information such as specific site locations or information on religious practices is necessary, it may be appropriate to prepare a separate report for public distribution. The additional report should summarize that information that is not under restricted access in a format most useful to the expected groups of potential users. Peer review of draft reports is recommended to ensure that state-of-the-art technical reports are produced.

Availability: Results must be made available to the full range of potential users. This can be accomplished through a variety of means including publication of results in monographs and professional journals and distribution of the report to libraries or technical clearinghouses such as the National Technical Information Service in Springfield, Virginia.

Curation

Archeological specimens and records are part of the documentary record of an archeological site. They must be curated for future use in research, interpretation, preservation, and resource management activities. Curation of important archeological specimens and records should be provided for in the development of any archeological program or project.

Archeological specimens and records that should be curated are those that embody the information important to history and prehistory. They include artifacts and their associated documents, photographs, maps, and field notes; materials of an environmental nature such as bones, shells, soil and sediment samples, wood, seeds, pollen, and their associated records; and the products and associated records of laboratory procedures such as thin sections, and sediment fractions that result from the analysis of archeological data.

Satisfactory curation occurs when:

1. Curation facilities have adequate space, facilities, and professional personnel;
2. Archeological specimens are maintained so that their information values are not lost through deterioration, and records are maintained to a professional archival standard;
3. Curated collections are accessible to qualified researchers within a

reasonable time of having been requested; and

4. Collections are available for interpretive purposes, subject to reasonable security precautions.

Recommended Sources of Technical Information

Archeomagnetism: A Handbook for the Archeologist. Jeffrey L. Eighmy, U.S. Department of the Interior, Washington, D.C., 1980.

The Curation and Management of Archeological Collections: A Pilot Study. Cultural Resource Management Series, U.S. Department of the Interior, September 1980.

Human Bones and Archeology. Douglas H. Ubelaker, Interagency Archeological Services, Heritage Conservation and Recreation Service, U.S. Department of the Interior, Washington, D.C., 1980. Available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Manual for Museums. Ralph H. Lewis, National Park Service, U.S. Department of the Interior, 1978.

Treatment of Archeological Properties: A Handbook. Advisory Council on Historic Preservation, Washington D.C., 1980.

Secretary of the Interior's Standards for Historic Preservation Projects

General Standards for Historic Preservation Projects

The following general standards apply to all treatments undertaken on historic properties listed in the National Register.

1. Every reasonable effort shall be made to provide a compatible use for a property that 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 which have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which 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 architectural 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 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 materials shall not be undertaken.

8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any acquisition, stabilization, preservation, rehabilitation, restoration, or reconstruction project.

Specific Standards for Historic Preservation Projects

The following specific standards for each treatment are to be used in conjunction with the eight general standards and, in each case, begin with number 9. For example, in evaluating acquisition projects, include the eight general standards plus the four specific standards listed under standards for Acquisition. The specific standards differ from those published for use in Historic Preservation Fund grant-in-aid projects (36 CFR Part 69) in that they discuss more fully the treatment of archeological properties.

Standards for Acquisition

9. Careful consideration shall be given to the type and extent of property rights which are required to assure the preservation of the historic resource. The preservation objectives shall determine the exact property rights to be acquired.

10. Properties shall be acquired in fee simple when absolute ownership is required to insure their preservation.

11. The purchase of less-than-fee-simple interests, such as open space or facade easements, shall be undertaken when a limited interest achieves the preservation objective.

12. Every reasonable effort shall be made to acquire sufficient property with the historic resource to protect its historical, archeological, architectural or cultural significance.

Standard for Protection

9. Before applying protective measures which are generally of a temporary nature and imply future historic preservation work, an analysis of the actual or anticipated threats to the property shall be made.

10. Protection shall safeguard the physical condition or environment of a property or archeological site from further deterioration or damage caused by weather or other natural, animal, or human intrusions.

11. If any historic material or architectural features are removed, they shall be properly recorded and, if possible, stored for future study or reuse.

Standards for Stabilization

9. Stabilization shall reestablish the structural stability of a property through the reinforcement of loadbearing members or by arresting deterioration leading to structural failure. Stabilization shall also reestablish weather resistant conditions for a property.

10. Stabilization shall be accomplished in such a manner that it detracts as little as possible from the property's appearance and significance.

When reinforcement is required to reestablish structural stability, such work shall be concealed wherever possible so as not to intrude upon or detract from the aesthetic and historical or archeological quality of the property, except where concealment would result in the alteration or destruction of historically or archeologically significant material or spaces. Accurate documentation of stabilization procedures shall be kept and made available for future needs.

11. Stabilization work that will result in ground disturbance shall be preceded by sufficient archeological investigation to determine whether significant subsurface features or artifacts will be affected. Recovery, curation and documentation of archeological features and specimens shall be undertaken in accordance with appropriate professional methods and techniques.

Standards for Preservation

9. Preservation shall maintain the existing form, integrity, and materials of a building, structure, or site. Archeological sites shall be preserved undisturbed whenever feasible and practical. Substantial reconstruction or restoration of lost features generally are not included in a preservation undertaking.

10. Preservation shall include techniques of arresting or retarding the

deterioration of a property through a program of ongoing maintenance.

11. Use of destructive techniques, such as archeological excavation, shall be limited to providing sufficient information for research, interpretation and management needs.

Standards for Rehabilitation

9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historic, 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.

Standards for Restoration

9. Every reasonable effort shall be made to use a property for its originally intended purpose or to provide a compatible use that will require minimum alteration to the property and its environment.

10. Reinforcement required for structural stability or the installation of protective or code required mechanical systems shall be concealed wherever possible so as not to intrude or detract from the property's aesthetic and historical qualities, except where concealment would result in the alteration or destruction of historically significant materials or spaces.

11. Restoration work such as the demolition of non-contributing additions that will result in ground or structural disturbance shall be preceded by sufficient archeological investigation to determine whether significant subsurface or structural features or artifacts will be affected. Recovery, curation and documentation of archeological features and specimens shall be undertaken in accordance with appropriate professional methods and techniques.

Standards for Reconstruction

9. Reconstruction of a part or all of a property shall be undertaken only when such work is essential to reproduce a significant missing feature in a historic district or scene, and when a contemporary design solution is not acceptable. Reconstruction of archeological sites generally is not appropriate.

10. Reconstruction of all or a part of a historic property shall be appropriate when the reconstruction is essential for

understanding and interpreting the value of a historic district, or when no other building, structure, object, or landscape feature with the same associative value has survived and sufficient historical or archeological documentation exists to insure an accurate reproduction of the original.

11. The reproduction of missing elements accomplished with new materials shall duplicate the composition, design, color, texture, and other visual qualities of the missing element. Reconstruction of missing architectural or archeological features shall be based upon accurate duplication of original features substantiated by physical or documentary evidence rather than upon conjectural designs or the availability of different architectural features from other buildings.

12. Reconstruction of a building or structure on an original site shall be preceded by a thorough archeological investigation to locate and identify all subsurface features and artifacts. Recovery, curation and documentation of archeological features and specimens shall be undertaken in accordance with professional methods and techniques.

13. Reconstruction shall include measures to preserve any remaining original fabric, including foundations, subsurface, and ancillary elements. The reconstruction of missing elements and features shall be done in such a manner that the essential form and integrity of the original surviving features are unimpaired.

Secretary of the Interior Guidelines for Historic Preservation Projects

The guidelines for the Secretary of the Interior's Standards for Historic Preservation Projects, not included here because of their length, may be obtained separately from the National Park Service.

Professional Qualifications Standards

The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of fulltime work but

may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology; and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical

organization or agency, museum, or other professional institution; or

2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

Historic Architecture

The minimum professional qualifications historic in architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

Preservation Terminology

Acquisition—the act or process of acquiring fee title or interest other than fee title of real property (including acquisition of development rights or remainder interest).

Comprehensive Historic Preservation Planning—the organization into a logical sequence of preservation information pertaining to identification, evaluation, registration and treatment of historic properties, and setting priorities for accomplishing preservation activities.

Historic Context—a unit created for planning purposes that groups information about historic properties based on a shared theme, specific time period and geographical area.

Historic Property—a district, site, building, structure or object significant in American history, architecture, engineering, archeology or culture at the national, State, or local level.

Integrity—the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period.

Intensive Survey—a systematic, detailed examination of an area designed to gather information about historic properties sufficient to evaluate them against predetermined criteria of

significance within specific historic contexts.

Inventory—a list of historic properties determined to meet specified criteria of significance.

National Register Criteria—the established criteria for evaluating the eligibility of properties for inclusion in the National Register of Historic Places.

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

Property Type—a grouping of individual properties based on a set of shared physical or associative characteristics.

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

Reconnaissance Survey—an examination of all or part of an area accomplished in sufficient detail to make generalizations about the types and distributions of historic properties that may be present.

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

Rehabilitation (treatment)—the act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values.

Research design—a statement of proposed identification, documentation, investigation, or other treatment of a historic property that identifies the project's goals, methods and techniques, expected results, and the relationship of the expected results to other proposed activities or treatments.

Restoration—the act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time

by means of the removal of later work
by the replacement of missing earlier
work.

Sample Survey—survey of a
representative sample of lands within a
given area in order to generate or test
predictions about the types and
distributions of historic properties in the
entire area.

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

Statement of objectives—see
Research design.

Dated: September 28, 1983.

Russell E. Dickenson,
Director, National Park Service.

IFR Doc. 63-26807 Filed 9-28-83 10:45 am
BILLING CODE 4310-70-10

CONTRACT AFFIDAVIT1. AUTHORIZED REPRESENTATIVE

I HEREBY DECLARE AND AFFIRM that I am the Assistant Chief Administrative
(Title) Officer

and the duly authorized representative of Montgomery County Government

(Name of Contractor)

and that I possess the legal authority to make this Affidavit on behalf of myself and the Contractor for which I am acting.

2. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER DECLARE AND AFFIRM that the Contractor named above is a (domestic _____) (foreign _____) corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:

Name: NOT APPLICABLE

Address: _____

(If not applicable, so state).

I FURTHER CERTIFY that the Contractor has paid or has arranged for payment of all taxes due to the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Employment Security Administration, as applicable, and will have paid all withholding taxes due to the State of Maryland prior to final settlement.

3. CONTINGENT FEES

I FURTHER WARRANT that the Contractor has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Contractor, to solicit or secure the Contract, and that the Contractor has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of the Contract.

4. BRIBERY

I FURTHER DECLARE AND AFFIRM that neither I, nor to the best of my knowledge, information and belief, the above Contractor, nor any officer, director or partner of the above Contractor, nor any employee of the above Contractor directly involved in obtaining contracts with the State of Maryland or any county or other subdivision of the State of Maryland, has been convicted of bribery, attempted bribery or conspiracy to bribe, nor has engaged in conduct, or by any acts or omissions, made admissions in writing or under oath during the course of an official investigation or other proceeding, since July 1, 1977, which would constitute an offense or offenses of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or the federal government except as herein expressly stated (if none, so state):

NONE

As used herein, the word "convicted" includes an accepted plea of nolo contendere.

5. REPUBLIC OF SOUTH AFRICA/NAMIBIA

(Applicable to all contracts for finished supplies and to all other procurement contracts over \$100,000.)

I FURTHER DECLARE AND AFFIRM as follows:

A. The Contractor (is) (is not X) doing business in or with the Republic of South Africa or Namibia as defined by State Finance and Procurement Article, § 14-501, Annotated Code of Maryland, and (is) (is not X) knowingly subcontracting with an entity that does so.

B. In the conduct of any operations in the Republic of South Africa or Namibia, the Contractor, and if applicable, the subcontractor, abides by the following principles:

(1) Maintains nonsegregation of the races in all eating, comfort, locker room, and work facilities;

(2) Promotes equal and fair employment practices for all employees;

(3) Provides equal pay for all employees doing equal or comparable work for the same period of time;

(4) Initiates and develops training programs that will prepare Blacks, Asians, and other nonwhites in substantial numbers for supervisory, administrative, clerical, and technical jobs;

(5) Increases the number of Blacks, Asians, and other nonwhites in management and supervisory positions; and

(6) Improves the quality of employees' lives outside the work environment in such areas as housing, transportation, schooling, recreation, and health facilities.

C. I acknowledge that:

(1) This certification is provided in accordance with State Finance and Procurement Article, §§ 14-501 through 14-507, Annotated Code of Maryland;

(2) Any representations set forth in this certification that are not true and correct to the best of my knowledge, information, and belief may result in criminal penalty; and

(3) The State may take any other appropriate action permitted by law.

I ACKNOWLEDGE THAT this affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or the Contract shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, and any office or agency of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland in respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above Contractor in respect to (1) this Affidavit, (2) the Contract, and (3) other Affidavits comprising part of the bid or proposal documents associated with the Contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: 7/23/90

By: Alistair W. McArthur
(Affiant)

Alistair W. McArthur
Assistant Chief Administrative Officer
Montgomery County, Maryland

EXHIBIT D

MARYLAND COMPREHENSIVE STATE HISTORIC PRESERVATION PLAN:

STATEWIDE HISTORIC CONTEXTS

I. Geographic Organization:

- | | |
|---------------------|---|
| 1) Eastern Shore | (all Eastern Shore counties, and Cecil County) |
| 2) Western Shore | Anne Arundel, Calvert, Charles, St. Mary's, and Prince George's Counties) |
| 3) Piedmont | (Harford, Baltimore, Carroll, Frederick, Howard, and Montgomery Counties, and Baltimore City) |
| 4) Western Maryland | Washington, Allegany, and Garrett Counties) |

II. Chronological/Developmental Periods:

- | | |
|--|-------------------|
| 1) Paleo-Indian | 10000-7500 B.C. |
| 2) Early Archaic | 7500-6000 B.C. |
| 3) Middle Archaic | 6000-4000 B.C. |
| 4) Late Archaic | 4000-2000 B.C. |
| 5) Early Woodland/Archaic | 2000- 500 B.C. |
| 6) Middle Woodland | 500 B.C.-A.D.900 |
| 7) Late Woodland | A.D. 900-1600 |
| 8) Contact and Settlement Period | A.D. 1570-1750 |
| 9) Rural Agrarian Intensification | A.D. 1680-1815 |
| 10) Agricultural-Industrial Transition | A.D. 1815-1870 |
| 11) Industrial/Urban Dominance | A.D. 1870-1930 |
| 12) Modern Period | A.D. 1930-Present |

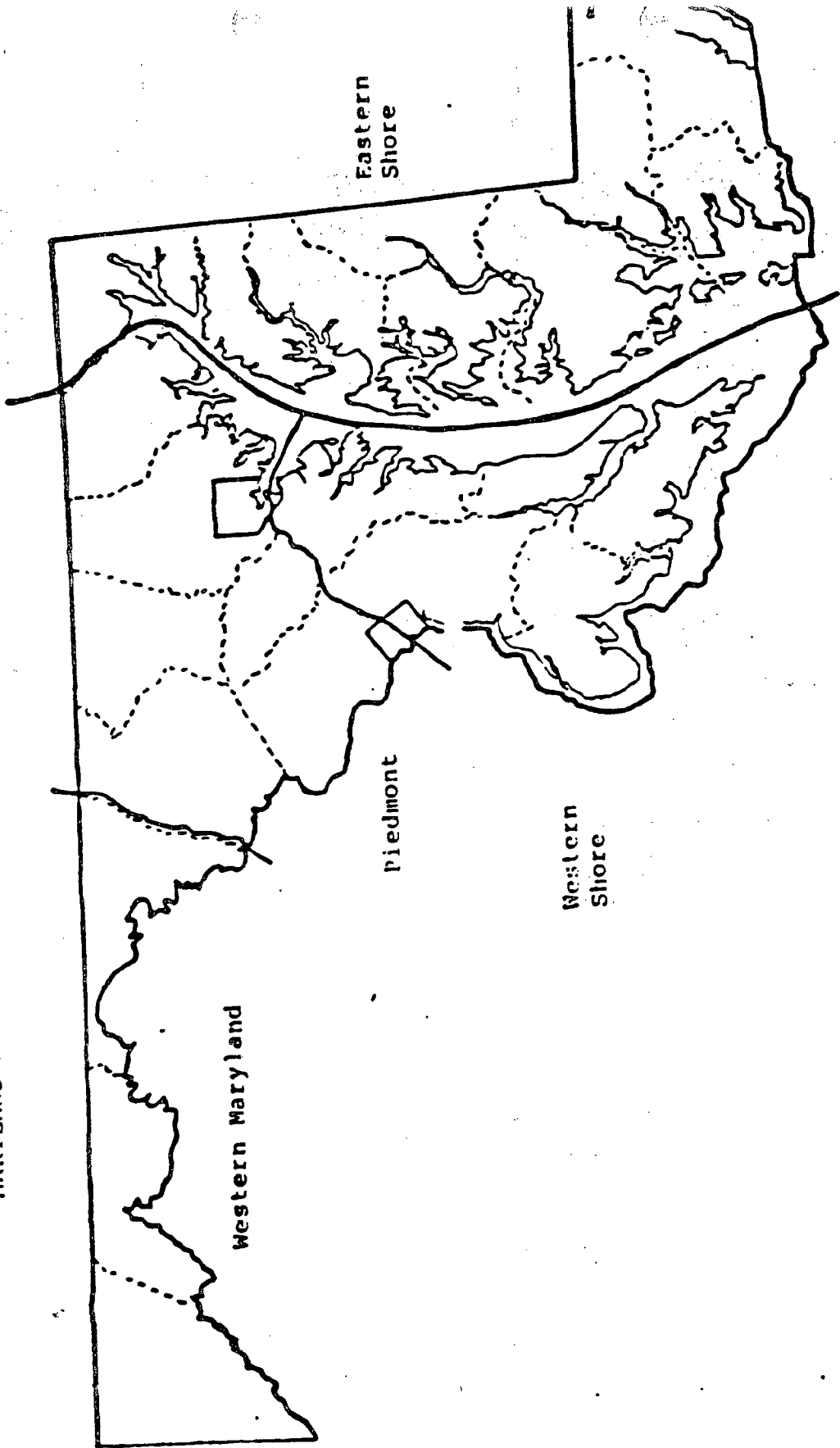
III. Prehistoric Period Themes:

- 1) Subsistence
- 2) Settlement
- 3) Political
- 4) Demographic
- 5) Religion
- 6) Technology
- 7) Environmental Adaptation

IV. Historic Period Themes:

- 1) Agriculture
- 2) Architecture, Landscape Architecture and Community Planning
- 3) Economic (Commercial and Industrial)
- 4) Government/Law
- 5) Military
- 6) Religion
- 7) Social/Education/Cultural
- 8) Transportation

MARYLAND HISTORIC CONTEXTS: REGIONAL DIVISIONS



HISTORIC CONTEXT ORGANIZATION

Historic Contexts in the Maryland State Comprehensive Historic Preservation Plan are organized first by geographic region, then by time/developmental period, and then by theme (field of activity or area of significance) and the types of cultural resources associated with each theme. This organizational system provides a necessary framework for the description and analysis of all known or expected cultural resource types, and the basis for evaluating the significance of those resources.

The four geographic regions of the state are generally recognized physiographic provinces which also have distinctive cultural histories. The four regions are as follows:

- I. **EASTERN SHORE** (Eastern Shore, including Cecil County)
- II. **WESTERN SHORE** (Anne Arundel, Calvert, Charles, St. Mary's, and Prince George's Counties)
- III. **PIEDMONT** (Harford, Baltimore, Carroll, Frederick, Howard, Montgomery Counties and Baltimore City)
- IV. **WESTERN MARYLAND** (Washington, Allegany, and Garrett Counties)

These regions are defined on the map which appears on the next page.

Each of the above geographic regions will then be divided into the following time/developmental periods:

- A. **PALEO-INDIAN** 10000-7500 B.C.

Evidence indicates that territorial semi-nomadic bands, dependent primarily on hunting but also utilizing a variety of other resources, exploited a much colder, late glacial environment in which big game animals such as mastodon and mammoth roamed extensive grasslands.

- B. **EARLY ARCHAIC** 7500-6000 B.C.

General social organization remained much the same as the band-level societies of the Paleo-Indian period. However, a warming climate with an attendant replacement of grassland areas and associated big game animals with boreal forests and smaller animals such as deer, resulted in gradual cultural change.

- C. **MIDDLE ARCHAIC** 6000-4000 B.C.

More modern environmental conditions led to a probable rise in population due to more available food resources. Increasing emphasis was placed on exploiting a diversity of varied resources.

- D. **LATE ARCHAIC** 4000-2000 B.C.

Increased sedentism arises by the end of this period. Although the social system is still at a band level, seasonal population aggregation is occurring at larger camps where seasonally available food resources such as nuts and fish are harvested.

E. EARLY WOODLAND/ARL-AIC 2000-500 B.C.

Increasingly sedentary lifestyle. Wide-ranging trade networks established. Ceramics appear. Increasingly complex social systems.

F. MIDDLE WOODLAND 500 B.C. - 900 A.D.

Continued increase in social system complexity with bands organized into hamlets. Probably first beginnings of horticulture but still main emphasis on hunting and gathering. Continued trade networks.

G. LATE WOODLAND 900-1600 A.D.

Tribal level societies emerge, dependent on agriculture for main source of food. Hostility increased between groups as evidenced by fortified villages. The groups formed during this period formed the basis for the tribes encountered by Europeans when first settled.

H. CONTACT AND SETTLEMENT PERIOD 1570-1750 A.D.

This phase is first characterized by contact between the native Indian tribes and the newly arrived Europeans, and includes the interplay between the two cultures and the development of trading posts, missions, forts and Indian reservations. During the period, the native tribes were gradually replaced by European settlers who established capitals at St. Mary's City and Annapolis, and established an economy based on tobacco production in the Chesapeake region. Settlement occurred first near the Chesapeake, expanding along the bay and rivers, and gradually moving into western lands as road networks were established.

I. RURAL AGRARIAN INTENSIFICATION 1680-1815 A.D.

This period saw the lessening of frontier conditions in most parts of the state, and the establishment of a stable agricultural society, with tobacco replaced by agricultural diversity. Increased trade and shipping led to the founding of port towns and trading centers. Expansion into central and western Maryland was virtually completed, and the arrival of German settlers from Pennsylvania created a distinct cultural region. Several changes in the system of government occurred, from proprietary to provincial to state government. Religious, social, cultural, and educational institutions were established in most of the state, and small local industries began to appear.

J. AGRICULTURAL-INDUSTRIAL TRANSITION 1815-1870 A.D.

During the period following the War of 1812, commerce and industry became increasingly important in the state's economy, until development in these fields was interrupted by the Civil War. The impacts of the Industrial Revolution were seen, such as the growth of manufacturing technology and radical innovations in transportation systems (canals, railroads, turnpikes). These improved transportation techniques led to the development of Western Maryland and aided in the growth of the mining industry in that region. At the same time, Baltimore City became a major port and industrial and cultural center.

In Maryland, the period following the Civil War saw a shift from a primarily agricultural economy to one which was dominated by industry and commerce. This trend was accompanied by the increasing dominance of towns and cities over rural areas, and the growing separation of urban and rural culture. Cities such as Baltimore, Cumberland, and Hagerstown experienced great growth, partly due to the arrival of many immigrants. The state became part of national economic and transportation networks, and with World War I, entered the international scene. Planned communities and suburban developments began to surround the major cities, which were becoming metropolitan centers.

L. MODERN PERIOD 1930 - Present

The effects of the Depression, and then the prosperity and growth after World War II, were seen in Maryland, as the state was increasingly influenced by national and international events, due to rapid advances in technology and mass communications. The dominance of urban and industrial culture became clearly established, although rural agricultural areas still comprised a large portion of the state. Baltimore and Washington, D.C. especially, were centers of commerce, industry, and culture, although later in the period these cities experienced a decline, reflecting a national trend. As many residents and businesses moved from the inner cities to the suburbs, suburban areas developed as a new center of influence in the state, with the greatest growth in the Baltimore-Washington-Annapolis area.

Within each of the above time/developmental periods, information is then organized under themes. These themes reflect broad areas of human activity, and can be used as areas of significance for all types of cultural resources. Each theme will then be divided by function into the resource types associated with the theme. The themes, and examples of the types of resources to be included under each theme, follow below. The themes used for the prehistoric time periods (A-G above) vary slightly from those used for historic time periods (H-L).

PREHISTORIC PERIOD THEMES

During the 10000 years of prehistoric Indian occupation in Maryland, a variety of cultures developed, changed, and became extinct, leaving behind but a small portion of their material remains. But through the scientific study of these remains and associated environmental data, researchers can determine the significant variables of the cultural systems which existed. These variables are interpolated so that a change in one variable causes changes in other variables. By taking a culture systems approach and developing themes which correspond to the variables of all culture systems, the state plan provides a mechanism to promote research and preservation of the variety of sites which can contribute to our understanding of past cultures.

1. **Subsistence Theme:** This theme seeks explanations of the different strategies that cultures developed to procure, process, and store food. Beyond the basic studies of site function based on the analysis of a site location, the tool types from the site, and the food remains recovered, this theme also explores the reconstruction of past habitats, study of the energy required to procure and process food, functional analysis of tools to determine what resources were being procured and processed, and the evolution of subsistence strategies over time and between different

regions of the area. Site types represent the entire range of prehistoric sites.

2. **Settlement Theme:** The settlement theme seeks explanations of different prehistoric utilization of a region in response to subsistence, political, demographic, and religious aspects of the culture system. While these studies primarily explore the subsistence-induced aspects of settlement patterns, studies of house types, village plans, and regional distributions are also combined with an analysis of the social and political aspects of settlement. Site types again reflect the entire range of sites.
3. **Political Theme:** This theme explores the inter-relationships of contemporaneous cultures and group interaction within cultures. Thus, research questions focus on the nature of the different levels of social organization, kinship systems which contribute to social integration, the intensification of production, fortification, resource redistribution, or migration in response to culture conflict or contact. The type of sites for this theme include fortified village sites, cemetery sites, and hamlet sites.
4. **Demographic Theme:** The evaluation of population trends through time as well as the factors affecting the health, mortality, and distribution of populations is the subject of this theme. Research issues include the study of adaptive responses to overpopulation or underpopulation, population composition and population control. Grave sites provide the physical anthropological data to study stress, mortality, composition, and health of prehistoric cultures while site and artifact types and interrelationships change through time. Site types include cemeteries but can also include a range of sites and chronological diagnostic artifact types.
5. **Religious Theme:** The religious theme explores the world view of various cultures and the material manifestations of spiritual beliefs. Research issues include the analysis of mortuary sites for evidence of the development of a religious elite and the study of burial practices, artifact analysis to reveal regional trends and influences in religious beliefs and study of technological aspects of religious beliefs. Site types include burial mounds, cemeteries, and sites containing features or objects associated with religious activities.
6. **Technology Theme:** Although the technological aspects of a culture form the primary basis of interpretation of all themes, this theme relates primarily to the study of mechanisms developed to transform the social and cultural environment. Research issues include the identification of changing tool type styles, the identification of different functions of tools, replication, experimental and living archeology, as well as studies of storage, transportation, and housing technologies. All sites containing artifacts or features can contribute to this theme.
7. **Environmental Adaptation Theme:** The environmental adaptation theme seeks geological and other data to reconstruct environmental changes and explores prehistoric adaptive responses to those changes. Research studies include analysis of changes in sea level, forest and animal compositions and the resultant changes in carrying capacity, the energy efficiency of various procurement and feeding strategies, and the culture processes which explain the perceived responses to the changing environmental conditions. All site types are included in this theme.

