

**DATE:** August 8, 2018

**SUBJECT:**

<u>Certificate of Appropriateness Request:</u>	H-23-18
<u>Applicant:</u>	Sari and Company
<u>Location of subject property:</u>	625 Main St SW
<u>Staff Report prepared by:</u>	Scott Sherrill, Sr. Planner

**BACKGROUND:**

- The subject property is site of a National Register Site including 10 contributing buildings, and one contributing structure. The site is a local landmark. (Exhibit A)
- Date of construction: 1898-1950
- Industrial mill site.
- Applicant is seeking to convert the structure and site for apartments.

**DISCUSSION:**

**Authority**

The Coleman-Franklin-Cannon Mill was granted local landmark status in January 2018 by the City of Concord City Council. The landmark designation encompasses the site, building exteriors of all contributing structures as established in the National Register Nomination for the Coleman-Franklin-Cannon Mill (November 2014), and the building interior of the Coleman-Franklin-Cannon Mill, 1898, 1912, 1950s, 1960s contributing building, East Cotton Warehouse 1902, 1912, 1926 contributing building, and West Cotton Warehouse 1927-1938 contributing building. The designated property may be materially altered, restored, moved, or demolished only following the issuance of a Certificate of Appropriateness by the Concord Historic Preservation commission. For the designated interiors, a COA is required for modifications that impact, affect, or obscure architectural or layout details described in the National Register Nomination for the Coleman-Franklin-Cannon Mill (November 2014) or floor plans included in the landmark report.

**Context for Approval**

Because of the landmark designation, the Historic Preservation Commission is the first reviewer for this project with a primary focus on the design of the project. There will be a subsequent review by the City of Concord Planning and Zoning Commission, which will address the rezoning request to include the density, traffic impacts, and other land use impacts. A neighborhood meeting will be required in advance of the rezoning hearing. This is also a tax credit project, which means that National Park Service review will be necessary for improvements.

**Request**

The applicant is seeking to renovate and repurpose the existing mill buildings into 156 apartment units. The applicant has expressed their intent to install new windows to replicate the originals, whose openings have been filled in with masonry. The applicant will leave the existing brick, and carefully clean it. The roof of the Tower on the north side of the main mill building will be repaired/replaced as needed. Existing openings in the exterior walls of the warehouse structures will remain, and new openings for windows and doors will be added as allowed by the National Park Service. New windows will be of a style and material that is acceptable to the National Park Service. The applicants will remove any metal siding that is beyond salvage and replace it with matching material. The metal will be finished as

appropriate to the buildings and in accordance with NPS briefs. Roofs will be repaired and replaced as needed.

The building interiors will strive to leave as much of the existing structure visible either in apartments or in public spaces. The volume of the existing spaces will be apparent from the new interior spaces.

The applicants will not be adding new structures to the site, and the existing railroad siding structure will be renovated and used as an exterior gathering/sitting area.

The parking area will be expanded to provide sufficient parking for the tenants. The site plan reflects 210 spaces. The site plan also reflects the addition of a 25' x 70' pool. At this point, applicant intends to keep contributing buildings, but if they decide to pursue demolition, they will need to return for another COA request.

#### **ATTACHMENTS**

- Exhibit A: National Register Nomination
- Exhibit B: Application for Certificate of Appropriateness
- Exhibit C: Site Plan
- Exhibit D: Existing Floor Plan
- Exhibit E: Applicant Photographs of Existing Structures
- Exhibit F: Applicant Fenestration Simulation
- Exhibit G: Applicant Photographs of Other Projects (Interior)
- Exhibit H: Applicant's Proposed Floor Plan
- Exhibit I: Preservation Brief 18 and Interpreting the Standards Bulletins

#### **HISTORIC HANDBOOK DESIGN RECOMMENDATIONS:**

*See attached Appendix A from the Historic District Handbook, consisting of the Secretary of the Interior's Standards for Rehabilitation.*

#### **RECOMMENDATION:**

1. The Historic Preservation Commission should consider the circumstances of this application for a Certificate of Appropriateness relative to the North and South Union Street Historic Districts Handbook and Guidelines and act accordingly.
2. If approved, applicant(s) should be informed of the following:
  - City staff and Commission will make periodic on-site visits to ensure the project is completed as approved.
  - Completed project will be photographed to update the historic properties survey.

The Secretary of the Interior's Standards for the Treatment of Historic Properties, initially developed in 1975 and revised in 1983 and 1992, are intended to be applied to a wide variety of resource types, including buildings, sites, structures, objects and districts. The Standards are not codified as program regulations and may be used as a guide by anyone planning work on historic properties.

## TREATMENTS

There are Standards for four distinct, but interrelated, approaches to the treatment of historic properties – Preservation, Rehabilitation, Restoration, and Reconstruction. **Preservation** focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. (Protection and Stabilization have now been consolidated under this treatment.) **Rehabilitation** acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character. **Restoration** is undertaken to depict a property at a particular period of time in its history, while removing evidence of other periods. **Reconstruction** re-creates vanished or non-surviving portions of a property for interpretive purposes.

In summary, the simplification and sharpened focus of these revised sets of treatment Standards is intended to assist users in making sound historic preservation decisions. Choosing an appropriate treatment for a historic property, whether preservation, rehabilitation, restoration, or reconstruction is critical. This choice always depends on a variety of factors, including the property's historical significance, physical condition, proposed use, and intended interpretation.

## REHABILITATION

**Rehabilitation** is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

## STANDARDS FOR REHABILITATION

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 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. 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.**

#### **REHABILITATION AS A TREATMENT**

When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.

#### **PRESERVATION**

**Preservation** is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

#### **STANDARDS FOR PRESERVATION**

1. **A property shall be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a**

**BUILDING EXTERIOR**

**Masonry: Brick, stone, terra cotta, concrete, adobe, stucco and mortar**

Masonry features (such as brick cornices and door pediments, stone window architraves, terra cotta brackets and railings) as well as masonry surfaces (modeling, tooling, bonding patterns, joint size, and color) may be important in defining the historic character of the building. It should be noted that masonry is among the most susceptible to damage by improper maintenance or repair techniques and by harsh or abrasive cleaning methods. Most preservation guidance on masonry thus focuses on such concerns as cleaning and the process of repointing.

<u>Recommended</u>	<u>Not Recommended</u>
<p>Identifying, retaining, and preserving masonry features that are important in defining the overall historic character of the building such as walls, brackets, railings, cornices, window architraves, door pediments, steps, and columns; and joint and unit size, tooling and bonding patterns, coatings, and color.</p>	<p>Removing or radically changing masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Replacing or rebuilding a major portion of the exterior masonry walls that could be repaired so that, as a result, the building is no longer historic and is essentially new construction. Applying paint or other coatings such as stucco to masonry that has been historically unpainted or uncoated to create a new appearance.</p> <p>Removing paint from historically painted masonry.</p> <p>Radically changing the type of paint or coating or its color.</p>
<p>Protecting and maintaining masonry by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.</p>	<p>Failing to evaluate and treat the various causes of mortar joint deterioration such as leaking roofs or gutters, differential settlement of the building, capillary action, or extreme weather exposure.</p>
<p>Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.</p>	<p>Cleaning masonry surfaces when they are not heavily soiled to create a new appearance, thus needlessly introducing chemicals or moisture into historic materials.</p>
<p>Carrying out masonry surface cleaning tests after it has been determined that such cleaning is necessary. Tests should be observed over a sufficient period of time so that both the immediate effects and the long range effects are known to enable selection of the gentlest method possible.</p>	<p>Cleaning masonry surfaces without testing or without sufficient time for testing to be of value.</p>

Masonry (continued) <i>Recommended</i>	<i>Not Recommended</i>
<p>Cleaning masonry surfaces with the gentlest method possible, such as low pressure water and detergents, using natural bristle brushes.</p>	<p>Sandblasting brick or stone surfaces using dry or wet grit or other abrasives. These methods of cleaning permanently erode the surface of the material and accelerate deterioration.</p>
	<p>Using a cleaning method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures.</p>
	<p>Cleaning with chemical products that will damage masonry, such as using acid on limestone or marble, or leaving chemicals on masonry surfaces.</p>
<p>Inspecting painted masonry surfaces to determine whether repainting is necessary.</p>	<p>Applying high pressure water cleaning methods that will damage historic masonry and the mortar.</p>
<p>Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g. handscraping) prior to repainting.</p>	<p>Removing paint that is firmly adhering to, and thus protecting masonry surfaces.</p>
<p>Applying compatible paint coating systems following proper surface preparation.</p>	<p>Using methods of removing paint which are destructive to masonry, such as sandblasting, application of caustic solutions, or high pressure waterblasting.</p>
<p>Repainting with colors that are historically appropriate to the building and the district.</p>	<p>Failing to follow manufacturers' product and application instructions when repainting masonry.</p>
<p>Evaluating the overall condition of the masonry to determine whether more than protection and maintenance are required, that is, if repairs to the masonry fence will be necessary.</p>	<p>Using new paint colors that are inappropriate to the historic building and district.</p>
<p><b>Repairing</b> masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plaster work.</p>	<p>Failing to undertake adequate measures to assure the preservation of masonry features.</p>
<p>Removing deteriorated mortar by carefully hand-raking the joints to avoid damaging the masonry.</p>	<p>Removing nondeteriorated mortar from sound joints, then repointing the entire building to achieve a uniform appearance.</p>
	<p>Using electric saws and hammers rather than hand tools to remove deteriorated mortar from joints prior to repointing.</p>

Masonry (continued)	
<u>Recommended</u>	<u>Not Recommended</u>
<p>Duplicating old mortar in strength, composition, color, and texture.</p>	<p>Repointing with mortar of high portland cement content (unless it is the content of the historic mortar). This can often create a bond that is stronger than the historic material and can cause damage as a result of the differing coefficient of expansion and the differing porosity of the material and the mortar.</p>
<p>Duplicating old mortar joints in width and in joint profile.</p>	<p>Repointing with a synthetic caulking compound.</p>
<p>Repairing stucco by removing the damaged material and patching with new stucco that duplicated the old in strength, composition, color, and texture.</p>	<p>Using a "scrub" coating technique to repoint instead of traditional repointing methods.</p>
<p>Using mud plaster as a surface coating over unfired, unstabilized adobe because the mud plaster will bond to the adobe.</p>	<p>Changing a width or joint profile when repointing.</p>
<p>Repairing masonry features by patching, piecing-in, or consolidating the masonry using recognized preservation methods. Repair may also include the limited replacement in kind – or with compatible substitute material of those extensively deteriorated or missing parts of masonry features when there are surviving prototypes such as terra-cotta brackets or stone balusters.</p>	<p>Removing sound stucco; or repairing with new stucco that is stronger than the historic material or does not convey the same visual appearance.</p>
<p>Applying new or non-historic surface treatment such as water-repellent coatings to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problem.</p>	<p>Applying cement stucco to unfired, unstabilized adobe. Because the cement stucco will not bond properly, moisture can become entrapped between materials, resulting in accelerate deterioration of the adobe.</p>
<p>Repairing masonry features by patching, piecing-in, or consolidating the masonry using recognized preservation methods. Repair may also include the limited replacement in kind – or with compatible substitute material of those extensively deteriorated or missing parts of masonry features when there are surviving prototypes such as terra-cotta brackets or stone balusters.</p>	<p>Replacing an entire masonry feature such as a cornice or balustrade when repair of the masonry and limited replacement of deteriorated or missing parts are appropriate.</p>
<p>Applying new or non-historic surface treatment such as water-repellent coatings to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problem.</p>	<p>Using a substitute material for the replacement part does not convey the visual appearance of the surviving parts of the masonry feature or that is physically or chemically incompatible.</p>
<p>Applying new or non-historic surface treatment such as water-repellent coatings to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problem.</p>	<p>Applying waterproof, water-repellant, or non-historic coatings such as stucco to masonry as a substitute for repointing and masonry repairs. Coatings are frequently unnecessary, expensive, and may change the appearance of historic masonry as well as accelerated its deterioration.</p>

Masonry (continued)	
<b><u>Recommended</u></b>	<b><u>Not Recommended</u></b>
<p>Replacing in kind an entire masonry feature that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. Examples can include large sections of a wall, a cornice, balustrade, column, or stairway. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p>	<p>Removing a masonry feature that is unrepairable and not replacing it; or replacing it with new feature that does not convey the same visual appearance.</p>
<b>Design for Missing Historic Features</b>	
<p><b>Designing and installing a new masonry feature such as steps or a door pediment when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.</b></p>	<p>Creating a false historical appearance because the replaced masonry feature is based on insufficient historical, pictorial, and physical documentation.</p> <p>Introducing a new masonry feature that is incompatible in size, scale, material, and color.</p>

The aforementioned work is highlighted in bold to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

**Wood: Clapboard, weatherboard, shingles, and other wooden siding and decorative element**

Because it can be easily shaped by sawing, planing, carving, and gouging, wood is the most commonly used material for architectural features such as clapboards, cornices, brackets, entablatures, shutters, columns and balustrades. These wooden features – both functional and decorative – may be important in defining the historic character of the building and thus their retention, protection, and repair are of particular importance in rehabilitation projects.

<b><u>Recommended</u></b>	<b><u>Not Recommended</u></b>
<p><b>Identifying, retaining, and preserving</b> wood features that are important in defining the overall historic character of the building such as siding, cornices, brackets, window architraves, and doorway pediments; and their paints, finishes, and colors.</p>	<p>Removing or radically changing wood features which are important in defining the overall character of the building so that, as a result, the character is diminished.</p> <p>Removing a major portion of the historic wood instead of repairing or replacing only the deteriorated wood, then reconstructing the facade with new material in order to achieve a uniform or “improved” appearance.</p>



<p>Wood (continued)</p> <p style="text-align: center;"><u><i>Recommended</i></u></p> <p><b>Protecting and maintaining</b> wood features by providing proper drainage so that water is not allowed to stand on flat, horizontal surfaces or accumulate in decorative features.</p> <p>Applying chemical preservatives to wood features such as beam ends or outriggers that are exposed to decay hazards and are traditionally unpainted.</p> <p>Retaining coatings such as paint that help protect the wood from moisture and ultraviolet light. Paint removal should be considered only where there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate protective coatings.</p> <p>Inspecting painted wood surfaces to determine whether repainting is necessary or if cleaning is all that is required.</p> <p>Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (handscraping and handsanding), then repainting.</p> <p>Using with care electric hot-air guns on decorative wood features and electric heat plates on flat wood surfaces when paint is so deteriorated that total removal is necessary prior to repainting.</p> <p>Using chemical strippers primarily to supplement other methods such as handscraping, handsanding</p>	<p style="text-align: center;"><u><i>Not Recommended</i></u></p> <p>Radically changing type of finish or its color or accent scheme so that the historic character of the exterior is diminished.</p> <p>Stripping historically painted surfaces to bare wood, then applying clear finishes or stains in order to create a "natural look."</p> <p>Stripping paint or varnish to bare wood rather than repairing or reapplying a special finish, i.e., a grained finish to an exterior wood feature such as a front door.</p> <p>Failing to identify, evaluate, and treat the causes of wood deterioration, including faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungus infestation.</p> <p>Using chemical preservatives such as creosote which can change the appearance of wood features unless they were used historically.</p> <p>Stripping paint or other coatings to reveal bare wood, thus exposing historically coated surfaces to the effects of accelerated weathering.</p> <p>Removing paint that is firmly adhering to, and thus, protecting wood surfaces.</p> <p>Using destructive paint removal methods such as a propane or butane torches, sandblasting or waterblasting. These methods can irreversibly damage historic woodwork.</p> <p>Using thermal devices improperly so that the historic woodwork is scorched.</p> <p>Failing to neutralize the wood thoroughly after using chemicals so that new paint does not adhere.</p>
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<p>and the above-recommended thermal devices. Detachable wooden elements such as shutters, doors, and columns may – with the proper safeguards be chemically dip-stripped.</p> <p>Applying compatible paint coating systems following proper surface preparation.</p> <p>Repainting with colors that are appropriate to the historic building and district.</p> <p>Evaluating the overall condition of the wood to determine whether more than protection and maintenance are required, that is, if repairs to wood features will be necessary.</p> <p><b>Repairing</b> wood features by patching, piecing-in, consolidating, or otherwise reinforcing the wood using recognized preservation methods. Repair may also include the limited replacement in kind or with compatible substitute material of those extensively deteriorated or missing parts of features where there are surviving prototypes such as brackets, moldings, or sections of siding.</p> <p><b>Replacing</b> in kind an entire wood feature that is too deteriorated to repair if the overall form and detailing are still evident – using the physical evidence to guide the new work. Example of wood features include a cornice, entablature or balustrade. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p> <p><b>Design for Missing Historic Features</b></p> <p><b>Designing and installing a new wood feature such as cornice or a doorway when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.</b></p>	<p>Allowing detachable wood features to soak too long in a caustic solution so that the wood grain is raised and the surface roughened.</p> <p>Failing to follow manufacturers' product and application instructions when repainting exterior woodwork.</p> <p>Using new colors that are inappropriate to the historic building or district.</p> <p>Failing to undertake adequate measures to assure the preservation of wood features.</p> <p>Replacing an entire wood feature such as a cornice or wall when repair of the wood and limited replacement of deteriorated or missing parts are appropriate.</p> <p>Using substitute materials for the replacement part that does not convey the visual appearance of the surviving parts of the wood feature or that is physically or chemically incompatible.</p> <p>Removing an entire wood feature that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.</p> <p>Creating a false historical appearance because the replaced wood feature is based on insufficient historical, pictorial, and physical documentation.</p> <p>Introducing a new wood feature that is incompatible in size, scale, material, and color.</p>
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The aforementioned work is highlighted in bold to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

**Architectural Metals: Cast iron, steel, pressed tin, copper, aluminum, and zinc.**

Architectural metal features – such as cast-iron facades, porches, and steps; sheet metal cornices, roofs, roof cresting and storefronts; and cast or rolled metal doors, window sash, entablatures, and hardware – are often highly decorative and may be important in defining the overall historic character of the building. Their retention, protection, and repair should be a prime consideration in rehabilitation projects.

<u>Recommended</u>	<u>Not Recommended</u>
<p><b>Identifying, retaining, and preserving</b> architectural metal features such as columns, capitals, window hoods, or stairways that are important in defining the overall historic character of the building; and their finishes and colors.</p>	<p>Removing or radically changing architectural metal features which are important in defining the overall character of the building so that, as a result, the character is diminished.</p> <p>Removing a major portion of the historic architectural metal instead of repairing or replacing only the deteriorated metal, then reconstructing the facade with new material in order to achieve a uniform or “improved” appearance.</p> <p>Radically changing the type of finish or its historic color or accent scheme.</p>
<p><b>Protecting and maintaining</b> architectural metals by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.</p>	<p>Failing to identify, evaluate, and treat the causes of corrosion, such as moisture from leaking roofs or gutters.</p> <p>Placing incompatible metals together without providing a reliable separation material. Such incompatibility can result in galvanic corrosion of the noble metal, e.g. copper will corrode cast iron, steel, tin, and aluminum.</p>
<p>Cleaning architectural metals, when necessary, to remove corrosion prior to repainting or applying other appropriate protective coatings.</p>	<p>Exposing metals which were intended to be protected from the environment.</p> <p>Applying paint or other coatings to metals such as copper, bronze, or stainless steel that were meant to be exposed.</p>
<p>Identifying the particular type of metal prior to any cleaning procedure and then testing to assure that the gentlest cleaning method possible is selected or determining that cleaning is inappropriate for the particular metal.</p>	<p>Using cleaning methods which alter or damage the historic color, texture, and finish of the metal.</p> <p>Removing the patina of historic metal. The patina may be a protective coating on some metals, such as bronze or copper, as well as a significant historic finish.</p>

Architectural Metals (continued)	
<u>Recommended</u>	<u>Not Recommended</u>
<p>Cleaning soft metals such as lead, tin, copper,terneplate, and zinc with appropriate chemical methods because their finishes can be easily abraded by blasting methods.</p>	<p>Cleaning soft metals such as lead, tin, copper,terneplate, and zinc with grit blasting which will abrade the surface of the metal.</p>
<p>Using the gentlest cleaning methods for cast iron, wrought iron, and steel – hard metals – in order to remove paint build up and corrosion. If handscraping and wire brushing have proven ineffective, low pressure dry grit blasting may be used as long as it does not abrade or damage the surface.</p>	<p>Failing to employ gentler methods prior to abrasively cleaning cast iron, wrought iron or steel; or using high pressure grit blasting.</p>
<p>Applying appropriate paint or other coating systems after cleaning in order to decrease the corrosion rate of metals or alloys.</p>	<p>Failing to re-apply protective coating systems to metals or alloys that require them after cleaning so that accelerated corrosion occurs.</p>
<p>Repainting with colors that are appropriate to the historic building or district.</p>	<p>Using new colors that are inappropriate to the historic building or district.</p>
<p>Applying an appropriate protective coating such as lacquer to an architectural metal such as a bronze door which is subject to heavy pedestrian use.</p>	<p>Failing to assess pedestrian use or new access patterns so that architectural metal features are subject to damage by use or inappropriate maintenance such as salting adjacent sidewalks.</p>
<p>Evaluating the overall condition of the architectural metals to determine whether more than protection and maintenance are required, that is, if repairs to the features will be necessary.</p>	<p>Failing to undertake adequate measures to assure the preservation of architectural metal features.</p>
<p><b>Repairing</b> architectural metal features by patching, splicing, or otherwise reinforcing the metal using recognized preservation methods. Repair may also include the limited replacement in kind – or with compatible substitute material – of those extensively deteriorated or missing parts of features where there are surviving prototypes such as porch balusters, column capitals or bases, or porch cresting.</p>	<p>Replacing an entire architectural metal feature such as a column or a balustrade when repair of the metal and limited replacement of deteriorated or missing parts are appropriate.</p>
	<p>Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the architectural metal feature or that is physically or chemically incompatible.</p>

Architectural Metals (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Replacing</b> in kind an entire architectural metal feature that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. Examples could include cast iron porch steps or steel sash windows. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p>	<p>Removing an architectural metal feature that is unrepairable and not replacing it; or replacing it with a new architectural metal feature that does not convey the same visual appearance.</p>
<p><b>Design for Missing Historic Features</b></p>	<p>Creating a false historical appearance because the replaced architectural metal feature is based on insufficient historical, pictorial, and physical documentation.</p>
<p><b>Designing and installing a new architectural metal feature such a sheet metal cornice or a cast iron capital when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building</b></p>	<p>Introducing a new architectural metal feature that is incompatible in size, scale, material, and color.</p>

The aforementioned work is highlighted in bold to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

**Roofs**

The roof – with its shape; such as cresting, dormers, cupolas, and chimneys; and the size, color, and patterning of the roofing material- can be extremely important in defining the building's overall historic character. In addition to the design role it plays, a weather tight roof is essential to the preservation of the entire structure; thus, protecting and repairing the roof as a "cover" is a critical aspect of every rehabilitation project.

