

Appendices

Appendix A: The Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings

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

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

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

Appendix B: Preservation Briefs

Following is a comprehensive list of all 40 *Preservation Briefs*, as published by the National Park Service (as of June 1998). All of these materials, as well as others like it, can be found at the City of Beaufort, Planning Department, 701 Craven Street, Beaufort, South Carolina 29902, (803) 525-7014. (Those *Preservation Briefs* which Northwest Quadrant residents might find particularly useful are in **bold face**.)

Mack, Robert C. *Preservation Briefs 1: The Cleaning and Waterproof Coating of Masonry Buildings*. Washington, D.C.: U.S. Government Printing Office, 1975.

Mack, Robert C., de Teel Patterson Tiller and James S. Askins. *Preservation Briefs 2: Repointing Mortar Joints in Historic Brick*. Washington, D.C.: U.S. Government Printing Office, 1980.

Baird, Smith M. *Preservation Briefs 3: Conserving Energy in Historic Buildings*. Washington, D.C.: U.S. Government Printing Office, 1978.

Sweetser, Sarah M. *Preservation Briefs 4: Roofing for Historic Buildings*. Washington, D.C.: U.S. Government Printing Office, 1978.

U.S. Department of the Interior. *Preservation Briefs 5: Preservation of Historic Adobe Buildings*. Washington, D.C.: U.S. Government Printing Office, 1978.

Grimmer, Anne E. *Preservation Briefs 6: Dangers of Abrasive Cleaning to Historic Buildings*. Washington, D.C.: U.S. Government Printing Office, 1979.

Tiller, de Teel Patterson. *Preservation Briefs 7: The Preservation of Historic Glazed Architectural Terra-Cotta*. Washington, D.C.: U.S. Government Printing Office, 1979.

Myers, John H., revised by Gary L. Hume. *Preservation Briefs 8: Aluminum and Vinyl Siding on Historic Buildings*. Washington, D.C.: U.S. Government Printing Office, 1978.

Myers, John H. *Preservation Briefs 9: The Repair of Historic Wooden Windows*. Washington, D.C.: U.S. Government Printing Office, 1981.

Weeks, Kay D. and David W. Look. *Preservation Briefs 10: Exterior Paint Problems on Historic Woodwork*. Washington, D.C.: U.S. Government Printing Office, 1982.

Jandl, H. Ward. *Preservation Briefs 11: Rehabilitating Historic Storefronts*. Washington, D.C.: U.S. Government Printing Office.

U.S. Department of the Interior. *Preservation Briefs 12: The Preservation of Historic Pigmented Structural Glass*. Washington, D.C.: U.S. Government Printing Office, 1984.

Park, Sharon C. *Preservation Briefs 13: The Repair and Thermal Upgrading of Historic Steel Windows*. Washington, D.C.: U.S. Government Printing Office.

Weeks, Kay D. *Preservation Briefs 14: New Exterior Additions to Historic Buildings: Preservation Concerns*. Washington, D.C.: U.S. Government Printing Office, 1986.

- Coney, William B. and Wiss, Janney, Elstner Associates, Inc. *Preservation Briefs 15: Preservation of Historic Concrete: Problems and General Approaches*. Washington, D.C.: U.S. Government Printing Office.
- Park Sharon C. *Preservation Briefs 16: The Use of Substitute Materials on Historic Building Exteriors*. Washington, D.C.: U.S. Government Printing Office.**
- Nelson, Lee H. *Preservation Briefs 17: Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character*. Washington, D.C.: U.S. Government Printing Office.**
- Jandl, H. Ward. *Preservation Briefs 18: Rehabilitating Interiors in Historic Buildings*. Washington, D.C.: U.S. Government Printing Office, 1988.
- Park Sharon C. *Preservation Briefs 19: The Repair and Replacement of Historic Wooden Shingle Roofs*. Washington, D.C.: U.S. Government Printing Office.
- Auer, Michael J. *Preservation Briefs 20: The Preservation of Historic Barns*. Washington, D.C.: U.S. Government Printing Office, 1989.
- MacDonald, Marylee. *Preservation Briefs 21: Repairing Historic Flat Plaster—Walls and Ceilings*. Washington, D.C.: U.S. Government Printing Office, 1989.
- Grimmer, Anne. *Preservation Briefs 22: The Preservation and Repair of Historic Stucco*. Washington, D.C.: U.S. Government Printing Office, 1990.**
- Flaharty, David. *Preservation Briefs 23: Preserving Historic Ornamental Plaster*. Washington, D.C.: U.S. Government Printing Office, 1990.
- Park, Sharon C. *Preservation Briefs 24: Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches*. Washington, D.C.: U.S. Government Printing Office, 1991.
- Auer, Michael J. *Preservation Briefs 25: The Preservation of Historic Signs*. Washington, D.C.: U.S. Government Printing Office, 1991.
- Bomberger, Bruce D. *Preservation Briefs 26: The Preservation and Repair of Historic Log Buildings*. Washington, D.C.: U.S. Government Printing Office, 1991.
- Waite, John G. *Preservation Briefs 27: The Maintenance and Repair of Architectural Cast Iron*. Washington, D.C.: U.S. Government Printing Office, 1991.
- Chase, Sara B. *Preservation Briefs 28: Painting Historic Interiors*. Washington, D.C.: U.S. Government Printing Office, 1992.
- Levine, Jeffrey S. *Preservation Briefs 29: The Repair, Replacement, and Maintenance of Historic Slate Roofs*. Washington, D.C.: U.S. Government Printing Office, 1992.
- Grimmer, Anne E. and Paul K. Williams. *Preservation Briefs 30: The Preservation and Repair of Historic Clay Tile Roofs*. Washington, D.C.: U.S. Government Printing Office, 1992.
- Park, Sharon C. *Preservation Briefs 31: Mothballing Historic Buildings*. Washington, D.C.: U.S. Government Printing Office, 1993.**
- Jester, Thomas C. and Sharon C. Park. *Preservation Briefs 32: Making Historic Properties Accessible*. Washington, D.C.: U.S. Government Printing Office, 1993.**
- Vogel, Neal A. and Rolf Achilles. *Preservation Briefs 33: The Preservation and Repair of Historic Stained and Leaded Glass*. Washington, D.C.: U.S. Government Printing Office, 1993.
- Thornton, Jonathan and William Adair. *Preservation Briefs 34: Applied Decoration for Historic Interiors: Preserving Composition Ornament*. Washington, D.C.: U.S. Government Printing Office, 1994.