HISTORIC PERIOD THEMES

1. Agriculture:

The agriculture theme relates to crop and livestock production and includes the following resource types: small family farmsteads, plantations, tobacco farms, grain producing farms, livestock/dairy farms, orchards and agribusiness.

2. Architecture, Landscape Architecture, Community Planning:

These themes encompass the history of design and construction in architecture, landscape architecture, and the planning of towns and cities. Resource types include impermanent structures, rural vernacular, urban vernacular, great architectural landmarks, national styles, parks, gardens and landscaped cemeteries, town and village plans, urban design, planned communities and company towns.

3. Economic (Commercial and Industrial):

Commercial activities include trade, finance, business, and commercial services. Examples of resource types are banks, other financial areas (real estate, insurance, etc.), trading posts, stores, market buildings, restaurants, hotels, taverns, gas stations, and other services.

Industrial activities relate to the extraction, production and processing of materials, such as quarrying, mining, manufacturing, lumbering, technology, electronics, pottery, textiles, food gathering and processing, brewing and distilling, fuel, building materials, tools, transportation, seafood, and many other industries. Resource types associated with industry are quarries, mills, factories, breweries, floating vessels and shipyards, mines, forges and furnaces, kilns, laboratories, power plants, dams, tanneries, and other small industrial sites.

Many forms of communication also are included under commerce and industry, such as telegraph, telephone, radio and television.

4. Government/Law:

This theme studies governmental systems, political activities and events, legal systems, important political/governmental events in history (treaty signings), and political leaders. Types of resources which represent this theme are city halls, town halls, courthouses, police departments, jails, post offices, fire departments, public works projects, other types of government buildings, and sites of important governmental events or places associated with governmental leaders.

5. Military:

This theme includes military activity, battles, strategic locations, and events important in military history. It includes the following resource types: armories, fortifications, battlefields, camps, travel routes, military bases, military prisons, and strategic military points such as crossings and lookouts.

This area of study examines places of worship, religious training and education, and administration of religious facilities. Churches, meeting houses, synagogues, mosques, temples, convents, monasteries, missions, shrines, and sacred places are resource types associated with this theme.

7. **Social/Educational/Cultural:**

These themes encompass social, educational, and cultural activities and institutions; human services, welfare, charitable, fraternal, and community organizations; the fine arts and performing arts (painting, sculpture, dance, drama, music); literature; social and recreational gathering facilities; entertainment and leisure activity; and broad social, cultural, or intellectual movements. Resource types include libraries, museums, schools, colleges, hospitals, orphanages, fraternal and social meeting halls, community centers, theatres and concert halls, places associated with writers, artists, performers, resorts, amusement parks, zoos, sports facilities. Landscaped gardens, parks, and cemeteries are listed under the Architecture/Landscape Architecture/Community Planning theme.

8. **Transportation:**

This theme relates to transportation networks — road, water, canal, railroad, and air — and the various structures, vehicles, equipment, and technology associated with each mode of transport. Resource types include bridges of all types; boats and other watercraft, piers and wharves, ferries, lighthouses; roads and turnpikes, tollhouses, automobiles, streetcars, and other vehicles; canals, locks, and associated structures; railroads, stations, engine houses, trains; airports, airplanes, landing fields, space vehicles; and research facilities associated with transportation systems.

For each of the resource types listed under historic period themes, several classes of site types can then be analyzed. These site types include:

1. Archeological Sites
2. Standing Structures
3. Landscape Features
4. Town/City Plans
5. Objects
6. Intangibles

For one region (Western Maryland), the following organizational structure illustrates how one theme, within one prehistoric and one historic period, would be examined:

PREHISTORIC PERIOD EXAMPLE:

REGION: IV. WESTERN MARYLAND
PERIOD: LATE WOODLAND 900-1600 A.D.
THEME: POLITICAL
RESOURCE TYPE: a. Fortified villages

SITE TYPES:

1. Archeological Sites
2. Standing Structures
3. Landscape Features
4. Town, Village and City Plans
5. Objects
6. Intangibles

b. Cemeteries
1-6 as above

c. Hamlets
1-6 as above

HISTORIC PERIOD EXAMPLE:

REGION: IV. WESTERN MARYLAND
PERIOD: H. RURAL AGRARIAN INTENSIFICATION 1680-1815 A.D.
THEME: 1. AGRICULTURE
RESOURCE TYPE: a. Small family farmsteads

SITE TYPES:

1. Archeological Sites
2. Standing Structures
3. Landscape Features
4. Town, Village and City Plans
5. Objects
6. Intangibles (Folklore)

b. Plantations
1-6 as above

c. Tobacco Farms
1-6 as above

d. Grain Farms

e. Livestock/Dairy Farms

f. Fruit Production (Orchards)

g. Agribusiness

h. Other

SAMPLE DEVELOPMENT OF MARYLAND HISTORIC CONTEXT

Introduction:

This material has been prepared to guide the development of historic contexts in Maryland, according to the steps outlined in the Secretary of the Interior's Standards and Guidelines for Preservation Planning (Appendix 2). It should be noted that the "Examples" shown under each step are very brief samples which illustrate the type of information to be included under each step. These samples are not to be considered complete examples of context development.

Step 1: Define Historic Contexts

Identify geographical, chronological, and conceptual/thematic limits. (Use statewide organizational framework included in Maryland Historical Trust's "Maryland Comprehensive Historic Preservation Plan", and adapt locally.)

Example: Region: Piedmont

Time Period/Developmental Phase: 1870-1930,
Industrial/Urban Dominance

Concept/Theme: Agriculture

Step 2: Assemble Information About the Historic Context

a) Collect information on:

1. Historical development

Example:

Conduct research in primary and secondary sources on settlement patterns, development of agriculture during period.

2. Identified historic properties

Example:

Compile site survey, National Register,

compliance and Technical Preservation Services data as well as other documentation on known agricultural properties in the region and county.

3. Relevant sources and organizations/agencies

Example:

Compile listing of relevant groups, such as agricultural land preservation groups, farmers associations, rural community groups who have knowledge and interest in preservation of agricultural properties.

- b) Assess the above information for completeness, data gaps, biases.

Example:

Review past research and fieldwork, and consult with historians and other experts in field; explain factors causing gaps and biases.

Step 3: Synthesize information

Write narrative describing:

- a) Background history, development patterns.

Example:

During the early part of the period (1870-1900) there was a boom in agricultural activity and production, especially grain, due to demand from the Civil War, improved transportation, new farming technology. Tobacco farming became much less important. The county remained a stable agricultural society, but increasingly, urban influences were felt. After World War I, suburban development began to change the rural character of many areas, and this trend away from agriculture toward commercial and residential development has continued.

b) Aesthetic values, issues, problems in architecture, construction.

Example:

During this time, the design of farm buildings was influenced by mass production and popular design publications. Traditional and vernacular farm building forms and techniques were adapted, and new technology changed building design. The layout of farm complexes changed to accommodate different agricultural practices. Few new farms were established; instead, existing farms were expanded or incorporated into larger ones, or farm buildings remodelled or replaced.

c) Research issues, intangible cultural values.

Example:

Research questions: See Appendix 5 to the "Maryland Comprehensive Historic Preservation Plan", Research Issues for the Study of Maryland's Above-Ground Historic Resources, for possible research questions for agricultural history.

Step 4: Classify Property Types, Estimate Universe, Define Characteristic Features, Integrity Levels, and Stresses

a) Identify groups of properties which share common characteristics and are associated with the concept/theme, time period, and region.

Example:

- Family farmsteads
- Plantations/manors/estates
- Tobacco farms
- Grain producing farms
- Livestock/dairy farms
- Orchards
- Agribusiness

b)

Characterize the locational patterns of property types and estimate potential numbers and location of sites.

1. Analyze patterns of site distribution, and cultural and environmental factors influencing site location.

Example:

Farms during the period were usually located with access to road and rail transportation and near water sources, as in previous periods. Soil quality continued to influence farm locations.

2. Create predictive models for site location and test models using samples.

Example:

Use Censuses of Agriculture during the period to locate farms; use Maryland Inventory of Historic Sites, National Register, and other data; use historic maps and conduct computer mapping with modern USGS 7.5 minute topographic maps.

3. Develop estimates of numbers of sites which existed during the period and survival rates, both above-ground and as archeological sites.

Example:

Compare past and present Censuses of Agriculture, historic maps, Landsat photographs to estimate numbers of farms which existed during the period and compare with data on farms and farm sites today to estimate survival rates. Analyze for both standing structures and archeological sites.

4. Evaluate and define relative scarcity and typicality of the property type and whether

high or low integrity levels should be required for significance.

Example:

Once the potential universe of sites is known, then we can begin to determine whether the property type has a large number of surviving examples or only a few, thus helping to make decisions on relative rarity or commonness of sites, and whether integrity levels should be low or high.

There are only 10 known examples of this property in the county, and 50 in Maryland. It is estimated that there may be 15 in the county and 75 in Maryland. Since this is a relatively scarce type, with a limited number of resources, a property of this type would not need to meet strict standards of integrity.

c) Characterize the current and expected condition of property types and define expected physical integrity levels and stresses.

1. Define the inherent characteristics, essential interior/exterior features:

Example: (Note: Example is for a standing structure.)

CHARACTERISTIC FEATURES

Building Exterior

Define Expected Features:

Form:

(e.g., size, shape, height of building, pattern of openings)

Structural System:
(e.g., building framing members,
including joists, trusses,
loadbearing walls)

Finishes/Cladding:
(e.g. clapboard, brick,
shingles, roofing)

Ornamentation:
(e.g., cornices, sills,
lintels, doors, windows,
sash, stoops)

Building Interior

Floor Plan:
(e.g., sequence of spaces, size and
shape of rooms/hallways)

Finishes:
(e.g., plasterwork, floorboards,
tin/wood ceilings)

Ornamentation:
(e.g., door/window trim, baseboards,
decorative plaster medallions,
wainscotting, stairways)

Building Setting

Topographic features (such as a
gorge or the crest of a hill)

Number and density of buildings or
structures around the property or
relationship with parks or other
open space

Driveways, walkways, paths, fencing,
lighting, signs, benches

Plants and trees, berms, foundations,
wells, terraces, drainage or irrigation

ditches, or archeological features

2. Define the level of integrity required for local, state, and national significance:

SIGNIFICANCE AND INTEGRITY CRITERIA

Materials Workmanship Design Setting Location Feeling Association

National
Register
Standards:
___ & Intact

State
Inventory:
___ & Intact

Local
Designation:
___ & Intact

The degree of integrity required for a particular resource will vary according to several factors. For example, if the resource is one of many examples of its type, then a higher degree of integrity will be required for it to be considered significant. Or, if the resource is being evaluated for its significance as part of a district, then its exterior features and setting will require more integrity than its interior features.

3. Define the environmental factors, both cultural and environmental, that either threaten the resource's survival or can assist in the preservation of the resource.

Example:

Family Farmstead:

Stresses:

-Development pressure from new land use, resulting in demolition or change to the setting.

-Changing agricultural economy forces small farms out of business, thus causing vacancy, obsolescence, and neglect.

-Arson, vandalism are problems in some areas.

Positive Assets:

-Potential for re-use as conference center

-Property affords scenic setting and view

-Local farmers group wants to save.

Step 5: Summarize information and assess future needs.

Specific information gaps relating to historic contexts and property types should be described. Explanation should be given of why this is needed to perform identification, evaluation, or treatment activities.

Conclusion:

Once the historic context is developed, then goals can be created describing preferred preservation activities for groups of property types as described further in the Secretary's Standards (see pp. 44719 - 44720 of Standards, Appendix 2).



Attachment VIII
Application for Federal FY 91
CLG Pass-Through Funds

Montgomery County Government

November 7, 1990

Mr. J. Rodney Little
Director
Maryland Historical Trust
Department of Housing and Community Development
45 Calvert Street
Annapolis, Maryland 21401

Dear Mr. Little:

Enclosed please find two (2) copies of Montgomery County's application for FY 1991 Certified Local Government Pass-Through Funds.

As you can see, Montgomery County is requesting matching funds in the amount of \$40,249.80 for four separate projects, including continuing research of historic sites, development of a contextual overview of early 20th Century social/recreational facilities, development of a historic district-specific long-range plan, and continuing publication of the Preservationist newsletter.

Should you have any questions, please do not hesitate to contact me or Laura McGrath, at 217-3625.

Sincerely,


Alison B. Vawter
Office Services Manager

Enclosure

2266E

Historic Preservation Commission

51 Monroe Street, Rockville, Maryland 20850-2419, 301/217-3625

**MARYLAND
CERTIFIED LOCAL GOVERNMENT
APPLICATION FOR
FUNDING
FISCAL YEAR 1991**

Please use this application for Fiscal Year 1991 CLG Grant Projects only. Answer all items completely, sign the application, and attach as a cover sheet to your proposal narrative and budget. If additional applications are needed, they may be obtained from the Maryland Historical Trust.

1. Name of Local Government: Montgomery County Government
Mailing Address: 51 Monroe Street, Suite 1001 Rockville, Maryland 20850
Project Contact Person: Alison Vawter
Address (if different from above): _____
Telephone: (301) 217-3623
2. Project Title: Montgomery County Historic Preservation Project (FFY91)
3. Amount of Funding Requested (Up to 50% of Total Project Cost):
\$20,124.90
4. Local Match:
Cash: x In-Kind: _____ Total: \$20,124.90
5. Estimated total Project Cost: \$40,249.80
7. Abstract of Proposed Project (Note: Should be keyed closely to criteria outlined in this application. do not exceed one page in length):
8. Principal Investigator: (If known, attach resume)
Name: _____
Address: _____
9. Proposal Submitted by:
Name and Title: Alistair McArthur, Assistant Chief Administrative Officer
Address: 51 Monroe Street, Suite 1001, Rockville, Maryland 20850

Telephone: (Business) (301) 217-3625 (Home) _____

Signature: *Martin W. Little* Date: 11/1/90

Deadline for receipt of all Fiscal Year 1991 Certified Local Government Grant applications is November 1, 1990. Mail two complete sets of applications to:

Mr. J. Rodney Little, Director
Maryland Historical Trust
Department of Housing and Community Development
45 Calvert Street
Annapolis, Maryland 21401

ABSTRACT OF PROPOSED PROJECT

Continuing Production of Preservationist Newsletter

The bi-monthly publication of the County Preservationist newsletter is viewed by the County as essential to fulfilling the HPC's duties of informing and educating the public, as well as advancing the goals of historic preservation in the County. The newsletter is used to educate the general public on preservation issues and local history. It also serves as a clearinghouse for the various preservation groups within the County. Six issues of the newsletter will be produced under the terms of the proposal, and circulation of the newsletter will be doubled to include all owners of historic property in the County.

PROPOSAL NARRATIVE

MONTGOMERY COUNTY, MARYLAND

Application for Certified Local Government Pass-Through Funds

FY 91

Continuing Production of the Preservationist Newsletter

1. PROJECT GOALS

The Preservationist has been published by the Historic Preservation Commission since 1985. Feedback from County citizens with an interest and avocation in preservation has been overwhelmingly positive. The newsletter, with a present circulation of 2000, is utilized to inform and educate the public and advance the goals of historic preservation in the County. The newsletter is used as a vehicle to disseminate information on changes to the County's historic preservation program or procedures, a clearinghouse for preservation-related legislation, and to summarize the regulatory and advisory functions of the Historic Preservation Commission. Funding for this project will produce six (6) bi-monthly issues of the newsletter, to be circulated free of charge to all Montgomery County Master Plan property owners (approximately 900), County and local government officials, and other interested citizens. Included in this year's request is additional funding that would allow the County to increase the circulation to approximately 4000, to include all Locational Atlas and Index of Historic Sites property owners.

2. METHODOLOGY

The County has selected a contractor to write and edit the upcoming year's issues of the Preservationist. The contractor has performed these services on a continuing basis since 1987. The contractor has primary responsibility for story ideas, reporting on preservation activities in the County, and compiling draft articles for review by the Historic Preservation Commission and final approval by the County. It is the responsibility of the contractor to deliver camera-ready copy to the printer for timely distribution of the newsletter on a bi-monthly basis.

3. RELATED PLANNING ACTIVITY

As mentioned above, this year's funding request includes monies which will be used to double the circulation of the newsletter. In previous years, not all owners of property listed in the Master Plan for Historic Preservation or the Locational Atlas and Index of Historic Sites received the newsletter. The County and the Historic Preservation Commission view the Preservationist as the most important and effective public education tool currently being

utilized. For this reason, several changes to the mailing list have been made and are planned for the future, including adding all Master Plan property owners, establishment of a waiting list (if necessary) for those persons who wish to receive the newsletter but do not own a historic site, and approximate doubling of the circulation to include all owners of those sites identified in the Locational Atlas (approximately 2000).

4. HOW WILL THE RESULTS OF THE PROPOSED PROJECT BE INCORPORATED INTO THE COMMUNITY?

The newsletter will be made available free of charge to all Master Plan property owners, all local and County government officials, and to all Locational Atlas property owners. These changes and additions to the mailing list will provide some of these property owners with the newsletter for the first time, disseminating essential information related to ownership/stewardship of a Montgomery County historic site, the County's evaluation process for historic sites, and information about local, State and national preservation issues.

5. IS THE PROPOSED PROJECT PART OF A MULTI-PHASE PROJECT?

The County plans to continue the publication of the Preservationist indefinitely. It is anticipated that County funding will be set aside for this project each year, and hoped that CLG pass-through funds can be utilized to assist in the support of the project.

6. TIMEFRAME

The project will begin July 1, 1990, and terminate June 30, 1990. Six (6) bi-monthly issues will be printed and distributed during this time frame.

7. HOW DOES THE PROJECT MEET THE TRUST'S OPEN PROJECT SELECTION CRITERIA?

The continuing publication of the Preservationist meets Goal I under Criterion 1 of the Open Selection Criteria, in that one of its broadest purposes is to increase public knowledge and understanding of Maryland's cultural life (with specific emphasis on Montgomery County) through reinforcing the importance of, and reporting on, activities which will identify, evaluate, protect and interpret historic properties.

The project meets Goal III of Criterion 1; continuing production and circulation of the Preservationist will serve to make residents of individual historic sites and historic districts and residents of potential historic properties aware of the benefits of historic preservation, in addition to keeping those property owners abreast of developments in policy and legislation at local, State, and national levels. Decision makers at the local and State levels will be kept abreast of vital preservation issues and be made aware that the County is succeeding in its goal of promoting preservation awareness among County citizens.

2. Comprehensiveness

The newsletter will be mailed, free of charge, to all owners of County Master Plan historic sites (including those sites within Master Plan Historic Districts), local, County, and State officials, and to all owners of property identified in the Locational Atlas and Index of Historic Sites. This will be the first concerted outreach on the part of the Commission and the County to include all three categories.

3. Significance.

The distribution of the newsletter to all three categories as itemized above will provide the County and the Commission with an unprecedented method of communication with those persons who are either directly responsible for or affected by preservation programs at local, State and national levels. One of the Commission's mandates in its empowering ordinance (Chapter 24A, Montgomery County Code) is to "serve as a clearinghouse for information on historic preservation for County government, individuals, citizens' associations, historical societies[and] to undertake activities to advance the goals of historic preservation in the County." The continuing publication and expansion of this defined mailing list will enable to County and the Commission to accomplish this broad goal in a most effective manor.

4. Urgency.

The Commission and the County believe that this change in the distribution policy of the newsletter is long overdue, and urgent in the sense that some of the people who need the newsletter and the information contained within it the most cannot receive it at the present time, due to restricted funds.

5. Geographic Distribution.

The newsletter will be distributed County-wide.

6. Protective Value.

The newsletter will assist in the protection of historic resources by promoting greater understanding of preservation issues such as maintenance and upkeep and their importance, defining for homeowners concepts such as substantial alteration and compatibility. Homeowners contemplating alterations and maintenance will be provided with information on preservation methodologies and philosophy, and information on sources for information and advice on specific projects.

7. Leverage.

The continuing publication of the Preservationist has the potential to stimulate other preservation projects and programs in the community by providing basic and specific information on issues like easement donations, tax abatement programs, district guidelines and review standards, and encouraging local involvement.

8. Educational/Public Awareness Potential.

The newsletter will increase public awareness of preservation on a general level, as well as Montgomery County's preservation program. The ability to reach all homeowners directly affected by the County's historic preservation ordinance is crucial, and the benefits of having the vehicle to reach local government officials and preservation allies is immeasurable.

9. Demonstration Value

The newsletter and its successful promulgation utilizes a methodology that could be adapted by other jurisdictions or preservation organizations in many ways: its format, circulation and content could all be used as a basis for beginning a similar project in any preservation community.

10. Administrative Capability

Montgomery County has been a Certified Local Government since 1985, and has effectively managed grant funds using qualified personnel to complete and submit professional-quality products within the timeframe allotted by the terms of the grant.

8. WHICH OF THE TRUST'S FY 1991 PRIORITIES DOES THE PROJECT ADDRESS?

The project meets Priority (3), in that, while providing information essential to historic property owners, such as how to apply for an Historic Area Work Permit, what work constitutes ordinary maintenance, what tax benefits are available, what preservation issues are at the forefront legislatively and administratively, and how everyone can become involved, it will also serve to educate those others whose interest or avocation may be in preservation, as well as local government officials whose role in hands-on preservation is limited, but who set preservation policy through legislation.

9. BUDGET

See Attachment 1.

10. RESUMES

See Attachment 2.

11. LETTERS OF SUPPORT

Letters of support have been sent to MHT by Gwen Marcus, Historic Preservation Planner, Maryland-National Capital Park and Planning Commission, and Michael Dwyer, Park Historian, Maryland-National Capital Park and Planning Commission.

12. SIGNED COPIES OF CIVIL RIGHTS COMPLIANCE FORMS (2) AND DEBARMENT CERTIFICATE

See Attachment 3.

ABSTRACT OF PROPOSED PROJECT

Development of Historic District Long-Range Plan or "Vision"

The project proposes to develop a comprehensive plan that will provide a detailed description of the district as it is today, what is important about it, what challenges face it, and strategies for maintaining its character while allowing growth and change. The public will be made aware of the special characteristics of the district worth preserving, and the plan will attempt to address how the visual impact of new construction and alteration can be minimized through the use of accepted aesthetic principles in architecture and landscape architecture. A written document will be produced addressing these issues.

PROPOSAL NARRATIVE

MONTGOMERY COUNTY, MARYLAND

Application for Certified Local Government Pass-Through Funds

FY 91

Development of Historic District Long-Range Plan or "Vision"

1. PROJECT GOALS

The project proposes to develop a long-range plan for a yet-to-be-determined Montgomery County Master Plan Historic District. This comprehensive plan will be designed to provide a detailed description of the district as it is today, what is important about it, what challenges face it, and strategies for maintaining its character while allowing for growth and change. A written document for use when considering changes including subdivision, alteration, demolition, and new construction will be developed and used by the HPC when evaluating and making recommendations regarding changes within the district.

2. METHODOLOGY

A 36-CFR-61 certified consultant will, utilizing existing research and research gathered as necessary, develop a thorough overview of the district. Public meetings with municipal/local/State officials, members of the public and residents of the historic district, as well as the preservation community will be invited to make comments and suggestions on the development of an appropriate methodology for evaluating changes to the district.

3. RELATED PLANNING ACTIVITY

Public meetings will be held throughout the course of the development of the plan, which when finished, will serve as a "map" for future change.

4. HOW WILL THE RESULTS OF THE PROPOSED PROJECT BE INCORPORATED INTO THE COMMUNITY?

The finished plan will be distributed to the district's citizens, local/State officials, the preservation community, and those considering new building or alterations within the district. It will be used by the HPC as a method of evaluating the appropriateness of future change to the district. Its value to those who live in and build in historic districts will be immeasurable.

5. IS THE PROPOSAL PART OF A MULTI-PHASE PROJECT?

If successful, it is anticipated that similar plans will be developed for the County's other historic districts.

6. PROJECT TIMEFRAME

The project will begin September 1, 1991, and end June 30, 1992.

7. HOW DOES THE PROPOSED PROJECT MEET THE TRUST'S OPEN PROJECT SELECTION CRITERIA?

The project meets Goal II of the Open Project Selection Criteria, assisting in the management of environmental change, and increasing the public's awareness of appropriate versus inappropriate change. Goal II is also met by the project; community and neighborhood pride will be strengthened by the development of a plan which identifies the most important characteristics of the district, and thus why the district merits its Master Plan designation and protection from insensitive development and/or alteration.

2. Comprehensiveness

Significance of all built and open spaces and the environmental setting of those resources will be identified and guidance for their future will be developed.

3. Geographic Distribution

The area of survey and plan development has yet to be determined, but will be a Montgomery County Master Plan Historic District, and possibly a National Register District.

4. Urgency

Inappropriate development threatens all the County's historic districts. A "vision" of how development may be sensitively incorporated into some of the more threatened districts is very much needed.

5. Geographic Distribution

While significant survey material has been developed for all of the County's historic districts, never has a plan which maps the future of the district been generated.

6. Protective Value

The development of, and adherence to, the finished plan can only serve to protect those characteristics of the district which make it Master Plan/National Register-worthy.

7. Leverage

The project has the potential to stimulate plans for the County's other historic districts, and will, ideally, promote and stimulate more sensitive designs for alteration/new construction.

8. Educational/Public Awareness Potential

The development of this comprehensive plan will serve to make the public aware of the special characteristics of a given historic district worth preserving. This plan will attempt to address how the visual impact of new construction and alteration can be minimized through the use of accepted aesthetic principles in architecture and landscape architecture. It is important to note that the project will not provide design guidelines; it is intended as a much broader document that will provide insight toward opportunities for making new building and land development compatible with historic structures and historic areas by presenting a guide or "vision" which is sensitive to the continuity between the past, present and future of the historic district.

9. Demonstration Value

If successful, the comprehensive plan could be used as a model for other district plans, not only in Montgomery County, but in other jurisdictions.

10. Administrative Capability

See (10), Project Narrative: Continuing Publication of the Preservationist Newsletter.

8. WHICH OF THE TRUST'S FY 1991 PRIORITIES DOES THE PROJECT ADDRESS?

The project meets Priority (1) of the MHT's priorities for FY 91. A preservation plan for the protection and treatment of historic resources will be developed.

Priority (3) is addressed for the most part by this proposal, in that the plan will serve to educate the public and HPC members about what in the district is worth preserving. The plan will attempt to establish a positive and informed attitude toward historic resources and their environmental context, and can serve as a basis for making intelligent decisions about adaptive changes to historic buildings and open space.

9. BUDGET

See Attachment 1.

10. RESUMES

Consultant yet to be selected.

11. LETTERS OF SUPPORT

Letters have been sent to MHT by Gwen Marcus, Historic Preservation Planner, Maryland-National Capital Park and Planning Commission, and Michael Dwyer, Park Historian, Maryland-National Capital Park and Planning Commission.

12. SIGNED COPIES OF CIVIL RIGHTS COMPLIANCE FORMS (2) AND DEBARMENT CERTIFICATE

See Attachment 4.

2243E

ABSTRACT OF PROPOSED PROJECT

Research of 16 Historic Sites

The purpose of the project is to perform intensive-level research of approximately 16 historic sites listed in the Locational Atlas and Index of Historic Sites. Sites will be researched, photographed and mapped in accordance with the standards of MHT and the Department of the Interior. Subsequently, the 16 sites will be evaluated by the County's Historic Preservation Commission and determinations as to whether each meets the Master Plan designation criteria will be made. See Project Narrative for complete listing of products.