<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Identifying, retaining, and preserving</b> roofs- and their functional and decorative features- that are important in defining the overall historic character of the building. This includes the roofs' shape, such as hipped, gambrel, and mansard; decorative features such as cupolas, cresting, chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal, as well as its color, and patterning.</p>	<p>Radically changing, damaging, or destroying roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Removing a major portion of the roof or roofing material that is repairable, then reconstructing it with new material in order to create a uniform, or "improved" appearance.</p>

Roof (continued)	
<u>Recommended</u>	<u>Not Recommended</u>
<p><b>Protecting and maintaining</b> a roof by cleaning the gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for proper venting to prevent moisture condensation; and to insure that materials are free from insect infestation.</p>	<p>Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights so that the historic character is diminished.</p> <p>Stripping the roof of sound historic material such as slate, clay tile, wood, and architectural metal.</p> <p>Applying paint or other coatings to roofing material which has been historically uncoated.</p> <p>Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof fasteners, sheathing, and underlying structure.</p>
<p>Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.</p>	<p>Allowing roof fasteners, such as nails and clips to corrode so that roofing material is subject to accelerated deterioration.</p>
<p>Protecting a leaking roof with plywood and building paper until it can be properly repaired.</p>	<p>Permitting a leaking roof to remain unprotected so that accelerated deterioration of historic building materials- masonry, wood, plaster, paint and structural members – occurs.</p>
<p><b>Repairing</b> a roof by reinforcing the historic materials which comprise roof features. Repairs will also generally include the limited replacement in kind – or with compatible substitute material – of those extensively deteriorated or missing parts of features when there are surviving prototypes such as cupola louvers, dentils, dormer roofing; or slates, tiles, or wood shingles on a main roof.</p>	<p>Replacing an entire roof feature such as a cupola or dormer when repair of the historic materials and limited replacement of deteriorated or missing parts are appropriate.</p> <p>Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.</p>
<p><b>Replacing</b> in kind an entire feature of the roof that is too deteriorated to repair- if the overall form and detailing are still evident – using the physical evidence to guide the new work. Examples can include a large section of roofing, or a dormer or chimney. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p>	<p>Removing a feature of the roof that is unrepairable, such as a chimney or dormer, and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.</p>

Roof (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Design for Missing Historic Features</b></p> <p><b>Designing and constructing a new feature when the historic feature is completely missing, such as a chimney or cupola. It may be an accurate restoration using historical, pictorial, and physical documentation or be a new design that is compatible with the size, scale, material and color of the historical building.</b></p>	<p style="text-align: center;"><u><i>Not Recommended</i></u></p> <p>Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.</p> <p>Introducing a new roof feature that is incompatible in size, scale, material, and color.</p>
<p><b>Alterations/Additions for the New Use</b></p> <p><b>Installing mechanical and service equipment on the roof such as air conditioning, transformers, or solar collectors when required for the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.</b></p> <p><b>Designing additions to roofs such as residential, office, or storage spaces; elevator housing; decks and terraces; or dormers or skylights when required by the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.</b></p>	<p>Installing mechanical or service equipment so that it damages or obscures character-defining features; or is conspicuous from the public right of way.</p> <p>Radically changing a character-defining roof shape or damaging or destroying character-defining roofing material as a result of incompatible design or improper installation techniques.</p>

The aforementioned work is highlighted in bold to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

**Windows**

A highly decorative window with an unusual shape, or glazing pattern, or color is most likely identified immediately as a character-defining feature of the building. It is far more difficult, however, to assess the importance of repeated windows on a facade, particularly if they are individually simple in design and material, such as the large, multi-paned sash of many industrial buildings. Because rehabilitation projects frequently include proposals to replace window sash or even entire windows to improve thermal efficiency or to create a new appearance, it is essential that their contribution to the overall historic character of the building be assessed together with their physical condition before specific repair or replacement work is taken.

<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Identifying, retaining, and preserving</b> windows and their functional and decorative features – that are important in defining the overall historic character of the building. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, panelled or decorated jambs and moldings, and interior and exterior shutters and blinds.</p>	<p>Removing or radically changing windows which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Changing the number, location, size or glazing pattern of windows, through cutting new openings, blocking-in windows, and installing replacement sash which does not fit the historic window opening.</p>
<p><b>Protecting and maintaining</b> the wood and architectural metal which comprise the window frame, sash, muntins, and surrounds through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.</p>	<p>Changing the historic appearance of windows through the use of inappropriate designs, materials, finishes, or colors which radically change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing; or the appearance of the frame.</p>
<p>Making windows weathertight by recaulking and replacing or installing weatherstripping. These actions also improve thermal efficiency.</p>	<p>Obscuring historic window trim with metal or other material.</p>
<p>Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, i.e. if repairs to windows and window features will be required.</p>	<p>Stripping windows of historic material such as wood, iron, cast iron, and bronze.</p>
<p>Making windows weathertight by recaulking and replacing or installing weatherstripping. These actions also improve thermal efficiency.</p>	<p>Failing to provide adequate protection of materials on a cyclical basis so that deterioration of the window results.</p>
<p>Making windows weathertight by recaulking and replacing or installing weatherstripping. These actions also improve thermal efficiency.</p>	<p>Retrofitting or replacing windows rather than maintaining the sash, frame, and glazing.</p>
<p>Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, i.e. if repairs to windows and window features will be required.</p>	<p>Failing to undertake adequate measures to assure the preservation of historic windows.</p>



Windows (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Repairing</b> window frames and sash by patching, splicing, consolidating or otherwise reinforcing. Such repair may also include replacement in kind of those parts that are either extensively deteriorated or missing when there are surviving prototypes such as architraves, hoodmolds, sash, sills and interior or exterior shutters and blinds.</p>	<p>Replacing an entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.</p>
<p><b>Replacing</b> in kind an entire window that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p>	<p>Failing to reuse serviceable window hardware such as brass lifts and sash locks.</p>
<p><b>Design for Missing Historic Features</b></p>	<p>Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the window or that is physically or chemically incompatible.</p>
<p><b>Designing and installing new windows when the historic windows (frame, sash and glazing) are completely missing. The replacement windows may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the new window openings and the historic character of the building.</b></p>	<p>Removing a character-defining window that is unrepairable and blocking it in; or replacing it with a new window that does not convey the same visual appearance.</p>
<p><b>Alterations/Additions for the New Use</b></p>	<p>Creating a false historical appearance because the replaced window is based on insufficient historical, pictorial, and physical documentation.</p>
<p><b>Designing and installing additional windows on rear and on other-non character defining elevations if required by the new use. New windows openings may also be cut into exposed party walls. Such design should be compatible with the overall design of the building, but not duplicate the fenestration pattern and detailing of a character-defining elevation.</b></p>	<p>Introducing a new design that is incompatible with the historic character of the building.</p>
	<p>Installing new windows, including frames, sash, and muntin configuration that are incompatible with the building's historic appearance or obscure, damage, or destroy character-defining features.</p>

Windows (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Providing a setback in the design of dropped ceilings when they are required for the new use to allow for the full height of the window openings.</b></p>	<p>Inserting new floors or furred-down ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are changed.</p>

The aforementioned work is highlighted in bold to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

**Entrances and Porches**

Entrances and porches are quite often the focus of historic buildings, particularly when they occur on primary elevations. Together with their functional and decorative features such as doors, steps, balustrades, pilasters, and entablatures, they can be extremely important in defining the overall historic character of a building. Their retention, protection, and repair should always be carefully considered when planning rehabilitation work.

<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Identifying, retaining, and preserving</b> entrances – and their functional and decorative features – that are important in defining the overall historic character of the building such as doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades, and stairs.</p> <p><b>Protecting and maintaining</b> the masonry, wood, and architectural metal that comprise entrances and porches through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.</p>	<p>Removing or radically changing entrances or porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Stripping entrances and porches of historic material such as wood, iron, cast iron, terra cotta, tile and brick. Removing an entrance or porch because the building has been reoriented to accommodate a new use.</p> <p>Cutting new entrances on a primary elevation.</p> <p>Altering utilitarian or service entrances so they appear to be formal entrances by adding panelled doors, fanlights, and sidelights.</p> <p>Failing to provide adequate protection to materials on a cyclical basis so that deterioration of entrances and porches results.</p>

Entrances and Porches (continued)	
<u>Recommended</u>	<u>Not Recommended</u>
<p>Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to entrance and porch features will be necessary.</p>	<p>Failing to undertake adequate measures to assure the preservation of historic entrances and porches.</p>
<p><b>Repairing</b> entrances and porches by reinforcing the historic materials. Repair will also generally include the limited replacement in kind – or with compatible substitute material – of those extensively deteriorated or missing parts of repeated features where there are surviving prototypes such as balustrades, cornices, entablatures, columns, sidelights, and stairs.</p>	<p>Replacing an entire entrance or porch when the repair of materials and limited replacement of parts are appropriate.</p>
<p><b>Replacing</b> in kind an entire entrance or porch that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p>	<p>Using a substitute material for the replacement parts that does not convey the visual appearance of the surviving parts of the entrance and porch or that is physically or chemically incompatible.</p>
<p><b>Design for Missing Historic Features</b></p>	<p>Removing an entrance or porch that is unrepairable and not replacing it; or replacing it with a new entrance or porch that does not convey the same visual appearance.</p>
<p><b>Designing and constructing a new entrance or porch if the historic entrance or porch is completely missing. It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building.</b></p>	<p>Creating a false historical appearance because the replaced entrance or porch is based on insufficient historical, pictorial, and physical documentation.</p>
<p><b>Alterations/Additions for the New Use</b></p>	<p>Introducing a new design that is incompatible with the historic character of the building.</p>
<p><b>Designing enclosures for historic porches when required by the new use in a manner that preserves the historic character of the building. This can include using large sheets of glass and recessing the enclosure wall behind existing scrollwork, posts, and balustrades.</b></p>	<p>Enclosing porches in a manner that results in a diminution or loss of historic character such as using solid materials such as wood, stucco, or masonry.</p>

Entrances and Porches (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Designing and installing additional entrances or porches when required for the new use in a manner that preserves the historic character of the building, i.e., limiting such alteration to non-character-defining elevations.</b></p>	<p>Installing secondary service entrances and porches that are incompatible in size and scale with the historic building or obscure, damage, or destroy character-defining features.</p>

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### Storefronts

Storefronts are quite often the focus of historic commercial buildings and can thus be extremely important in defining the overall historic character. Because storefronts also play a crucial role in a store's advertising and merchandising strategy to draw customers and increase business, they are often altered to meet the needs of a new business. Particular care is required in planning and accomplishing work on storefronts so that the building's historic character is preserved in the process of rehabilitation.

<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Identifying, retaining, and preserving</b> storefronts – and their functional and decorative features – that are important in defining the overall historic character of the building such as display windows, signs, doors, transoms, kick plates, corner posts, and entablatures.</p> <p><b>Protecting and maintaining</b> masonry, wood, and architectural metals which comprise storefronts through appropriate treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.</p>	<p>Removing or radically changing storefronts – and their features – which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Changing the storefront so that it appears residential rather than commercial in character.</p> <p>Removing historic material from the storefront to create a recessed arcade.</p> <p>Introducing coach lanterns, mansard overhangings, wood shakes, nonoperable shutters, and small-paned windows if they cannot be documented historically.</p> <p>Changing the location of a storefront's main entrance.</p> <p>Failing to provide adequate protection to materials on a cyclical basis so that deterioration of storefront features result.</p>

Storefronts (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p>Protecting storefronts against arson and vandalism before work begins by boarding up windows and installing alarm systems that are keyed into local protection agencies.</p>	<p>Permitting entry into the building through unsecured or broken windows and doors so that interior features and finishes are damaged through exposure to weather or through vandalism.</p>
<p>Evaluating the overall condition of storefront materials to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.</p>	<p>Stripping storefronts of historic material such as wood, cast iron, terra cotta, carrara glass, and brick.</p>
<p><b>Repairing</b> storefronts by reinforcing the historic materials. Repairs will also generally include the limited replacement in kind – of those extensively deteriorated or missing parts of storefronts where there are surviving prototypes such as transoms, kick plates, pilasters, or signs.</p>	<p>Failing to undertake adequate measures to assure the preservation of the historic storefront.</p>
<p><b>Replacing</b> in kind an entire storefront that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. If using the same material is not technically or economically feasible, then compatible substitute materials may be considered.</p>	<p>Replacing an entire storefront when repair of materials and limited replacement of its parts are appropriate.</p>
<p><b>Design for Missing Historic Features</b></p>	<p>Using substitute material for the replacement parts that does not convey it with a new storefront or that is physically or chemically incompatible.</p>
<p><b>Designing and constructing a new storefront when the historic storefront is completely missing.</b> It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building. Such new design should generally be flush with the facade; and the treatment of secondary design elements, such as awnings or signs, kept as simple as possible. For example, new signs should fit flush with the existing features of the facade, such as the fascia board or cornice.</p>	<p>Removing a storefront that is unrepairable and not replacing it; or replacing it with a new storefront that does not convey the same visual appearance.</p>
	<p>Creating a false historical appearance because the replaced storefront is based on insufficient historical, pictorial, and physical documentation.</p>
	<p>Introducing a new design that is incompatible in size, scale, material, and color.</p>
	<p>Using new illuminated signs; inappropriately scaled signs and logos; signs that project over the sidewalk unless they were a characteristic feature of the historic building; or other types of signs that obscure, damage, or destroy remaining character-defining features of the historic building.</p>

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**BUILDING INTERIOR**

**Structural System**

If features of the structural system are exposed such as load bearing brick walls, cast iron columns, roof trusses, post and beams, vigas, or stone foundation walls, they may be important in defining the building's overall historic character. Unexposed-defining or an entire structural system may nonetheless be significant in the history of building technology; therefore, the structural system should always be examined and evaluated early in the project planning stage to determine both its physical condition and its importance to the building's historic character or historical significance. See also Health and Safety Code Requirements.

<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Identifying, retaining, and preserving</b> structural systems- and individual features of systems that are important in defining the overall historic character of the building, such as post and beam systems, trusses, summer beams, vigas, cast iron columns, above grade stone foundation walls, or loadbearing brick or stone walls.</p>	<p>Removing, covering, or radically changing features of structural systems which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p>
<p><b>Protecting and maintaining</b> the structural system by cleaning the roof gutters and downspouts; replacing roof flashing; keeping masonry, wood, and architectural metals in a sound condition, and assuring that structural members are free from insect infestation.</p>	<p>Putting a new use into the building which could overload the existing structural system, or installing equipment or mechanical systems which could damage the structure.</p>
<p>Examining and evaluating the physical condition of the structural system and its individual features using non-destructive techniques such as x-ray photography.</p>	<p>Demolishing a loadbearing masonry wall that could be augmented and retained and replacing it with a new wall (i.e. brick or stone), using the historic masonry only as an exterior veneer.</p>
	<p>Leaving known structural problems untreated such as deflection of beams, cracking and bowing of walls, or racking of structural members.</p>
	<p>Utilizing treatments or products that accelerate the deterioration of structural material such as introducing urea-formaldehyde foam insulation into frame walls.</p>
	<p>Failing to provide proper building maintenance on a cyclical basis so that deterioration of the structural system results.</p>
	<p>Utilizing destructive probing techniques that will damage or destroy structural material.</p>

Structural System (continued)	
<u>Recommended</u>	<u>Not Recommended</u>
<p><b>Repairing</b> the structural systems by augmenting or upgrading individual parts or features. For example, weakened structural members such as floor framing can be spliced, braced, or otherwise supplemented and reinforced.</p>	<p>Upgrading the building structurally in a manner that diminishes the historic character of the exterior, such as installing strapping channels or removing a decorative cornice; or damages interior features or spaces.</p>
<p><b>Replacing</b> in kind-or with substitute material-those portions or features of the structural system that are either extensively deteriorated or are missing when there are surviving prototypes such as cast iron columns, roof rafters or trusses, or sections of loadbearing walls. Substitute material should convey the same form, design, and overall visual appearance as the historic features; and, at a minimum, be equal to its loadbearing capabilities.</p>	<p>Replacing a structural member or other feature of the structural system when it could be augmented and retained.</p> <p>Installing a replacement feature that does not convey the same visual appearance, e.g., replacing an exposed wood summer beam with a steel beam.</p> <p>Using substitute material that does not equal the loadbearing capabilities of the historic material and design or is otherwise physically or chemically incompatible.</p>
<p><b>Alterations/Additions for the New Use</b></p>	<p>Carrying out excavations or regrading adjacent to or within a historic building which could cause the historic foundation to settle, shift, or fail; or could have a similar effect on adjacent historic buildings.</p>
<p><b>Limiting any new excavations adjacent to historic foundations to avoid undermining the structural stability of the building or adjacent historic buildings.</b></p>	<p>Radically changing interior spaces or damaging or destroying features or finishes that are character defining while trying to correct structural deficiencies in preparation for the new use.</p>
<p><b>Correcting structural deficiencies in preparation for the new use in a manner that preserves the structural system and individual character-defining features.</b></p>	<p>Installing new mechanical and electrical systems or equipment in a manner which results in numerous cuts, splices, or alterations to the structural members.</p>
<p><b>Designing and installing new mechanical or electrical systems when required for the new use which minimize the number of cutouts or holes in structural members.</b></p>	<p>Inserting a new floor when such a radical change damages a structural system or obscures or destroys interior spaces, features, or finishes.</p>
<p><b>Adding a new floor when required for the new use if such an alteration does not damage or destroy the structural system or obscure, damage, or destroy character-defining spaces, features, or finishes.</b></p>	

Structural System (continued)	
<u>Recommended</u>	<u>Not Recommended</u>
<p><b>Creating an atrium or a light well to provide natural light when required for the new use in a manner that assures the preservation of the structural system as well as character-defining interior spaces, features, and finishes.</b></p>	<p>Inserting new floors or furred-down ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are radically changed.</p> <p>Damaging the structural system or individual features; or radically changing, damaging, or destroying character-defining interior spaces, features, or finishes in order to create an atrium or a light well.</p>

The aforementioned work is highlighted in bold to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

**Interior: Spaces, Features, and Finishes**

An interior floor plan, the arrangement of spaces, and built in features and applied finishes may be individually or collectively important in defining the historic character of the building. Thus, their identification, retention, protection, and repair should be given prime consideration in every rehabilitation project and caution exercised in pursuing any plan that would radically change character-defining spaces or obscure, damage or destroy interior features or finishes.

<u>Recommended</u>	<u>Not Recommended</u>
<p><b>Interior Spaces</b></p> <p><b>Identifying, retaining, and preserving</b> a floor plan or interior spaces that are important in defining the overall historic character of the building. This includes the size, configuration, proportion, and relationship of rooms and corridors; the relationship of features to spaces; and the spaces themselves such as lobbies, reception halls, entrance halls, double parlors, theaters, auditoriums, and important industrial or commercial use spaces.</p>	<p>Radically changing a floor plan or interior spaces-including individual rooms-which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Altering the floor plan by demolishing principal walls and partitions to create a new appearance.</p> <p>Altering or destroying interior spaces by inserting floors, cutting through floors, lowering ceilings, or adding or removing walls.</p> <p>Relocating an interior feature such as a staircase so that the historic relationship between features and space is altered.</p>



Interior Features and Finishes (continued)	
<p style="text-align: center;"><b><u>Recommended</u></b></p> <p><b>Interior Features and Finishes</b></p> <p><b>Identifying, retaining, and preserving</b> interior features and finishes that are important in defining the overall historic character of the building, including columns, cornices, baseboards, fireplaces and mantles, paneling, light fixtures, hardware, and flooring; and wallpaper, plaster, paint, and finishes such as stenciling, marbling, and graining; and other decorative materials that accent interior features and provide color, texture, and patterning to walls, floors, and ceilings.</p> <p><b>Protecting and maintaining</b> masonry, wood, and architectural metals which comprise interior features through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.</p> <p>Protecting interior features and finishes against arson and vandalism before project work begins, erecting protective fencing, boarding-up windows, and installing fire alarm systems that are keyed to local protection agencies.</p>	<p style="text-align: center;"><b><u>Not Recommended</u></b></p> <p>Removing or radically changing features and finishes which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Installing new decorative material that obscures or damages character-defining interior features or finishes.</p> <p>Removing paint, plaster, or other finishes from historically finished surfaces to create a new appearance (e.g. removing plaster to expose masonry surfaces such as brick walls or a chimney piece).</p> <p>Applying paint, plaster, or other finishes to surfaces that have been historically unfinished to create a new appearance.</p> <p>Stripping historically painted wood surfaces to bare wood, then applying clear finishes or stains to create a "natural look."</p> <p>Stripping paint to bare wood rather than repairing or reapplying grained or marbled finishes to features such as doors and paneling.</p> <p>Radically changing the type of finish or its color, such as painting a previously varnished wood feature.</p> <p>Failing to provide adequate protection to materials on a cyclical basis so that deterioration of interior features results.</p> <p>Permitting entry into historic buildings through unsecured or broken windows and doors so that interior features and finishes are damaged by exposure to weather or through vandalism.</p>

Interior Features and Finishes (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p>Protecting interior features such as a staircase, mantel, or decorative finishes and wall coverings against damage during project work by covering them with heavy canvas or plastic sheets.</p>	<p>Stripping interiors of features such as woodwork, doors, windows, light fixtures, copper piping, radiators; or of decorative materials.</p> <p>Failing to provide proper protection of interior features and finishes during work so that they are gouged, scratched, dented, or otherwise damaged.</p>
<p>Installing protective coverings in areas of heavy pedestrian traffic to protect historic features such as wall coverings, parquet flooring and panelling.</p>	<p>Failing to take new use patterns into consideration so that interior features and finishes are damaged.</p>
<p>Removing damaged or deteriorated paints and finishes to the next sound layer using the gentlest method possible, then repainting or refinishing using compatible paint or other coating systems.</p>	<p>Using destructive methods such as propane or butane torches or sandblasting to remove paint or other coatings. These methods can irreversibly damage the historic materials that comprise interior features.</p>
<p>Repainting with colors that are appropriate to the historic building.</p>	<p>Using new paint colors that are inappropriate to the historic building.</p>
<p>Limiting abrasive cleaning methods to certain industrial or warehouse buildings where the interior masonry or plaster features do not have distinguishing design, detail, tooling, or finishes; and where wood features are not finished, molded, beaded, or worked by hand. Abrasive cleaning should only be considered after other, gentler methods have been proven ineffective.</p>	<p>Changing the texture and patina of character-defining features through sandblasting or using other abrasive methods to remove paint, discoloration or plaster. This includes both exposed wood (including structural members) and masonry.</p>
<p>Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to interior features and finishes will be necessary.</p>	<p>Failing to undertake adequate measures to assure the preservation of interior features and finishes.</p>
<p><b>Repairing</b> interior features and finishes by reinforcing the historic materials. Repair will also generally include the limited replacement in kind – or with compatible substitute material – of those extensively deteriorated or missing parts of repeated features when there are surviving prototypes such as stairs, balustrades, wood panelling, columns; or decorative wall coverings or ornamental tin or plaster ceilings.</p>	<p>Replacing an entire interior feature such as a staircase, panelled wall, parquet floor, or cornice; or finish such as a decorative wall covering or ceiling when repair of materials and limited replacement of such parts are appropriate.</p> <p>Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts or portions of the interior feature or finish or that is physically or chemically incompatible.</p>

Interior Features and Finishes (continued)	
<u>Recommended</u>	<u>Not Recommended</u>
<p><b>Replacing</b> in kind an entire interior feature or finish that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. Examples could include wainscoting, a tin ceiling, or interior stairs. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p>	<p>Removing a character defining feature or finish that is unrepairable and not replacing it; or replacing it with a new feature or finish that does not convey the same visual appearance.</p>
<p><b>Design for Missing Historic Features</b></p>	<p>Creating a false historical appearance because the replaced feature is based on insufficient physical, historical, and pictorial documentation or on information derived from another building.</p>
<p><b>Designing and installing a new interior feature or finish if the historic feature or finish is completely missing. This could include missing partitions, stairs, elevators, lighting fixtures, and wall coverings; or even entire rooms if all historic spaces, features, and finishes are missing or have been destroyed by inappropriate “renovations.” The design may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building, district, or neighborhood.</b></p>	<p>Introducing a new interior feature or finish that is incompatible with the scale, design, materials, color, and texture of the surviving interior features and finishes.</p>
<p><b>Alterations/ Additions for the New Use</b></p>	<p>Dividing rooms, lowering ceilings, and damaging or obscuring character-defining features such as fireplaces, niches, stairways or alcoves, so that a new use can be accommodated in the building.</p>
<p><b>Reusing decorative materials or features that have had to be removed during the rehabilitation work including wall and baseboard trim, door moulding, panelled doors, and simple wainscoting; and relocating such material or features in areas appropriate to their historic placement.</b></p>	<p>Discarding historic material when it can be reused within the rehabilitation project or relocating it in historically inappropriate areas.</p>
<p><b>Installing permanent partitions in secondary spaces; removable partitions that do not destroy the sense of space should be installed when the new use requires the subdivision of character defining interior spaces.</b></p>	<p>Installing permanent partitions that damage or obscure character-defining spaces, features, or finishes.</p>

Interior Features and Finishes (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Enclosing an interior stairway where required by code so that its character is retained. In many cases, glazed fire-rated walls may be used.</b></p>	<p>Enclosing an interior stairway with fire-rated construction so that the stairwell space or any character-defining features are destroyed.</p>
<p><b>Placing new code-required stairways or elevators in secondary and service areas of the historic building.</b></p>	<p>Radically changing, damaging, or destroying character-defining spaces, features, or finishes when adding new code-required stairways and elevators.</p>
<p><b>Creating an atrium or a light well to provide natural light when required for the new use in a manner that preserves character-defining interior spaces, features, and finishes as well as the structural systems.</b></p>	<p>Destroying character-defining interior spaces, features, or finishes; or damaging the structural system in order to create an atrium or light well.</p>
<p><b>Adding a new floor if required for the new use in a manner that preserves character-defining structural features, and interior spaces, features, and finishes.</b></p>	<p>Inserting a new floor within a building that alters or destroys the fenestration; radically changes a character-defining interior space; or obscures, damages, or destroys decorative detailing.</p>

The aforementioned work is highlighted in bold to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

**Mechanical Systems; Heating, Air Conditioning, Electrical, and Plumbing**

The visible feature of historic heating, lighting, air conditioning and plumbing systems may sometimes help define the overall historic character of the building and should thus be retained and repaired, whenever possible. The systems themselves (the compressors, boilers, generators, and their ductwork, wiring and pipes) will generally either need to be upgraded, augmented, or entirely replaced in order to accommodate the new use and to meet code requirements. Less frequently, individual portions of a system or an entire system are significant in the history of building technology; therefore, the identification of character-defining features or historically significant systems should take place together with an evaluation of their physical condition early in project planning.