McDonald, Travis C. *Preservation Briefs 35: Understanding Old Buildings: The Process of Architectural Investigation.* Washington, D.C.: U.S. Government Printing Office, 1994.

Birnbaum, Charles A. *Preservation Briefs 36: Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes.* Washington, D.C.: U.S. Government Printing Office, 1994.

Park, Sharon C. and Douglas Hicks. *Preservation Briefs 37: Appropriate Methods for Reducing Lead Paint Hazards in Historic Housing.* Washington, D.C.: U.S. Government Printing Office, 1995.

Weaver, Martin E. *Preservation Briefs 38: Removing Graffiti from Historic Masonry.* Washington, D.C.: U.S. Government Printing Office, 1995.

Park, Sharon C. *Preservation Briefs 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings.* Washington, D.C.: U.S. Government Printing Office, 1994.

Grimmer, Anne E. and Kimberly A. Konrad. *Preservation Briefs 40: Preserving Historic Ceramic Tile Floors.* Washington, D.C.: U.S. Government Printing Office, 1995.

Appendix C: Glossary

Alignment. The arrangement of objects along a straight line.

"Antiqued" Brick. New brick that is manufactured to look old. The disadvantage of "antiqued" brick is that the brick surface is easily discernible, as the "antiqued" surfaces are fairly consistent throughout.

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

Baluster. A short, upright column or urn-shaped support of a railing.

Balustrade. A row of balusters and the railing connecting them. Used as a stair rail and also above the cornice on the outside of a building.

Bargeboard. A projecting board, often decorated, that acts as trim to cover the ends of the structure where a pitched roof overhangs a gable.

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

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

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

Column. A slender upright structure, generally consisting of a cylindrical shaft, a base and a capital; pillar: It is usually a supporting or ornamental member in a building.

Composition Shingles. See asphalt shingles.

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

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

Dormer. A window set upright in a sloping roof. The term is also used to refer to the roofed projection in which this window is set.

Eave. The underside of a sloping roof projecting beyond the wall of a building.

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

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

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

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

Frame. A window component. See window parts.

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

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

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

Kickplate. The horizontal element or assembly at the base of a storefront parallel to a public walkway. The kickplate provides a transition between the ground and storefront glazing area.

Lap Siding. See clapboards.

Mass. The physical size and bulk of a structure.

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

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

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

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

Parapet. A low wall or railing often used around a balcony or along the edge of a roof.

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

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

Pediment. A triangular section framed by a horizontal molding on its base and two sloping moldings on each of its sides. Usually used as a crowning member for doors, windows and mantles.

Porch Piers. Upright structures of masonry which serve as principal supports for porch columns.

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

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

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

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

Recessed Entry. A common component of a historic storefront. Display windows, which contained dry goods and other wares for sale, flanked the recessed entry historically.

Rehabilitation. The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural value.

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

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

Roof. The top covering of a building (see sketches on page 23). Following are some types:

- **Gable roof** has a pitched roof with ridge and vertical ends.
- **Hip roof** has sloped ends instead of vertical ends.
- **Shed roof** (lean-to) has one slope only and is built against a higher wall.

Sash. See window parts.

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

Semi-Transparent Fence. A fence that one can see partly through.

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

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

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

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

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

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

Standing Seam Metal Roof. A standing seam roof is a roof with vertical panels. Historically, the panels were fitted together with hand rolled seams.

Store Front. The street level facade of a commercial building, usually having display windows.

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

Tongue and Groove Boards. Boards that fit together by a joint composed of a rib (tongue) and a groove.

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

Transparent Fence. A fence that one *can* see through.

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

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

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