PROPOSAL NARRATIVE

MONTGOMERY COUNTY, MARYLAND

Application for Certified Local Government Pass-Through Funds

FY 91

Research of 16 Historic Sites

1. PROJECT GOALS

The County will select a contractor to perform intensive-level research of approximately 16 sites considered endangered by preservation planners or identified on the Locational Atlas and Index of Historic Sites in Montgomery County, Maryland.

Specific products resulting from this research will include:

- Maryland Inventory of Historic Properties forms for each site;
- 35 millimeter color slides and 5x7" black and white photographs of each site and its setting;
- a capsule summary in narrative form for each site;
- a list of all resources which appear to meet the criteria for inclusion in the National Register of Historic Places;
- 8 1/2 x 11" photocopies of USGS 7.5 minute quadrangle maps; and
- a Variable Historic Sites Inventory Coding Form for each site (if required by MHT).

2. METHODOLOGY

This project will be coordinated by an outside consultant selected through a competitive RFP process. The 36-CFR-61 certified consultant will prepare all products according to the specifications of the County and the Maryland Historical Trust, as outlined in the Scope of Services of the contract between the County and the Trust. Where applicable, the Trust's standards and requirements will supercede the County's.

3. RELATED PLANNING ACTIVITY

There are four administrative voices heard during the Master Plan amendment process in Montgomery County: The Historic Preservation Commission, the Montgomery County Planning Board, the County Executive, and the County Council. The former three make recommendations as to whether a specific site or district meets the criteria set forth in Chapter 24A of the Montgomery County Code for designation of historic resources, while the County Council has sole authority to designate a district or site. For the past several years, the Commission has coordinated its evaluation of sites with the Planning Board's overall Master Planning process. Thus, selection of the approximately 16 sites to be researched under the grant will be selected in consultation with Planning Board staff.

4. HOW WILL THE RESULTS OF THE PROPOSED PROJECT BE INCORPORATED INTO THE COMMUNITY?

The completed research will be utilized by the Historic Preservation Commission and other agencies involved in the preservation planning process as a basis for making recommendations on the merits of each site, and whether it meets Master Plan criteria. All research will be placed in files at the HPC office and will be accessible to the public. Copies of all research generated by this project will also be provided to MHT.

5. IS THE PROPOSAL PART OF A MULTI-PHASE PROJECT?

The project is part of an ongoing effort by the County to perform further research as necessary for the evaluation of the sites and districts identified in the Locational Atlas, published in 1976 by the Maryland-National Capital Park and Planning Commission. As of 1990, some 400 individual sites and historic districts remain unevaluated.

6. PROJECT TIMEFRAME

The project will begin on January 1, 1992, and terminate March 31, 1992.

7. HOW DOES THE PROPOSED PROJECT MEET THE TRUST'S OPEN PROJECT SELECTION CRITERIA?

The project meets Goal I, in that the research generated by this project will increase public archival knowledge of specific properties identified as having historic significance in Montgomery County.

2. Comprehensiveness

The project will provide complete identification of all standing structures and cemeteries within the settings of the 16 sites to be researched. The survey will identify all historic properties that meet MIHP and NR criteria for evaluation within the project sites.

3. Significance.

As the 16 sites have yet to be selected, it is difficult to examine the significance of their research. However, those sites considered endangered will be given first priority for intensive-level research and subsequent evaluation.

4. Urgency

Again, this is difficult to quantify. Development pressure is taking its toll on Montgomery County. The Commission is made most aware of this during the subdivision process; the HPC reviews all subdivisions with any impact on historic resources (Master Plan or Atlas) and would certainly request immediate research on those sites which appear significant, and threatened by encroaching or planned development.

5. Geographic Distribution

All 16 sites to be researched under this project will be sites for which minimal survey attention has been paid.

6. Protective Value

The purpose of the project is to determine which Atlas resources merit the protection afforded by the County's Historic Preservation Master Plan. Thus, those sites determined to be of significance, either architecturally, culturally, historically, or archeologically will be recommended for placement on the Master Plan and thereby subject to the extensive review on alteration as provided for in the County's ordinance.

7. Leverage

The continuing effort to provide in-depth research of Montgomery County's Locational Atlas sites provides promotes the entire preservation program in the County, by providing sufficient evidence upon which to base justification for each site's placement on the Master Plan. Well-reasoned and justified recommendations on the County's historic sites will be formulated, and will be defensible as such.

8. Educational/Public Awareness Potential

The project benefits all Montgomery County citizens educationally by increasing the body of knowledge about Montgomery County's past. By providing more information on the County's historic resources, the Commission promotes knowledge and understanding of the heritage and early development of the County.

9. Demonstration Value

The project will be undertaken in accordance with the specifications of MHT.

10. See (10), Project Narrative: Continuing Publication of the Preservationist Newsletter.

8. WHICH OF THE TRUST'S FY 1991 PRIORITIES DOES THE PROJECT ADDRESS?

This particular project does not meet any of the State's priorities for funding in FY 1991. It does, however, meet the general category item (3) in that MIHP date will be upgraded for properties under consideration for local designation.

9. BUDGET

See Attachment 1.

10. RESUMES

Consultant yet to be selected.

11. LETTERS OF SUPPORT

Letters have been sent to MHT by Gwen Marcus, Historic Preservation Planner, Maryland-National Capital Park and Planning Planning Commission, and Michael Dwyer, Park Historian, Maryland-National Capital Park and Planning Commission.

12. SIGNED COPIES OF CIVIL RIGHTS COMPLIANCE FORMS (2) AND DEBARMENT CERTIFICATE

See Attachment 3.

2243E

ABSTRACT OF PROPOSED PROJECT

Development of 20th Century Social/Recreational Context

The proposed project involves the development of a contextual overview of early 20th Century social/recreational resources in Montgomery County. A consultant will be selected to develop the overview, utilizing all existing research and developing material, as necessary. The project continues Montgomery County's ongoing effort to identify 20th century resources not previously surveyed. A written contextual overview will result from the project.

PROPOSAL NARRATIVE

MONTGOMERY COUNTY, MARYLAND

Application for Certified Local Government Pass-Through Funds

FY 91

Development of 20th Century Social/Recreational Context

1. PROJECT GOALS

This portion of Montgomery County's application for funds will produce a contextual overview of early 20th Century social and recreational facilities. The overview will provide general background information which could lead to the development of MHT Inventory Forms, as well as assessments for inclusion on the Montgomery County Master Plan.

2. METHODOLOGY

A 36-CFR-61 certified consultant will be retained to develop this contextual overview. The RFP circulated during FY 90 for proposals on a contextual overview on early 20th Century ecclesiastical resources will be utilized (see Attachment 3), with some minor modifications, including provision for meetings with MHT, the County and the Consultant to discuss the project.

3. RELATED PLANNING ACTIVITY

The consultant will utilize existing research from all available sources, including HPC and Historical Society files, newspaper archives, etc., during the development of this overview.

4. HOW WILL THE RESULTS OF THE PROPOSED PROJECT BE INCORPORATED INTO THE COMMUNITY?

The overview will be utilized by the Commission to determine what early 20th Century social/recreational resources merit intensive-level research and recommendation for placement on the Montgomery County Master Plan for Historic Preservation. The overview will be made available to the public at the HPC office, to any person or entity requesting it, and will be provided to MHT.

5. IS THE PROPOSED PROJECT PART OF A MULTI-PHASE PROJECT?

The proposed project is part of Montgomery County's continuing investigation of early 20th Century themes. Initial surveys, done in the mid-1970's, overlooked 20th Century resources. Since 1987, surveys on agricultural outbuildings, residential subdivisions, multi-family dwellings, early neighborhood shopping facilities, auto-related structures, government

buildings, schools (partial), transportation-related resources, and a contextual overview of ecclesiastical resources have been produced. In the future, the Commission plans to develop overviews and where appropriate, perform intensive-level research of low-income housing, farmhouses, banks, eating establishments, industrial development such as quarries and mines, canneries and factories, bottling plants and industrial shops, and transportation and communication themes, such as horse and buggy, the B&O Railroad, electric streetcars, automobiles, buses and tractors, and airplanes. These areas, as well as important people, events, buildings and construction techniques remain the largely untouched themes in the ongoing process. It is anticipated that County funding will continue to be set aside for theme development.

6. TIMEFRAME

The project will begin March 1, 1992, and terminate June 30, 1992.

7. HOW DOES THE PROJECT MEET THE TRUST'S OPEN PROJECT SELECTION CRITERIA?

The project meets Goal I, in that the development of the overview will identify early 20th Century social/recreational facilities for the first time, in the historical sense.

2. Comprehensiveness

The project will identify all early 20th Century social/recreational facilities in Montgomery County, and all that potentially meet MIHP and NR criteria for evaluation.

3. Significance

The overview will answer the research goals and questions included in the Maryland Comprehensive Historic Preservation Plan, Appendix 5, social/educational/cultural theme (See Attachment 4).

4. Urgency

Since virtually no early 20th Century structures were identified in the early 1970's when the County was first surveyed, it is impossible to quantify how many significant sites have been lost through redevelopment, demolition, or natural causes. The Commission's goal is to identify those remaining sites of significance and determine what level of protection each merits. Potentially significant social/recreational resources could continue to be lost if not identified as significant and placed under the protection of the County's historic preservation ordinance.

5. Geographic Distribution

The survey area (Montgomery County) has never been addressed in terms of this specific context.

6. Protective Value

The project will identify those resources which may merit protection under the County's historic preservation ordinance. Those deemed significant will be considered for placement on the Master Plan for Historic Preservation and afforded the protection as provided for in the law.

7. Leverage

The project will stimulate interest in, and a move to perform intensive-level research on those sites which appear to meet the criteria for Master Plan placement.

8. Educational/Public Awareness Potential

See (8), Project Narrative: Research of 16 Historic Sites.

9. Demonstration Value

The project will be undertaken in accordance with Appendix 4, Sample Survey of a Maryland Historic Context, in the Maryland Comprehensive Historic Preservation Plan (see Attachment 5).

10. Administrative Capability

See (10), Project Narrative: Continuing Publication of the Preservationist Newsletter.

8. WHICH OF THE TRUST'S FY 1991 PRIORITIES DOES THE PROJECT ADDRESS?

The project meets State Priority (1), preparation of historic contexts for a given locality.

9. BUDGET

See Attachment 1.

10. RESUMES

Consultant yet to be selected.

11. LETTERS OF SUPPORT

Letters have been sent to MHT by Gwen Marcus, Historic Preservation Planner, Maryland-National Capital Park and Planning Commission, and Michael Dwyer, Park Historian, Maryland-National Capital Park and Planning Commission.

12. SIGNED COPIES OF CIVIL RIGHTS COMPLIANCE FORMS (2) AND DEBARMENT
CERTIFICATE

See Attachment 3.

2243E

ATTACHMENT 1

BUDGET

DETAILED BUDGET BREAKDOWN (SEE SAMPLE BUDGET, APPENDIX 2)

LINE ITEMS	NPS GRANT FUNDS	LOCAL MATCH		TOTAL
		CASH	IN-KIND	
PROJECT: Historic District Long-Range Plan ("Vision")				
A. Architectural Historian/Planner	\$4000.00 —	\$4000.00		\$8000.00
TOTALS	\$4000.00	\$4000.00		\$8000.00

Identify source(s) of non-federal matching funds and in-kind match. If more than one organization is providing support, identify each organization and the kind and amount of match.

Donor: Montgomery County
 Source: Appropriated Funds
 Kind: Cash
 Amount: \$4000.00

Donor:
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Donor:
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Donor:
 Source:
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DETAILED BUDGET BREAKDOWN (SEE SAMPLE BUDGET, APPENDIX 2)

LINE ITEMS	NPS GRANT FUNDS	LOCAL MATCH		TOTAL
		CASH	IN-KIND	
PROJECT: Continuing Production of <u>Preservationist</u> Newsletter				
A. Development, Writing and Editorial Services	\$4372.50	\$4372.50		\$8745.00
B. Printing	\$3752.40	\$3752.40		\$7504.80
TOTALS	\$8124.90	\$8124.90		\$16,249.80

Identify source(s) of non-federal matching funds and in-kind match. If more than one organization is providing support, identify each organization and the kind and amount of match.

Donor: Montgomery County
Source: Appropriated Funds
Kind: Cash
Amount: \$8124.90

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Donor:
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Donor:
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Amount:

DETAILED BUDGET BREAKDOWN (SEE SAMPLE BUDGET, APPENDIX 2)

LINE ITEMS	NPS GRANT FUNDS	LOCAL MATCH		TOTAL
		CASH	IN-KIND	
PROJECT: Research 16 historic sites				
A. Architectural Historian	\$4000.00	\$4000.00		\$8000.00
TOTALS	\$4000.00	\$4000.00		\$8000.00

Identify source(s) of non-federal matching funds and in-kind match. If more than one organization is providing support, identify each organization and the kind and amount of match.

Donor: Montgomery County
 Source: Appropriated Funds
 Kind: Cash
 Amount: \$4000.00

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DETAILED BUDGET BREAKDOWN (SEE SAMPLE BUDGET, APPENDIX 2)

LINE ITEMS	NPS GRANT FUNDS	LOCAL MATCH		TOTAL
		CASH	IN-KIND	
PROJECT: 20th Century Theme				
A. Architectural Historian	\$4000.00 -	\$4000.00		\$8000.00
TOTALS	\$4000.00	\$4000.00		\$8000.00

Identify source(s) of non-federal matching funds and in-kind match. If more than one organization is providing support, identify each organization and the kind and amount of match.

Donor: Montgomery County
 Source: Appropriated Funds
 Kind: Cash
 Amount: \$4000.00

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ATTACHMENT 2

Resumes of Project Personnel

Robert E. Robinson • M&R Editorial Services
10201 Grosvenor Lane, No. 508, Rockville MD 20852
Local Phone (301) 493-6224 • Out of Town Phone & Fax (804) 529-6224

Jan 1985-
present

Freelance Writer and Publication Consultant
Self employed at the above address

Since retirement from previous position have worked as self-employed researcher, writer, and publisher. Principal projects have included: (1) co-editorship (1987-1990) of the *Preservationist* newsletter, published six times a year by the Montgomery County Historic Preservation Commission. Duties include recommending proposed subject matter, researching, writing, and producing draft manuscript copy for clearance; producing photographs, graphic elements, and final-camera-ready pages for printing, using desktop publishing processes. The *Preservationist* is circulated to residents and owners of property in Montgomery County historic districts and sites, county and state officials, and the general preservation community.

(2) writing and producing a variety of reports, manuals, and brochures for Georgetown University's Central American Scholarship Program and the Cooperative Association of States for Scholarship. These Congressionally mandated programs recruit disadvantaged students 17-24 years age from six Central American and 14 Caribbean countries, provide them with two years of training at more than 40 U.S. colleges, and support their reentry into their home country communities with self empowerment training. A key element of the program is its *Experience America* segment in which the young people are introduced to North American culture, individual initiative, and democratic processes.

(3) writing, editing, and publishing (1987-1989) a community newsletter produced by the North Chevy Chase Christian Church for distribution to two thousand residents in Kensington and North Chevy Chase.

(4) Historical and genealogical research of American Family Robinson, an account of my family's adventures in the United States from 1637 to the present. The volume now exceeds 200 pages in manuscript.

Oct 1967-
Jan 1985

**Director, Publications Staff, Office of Research and Statistics,
Social Security Administration**

Directed an ongoing research and statistical publication program aimed at a diverse national and international audience of social scientists. Staff consisted of 23 writers, editors, designers, and printing management specialists. It was responsible for the editorial review, design, production, marketing, and distribution of about 100 documents a year totaling 7,000 pages. These included a monthly research journal, Social Security Bulletin, statistical notes, and book-length monographs. Publications produced received numerous awards from such organizations as the Federal Editors Association, the Society for Technical Communication, and the National Association of Government Communicators.

May 1959-
Oct 1967

**Director of News and Editorial Operations, WWDC Radio,
Washington, D.C.**

Directed the news and public affairs programming of a major radio news operation in the nation's capital. Supervised a 14-member staff of reporters, editors, and news readers involved in presenting 53 daily news programs. Researched and wrote for station management editorials including the endorsement of candidates for public office in Maryland, Montgomery and Prince Georges Counties.

Sep 1957-
May 1959

Reporter, WWDC Radio News, Washington D.C.

Regularly covered news assignments at the Maryland General Assembly, Annapolis, county government activities in Rockville and Upper Marlboro, as well as Capitol Hill and the White House.

Sep 1950-
Nov 1963

Free Lance Writer for national magazines

Beginning full time in 1950 and continuing as a part time activity after 1953 contributed regularly to such publications as Reader's Digest, Redbook, McCall's, Today's Health, Good Housekeeping, and Today's Woman.

Education:

1938-1940
1940-1942

Trinity University, Waxahachie, TX (now located in San Antonio, TX)
University of Texas, Austin, TX
(Military service, 1942-1946)

1946-1948
1948-1950
1981

University of Texas, Austin, TX, BA degree in history.
University of Texas, Austin, TX, MA degree in English, creative writing.
Yale University, Graphics Design Seminar
Numerous professional seminars and workshops in editorial management, publication design, communication arts.

Career Focus **Communications Management and Public Relations**

July 1983- **Director, Office of University Publications & Printing**
November 1989 **The American University, Washington, D.C.**

My job was to create and maintain a consistent institutional image to advance current priorities and university goals and objectives. Emphasis on establishing with clients clear purposes and using language and graphics and special identity programs to communicate effectively with multiple and diverse audiences. Directed 23-member staff of professional writers, editors, graphic designers, photographic and administrative support. Managed annually the research, writing, editing, design, and procurement of some 800 projects. These one- to full-color projects include the university's primary communications with internal and external constituencies via biweekly tabloid, quarterly magazine, annual report, fundraising and recruitment materials. We produced publication families and complex mass-produced marketing packages, catalogs, brochures, posters, and other monographs. Assisted with creation and production of selected audio visuals and displays.

Accomplishments:

- Formed existing office, including recruitment, training, and retention of all new staff; introduced professional editorial, design, and procurement policies, procedures, office-wide automation, and such practices as typesetting conversion and desktop publishing
- Created new image through consistent institutional identity
- Reconceived editorial mission and design of official university magazine to establish and maintain positive connections with VIP constituencies for fundraising and other cultivation purposes
- Extended communications via a campus tabloid, an annual report, and inhouse-produced recruitment materials
- Created thematic marketing pieces that contribute significantly to enrollment increases
- Formed and led creative team to produce a comprehensive identity and highly polished special materials, including the case for giving, for a \$100M capital campaign

November 1976- **Head, Publication and Media, Library of Congress**
July 1983 **National Library Service for the Blind and Physically Handicapped**
Washington, D.C.

Directed \$3M nationwide mass media program via radio, television, newspaper, exhibits, and public service advertising. Also directed the editorial compilation and design of magazines, catalogs, newsletters, brochures, and other materials produced in print, cassette, disc, and braille formats. Heavy responsibility for preparation of technical and creative bid specifications, contract award and administration in compliance with government procurement rules. Supervised a professional and support staff of nine and numerous contractors.

Accomplishments:

- Creation and administration of a public relations program for a network of more than 200 cooperating agencies
- Author of *Reaching People*, a PR manual used nationwide
- Development of a comprehensive agency-wide graphics identity program
- Establishment of an automated comprehensive mailing-list system to control distribution of materials and some 800,000 names and addresses
- Significant professional recognition for public relations projects and publications

- 1974-
1976 **Freelance Research, Writing, and Design**
Consumer Federation of America, Montgomery County Education Association,
Energy Policy Task Force, the *Montgomery Journal*, Maryland National
Capital Park and Planning Commission
- 1971-
1976 **Information and Publications Director**
Consumer Federation of America, Washington, D.C.
Served as official spokesperson and media liaison for this public interest lobby
of more than 200 local, state, regional, and national groups. Wrote news
releases, newsletters, legislative reports, congressional testimony. Planned
and managed conventions, including newsroom operations.
- 1967-
1971 **Public Relations Director**
Montgomery County (MD) Education Association
Rockville, M.D.
Directed annual community relations and legislative programs. Staff
advisor to association president and board of directors. Media spokesperson.
Planned and coordinated membership and public seminars and forums.
- 1965-1967 **Reporter, *Sentinel* and *Tribune* weeklies**
- 1964-1965 **Research Assistant, Former U.S. Senator Joseph D. Tydings**
- 1959-
1962 **Bureau Manager and Reporter**
Deadline Washington Capitol Hill News Service
Washington, D.C.
Interviewed senators, congressmen, other federal officials. Reported on news
conferences, hearings, regulatory agencies, departments, and from the White House.
- Education **BA, Public Administration, Upper Iowa University**
Substantial training via professional seminars and short courses in current communications and
fund raising, automation, human resource management; supervision and management;
conflict management; time management
- References and portfolio available.

ATTACHMENT 3

SIGNED COPIES OF CIVIL RIGHTS COMPLIANCE FORMS AND DEBARMENT CERTIFICATE

US. DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
CIVIL RIGHTS ASSURANCE OF COMPLIANCE

Illustration No. 1

County Government
Applicant-Recipient)

ES to comply with the Rehabilitation Act of 1973 and the
rimination Act of 1975 and all requirements imposed by or
to the Department of the Interior Regulations (43 CFR 17)
rsuant to these titles, to the end that: no person in the
ate shall, on the grounds of age or handicap be excluded
icipation in, be denied the benefits of, or be otherwise
d to discrimination under any program or activity for which
licant-Recipient receives financial assistance from the
Park Service and hereby gives assurance that it will
ely take any measures to effectuate this agreement.

P.L. 88-352) and
(CFR 17) issued
gulation, no per-
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Interior and
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County Government
T-RECIPIENT

[Handwritten Signature]
Signature
AUTHORIZED OFFICIAL

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Street, Suite 1001, Rockville, MD 20850
T-RECIPIENT'S Mailing Address

11/1/90
DATE

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Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C Streets, N.W., Washington, D.C. 20240.

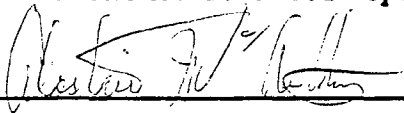
(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Alistair McArthur, Assistant Chief Administrative Officer

Name and Title of Authorized Representative



Signature

Date

11/1/90

U.S. Department of the Interior
Certification Regarding
Drug-Free Workplace Requirements

This certification is required by the regulations implementing the drug-free workplace requirements for Federal grant recipients under the Drug-Free Workplace Act of 1988 (43 CFR Part 12, Subpart D). A copy of the regulation is available from the issuing office.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Montgomery County Government

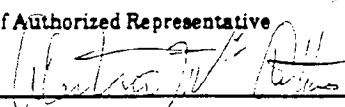
Historic Preservation Commission

51 Monroe Street, Suite 1001 Rockville, MD 20850

Check if there are workplaces on file that are not identified here.

Name and Title of Authorized Representative

Signature


Alistair McArthur
Assistant Chief Administrative Officer

Date

5/1/90

DI-1955
May 1990

ATTACHMENT 4

Appendix 5. Maryland Comprehensive Historic Preservation Plan
Social/Educational/Cultural Theme

APPENDIX 5

RESEARCH ISSUES FOR THE STUDY OF MARYLAND'S ABOVE-GROUND HISTORIC RESOURCES

Introduction:

Throughout the state, survey activity to date has of necessity focused primarily on the most significant and visible historic resources. Domestic architecture has received far more attention than commercial, industrial or agricultural resources, for example, and few studies have given equal attention to resources with primarily [social] significance, such as black communities, workers' housing, or domestic outbuildings.

It is essential that future survey and research activity respond to these issues and begin to address data gaps, neglected areas of research and threatened resources. Research must be directed toward analysis of resources by region, time period, theme, and related property types in order to implement the MHT's comprehensive planning efforts and improve evaluation and protection functions. In recent years, local and regional survey activity has been expanded into thematic areas to a considerable extent, and this trend must be continued and expanded. Thematic surveys have also been undertaken that are independent of local surveys. These include a survey of industrial sites, buildings and complexes in Baltimore, a survey of traditional sailing craft of the Chesapeake Bay, a survey and preservation study of the Mason-Dixon east-west boundary line project, and a comprehensive field recording project that has focused on agricultural buildings in Maryland's Tidewater region. In addition, several surveys sponsored by other state agencies have included a thematic focus. Examples are the State Highway Administration bridge survey (within the context of all M/DOT owned historic resources), an on-going survey of state-owned railroad lines for the State Railway Administration, a survey of the state's penal institutions for the Department of Public Safety and Corrections, and a survey of all National Guard armories for the Military Department.

The principal obstacle to broad thematic surveys is usually the lack of a sponsoring grant applicant and the Trust may find it necessary to commit direct staff support to particularly pressing needs when matching funds are not available. Similarly,

more narrowly defined research needs could be undertaken on an individual basis. A more coordinated effort to work with university history, folklore, geography, architecture and preservation programs could be used to link identified research needs with class projects or thesis and dissertation research. Increased research time for Trust staff would serve the dual purpose of meeting research needs and keeping staff members abreast of current scholarship.

The publication of county and regional architectural surveys has been an important and visible component of the Trust's Community Education and Survey and Planning programs since the early 1970s. Early publications consisted primarily of a catalogue of historic sites within a defined region. As the survey program has expanded, these publications have grown to include lengthy essays discussing local history and analyzing the architectural forms and traditions found in that region. Current inventories have been expanded to include discussion of prehistoric and historic archeological resources, as well as preservation planning issues and priorities for the future. The format and content for these publications will continue to evolve in response to the ever-increasing pool of research and fieldwork and to changing preservation needs and priorities. The county inventory series should remain the standard format for Trust publication efforts, but other types of publications are needed as well. These should include broader thematic studies developed from regional or statewide survey and research projects, and site-specific case studies.

Research Questions:

The following research questions have been developed by the Maryland Historical Trust to guide future research and survey work in Maryland. These suggested research issues have been identified to date; additional questions and topics may be defined in the future.

For all these themes and questions, research should seek to identify the character - defining features of property types in order to provide the basis for evaluation and protection decisions. Research should advance the techniques and methodologies of the field (for example, create predictive models and estimates of the universe of historic sites, and their survival rates over time.) Technical research can include case studies in special problems and development of treatment models for property types.

3. What was the role of church-sponsored pattern books in church design?
4. What has been the significance of functional plan and organization within typical building forms?

SOCIAL/EDUCATIONAL/CULTURAL THEME:

Research Issues:

1. What have been the major developments (key legislation etc.) in education over time and how have these changes influenced the design of educational buildings and institutions?
2. What places and structures in the state are representative of its significant recreational activities?
3. What caused the increase in numbers of social institutions in the late 19th century and greater numbers of buildings of this type? (fraternal, cultural, etc.). What common types can be identified?
4. How have trends in popular culture resulted in new types of social and recreational facilities?

5. How have the health care and social welfare professions developed over time in caring for the poor, the disabled, mentally ill, and what institutions have been associated with these developments?

TRANSPORTATION THEME:

Research Issues:

1. How have changes in transportation influenced the state's development and landscape?
2. What are typologies for analyzing and understanding resource types linked to this theme?
3. What are special problems in preserving outmoded transportation facilities, such as late 19th century iron truss bridges?
4. What has been the relationship between technology and transportation, and between transportation and marketing, both urban and rural?