<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Identifying, retaining, and preserving visible features of early mechanical systems that are important in defining the overall historic character of the building, such as radiators, vents, fans, grilles, plumbing fixtures, switchplates, and lights.</b></p>	<p>Removing or radically changing features of mechanical systems that are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p>

Mechanical Systems (continued)	
<u>Recommended</u>	<u>Not Recommended</u>
<p><b>Protecting and maintaining</b> mechanical, plumbing, and electrical systems and their features through cyclical cleaning and other appropriate measures.</p>	<p>Failing to provide adequate protection of materials on a cyclical basis so that deterioration of mechanical systems and their visible features results.</p>
<p>Preventing accelerated deterioration of mechanical systems by providing adequate ventilation of attics, crawlspaces, and cellars so that moisture problems are avoided.</p>	<p>Enclosing mechanical systems in areas that are not adequately ventilated so that deterioration of the systems results.</p>
<p><b>Repairing</b> mechanical systems by augmenting or upgrading system parts, such as installing new pipes and ducts; rewiring; or adding new compressors or boilers.</p>	<p>Replacing a mechanical system or its functional parts when it could be upgraded and retained.</p>
<p><b>Replacing</b> in kind – or with compatible substitute material – those visible features of mechanical systems that are either extensively deteriorated or are missing when there are surviving prototypes such as ceiling fans, switchplates, radiators, grilles, or plumbing fixtures.</p>	<p>Installing a replacement feature that does not convey the same visual appearance.</p>
<p><b>Alteration/Additions for the New Use</b></p>	
<p><b>Installing a completely new mechanical system if required for the new use so that it causes the least alteration possible to the building's floor plan, the exterior elevations, and the least damage to historic building material.</b></p>	<p>Installing a new mechanical system so that character-defining structural or interior features are radically changed, damaged, or destroyed.</p>
<p><b>Installing the vertical runs of ducts, pipes, and cables in closets, service rooms, and wall cavities.</b></p>	<p>Installing vertical runs of ducts, pipes, and cables in places where they will obscure character – defining features.</p>
	<p>Concealing mechanical equipment in walls or ceilings in a manner that requires the removal of historic building material.</p>
	<p>Installing “dropped” acoustical ceilings to hide mechanical equipment when this destroys the proportions of character –defining interior spaces.</p>
<p><b>Installing air conditioning units if required by the new use in such a manner that the historic materials and features are not damaged or obscured.</b></p>	<p>Cutting through features such as masonry wall in order to install air conditioning units.</p>

Mechanical Systems (continued)	
<u>Recommended</u>	<u>Not Recommended</u>
<p><b>Installing heating/air conditioning units in the window frames in such a manner that the sash and frames are protected. Window installations should be considered only when all other heating/cooling systems would result in significant damage to historic materials.</b></p>	<p>Radically changing the appearance of the historic building or damaging or destroying windows by installing heating/air conditioning units in historic window frames.</p>

The aforementioned work is highlighted in bold to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

### BUILDING SITE

The relationship between a historic building or buildings features within a property's boundaries – or building site – helps to define the historic character and should be considered an integral part of overall planning for rehabilitation project work.

<u>Recommended</u>	<u>Not Recommended</u>
<p><b>Identifying, retaining, and preserving</b> buildings and their features as well as features of the site that are important in defining its overall historic character. Site features can include driveways, walkways, lighting, fencing, signs, benches, fountains, wells, terraces, canal systems, plants and trees, berms, and drainage or irrigation ditches; and archeological features that are important in defining the history of the site.</p> <p>Retaining the historic relationship between buildings, landscape features, and open space.</p>	<p>Removing or radically changing buildings and their features or site features which are important in defining the overall historic character of the building site so that, as a result, the character is diminished.</p> <p>Removing or relocating historic buildings or landscape features, thus destroying the historic relationship between buildings, landscape features, and open space.</p> <p>Removing or relocating historic buildings on a site or in a complex of related historic structures – such as a mill complex or farm – thus diminishing the historic character of the site or complex.</p> <p>Moving buildings onto the site, thus creating a false historical appearance.</p>

Building Site (continued)	
<u>Recommended</u>	<u>Not Recommended</u>
<p><b>Protecting and maintaining</b> buildings and the site by providing proper drainage to assure that water does not erode foundation walls; drain toward the building; nor erode the historic landscape.</p>	<p>Lowering the grade level adjacent to a building to permit development of a formerly below-grade area such as a basement in a manner that would drastically change the historic relationship of the building to its site.</p>
<p>Minimizing disturbance of terrain around buildings or elsewhere on the site, thus reducing the possibility of destroying unknown archeological materials.</p>	<p>Failing to maintain site drainage so that buildings and site features are damaged or destroyed; or, alternatively, changing the site grading so that water no longer drains properly.</p>
<p>Surveying areas where major terrain alteration is likely to impact important archeological sites.</p>	<p>Introducing heavy machinery or equipment into areas where their presence may disturb archeological materials.</p>
<p>Protecting, e.g. preserving in place known archeological material whenever possible.</p>	<p>Failing to survey the building site prior to the beginning of rehabilitation project work so that, as a result, important archeological material is destroyed.</p>
<p>Planting and carrying out any necessary investigation using professional archeologists and modern archeological methods when preservation in place is not feasible.</p>	<p>Leaving known archeological material unprotected and subject to vandalism, looting and destruction by natural elements, such as erosion.</p>
<p>Protecting the building and other features of the site against arson and vandalism before rehabilitation work begins, i.e., erecting protective fencing and installing alarm systems that are keyed into local protection agencies.</p>	<p>Permitting unqualified project personnel to perform data recovery so that improper methodology results in the loss of important archeological material.</p>
<p>Protecting the building and other features of the site against arson and vandalism before rehabilitation work begins, i.e., erecting protective fencing and installing alarm systems that are keyed into local protection agencies.</p>	<p>Permitting buildings and site features to remain unprotected so that plant materials, fencing, walkways, archeological features, etc. are damaged or destroyed.</p>
	<p>Stripping features from buildings and the site such as wood siding, iron fencing, masonry balustrades; or removing or destroying landscape features, including plant material.</p>

Building Site (continued)	
<u>Recommended</u>	<u>Not Recommended</u>
<p>Providing continued protection of masonry, wood, and architectural metals which comprise building and site features through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems; and continued protection and maintenance of landscape features, including plant material.</p>	<p>Failing to provide adequate protection of materials on a cyclical basis so that deterioration of building and site features results.</p>
<p>Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to building and site features will be necessary.</p>	<p>Failing to undertake adequate measures to assure the preservation of building and site features.</p>
<p><b>Repairing</b> features of buildings and the site by reinforcing the historic materials. Repair will also generally include replacement in kind – with a compatible substitute material – of those extensively deteriorated or missing parts of features where there are surviving prototypes such as fencing and paving.</p>	<p>Replacing an entire feature of the building or site such as a fence, walkway, or driveway when repair of materials and limited replacement of deteriorated or missing parts are appropriate.</p>
<p><b>Replacing</b> in kind an entire feature of the building or site that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. This could include an entrance or porch, walkway, or fountain. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p>	<p>Removing a feature of the building or site that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.</p>
<p><b>Design for Missing Historic Features</b></p>	
<p><b>Designing and constructing a new feature of a building or site when the historic feature is completely missing, such as an outbuilding, terrace, or driveway. It may be based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building and site.</b></p>	<p>Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.</p>
	<p>Introducing a new building or site feature that is out of scale or otherwise inappropriate.</p>
	<p>Introducing a new landscape feature or plant material that is visually incompatible with the site or that destroys site patterns or vistas.</p>



Building Site (continued)	
<u>Recommended</u>	<u>Not Recommended</u>
<p><b>Alterations/Additions for the New Use</b></p> <p><b>Designing new on site parking, loading docks, or ramps when required by the new use so that they are as unobtrusive as possible and assure the preservation of character-defining features of the site.</b></p> <p><b>Designing new exterior additions to historic buildings or adjacent new construction which is compatible with the historic character of the site and which preserve the historic relationship between a building or buildings, landscape features, and open space.</b></p> <p><b>Removing nonsignificant buildings, additions, or site features which detract from the historic character of the site.</b></p>	<p style="text-align: center;"><u>Not Recommended</u></p> <p>Placing parking facilities directly adjacent to historic buildings where automobiles may cause damage to the buildings or landscape features or be intrusive to the building site.</p> <p>Introducing new construction onto the building site which is visually incompatible in terms of size, scale, design, materials, color and texture or which destroys historic relationships on the site.</p> <p>Removing a historic building in a complex, a building feature, or a site feature which is important in defining the historic character of the site.</p>

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### DISTRICT NEIGHBORHOOD

The relationship between historic buildings, and streetscape and landscape features within a historic district or neighborhood helps to define the historic character and therefore should always be a part of the rehabilitation plans.

<u>Recommended</u>	<u>Not Recommended</u>
<p><b>Identifying, retaining, and preserving</b> buildings, and streetscape, and landscape features which are important in defining the overall historic character of the district or neighborhood. Such features can include streets, alleys, paving, walkways, streetlights, signs, benches, parks and gardens, and trees.</p> <p>Retaining the historic relationship between buildings, and streetscape and landscape features such as town square comprised of row houses and stores surrounding a communal park or open space.</p>	<p>Removing or radically changing those features of the district or neighborhood which are important in defining the overall historic character so that, as a result, the character is diminished.</p> <p>Destroying streetscape and landscape features by widening existing streets, changing paving material, or introducing inappropriately located new streets or parking lots.</p>

District Neighborhood (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Protecting and maintaining</b> the historic masonry, wood, and architectural metals which comprise building and streetscape features, through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems, and protecting and maintaining landscape features, including plant material.</p>	<p>Removing or relocating historic buildings, or features of the streetscape and landscape, thus destroying the historic relationship between buildings, features, and open space.</p>
<p>Protecting buildings, paving, iron fencing, etc. against arson and vandalism before rehabilitation work begins by erecting protective fencing and installing alarm systems that are keyed into local protection agencies.</p>	<p>Failing to provide adequate protection of materials on a cyclical basis so that deterioration of building, streetscape, and landscape features results.</p>
<p>Evaluating the overall condition of building, streetscape and landscape materials to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.</p>	<p>Permitting buildings to remain unprotected so that windows are broken; and interior features are damaged.</p>
<p><b>Repairing</b> features of the building, streetscape, or landscape by reinforcing the historic materials. Repair will also generally include the replacement in kind – or with a compatible substitute material – of those extensively deteriorated or missing parts or features when there are surviving prototypes such as porch balustrades, paving materials, or streetlight standards.</p>	<p>Stripping features from buildings or the streetscape such as wood siding, iron fencing, or terra cotta balusters; or removing or destroying landscape features, including plant material.</p>
<p><b>Replacing</b> in kind an entire feature of the building, streetscape, or landscape that is too deteriorated to repair – when the overall form and detailing are still evident – using the physical evidence to guide the new work. This could include a storefront, a walkway, or a garden. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p>	<p>Failing to undertake adequate measures to assure the preservation of building, streetscape, and landscape features.</p>
	<p>Replacing an entire feature of the building, streetscape, or landscape such as a porch, walkway, or streetlight, when repair of materials and limited replacement of deteriorated or missing parts are appropriate.</p>
	<p>Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the building, streetscape, or landscape feature or that is physically or chemically incompatible.</p>
	<p>Removing a feature of the building, streetscape, or landscape that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.</p>

District Neighborhood (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Design for Missing Historic Features</b></p> <p><b>Designing and constructing a new feature of the building, streetscape or landscape when the historic feature is completely missing, such as row house steps, a porch, streetlight, or terrace. It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the district or neighborhood.</b></p> <p><b>Alterations/Additions for the New Use</b></p> <p><b>Designing required new parking so that it is as unobtrusive as possible, i.e., on side streets or at the rear of buildings. "Shared" parking should also be planned so that several businesses can utilize one parking area as opposed to introducing random, multiple lots.</b></p> <p><b>Designing and constructing new additions to historic buildings when required by the new use. New work should be compatible with the historic character of the district or neighborhood in terms of size, scale, design, material, color and texture.</b></p> <p><b>Removing nonsignificant buildings, additions, or streetscape and landscape features which detract from the historic character of the district or the neighborhood.</b></p>	<p><b>Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.</b></p> <p><b>Introducing a new building, streetscape or landscape feature that is out of scale or otherwise inappropriate to the setting's historic character, e.g. replacing picket fencing with chain link fencing.</b></p> <p><b>Placing parking facilities directly adjacent to historic buildings which cause the removal of historic plantings, relocation of paths and walkways, or blocking of alleys.</b></p> <p><b>Introducing new construction into historic districts that is visually incompatible or that destroys historic relationships within the district or neighborhood.</b></p> <p><b>Removing a historic building, building feature, or landscape or streetscape feature that is important in defining the overall historic character of the district or the neighborhood.</b></p>

The aforementioned work is highlighted in bold to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Although the work in these sections is quite often an important aspect of rehabilitation projects, it is usually *not part* of the overall process of preserving character-defining features (maintenance, repair, replacement); rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to obscure, radically change, damage, or destroy character-defining features in the process of rehabilitation work to meet new use requirements.

**HEALTH AND SAFETY CODE REQUIREMENTS**

As a part of the new use, it is often necessary to make modifications to a historic building so that it can comply with current health, safety and code requirements. Such work needs to be carefully planned and undertaken so that it does not result in a loss of character-defining spaces, features, and finishes.

<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p>Identifying the historic building's character-defining spaces, features, and finishes so that code required work will not result in their damage or loss.</p>	<p>Undertaking code-required alterations to a building or site before identifying those spaces, features, or finishes which are character-defining and must therefore be preserved.</p>
<p>Complying with health and safety code, including seismic codes and barrier-free access requirements, in such a manner that character-defining spaces, features, and finishes are preserved.</p>	<p>Altering, damaging, or destroying character-defining spaces, features, and finishes while making modifications to a building or site to comply with safety codes.</p>
<p>Working with local code officials to investigate alternative life safety measures or variances available under some codes so that alterations and additions to historic buildings can be avoided.</p>	<p>Making changes to historic buildings without first seeking alternatives to code requirements.</p>
<p>Providing barrier-free access through removable or portable, rather than permanent, ramps.</p>	<p>Installing permanent ramps that damage or diminish character-defining features.</p>
<p>Providing seismic reinforcement to a historic building in a manner that avoids damaging the structural system and character-defining features.</p>	<p>Reinforcing a historic building using measures that damage or destroy character-defining structural and other features.</p>
<p>Upgrading historic stairways and elevators to meet health and safety codes in a manner that assures their preservation, i.e. so that they are not damaged or obscured.</p>	<p>Damaging or obscuring historic stairways and elevators or altering adjacent spaces in the process of doing work to meet code requirements.</p>
<p>Installing sensitively designed fire suppressions systems, such as a sprinkler system for wood frame mill buildings, instead of applying fire-resistant sheathing to character-defining features.</p>	<p>Covering character-defining wood features with fire-resistant sheathing which results in altering their visual appearance.</p>
<p>Applying fire-retardant coatings, such as intumescent paints, which expand during fire to add thermal protection to steel.</p>	<p>Using fire-retardant coatings if they damage or obscure character-defining features.</p>
<p>Adding a new stairway or elevator to meet health and safety codes in a manner that preserves adjacent character-defining features and space.</p>	<p>Radically changing, damaging, or destroying character-defining spaces, features, or finishes when adding a new code required stairway or elevator.</p>

Health and Safety Code Requirements (continued)	
<u>Recommended</u>	<u>Not Recommended</u>
<p>Placing a code-required stairway or elevator that cannot be accommodated within the historic building in a new exterior addition. Such an addition should be located at the rear of the building or an inconspicuous side; and its size and scale limited in relationship to the historic building.</p>	<p>Constructing a new addition to accommodate code-required stairs and elevators on character-defining elevations highly visible from the street; or where it obscures, damages or destroys character-defining features.</p>

### ENERGY RETROFITTING

Some character-defining features of a historic building or site such as cupolas, shutters, transoms, skylights, sun rooms, porches, and plantings also play a secondary energy conserving role. Therefore, prior to retrofitting historic buildings to make them more energy efficient, the first step should always be to identify and evaluate the existing historic features to assess their inherent energy conserving potential. If it is determined that retrofitting measures are necessary, then such work needs to be carried out with particular care to insure that the building's historic character is preserved in the process of rehabilitation.

<u>Recommended</u>	<u>Not Recommended</u>
<p><b>District/Neighborhood</b></p>	
<p>Maintaining those existing landscape features which moderate the effects of the climate on the setting such as deciduous trees, evergreen wind-blocks, and lakes or ponds.</p>	<p>Stripping the setting of landscape features and landforms so that the effects of the wind, rain, and the sun result in accelerated deterioration of historic materials.</p>
<p><b>Building Site</b></p>	
<p>Retaining plant materials, trees, and landscape features, especially those which perform passive solar energy functions, such as sun shading and wind breaks.</p>	<p>Removing plant materials, trees, and landscape features, so that they no longer perform passive solar energy functions.</p>
<p>Installing freestanding solar collectors in a manner that preserves the historic property's character-defining features.</p>	<p>Installing freestanding solar collectors that obscure, damage, or destroy historic landscape or archeological features.</p>
<p>Designing attached solar collectors, including solar greenhouses, so that the character-defining features of the property are preserved.</p>	<p>Locating solar collectors where they radically change the property's appearance; or damage or destroy character-defining features.</p>

Energy Retrofitting (continued)	
<u>Recommended</u>	<u>Not Recommended</u>
<b>Masonry/Wood/Architectural Metals</b>	
Installing thermal insulation in attics and in unheated cellars and crawlspaces to increase the efficiency of the existing mechanical systems.	Applying urea of formaldehyde foam or any other thermal insulation with a water content into wall cavities in an attempt to reduce energy consumption.
Installing insulating material on the inside of masonry walls to increase energy efficiency where there is no character-defining interior moulding around the window or other interior architectural detailing.	Resurfacing historic building materials with more energy efficient but incompatible materials, such as covering historic masonry with exterior insulation.
Installing passive solar devices such as a glazed "trombe" wall on a rear or inconspicuous side of the historic building.	Installing passive solar devices such as an attached glazed "trombe" wall on primary or other highly visible elevations; or where historic material must be removed or obscured.
<b>Roofs</b>	
Placing solar collectors on non-character-defining roofs or roofs of non-historic-adjacent buildings.	Placing solar collectors on roofs when such collectors change the historic roofline or obscure the relationship of the roof to character-defining roof features, such as dormers, skylights, and chimneys.
<b>Windows</b>	
Utilizing the inherent energy conserving features of a building by maintaining windows and louvered blinds in good operable condition for natural ventilation.	Removing historic shading devices rather than keeping them in an operable condition.
Improving thermal efficiency with weather-stripping, storm windows, caulking, interior shades, and, if historically appropriate, blinds and awnings.	Replacing historic multi-paned sash with new thermal sash utilizing false muntins.
Installing interior storm windows with airtight gaskets, ventilating holes, and/or removable clips to insure proper maintenance and to avoid condensation damage to historic windows.	Installing interior storm windows that allow moisture to accumulate and damage the window.
Installing exterior storm windows which do not damage or obscure the windows and frames.	Installing new exterior storm windows which are inappropriate in size or color and which are inoperable.

Energy Retrofitting (continued)	
<u>Recommended</u>	<u>Not Recommended</u>
<p>Considering the use of lightly tinted glazing on non-character defining elevations if other energy retrofitting alternatives are not possible.</p>	<p>Replacing windows or transoms with fixed thermal glazing or permitting windows and transoms to remain inoperable rather than utilizing them for their energy conserving potential.</p> <p>Using tinted or reflective glazing on character-defining or other conspicuous elevations.</p>
<p><b>Entrances and Porches</b></p>	
<p>Utilizing the inherent energy conserving features of a building by maintaining porches, and double vestibule entrances in good condition so that they can retain heat or block the sun and provide natural ventilation.</p>	<p>Enclosing porches located on character-defining elevations to create passive solar collectors on airlock vestibules. Such enclosures can destroy the historic appearance of the building.</p>
<p><b>Interior Features</b></p>	
<p>Retaining historic interior shutters and transoms for their inherent energy conserving features.</p>	<p>Removing historic interior features which play a secondary energy conserving role.</p>
<p><b>New Additions to Historic Buildings</b></p>	
<p>Placing new additions that have an energy conserving function, such as a solar greenhouse on non-character-defining elevations.</p>	<p>Installing new additions, such as multistory solar greenhouses additions, which obscure, damage, destroy character-defining features.</p>
<p><b>Mechanical Systems</b></p>	
<p>Installing thermal insulation in attics and in unheated cellars and crawlspaces to conserve energy.</p>	<p>Apply urea formaldehyde foam or any other thermal insulation with a water content or that may collect moisture into wall cavities</p>



**NEW ADDITIONS TO HISTORIC BUILDINGS**

An attached exterior addition to a historic building expands its "outer limits" to create a new profile. Because such expansion has the capacity to radically change the historic appearance, an exterior addition should be considered only after it has been determined that the new use cannot be successfully met by altering non-character-defining *interior* spaces. If the new use cannot be this way, then an attached exterior addition is usually an acceptable alternative. New additions should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, damaged, or destroyed in the process of rehabilitation. New design should always be clearly differentiated so that the addition does not appear to be part of the historic resources.

<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p>Placing functions and services required for the new use in non-character-defining interior spaces rather than installing a new addition.</p>	<p>Expanding the size of the historic building by constructing a new addition when the new use could be met by altering non-character-defining interior spaces.</p>
<p>Constructing a new addition so that there is the least possible loss of historic materials and so that character-defining features are not obscured, damaged, or destroyed.</p>	<p>Attaching a new addition so that the character-defining features of the historic building are obscured, damaged, or destroyed.</p>
<p>Locating the attached exterior addition at the rear or on an inconspicuous side of a historic building; and limiting its size and scale in relationship to the historic building.</p>	<p>Designing a new addition so that its size and scale in relation to the historic building are out of proportion, thus diminishing the historic character.</p>
<p>Designing new additions in a manner that makes clear what is historic and what is new.</p>	<p>Duplicating the exact form, material, style, and detailing of the historic building in the new addition so that the new work appears to be part of the historic building.</p>
<p>Considering the attached exterior addition both in terms of the new use and the appearance of other buildings in the historic district or neighborhood. Design for the new work may be contemporary or may reference design motifs from the historic building. In either case, it should always be clearly differentiated from the historic building and be compatible in terms of mass, materials, relationship of solids to voids, and color.</p>	<p>Imitating a historic style or period of architecture in new additions, especially for contemporary uses such as drive-in banks or garages.</p>
<p>Placing new additions such as balconies and greenhouses on non-character-defining elevations and limiting the size and scale in relationship to the historic building.</p>	<p>Designing and constructing new additions that result in the diminution or loss of the historic character of the resource, including its design, materials, workmanship, location, or setting.</p>
	<p>Using the same wall plane, roof line, cornice height, materials, siding lap or window type to make additions appear to be a part of the historic building.</p>
	<p>Designing new additions such as multistory greenhouse additions that obscure, damage, or destroy character-defining features of the historic building.</p>

New Additions to Historic Buildings (continued)	
<p data-bbox="428 310 597 340" style="text-align: center;"><i><u>Recommended</u></i></p> <p data-bbox="228 373 794 495">Designing additional stories, when required for the new use, that are set back from the wall plane and are as inconspicuous as possible when viewed from the street.</p>	<p data-bbox="995 300 1195 329" style="text-align: center;"><i><u>Not Recommended</u></i></p> <p data-bbox="813 386 1378 443">Constructing additional stories so that the historic appearance of the building is radically changed.</p>

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Coleman-Franklin-Cannon Mill  
Cabarrus County, NC

## Section 7. Narrative Description

### Setting

Located about two miles southwest of downtown Concord's central commercial district, Coleman-Franklin-Cannon Mill stands near the north end of a 10.14-acre tax parcel bounded by Main Street SW to the west, Office Drive SW to the north, and the Norfolk Southern Railroad tracks to the east. South of the mill's west end, a Duke Power Company electrical substation occupies a separate 1.17-acre lot adjacent to the mill parcel's southwest boundary. The substation tract is wooded, as is the mill lot's southern portion, which includes a square water treatment tank. Burris Court SW forms a portion of the mill tax parcel's southwest edge. The parcel's short south end terminates at the right-of-way for a section of Highway 601 that has been known as Warren C. Coleman Boulevard South since 2001.