ATTACHMENT 5

Appendix 4, Sample Survey of a Maryland Historic Context

Maryland Comprehensive Historic Preservation Plan

APPENDIX 4 SAMPLE DEVELOPMENT OF MARYLAND HISTORIC CONTEXT

Introduction:

This material has been prepared to guide the development of historic contexts in Maryland, according to the steps outlined in the Secretary of the Interior's Standards and Guidelines for Preservation Planning (Appendix 2). It should be noted that the "Examples" shown under each step are very brief samples which illustrate the type of information to be included under each step. These samples are not to be considered complete examples of context development.

Step 1: Define Historic Contexts

Identify geographical, chronological, and conceptual/thematic limits. (Use statewide organizational framework included in Maryland Historical Trust's "Maryland Comprehensive Historic Preservation Plan", and adapt locally.)

Example: Region: Piedmont

Time Period/Developmental Phase: 1870-1930,
Industrial/Urban Dominance

Concept/Theme: Agriculture

Step 2: Assemble Information About the Historic Context

a) Collect information on:

1. Historical development

Example:

Conduct research in primary and secondary sources on settlement patterns, development of agriculture during period.

2. Identified historic properties

Example:

Compile site survey, National Register,

compliance and Technical Preservation Services data as well as other documentation on known agricultural properties in the region and county.

3. Relevant sources and organizations/agencies

Example:

Compile listing of relevant groups, such as agricultural land preservation groups, farmers associations, rural community groups who have knowledge and interest in preservation of agricultural properties.

b) Assess the above information for completeness, data gaps, biases.

Example:

Review past research and fieldwork, and consult with historians and other experts in field; explain factors causing gaps and biases.

Step 3: Synthesize information

Write narrative describing:

a) Background history, development patterns.

Example:

During the early part of the period (1870-1900) there was a boom in agricultural activity and production, especially grain, due to demand from the Civil War, improved transportation, new farming technology. Tobacco farming became much less important. The county remained a stable agricultural society, but increasingly, urban influences were felt. After World War I, suburban development began to change the rural character of many areas, and this trend away from agriculture toward commercial and residential development has continued.

- b) Aesthetic values, issues, problems in architecture, construction.

Example:

During this time, the design of farm buildings was influenced by mass production and popular design publications. Traditional and vernacular farm building forms and techniques were adapted, and new technology changed building design. The layout of farm complexes changed to accommodate different agricultural practices. Few new farms were established; instead, existing farms were expanded or incorporated into larger ones, or farm buildings remodelled or replaced.

- c) Research issues, intangible cultural values.

Example:

Research questions: See Appendix 5 to the "Maryland Comprehensive Historic Preservation Plan", Research Issues for the Study of Maryland's Above-Ground Historic Resources, for possible research questions for agricultural history.

Step 4: Classify Property Types, Estimate Universe, Define Characteristic Features, Integrity Levels, and Stresses

- a) Identify groups of properties which share common characteristics and are associated with the concept/theme, time period, and region.

Example:

- Family farmsteads
- Plantations/manors/estates
- Tobacco farms
- Grain producing farms
- Livestock/dairy farms
- Orchards
- Agribusiness

b) Characterize the locational patterns of property types and estimate potential numbers and location of sites.

1. Analyze patterns of site distribution, and cultural and environmental factors influencing site location.

Example:

Farms during the period were usually located with access to road and rail transportation and near water sources, as in previous periods. - Soil quality continued to influence farm locations.

2. Create predictive models for site location and test models using samples.

Example:

Use Censuses of Agriculture during the period to locate farms; use Maryland Inventory of Historic Sites, National Register, and other data; use historic maps and conduct computer mapping with modern USGS 7.5 minute topographic maps.

3. Develop estimates of numbers of sites which existed during the period and survival rates, both above-ground and as archeological sites.

Example:

Compare past and present Censuses of Agriculture, historic maps, Landsat photographs to estimate numbers of farms which existed during the period and compare with data on farms and farm sites today to estimate survival rates. Analyze for both standing structures and archeological sites.

4. Evaluate and define relative scarcity and typicality of the property type and whether

high or low integrity levels should be required for significance.

Example:

Once the potential universe of sites is known, then we can begin to determine whether the property type has a large number of surviving examples or only a few, thus helping to make decisions on relative rarity or commonness of sites, and whether integrity levels should be low or high.

There are only 10 known examples of this property in the county, and 50 in Maryland. It is estimated that there may be 15 in the county and 75 in Maryland. Since this is a relatively scarce type, with a limited number of resources, a property of this type would not need to meet strict standards of integrity.

c) Characterize the current and expected condition of property types and define expected physical integrity levels and stresses.

1. Define the inherent characteristics, essential interior/exterior features:

Example: (Note: Example is for a standing structure.)

CHARACTERISTIC FEATURES

Building Exterior

Define Expected Features:

Form:

(e.g., size, shape, height of building, pattern of openings)

Structural System:
(e.g., building framing members,
including joists, trusses,
loadbearing walls)

Finishes/Cladding:
(e.g. clapboard, brick,
shingles, roofing)

Ornamentation:
(e.g., cornices, sills,
lintels, doors, windows,
sash, stoops)

Building Interior

Floor Plan:
(e.g., sequence of spaces, size and
shape of rooms/hallways)

Finishes:
(e.g., plasterwork, floorboards,
tin/wood ceilings)

Ornamentation:
(e.g., door/window trim, baseboards,
decorative plaster medallions,
wainscotting, stairways)

Building Setting

Topographic features (such as a
gorge or the crest of a hill)

Number and density of buildings or
structures around the property or
relationship with parks or other
open space

Driveways, walkways, paths, fencing,
lighting, signs, benches

Plants and trees, berms, foundations,
wells, terraces, drainage or irrigation

ditches, or archeological features

2. Define the level of integrity required for local, state, and national significance:

SIGNIFICANCE AND INTEGRITY CRITERIA

Materials	Workmanship	Design	Setting	Location	Feeling	Association
-----------	-------------	--------	---------	----------	---------	-------------

National
Register
Standards:
___% Intact

State
Inventory:
___% Intact

Local
Designation:
___% Intact

The degree of integrity required for a particular resource will vary according to several factors. For example, if the resource is one of many examples of its type, then a higher degree of integrity will be required for it to be considered significant. Or, if the resource is being evaluated for its significance as part of a district, then its exterior features and setting will require more integrity than its interior features.

3. Define the environmental factors, both cultural and environmental, that either threaten the resource's survival or can assist in the preservation of the resource.

Example:

Family Farmstead:

Stresses:

- Development pressure from new land use, resulting in demolition or change to the setting.
- Changing agricultural economy forces small farms out of business, thus causing -vacancy, obsolescence, and neglect.
- Arson, vandalism are problems in some areas.

Positive Assets:

- Potential for re-use as conference center
- Property affords scenic setting and view
- Local farmers group wants to save.

Step 5: Summarize information and assess future needs.

Specific information gaps relating to historic contexts and property types should be described. Explanation should be given of why this is needed to perform identification, evaluation, or treatment activities.

Conclusion:

Once the historic context is developed, then goals can be created describing preferred preservation activities for groups of property types as described further in the Secretary's Standards (see pp. 44719 - 44720 of Standards, Appendix 2).



Attachment VI
Sample Historic Preservation Fund
Application Packet

Montgomery County Government

June 5, 1990

Dear Friend of Preservation:

The Montgomery County Historic Preservation Commission (HPC) is seeking proposals from not-for-profit historic and preservation groups seeking matching funds to finance local projects. The deadline is August 1, 1990.

Matching efforts are required from all applicants and may be made in money or in-kind services. Successful grantees will be required to carry adequate insurance, as specified by Article 15 of the County's General Conditions of Contract. Grantees are also required to contribute displays and/or volunteer time at the Historic Preservation Commission's tent and booth at the Montgomery County Agricultural Fair and the County Ethnic Heritage Festival, in August and September, 1991. HPC will notify applicants of their selection by September 30, 1990.

The types of projects that will be considered include, but are not limited to, the following: walking tours of historic districts; handbooks for historic property owners; sponsorship of preservation exhibits at fairs; feasibility studies for restoration of buildings and sites owned by or under the custody of non-profit groups; historic and archeological surveys; slide and tape shows; lectures, videotaping, photographic displays, oral histories; development of community involvement programs using historic resources; and preparing National Register nominations.

All successful applicants will receive a contract from Montgomery County. The County reserves the right to modify the amount and scope of services of the original proposal. Funds will be distributed equitably to qualified applicants for projects which meet the criteria.

Enclosed is this year's grant application. Should you have any questions, please contact Alison Vawter or Jared Cooper, Historic Preservation Commission staff, at 217-3625.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jeff Miskin", written over a large, stylized circular flourish.

Jeff Miskin
Chairperson

av
1871E

Historic Preservation Commission

51 Monroe Street, Rockville, Maryland 20850-2419, 301/217-3625

MONTGOMERY COUNTY HISTORIC PRESERVATION FUND

APPLICATION FOR GRANT

Fiscal Year 1991

ALL GRANTEES WILL BE REQUIRED TO PARTICIPATE IN THE MONTGOMERY COUNTY AGRICULTURAL FAIR AND THE ETHNIC HERITAGE FESTIVAL, BY PROVIDING DISPLAY MATERIALS OR VOLUNTEER TIME.

Group or Organization Name: _____

Address: _____

Name of Contact Person: _____

Contact Person Phone Number: _____ (Home) _____ (Office)

Contact Person Address: _____

1. On a separate sheet of paper, briefly describe your organization, its objectives, and membership on a separate sheet of paper. Attach a copy of organization's charter or founding document, or a copy of your tax exempt certificate.
2. On a separate sheet of paper, briefly describe proposal for which you seek funds. Include starting date, length of project, materials to be utilized, resource experts, and all other pertinent details.
3. Budget Details.
 - a. On a separate sheet of paper, prepare an itemized budget indicating all line items. Prepare the budget for the total cost of project, itemizing cash, in-kind and County funds.
 - b. Summary of projected total cost of project:

Amount requested: _____

Amount of match: _____ (cash)

_____ (in kind)

TOTAL: _____

4. On a separate sheet of paper, provide detailed answers to the following questions.

- a. Where will your organization's matching funds come from?
- b. What kind of services will your organization perform as part of an in-kind match?
- c. Describe other projects undertaken and completed by your group, including source of funds.

5. _____ Date _____
 Signature of President of Organization

I hereby certify that _____ is the President
 (Name)
 of _____ and is duly elected, and that the information
 (Organization)
 contained in this application and its addenda is true and correct to the best
 of my knowledge..

_____ (Secretary) _____ (Date)

Return completed form and attachments to the Historic Preservation Commission, 51 Monroe Street, Room 1001, Rockville, Maryland 20850. For information, call Alison Vawter at 217-3625. Application is due August 1, 1990.

MONTGOMERY COUNTY HISTORIC PRESERVATION FUND

Guidelines for Applicants

The Montgomery County Preservation Fund was established to encourage preservation activities in the County, and to promote increased public awareness of, and community involvement in, all types of preservation projects. All applicants should read the policy statement of the Montgomery County Historic Preservation Commission in conjunction with these guidelines before completing an application for funds.

Eligible Activities

The types of activities for which the Commission will consider funding applications include, but are not limited to, walking tours of historic districts; handbooks on design guidelines; explanatory brochures for property owners in historic districts; demonstration of preservation skills at fairs and other expositions; feasibility studies for restoration or preservation of buildings, sites, and historical records or artifacts owned or under the custody of non-profit organizations; public educational functions such as historical and archeological surveys, slide and tape shows, lectures, videotaping, photographic displays and oral histories; development of community involvement programs using historic resources of all types

Organization

Each organization seeking funds must have historic preservation as its primary and motivating purpose, and :

1. Must be chartered or incorporated in Montgomery County; or
2. Must have by-laws, membership, elected officers, and regularly scheduled meetings; or
3. Must have non-profit or charitable tax status; or
4. Serve a public educational purpose.

Management

Each organization seeking funds must demonstrate that it shall:

1. Monitor the expenditure of project funds to contractors, firms, and other organizations;
-
-

2. Report quarterly to the Commission on project progress and verify expenditures to staff;
3. Prepare a sworn affidavit showing the amount of cash, in-kind contributions, or combination thereof comprising the organization's 50% match;
4. Submit vouchers documenting the value of in-kind matching contributions by members;
5. Comply with non-discrimination in employment provisions of Chapter 11B, Montgomery County Code (1972), as applicable to organization members and contractors;
6. Permit an audit and inspection of the organization's books and records as required by Montgomery County during the duration of the project; and
7. CARRY ADEQUATE INSURANCE, AS SPECIFIED BY THE GENERAL CONDITIONS OF CONTRACT (SPECIFICALLY, ARTILCE 15 - ATTACHED).

Procedure

Each organization shall submit to the Commission the following:

1. A completed application form;
2. Copies of its charter, incorporation papers, by-laws, tax status form, or other organizing documents;
3. Supporting materials necessary to further explain the proposal.

The Historic Preservation Commission will evaluate those applications deemed to be complete and each applicant will be notified of the Commission's decision by no later than September 1, 1990.

HPC:av
1378E
Revised 6/90

POLICY GOVERNING HPC ADMINISTRATION OF COUNTY PRESERVATION FUNDS

The purpose of the Historic Preservation Commission in administering funds set aside for preservation activities in Montgomery County is to promote increased public awareness of, and community involvement in, all types of historic preservation activities. The Commission is empowered by both the Montgomery County Master Plan (page 16) and the Historic Preservation Ordinance (Chapter 24A (5), Montgomery County Code) to administer funds or grants programs, to provide information and educational materials for the public, and to encourage activities that will advance the goals of historic preservation throughout the County. Toward these ends, the Commission will act as an umbrella organization for historic preservation, following these general principles:

1. A Montgomery County group or association that wishes to apply for project funding must demonstrate that:
 - a. preservation, in its broadest terms, is a primary purpose as stated in its founding document;
 - b. the project to be funded has specific goals, methods of operation, and designated persons to carry out the project; and
 - c. it has the capability of managing the funds granted by the Historic Preservation Commission.
2. The Commission will devise and promulgate specific guidelines and regulations for applications, selection criteria, and administration of those projects chosen, with the assistance of its staff.
3. To ensure group involvement in the proposed project, an appropriate matching requirement, either monetary and/or in-kind, shall be imposed on all groups and associations that apply for funds.
4. As circumstances permit, every effort will be made to distribute the funds available in an equitable manner which represents all regions of the County.
5. All available funds will be advertised for applications through the usual legal channels, press releases, public announcements, and mailings directed to the Commission's specialized list of known historical groups and associations.

The types of activities for which the Commission will consider funding applications include, but are not limited to, the following:

- a. walking tours of historic districts;
- b. handbooks on design guidelines;
- c. explanatory brochures for property owners in historic districts and for owners of potential and designated historic resources;
- d. demonstration of preservation skills at fairs and other expositions;
- e. feasibility studies for restoration or preservation of buildings, sites, and historical records or artifacts owned or under the custody of non-profit organizations;
- f. public educational functions such as historical and archeological surveys, slide and tape shows, lectures, videotaping, photographic displays and oral histories; and
- g. development of community involvement programs using historic resources of all types.

The Commission believes that its coordination and administration of historic preservation efforts throughout the County will fulfill its legal obligations under the Ordinance and the Master Plan.

HPC:av
1378E
Revised 6/90

MONTGOMERY COUNTY HISTORIC PRESERVATION FUND

County Procurement Requirements and Regulations

1. All grant awards will be in the form of a letter contract. A copy of the County's General Conditions of Contract are attached for your information. PLEASE CAREFULLY REVIEW THE INSURANCE REQUIREMENTS (Article 15).
2. The County reserves the right to modify the scope, budget and intent of the proposed project.
3. No work may begin on the proposed project until a completely executed contract has been forwarded to the organization. No reimbursement can be made for work done prior to receipt of an executed contract.
4. Payment will be made upon receipt of complete invoices on the organization letterhead and submission of backup materials documenting expenses for which reimbursement is requested. Payments will be made no more than quarterly, after receipt of progress reports, documentation of in-kind, matching funds, and submission of invoices.

HPC:av
1378E
9/90

1. **ACCURATE INFORMATION, ACCOUNTING, TERM AND AUDIT** The contractor certifies that all information the contractor has provided or will provide to the County is true and correct and can be relied upon by the County in awarding, modifying, making payments, or taking any other action with respect to this contract. Any false or misleading information is a ground for the County to terminate this contract for cause and to pursue any other appropriate remedy.

The contractor certifies that the contractor's accounting system conforms with generally accepted accounting principles, is sufficient to comply with the contract's budgetary and financial obligations, and is sufficient to produce reliable financial information.

The County may examine the contractor's and any first-tier subcontractor's records to determine and verify compliance with the contract. The contractor and any first-tier subcontractor must grant the County access to these records at all reasonable times during the contract term and for 3 years after final payment. If the contract is supported to any extent with federal or state funds, the appropriate federal or state authorities may also examine these records. The contractor must include the preceding language of this paragraph in all first-tier subcontracts.

2. **APPLICABLE LAWS** This contract shall be construed in accordance with the laws and regulations of Maryland and Montgomery County. Montgomery County Procurement Regulation 130-85, as amended by Emergency Regulation 11-89E, is incorporated by reference and made a part of this contract. In the case of any inconsistency between this contract and the Procurement Regulations, the Procurement Regulations shall govern. The contractor must, without additional cost to the County, pay any necessary fees and charges, obtain any necessary licenses and permits, and comply with applicable federal, state and local laws, codes and regulations. For purposes of litigation involving this contract, exclusive venue and jurisdiction shall be in the Circuit Court for Montgomery County, Maryland or in the District Court of Maryland for Montgomery County.

3. **ASSIGNMENTS AND SUBCONTRACTS** The contractor may not assign or transfer this contract, any interest herein or any claim hereunder, except as expressly authorized in writing by the Chief, Division of Purchasing and Materiel Management (CPMM). Unless performance is separately and expressly waived in writing by the CPMM, an assignment does not release the contractor from responsibility for performance of this contract. Unless otherwise provided in the contract, the contractor may not contract with any other party for furnishing any of the materials or services herein contracted for without the written approval of the CPMM.

4. **CHANGES** The CPMM may unilaterally change the work, materials and services to be performed. The change must be in writing and within the general scope of the contract. The contract will be modified to reflect any time or money adjustment the contractor is entitled to receive. Any claim about an adjustment in time or money due to a change must be given in writing to the contract administrator within 30 days from the date the CPMM issued the change or the claim will be deemed waived. Any failure to agree upon the time or money adjustment must be resolved under the "Disputes" clause of this contract. The contractor must proceed with the prosecution of the work as changed, even if there is an unresolved claim. No charge for any extra work, time or material will be allowed, except as provided in this section.

5. **CONTRACT ADMINISTRATION**

A. The contract administrator, subject to paragraph B below, is the Department representative designated by the CPMM in writing and is authorized to:

- (1) serve as liaison between the County and Contractor;
- (2) give direction to the Contractor to ensure satisfactory and complete performance;
- (3) monitor and inspect the Contractor's performance to ensure acceptable timeliness and quality;
- (4) serve as records custodian for this contract;
- (5) accept or reject the contractor's performance;
- (6) furnish timely written notice of the contractor's performance failures to the CPMM and to the County Attorney, as appropriate;
- (7) prepare required reports;
- (8) approve or reject invoices for payment;
- (9) recommend contract modifications or terminations to the CPMM; and
- (10) issue notices to proceed.

B. The contract administrator is NOT authorized to make determinations (as opposed to recommendations) that alter, modify, terminate or cancel the contract, effect procurement, interpret ambiguities in contract language, or waive the County's contractual rights.

6. **DISPUTES** Any dispute arising under this contract which is not disposed of by agreement must be decided under Section M.2 of Montgomery County Procurement Regulation 130-85, as amended by Emergency Regulation 11-89E. Pending final resolution of a dispute, the Contractor must proceed diligently with contract performance. The head of the County department, office or agency ("Department Head") of the contract administrator is the designee of the CPMM, for the purpose of dispute resolution. The Department Head may, with the contractor's consent, delegate this responsibility to another person (other than the contract administrator). The contractor waives any dispute or claim not made in writing and received by the Department Head within 30 days of the occurrence giving rise to the dispute or claim. A claim must be in writing, for a sum certain, and any money requested must be fully supported by all cost and pricing information. The Contractor may, at the County's option, be made a party to any related dispute involving another contractor.

7. **DOCUMENTS, MATERIALS AND DATA** All documents, materials or data developed as a result of this contract are the County's property. The County has the right to use and reproduce any documents, materials, and data, including confidential information, used in or developed as a result of this contract. The County may use this information for its own purposes, or use it for reporting to state and federal agencies. The contractor warrants that it has title to or right of use of all documents, materials or data used or developed in connection with this contract. The Contractor must keep confidential all documents, materials, and data prepared or developed by the contractor or supplied by the County.

8. **ENTIRE AGREEMENT** There are no promises, terms, conditions, or obligations other than those contained in this contract; and this contract supersedes all communications, representations, or agreements, either verbal or written, between the parties hereto, with the exception of express warranties given to induce the purchase of goods by the County.

9. **HAZARDOUS AND TOXIC SUBSTANCES** Manufacturers and distributors are required by the federal "Hazard Communication Standard" (29 CFR 1910.1200), and the Maryland "Access to Information About Hazardous and Toxic Substances" Law to label each hazardous material or chemical container, and to provide Material Safety Data Sheets to the purchaser. The contractor must comply with these laws and must provide the County with copies of all relevant documents, including Material Safety Data Sheets prior to performance of services or contemporaneous with delivery of goods.

10. **IMMIGRATION REFORM AND CONTROL ACT** The contractor warrants that both the contractor and any subcontractor do not and shall not hire, recruit or refer for a fee, for employment under this contract or any subcontract, an alien knowing the alien is an unauthorized alien and hire any individual without complying with the requirements of the Immigration Reform and Control Act of 1986 (the Act), including but not limited to any verification and record keeping requirements. The contractor further assures the County that, in accordance with the Act, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.

11. **INCONSISTENT PROVISIONS** Notwithstanding any provisions to the contrary in any contract terms or conditions supplied by the contractor, the County's General Conditions will supersede those terms and conditions in the event of any inconsistency.

12. **INDEMNIFICATION** The contractor is responsible for any loss, personal injury, death and any other damage (including incidental and consequential) that may be done or suffered by reason of the contractor's negligence or failure to perform any contractual obligations. The contractor must indemnify and save the County harmless from any loss, cost, damage and other expenses, including attorney's fees and litigation expenses, suffered or incurred due to the contractor's negligence or failure to perform any of its contractual obligations. The contractor must defend the County in any action or suit brought against the County arising out of the contractor's negligence, errors, acts or omissions under this contract. The negligence of any agent, subcontractor or employee of the contractor is deemed to be the negligence of the contractor. For the purpose of this paragraph, County includes its boards, agencies, agents, officials and employees.

13. **INDEPENDENT CONTRACTOR** The contractor is an independent contractor. The contractor and the contractor's employees or agents are not agents of the County.

14. **INSPECTIONS** The County has the right to monitor, inspect and evaluate or test all supplies or services called for by the contract at all reasonable places (including the contractor's place of business) and times (including the period of preparation or manufacture).

15. **INSURANCE** Prior to the commencement of work under this contract, the contractor must obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the insurance specified in the applicable table with an insurance company licensed or qualified to do business in the State of Maryland. The contractor must submit to the CPMM a certificate of insurance prior to award of this contract, as evidence of compliance with this provision. The County must be named as an additional insured on all liability policies. Sixty days written notice to the County of cancellation or material change in any of the policies is required. In no event may the insurance coverage be less than shown on the applicable table. The requirements of this section may be waived in whole or in part by the CPMM.

GENERAL CONDITIONS OF CONTRACT BETWEEN COUNTY & CONTRACTOR

TABLE — INSURANCE CONDITION NO. 15A

	CONTRACT DOLLAR VALUES (IN \$1,000)			Over 1,000
	Up to 50	Up to 100	Up to 1,000	
Worker's Compensation (for contractors with employees)				
Bodily Injury by				
Accident (each)	100	100	100	See Attachment No. 1
Disease (policy limits)	500	500	500	
Disease (each employee)	100	100	100	
Commercial General Liability				
Minimum combined single limit for bodily injury and property damage per occurrence including contractual liability, premises and operations, and independent contractors	300	500	1,000	See Attachment No. 1
Minimum Automobile Liability (including owned, hired and non-owned automobiles)				
Bodily Injury				
each person	100	250	500	See Attachment No. 1
each occurrence	300	500	1,000	
Property Damage				
each occurrence	300	300	300	
Professional Liability*				
For errors, omissions and negligent acts, per claim and aggregate, with one year discovery period and maximum deductible of \$25,000	250	500	1,000	See Attachment No. 1

*Professional services contracts only

Certificate Holder

Montgomery County Government (Contract #)
 Office of Procurement
 Rockville Metro Center
 250 Hungerford Drive, Room 175
 Rockville, Maryland 20850-4153

TABLE — INSURANCE CONDITION NO. 15B

	CONTRACT DOLLAR VALUES (IN \$1,000)			Over 1,000
	Up to 50	Up to 100	Up to 1,000	
Commercial General Liability				
Minimum combined single limit for bodily injury and property damage per occurrence including contractual liability, premises and operations, independent contractors, and product liability	300	500	1,000	See Attachment No. 1

Certificate Holder

Montgomery County Government (Contract #)
 Office of Procurement
 Rockville Metro Center
 250 Hungerford Drive, Room 175
 Rockville, Maryland 20850-4153

TABLE — INSURANCE CONDITION NO. 15C

ALL LEASES		(DOLLAR VALUES IN \$1,000)
Worker's Compensation (for contractors with employees)		
Bodily Injury by		
Accident (each)		100
Disease (policy limits)		500
Disease (each employee)		100
Commercial General Liability		
Minimum combined single limit for bodily injury and property damage per occurrence including contractual liability, premises and operations, and independent contractors		300
Minimum Automobile Liability (including owned, hired and non-owned automobiles)		
Bodily Injury		
each person		100
each occurrence		300
Property Damage		
each occurrence		300
Fire Insurance		
Lessee shall be responsible for fire, theft and vandalism insurance on the contents of the leased premises.		

Certificate Holder

Montgomery County Government (Contract #)
 Office of Procurement
 Rockville Metro Center
 250 Hungerford Drive, Room 175
 Rockville, Maryland 20850-4153

GENERAL CONDITIONS OF CONTRACT BETWEEN COUNTY & CONTRACTOR

16. NON-CONVICTION OF BRIBERY The contractor hereby declares and affirms that, to its best knowledge, none of its officers, directors or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal government.

17. NONDISCRIMINATION IN EMPLOYMENT The contractor agrees to comply with the nondiscrimination in employment policies in County contracts as required by Section 11B-3 and Section 27-19 of the Montgomery County Code, as well as all other applicable state and federal laws and regulations regarding employment discrimination. The contractor assures the County that, in accordance with applicable law, it does not, and agrees that it will not discriminate in any manner on the basis of age, color, creed, national origin, race, religious belief, sexual preference or handicap.

The Contractor must include the provisions of this section in all subcontracts.

18. NOTICE OF ETHICS REQUIREMENTS The contractor is required to comply with the ethics provisions contained in Chapters 11B and 19A, Montgomery County Code. In addition, notice is given of the following code sections:

(a) **GIFTS.** (11B-50) IT IS UNLAWFUL FOR ANY PERSON TO OFFER, GIVE OR AGREE TO GIVE TO ANY PUBLIC OR FORMER PUBLIC EMPLOYEE OR FOR ANY PUBLIC OR FORMER PUBLIC EMPLOYEE TO SOLICIT, DEMAND, ACCEPT OR AGREE TO ACCEPT FROM ANOTHER PERSON GIFTS FOR OR BECAUSE OF:

(1) AN OFFICIAL PUBLIC ACTION TAKEN, OR TO BE TAKEN, OR WHICH COULD BE TAKEN; (2) A LEGAL DUTY PERFORMED, OR TO BE PERFORMED, OR WHICH COULD BE PERFORMED; or (3) A LEGAL DUTY VIOLATED OR TO BE VIOLATED OR WHICH COULD BE VIOLATED BY SUCH PUBLIC OR FORMER PUBLIC EMPLOYEE.

(b) **KICKBACKS.** (11B-50) IT IS UNLAWFUL FOR ANY PAYMENT, GIFT OR BENEFIT TO BE MADE BY OR ON BEHALF OF A SUBCONTRACTOR OR HIGHER TIER SUBCONTRACTOR OR ANY PERSON ASSOCIATED THEREWITH AS AN INDUCEMENT FOR THE AWARD OF A SUBCONTRACT OR ORDER.

(c) **CONTINGENT FEES.** (11B-51) IF THE AMOUNT OF THE CONTRACT IS IN EXCESS OF THREE THOUSAND DOLLARS, THE CONTRACTOR REPRESENTS THAT HE OR SHE HAS NOT RETAINED ANYONE TO SOLICIT OR SECURE THE CONTRACT FROM THE COUNTY UPON AN AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPTING FOR BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES MAINTAINED BY THE PERSON SO REPRESENTING FOR THE PURPOSE OF SECURING BUSINESS OR AN ATTORNEY RENDERING PROFESSIONAL LEGAL SERVICES CONSISTENT WITH APPLICABLE CANONS OF ETHICS.

(d) **EMPLOYMENT RESTRICTIONS.** (11B-52(a)) UNLESS AUTHORIZED BY LAW, IT SHALL BE UNLAWFUL FOR ANY PERSON TRANSACTING BUSINESS WITH THE COUNTY TO EMPLOY A PUBLIC EMPLOYEE FOR EMPLOYMENT CONTEMPORANEOUS WITH HIS OR HER PUBLIC EMPLOYMENT.

(e) **THE CONTRACTOR WARRANTS THAT DURING THE CONTRACT TERM IT WILL EMPLOY NO PRESENT OR FORMER COUNTY EMPLOYEE OR OFFICIAL IN VIOLATION OF SECTION 11B-52 OR 19A-8 OF THE MONTGOMERY COUNTY CODE.**

19. PAYMENTS No payment may be made under this contract unless funds for the payment have been appropriated by the Montgomery County Council. Under no circumstances will the County pay the contractor for legal fees or for interest on amounts payable.

20. PERSONAL PROPERTY All furniture, office equipment, equipment, vehicles and other similar types of personal property specified in the contract and purchased with funds provided under the contract shall become the property of Montgomery County upon the termination or expiration of this contract, unless expressly stated otherwise.

21. TERMINATION FOR CAUSE The CPMM may terminate the contract in whole or in part and from time to time, whenever the CPMM determines that the contractor is:

- a. defaulting in performance of this contract;
- b. failing to make satisfactory progress in the prosecution of the contract; or
- c. endangering the performance of this contract.

Prior to a termination for cause, the County will give the contractor written notice specifying the cause. The notice will give the contractor 10 days from the date the notice is issued to cure the default or make progress satisfactory to the County in curing the default. If the County determines that a default contributes to the curtailment of an essential service or poses an immediate threat to life or property, the County may terminate the contract immediately upon issuing oral or written notice to the contractor without any prior notice or opportunity to cure. Any termination for cause shall be considered a termination for convenience as of the date the contractor was advised of the termination for cause, if there was no cause.

22. TERMINATION FOR CONVENIENCE This contract may be terminated by the County, in whole or in part, upon written notice to the contractor, when the county determines this to be in its best interest. The termination shall be effective 10 days after the notice is issued. The County shall be liable only for payment of acceptable performance prior to the effective date of the termination.

23. TIME Time is of the essence.

24. WORK UNDER THE CONTRACT Work may not commence under this contract until all conditions for commencement are met, including execution of the contract by both parties, compliance with insurance requirements and issuance of any required notice to proceed.

25. GUARANTEE

A. The Contractor herein guarantees that all products offered (or used in the installation of those products) will carry a guarantee against any and all defects for a minimum period of one year from acceptance or as stated in quotation sheet. The Contractor shall be required to correct any and all defects in material and/or workmanship which may appear during the guarantee period by repairing (or replacing with new items or new materials, if necessary) any such defect at no cost to the County and to the County's satisfaction.

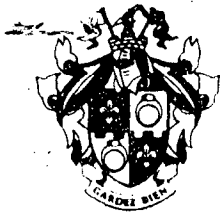
B. Should a manufacturer's warranty or guarantee exceed the requirements stated above, the guarantee or warranty will be the primary one used in the case of a defect. Copies of manufacturer's warranties are to be provided upon request.

C. All warranties and guarantees will be considered to be in effect from the date of acceptance by the County of the goods or services.

D. The Contractor guarantees that all work shall be accomplished in a workmanlike manner and the Contractor shall observe and comply with all Federal, State, County and local laws, ordinances and regulations in performing the services listed.

E. Goods and materials provided herein shall be of first quality, latest model and of current manufacture, and are not of such age or so deteriorated as to impair their usefulness or safety. Items that are used or demonstrator models are unacceptable, unless specifically requested in the Specification.

26. MINORITY BUSINESS PROGRAM It is the policy of the County to actively and aggressively recruit minority-owned businesses to provide goods and services for the performance of governmental functions pursuant to Section 11B-23 of the County Code. Minority-owned businesses are described in County law as Minority/Female/Disabled-owned businesses (MFD). MFD businesses include persons and firms that are 51% owned, controlled and managed by one or more members of a socially or economically disadvantaged minority group and include Blacks (not of Hispanic origin), Hispanics, American Indians, Alaska natives, Pacific Islanders, Women, and the Mentally or Physically Disabled.



NEWS RELEASE

MH:61

90-274

CONTACT: Alison Vawter, 217-3625
or Jared Cooper

MATCHING FUNDS AVAILABLE
FOR HISTORIC PRESERVATION PROJECTS

FOR IMMEDIATE RELEASE: June 6, 1990

Montgomery County's Historic Preservation Commission is seeking proposals for local projects from nonprofit historic and preservation groups seeking matching funds or services.

Applications and guidelines for proposals can be obtained in the Commission's office at 51 Monroe St., Suite 1001, in Rockville or by calling Alison Vawter or Jared Cooper at 217-3625. The deadline for proposals is August 1.

Matching funds or in-kind services are required of all applicants. Successful grantees will be required to carry adequate insurance. Additional requirements include contribution of time or participation in displays in August and September, 1991 at the Commission's booth at the County Agricultural Fair and Ethnic Festival.

Types of projects that will be considered include walking tours of historic districts, handbooks for historic property owners, preservation exhibits at fairs and feasibility studies for restoration of buildings and sites. Also, historic and archeological surveys, slide and tape shows, lectures, videotaping and photographic displays. Also, oral histories, development of community involvement programs using historic resources and preparing National Historic Register nominations.

-more-

HISTORIC MATCHING FUNDS

2-2-2-2

Applicants will be notified by September 30 if they are selected. For more information, contact the Historic Preservation Commission office at 217-3625.

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Attachment X
Final Submission to MHT for
pay-out (Federal FY 89)

Montgomery County Government

July 31, 1990

Mr. Michael K. Day
Administrator
Local Government Preservation Programs
Maryland Historical Trust
Office of Management and Planning
45 Calvert Street
Room 415
Annapolis, Maryland 21401

Dear Michael:

Please consider this our final report, reflecting the final status of Montgomery County's FY 89 Certified Local Government Grant.

In accordance with Article III, Final Reports, pages 4 and 5 of our FY 89 contract, the following items are either enclosed, have been previously submitted, or will be submitted shortly:

1. Three copies of a report containing fully-developed historic contexts on the theme of ecclesiastical resources in Montgomery County in the twentieth century (enclosed).
2. Typed copies of all survey forms for properties surveyed, including all negatives, photographs, and slides not previously submitted (copies of survey forms have been submitted previously, all negatives, photographs and slides will be submitted within 14 calendar days of today).
3. Publication-ready copies of capsule summaries for each site identified by the survey, as described in Section F, Article II - Scope of Services (enclosed).

Historic Preservation Commission

51 Monroe Street, Rockville, Maryland 20850-2419, 301/217-3625

Michael K. Day
Page Two
July 31, 1990

4. A typed survey index which will identify all sites surveyed under this Contract. This list will be typed on plain bond paper and will include: survey number, building name, specific address or location, and town (enclosed).
5. Photocopies (8 1/2" x 11") of USGS 7.5 minute quadrangle maps showing surveyed sites, and pertinent historic maps, to accompany each survey form (previously submitted).
6. Maryland Automated Geographic Information (MAGI) system Variable Historic Sites Inventory Coding sheets for all surveyed sites (I have been told by Richelle Thomas, in a conversation today, that MAGI coding sheets are no longer required).
7. Ten (10) copies of each of four issues of the Montgomery County Preservationist Newsletter (enclosed - original contract called for printing of 6 issues. However, only 4 were printed during the period covered by this year's contract).

In addition, invoices not previously submitted are presented for payment. The Historic Preservation Commission's Annual Report, covering July 1, 1989 through June 30, 1989, is also enclosed for your approval.

Should you have any questions, please do not hesitate to contact me. It has been a pleasure working with you and Richelle on this year's grant, and both Laura and I look forward to meeting with you to discuss the FY 90 grant.

Sincerely,



Alison B. Vawter
Office Services Manager

1541E/4

REQUEST FOR PAYMENT
NATIONAL PARK SERVICE
SURVEY & PLANNING GRANT-IN-AID PROGRAM

FROM: Montgomery County Historic Preservation Comm FID #
Name of Contractor Montgomery County, MD

51 Monroe Street, Suite 1001
Mailing Address

Rockville MD 20850
City State Zip

TO: J. Rodney Little, State Historic Preservation Officer
Maryland Historical Trust
Department of Housing and Community Development
45 Calvert Street
Annapolis, Maryland 21401

CONTRACT EFFECTIVE DATE: 9/1/89 to 6/30/90

CONTRACT AMOUNT: \$ \$36,000

PERIOD COVERED THIS SUBMISSION: 3/1/90 to 6/30/90

EXPENSES (attach detailed explanation) TOTAL AMOUNT \$ \$22,965.28 (-\$7.35)

50% TOTAL AMOUNT DUE \$ \$11,475.29

SUBMISSION # 2

CERTIFIED JUST AND CORRECT AND PAYMENT NOT RECEIVED:

Alison Blauzer
Signature of Contractor

7/31/90
Date

DO NOT WRITE BELOW THIS LINE

Approved:

Signature of Project Director _____ Date _____

Appropriation Code _____
Activity or Project _____
Fund _____
NPS Project # _____
Source Code _____

INVOICES

1. Robinson - March/April <u>Preservationist</u>	\$1223.33
2. Robinson - May/June <u>Preservationist</u>	\$1223.33
3. Executive Printing - March/April <u>Preservationist</u>	\$505.00
4. Executive Printing - May/June <u>Preservationist</u>	\$525.00
5. Greenhorne & O'Mara - 20th Century Context Development	\$7200.00
6. Traceries, t/a Emily Eig - Maps/Photos 60 Master Plan Sites	\$7173.40
7. Staff Support - File Reorganization	\$4615.22
8. Standard Office Supply - File Reorganization	\$500.00
TOTAL 50%	\$22,965.28
ADJUSTMENT (a \$7.35 discount was received on a previous printing bill to Executive Printing)	-\$7.35
	<hr/> \$11,475.29

1985E

CAPSULE SUMMARY

SITE NAME: Nehouse Farm

SITE NUMBER: #13/1

APPROXIMATE BUILDING DATE: 1890; added to 1927.

LOCATION: 11415 Hawkes Road, Clarksburg, Maryland 20871

The Nehouse Farmhouse is a 2 1/2 story, three-bay, side-gabled frame structure with a raised-seam metal roof; it is covered in pebble-dash stucco. Windows are three-over-one, double-hung sash and the foundation is constructed of stucco-covered stone. There are several outbuildings on the property, including a small shed (probably the earliest outbuilding on the site), a bank barn (now demolished), a dairy barn with attached equipment building, silo, storage shed, loafing barn, and garage.

CAPSULE SUMMARY

SITE NAME: Ed Lewis Farm

SITE NUMBER: #13/11

APPROXIMATE BUILDING DATE: circa 1790 (log), c. 1878 (frame)

LOCATION: 23730 Frederick Road, Clarksburg, Maryland 20871

The Ed Lewis farmhouse is a three-bay, 2 1/2 story log-and-frame I-house with a side-gable roof covered in corrugated metal; it faces north onto Frederick Road. The cornice is boxed and returned and there are exterior chimneys at the east and west ends of the main block. The house has six/six double-hung windows, shuttered on the main facade. There are two small four-light casement windows in the east gable end and one small four-light casement window in the west gable end. The entire house is sheathed in German siding. The house has several additions. There are several outbuildings on the property

CAPSULE SUMMARY

SITE NAME: Pickens Farm

SITE NUMBER: #13/12

APPROXIMATE BUILDING DATE: c. 1865, added to c. 1903

LOCATION: 23701 Shiloh Church Road, Boyds, Maryland 20841

The Pickens farmhouse is a 2 1/2 story, four-bay frame structure with a side-gable roof covered with slate, an unusual material for this area. The house rests on a stone foundation. A one-story shed-roof porch with square posts covers part of the main (west) facade; there is latticework infill between the piers supporting the porch. The central entrance has a transom light and windows are two/two and six/six double-hung sash, with plain surrounds. There are two internal chimneys, one at either end of the main block. The house may incorporate an earlier log structure. There are several outbuildings on the property, the most significant of which is a typical late 19th century bank barn.

CAPSULE SUMMARY

SITE NAME: Hilton Farm

SITE NUMBER: #13/18

APPROXIMATE BUILDING DATE: c. 1904

LOCATION: 22222 Ridge Road, Germantown, Maryland 20874

The Hilton Farmhouse is a large 2 1/2 story, four-bay clapboarded late-Victorian frame structure with a side-gabled roof covered with raised-seamed metal; it rests on a stone foundation and the windows are one/one double sash. Window and door surrounds are plain. There are a number of outbuildings on the site, the most important of which is an early 20th century metal-roofed bank barn covered with vertical plank siding.

CAPSULE SUMMARY

SITE NAME: Elizabeth Waters Farm

SITE NUMBER: #13/19

APPROXIMATE BUILDING DATE: c. 1884-1892; added to c.1920's

LOCATION: 22010 Ridge Road, Germantown, Maryland 20874

The Waters Farmhouse is a 2 1/2 story, side-gabled, three-bay, stucco-covered late-Victorian fram structure with a rear wing which combines a two-story flat-roofed section (open on the ground floor) with a 2 1/2 story gable-roof section. Most windows are two/two with shutters and slightly projecting cornices. The gable ends have small, six-pane windows, double in the rear gable and single in the main block. A one-story, shed-roofed, slate-floored porch with large arched openings extends across the south and east elevations of the house. The roof is metal and the foundation is stuccoed stone. There are a number of outbuildings on the site which date from the 1920's and 30's.

CAPSULE SUMMARY

SITE NAME: Gue Cemetery

SITE NUMBER: #13/22

APPROXIMATE BUILDING DATE: 1842-1881

LOCATION: 300 yards north of 13601 W. Old Baltimore Road, Boyds, MD 20841

The Gue Cemetery, in its present condition, measures approximately 30'x30', and is marked by two large oak trees. All remaining gravestones appear to belong to members of the William Shaw Family. There are three small rectangular stones, which may have been foot markers; they are unlettered. Two others, similar in size and shape, are lettered. There are four large stones with inscriptions, three intact, one fragmented. What appears to be the lower portions of four stones protrude above the ground.

CAPSULE SUMMARY

SITE NAME: Byrne (Magee) Farm

SITE NUMBER: #13/24

APPROXIMATE BUILDING DATE: c.1912

LOCATION: 22415 Clarksburg Road, Boyds, MD 20841

The Byrne farmhouse is a 2 1/2 story, four-bay, hipped roof, clapboarded late-Victorian frame structure with a large centered gable on all four elevations. Each gable is framed with a box cornice, has a centered window, and is covered with several styles of decorative patterned shingles. Only the north and south gable apexes have retained the decorative jigsaw trim originally found on all four gables. There are a number of early to mid-twentieth century outbuildings, including a gambrel-roof dairy barn.

CAPSULE SUMMARY

SITE NAME: William Reid House

SITE NUMBER: #13/29

APPROXIMATE BUILDING DATE: c.1884, c.1897

LOCATION: 21301 Slidell Road, Boyds, MD 20841

The William Reid farmhouse is a 2 1/2 story, three-bay, side-gabled frame structure which has been considerably enlarged over the years. The central entrance has a transom and there is a second-story centered gable covered with fish-scale shingles; the gable features an arched window. Other windows are six/six, and all gable ends have small, paired, four-pane windows. The house is covered with asphalt shingles, has a patterned metal roof, and rests on a stone foundation. There are eight outbuildings on the site, the most notable of which is a late nineteenth or early twentieth century gable-roof barn, unusual for its horizontal clapboard siding.

CAPSULE SUMMARY

SITE NAME: William H. Poole House

SITE NUMBER: #14/25

APPROXIMATE BUILDING DATE: c.1876-1887

LOCATION: 24141 Kings Valley Road, Germantown, MD 20874

The Poole House is a small, four-bay, side-gabled frame house covered with pebble-dash stucco. A central chimney is located on the ridge line of the seamed-metal roof. Windows are six/six and shuttered on the second story and one/one on the ground floor and unshuttered, with plain surrounds. Gable ends have small centered windows and return cornices.

CAPSULE SUMMARY

SITE NAME: Salem United Methodist Church

SITE NUMBER: #14/26

APPROXIMATE BUILDING DATE: 1907

LOCATION: 23725 Ridge Road, Clarksburg, Maryland 20871

The present church building, erected in 1907, is a one-story, two-bay, rectangular frame structure with a front-gabled, asphalt-shingled roof and a slightly-projecting entrance tower in the southwest bay; the tower has a small pointed-arch stained glass window on its south elevation, at ground-floor level. A steeple with an open belfry caps the tower. The vertically-sided belfry features a railing with turned balusters, bracketed corners, and a modillioned cornice. The church foundation, originally of stone, is now stuccoed concrete block. A small cemetery is located at the rear of the church.

CAPSULE SUMMARY

SITE NAME: Chevy House

SITE NUMBER: Within Site #30/13, the Garrett Park Atlas Historic District

APPROXIMATE BUILDING DATE: 1927

LOCATION: 10912 Montrose Avenue, Garrett Park, Maryland 20896

The residence at 10912 Montrose Avenue (one of the "Chevy" house "Sylvan" models) is a simple-one story, three-bay, side-gabled frame bungalow with classical detailing. It is covered with German siding and rests on a partially-stuccoed brick foundation; there is a full basement. The roof is asphalt shingle and the off-center entrance door has a 15-light window. Significant as a "Chevy" house, one of a group of modestly-priced houses built in Garrett Park after World War I, the house is in poor condition.

CAPSULE SUMMARY

SITE NAME: Shaw House

SITE NUMBER: #33/9

APPROXIMATE BUILDING DATE: 1851

LOCATION: 713 Quaint Acres Drive, Silver Spring, Maryland 20904

The Shaw House is a 2 1/2 story, three-bay frame structure with a side-gabled, slate-covered roof; its main block dates from 1851, and major additions and alterations date from the early to mid-twentieth century. On the main (east) facade, the north and south roof ends have gabled brick dormers with six/six double-hung windows; the dormers (probably added in the 1950's) are also slate-covered. Main block windows are six/six double-hung sash and shuttered, with plain surrounds. A central entranceway, reached by a short flight of steps, is ornamented with fluted pilasters and a broken pediment, added at a later date. The siding is lapped, and the foundation is stone.

SITES SURVEYED UNDER FY 1989 CLG CONTRACT

<u>Locational Atlas Site #</u>	<u>Name of Site</u>	<u>Address</u>
13/1	Nehouse Farm	11415 Hawkes Road, Germantown
13/11	Ed Lewis Farm	23730 Frederick Road, Clarksburg
13/12	Pickens Farm	23701 Shiloh Church Road, Clarksburg
13/18	Hilton Farm	22222 Ridge Road, Germantown
13/19	Waters Farm	22022 Ridge Road, Germantown
13/22	Gue Cemetery	13601 W. Old Baltimore Road (300 yards north of Shaw House)
13/24	Byrne/Magee Farm	22415 Clarksburg Road, Clarksburg
13/29	William Reid House	21301 Slide11 Road, Boyds
14/25	Poole House	24141 Kings Valley Road, Germantown
14/26	Salem United Methodist Church	23725 Ridge Road, Germantown
30/13	Chevy House	10912 Montrose Avenue, Garrett Park (within Garrett Park Atlas Historic District)
33/9	Shaw House	713 Quaint Acres Drive, Silver Spring

Final Report
Requirement #4
Montgomery County
FY 89 CLG

M E M O R A N D U M

July 10, 1990

TO: Heidi Metzger, Accountant
Division of Accounting

FROM: Frederick C. Wilcox
Administrative Services Coordinator
Department of Housing and Community Development

SUBJECT: Transfer of Expenditures - Historic Preservation

Please transfer the following expenditures from the general fund to this Historic Preservation Grant.

	<u>FROM</u>	<u>TO</u>
415521/01	1,871.54	
418707/F6012G/01		1,871.54
415539/08	142.24	
418715/F6012G/08		142.24
415539/09	106.68	
418715/F6012G/09		106.68
415539/10	187.15	
418715/F6012G/10		187.15

This transfer will permit us to charge the State grant for time spent in organizing files for the Historic Preservation Office. Attached is a worksheet indicating the hours per pay period.

Attachment

FCW:gk:2889A

①

pay period

VanDer

Cooper

12/30

20 @ 10.¹²

202.⁴⁰

15 @ 17.³⁴

260.⁰⁰

01/13

33 @ 10.¹²

333.⁹⁶

23 @ 17.³⁴

398.⁰⁰

01/27

25 @ 10.¹²

253.⁸⁰

10 @ 17.⁹³

179.⁰⁰

02/10

45 @ 10.¹²

404.⁶⁰

12 @ 17.⁹³

215.⁰⁰

02/24

52 @ 10.¹²

526.²⁴

20 @ 17.⁹³

358.⁰⁰

03/10

32 @ 10.¹²

323.⁸⁴

16 @ 17.⁹³

286.⁰⁰

2044.²⁴

1698.⁸⁴

Salaries

3,743.⁸⁴

1871.⁵⁴

Fringes 08 (2.6%)

284.⁴⁸

142.²⁴

09 (5.7%)

213.³⁶

106.⁶⁸

10 (10%)

374.³⁰

187.¹⁵

4,415.²²

50% of totals chargeable to grant.

CONTRIBUTED TIME WORK RECORD

Program: Historic Preservation

Year: FY 90

Name: Alison Vanter

Position: Principal Admin Aide

Hourly Rate As Approved By the MHT: \$ 10.¹²

DATE	TOTAL HOURS	DESCRIPTION OF CONTRIBUTED SERVICE
<i>12/30</i>	<i>20</i>	<i>File Reorganization</i>
<i>01/13</i>	<i>33</i>	<i>File Reorganization</i>
<i>01/27</i>	<i>25</i>	<i>File Reorganization</i>
<i>02/10</i>	<i>40</i>	<i>File Reorganization</i>
<i>02/24</i>	<i>52</i>	<i>File Reorganization</i>
<i>03/10</i>	<i>32</i>	<i>File Reorganization</i>
		<i>Fringe Benefit applied</i>
		<i>9.6% Social Security</i>
		<i>5.9% Insurance</i>
		<i>10% Retirement</i>

I certify that the data provided above is correct.

Frederick C. Daley
Signature of Subgrantee

Alison B. Vanter 7/31/90
Signature of Donor and Date

I certify that the services shown above were essential to grant-assisted effort, that the amounts of time indicated are appropriate, and that the hourly rate is reasonable and conforms to procedures for valuing volunteer services.

Signature of State Historic Preservation Officer Date

JOB NO: 1

JOB CLASS: 033774

EMPLOYEE NAME: VANTER, JAMES
DEPT. NO: 00000-001
TO: 1/1/88
SCHEDULE: 03

CTL	TRAN CODE	EARN TYPE	REGULAR HOURS	O/T TYPE	OVERTIME HOURS	PSEUDO CODE	PROJECT/ LOCATION CODE	DESCRIPTION	DAILY HOURS ALLOCATION												
									S	M	T	W	T	F	S						
	TX	REG	8 0 0 0 0					DEPT. OVERHEAD													
								File Reorgan.													
	TX							COMP. LV. EARNED													
	TX	ANL						ANNUAL LV. TAKEN													
	TX	SKL						SICK LV. TAKEN													
	TX	CPL						COMP. LV. TAKEN													
CONTROL TOTALS									TOTAL HOURS												

THIS IS TO CERTIFY THAT MY RECORD OF TIME AND ATTENDANCE AS SHOWN IS CORRECT.

THIS IS TO CERTIFY THAT I HAVE EXAMINED THIS RECORD OF TIME AND ATTENDANCE AND FOUND IT TO BE ACCURATE TO THE BEST OF MY KNOWLEDGE.

MONTGOMERY COUNTY MARYLAND

BI WEEKLY TIME SHEET

DEPT. COPY

SUPERVISOR: [Signature]

FORM # MCG-154-R/88

CONTRIBUTED TIME WORK RECORD

Program: Historic Preservation

Year: FY 90

Name: Janed Cooper

Position: Program Specialist II

Hourly Rate As Approved
By the MHT:

\$ $\frac{19.34}{12/30-1/13}$ $\frac{19.45}{1/29-3/10}$ > service increment increase.

DATE	TOTAL HOURS	DESCRIPTION OF CONTRIBUTED SERVICE
12/30	15	File Reorganization
01/13	23	File Reorganization
01/27	10	File Reorganization
02/10	12	File Reorganization
02/24	20	File Reorganization
03/10	16	File Reorganization
		Fringe Benefits applied 9.6% Social Security
		5.7% Insurance 10% Retirement

I certify that the data provided above is correct.

Janed Cooper
Signature of Subgrantee

Janed B Cooper 1/31/90
Signature of Donor and Date

I certify that the services shown above were essential to grant-assisted effort, that the amounts of time indicated are appropriate, and that the hourly rate is reasonable and conforms to procedures for valuing volunteer services.