The Coleman-Franklin-Cannon Mill National Register boundary comprises the north 6.6 acres of the 10.14-acre tax parcel. The nominated area encompasses ten contributing buildings and one contributing structure erected from 1898 through 1950. The wooded acreage and the water treatment tank at the tax parcel's south end have been excluded. The area west of the railroad and north and west of the mill complex contains residences that once served as mill employee housing. On the railroad's east side, commercial and industrial buildings line Wilshire Court south of the city-owned Rutherford Cemetery's 16.7-acre parcel, much of which is wooded.

Short gravel drives on Main Street SW's east side provide access to gravel parking areas west of the mill and warehouses as well as the concrete-paved driveway that wraps around the buildings. The two-story-on-basement heavy-timber-frame and brick mill erected in 1898 and more than doubled in size in 1912 faces north. The site's gently sloping topography, which decreases in elevation to the south, allows the basement to be partially above grade.

A concrete driveway separates the mill from two one-story, corrugated-metal-sheathed, multi-section, early-twentieth-century cotton warehouses to the north. The driveway is approximately forty feet north of the mill but is at the same grade as the mill's first floor and primary entrances, resulting in a steep drop in elevation between the driveway and the mill. Steel-pipe guard rails thus line the driveway's south edge. A concrete bridge with a steel-pipe railing extends from the driveway to the 1898 stair tower's entrance.

A paved concrete parking area spans the almost forty-foot distance between the two cotton warehouses. At the parking area's north end, a corrugated-metal flat-roofed canopy supported by square steel posts covers the steel stairs with steel-pipe railings that lead to two one-story, hip-roofed, weatherboarded buildings, historically the mill office and a hose house. These buildings are most easily accessed from Office Drive. A formed-concrete retaining wall ameliorates the elevation change between the buildings on the hill and the parking area and warehouses.

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A flat-roofed frame canopy supported by round steel posts covers the wood loading dock that spans the east cotton warehouse's east elevation and projects to the south on the railroad's west side. At the dock's south end, a formed-concrete wall extends south and terminates at a flat-roofed brick storage building. West of the storage building, a shed-roofed corrugated-metal-sheathed garage, a shed-roofed German-sided pump house, and a flat-roofed brick pump house stand near the 1898 mill's southeast corner. A pyramidal-hip-roofed weatherboarded hose house is adjacent to the 1912 addition's south elevation close to its west end.

### **Coleman-Franklin-Cannon Mill, 1898, 1912, 1950s, 1960s, Contributing Building**

Coleman Manufacturing Company's two-story-on-basement 1898 mill, now the plant's east section, is fourteen bays wide (114 feet in the east-west direction) and nine bays deep (80.5 feet in the north-south direction). At the 1898 mill's northeast corner, north of its smokestack, Coleman Manufacturing Company erected a one-story-on-basement addition encompassing a second-floor cotton picker room and a first-floor machine shop by March 1902 in order to qualify for fire insurance. In 1912, Franklin Cotton Mills hired the prominent contracting firm T. C. Thompson and Brothers, based in Charlotte, N. C., and Birmingham, Alabama, to expand the picker room and machine shop with a second story, construct a cotton warehouse to the north, and build a 200-foot-wide by 80.5-foot-deep two-story-on-basement addition on the 1898 mill's west end.<sup>1</sup> Cannon Mills updated the plant as needed through the mid-1960s, erecting restroom and elevator towers, HVAC equipment rooms and platforms, and loading docks on the north and south elevations and installing humidification and HVAC systems in the mill.

Builder Adolphus Henry Propst, brick maker and mason Rufus A. Brown, and their crews undertook the 1898 mill's construction.<sup>2</sup> The heavy-timber-frame edifice features brick walls executed in five-to-one common bond with segmental-arched window openings and a very low-pitched gable roof with projecting rafter ends that create deep eaves. Slightly projecting belt courses encircle the building at the top of each story. The north elevation's foundation has been parged with concrete.

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<sup>1</sup> Fire insurance providers required the picker room to be moved from the mill to an adjacent building to minimize fire risk. The 1912 renovations included the installation of electric motors in place of the steam engine that originally powered the mill. Sanborn Map Company, "Concord," March 1902, sheet 5; T. C. Thompson and Brothers, correspondence with Franklin Cotton Mills, and Lockwood, Greene, and Company Engineers, "Appraisal of Franklin Cotton Mills, Inc., Concord, N. C.," October 20, 1926, p. 8, Box 183, Cannon Mills Records, 1836-1983, Rubenstein Library, Duke University; Allen Edward Burgess, "Tar Heel Blacks and the New South Dream: The Coleman Manufacturing Company, 1896-1904," Duke University, Ph. D. dissertation, 1977, p. 366.

<sup>2</sup> U. S. Census, Population Schedule, 1900; "The Coleman Factory," *Daily Concord Standard*, October 13, 1897, December 14, 1897, December 16, 1897, and February 7, 1898.

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The three-stage entrance and stair tower that projects from the façade (north elevation) originally included a recessed double-leaf door surmounted by an arched multipane transom and a corbelled brick hood. The transom has been infilled with brick and a double-leaf steel door with four panes in each leaf's upper section installed almost flush with the façade. The tower's mansard-roofed fourth stage has been removed. The tower's upper level, lit by dormer windows, contained a 10,000-gallon water tank that supplied the building's sprinkler system.

Large, double-hung, twelve-over-twelve, wood-sash windows illuminated the 1898 mill, including the stair tower. Cannon Mills installed steel-frame windows in some locations in conjunction with plant updates and in the 1960s enclosed the majority of the building's window openings with brick to facilitate air conditioning installation. Steel doors secure most exterior door openings in compliance with fire code. A tall brick freight elevator tower rises at the north elevation's east end.

Nine windows initially pierced the upper floor of the 1898 mill's east elevation, while only three windows punctuated the north end of the first floor and basement due to the projecting L-shaped, flat-roofed, one-story-on-basement wing containing the boiler and mechanical rooms that originally extended from the east elevation. The tapered, square, ninety-foot-tall smokestack that stood north of the boiler house is still intact, but Cannon Mills demolished the boiler house after installing the 1960s HVAC system. Other modifications on the 1898 mill's east side include the construction at the southeast corner (above the mechanical room) of a narrow, second-story, mid-twentieth-century addition with a stepped-parapet east wall.

The 1902/1912 one-story-on-basement addition at the 1898 mill's northeast corner is three bays wide and four bays deep. The north elevation's parapet is stepped, while the taller, flat, south parapet has been replaced. A steel I-beam and steel rods connect the addition to the east warehouse's south elevation. It appears that the resulting structural tension damaged the upper northwest corner of the 1902/1912 addition, as the brick had been replaced at that location. Three square, wood-frame, twelve-pane windows with round-arched surrounds remain on the north wall's upper level. Three large, rectangular, steel-frame windows with operable central sections pierce the west elevation's second story. The round-arched basement windows on all four walls and the windows on the east and south elevations' upper levels have been infilled with brick. On the east elevation, steel pipe railings secure the steel steps and steel landing that provide access to the single-leaf paneled wood door that, along with plywood paneling, fills a large opening in the wall. A metal-shed-roofed frame canopy supported by a square wood post shelters the single-leaf basement entrance on the south elevation. The foundation is parged with concrete.

The metal-sided frame warehouse projecting from the east end of the mill's rear (south) elevation was constructed between 1956 and 1964. A long, steel-frame, flat-roofed canopy extends to the west, sheltering the area outside three roll-up metal loading dock doors. The April 1921 Sanborn map illustrates a one-story frame shed in this location, but that structure had been removed by May 1927.

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By April 1921, employees benefited from the construction of a one-story restroom addition on the 1898 mill's rear elevation and a two-story restroom tower near the center of the 1912 building's rear elevation. Between 1947 and 1950, Cannon Mills replaced the restroom towers with one-bay-deep, two-bay-wide, three-story restroom towers. Masons executed the walls in five-to-one-common bond with high steel-frame windows that pierce the side (east and west) elevations at each level. Between the towers, likely at the same time, Cannon Mills constructed two flat-roofed, one-bay-deep, one-story additions in six-to-one common bond brick. On each addition's south elevation, a central square window now enclosed with brick originally illuminated the interior. One space is labeled "switch room."

A one-story, shed-roofed, windowless addition erected between 1956 and 1964 spans the distance between the 1898 mill's restroom tower and the late 1940s additions. West of those additions, a two-story, flat-roofed, windowless wing executed between 1956 and 1964 in five-to-one common bond brick houses HVAC system equipment. Two double-leaf and one single-leaf entrance provide access to the wing's ground level.

The two-story-on-basement 1912 addition at the 1898 mill's west end features a low gabled roof with projecting rafter ends that create deep eaves intended to shelter the large rectangular window openings that have been infilled with brick on the north and south elevations. The window openings are slightly recessed with pilaster-like sections of brick wall between them. The north and south elevations are twenty-five bays wide. On the west elevation, the first and second floors contain seven bays of segmental-arched window openings, while six matching openings flank the central, replacement, single-leaf, steel basement door. All of the windows and most of the original west entrance bay have been enclosed with brick.

On the 1912 addition's north elevation, the two-stage, one-bay-wide and two-bay-deep stair tower capped with a corbelled cornice has replacement steel-frame windows and cast-stone lintels. Brick corbelling also tops the second-story windows. The tower provided access to the carding and spinning rooms that more than doubled the mill's manufacturing space. As part of the 1912 expansion, contractors added a hip-roofed monitor with short windows above three-foot-tall kneewalls that spanned the entire width of both mill sections, illuminating the upper floor. Although poor historic aerial photograph resolution prevents close examination of building details, it appears that Cannon Mills removed the roof monitor between 1956 and 1964.<sup>3</sup>

That project was probably related to Cannon Mills' 1960s HVAC system installation, which also required the construction of two flat-roofed two-story-on-basement mechanical wings east and west of the stair

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<sup>3</sup> Sanborn Map Company, "Concord," May 1927, sheet 28, and March 1947, sheet 28; Cabarrus County GIS, aerial imagery, 1938, 1950, 1956, 1964, <http://gis.cabarruscounty.us/gisdataexplorer/> (accessed November 2014).

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tower on the 1912 addition's north elevation. Large aluminum louvered vents fill openings on each wing's west elevation and at the west end of each north elevation's five-to-one common bond brick walls.

An elevator tower rises on the 1912 addition's north elevation just west of the east mechanical wing. Between the elevator tower and the 1912 stair tower, a steel-frame platform covered by a flat-roofed canopy supported by steel posts and beams elevates HVAC equipment to the first-story level. Large metal pipes are secured to the building beneath the platform.

When roof replacement was necessary, rubber membrane and tar and gravel roofs proved to be the most serviceable options. Flush-board roof decking is intact in most locations.

## Interior

The mill's open plan and interior finishes original to each construction phase are substantially intact. Painted brick walls and wood floors are typical, although some areas erected or renovated during the mid-twentieth century have concrete floors. Most wood floor boards originally ran east-west, but have been replaced in a few sections with boards that run north-south. The undersides of the wide plank floor and roof decking are visible in the spaces below.

Franklin Cotton Mills removed the 1898 building's west wall in order to allow for unimpeded flow between the 1898 and 1912 sections, both of which retain chamfered square wood posts and substantial wood beams. The long rows of posts divide the mill interior into three bays on each level, a width that accommodated sizable machinery. In the east and west sections of the first floor and the basement, steel collars secure posts directly to beams. In the central sections of those levels, short segments of heavy timbers with rounded ends top the posts, distributing the load of the structural beams above. On the second-floor, short heavy timbers with rounded ends cap the 1898 mill's posts. In the 1912 addition, short heavy timbers with angled ends surmount the posts.

Engineers specified the installation of steel posts and beams to provide supplementary support and as replacements in the early sections, and as original structural systems in warehouses and additions built from the 1920s through the 1960s. Post replacement is minimal except at the west end of the 1912 addition's first story, where Cannon Mills erected round steel posts in approximately sixty percent of the original heavy-timber post locations in the south two rows. A few posts in this area were removed altogether and steel beams spanning the greater distance added to carry the load, ostensibly to provide space for sizable equipment. Steel braces and girders reinforce areas throughout the complex to compensate for equipment weight and vibration.

Double-leaf steel doors with glazed four-pane upper sections secure the two stair towers on the north elevation. The 1898 tower retains open flights of stairs and railings with molded handrails, square newel

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posts, and square balusters. The 1912 tower features square newel posts spanned by solid vertical-board railings capped with molded handrails.

The mill's first floor remains predominately open. Wood-panel or steel doors hang in some interior doorways, but between most sections metal fire doors slide on steel tracks and are held open by weighted pulleys. In a few areas updated after the mid-twentieth-century, fire doors are mounted above door lintels and roll down. Gypsum board covers the west side and portions of the east side of the twenty-first-century frame partition wall that creates an entrance vestibule adjacent to the 1912 tower as well as the large storage area at the 1912 addition's west end. On the second floor, black plastic has been hung from the ceiling to delineate a large space at the building's west end. Gypsum board sheathes three small frame office and storage rooms with low ceilings that line the north elevation. A frame partition wall creates office and storage space at the 1898 mill's east end. On all floors, some of the restrooms retain original five-horizontal-panel wood doors, plaster walls, and black-and-white mosaic tile floors. Others have been partially remodeled and/or fixtures have been removed.

The June 1911 Sanborn map shows an interior elevator at the mill's northeast corner. A mid-twentieth-century conveyor belt at the first floor's east end also facilitated the transportation of equipment and product between the floors.

Contractors dropped fluorescent lights and sprinkler system pipes from the ceilings throughout the manufacturing area. Rigid metal ductwork and sizable air handling units remain from the air conditioning systems configured for the plant in the 1960s. Surface-mounted metal conduit houses electrical wiring.

In the basement, a poured-concrete platform elevates the floor at the 1898 mill's east end about four feet above grade. A concrete ramp with steel-pipe railings provides access to the elevated area. Frame partition walls and metal-wall enclosures create office and storage space adjacent to the south elevation. Faux-wood paneling sheathes the office walls. The basement's central section has a poured-concrete floor at grade level. Portions of the wood floor at the west end are intact, but some areas are damaged or missing due to the space's current function as a car repair business.

The open picker room interior matches that of the mill, with painted brick walls, wood floors, and exposed wood beams beneath wide flush-board roof decking. Given the room's modest size, only one central, round, steel post provides supplementary support for the roof structure. The basement mechanical room has painted brick walls, a concrete floor, and square heavy-timber posts and beams below exposed floor decking. Cannon Mills added a few round steel posts for additional support. Frame partition walls delineate storage and work areas. Fluorescent lights, sprinkler system pipes, rigid metal ductwork, and surface-mounted electrical conduit have been installed.



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## Smokestack, 1898, Contributing Structure

A tapered, square, ninety-foot-tall smokestack executed in seven-to-one common bond rises east of the 1898 mill and south of the 1912 picker room and machine shop. Two corbelled courses wrap around the smokestack at its base and cap. The foundation has been parged with concrete with the exception of a small cleanout opening on the east elevation. A metal plate that slides up and down covers the opening. Sanborn maps and historic images illustrate that the smokestack initially stood north of the 1898 boiler house and east of the 1898 mechanical room. Coal fueled the complex's original steam heating system.

### *Historical overview of warehouses and other ancillary buildings*

In 1902, a one-story frame waste house stood north of the mill and a round 57,000 reservoir was to the south. By June 1911, a one-story frame cotton shed occupied the waste house site and an L-shaped frame office with a porch and an open shed had been erected west of the cotton shed. A one-story frame cotton waste house; two hip-roofed, frame, one-story buildings; and a one-story frame structure labeled "crib" stood to the northwest. Three small frame buildings contained fire suppression hoses and valves. A one-story frame blacksmith shop had been erected southeast of the reservoir.<sup>4</sup>

The October 1906 Sanborn map is the first to illustrate the east cotton warehouse, which Franklin Cotton Mills expanded with a second (now central) section in 1912 and the third (north) section in 1926.<sup>5</sup> To the west, an aerial photograph taken in 1938 indicates that the five-section cotton warehouse and connected opening room were in use by that year. The aerial also shows that a one-story frame cotton waste house had been erected west of the mill and east of Main Street SW after May 1927 and prior to 1938. A covered walkway completed between 1947 and 1950 connected the two buildings. The cotton waste house was demolished after historian Peter Kaplan photographed it during the 1979 Cabarrus County architectural survey and prior to 2001.<sup>6</sup>

The following list enumerates extant auxiliary buildings in order of significance based on age and function.

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<sup>4</sup> Sanborn Map Company, "Concord," March 1902, sheet 5, and June 1911, sheet 17.

<sup>5</sup> Lockwood, Greene, and Company Engineers, "Appraisal of Franklin Cotton Mills, Inc., Concord, N. C.," October 20, 1926, p. 8, Box 183, Cannon Mills Records, 1836-1983, Rubenstein Library, Duke University.

<sup>6</sup> Cabarrus County GIS, aerial imagery, 1938, 1950, 1956, 1964, 1968, 1975, 2001, <http://gis.cabarruscounty.us/gisdataexplorer/> (accessed November 2014).

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## **East Cotton Warehouse, erected in three stages between 1902 and 1926, Contributing Building**

The October 1906 Sanborn map is the first to show the east cotton warehouse, which Franklin Cotton Mills expanded with a second (now central) section in 1912 and the third (north) section in 1926. Builder T. C. Thompson and Brothers erected the 1912 addition.<sup>7</sup>

The one-story, corrugated-metal-sheathed, three-part building has entrances on the east and west elevations. The south warehouse has a clipped southwest corner, perhaps to provide additional space for navigation between buildings. Brick fire walls executed in six-to-one common bond separate each section. More multipane steel-frame windows likely illuminated the warehouses, but only one six-pane steel-frame window pierces the north warehouse's west upper wall. Three remain on the south elevation.

The warehouses' open interiors retain concrete floors, painted brick, and plywood-sheathed balloon-frame walls. In the earlier two (south) warehouses, Cannon Mills replaced the heavy-timber posts with round steel posts and I-beams in the mid-twentieth century. The original heavy-timber beams spanning each section and the short heavy-timber segments with angled ends that topped the heavy-timber posts remain. At some entrances, metal or wood doors slide on metal tracks and are held open by weighted pulleys. In others, occupants have installed rollup garage doors or single- or double-leaf steel doors. Fluorescent lights and sprinkler system pipes have been dropped from the ceilings throughout the building.

A flat-roofed canopy comprising heavy-timber beams, flush-board roof decking, and round steel posts covers the wood loading dock that projects from the east warehouse's east elevation adjacent to the railroad. Tall brick piers comprise the loading dock's foundation. At the dock's south end, a formed-concrete wall extends south and, after a break that once held a double-leaf gate, terminates at a flat-roofed brick storage building.

## **West Cotton Warehouse, erected between 1927 and 1938, Contributing Building**

A concrete driveway separates the mill from two one-story, corrugated-metal-sheathed, multi-section, early-twentieth-century cotton warehouses to the north. The six-part west building comprises five almost-flat-roofed warehouses—three with entrances on the west elevation and two with entrances on the east elevation—and an opening room at the southeast corner. Brick fire walls executed in six-to-one common bond separate each section. On the north, east, and west elevations, six-pane steel-frame windows and louvered vents pierce the balloon-frame warehouse's upper walls. The southwest warehouse's south elevation is blind, containing only one vent. Multipane steel-frame windows illuminate the opening

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<sup>7</sup> T. C. Thompson and Brothers, correspondence with Franklin Cotton Mills, and Lockwood, Greene, and Company Engineers, "Appraisal of Franklin Cotton Mills, Inc., Concord, N. C.," October 20, 1926, p. 8, Box 183, Cannon Mills Records, 1836-1983, Rubenstein Library, Duke University.

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room, which is shorter than the warehouses and all-masonry construction. The space between the opening room and the southwest warehouse was originally open, but Cannon Mills enclosed it after 1947 to create an additional room.

Concrete loading platforms and walkways secured by steel pipe railings wrap around the building with the exception of the southwest warehouse's south elevation. Almost-flat-roofed canopies supported by round steel posts cover a portion of the west loading dock and the full extent of the remaining walkways and loading areas. Beneath the canopies, board-and-batten siding covers the frame walls. At the north canopy's outer edge, its round steel support posts are bolted to a brick retaining wall with a concrete cap.

The warehouses' open interiors retain concrete floors, exposed brick and balloon-frame walls, substantial steel posts and beams, and wood board roof decking. At some entrances, metal-clad fire doors slide on metal tracks and are held open by weighted pulleys. In others, occupants have installed rollup garage doors or single- or double-leaf steel doors. Fluorescent lights and sprinkler system pipes have been dropped from the ceilings throughout the building. Frame partition walls, dropped-acoustical-tile ceilings, faux-wood sheet paneling, and vinyl-composition-tile floors have been added to portions of the opening room to create office space and meeting and storage rooms.

A paved concrete parking area spans the distance between the two warehouses. At the parking area's north end, a flat-roofed frame canopy supported by round steel posts covers the upper section of the concrete stairs with metal railings that lead to buildings adjacent to Office Drive. A formed-concrete retaining wall ameliorates the elevation change between the buildings on the hill and the parking area.

## **Office, 1910s, early 1930s, Contributing Building**

The one-story, hip-roofed, weatherboarded building that once served as the mill office faces east on the hill above the west cotton warehouse. The simply finished, two-bay-wide and three-bay-deep structure has plain corner boards and a plain frieze below a boxed cornice. Two hip-roofed rear wings project from the building's west elevation. The central wing has the same wall height as the rectangular main block, but is slightly narrower and has a marginally lower roof pitch, while the one-room rear wing is shorter.

A shed-roofed frame canopy shelters the single-leaf door comprised of three horizontal lower panels below six glazed panes. Double-hung six-over-six sash windows illuminate the interior. Replacement wood steps and open wood railings provide access to the primary east entrance and an entrance near the south elevation's east corner that has been enclosed with a wood panel.

This building's form and exterior finishes indicate that it was constructed in the 1910s, indicating that it was moved to this location. The earliest images showing a building with this footprint on the hill are the 1938 aerial and the March 1947 Sanborn map. The June 1911 Sanborn map illustrates an L-shaped frame

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office with a porch and an open shed west of the east cotton warehouse. That building remained in use through at least 1927.

### **Hose House, early 1930s, Contributing Building**

The pyramidal-hip-roofed weatherboarded hose house that stands on the hill near the west cotton warehouse's northeast corner retains a double-leaf board-and-batten door on its south elevation. Exposed rafter ends support deep eaves and metal coping protects the roof peaks.

### **Hose House, early 1930s, Contributing Building**

The pyramidal-hip-roofed weatherboarded hose house adjacent to the 1912 mill addition's south elevation close to its west end retains a double-leaf board-and-batten door on its south elevation. Exposed rafter ends support deep eaves and metal coping protects the roof peaks.

### **Storage Building, erected between 1947 and 1950, Contributing Building**

A one-story, flat-roofed, brick storage building with sliding wood doors stands near the 1898 mill's southeast corner. Cannon Mills constructed this building after the 1947 Sanborn map's issuance and before the 1950 Cabarrus County aerial photograph of the site was taken.

### **Garage, erected between 1947 and 1950, Contributing Building**

A shed-roofed, corrugated-metal-sided, one-story, frame garage is located southeast of the 1898 mill's southeast end and southwest of the storage building. The garage has a poured-concrete floor and foundation, while the enclosed storage room at the building's south end has a brick foundation. Wood rafters support wood decking boards and metal roofing panels. Cannon Mills constructed this building after the 1947 Sanborn map's issuance and before the 1950 Cabarrus County aerial photograph of the site was taken. A frame blacksmith shop erected between 1906 and 1911 and used as a garage by 1921 stood on this site through the mid-twentieth century.