Signature of State Historic Preservation Officer Date

ID: _____ NAME: _____ DEPT. NO. _____ SCHEDULE: _____
 REPORTING PERIOD: 4/11/88 TO 4/17/88 JOB CLASS: 000336
 JOB NO: 1

L	TRAN CODE	EARN TYPE	REGULAR HOURS	O/T TYPE	OVERTIME HOURS	PSEUDO CODE	PROJECT/ LOCATION CODE	DESCRIPTION	DAILY HOURS ALLOCATION									
									S	M	T	W	T	F	S			
			8.00					DEPT. OVERHEAD	8	8	8	8						
								File Review										
					5.00			COMP. LV. EARNED										
								ANNUAL LV. TAKEN										
								SICK LV. TAKEN										
								COMP. LV. TAKEN										
								TOTAL HOURS	8	8	8	8						

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS RECORD OF TIME AND ATTENDANCE AND HAVE FOUND IT TO BE ACCURATE TO THE BEST OF MY KNOWLEDGE.
 SUPERVISOR'S SIGNATURE _____
 DEPARTMENT COPY
 BI WEEKLY TIME SHEET
 MONTGOMERY COUNTY MARYLAND
 FORM # MCC-154-B/88
 YEE'S SIGNATURE _____

MONTGOMERY COUNTY HISTORIC PRESERVATION COMMISSION

CLG ANNUAL REPORT

July 1, 1989-June 30, 1990

I. ENFORCEMENT OF STATE AND LOCAL LEGISLATION

A. Number of Cases Reviewed:	<u>Total</u>	<u>Approved</u>	<u>Denied</u>	<u>Deferred</u>
1. Alteration	31	26	5	0
2. Construction	30	27	2	1
3. Demolition	1	0	0	0

Review of Work in Locational Atlas Districts and on Individual Atlas Resources (review performed by HPC Staff):

Number of Cases Reviewed:	<u>Total</u>	<u>Approved</u>	<u>Denied</u>	<u>Deferred</u>
1. Alteration	15	14	1	0
2. Construction	24	24		0
3. Demolition	3	2	1	0

B. Number of New County Historic Preservation Master Plan Designations:

1. 34 individual resources.
2. 4 historic districts.

C. Number of Cases Automatically Approved Through Time Expiration:

1. 0

II. QUALIFIED PRESERVATION REVIEW COMMISSION

A. Number of Members:

1. Total: 9
2. Professions Represented:
 - a. Real Estate: 1 (James King, appointed 3/90)
 - b. Public History: 1
 - c. Architecture: 2 (Steven Karr's term expired 1/90)
 - d. Landscape Professional: 1
 - e. Restoration Contracting: 1
 - f. Journalism: 1 (Cyril O'Brien's term expired 1/90)
 - g. Community Activism: 2 (Adoria Brock Frei's term expired 1/90)
 - h. Law: 2 (Walter Booth and Albert Randall, appointed 3/90)
 - i. Historic Preservation: 1

B. Number of Vacancies:

1. Total: 3
2. Duration: n/a (although 3 Commissioners' terms expired 1/90, they served, as required under the ordinance, until their replacements were appointed).

C. Attendance:

1. Number of Meetings Held: 23
2. By Member, Number of Meetings Attended:

	<u>#</u>
a. Walter Booth	6
b. Joseph Brenneman	23
c. Adoria Brock Frei	16
d. Philip Cantelon	21
e. Bridget Hartman	19
f. Steven Karr	13
g. James King	4
h. Jeff Miskin	21
g. Cyril O' Brien	16
i. Albert Randall	6
j. Leonard Taylor	20
k. Barbara Wagner	23

3. By Discipline, Number of Meetings Attended:

	<u>#</u>
a. architecture	23
b. history	21
c. architectural history	19
d. archeology	0
e. planning	0
f. other (landscape professional)	21
g. other (restoration contracting)	23

D. SHPO Informational Meetings Attended, by Member:

	<u>#</u>
a. Walter Booth	0
↓	
b. Joseph Brenneman	0
c. Adoria Brock Frei	0
d. Philip Cantelon	0
e. Bridget Hartman	1
f. Steven Karr	0
g. James King	0
h. Jeff Miskin	1
g. Cyril O' Brien	0
i. Albert Randall	0
j. Leonard Taylor	0
k. Barbara Wagner	1

E. National Register Component

1. Number of Nominations Received:

- a. total: 0
- b. total evaluated: 0
- c. total rejected: 0
- d. total approved: 0

III. SYSTEM FOR SURVEY AND INVENTORY OF HISTORIC PROPERTIES

A. Number of Survey Forms Produced:

- 1. Total: 12

2. type.
 - a. Reconnaissance: 0
 - b. Intensive: 10
 - c. National Register: 0

B. Usability of Survey

1. Where Housed? Commission Office, 51 Monroe Street, Suite 1001, Rockville, Maryland 20850.
2. Number of Copies: 3
3. How Protected?: standard archival methodology
4. Accessible to Public?: yes.
5. Accessible to Handicapped?: yes.
6. Indexed? yes.
 - a. How? SHPO-approved indexing system.
7. Updated? yes.
 - a. How? Organized by County site number system.
 - b. When? Periodically throughout fiscal year.

C. Exchange and Update of Data.

1. Does SHPO Office Have Duplicate of CLG Survey: yes.
2. Does CLG Have Duplicate of Survey Forms in SHPO Office: yes.
3. Is SHPO Office Informed of Additions/Deletions: yes.
4. Is SHPO Office Informed of Corrections/Modifications: yes.
5. Is SHPO Office Informed of Copied/Updated Photos: yes.

IV. PUBLIC PARTICIPATION

- A. Are Regular Meetings Advertised? yes (for example, see Attachment A).

1. Which Media? newspaper, and agenda mailing list.
 2. How Many Times? once per case.
 3. How Far In Advance of Meeting? two weeks.
 4. How Are Special Meetings Advertised? see 1. above.
- B. Minutes (for example, see Attachment B).
1. How Taken? Stenographic/Taped proceedings.
 2. Are Drafts Circulated for Corrections: yes.
 - a. To Whom? Commission members.
 3. Where Housed? Commission office.
 4. How Many Copies? 1 on paper, 1 on floppy disk, 1 on cassette.
- C. Notification of Applicants (for example of notification of Commission decision and meeting agenda, see Attachments C and D).
1. When Mailed? 14 days before meeting.
 2. Copies To Whom? property owner, applicant, adjacent/confronting property owners, and all other interested parties of record.
 3. Where Filed? Commission office.
- D. Rules and Procedures.
1. Published in Handbook? no.
 2. Available for Asking? no.
 3. Given to Each Applicant? no.
- E. General Considerations.
1. Have Any Significant or Contributing Resources Been Lost? no.
 - a. Fire and Natural Causes: 0
 - b. Vandalism or Neglect:

c. Economic or Political Pressures: 0

2. Are Any Significant or Contributing Resources In Danger of Being Lost? yes.
3. Would Higher Visibility for the Commission Help? possibly.
4. Could SHPO Office Help? possibly.

V. FINANCIAL SUMMARY

A. Relation of Commission to Other Governmental Units?

1. Master Plan Designation Process: Commission makes recommendations on Master Plan designations to the Montgomery County Planning Board; Planning Board makes recommendations to County Council; County Executive reviews recommendation of County Council.
2. Historic Area Work Permit Application Process: Commission reviews all applications prior to issuance of building permits by County Department of Environmental Protection. Commission has authority to approve or deny all applications within a designated historic district or historic site.

B. How is the Commission Funded? County-Council approved budget allocations through the Department of Housing and Community Development; CLG monies.

C. Does the Commission Have Its Own Budget? yes - a separate line item in the Department of Housing and Community Development overall budget.

D. How Are Expenditures Authorized? Through the Department of Housing and Community Development.

E. What was the Commission's FY 90 (Federal FY 89) Budget? (See Attachment E).

F. What Grant-In-Aid Was To Accomplish? publication of Preservationist Newsletter; file reorganization; survey/research of historic resources; and development of 20th century ecclesiastical theme.

G. What Was Accomplished? all of the projects funded under the grant.

H. How Were Non-Cash Receipts Verified and Recorded? statement of verification by party involved.

I. Was CLG Grant-In-Aid Assigned to a Separate Cost Center? yes.

VI. RESUMES OF COMMISSION MEMBERS

A. See Attachment F

VII. MINUTES/TRANSCRIPTS

A. See Attachment G.

1970E

THE **Journ**
 NEWSPAPER
 SPRINGFIELD, VA. 22159
 1989 8 7 P

ATTACHMENT A

301 251-7877	117.30
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MONTGOMERY COUNTY, ACCTS PAYABL
 ATTN: SUNITA CHAUDHARY
 101 MONROE STREET
 ROCKVILLE, MD 20850

AMOUNT PAID

PLEASE RETURN THIS PORTION

The Journal
 NEWSPAPERS
 SPRINGFIELD, VA. 22159

* IMPORTANT *
 Retain this notarized invoice/affidavit for proof publication.

FOR INFORMATION:

ACCOUNT NAME		ACCO
MONTGOMERY COUNTY, ACCTS PAYABL		9823
AD PLACED BY		ORDER
DHCD		
TEXT OF AD		
NOTICE OF A PUBLIC HEARING BEFORE THE HISTORIC PRESER VATION COMMISSION		WORK P 0, 8/7, 1X
CLASSIFICATION	SIZE	
LEGALS	51 LNS 2 COLS	

Notice of a Public Hearing before the Historic Preservation Commission for the purpose of acting on the following:

- Applications for Historic Area Work Permits
 - A. Application by Faith Vredenburg for Historic Area Work Permit at 21315 Georgia Avenue, Brookeville, MD (HPC Case No. 23/46 - 89A).
 - B. Application by Yesteryear Farms Inc. for Historic Area Work Permit at 23601 Laytonsville Road, Laytonsville, MD (HPC Case No. 23/123 - 89A).
 - C. Application by Barry Zuckerman for Historic Area Work Permit at 10309 Freeman Place, Kensington, MD (HPC Case No. 31/6 - 89S).
 - D. Application by Robert Schmitz and Gale Heid for Historic Area Work Permit at 3808 Washington Street, Kensington, MD (HPC Case No. 31/6 - 89T).
 - Evaluation of Locational Atlas Sites in order to Determine Eligibility for Placement on the Master Plan for Historic Preservation
 - A. Evaluation of the Barber/Neuhouse Farm (Atlas Site #13/1) located at 11415 Hawkes Road, Clarksburg, MD 20871.
 - B. Evaluation of the Burdette Farm (Atlas Site #13/8) located at 12200 Piedmont Road, Clarksburg, MD 20871.
 - C. Evaluation of the Lewis House (Atlas Site #13/11) located at 23730 Frederick Road, Clarksburg, MD 20871.
 - D. Evaluation of the Waters Farm (Atlas Site #13/19) located at 22022 Ridge Road, Germantown, MD 20874.
 - E. Evaluation of the William H. Poole House (Atlas Site #14/25) located at 24141 Kings Valley Road, Germantown, MD 20874.
- August 7, 1989

-CERTIFICATE OF PUBL
 AUGUST 7, 1989

I HEREBY CERTIFY THAT THE ATTACH
 WORK PERMITS

FOR MONTGOMERY COUNTY, ACCTS PAYABL
 WAS PUBLISHED IN THE MONTGOMERY JOURNAL, A NEWSPAPER IN
 THE COUNTY/CITY OF MONTGOMERY, ENTIRELY IN THE ENGLISH
 LANGUAGE, AND HAVING A BONA FIDE LIST OF SUBSCRIBERS
 LOCATED IN THE AFOREMENTIONED COUNTY/CITY AND ENTERED AS
 SECOND CLASS MATTER UNDER THE POSTAL LAWS AND REGULATIONS
 OF THE UNITED STATES AT THE POST OFFICE IN SPRINGFIELD,
 VA. FOR 1 SUCCESSIVE WEEKS/ISSUES COMMENCING WITH THE
 ISSUE OF AUGUST 7, 1989.

SWORN TO ME AND SUBSCRIBED BEFORE ME THIS
 7TH DAY OF AUGUST, 1989

Geraldine Moore

0823002000
 OCT 10 1989

(SEAL) NOTARY PUBLIC MY COMMISSION EXPIRES

MONTGOMERY COUNTY HISTORIC

M I N U T

March 14, 1990

Present

Joseph Brenneman
Adoria Brock Frei
Philip Cantelon
Bridget Hartman
Jeff Miskin, Chairperson
Leonard Taylor, Vice Chair
Barbara Wagner

Absent

Cyril O'Brien (term expired)
Steven Karr (term expired)

Staff

Jared B. Cooper
Alison B. Vawter

Guests

Peter Wilson, 10215 Menlo Avenue
Martha Robinson, The Preservationist
Robert Robinson, "
Lois Snyderman, Clarksburg Sites
Ari J. Sky, Office of Legislative
Oversight
Karen Orlansky, "
John Moran, Capitol View Park LAP
Robert Sherwood, Lewis Farm
Les Sherwood, "
David Yegher, Waters Farm
Arthur G. Rosenberg, Hilton Farm
Andrea Rebeck, Hilton Farm
Hank Handler, Hilton Farm
Thomas Magee, Byrne (Magee) Farm
Sue Carter, Representing Various
Clarksburg Property Owners
Steve Yegher
Gwen Marcus, M-NCPPC
William Zartman, Shaw House
Alex Zartman, Shaw House
Marie Zartman, Shaw House
Michael Robertson, Poole House
Jerry Staub, Salem UM Church
Elwood Nehouse, Nehouse Farm
George Martin, Avery-Flaherty
Jay Henn, "
Judy Hanks-Henn
Ray Shulman
Harry Mc Pherson
Don Little
Helen Wilkes
Fiona Morris
Alun Morris
Nancy Sherman
Lois Weisman
Edith Ray Saul

The March 14, 1990 meeting of the Historic Preservation Commission convened at 7:40 p.m., Chairperson Miskin calling the meeting to order.

I. HISTORIC AREA WORK PERMIT APPLICATIONS

- A. Application by Margot Booth for Historic Area Work Permit at 10215 Menlo Avenue, Silver Spring, Maryland (HPC Case No. 31/7-90B)

The Chair opened the public record and called for a staff report. Ms. Vawter noted that the application had been advertised in the Montgomery Journal issue of February 28, 1990. Mr. Cooper showed slides of the structure located at 10215 Menlo Avenue, in addition to slides of the surrounding area. He explained that the applicant is proposing extensive additions to the existing structure at this address, a small, one-story gable roofed cottage of early 20th century origin with a recent shed roofed addition at the rear. Mr. Cooper said that the original portion of the house has undergone a number of alterations including changes to doors, windows, porch and siding, and that he was of the opinion that the structure has no particular architectural significance, although, in terms of scale, it blends well with the surrounding streetscape. Mr. Cooper said that in his estimation, the proposed additions would dramatically change the appearance, massing and scale of the existing structure so much so that he would recommend that the proposal be considered as infill construction, rather than alterations to an existing structure. He stated that, essentially, the proposal is to convert a simple, diminutive cottage to a 2 1/2 story "neo-Victorian" structure. Mr. Cooper said that he does not find the conversion to be objectionable in and of itself. However, he said, not only would the proposed changes result in the largest structure on the block, they would result in a scale which would be much greater than, and inconsistent with, the immediately adjacent structures as well as most others on Menlo Avenue from its northern terminus to its intersection with Loma Street. While there are four two story structures along the east side of Menlo, Mr. Cooper explained, all of them are smaller in scale than the proposed structure. Mr. Cooper recommended denial of the proposal as presented, but said he would recommend approval of a somewhat modified plan with a focus on reduction of overall height and width.

Mr. Peter Wilson, representing the property owner, came forward to address the concerns of the Commission. He stated that the structures adjoining and confronting this property are considered nominal in the Capitol View vicinity. Therefore, he said, the proposal for construction will have no adverse impact on those structures. He also added that no trees or vegetation will be impacted by the proposal. Mr. Wilson also stated that he believed the proposal was in keeping with HPC guidelines, and with many previously approved projects in the Capitol view area. He stated that he felt it should be approved, as is, as did the LAP. He reminded the Commission that the ordinance instructs them to review new construction in a more liberal light. He stated that he had constructed a model for the Commission to better view the telescoping effect of the massing of the structure. He explained that the

front of the structure will be built on the existing foundation, and will be approximately 18 feet wide. He stated that the actual addition to this structure begins 66 feet back from the street. He said that the lot is 11,000 square feet, with a large number of trees on the north side.

Chairperson Miskin asked how the ridge line of the house to the right of the proposed addition compared to it in terms of height. The applicant replied that the ridge line on the adjacent structure is several feet higher than that which currently exists at 10215 Menlo. The Chair stated that he would like to see more detailed information in answer to this question, in order to compare the proposed height of the new construction to the height of other structures on that side of the street.

Commissioner Taylor stated that it would be appropriate to leave the record open in order to allow the applicant to return with a streetscape elevation showing the proposed house in the context of at least two of the adjoining resources on each side. The Chair and Commissioner Hartman both concurred with this suggestion, stating that they were at a loss to estimate what the impact on the streetscape would be without this information. Commissioner Hartman added that the plan is great in isolation, and the model does an excellent job of illustrating the telescoping effect of the house, but it doesn't really give a sense of how the house will fit into the streetscape. She also asked if the applicant had said that the roof line will be no higher on the proposed structure than that of the existing two-story gabled houses. Mr. Wilson replied that he has not been out with a measuring tape or a transit, but he is under the impression that, due to the layout of the street and the particular grade at which the proposed construction site is located, the house would be lower than the existing two-story structures.

Commissioner Cantelon asked what the current square footage of the house on the property is, and the applicant replied that it was approximately 700 square feet. Commissioner Cantelon asked what the square footage of the footprint of the proposed house would be, and the applicant stated that he would have to calculate that information. Commissioner Cantelon commented that that information would be helpful in the Commission's deliberations. Mr. Wilson stated that he was not prepared to go to such lengths as to prepare modeling and streetscape analysis information. He stated that he had spent the previous Saturday with the LAP at the site, and indicated that their approval was unanimous. Mr. Wilson requested that the Commission vote on the proposal at hand this evening.

Mr. John Moran of the Capitol View Park LAP came forward to state that the LAP's initial reaction to the plan was skeptical, but after discussion with the designer, the LAP was prepared to support it. Furthermore, he said, there are other, recently built structures on the street as large as this structure. He also stated that the massing problem is less evident on this proposal than on the other two recently constructed houses on the street.

Commissioner Cantelon stated that in his mind, the LAP's recommendation is important. However, he said, since the time that the construction of the two recent structures on the street was approved, the Commission has begun to take other matters into consideration. He suggested that no work done on this structure be eligible for tax credits at the County level. He also requested that square foot figures on the lot and proposal be provided.

Commissioner Wagner asked why this side of the street was included in the historic district. Mr. Moran replied that the 3 historic resources on this side of the street were deemed important enough to be included in the district boundaries.

Commissioner Cantelon suggested that the LAP and HPC consider the possibility of reviewing the borders of the historic district at some point in the future to determine whether they should be re-drawn to exclude inappropriate development(s) within the district. He said he would like to see the ratio of the proposed house to the square footage of the lot, the houses that have been added to that street, and the historic resources. He stated that, given that information, he would be prepared to vote on the matter. He stated that he wanted to compare the square footage of the proposed house to that of others in the area to assure that the Commission was not approving something completely out of scale with the neighboring structures. If, he said, the ratio turns out to be compatible with the neighboring structures he would be prepared to move to approve it.

Mr. Wilson again reminded the Commission that the LAP felt that this proposal was appropriate, and stated that he was not able to forego a decision tonight without some loss. He stated that a delay of two weeks would translate into a month, and he was unwilling to leave the record open. He stated that the Commission is requesting technical numbers that he was not told he would need. He said that he did not think that, in light of the LAP meeting, and their enthusiasm for the project, it was a fair position to put him in. Chairperson Miskin told him that, if pushed to a vote, he believed the action on the permit application would be unfavorable. He once again urged the applicant to be amenable to leaving the record open on the application. The applicant asked for a poll of the Commission.

Commissioner Wagner MOVED that the Commission deny the permit for the addition at 10215 Menlo Avenue in the Capitol View Park Historic District, Case No. 31/7-90B, on the basis of criterion 24A-8(a), in that the alterations sought would be inappropriate and inconsistent with the structures immediately surrounding this structure in the Capitol View Park Historic District. Commissioner Cantelon requested that the motion be amended to state that the Commission believes the alterations may be inappropriate and inconsistent, based on the information submitted. Commissioner Wagner accepted the amendment. Commissioner Taylor seconded the motion.

Commissioner Cantelon spoke to the motion, stating that he would vote against it because it puts the applicant at a serious disadvantage in having to re-apply and wait for re-advertisement. He stated that he believed a different motion would solve the applicant's problem. Commissioner Taylor also commented that he was a little disturbed by the fact that the applicant inferred an approval was due him because of the LAP's approval. He said that meeting with the LAP and staff in good faith is part of the process, and in light of the fact that staff recommended denial, the presumption that the Commission would approve the application is inappropriate. The Chair closed the public record.

The Chair called for a vote on the motion at hand; the motion passed 4-3, Commissioners Miskin, Brenneman, and Cantelon in dissent.

- B. Application by Elm Reed St., L.P., for Historic Area Work Permit at 7250 Wisconsin Avenue, Bethesda, Maryland (Community Hardware) (HPC Case No. 35/14-90A)

The Chair opened the public record and called for staff's report. Ms. Vawter noted that the application was advertised in the February 28, 1990 edition of the Montgomery Journal.

Commissioner Taylor notified the Chair and Commission that, as the owner's agent in the above-referenced case, he would like the record to reflect that he has requested the permission of the Montgomery County Ethics Commission to act for the Elm Reed Partnership in this matter, and was advised that it would be acceptable on the condition that he recuse himself from any action on the matter. The record should also reflect that a copy of this letter has been placed in the case file for this application, and further that Commissioner Taylor did not participate in the vote or any deliberation on the case.

Mr. Cooper showed some slides of the resource and its context, and explained that some very minor alterations are proposed, including in-kind replacement of the front door, replacement of porch glass utilizing existing sashes, installation of standing seam roof and half-round gutters on front porch, installation of two new louvers on rear elevation, and regrading of the sidewalk entrance to building to provide for handicapped access. Staff recommended approval of the application based on criteria 24A-8(b)(1) and (2).

Mr. Taylor explained that the glass utilized would be insulating glass, and that the existing door has deteriorated and needs to be replaced. He said that the replacement door will match the existing. He summarized his comments by explaining that the new louvers on the rear elevation are necessary to accommodate vents for a new air conditioning system to be installed. There being no further discussion, the Chair closed the public record.

Commissioner Cantelon ~~MOVED~~ to approve the application based on criteria 24A-8(b)(1), (2), and (3), in that the proposal will not substantially alter the exterior features of an historic site or historic resource within an historic district, is compatible in character and nature with the historical, archeological, architectural or cultural features of an historic site or the historic district in which an historic resource is located and would not be detrimental thereto or to the achievement of the purposes of Chapter 24A, and in that the proposal would enhance or aid in the protection, preservation, and public or private utilization of the historic site or historic resource located within an historic district in a manner compatible with the historical, archeological, architectural or cultural value of the historic site, or historic district in which an historic resource is located. Commissioner Hartman seconded the motion, which passed unanimously.

II. EVALUATION OF ATLAS SITES/DISTRICTS

- A. Evaluation of the Barber/Nehouse Farm (Atlas Site #13/1) located at 11415 Hawkes Road, Clarksburg, Maryland
- B. Evaluation of the Lewis House (Atlas Site #13/11) located at 23730 Frederick Road, Clarksburg, Maryland
- C. Evaluation of the J. Pickens Farm (Atlas Site #13/12) located at 23701 Shiloh Church Road, Clarksburg, Maryland
- D. Evaluation of the George Hilton Farm (Atlas Site #13/18) located at 22222 Ridge Road, Germantown, Maryland
- E. Evaluation of the Waters Farm (Atlas Site #13/19) located at 22022 Ridge Road, Germantown, Maryland
- F. Evaluation of the Gue Cemetery (Atlas Site #13/22) located on the North Side of Old Baltimore Road, between Clarksburg Road and I-270, Clarksburg, Maryland
- G. Evaluation of the Byrne (Magee) Farm (Atlas Site #13/24) located at 22415 Clarksburg Road, Clarksburg, Maryland
- H. Evaluation of the William Reid House (Atlas Site #13/29) located at 21111 Slidell Road, Boyds, Maryland
- I. Evaluation of the William H. Poole House, (Atlas Site #14/25) located at 24141 Kings Valley Road, Germantown, Maryland
- J. Evaluation of the Cedar Grove/Salem United Methodist Church (Atlas Site #14/26) located at 23725 Ridge Road, Germantown, Maryland
- K. Evaluation of the Shaw House (Atlas Site #33/9) located at 713 Quaint Acres Drive, Silver Spring, Maryland

The Chair opened the public record for all of the sites listed on the agenda this evening, and asked for staff's report. Ms. Vawter noted that the intention to evaluate these Atlas properties was advertised in the Montgomery Journal on February 28, 1990.

Commissioner Taylor stated that he would not be voting on or participating in the discussion of these sites this evening, due to his inability to visit the sites for reasons including the short time between having received the research and the night of the meeting, and the sheer number of sites to visit in a short period of time. Commissioner Hartman concurred, and stated that she would be abstaining from voting on and/or discussion of the sites also. Chairperson Miskin reminded the Commissioners that they had been aware of the pending evaluation of the sites since August of 1989. Commissioners Taylor and Hartman stated that the research on the sites was imperative prior to visitation, and they had not been provided with such research until a few days ago.

Mr. Cooper deferred to Lois Snyderman, the consultant hired by HPC to research the properties. Ms. Snyderman stated that these sites are a little more difficult to evaluate than some of the other sites seen this year by the Commission, because they are primarily rural, vernacular sites. Most of the Clarksburg sites, she said, are late 19th-early 20th century farmsteads, composed of simple, vernacular outbuildings and farmhouses built by people who left few records of their accomplishments behind. They are, nevertheless, representative of a particular time and place in the history of the County, and therefore merit consideration for Master Plan placement. All of the sites meet some of the criteria in her opinion, and in her reports, Ms. Snyderman recommended all of them for Master Plan placement. In reviewing those recommendations, however, she has come to the decision that two of the sites, the William Poole House and William Reid Farm, are less desirable candidates for the Master Plan due to alterations to the farmhouses, specifically large additions which detract from their architectural integrity. She therefore recommended Master Plan designation for only 9 of the 11 sites.

Ms. Snyderman showed slides of each resource and its outbuildings and context. She described the Nehouse farmstead as consisting of a 2 1/2 story farmhouse with seven outbuildings, the earliest being a small shed adjacent to the garage. She described the Nehouse farm as historically significant because it is an early 20th century farm complex, representative of the period when the County was predominantly agricultural. It has, she said, been associated for over a century with the Nehouse family, early settlers in the Clarksburg area. Architecturally, according to the consultant, the farmhouse is significant as a late-Victorian rural vernacular structure which has retained its original nineteenth century configuration.

Mr. Elwood Nehouse, owner of the property, came forward to state that he opposes Master Plan recommendation. He stated that he has taken good care of the house and barn in the past and will continue to in the future, with or without Master Plan designation.

Commissioner Cantelon commented that, he believed the strongest case to be made for the Nehouse farm would be in the context of a dairy complex. He asked the Commission to consider what other dairy complexes survived in that part of the County when considering how to vote.

Chairperson Miskin stepped down from the Chair and MOVED to recommend to the Planning Board that the Nehouse Farm, Atlas Site #13/1, be removed from the Locational Atlas of Historic Sites, and not recommended for placement on the Master Plan, as it meets none of the criteria set forth in Chapter 24A-3. Vice Chairperson Taylor closed the public record. Commissioner Brenneman seconded the motion, which passed 4-1-1, Commissioner Brock Frei in dissent, Commissioner Hartman abstaining and Vice Chair Taylor voting present.

Commissioner Miskin resumed the chairmanship.