### **Pump House, erected between 1947 and 1950, Contributing Building**

A small, shed-roofed, one-story, German-sided pump house stands south of the 1898 mill's southeast end and west of the garage. A double-leaf board-and-batten door fills the north elevation. The building rests on a concrete platform above a square brick cistern. Concrete steps with metal pipe railings provide access to the structure's lower level. Cannon Mills constructed the building after the 1947 Sanborn map's issuance and before the 1950 Cabarrus County aerial photograph of the site was taken. The building replaces a brick pump house that stood on the 84,000-gallon reservoir's west side by 1921.

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## **Pump House, erected between 1947 and 1950, Contributing Building**

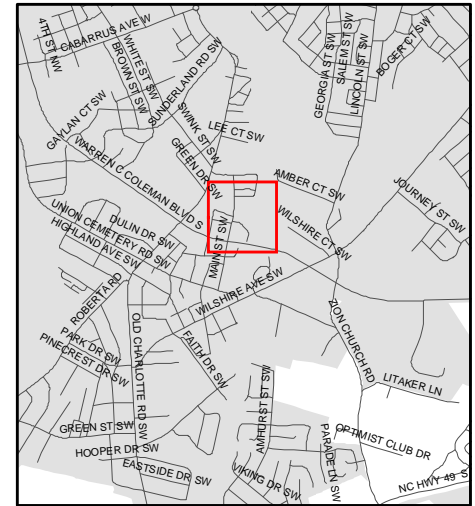
A flat-roofed pump house executed in five-to-one common bond is south of the 1898 mill and northwest of the German-sided pump house. The short single-leaf door on the north elevation opens into a small space elevated a few feet above grade. Cannon Mills constructed this building after the 1947 Sanborn map's issuance and before the 1950 Cabarrus County aerial photograph of the site was taken.

H-23-18

Sari and Company

625 Main St SW

PIN: 5529-69-3574



Source: City of Concord  
Planning Department

**Disclaimer**

These maps and products are designed for general reference only and data contained herein is subject to change. The City Of Concord, it's employees or agents make no warranty of merchantability or fitness for any purpose, expressed or implied, and assume no legal responsibility for the information contained therein. Data used is from multiple sources with various scales and accuracy. Additional research such as field surveys may be necessary to determine actual conditions.

**AN INCOMPLETE APPLICATION WILL NOT BE PLACED ON THE AGENDA UNTIL ALL OF THE REQUIRED ATTACHMENTS AND/OR ITEMS LISTED ON PAGE 2 ARE SUBMITTED.**

**APPLICANT INFORMATION**

Name: Sari and Company (or assigns)  
Address: 1648 Kenilworth Ave  
City: Charlotte State: NC Zip Code: 28203 Telephone: 804-357-7123 or 419-575-5165

**OWNER INFORMATION**

Name: Bryton Partners, LLC  
Address: 190 High Peak Dr  
City: Boone State: NC Zip Code: 28607 Telephone: 704-281-6289

**SUBJECT PROPERTY**

Street Address: 625 Main St SW, Concord, NC P.I.N. # 55296935740000  
Area (acres or square feet): 10.144 Current Zoning: I-2 Land Use: No

**Staff Use  
Only:**

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_, 20 \_\_\_\_\_  
Fee: \$20.00 Received by: \_\_\_\_\_ Date: \_\_\_\_\_, 20 \_\_\_\_\_

*The application fee is nonrefundable.*

**Exhibit B**

**General Requirements**

The Unified Development Ordinance imposes the following rules, regulations and requirements on requests for Certificates of Appropriateness. The applicant must, with reference to the attached plans, demonstrate how the proposed use satisfies these requirements:

See Attached Exhibit 1

1. Project or Type of Work to be Done: \_\_\_\_\_  
\_\_\_\_\_
2. Detailed specifications of the project (type of siding, windows, doors, height/style of fence, color, etc.):  
 See Attached Exhibit 1  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Required Attachments/Submittals**

1. Scaled site plan, if additions or accessory structures are proposed, on letter, legal or ledger paper. Larger sized copies will be accepted if **16 folded copies** are submitted for distribution.
2. A photograph of the front of the house.
3. Photographs of site, project, or existing structures from a "before" perspective
4. Drawings, sketches, renderings, elevations, or photographs necessary to present an illustration of the project from an "after" perspective.
5. Samples of windows, doors, brick, siding, etc. must be submitted with application.
6. Detailed list of materials that will be used to complete the project.

\*\*\*Applications may be submitted electronically.\*\*\*

**Certification**

(1) I hereby acknowledge and say that the information contained herein and herewith is true and that this application shall not be scheduled for official consideration until all of the required contents are submitted in proper form to the City of Concord Development Services Department. (2) I understand that City staff and/or members of the Historic Preservation Commission may make routine visits to the site to insure that work being done is the same as the work that was approved. (3) I understand that photographs of the completed project will be made to update the City's historic districts inventory database.

July 5, 2018  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Signature of Owner/Agent



## Exhibit 1

To

### Application for Certificate of Appropriateness

1. Project or Type of Work to be Done: The existing Coleman Mill buildings will be renovated and repurposed into 156 apartment units. All work will conform to the National Park Service (NPS) Technical Preservation Briefs.

2. Detailed specifications of the project (type of sidings, windows, doors, height/style of fence, color, etc.): Some building appendages that were added to the building after the date of significance will be removed.

- The original windows have been removed and the openings infilled with masonry. The infill will be removed and new windows to replicate the originals will be installed.

- The existing brick will remain and be carefully cleaned per NPS standards.

- The Tower on the north side of the main mill building was removed at some point in the past and the remaining tower received a flat roof which will remain. The entire building roof will be repaired/replaced as needed.

- The warehouse buildings to the north are a combination of brick and metal siding with flat roofs. Existing openings in the exterior walls will remain and new openings for windows and doors will be added as allowed by NPS. New windows will be of a style and material that is acceptable to NPS. Any metal siding that is beyond salvage will be removed and replaced with matching material. Metal will be finished as appropriate to the buildings and in accordance with NPS briefs. Roofs to be repaired/replaced as needed.

- Building interiors will strive to leave as much of the existing structure visible whether in apartment units or public spaces. The volume of the existing spaces will be apparent from the new interior spaces.

- No new structures will be added to the site. The existing railroad siding structure will be renovated and used as an exterior gathering/sitting area.

- The parking area will be expanded to provide sufficient parking for the tenants.

List of Materials  
To  
Application for Certificate of Appropriateness

Required Attachments/Submittals Item 6

As noted, all work will conform to the National Park Service (NPS) Technical Preservation Briefs. To the extent possible, original materials will be used, and all introduced materials will conform to NPS requirements.

1. Existing brick
2. Windows replicating original windows
3. New windows to fill non-window openings acceptable to NPS
4. Metal siding matching original siding
5. Replacement roofing as necessary

Proposed Site Plan

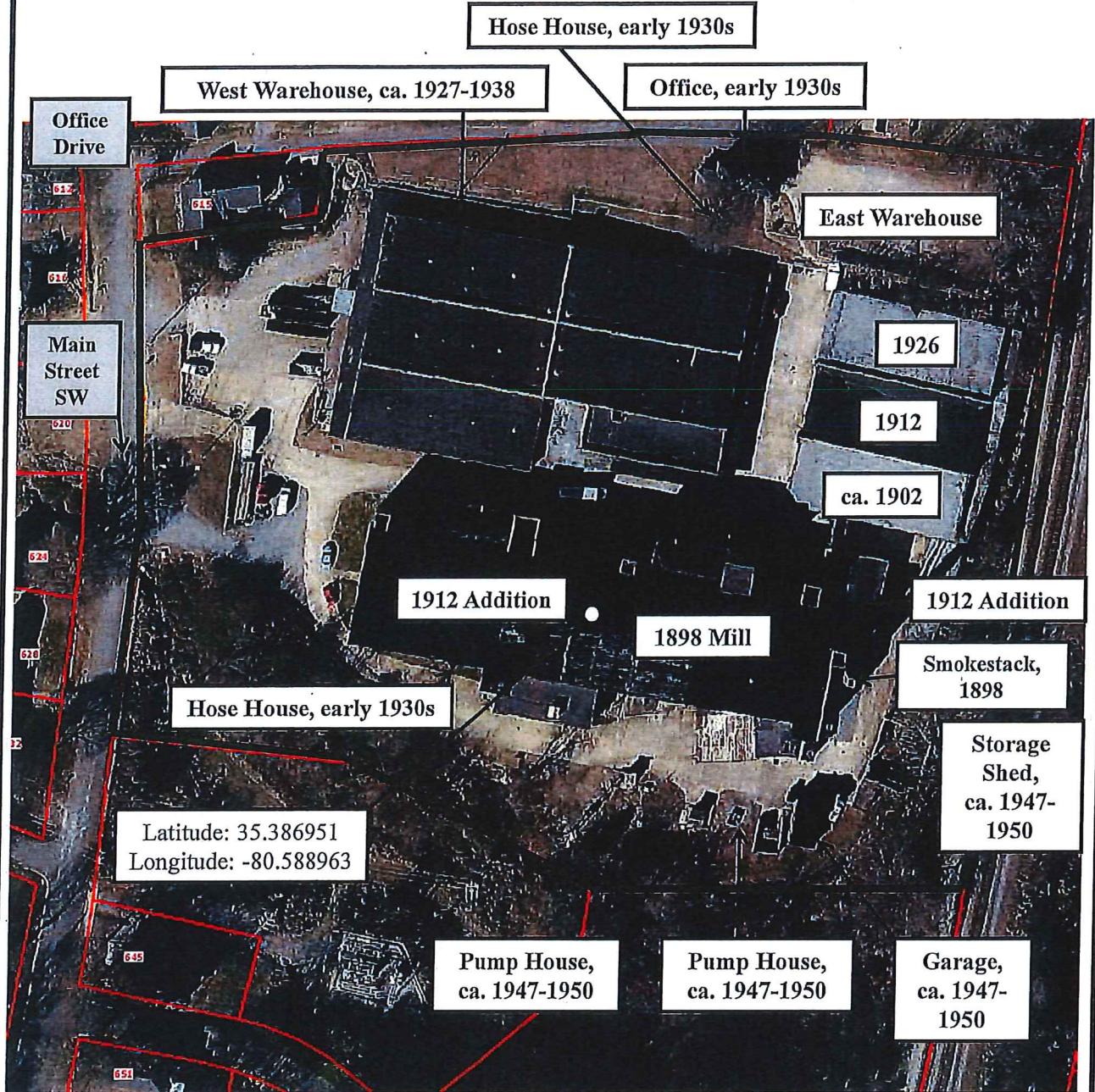


**COLEMAN MILL APARTMENTS**  
625 MAIN STREET SW CONCORD, CABARRUS COUNTY, NORTH CAROLINA

■ MARTIN RILEY ASSOCIATES - ARCHITECTS, P.C. ■

Exhibit C

Existing  
Contributing  
Buildings



Latitude: 35.386951  
Longitude: -80.588963

**Coleman-Franklin-Cannon Mills**  
625 Main Street SW (6.6 acres)  
Concord, Cabarrus County, North Carolina

National Register Boundary = heavy dark line, Scale 1" = approximately 100'  
Ten contributing buildings and one contributing structure

Heather Fearnbach, Fearnbach History Services, Inc. / December 2014

Base aerial photo courtesy of Cabarrus County GIS at <http://gis.cabarruscounty.us/gisdataexplorer/>



OLD 91-12-23

DRAWING NUMBER

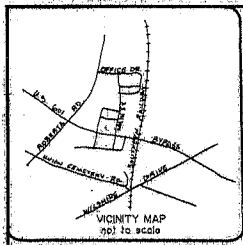
DRAWING NUMBER

07013.000

OLD 031203.001

DRAWING NUMBER

Survey



- REFERENCES:
1. ALL DEEDS AND MAPS SHOWN HEREIN.
2. MAP TITLED 'MAP FOUR PROPERTY OF CANNON HOLDING CORPORATION' BY CONCORD ENGINEERING & SURVEYING, INC., DATED NOV. 22, 1982, JOB NO. 82-10-06, MB. 19, PG. 54.
3. MAP TITLED 'MAP FIVE PROPERTY OF CANNON HOLDING CORPORATION' BY CONCORD ENGINEERING & SURVEYING, INC., DATED NOV. 22, 1982, JOB NO. 82-10-08, MB. 19, PG. 55.
4. MAP TITLED 'PROPERTY OF THE STAD AND MILLER COMPANY' BY GUY L. FISHER, DATED APRIL 1952, MB. 9, PG. 74.
5. MAP TITLED 'PROPERTY OF REZZE E. FURR & CARL F. FURR' BY WALTER J. FURR, INC., DATED APRIL 23, 1957, MB. 11, PG. 58.
6. MAP TITLED 'MILBURN INDUSTRIAL PARK PHASE TWO' BY MERIDIAN LAND COMPANY, LAST REVISED DEC. 8, 1938, MB. 34, PG. 28.
7. MAP TITLED 'RE-SUBDIVISION OF A PART OF THE PROPERTY OF THE STAD & MILLER CO.' BY GUY L. FISHER, DATED AUG. 1954, MB. 10, PG. 44.
8. UNITED STATES TITLE INSURANCE ESCROW FILE NO.: 30072-62; EFFECTIVE DATE JAN. 22, 2007.
9. AGREEMENT TO CONCORD TELEPHONE COMPANY AND A.L. BROWN RECORDED IN DB. 129, PG. 583, (BLANKET).
10. AGREEMENT TO BOARD OF LIGHT AND WATER COMMISSIONERS RECORDED IN DB. 219, PG. 532 (DOES NOT AFFECT SUBJECT PROPERTY).
11. EASEMENT TO BOARD OF LIGHT AND WATER COMMISSIONERS RECORDED IN DB. 328, PG. 542, (BLANKET IN NATURE).
12. RIGHT-OF-WAY TO DUKE POWER COMPANY RECORDED IN DB. 1001, PG. 65, (AS SHOWN).
13. EASEMENT TO DUKE POWER COMPANY RECORDED IN DB. 145, PG. 528, (BLANKET).
14. RIGHT-OF-WAY TO THE STATE HIGHWAY COMMISSION RECORDED IN DB. 129, PG. 28, (AS SHOWN).
15. STREET AND UTILITIES EASEMENT RECORDED IN DB. 568, PG. 116, (NOT UPDATABL).
16. ASSIGNMENT RECORDED IN DB. 823, PG. 280 AND TERMINATION AGREEMENT IN DB. 1831, PG. 82.

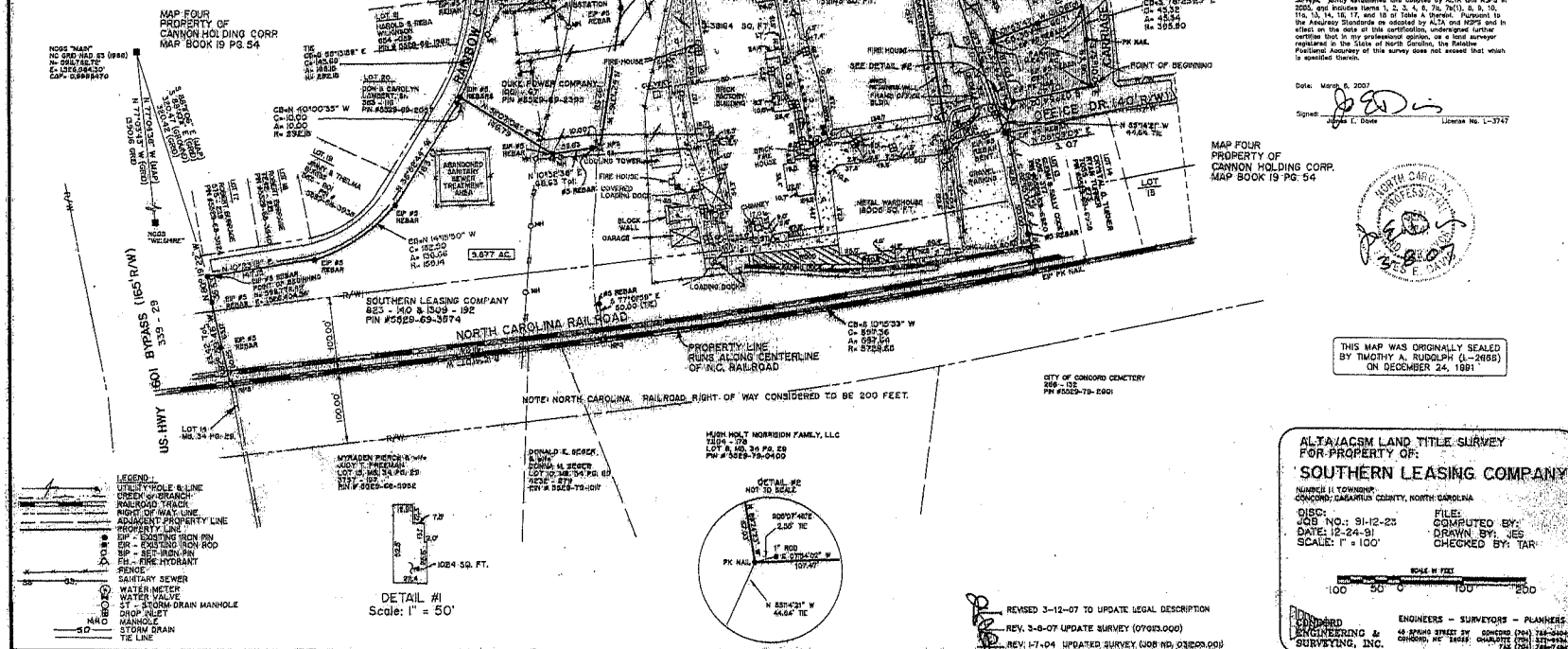
- NOTES:
1. TRAVELERS ADJUSTED BY THE LEAST SQUARES ADJUSTMENT METHOD.
2. AREAS DETERMINED BY COORDINATE COMPUTATIONS.
3. ALL DISTANCES ARE HORIZONTAL DISTANCES UNLESS OTHERWISE NOTED.
4. NO UNDERGROUND UTILITIES WERE LOCATED WITH THIS SURVEY.
5. THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.
6. AREA IS LOCATED IN ZONE X (AREAS DETERMINED TO BE OUTSIDE 500-YEAR FLOOD PLAIN) AS SCALED FROM F.I.R.M. PANEL NO. 37025C0004; D: EFFECTIVE DATE: NOVEMBER 2, 1994.
7. SUBJECT PROPERTY IS ZONED R-2.
MIN. FRONT SETBACK = 30'

Legal Description

0.267 Acres
Lying and being in the City of Concord, Number 11 Township, Cabarrus County, North Carolina, and lying on the north and west side of Office Drive, and lying on the south side of Corriega Avenue, and being the property of Southern Leasing Company (Deed Book 823 at Page 140 and Deed Book 1308 at Page 192), and being more particularly described as follows:
Beginning at a bear #5 rebar in the southern right-of-way line of Corriega Avenue (40' public right-of-way), and in the western right-of-way line of Office Drive (40' public right-of-way); thence from the POINT OF BEGINNING following the western right-of-way line of Office Drive (40' public right-of-way) S 07°34'02" W 107.47 feet to an existing PK nail, said PK nail being in the western right-of-way line of the 40' right-of-way of Office Drive and in the northern right-of-way line of the 25' right-of-way of Office Drive; thence with the northern right-of-way line of Office Drive (25' public right-of-way) N 89°24'23" W 87.83 feet to an existing #5 rebar, said rebar being the southeast corner of Kevin Park (Lot 12 of Map Book 19 at Page 54, Deed Book 586 at Page 463); thence with the line of said Park and with the line of Georgia Smith (Lot 11 of Map Book 18 at Page 54, Deed Book 526 at Page 708) N 07°33'47" W (opening on existing #5 rebar on line at 55.35 feet) a total distance of 131.06 feet to an existing #5 rebar, said rebar being the northeast corner of said Smith; and in the southern right-of-way line of Corriega Avenue (40' public right-of-way); thence with the southern right-of-way line of Corriega Avenue the following two courses and distances: 1) with the arc of a circular curve to the right having a radius of 385.90 feet, an arc length of 43.34 feet, and a chord bearing and distance of S 78°25'23" E 43.32 feet to an existing PK nail; and 2) S 75°10'08" E 63.88 feet to the POINT OF BEGINNING containing 0.267 acres.

Legal Description

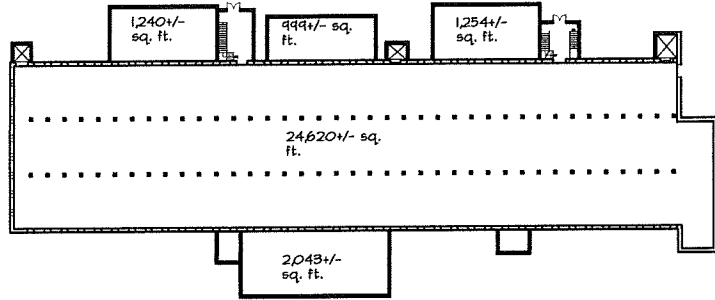
0.877 Acres
Lying and being in the City of Concord, Number 11 Township, Cabarrus County, North Carolina, and lying on the north side of US Highway 801, and lying west of the centerline of the North Carolina Railroad, and being the property of Southern Leasing Company (Deed Book 823 at Page 140 and Deed Book 1308 at Page 192), and being more particularly described as follows:
Beginning at an existing #5 rebar in the northern right-of-way line of US Highway 801, and in the eastern right-of-way line of Rainbow Court (30' public right-of-way), said rebar being S 85°15'08" E 330.47 feet from MOSS monument 'XANT' thence from the POINT OF BEGINNING along the eastern right-of-way line of Rainbow Court the following four courses and distances: 1) N 10°22'18" E 142.53 feet to an existing #5 rebar (2) with four courses and distances: 1) N 10°22'18" E 142.53 feet, 2) N 80°46'00" E 138.88 feet and a chord bearing and distance of N 14°25'00" W 132.26 feet to an existing #5 rebar; 3) N 89°25'44" W 153.57 feet to an existing #5 rebar; and 4) with the arc of a circular curve to the left having a radius of 129.14 feet, an arc length of 138.88 feet and a chord bearing and distance of N 14°25'00" W 132.26 feet to an existing #5 rebar; 2) N 89°25'44" W 153.57 feet to an existing #5 rebar; and 3) with the arc of a circular curve to the left having a radius of 282.18 feet, an arc length of 10.00 feet, and a chord bearing and distance of N 40°03'25" W 10.00 feet to an existing #5 rebar; said rebar being the southeast corner of Duke Power Company (Deed Book 1007 at Page 67); thence with the line of said Duke Power Company the following four courses and distances: 1) N 80°02'00" E 148.79 feet to an existing #5 rebar; 2) N 10°22'18" E (opening on existing #5 rebar on line at 58.83 feet) a total distance of 88.83 feet to a point; 3) N 82°10'08" E 63.88 feet to an existing #5 rebar; and 4) N 82°10'08" E 156.00 feet to an existing #5 rebar; in the western right-of-way line of Main Street (50' public right-of-way); thence with the eastern right-of-way line of Main Street the following two courses and distances: 1) N 17°46'10" E 174.88 feet to an existing #5 rebar and 2) N 82°10'08" E 234.87 feet to an existing 1/2" pipe, said pipe being the southeast corner of Nixy Concepts International Group, Inc. (Deed Book 4679 at Page 533); thence with the line of said Nixy Concepts International Group, Inc. the following two courses and distances: 1) N 81°31'28" E 120.13 feet to an existing #5 rebar and 2) N 10°46'01" E 47.03 feet to an existing #5 rebar, said rebar being in the southern right-of-way line of Office Drive (the 25' public right-of-way) thence with the southern right-of-way line of Office Drive the following three courses and distances: 1) with the arc of a circular curve to the right having a radius of 1426.25 feet, an arc length of 112.63 feet, and a chord bearing and distance of N 80°14'57" E 112.63 feet to an existing #5 rebar; 2) S 89°17'24" E 525.07 feet to an existing #5 rebar; and 3) N 08°09'08" E 3.07 feet to an existing #5 rebar; said rebar being the southwest corner of Cass and Solly Cook (Lot 13 of Map Book 19 at Page 54, Deed Book 526 at Page 377); thence with the southern line of said Cook S 82°15'01" E (opening on existing #5 rebar on line at 141.83 feet) a total distance of 191.63 feet to an existing #5 rebar in the centerline of North Carolina Railroad; thence with said centerline and with Lots 8, 10, 15 and 14 of Map Book 34 at Page 28 the following two courses and distances: 1) with the arc of a circular curve to the right having a radius of 3729.55 feet, an arc length of 597.24 feet, and a chord bearing and distance of 109°13'11" S 597.28 feet to a point; and 2) S 12°41'07" W 311.24 feet to a point in the northern right-of-way line of US Highway 801; thence with the northern right-of-way line of US Highway 801 the following two courses and distances: 1) N 82°30'46" W (opening on existing #5 rebar on line at 50.25 feet) a total distance of 113.42 feet to an existing #5 rebar; and 2) N 80°12'27" W 36.53 feet to the POINT OF BEGINNING containing 0.877 acres.