Ms. Snyderman described the Ed Lewis Farm as a three-bay, 2 1/2 story log-and-frame I-house with a side-gable roof. There are several outbuildings on the property, but Ms. Snyderman was denied access to them by the property owner. She described the property as historically significant for its representation of the agricultural heyday of the County. It was associated for many years with the Lewis family, one of the early families in the area, and specifically with Mahlon T. Lewis, one of the founders of the town of Boyds. Architecturally, according to the consultant, the house is significant for its late 19th century rural vernacular construction, which has, in spite of recent additions, retained its integrity. In addition, she said, the earlier 18th century log house is enclosed within the existing 19th century structure, which is unusual in that such log houses were often demolished to make way for the larger frame houses which replaced them.

Mr. Cooper explained that he had struggled with his recommendation for this site. He said that while parts of this house appear to be earlier than many other sites on this evening's agenda, the part around the log house was built around the same time as some of the other sites. He said that there have been major additions to the structure, and that the original outbuildings have disappeared. He added that the farm building cluster visible from I-270 is of relatively recent origin.

Mr. Robert Sherwood, representing his mother, Catherine Sherwood, came forward to speak. He passed out a statement articulating his opposition to Master Plan placement. He stated that, in the 50 years his family has owned the property, they have been very generous to the County and to Park and Planning. In that 50 years, he said, the farmstead has been reduced from over 300 acres to less than 150 acres, and all of that land has gone to either the County or Park and Planning for various projects. He said that the house has had some major additions on either side and to the rear. This, coupled with the fact that the family feels that they have given enough to the County already, places them in a position of opposition to Master Plan designation.

There being no further discussion, the Chair closed the public record.

Commissioner Wagner MOVED that the Commission recommend to the Planning Board that the Lewis Farm, Atlas Site # 13/11, be removed from the Locational Atlas of Historic Sites, as it does not meet any of the criteria for Master Plan placement, as outlined in Chapter 24A. Commissioner Brenneman seconded the motion, which passed 5-0-1-1, Commissioner Hartman abstaining and Commissioner Taylor voting present.

Next, Ms. Snyderman gave a brief overview of the Pickens Farmhouse, a 2 1/2 story, four-bay frame structure with a side gable roof covered in slate, an unusual material for this area. The several outbuildings on the property include a small, one-bay, clapboarded, gable-roof structure at the rear of the house which appears to date from before the turn of the century. Attached to this structure is a more recent concrete block equipment shed. West of the house, near Shiloh Church Road, are four earlier outbuildings with vertical or horizontal plank siding and metal roofs. The most notable of the outbuildings is the bank barn, which rests on a stone foundation. She said that cupolas and painted windows evident on the barn in a 1974 photograph have been removed. The bank barn, according to Ms. Snyderman, is important to the history of farming in the County, since it was never replaced by the more modern dairy barn of the 1930's and 40's. Ms. Snyderman described the farmhouse as architecturally significant because it is an excellent example of a turn-of-the-century vernacular structure with Queen Anne detailing.

Mr. Daniel P. Litteral, an attorney practicing in Rockville, came forward to state that he represents Hargett Farms Limited Partnership, owner of the Pickens Farm. He introduced Harold Hargett, who has owned the property since 1940. He stated that Hargett Farms opposes designation of the property as a Master Plan historic site, and would like to see the farmstead removed from the Atlas on the basis that it meets none of the criteria in Chapter 24A-3. He reminded the Commission that in Andrea Rebeck's 20th Century Survey of 20th century barns, the barn on this property is not mentioned. He stated that this is a marginal property with substantial alterations.

Commissioner Wagner MOVED that the Commission recommend to the Planning Board that the Pickens Farm, Atlas Site #13/12, be removed from the Locational Atlas of Historic Sites, and not recommended for placement on the Master Plan for Historic Preservation, on the basis that it meets none of the criteria in Chapter 24A-3. Commissioner Brenneman seconded the motion, which passed 3-2-1-1, the Chairperson and Commissioner Brock Frei in dissent, Commissioner Hartman abstaining, and Commissioner Taylor voting present.

The George Hilton Farmhouse was described by the consultant as a large, 2 1/2 story, four-bay clapboarded late-Victorian frame structure with a raised metal seam roof. There are a number of outbuildings on the site, including an early twentieth century metal-roofed bank barn covered with vertical plank siding and resting on a stone foundation, probably erected about 1923. Other outbuildings on the property include an equipment building, twin silos, double corn crib and storage shed, hen house, and other, smaller outbuildings.

Ms. Sue Carter, representing Associated Companies, owners of the property, came forward along with Arthur Rosenberg, a representative of the company. Ms. Carter introduced Andrea Rebeck, a consultant hired by the firm to evaluate the structures on the Hilton Farm.

Ms. Rebeck showed slides that she had taken at the Hilton Farm. She stated that she did not believe that the farm met criteria 24A-3(b)(1)(a) or (d) adequately enough for Master Plan consideration. She said the farm and outbuildings are typical of up-County farms, but is not a strong example. She said that the buildings demonstrate changes in 20th century farming trends, but that the buildings are not remarkable in design and are very deteriorated. With regard to criterion 24A-3(b)(2)(c), she said that the site as it exists today is not associated with anyone who influenced society. Ms. Rebeck stated that Edward M. Beall, the man who built most of the buildings on the farm, was a hardworking farmer, quite typical of most farmers. However, she said, he left no record of his accomplishments. In summary, she said, the site does not meet the historical criteria set forth in the ordinance, and the architectural significance is minimal. She also added that, if the intention is to preserve the structure, most all of the interior and exterior surface materials would need to be replaced.

Ms. Carter submitted a report by a home inspector hired by her client to evaluate the home, which listed the condition of most of the structural elements of the house as poor. She stated that the consultant found that simply to render the house habitable would cost \$238,000. Ms. Carter stated that this is a conservative figure when compared with the figure established by Hank Handler, who subcontracted under Ms. Snyderman to evaluate the structure, and who estimated it would cost \$370,000 to restore the house, according to her calculations.

In response to Commissioner Cantelon's query, Mr. Cooper stated that, architecturally, this house is the most significant of the Atlas Sites in the Clarksburg planning area, although it may not be outstanding County wide. He stated that it remains unaltered, and has been preserved to a great extent through its neglect. Mr. Cooper stated that he thought the collection of outbuildings was one of the best among the sites considered tonight. He said it has some examples of turn-of-the-century outbuildings, coupled those which represent early 20th century conversions to modern dairy farming. Mr. Cooper added that he recognized that several of the structures, particularly the farmhouse, were in poor condition.

Commissioner Cantelon stated that he believed the issue of condition was for another body to evaluate. He stated that he did not have a problem recommending a property that may not be in good condition, because the issue of condition is not discussed in the ordinance.

Mr. Arthur Rosenberg, owner of the property, spoke briefly. He stated that the house is illusory, and no longer exists. He said that for all the changes it would take to repair the house, an essentially new one would be put in its place.

Ms. Snyderman briefly addressed those comments, stating that the reality is that the house does exist, and the fact remains that properties in much worse shape have been purchased by eager buyers and fully renovated.

Brenneman MOVED that the Commission recommend to the Planning Board that the George Hilton Farm, Atlas Site #13/18, be placed on the Master List for Historic Preservation on the basis of criterion 24A-3(b)(1)(a), in that the site has character, interest or value as part of the development, growth or natural characteristics of the County; criterion (b)(1)(d), in that the site exemplifies the cultural, economic, social, political or other characteristics of the County and its communities; criterion 24A-3(b)(1)(c), in that the site is identified with a person or group of persons who have made a significant contribution to the County; criterion 24A-3(b)(2)(a), in that the site embodies the characteristics of a type, period, or method of construction; and criterion (b)(2)(e) in that the site represents an established and distinctive feature of the community, due to its singular physical appearance and landscape. He recommended the entire parcel as the setting for the farmstead. Commissioner Brock Frei seconded the motion.

came forward to the Commission presently zoned as residential. She asked if there is any plan to rezone the property.

Mr. Cantelon asked Commissioner Brenneman to clarify the reasons he gave for his motion, so as to provide the Planning Board with as much information as possible. Commissioner Brenneman elaborated, stating that, in his report to the consultant, he finds that the farmstead is representative of the late nineteenth century of farming, and significant as an intact grouping of late nineteenth century farm buildings, illustrating the way farming changed from the early buildings to the more modern dairy barns. He said, the house itself is significant as a late vernacular farmhouse. Due to its substantial size and decor, it reflects a prosperity which sets it apart from the more modest, early farmhouses. It is, he said, a prominent feature in the neighborhood, and one of the dwindling number of such early structures in the area.

Mr. Carter had not heard from the property owners as to whether they are willing to accept the Commission's decision that some compensation be paid for oversight by the Commission on that issue, or whether they would be willing to accept that issue, or whether they would be willing to accept that issue, or whether they would be willing to accept that issue.

Mr. Cantelon called for a vote on the motion, which was carried by a majority of five to two, with Commissioners Miskin, Wagner and Cantelon in dissent, Mr. Brenneman abstaining, and Commissioner Taylor voting present.

Mr. Cantelon's comments to be recorded.

Mr. Cantelon stated that the Commission must make recommendations to the Planning Board and the County Council. He said he had voted against the recommendation of the George Hilton Farm because it didn't meet the criteria, but because the motion was inadequate.

the consultant's recommendation on placement; he would like to see the house placed in the historic sites on this farm.

Waters farmhouse, said Ms. Snyderman, is a handsome, 2 1/2 story, red brick, three-bay, stucco covered late Victorian frame structure. A one-story porch with large arched openings extends across the east elevations of the house. The farmhouse originally consisted of an I-shaped main block and the rear wing, erected 1884-1892. In the 1900's, additions and alterations including the wrap-around porch and the stucco were made. A number of outbuildings on the property, including a house, a corn crib, storage shed, dairy building, pump house, feed room and silo, and two variable use buildings, were added in the 1920's and 30's. A dairy barn built in the 30's was destroyed by lightning and a bank barn built about the same time as the house in the late 70's. Ms. Snyderman described the farm as significant for its intact state, and its long association with the Howes family, Dutchburg residents and farmers. The farmhouse is architecturally significant as a late nineteenth century rural vernacular dwelling with its original features which has retained its integrity, according to the criteria.

the Waters Farm, as a Historic Preservation, as an Elizabeth Waters farmhouse from an earlier period in the late nineteenth century. It is a fine example of a late nineteenth century rural vernacular farmhouse which represents an excellent example of the good and County. It is designated as the historic site. Commissioner Brenneman in support of the motion. Mr. Taylor voting present.

Ms. Snyderman next described the Gue Cemetery as being approximately 30' x 30' in size, and marked by two oak trees. All remaining gravestones on the site, she said, appear to belong to members of the William Shaw Family. Ms. Snyderman said that all of the stones are laying flat on the ground, except for one. She described the stones as weathered, but the inscriptions are legible. The consultant described the cemetery as historically significant as one of the County's 19th century family cemeteries, and as such, it is part of the history of the County.

There was no further discussion, and the Chair closed the public record.

Commissioner Wagner MOVED that the Gue Cemetery, Atlas Site #13/22, be recommended to the Planning Board for placement on the Master Plan for Historic Preservation, citing criteria 24A-3(b)(1)(a), in that it is significant historically as one of the County's 19th century family cemeteries, and as such, is part of the history of the settlement of the County; it was established in the mid-1800's, and is situated on a 118 acre tract known as Garnkirk, conveyed to William Shaw in 1842 by John Griffith. When Shaw sold the property in 1869, to Robert S. Suddeth, the deed specified "saving and exempting the family burial ground". Commissioner Wagner cited criterion 24A-3(b)(1)(d), in that the cemetery exemplifies the cultural, economic, social, political or historic heritage of the County and its communities. She stated that, since all of the stones appear to be extant, the cemetery should be retained as one of the better examples of this type of resource in the County. Commissioner Wagner also moved as part of the same motion, that the entire parcel be designated as the environmental setting for the Gue Cemetery. Commissioner Brock Frei seconded the motion, which passed 4-0-1-1, Commissioner Hartman abstaining and Commissioner Taylor voting present.

The next overview Ms. Snyderman gave was of the Byrne (Magee) Farmhouse. She described it as a 2 1/2-story, four-bay, hipped roof, clapboarded late-Victorian frame structure. There are a number of early-mid twentieth century outbuildings on the property, she said, including a dairy barn, equipment building, smokehouse, hen house, corn crib, and machine shed, in addition to a bank barn. She described the Byrne Farm as historically significant in that it has been associated for many years with one of the early families in Clarksburg, the Warfields. Architecturally, Ms. Snyderman described the farmhouse as significant as a well-preserved example of a late-Victorian rural vernacular structure with several unusual stylistic features.

Mr. Thomas Magee, owner of the property, stepped forward to make a brief statement. He said that his house is a common, ordinary farmhouse, with no distinctive features. He said that if the Commission wishes to preserve common, ordinary structures it would probably be a good idea to preserve his farm. He said the outbuildings are functionally obsolete, and the bank barn is in terrible condition. He said that he is not totally against the concept of historic preservation, but he stated that in his opinion, the house is not a good one to save. He said that he only has 5 1/2 acres in the center of what used to be the larger farm, and when a jail and airport are built, he will be in the middle - an oddball with fallen-down buildings. He said that no one of any significance, including himself, has ever lived there. He asked the Commission to consider his request not to recommend the property.

There were no further questions or comments, and the Chair closed the public record.

Mr. Miskin stepped down from the chair and MOVED that the Commission recommend to the Planning Board that the Byrne Magee Farm, Atlas Site #13/24, be placed on the Master Plan for Historic Preservation on the basis of criteria 24A-3(b)(1)(a), in that it has character, interest or value as part of the development, heritage and cultural characteristics of the County, by virtue of its representation of the County's dairy farming heritage; criterion 24A-3(b)(1)(d), in that the site exemplifies the cultural, social, and historic heritage of the County and its communities, and the typical up-County farmstead from the late nineteenth and early twentieth centuries; criterion 24A-3(b)(2)(a) was also cited, in that the site embodies the distinctive characteristics of a type, period, or method of construction, by virtue of its unique gabling plan and representation of the vernacular gothic farmhouse tradition. Also cited was criterion 24A-3(b)(2)(e), in that it represents an established and familiar visual feature of the County, due to its singular physical characteristics and landscape. Commissioner Miskin also moved as part of his motion that the entire parcel be designated as the environmental setting for the Byrne (Magee) Farm. Commissioner Brock Frei seconded the motion, which passed 3-1-1, Commissioner Wagner in dissent, Commissioner Hartman abstaining, and Commissioner Taylor voting present.

Ms. Snyderman next described the William Reid farmhouse as a 2 1/2 story, three-bay, side-gabled frame structure which has been considerably enlarged over the years. She stated that there are eight outbuildings on the property, the most significant being a late 19th or early 20th century gable-roof barn, unusual for its horizontal clapboard siding and louvered vents. Other outbuildings include a dairy barn, equipment buildings, cow barn, hen house, shed, and other structures of no identifiable use. She described the farm as significant for its association with several families who were early settlers in the area, the Reids and Kingsburys. It is largely intact she said, and of the type which is rapidly disappearing from rural areas. Architecturally, added Ms. Snyderman, its significance is as an example of a late-Victorian vernacular farmhouse. Ms. Snyderman again stated that she probably would not recommend this house as a candidate for the Master Plan, and Mr. Cooper agreed. He stated that the farm has a fairly good cluster of outbuildings, but the house has been altered more, in relative terms, and is not as well-maintained as well as some of the other sites.

Ms. Sue Carter of the law firm of Miller, Miller and Canby came forward representing the Casey family, the owners of the William Reid House. She stated that the family is "apprehensive" about Master Plan designation. She explained that when a pending estate matter is settled, the property will go to a charitable organization to be known as the Casey Foundation. Ms. Carter stated that the family is concerned that designation might inhibit the use of the property. She concurred with staff's statements in that there are substantial modifications to the property.

The Chair closed the public record.

Commissioner Wagner MOVED to recommend to the Planning Board that the William Reid House, Atlas Site #13/29, be removed from the Locational Atlas of Historic Sites, and not placed on the Master Plan for Historic Preservation on the basis that it meets none of the criteria set forth in Chapter 24A-3. Commissioner Cantelon seconded the motion, which passed 5-0-1-1, Commissioner Hartman abstaining and Commissioner Taylor voting present.

The William H. Poole House was the next site described by Ms. Snyderman. It is, she said, a small, four-bay, side-gabled frame house covered with pebble-dash stucco. The structure has been enlarged by several twentieth century additions, she said. Ms. Snyderman stated that, in her opinion, the Poole House is somewhat significant because of its long association with one of the early families in the area, the Pooles, and architecturally significant as an example of a simple I-form, late nineteenth century farmhouse. She added, however, that, due to the many alterations, and lack of architectural distinction, the Poole house did not meet the criteria as well as many others in the Clarksburg Planning area.

Mr. Cooper commented that he agreed with the consultant's assessment of the Poole House as being less significant than some of the other sites being considered.

Mike Robertson, property owner, stated that he believed the structure did not meet any of the criteria in the ordinance.

The Chair closed the public record.

Commissioner Cantelon MOVED that the Commission recommend to the Planning Board that the William H. Poole House, Atlas Site #14/25, be removed from the Locational Atlas of Historic Sites, and not recommended for Master Plan designation based on the fact that it meets none of the criteria in Chapter 24A-3. The motion was seconded by Commissioner Brock Frei, and passed 5-0-1-1, Commissioner Hartman abstaining and Commissioner Taylor voting present.

Ms. Snyderman described the Salem United Methodist Church as a one-story, two-bay, rectangular frame structure with an entrance tower and steeple. She stated that alterations include the social hall in the 1930's and aluminum siding in the 1960's. In spite of these and other minor modifications, she said, the church remains an excellent example of an early twentieth century rural vernacular church building.

Mr. Jerry Staub, a trustee of the Church, came forward to explain that the congregation is against the designation of the church for several reasons, namely the financial burden they believe it would impose upon them, and the principle of the separation of church and state. He said that the trustees plan to build a new church sometime in the future, and are worried about the potential inability to take certain items from the old church, such as stained glass windows and the bell. He said that, should the Church be designated, the trustees would like a written guarantee that they would be permitted to take certain liturgical items with them to a new structure.

The Commission suggested that Mr. Staub return to the Board of Trustees to discuss the possibility of designation with some liberal language that would allay some of their concerns regarding the right to remove certain elements. Mr. Staub agreed to do so, and the record was left open.

Next, Ms. Snyderman described the Shaw House, a 2 1/2 story, three-bay structure with a side-gabled, slate-covered roof. Its main block dates from 1851, and major additions and alterations date from the early-mid twentieth century. She stated that the main block of the Shaw House has essentially retained its 1850's configuration and most of its original building fabric, and that the 20th century additions are compatible with the original structure and illustrative of the evolution of the property over the years, as it was enlarged to meet changing needs.

Mr. William Zartman, current owner of the Shaw House, stepped forward to state that he supports designation of the property.

Commissioner Brenneman MOVED that the Commission recommend that the Shaw House be included in the Master Plan for Historic Preservation based on the following ordinance criteria: 24A-3(b)(1)(a), in that it has character, interest or value as part of the development, heritage and cultural characteristics of the County; 24A-3(b)(1)(c), in that the site is identified with a person or group of persons who influenced society; criterion 24A-3(b)(1)(d), in that the site exemplifies the cultural, economic, social, political or historic heritage of the County and its communities; criterion 24A-3(b)(2)(a) was also cited, in that the site embodies the distinctive characteristics of a type, period, or method of construction; and criterion 24A-3(b)(2)(e) in that the site represents an established and familiar visual feature of the community, due to its singular physical characteristics and landscape. Commissioner Wagner seconded the motion, which passed 4-0-2-1, Commissioners Hartman and Cantelon abstaining, and Commissioner Taylor declining both abstention or dissent, instead voting present.

Commissioner Cantelon commented that he had abstained because he believes it important that there be more explanation in the motion. He said that the Commission is "constantly badgered" about the indefinite comments it sends to the Planning Board. He warned the Commission against moving on quickly without asking for more supportive motions.

Commissioner Brenneman MOVED that the Commission recommend the entire parcel as the environmental setting for the Shaw House. Commissioner Brock Frei seconded the motion, which passed 5-1-1, Commissioner Hartman abstaining and Commissioner Taylor voting present.

III. PRELIMINARY CONSULTATIONS ON HISTORIC AREA WORK PERMITS

- A. Consultation with Martin and Nguyen, Inc. Regarding Construction Plans at 10232 Carroll Place (Lot 17) and 10234 Montgomery Avenue (Lot 15), Kensington, Maryland

Mr. George Martin, architect for the project, came forward to present his proposal for construction on the two lots in question. Mr. Cooper explained that, at a previous meeting between Mr. Martin, Dr. Ray Shulman and himself, he had asked the applicant to address the following concerns:

1. Further analysis of the impact of the proposal on the open space and rhythm between open space/structures, particularly in regard to the proposal for Lot 15. Staff informed the applicant's representative that this was a primary concern during review of the initial proposal.
2. Further examination of the possibility of reducing the height and mass of the structure proposed for Lot 15. Also, provide comparative dimensions from neighboring structures.
3. Examination of alternative setback lines for proposal for Lot 15.
4. Provide information as to the exact size and placement of proposed driveways, with justification.
5. Provide analysis of impact of all construction activities on mature vegetation.
6. Provide general quantitative analysis regarding all proposed dimensions, setbacks, etc., as related to existing resources in the immediate area.
7. Provide justification for the choice of style for the proposed Lot 15 structure.
8. Discuss the choice to exclude garages as well as possible future locations for garages, should future owners desire such garages.

Mr. Martin presented a model of the proposed structures on their respective lots, with trees depicted to represent those on the site fairly accurately.

The Commission commented that it would require a tree survey at the time of formal application.

Don Little of Kensington said that he believed it was very important to have the LAP and community input at this juncture, when changes can be implemented in preliminary designs. He made the general observation that, in terms of buildings and the sheer number of structures proposed, there has been progress in the design thought. He stated that the lack of garages planned is a plus, and that he was encouraged by the carriage house proposal for Lot 17. Mr. Little stated that architectural solutions are based in a large part upon the flexibility of the developer. He stated that the models are a good basis for beginning the real work.

General comments from the Commission and the audience included a desire to see the carriage house roof lowered.

Mr. Little stated that he believed that Lot 15 would be better off with no building whatsoever. He also made a general design comment, stating that on Carroll Place, most turrets are found in corners. On Montgomery Avenue, he said, the predominant style is four-square.

Commissioner Wagner and Commissioner Taylor both commented that Graphic G-1 submitted by Mr. Martin appeared to misrepresent the true scale, and requested that the scale be checked carefully before a formal application is made.

Helen Wilkes, a Kensington citizen and member of the Kensington Historical Society, stepped forward to state that many Kensington residents have organized as a group and will be addressing these and future applications for Historic Area Work Permits as a unified interest group. She stated that the group is very concerned with the potential precedent that could be set by approval of construction on these lots. She stated that an unprecedented concentration of houses would be created should these structures be allowed, and asked what would happen to the rest of Kensington's vacant lots.

Commissioner Taylor, referencing the model, asked Mr. Martin to remove the structure mock up from Lot 15. He made the comment that the design for the other house and the streetscape "worked" with the removal of a structure on the lot. Mr. Martin acknowledged that this seems to be the design direction he is being moved toward, but a no build stance on that lot would result in a financial loss to his client.

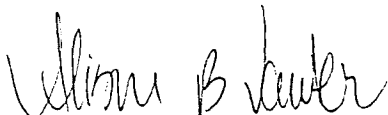
Commissioner Taylor suggested that, ideally, a resubdivision of Lots 15, 16, and 17 could be done to eliminate Lot 17 as a platted, buildable lot. Neighbors and members of the audience agreed that a possible way out of the dilemma was to reconfigure the lots to eliminate Lot 17. Mr. Martin agreed to approach his client with the idea. Judy Hanks-Henn and Jay Henn stated that they would be happy to discuss alternatives relative to subdivision and realignment of lots with Mr. Martin and his client.

In addition, there was some discussion about the possibility of using Lot 17 as a small neighborhood park or other public use, thus preserving the environmental setting of the neighboring resources. Mr. Martin agreed to investigate the possibility.

The consensus of the Commission is that the proposal for both lots seems to be much improved, but the neighborhood added that, in their opinion, the architect is a long way from a solution.

There being no further business, the Chair called the meeting adjourned at 1:30 a.m.

Submitted for the Commission's review and approval on this 11th day of April, 1990:



Alison B. Vawter
Principal Administrative Aide

1711E

Before the Historic Preservation Commission (the "Commission") is the application of Frank P. Murray (the "applicant") for an Historic Area Work Permit (HAWP) for new construction at 3929 Prospect Street, (lot 15, Block 11), Kensington Park Subdivision, Kensington, Maryland.

Procedural History

Before filing an HAWP application, the applicant sought the advice of the Commission, pursuant to § 24A-6(d) of the Montgomery County Code (1984), as amended. That advice was rendered at a preliminary consultation on January 4, 1990. The Commission received the HAWP application on March 7, 1990 (HPC Exhibit 2), and scheduled it for a public appearance at its March 28, 1990, meeting. At the request of William Chen, Esquire, attorney for the applicant, the Commission postponed the public appearance until its April 25, 1990, meeting. In the interim, the Kensington Local Advisory Panel (LAP) reviewed the application and voted to disapprove it because of the incompatibility of the proposal's footprint, height, and spacing with other historic resources on Prospect Street.

A public hearing on the applicant's plans was held by this Commission on April 25, 1990, and, with the approval of all parties, was continued to May 23, 1990, to accommodate the opposition's expert witnesses. The applicant appeared, represented by counsel, and presented several witnesses and exhibits for the Commission's consideration. The Kensington Historical Society, represented by counsel, presented several expert witnesses along with several exhibits in opposition to the application. Additionally, the Kensington LAP, a councilman of the Town of Kensington, the president of the Kensington Historical Society, and many Kensington residents appeared in opposition to the application. At the conclusion of the May 23rd hearing, the record was closed. By his written consent, the applicant extended the time period for Commission action upon the application until June 22, 1990, (HPC Exhibit 3). § 24A-7(f)(5).

Commission Decision

Having heard and considered all of the testimony and exhibits found in the record, it is the decision of the Commission to approve with conditions, as enumerated below, the application by Frank P. Murray for an HAWP for new construction at 3929 Prospect Street, pursuant to § 24A-8(b)(1) and (d). Commissioners Booth, Brenneman, Miskin, Randall, and Taylor voted to adopt this decision as the decision of the Commission. Commissioners Cantelon, Hartman and Wagner dissented. Commissioner King neither participated in the deliberations nor voted on this decision.

Conditions

1. It is very important that the park-like setting of this side of Prospect Street be maintained. As further discussed below, this District's park-like setting is one of the key features that earned its placement on the Master Plan for Historic Preservation. The property must be landscaped in a fashion that reinforces the existing park-like ambience. Proper landscaping can, moreover, help to down play the size and bulk of the proposal. To support the preservation of the Historic District's park-like garden setting, the applicant must submit a formal landscape plan in the form of an HAWP application for Commission review and approval. The HAWP application must be filed with the Department of Environmental Protection at the same time that the applicant files a Building Permit application for the proposed construction. The landscape plan shall delineate all landscape features, including walks, drives, walls, fences, trees, shrubs and other plantings.
2. To mitigate the effects of construction on existing vegetation on and adjacent to the property, the applicant must implement a tree preservation program prior to and during the construction process to preserve the vegetation identified on Applicant's Exhibits A and C. The plan shall be prepared by a qualified arborist and submitted to the Commission as part of the HAWP application described in Condition # 1.
3. To mitigate the effects of construction on the surrounding historic resources, the applicant must implement an approved construction staging plan. The plan shall demonstrate that construction activity will not harm the adjacent historic resources by indicating the areas that construction equipment will access the site, the areas on the site where construction materials will be stored, and the areas on the site where dirt will be stockpiled. The plan shall be submitted to the Commission as part of the HAWP application described in Condition # 1.
4. The applicant shall, by transmittal of this document, formally advise any person or entity purchasing lot 15 that this is an extremely sensitive property in an area of the Kensington Historic District which characterizes the Victorian garden setting that earned Kensington its placement on the Master Plan for Historic Preservation, as well as the National Register of Historic Places. Because of its sensitive location, the Commission is concerned about the potential impact of any future development on the immediate area of the district and the adjoining primary resources. Any HAWP application will be critically reviewed with respect to its impact on this setting. The applicant shall, at the time of transmittal of this document to the potential purchaser, certify that fact in writing to the Commission.