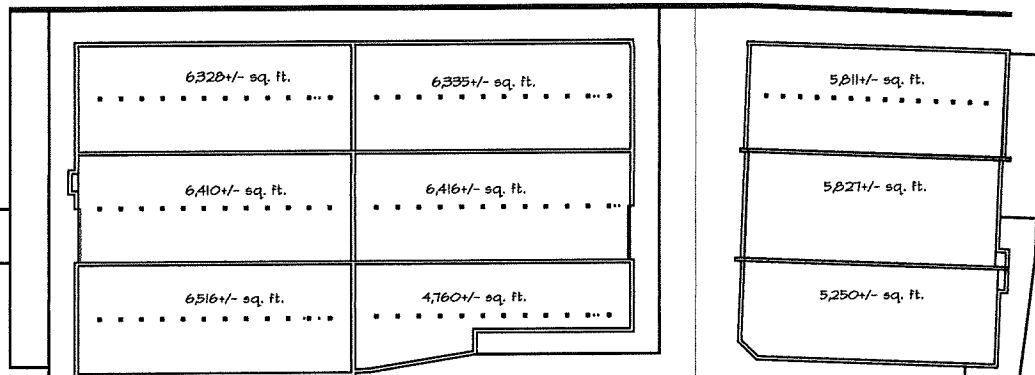
To: Skyline Holdings, LLC, a North Carolina limited liability company, Attention: Tim, a division of Skyline Holdings Insurance Company, N. Duke George, Lee, and Rowland, Corner S. Durham, N.C.
This is to certify that this map or plan and the survey on which it is based were made in accordance with the "Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys" recently established and adopted by ALTA and NSPS in the 11, 12, 14, 15, 17 and 18 of Title A thereon. Pursuant to the provisions of the said Standard, the undersigned has acted in effect on the date of this certification, underground utilities registered in the State of North Carolina, the Relative Precision Adequacy of the survey does not exceed that which is specified therein.
Date: May 16, 2007
Signed: Timothy A. Rudolph License No. L-3747

THIS MAP WAS ORIGINALLY SEALED BY TIMOTHY A. RUDOLPH (L-2688) ON DECEMBER 24, 1991

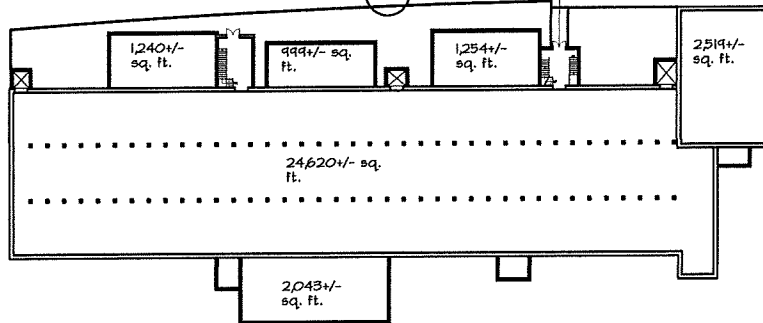
ALTA/ACSM LAND TITLE SURVEY FOR PROPERTY OF: SOUTHERN LEASING COMPANY. NUMBER 11 TOWNSHIP, CONCORD, CABARRUS COUNTY, NORTH CAROLINA. DATE: 12-24-91. SCALE: 1" = 100'. ENGINEERS - SURVEYORS - PLANNERS. CONCORD ENGINEERING & SURVEYING, INC.



THIRD FLOOR PLAN

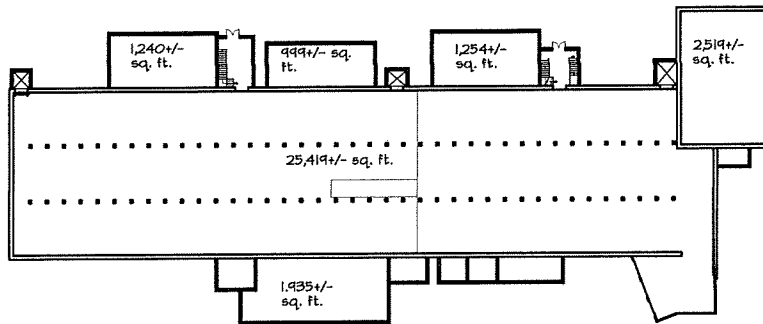


FIRST FLOOR @ 1 STORY WAREHOUSES



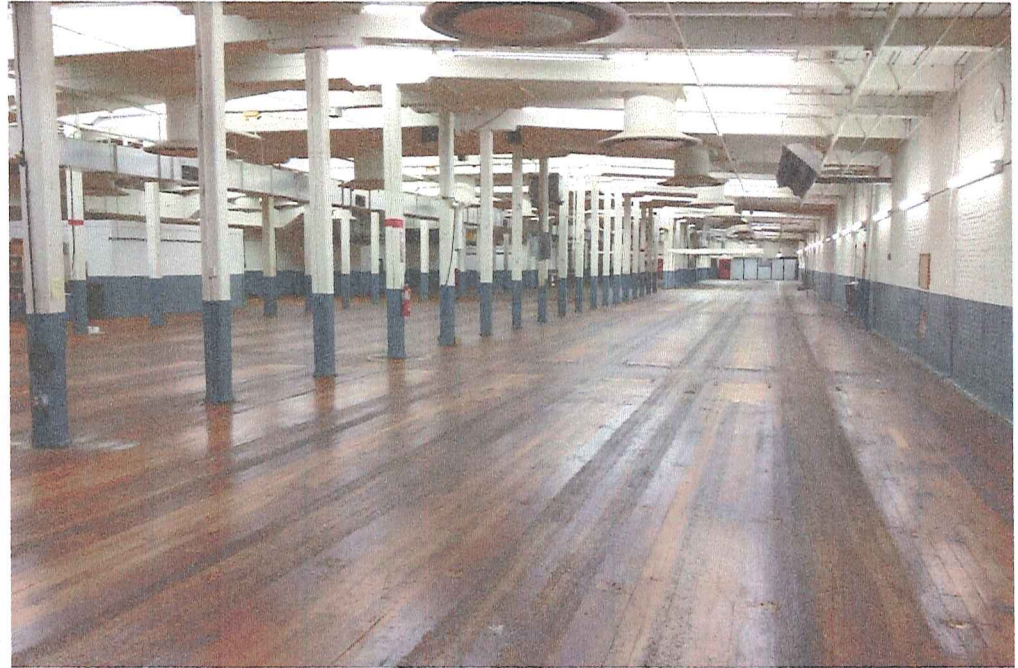
SECOND FLOOR

NOTE: THE DIMENSIONS OF THESE PLANS HAVE NOT BEEN FIELD VERIFIED, THEREFORE WE CANNOT GUARRANTEE THE ACCURACY OF THESE SQ. FOOTAGES. THE SQ. FT. INDICATED ARE FROM INTERIOR FACE OF EXTERIOR WALLS OF EACH SPACE AS OUTLINED.



FIRST FLOOR PLAN

Exhibit E



Interior--1898,1912  
, 1950s, 1960s  
Contributing  
Building



Between the East Cotton Warehouse and 1898,  
1912, 1950s, 1960s Contributing Building





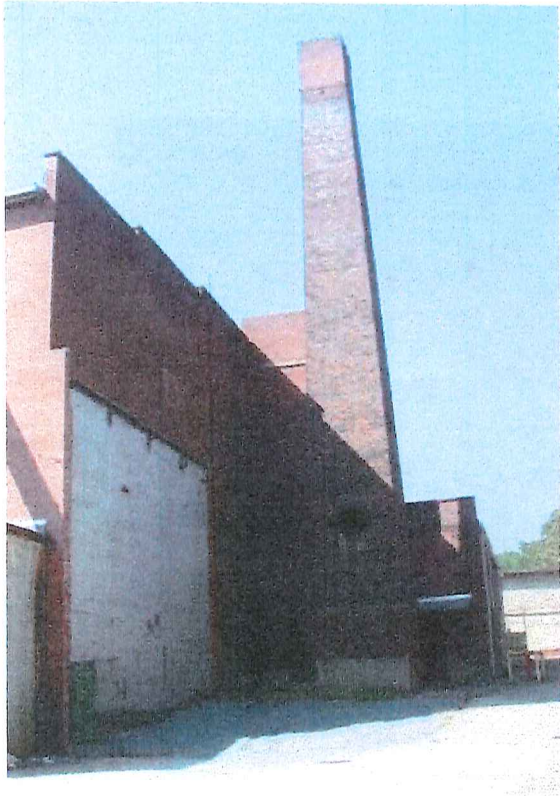
Interior--1898,1912,  
1950s, 1960s  
Contributing Building



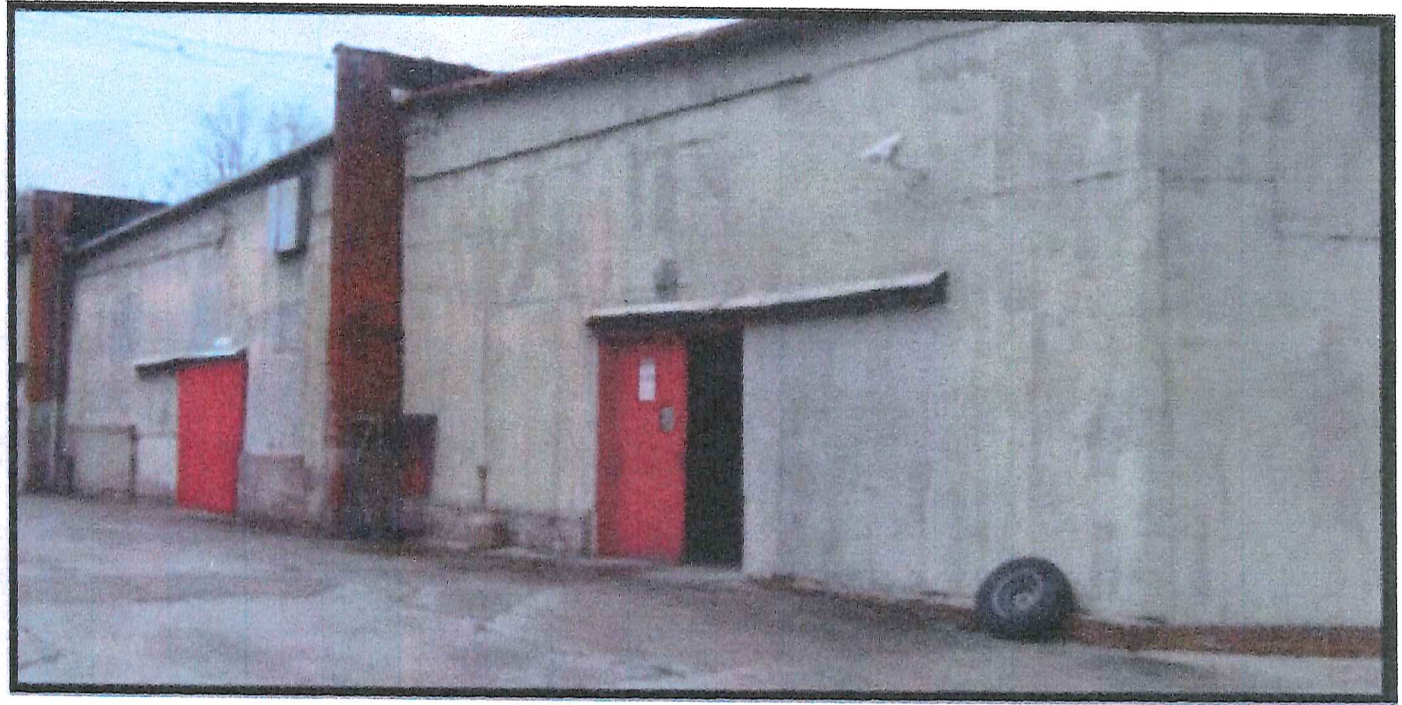
Main Mill South  
Side



Main Mill East Facade



Main Mill West  
Side



East Warehouse









PROPOSED WINDOW LOCATIONS SHOWN. FINAL WINDOW LOCATION MAY VARY PER INPUT FROM NATIONAL PARK SERVICE.

EXISTING BRICK TO BE CLEANED AND POINTED AS PER NPS STANDARDS.

EXISTING OPENINGS THAT HAVE BEEN INFILLED WITH BRICK WILL HAVE BRICK REMOVED AND NEW WINDOWS TO REPLICATE ORIGINAL WINDOWS TO BE INSTALLED.

APPENDAGES THAT DATE LATER THAN THE DATE OF SIGNIFICANCE TO BE REMOVED.

### Main Mill - North Side

NOISE	
2011-0714	
DATE	
1/24/2018	
DATE BY / CHECKED BY	

MARTIN RILEY ASSOCIATES - ARCHITECTS, P.C.  
 215 CHURCH STREET SUITE 200 DECATUR GEORGIA 30030-3129 404-377-2800  
 COLEMAN MILL APARTMENTS  
 CONCORD, NC



A3.2













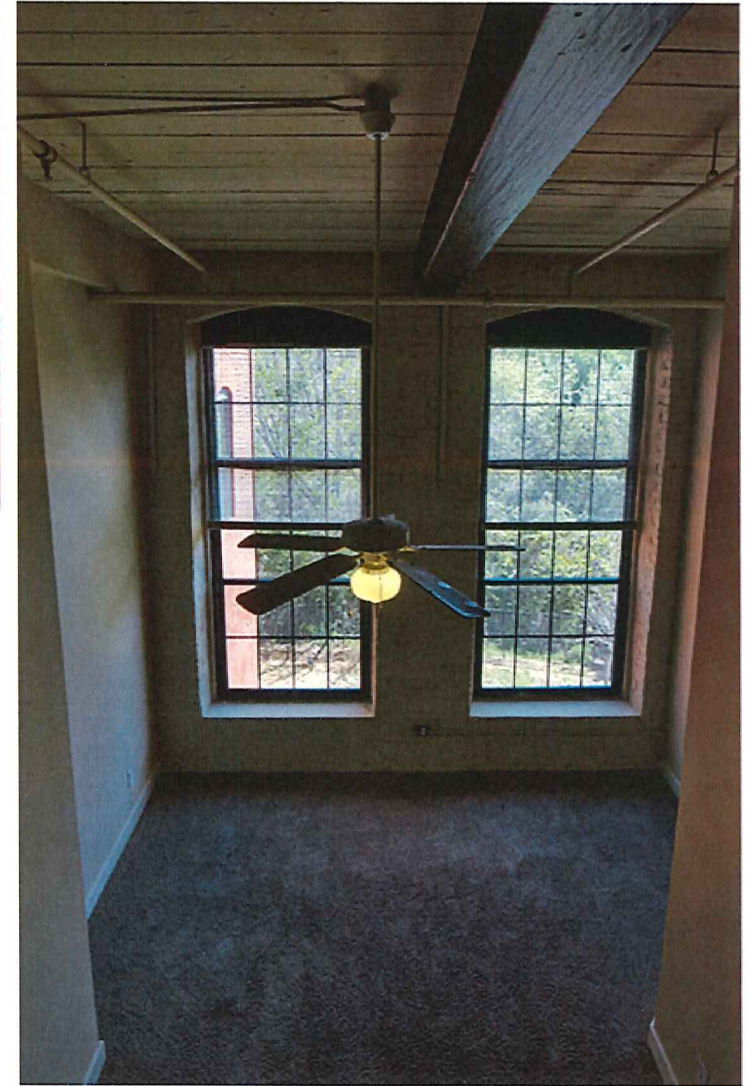
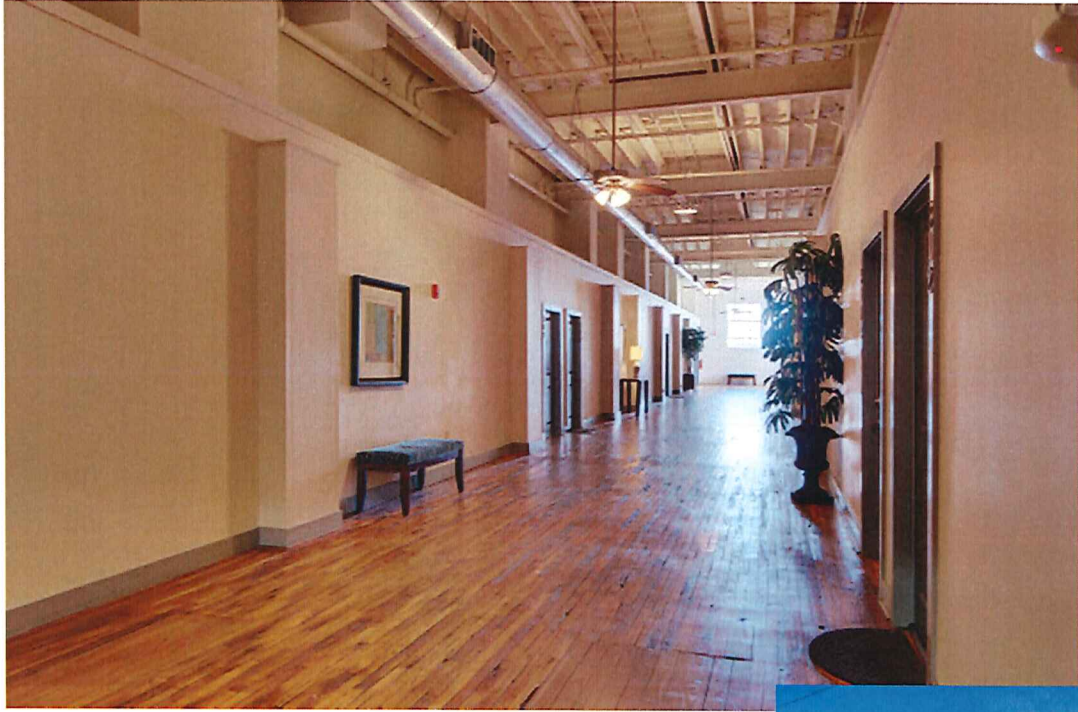
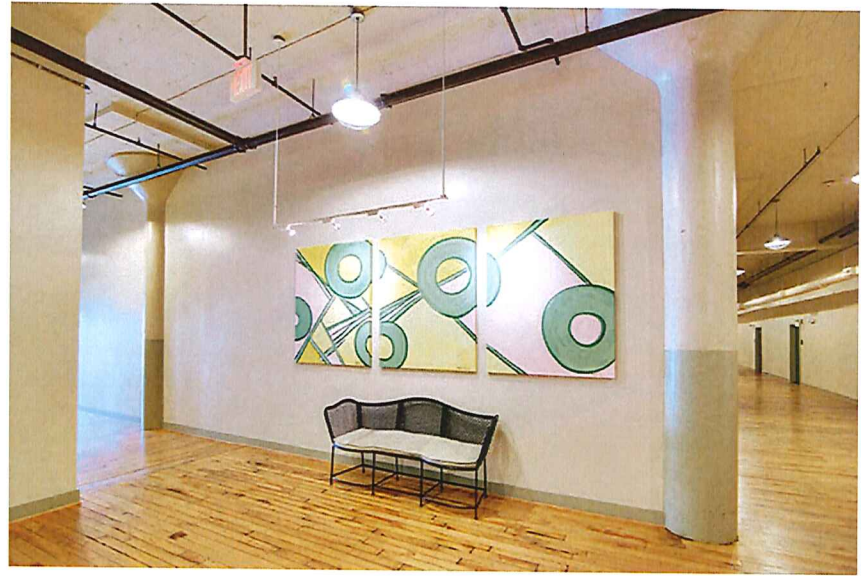
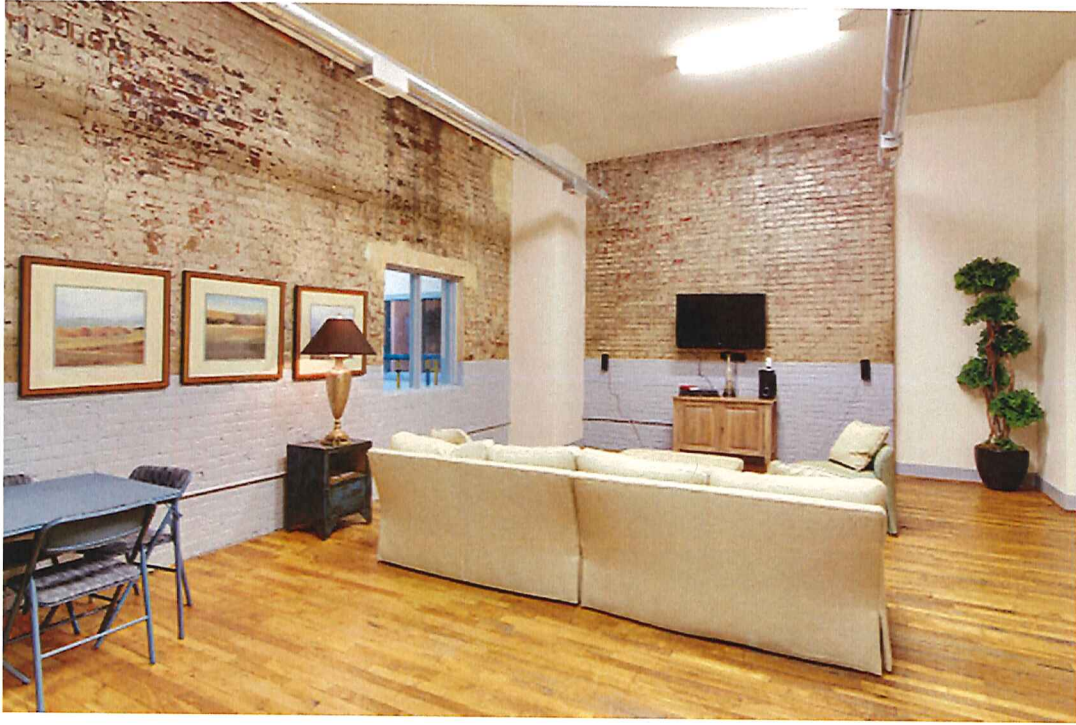
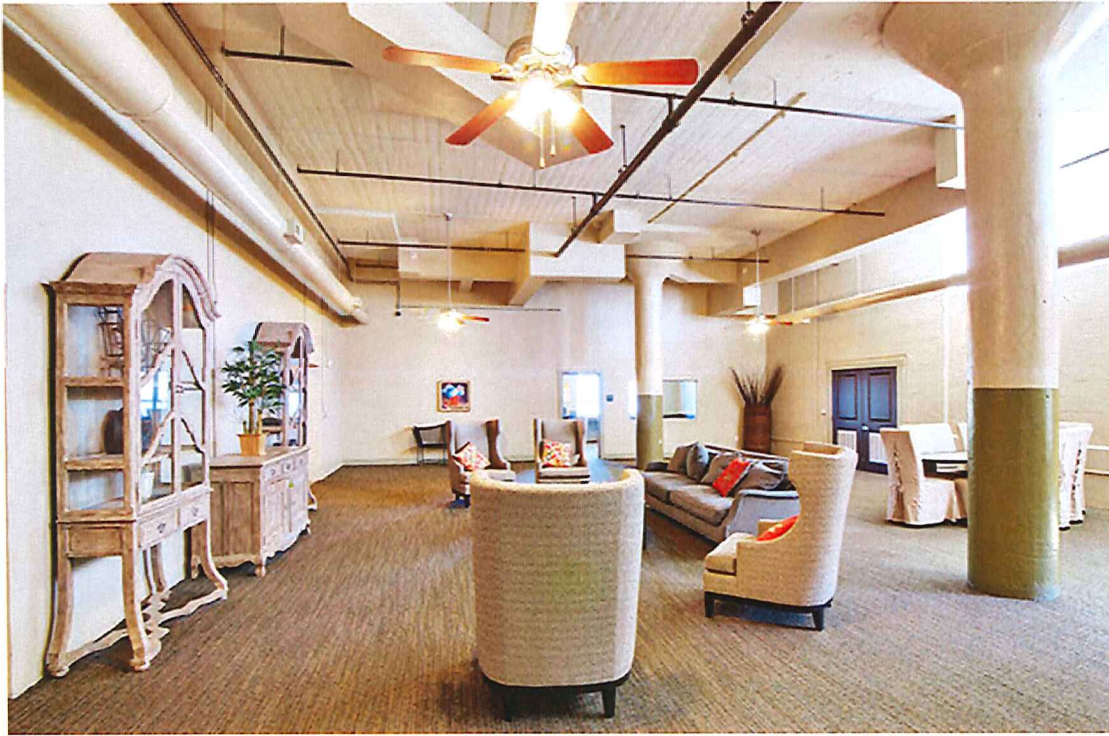


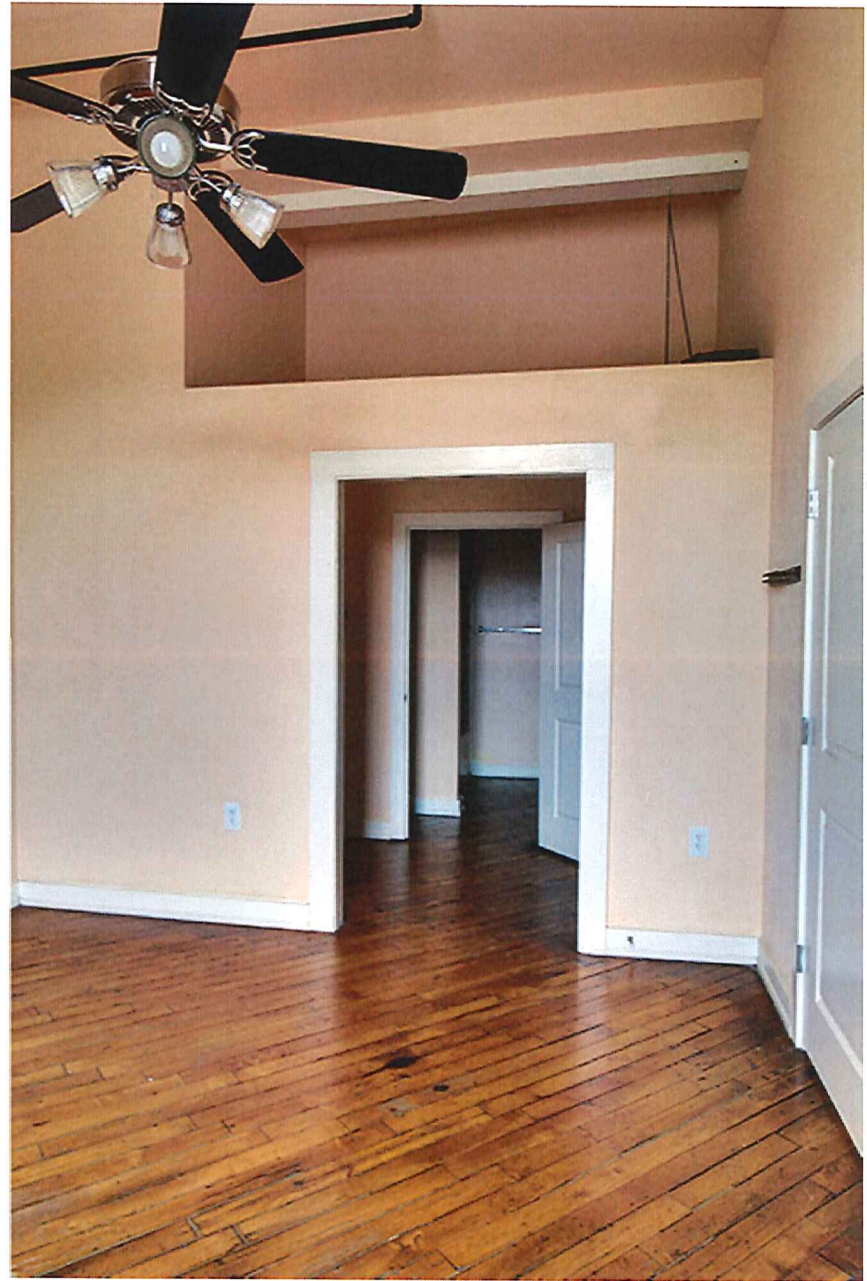
Exhibit G





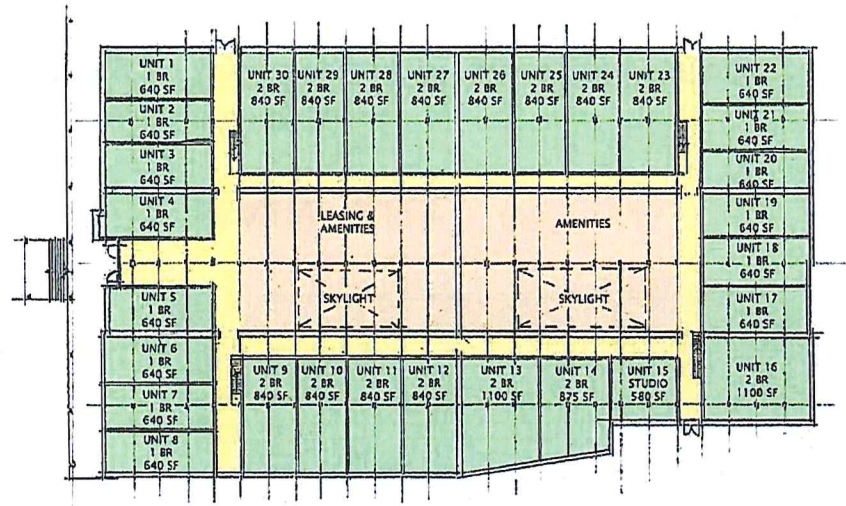




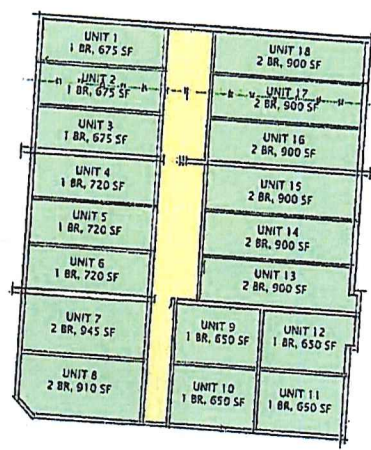




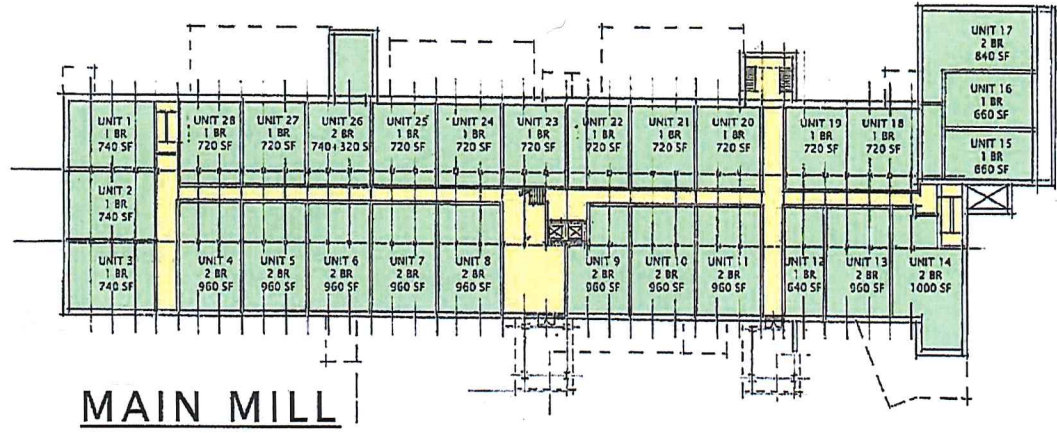
- RESIDENTIAL
- BASE BUILDING & CIRCULATION
- AMENITIES / LEASING OFFICE



**WEST WAREHOUSE**



**EAST WAREHOUSE**



**MAIN MILL**

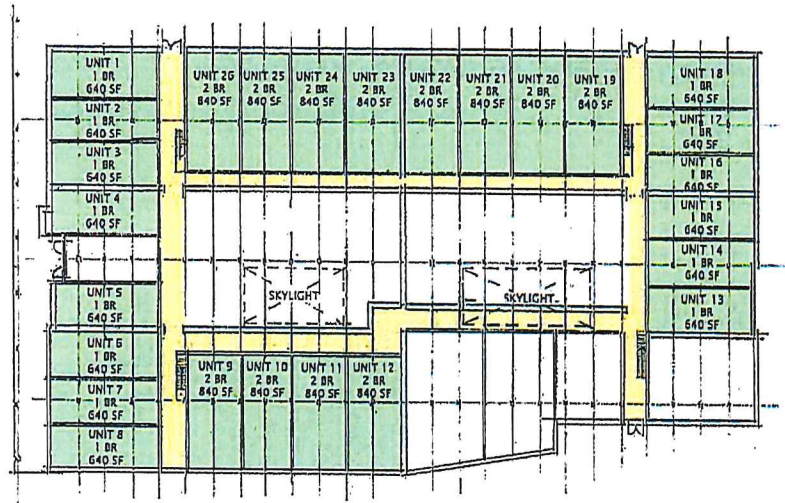
FIRST FLOOR PLANS  
**COLEMAN MILL APARTMENTS**

625 MAIN STREET SW · CONCORD, CABARRUS COUNTY, NORTH CAROLINA

NTS OND P-1017/SHEETS  
05/13/15

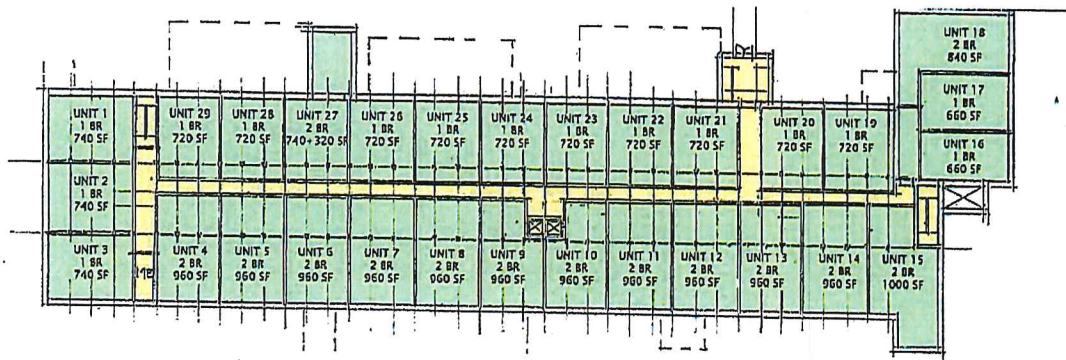
Exhibit H





- RESIDENTIAL
- BASE BUILDING & CIRCULATION
- AMENITIES / LEASING OFFICE

## WEST WAREHOUSE



## MAIN MILL

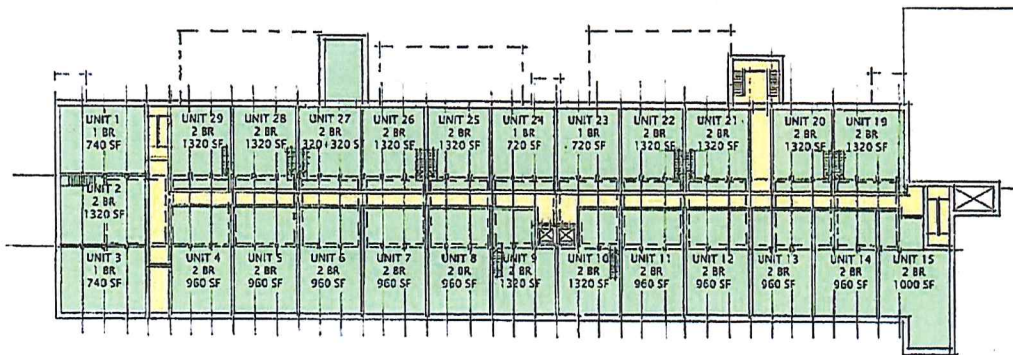
SECOND FLOOR

## COLEMAN MILL APARTMENTS

625 MAIN STREET SW • CONCORD, CABARRUS COUNTY, NORTH CAROLINA



- RESIDENTIAL
- BASE BUILDING & CIRCULATION
- AMENITIES / LEASING OFFICE



## MAIN MILL

### THIRD FLOOR COLEMAN MILL APARTMENTS

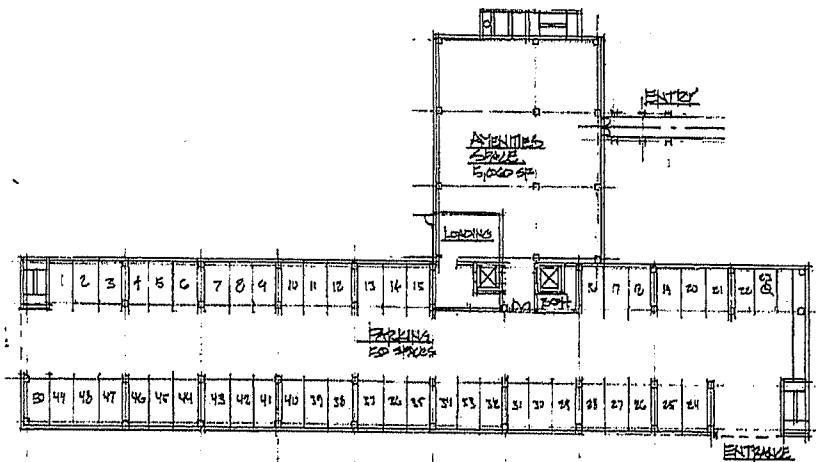
625 MAIN STREET SW · CONCORD, CABARRUS COUNTY, NORTH CAROLINA

NTS Q&A Form 171546676

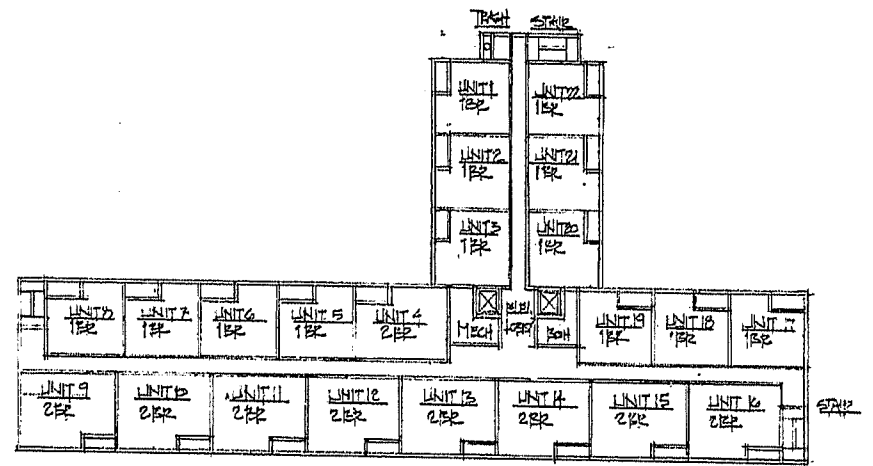
05/13/15

A3





NEW MILL - 1ST FLOOR



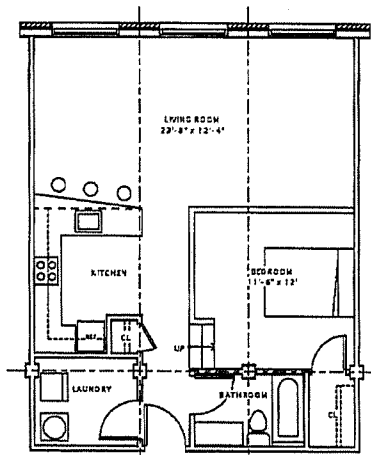
NEW MILL - 2ND-5TH FLOOR



NEW MILL - FLOOR PLANS  
**COLEMAN MILL APARTMENTS**

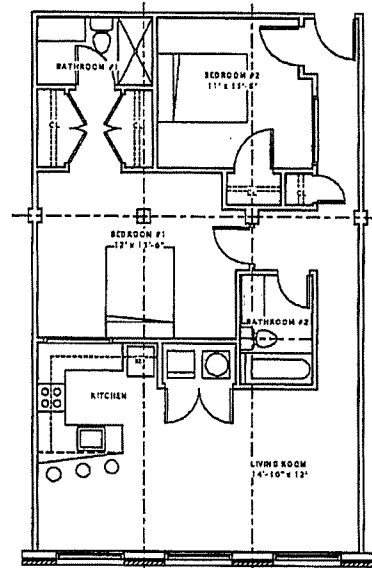
625 MAIN STREET SW • CONCORD, CABARRUS COUNTY, NORTH CAROLINA

NTS 04-11-2010/03/15/02/06  
 05/13/15



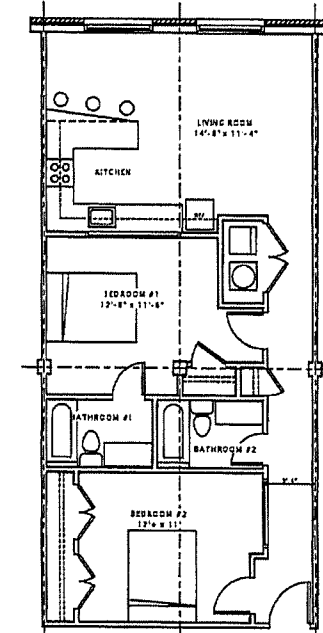
1 ONE BEDROOM - MILL  
SCALE: 1/4" = 1'-0"

GROSS AREA: 749 SQ FT  
RENTABLE AREA: 704 SQ FT



2 TWO BEDROOM - MILL  
SCALE: 1/4" = 1'-0"

GROSS AREA: 968 SQ FT  
RENTABLE AREA: 919 SQ FT



3 TWO BEDROOM - WAREHOUSE  
SCALE: 1/4" = 1'-0"

GROSS AREA: 886 SQ FT  
RENTABLE AREA: 842 SQ FT



Unit Layouts

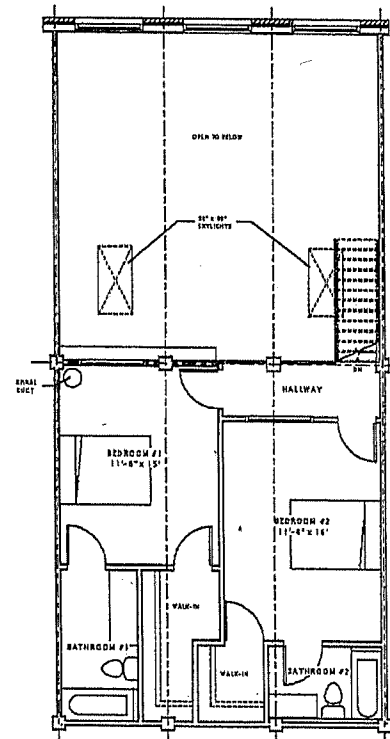
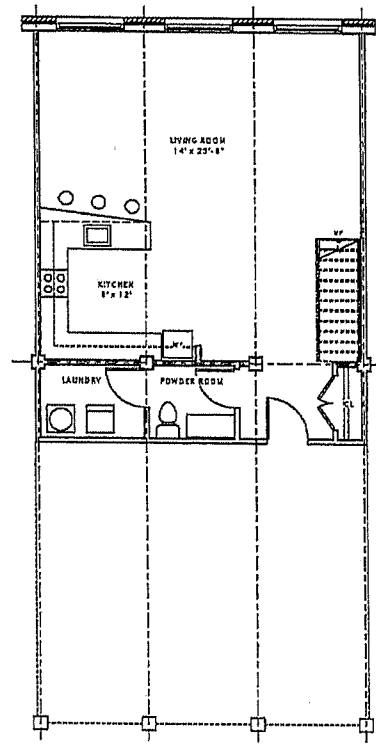
# COLEMAN MILL APARTMENTS

625 MAIN STREET SW · CONCORD, CABARRUS COUNTY, NORTH CAROLINA

NTS ON 11 x 17 SHEETS

05/13/15

A5



⊕ MILL LOFT - LOWER & UPPER LEVELS  
SCALE: 1/4" = 1'-0"

GROSS AREA: 749 SQ FT + 642 SQ FT = 1391 SQ FT  
RENTABLE AREA: 704 SQ FT + 618 SQ FT = 1322 SQ FT



Unit Layouts  
**COLEMAN MILL APARTMENTS**

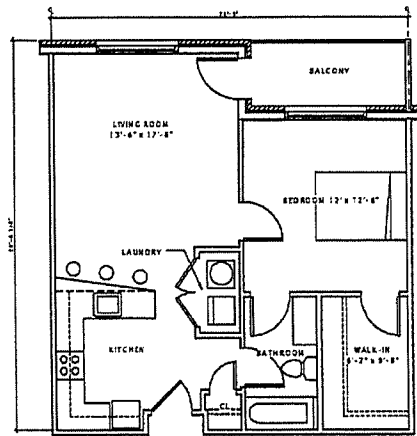
625 MAIN STREET SW • CONCORD, CABARRUS COUNTY, NORTH CAROLINA

NTS ON 11 x 17 SHEETS

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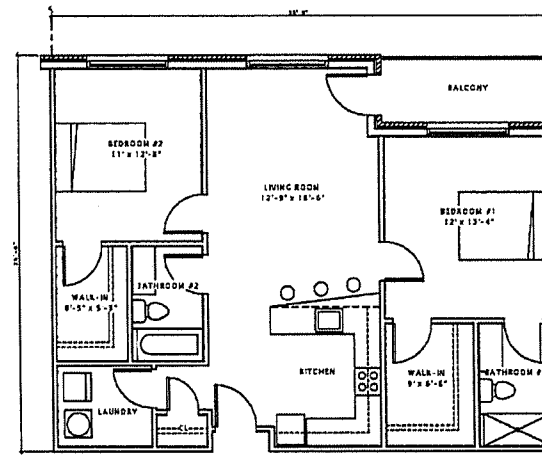
**A6**





1 NEW MILL - ONE BEDROOM  
SCALE: 1/4" = 1'-0"

GROSS AREA: 707 SQ FT  
RENTABLE AREA: 651 SQ FT



2 NEW MILL - TWO BEDROOM  
SCALE: 1/4" = 1'-0"

GROSS AREA: 1002 SQ FT  
RENTABLE AREA: 936 SQ FT



Unit Layouts

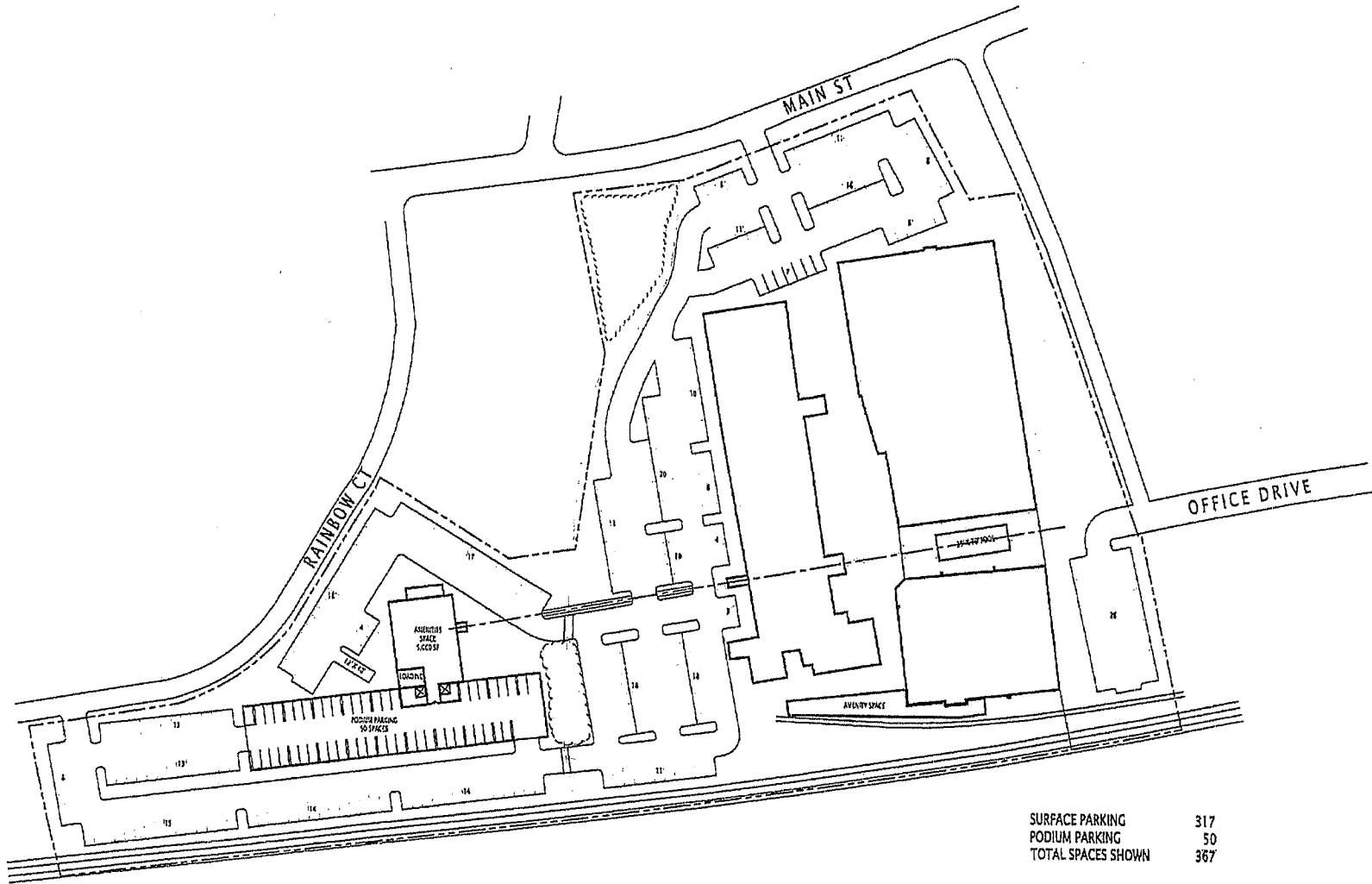
# COLEMAN MILL APARTMENTS

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A7



SURFACE PARKING	317
PODIUM PARKING	50
TOTAL SPACES SHOWN	367



PARKING STUDY  
**COLEMAN MILL APARTMENTS**

625 MAIN STREET SW · CONCORD, CABARRUS COUNTY, NORTH CAROLINA



NTS ON 11 x 17 SHEETS  
 05/13/15

**A8**

## Coleman Mill

BASE UNIT MIX

5/13/2015

<u>Building</u>	<u>Floor</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Total Units</u>
Coleman Mill	First	16	11	27
	Second	17	12	29
	Third	4	22	26
	<b>Bldg Total</b>	<b>37</b>	<b>45</b>	<b>82</b>
East Warehouse	First	10	8	18
	Second	0	0	0
	<b>Bldg Total</b>	<b>10</b>	<b>8</b>	<b>18</b>
West Warehouse	First	15	15	30
	Second	14	12	26
	<b>Bldg Total</b>	<b>29</b>	<b>27</b>	<b>56</b>
New Mill	First	0	0	0
	Second	13	9	22
	Third	13	9	22
	Fourth	13	9	22
	Fifth	13	9	22
	<b>Bldg Total</b>	<b>52</b>	<b>36</b>	<b>88</b>
		<b>128</b>	<b>116</b>	<b>244</b>
Percent of Units		52.5%	47.5%	



UNIT MATRIX

## COLEMAN MILL APARTMENTS

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05/13/15

A9



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Some of the web versions of the Preservation Briefs differ somewhat from the printed versions. Many illustrations are new and in color; Captions are simplified and some complex charts are omitted. To order hard copies of the Briefs, see [Printed Publications](#).