Background

It is the purpose of Chapter 24A of the Montgomery County Code, "Historic Resources Preservation," to provide for the identification, designation, and regulation, for purposes of protection, preservation, and continued use and enhancement of those sites, structures with their appurtenances and environmental settings, and districts of historical, archaeological, architectural, or cultural value in that portion of Montgomery County within

the Maryland-Washington Regional District. Its further purpose is to preserve and enhance the quality of life in the County, safeguard the historical and cultural heritage of the County, strengthen the local economy, stabilize and improve property values in and around such historic areas, foster civic beauty, and to preserve such sites, structures, and districts for the education, welfare, and continued utilization and pleasure of the citizens of the County, the State of Maryland and the United States of America.

The following terms are defined in § 24A-2:

Historic district: A group of historic resources which are significant as a cohesive unit and contribute to the historical, architectural, archaeological or cultural values within the Maryland-Washington Regional District and which has been so designated in the Master Plan for Historic Preservation.

Historic resource: A district, site, building, structure or object, including its appurtenances and environmental setting, which is significant in national, state or local history, architecture, archaeology or culture. This includes, but is not limited to, all properties on the "Locational Atlas and Index of Historic Sites in Montgomery County."

Appurtenances and environmental setting: The entire parcel, as of the date on which the historic resource is designated on the master plan, and structures thereon, on which is located an historic resource, unless reduced by the District Council or the commission, and to which it relates physically and/or visually. Appurtenances and environmental settings shall include, but not be limited to, walkways and driveways (whether paved or not), vegetation (including trees, gardens, lawns), rocks, pasture, cropland and waterways.

On July 7, 1986, the Montgomery County Council, sitting as the District Council, approved a resolution designating the Kensington Historic District (#31/6), as an amendment to the Master Plan for Historic Preservation. The amendment was adopted by the Maryland-National Capital Park and Planning Commission (M-NCPPC), effective July 8, 1986.

It is the responsibility of the Montgomery County Historic Preservation Commission to preserve designated historic districts and historic sites in the county by means provided in the Historic Preservation Ordinance. One of the primary methods of fulfilling this responsibility is through the historic area work permit process.

It is the responsibility of an applicant for an historic area work permit to provide "information sufficient to support the application and the burden of persuasion on all questions of fact which are to be determined by the Commission." § 24A-7(g)(1). The plan submitted must meet at least one of the criteria set forth in § 24A-8(b).

The Kensington Master Plan Amendment states:

According to [Section III of the Commission's Guidelines for Historic Districts], a Historic District as identified, and if approved for inclusion in the County's Master Plan for Historic Preservation, shall consist of the entire area represented by all of the historic resources with their appurtenances and environmental setting. Non-historic properties within the boundaries of the Historic District are also subject to regulation, as they are considered appurtenances and part of the environmental setting of the historic resources of the District.(Emphasis in original)

In regard to the properties identified as secondary resources -- that is visually contributing but non-historic structures or vacant land within the Kensington District -- the Ordinance requires the Preservation Commission to be lenient in its judgment of plans for contemporary structures or for plans involving new construction unless such plans would seriously impair the historic or architectural value of surrounding resources or impair the character of the District.
(Emphasis added.)

The new construction proposed for lot 15 is located on the north side of Prospect Street. The Kensington Master Plan Amendment reveals that four of the five improved lots on the north side of Prospect Street are designated as primary resources: 3927 (lot 14), 3923 (lot 12), 3915 (lot 8), and 3911 (lot 6). Thus, the north side of Prospect Street is a primary resource area within the district.

Evidence

The following exhibits and testimony were presented at the public appearances:

Preservation Specialist Jared B. Cooper presented the staff report (HPC Exhibit 4) and recommendation to the Commission. He recommended that the HAWP application be approved without any conditions. Mr. Cooper stated that, in

his professional opinion, the proposed construction would not substantially alter this area of the historic district. He further indicated that the proposal would be compatible in character and nature with the historical and architectural features of the Kensington Historic District, and would not be detrimental thereto. Thus, Mr. Cooper recommended that the HAWP application be granted under the criteria set out in Sections 24A-8 (b)(1) and (2).

Dr. Ray Shulman, acting chair of the Kensington LAP, presented the results of its analysis. He stated that the panel found that the proposed overall footprint was too large compared to other houses on Prospect Street. He noted that to be compatible with the existing open space between houses in this area, the proposed structure should be at least 10 feet narrower. Finally, the LAP found that the proposed height of 42 feet, an unusually high elevation for the area, combined with the straight gable roof, would present an excessively massive intrusion on the streetscape and open space. Dr. Shulman stated that, in light of these facts, the LAP voted unanimously to recommend denial of the application.

Mr. Chen testified that Mr. Michael Patterson, the applicant's architect, modified the proposal after the Commission reviewed the preliminary proposal in January, 1990. He noted that in the current proposal the house is set back in order to more closely match the existing building line on Prospect Street. He indicated that the house is located on the property so that the front wall of the projecting ell aligns with the front porches of the existing historic houses on lots 12 and 14. Mr. Chen explained that the design of the house features a narrow projecting bay in front of the main mass of the house. The elevations indicate that the gable end of this bay that faces the street is capped by a pent eave. This organization was developed to reduce the apparent mass of the house as viewed from the street. He stated that the structure was 33 1/2 feet in height, not 42 feet as estimated by the LAP. In addition, he stated that the proposed total lot coverage is 10.28% which, he opined, was reasonable and in keeping with the average on the north side of Prospect Street.

Mr. Chen presented Applicant's Exhibit A, a landscaping plan showing 52 pieces of vegetation to be added to lot 15. He then described the trees to be removed from lot 15, including a seven-inch caliper wild cherry and a six-inch caliper mulberry from the west side of the lot; two sassafras, one dead and one six inches in caliper; a six to eight inch caliper wild cherry; two dogwoods, one six inches in caliper and one just over eight inches in caliper; and a 12 1/2 inch caliper hemlock on the front. He added that, on the right front, seven dogwoods would be removed. He stated that 15 pieces of vegetation would be removed. However, according to Mr. Chen, none of the vegetation to be removed is of specimen quality.

Mr. Chen indicated that the proposal contains one detached single car garage, located next to the existing detached single car garage on lot 14, the adjacent improved lot. Although the application shows the existing garage straddling the lot line between lots 14 and 15, Mr. Chen stated that a lot line adjustment transferred the existing garage and its land to lot 14, alone. He did not have a drawing of the legal description since it was deeded by metes and bounds. He pointed out that an existing easement will permit the

owner of lot 15 to share the driveway on lot 14. He added that no fencing is proposed. Mr. Chen concluded that the project as proposed in the application would not do "violence to the streetscape on the north side of Prospect."

Mr. Jack Jones, speaking as a Councilman for the Town of Kensington, conveyed the concerns of the citizens, the Mayor, and the Town Council, that inappropriate development threatened the historic character of Kensington. He stated that "it is important . . . (to) keep the flavor of what Kensington was envisioned to be, a planned community with open green space," and urged that the lot remain as open space. In response to questions from the Commission, Mr. Jones stated that the town is not specifically doing anything to retain the open space, but that he would suggest to the Town of Kensington that it encourage legislation. Jim Wagner, another Councilmember from Kensington, added that previously the town used open space grants to acquire lots that had previously been home sites. Mr. Jones agreed with Mr. Murray's assessment of the town's position: any further development would be incompatible with the historic district.

Ms. Judy Hanks-Henn, a citizen of Kensington, offered two points. As a registered landscape architect in the State of Maryland, she stated that rather than limit the undulating plantings to the front, a true Victorian garden setting would have plantings of a larger size and undulating character around the totality of the lot. She concluded that the size of the footprint of the house as presented in the application prevented that landscaping arrangement. Her second point dealt with the spacing between the houses. She cautioned that each time a house is added to a large setting, the garden setting is threatened.

Many other witnesses appeared for the opposition presenting both written and verbal testimony. Among the witnesses were the president of the Kensington Historical Society, several adjoining property owners, and many neighborhood residents. Additionally, Mr. John O'Neill, representing the Kensington Historical Society, read a letter from the Maryland Historical Trust dated June 29, 1989, into the record (Opposition's Exhibit E). The letter stated that "the real issue is not the appropriateness of the design of the proposed infill construction, but whether or not any infill construction is appropriate".

Two licensed architects, Helen Wilkes and Don Little, presented many exhibits (Opposition's Exhibits A through H) in support of their testimony for the opposition. Ms. Wilkes testified that the north side of Prospect Street stands as one of the few unspoiled examples of the suburban garden park streetscape envisioned by Brainard Warner in his design of the master plan for the Town of Kensington Park. The historic district of Kensington is characterized by its large lots, uniformity of scale, cohesiveness of streetscapes, park-like setting, and a strong sense of time and place (Opposition's Exhibits A and B). She stated that there are presently five houses on 14 platted lots on the north side of Prospect Street. She noted that if all the lots were developed, the ratio of new houses to historic houses would be nine to four (Opposition's Exhibit C).

Ms. Wilkes presented her analysis of the proposal for lot 15. She opined that

the footprint of the proposal is significantly larger than the other historic resources on the north side of Prospect Street. She suggested that the proposed structure is neither Victorian nor Colonial. She added that it has a two-story mass extending into the "porch zone" (the average distance from the street which is occupied by front porches), and thus is inconsistent with the streetscape.

She addressed the impact of the proposal on the appurtenances and environmental setting on the lot 14 resource, noting that many large trees and most small trees would have to be removed. She suggested that four historic resources will be directly impacted. She added that the proposed house would visually dominate the resource on lot 14 because it is eight feet wider than the resource on lot 14.

Ms. Wilkes, and others who testified in opposition to the HAWP application, noted that, historically, many of the houses in the Kensington Historic District were conveyed along with one or more side lots which served as garden settings for the houses. Lots 13, 14, and 15 had historically been conveyed as a single unit. For that reason, Ms. Wilkes referred to the "yard" of the existing house on lot 14 as encompassing the square footage of its neighboring lots 13 and 15. According to Ms. Wilkes, each house on the north side of Prospect has an average street frontage of 125 feet. Lot 15 has a street frontage of 122.5 feet, and lots 13 and 14 each have street frontages of 50 feet. She stated that the proposed building on lot 15 would reduce the street frontage of lot 14's "yard" to 100 feet. Ms. Wilkes added that the minimum distance between houses on the north side of Prospect Street is 45.75 feet. With the development on lot 15, there will be only 42 feet between the house on lot 14 and the proposed house on lot 15. She testified that the average house footprint in the area is 8.6 percent of its "yard", and that the proposed house on lot 15 would result in a footprint of 10.28 percent of lot 15. Ms. Wilkes concluded that the proposal would negatively impact the historic district and referred to Opposition's Exhibit H, stating that the family of the builder intended to keep the estate intact.

Mr. Little reiterated that the north side of Prospect Street is one of the purest examples of the setting which created the designation of the historic district. He presented evidence that, in his opinion, the proposed construction did not defer to the existing structure on lot 14 in terms of size, scale or architectural detail and was therefore unacceptable.

In rebuttal, Mr. Chen called Ms. Molly Knowles and Mr. Patterson. Ms. Knowles explained the landscape plan for lot 15 and stated that none of the trees to be retained would be damaged by the construction.

Mr. Patterson provided testimony regarding the houses on the north side of Prospect Street. He stated that lot 15, the site of the proposed construction, is 14,879 square feet. The proposed structure is 1529 square feet. The footprint of the proposed house is 10.28% of the entire lot. The street frontage of lot 15 is 122.5 feet.

Lot 14, the adjacent improved lot, is 8491 square feet, according to Mr. Patterson. He testified that he obtained the square footage of that lot and

the others from the State Tax Assessor's office. Mr. Patterson further testified that, based on drawings signed by the home's previous owner, the existing house is 1492 square feet. The footprint of the house on lot 14 is 17.6% of the entire lot. The street frontage of lot 14 is 50 feet.

He stated that the "yard" for the existing house on lot 12 (the Wilkes house), consisting of lots 12, 11, and one-half of lot 10, is 21,562 1/2 square feet. The house on lot 12 is 962 square feet. Thus, the house footprint is 4.46% of the "yard." The "yard" for the existing house straddling lots 8 and 9 (the O'Neill house), consisting of lots 8, 9 and one-half of lot 10, is also 21,562 1/2 square feet. The house straddling lots 8 and 9 is 2,310 square feet. Thus, the house footprint is 10.71% of the "yard."

Mr. Patterson revealed that the "yard" for the existing house straddling lots 6 and 7, consisting of lots 6 and 7, is 17,250 square feet. The existing house straddling lots 6 and 7 is 1728 square feet. Thus, the house footprint is 10.02% of the "yard." Finally, lot 5 is 8,625 square feet. (The "yard" for the house on lot 5 consists solely of lot 5.) The house on that lot is 1,200 square feet. Thus, the house footprint is 13.91% of that lot.

Upon cross-examination, Mr. Patterson stated that the "yard" for the existing house on lot 14, consisting of lots 13, 14, and 15, is approximately 32,000 square feet. (The actual figure is 31,995 square feet.) Since the existing house on lot 14 is 1,492 square feet, the house footprint is 4.7% of the "yard."

Findings

The Kensington Master Plan Amendment details the findings of historical and architectural significance that resulted in the placement of the historic district on the Master Plan.

The town of Kensington began as a small crossroads settlement along the Bladensburg Turnpike, an early market road between the County's major north/south route, Old Georgetown Road, and the port of Bladensburg on the Anacostia River in Prince George's County. When the B&O Railroad was built in 1873, the crossroads settlement became known as Knowles Station, named after the major land holding family in the area.

By 1890, Knowles Station had developed into a village of several hundred people, most of whom were living north of the railroad. In that year, Washington financier, Brainard H. Warner, purchased and subdivided property to the south and southwest of the railroad, naming the area Kensington Park after the famous London suburb. The subdivision was designed in the Victorian manner with ample sized lots and a

curvilinear street pattern.

Warner established his own summer residence and invited his friends to join him in this park-like setting away from the heat and congestion of Washington. It is this concentration of Victorian period, residential structures located in the center of the town which constitutes the core of the historic district.

The district is architecturally significant as a collection of late 19th and early 20th century houses exhibiting a variety of architectural styles popular during the Victorian period including Queen Anne, Shingle, Eastlake and Colonial Revival. The houses share a uniformity of scale, set backs and construction materials that contribute to the cohesiveness of the district's streetscapes. This uniformity, coupled with the dominant design inherent in Warner's original plan of subdivision, conveys a strong sense of both time and place, that of a Victorian garden suburb. (Emphasis Added.)

The proposal is situated in an area which has survived as one of the most intact and unaltered streetscapes in the Kensington Historic District. With few intrusions, the north side of Prospect Street can be characterized as a "Victorian garden setting," with mature picturesque trees, gracious, informal yards, and large well-spaced residences constructed near the turn of the century. It is this Victorian garden setting that earned Kensington its placement on the Master Plan for Historic Preservation, as well as the National Register of Historic Places.

In reviewing this application, the Commission finds that the proposal will not impact the Kensington Historic District in a manner which might threaten its value as a National Register Historic District, or as a Montgomery County Master Plan Historic District. The Commission also finds that the proposal does not enhance or improve the district. As noted, the approval is based on Section 24A-8(b)(1), in that the proposal will not substantially alter the exterior features of an historic site or historic resource within an historic district, and 24A-8(d), which directs the Commission to be lenient regarding plans "involving new construction, unless such plans would seriously impair the historic or architectural value of surrounding historic resources or would impair the character of the Historic District".

The Commission finds:

1. Although undistinguished in artistic character, the proposed house is not incompatible in overall size, materials, and style as compared to houses in this area of the Historic District.

As demonstrated by the testimony of the applicant and the opposition, the houses along Prospect Street vary in size. Footprints on the north side of Prospect Street range from 962 square feet (the Wilkes house) to 2310 square feet (the O'Neill house). Thus, the footprint of the proposed house (1529 square feet) falls within this range.

According to the information included with the architectural drawings submitted by the applicant, the exterior of the proposed house would be constructed of wood siding and shingles with true divided-light wood framed windows. These are materials common to many of the historic houses in the Kensington Historic District. The composition shingle roof is also an appropriate material.

The Master Plan states that the houses in the district exhibit a "variety of architectural styles popular during the Victorian period...". The proposed house, according to the applicant's architect, is rendered in the "Neo-Victorian" style. This statement is supported by the testimony of Helen Wilkes, architect, who spoke for the opposition, and described the house as a hybrid of Colonial and Victorian elements. The Commission finds that the proposed design, which draws from several traditional approaches to residential architecture, is neither historicism, nor does it represent the latest trend. Thus, due to its lack of distinction, the proposal defers to the adjoining primary resources.

2. The front setback of the proposed structure is consistent with the existing pattern of development. The applicant testified that the front wall of the projecting ell is situated 51'8" from the street. The adjacent existing houses along the north side of Prospect Street are situated an approximate average of 50 feet back from the front property line. This is a location that the Commission encouraged the applicant to consider.

The opposition testified that the proposal includes construction within a "setback zone" normally occupied by porches on the north side of Prospect Street. The Commission finds that this pattern referred to by the opposition is not the only pattern in this part of the historic district. As can be seen in Opposition's Exhibit D, there are other houses in this part of the Historic District that exhibit relatively solid building masses in this "porch zone".

3. The proposed relationship of house to "yard" and house/yard rhythm, is not significantly different from traditional patterns occurring along Prospect Street. Thus, the development will not radically alter the established streetscape in this area of the Historic District.

According to the evidence presented, the size of Lot 15 is 14, 879 square feet. As such, it is the largest recorded lot on the north side of Prospect Street. Lot 15 has 122.5 feet of frontage along Prospect Street, making it one of the greatest frontages in this portion of the district. The Commission finds that the footprint of the proposal, whether measured as house to "yard" or house to lot, is not inordinately different from the existing footprints on the north side of Prospect Street.

If the footprint is considered in terms of house to lot, the evidence reveals that the footprint of the house on lot 5 is 13.91% of lot 5, the footprint of the house on lot 14 is 17.6% of lot 14, and the footprint of the proposal for lot 15 would be 10.28% of lot 15. This is hardly an incompatible footprint in this area of the District. If the footprint is considered in terms of house to "yard", a similar conclusion is reached. The footprint on lot 5 is 13.91% of the "yard", the footprint on lots 6 and 7 is 10.02% of the "yard", the footprint on lots 8, 9, and one-half of lot 10 is 10.71% of the "yard", and the footprint on lots 11, 12, and one-half of lot 10 is 4.46% of the "yard". If the proposal is built on lot 15, its "yard" will consist of lot 15 alone (since there is an existing structure on lot 14) and its footprint will be 10.28% of the "yard". Finally, the footprint of lots 13 and 14 will be 8.7% of the "yard".

4. As indicated in the record, the property was formerly an open side yard for the house on Lot 14, and has little existing vegetation of specimen quality. Thus, the Commission finds that the proposed development will not destroy significant mature vegetation.

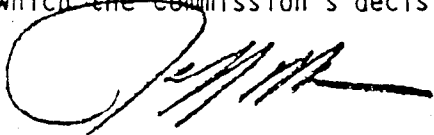
5. The proposed development would reduce open space, but that such reduction would not severely compromise the park-like garden setting. Lot 15, which served as a side yard for lot 14, contributes to the park-like setting of Kensington by virtue of its presence as landscaped open space. However, no evidence was presented that would indicate that this particular parcel of open space is important in the context of the overall town plan. In fact, based on the development pattern observed in the district, and as described in testimony before the Commission, it is the corner properties on the curved streets and the oval in the core area of the Kensington Historic District that constitute the important open spaces, as well as the sites for some of the more important figural Victorian-style residences. As stated in the Kensington Master Plan Amendment: "It is this concentration of Victorian period, residential structures located in the center of the town which constitutes the core of the historic district."

Denser development, with frontally oriented buildings, occurs along the straight portions of the streets. This proposal will add another house to a straight linear (as opposed to curved) streetscape. The Commission finds that, when properly landscaped as required by the conditions of approval, the streetscape will not be negatively impacted.

6. The argument offered by the opposition, which indicated that the proposed development would "tip the balance" between historic and non-contributing resources, thus threatening the integrity of the Historic District, while of concern to the Commission, has not been proven.

Based on the evidence presented, it cannot be determined how many other new houses could ultimately be built in this portion of the District. Nor was it demonstrated that, should such new houses be built, it would result in destruction of the District's overall character.

Pursuant to § 24A-7(h) of the Montgomery County Code (1984), as amended, any party aggrieved by the Commission's decision may file an appeal with the Board of Appeals for Montgomery County, Maryland, within 30 days from the date on which the Commission's decision is made public.



Jeffrey Miskin, Chairperson
Montgomery County Historic Preservation Commission

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MONTGOMERY COUNTY HISTORIC PRESERVATION COMMISSION

217-3625
WEDNESDAY
JANUARY 24, 1990

WORK SESSION: 6:30 P.M.
REGULAR SESSION: 7:30 P.M.

EXECUTIVE OFFICE BUILDING
LOBBY-LEVEL AUDITORIUM (ADJACENT TO CONFERENCE ROOM)
101 MONROE STREET
ROCKVILLE, MARYLAND 20850

PLEASE NOTE: THE HPC AGENDA IS SUBJECT TO CHANGE ANYTIME AFTER PRINTING OR DURING THE COMMISSION MEETING. PLEASE CONTACT THE HISTORIC PRESERVATION COMMISSION AT THE NUMBER ABOVE TO OBTAIN CURRENT INFORMATION. IF YOUR APPLICATION IS INCLUDED ON THIS AGENDA, YOU OR YOUR REPRESENTATIVE ARE EXPECTED TO ATTEND.

6:30 P.M.

I. WORK SESSION

- A. Work Session with Assistant County Attorney, (re: Greenwood)

7:30 P.M.

II. HISTORIC AREA WORK PERMIT APPLICATIONS

- A. Rehearing of Application by Faith S. Vredenburg for Historic Area Work Permit at 21315 Georgia Avenue, Brookeville, Maryland (HPC Case No. 23/46-89A).
- B. Second Review of Application by Manoocher Parvizian for Historic Area Work Permit at 19701 Bucklodge Road, Barnesville, Maryland (HPC Case No. 18/13-90A)
- C. Application by Melany and Jeff Hansen for Historic Area Work Permit at 3820 Washington Street, Kensington, Maryland (HPC Case No. 31/6-90B)
- D. Application by Jay Henn and Judy Hanks-Henn for Historic Area Work Permit at 10234 Carroll Place, Kensington, Maryland (HPC Case No. 31/6-90C)
- E. Application by Walter and Gretl Mayer for Historic Area Work Permit at 10017 Menlo Avenue, Silver Spring, Maryland (HPC Case No. 31/7-90A)

III. SUBDIVISION REVIEW

- A. All Saints Church (M-NCPPC #1-89241)(within Chevy Chase Historic District, Atlas #35/13), located at Chevy Chase Circle, between Oliver and Grafton Streets, Chevy Chase, Maryland
- B. Woodburn (M-NCPPC #1-89249)(impacts Atlas Site #14/51), located at 21000 Blunt Road, Gaithersburg, Maryland
- C. Sycamore Acres (M-NCPPC #1-89256)(impacts Master Plan Site #23/112), located at 4629 Muncaster Mill Road, Rockville, Maryland

IV. APPROVAL OF MINUTES

- A. July 21, 1989
- B. November 2, 1989
- C. November 16, 1989
- D. January 4, 1990

V. LAP APPOINTMENTS

- A. Crispin Beroza (Up-county LAP)

VI. OTHER BUSINESS

- A. Commission Items
- B. Staff Items

VII. ADJOURNMENT

BUD405-12
 SYSTEM FISCAL YR = 90
 SORT = A
 PRINT DETAIL =

MONTGOMERY COUNTY MARYLAND
 OPERATING BUDGET REPORT - OPTION R
 AS OF 05/31/90
 BY DETAIL

PAGE 1963
 PROCESSED ON 06/07/90

DEPARTMENT 60 HOUSING & COMMUNITY DEVELOPMENT
 AGENCY 6055 COMMUNITY PLANNING & DEVELOPMENT DIV
 ACTIVITY 01 COMMUNITY PLANNING & DEV DIV COSTS

PSEUDO OBJ CODE CODE	FUND	ACCOUNT TITLE	ORIGINAL BUDGET FY90	LATEST BUDGET FY90	THIS MONTH	ACTUAL FYTO	OUTSTANDING ENCUMBRANCES	BALANCE
SUB-ACT 02 HISTORIC PRESERVATION								
415521 01	01	SALARIES	0	0	4,171	38,256	0	38,256
415521 02	01	SALARIES	0	0	0	5,061	0	5,061
415521 03	01	SALARIES	0	0	61	1,820	0	1,820
415521 04	01	SALARIES	0	0	314	2,010	0	2,010
415521 06	01	SALARIES	0	0	31	991	0	991
415521 07	01	SALARIES	0	0	0	1,456	0	1,456
415539 08	01	FRINGES	0	0	350	3,756	0	3,756
415539 09	01	FRINGES	0	0	275	2,879	0	2,879
415539 10	01	FRINGES	0	0	720	6,657	0	6,657
		SALARY & WAGES	0	0	4,577	49,594	0	49,594
		FRINGE BENEFITS	0	0	1,345	13,292	0	13,292
		TOTAL PERSONAL COSTS	0	0	5,922	62,886	0	62,886
		01 PROFESSIONAL SVCS	13,500	13,500	0	8,686	9,633	4,819
388553 15	01	PRINTING & DUPLICATING-OTHER	3,000	3,000	736	4,005	0	1,005
428714 17	01	ADVERTISING	1,000	1,000	150	1,631	0	631
428706 19	01	TRAVEL	500	500	2	55	0	445
397422 35	01	POSTAGE	4,000	4,000	27	1,723	0	2,277
388587 36	01	OFFICE SUPPLIES	300	300	0	281	0	19
388595 38	01	OTHER OPERATING	2,700	2,700	274	2,506	0	194
		TOTAL OPERATING EXPENSE	25,000	25,000	1,189	18,887	9,633	3,520
		SUB-ACT 02 TOTAL	25,000	25,000	7,111	81,773	9,633	66,406
SUB-ACT 04 EMERGENCY SHELTER GRANT STATE								
428219 38	12	OPERATING COSTS	60,000	60,000	0	0	0	60,000
		TOTAL OPERATING EXPENSE	60,000	60,000	0	0	0	60,000
		SUB-ACT 04 TOTAL	60,000	60,000	0	0	0	60,000
		ACTIVITY 01 TOTAL	199,570	199,570	12,195	114,258	9,633	75,680