## PRESERVATION BRIEFS

# 18

## Rehabilitating Interiors in Historic Buildings: Identifying and Preserving Character-Defining Elements

H. Ward Jandl

[Identifying and Evaluating](#)

[Recommended Approaches](#)

[Meeting Building, Life Safety and Fire Codes](#)

[Sources of Assistance](#)

[Protecting Interior Elements](#)

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**A floor plan, the arrangement of spaces, and features and applied finishes may be individually or collectively important in defining the historic character of the building and the purpose for which it was constructed.** Thus, their identification, retention, protection, and repair should be given prime consideration in every preservation project. Caution should be exercised in developing plans that would radically change character-defining spaces or that would obscure, damage or destroy interior features or finishes.



The interiors of mills and industrial buildings are frequently open, unadorned spaces with exposed structural elements. While these spaces can serve many new uses, the floor to ceiling height and exposed truss system are character-defining features that should be retained in rehabilitation. Photo: NPS files.

While the exterior of a building may be its most prominent visible aspect, or its "public face," its interior can be even more important in conveying the building's history and development over time. Rehabilitation within the context of the Secretary of the Interior's Standards for Rehabilitation calls for the preservation of exterior and interior portions or features of the building that are significant to its historic, architectural and cultural values.

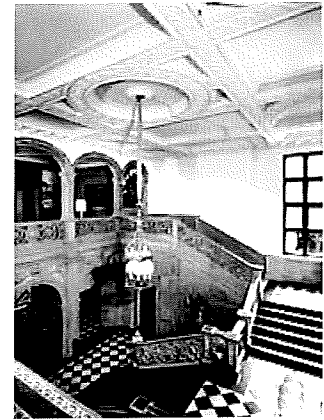
Interior components worthy of preservation may include the building's plan (sequence of spaces and circulation patterns), the building's spaces (rooms and volumes), individual architectural features, and the various finishes and materials that make up the walls, floors, and ceilings. A theater auditorium or sequences of rooms such as double parlors or a lobby leading to a stairway that ascends to a mezzanine may comprise a building's most important spaces. Individual rooms may contain notable features such as plaster cornices, millwork, parquet wood floors, and hardware. Paints, wall coverings, and finishing techniques such as graining, may provide color, texture, and patterns which add to a building's unique character.



Detail of carving on interior shutter. Hammond-Harwood House, Annapolis, Maryland. Photo: NPS files.

Virtually all rehabilitations of historic buildings involve some degree of interior alteration, even if the buildings are to be used for their original purpose. Interior rehabilitation proposals may range from preservation of existing features and spaces to total reconfigurations. In some cases, depending on the building, restoration may be warranted to preserve historic character adequately; in other cases, extensive alterations may be perfectly acceptable.

This Preservation Brief has been developed to assist building owners and architects in identifying and evaluating those elements of a building's interior that contribute to its historic character and in planning for the preservation of those elements in the process of rehabilitation. The guidance applies to all building types and styles, from 18th century churches to 20th century office buildings. The Brief does not attempt to provide specific advice on preservation techniques and treatments, given the vast range of buildings, but rather suggests general preservation approaches to guide construction work.



Not only are the features of this early 20th century interior worthy of preservation, the planned sequence of spaces impart a grandeur that is characteristic of high style residences of the period. Photo: Jack E. Boucher, HABS collection.

## Identifying and Evaluating the Importance of Interior Elements Prior to Rehabilitation

Before determining what uses might be appropriate and before drawing up plans, a thorough professional assessment should be undertaken to identify those tangible architectural components that, prior to rehabilitation, convey the building's sense of time and place—that is, its "historic character." Such an assessment, accomplished by walking through and taking account of each element that makes up the interior, can help ensure that a truly compatible use for the building, one that requires minimal alteration to the building, is selected.

### Researching The Building's History

A review of the building's history will reveal why and when the building achieved significance or how it contributes to the significance of the district. This information helps to evaluate whether a particular rehabilitation treatment will be appropriate to the building and whether it will preserve those tangible components of the building that convey its significance for association with specific events or persons along with its architectural importance. In this regard, National Register files may prove useful in explaining why and for what period of time the building is significant. In some cases research may show that later alterations are significant to the building; in other cases, the alterations may be without historical or architectural merit, and may be removed in the rehabilitation.

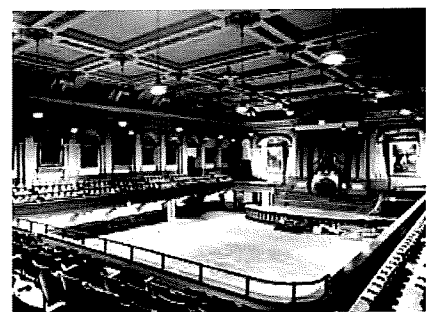
### Identifying Interior Elements

Interiors of buildings can be seen as a series of primary and secondary spaces. The goal of the assessment is to identify which elements contribute to the building's character and which do not. Sometimes it will be the sequence and flow of spaces, and not just the individual rooms themselves, that contribute to the building's character. This is particularly evident in buildings that have strong central axes or those that are consciously asymmetrical in design. In other cases, it may be the size or shape of the space that is distinctive.

The importance of some interiors may not be readily apparent based on a visual inspection; sometimes rooms that do not appear to be architecturally distinguished are associated with important persons and events that occurred within the building.

Primary spaces, are found in all buildings, both monumental and modest. Examples may include foyers, corridors, elevator lobbies, assembly rooms, stairhalls, and parlors. Often they are the places in the building that the public uses and sees; sometimes they are the most architecturally detailed spaces in the building, carefully proportioned and finished with costly materials. They may be functionally and architecturally related to the building's external appearance. In a simpler building, a primary space may be distinguishable only by its location, size, proportions, or use. Primary spaces are always important to the character of the building and should be preserved.

Secondary spaces are generally more utilitarian in appearance and size than primary spaces. They may include areas and rooms that service the building, such as bathrooms, and kitchens. Examples of secondary spaces in a commercial or office structure may include storerooms, service corridors, and in some cases, the offices themselves. Secondary spaces tend to be of less importance to the building and may accept greater change in the course of work without compromising the



Many institutional buildings possess distinctive spaces or floor plans that are important in conveying the significance of the property. This grand hall, which occupies the entire floor of the building, could not be subdivided without destroying the integrity of the space. Photo: NPS files.



The interior of this 19th worker's house has not been properly maintained, but it may be as important historically as a richly ornamented interior. Its wide baseboards, flat window trim, and four-panel door should be carefully preserved in a rehabilitation project. Photo: NPS files.

building's historic character.

Spaces are often designed to interrelate both visually and functionally. The sequence of spaces, such as vestibule-hall-parlor or foyer-lobby-stair-auditorium or stairhall-corridor-classroom, can define and express the building's historic function and unique character. Important sequences of spaces should be identified and retained in the rehabilitation project.

Floor plans may also be distinctive and characteristic of a style of architecture or a region. Examples include Greek Revival and shotgun houses. Floor plans may also reflect social, educational, and medical theories of the period. Many 19th century psychiatric institutions, for example, had plans based on the ideas of Thomas Kirkbride, a Philadelphia doctor who authored a book on asylum design.

In addition to evaluating the relative importance of the various spaces, the assessment should identify architectural features and finishes that are part of the interior's history and character. Marble or wood wainscoting in corridors, elevator cabs, crown molding, baseboards, mantels, ceiling medallions, window and door trim, tile and parquet floors, and staircases are among those features that can be found in historic buildings. Architectural finishes of note may include grained woodwork, marbleized columns, and plastered walls. Those features that are characteristic of the building's style and period of construction should, again, be retained in the rehabilitation.

Features and finishes, even if machine-made and not exhibiting particularly fine craftsmanship, may be character defining; these would include pressed metal ceilings and millwork around windows and doors. The interior of a plain, simple detailed worker's house of the 19th century may be as important historically as a richly ornamented, high-style townhouse of the same period. Both resources, if equally intact, convey important information about the early inhabitants and deserve the same careful attention to detail in the preservation process.

The location and condition of the building's existing heating, plumbing, and electrical systems also need to be noted in the assessment. The visible features of historic systems—radiators, grilles, light fixtures, switchplates, bathtubs, etc.—can contribute to the overall character of the building, even if the systems themselves need upgrading.

## Assessing Alterations and Deterioration

In assessing a building's interior, it is important to ascertain the extent of alteration and deterioration that may have taken place over the years; these factors help determine what degree of change is appropriate in the project. Close examination of existing fabric and original floorplans, where available, can reveal which alterations have been additive, such as new partitions inserted for functional or structural reasons and historic features covered up rather than destroyed. It can also reveal which have been subtractive, such as key walls removed and architectural features destroyed. If an interior has been modified by additive changes and if these changes have not acquired significance, it may be relatively easy to remove the alterations and return the interior to its historic appearance. If an interior has been greatly altered through subtractive changes, there may be more latitude in making further alterations in the process of rehabilitation because the integrity of the interior has been compromised. At the same time, if the interior had been exceptionally significant, and solid documentation on its historic condition is available, reconstruction of the missing features may be the preferred option.



This corridor has glazed walls, oak trim, and marble wainscoting, typical of those found in the late 19th and early 20th century office buildings. Corridors such as this, displaying simple detailing, should be a priority in rehabilitation

It is always a recommended practice to photograph interior spaces and features thoroughly prior to rehabilitation. Measured floor plans showing the existing conditions are extremely useful. This documentation is invaluable in drawing up rehabilitation plans and specifications and in assessing the impact of changes to the property for historic preservation certification purposes.

## Drawing Up Plans and Executing Work

If the historic building is to be rehabilitated, it is critical that the new use not require substantial alteration of distinctive spaces or removal of character-defining architectural features or finishes. If an interior loses the physical vestiges of its past as well as its historic function, the sense of time and place associated both with the building and the district in which it is located is lost.

The recommended approaches that follow address common problems associated with the rehabilitation of historic interiors and have been adapted from the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. Adherence to these suggestions can help ensure that character-defining interior elements are preserved in the process of rehabilitation. The checklist covers a range of situations and is not intended to

projects involving commercial buildings. Photo: NPS files.

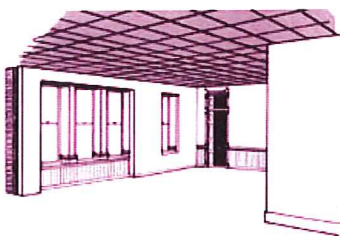
be all-inclusive. Readers are strongly encouraged to review the full set of guidelines before undertaking any rehabilitation project.

## Recommended Approaches for Rehabilitating Historic Interiors

**1. Retain and preserve floor plans and interior spaces that are important in defining the overall historic character of the building.** This includes the size, configuration, proportion, and relationship of rooms and corridors; the relationship of features to spaces; and the spaces themselves such as lobbies, reception halls, entrance halls, double parlors, theaters, auditoriums, and important industrial or commercial use spaces. Put service functions required by the building's new use, such as bathrooms, mechanical equipment, and office machines, in secondary spaces.

**2. Avoid subdividing spaces that are characteristic of a building type or style or that are directly associated with specific persons or patterns of events.** Space may be subdivided both vertically through the insertion of new partitions or horizontally through insertion of new floors or mezzanines. The insertion of new additional floors should be considered only when they will not damage or destroy the structural system or obscure, damage, or destroy character-defining spaces, features, or finishes. If rooms have already been subdivided through an earlier insensitive renovation, consider removing the partitions and restoring the room to its original proportions and size.

**3. Avoid making new cuts in floors and ceilings where such cuts would change character-defining spaces and the historic configuration of such spaces.** Inserting of a new atrium or a lightwell is appropriate only in very limited situations where the existing interiors are not historically or architecturally distinguished.



Furring out exterior walls to add insulation and suspending new ceilings to hide ductwork can change a room's proportions and cause interior features to appear fragmented. The interior character of this school classroom that was converted to apartment use has been destroyed. Drawing: Neal A. Vogel

**4. Avoid installing dropped ceilings below ornamental ceilings or in rooms where high ceilings are part of the building's character.** In addition to obscuring or destroying significant details, such treatments will also change the space's proportions. If dropped ceilings are installed in buildings that lack character-defining spaces, such as mills and factories, they should be well set back from the windows so they are not visible from the exterior.

**5. Retain and preserve interior features and finishes that are important in defining the overall historic character of the building.** This might include columns, doors, cornices, baseboards, fireplaces and mantels, paneling, light fixtures, elevator cabs, hardware, and flooring; and wallpaper, plaster, paint, and finishes such as stenciling, marbleizing, and graining; and other decorative materials that accent interior features and provide color, texture, and patterning to walls, floors, and ceilings.

**6. Retain stairs in their historic configuration and to location.** If a second means of egress is required, consider constructing new stairs in secondary spaces. The application of fire-retardant coatings, such as intumescent paints; the installation of fire suppression systems, such as sprinklers; and the construction of glass enclosures can in many cases permit retention of stairs and other character-defining features.

**7. Retain and preserve visible features of early mechanical systems that are important in defining the overall historic character of the building, such as radiators, vents, fans, grilles, plumbing fixtures, switchplates, and lights.** If new heating, air conditioning, lighting and plumbing systems are installed, they should be done in a way that does not destroy character-defining spaces, features and finishes. Ducts, pipes, and wiring should be installed as inconspicuously as possible: in secondary spaces, in the attic or basement if possible, or in closets.

**8. Avoid "furring out" perimeter walls for insulation purposes.** This requires unnecessary removal of window trim and can change a room's proportions. Consider alternative means of improving thermal performance, such as installing insulation in attics and basements and adding storm windows.

**9. Avoid removing paint and plaster from traditionally finished surfaces, to expose masonry and wood.** Conversely, avoid painting previously unpainted millwork. Repairing deteriorated plasterwork is encouraged. If the plaster is too deteriorated to save, and the walls and ceilings are not highly ornamented, gypsum board may be an acceptable replacement material. The use of paint colors appropriate to the period of the building's construction is encouraged.



Plaster has been removed from perimeter walls, leaving brick exposed. The plaster should have been retained and repaired, as necessary. Photo: NPS files.

**10. Avoid using destructive methods—propane and butane torches or sandblasting—to remove paint or other coatings from historic features.** Avoid harsh cleaning agents that can change the appearance of wood.

## Meeting Building, Life Safety and Fire Codes

Buildings undergoing rehabilitation must comply with existing building, life safety and fire codes. The application of codes to specific projects varies from building to building, and town to town. Code requirements may make some reuse proposals impractical; in other cases, only minor changes may be needed to bring the project into compliance. In some situations, it may be possible to obtain a code variance to preserve distinctive interior features. (It should be noted that the Secretary's Standards for Rehabilitation take precedence over other regulations and codes in determining whether a rehabilitation project qualifies for Federal tax benefits.) A thorough understanding of the applicable regulations and close coordination with code officials, building inspectors, and fire marshals can prevent the alteration of significant historic interiors.

## Sources of Assistance

Rehabilitation and restoration work should be undertaken by professionals who have an established reputation in the field.

Given the wide range of interior work items, from ornamental plaster repair to marble cleaning and the application of graining, it is possible that a number of specialists and subcontractors will need to be brought in to bring the project to completion. State Historic Preservation Officers and local preservation organizations may be a useful source of information in this regard. Good sources of information on appropriate preservation techniques for specific interior features and finishes include the Bulletin of the Association for Preservation Technology and The Old-House Journal; other useful publications are listed in the bibliography.

## Protecting Interior Elements During Rehabilitation

Architectural features and finishes to be preserved in the process of rehabilitation should be clearly marked on plans and at the site. This step, along with careful supervision of the interior demolition work and protection against arson and vandalism, can prevent the unintended destruction of architectural elements that contribute to the building's historic character.

Protective coverings should be installed around architectural features and finishes to avoid damage in the course of construction work and to protect workers. Staircases and floors, in particular, are subjected to dirt and heavy wear, and the risk exists of incurring costly or irreparable damage. In most cases, the best, and least costly, preservation approach is to design and construct a protective system that enables stairs and floors to be used yet protects them from damage. Other architectural features such as mantels, doors, wainscoting, and decorative finishes may be protected by using heavy canvas or plastic sheets.

## Summary and References

In many cases, the interior of a historic building is as important as its exterior. The careful identification and evaluation of interior architectural elements, after undertaking research on the building's history and use, is critically important before changes to the building are contemplated. Only after this evaluation should new uses be decided and plans be drawn up. The best rehabilitation is one that preserves and protects those rooms, sequences of spaces, features and finishes that define and shape the overall historic character of the building.

## Acknowledgements

This Preservation Brief is based on a discussion paper prepared by the author for a National Park Service regional workshop held in March, 1987, and on a paper written by Gary Hume, "Interior Spaces in Historic Buildings," October, 1987. Appreciation is extended to the staff of Technical Preservation Services Branch and to the staff of NPS regional offices who reviewed the manuscript and provided many useful suggestions.

This publication has been prepared pursuant to the National Historic Preservation Act of 1966, as amended, which directs the Secretary of the Interior to develop and make available information concerning historic properties. Technical Preservation Services (TPS), National Park Service prepares standards, guidelines, and other educational materials on responsible historic preservation treatments for a broad public.

October 1988



After rehabilitation, this severely deteriorated space was returned to its original elegance. Plaster was repaired and repainted; scagliola columns were restored to match marble; and missing decorative metalwork was re-installed in front of the windows. Photo: Carol M. Highsmith.

## Reading List



There are few books written exclusively on preserving historic interiors, and most of these tend to focus on residential interiors. Articles on the subject appear regularly in *The Old-House Journal*, the *Bulletin of the Association for Preservation Technology*, and *Historic Preservation Magazine*.

Ferro, Maximilian L., and Melissa L. Cook. *Electric Wiring and Lighting in Historic American Buildings*. New Bedford, Massachusetts: AFC/A Nortek Company, 1984.

Fisher, Charles E. "Temporary Protection of Historic Stairways During Rehabilitation Work." *Preservation Tech Note*. Washington, D.C.: Preservation Assistance Division, National Park Service, U.S. Department of the Interior, 1985.

Jennings, Jan, and Herbert Gottfried. *American Vernacular Interior Architecture 1870-1940*. New York: Van Nostrand Reinhold Company, 1988.

Johnson, Ed. *Old House Woodwork Restoration: How to Restore Doors, Windows, Walls, Stairs and Decorative Trim to Their Original Beauty*. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1983.

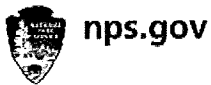
Labine, Clem, and Carolyn Flaherty (editors). *The Old-House Journal Compendium*. Woodstock, New York: The Overlook Press, 1980.

*The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. Washington, D.C.: Preservation Assistance Division, National Park Service, U.S. Department of the Interior, rev. 1983.

U.S. Department of Housing and Urban Development. *Rehabilitation Guidelines, volume 111*. Washington, D.C.: U.S. Department of Housing and Urban Development, 1980-84.

Winkler, Gail Caskey, and Roger W. Moss. *Victorian Interior Decoration: American Interiors 1830-1900*. New York: Henry Holt and Company, 1986.

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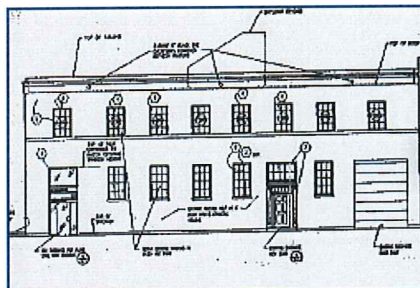
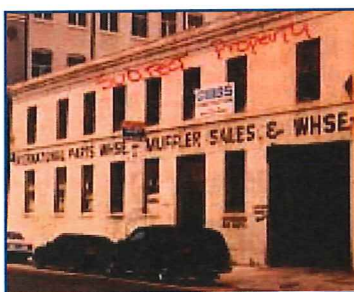
**Subject:** Adding New Entrances to Historic Buildings

**Applicable Standards:** 2. Retention of Historic Character  
9. Compatible New Additions/Alterations

**Issue:** The rehabilitation of a historic building may sometimes require the addition of another or a second entrance on a primary facade, or the introduction of an entrance on an elevation that historically did not have one. Another entrance is most commonly needed when the building will have multiple uses after rehabilitation, for example, commercial or office use on the first floor with apartments upstairs, for which a separate entrance may be required for the residents. A new entrance may also be needed on what was originally a secondary elevation but which has assumed greater importance over time or with the new use.

Generally, to meet the Standards, a new entrance should be simple in design; it should not appear historic; it should blend in with the historic facade; and it should be unobtrusive and modestly scaled. Adding a new entryway on a secondary elevation of a building should not give that elevation excessive prominence, nor should it 'reorient' the building or detract from the historic entrance. In other words, the historic front of the building should still read clearly as the primary entrance. Although it is always preferable that a new entrance be added to a rear or side elevation, in some instances a new entrance may be added on a primary elevation in a manner that is compatible with the character of the historic building.

**Application 1 (Compatible treatment):** This two-story, eight-bay masonry structure was built in 1886 as an ice manufacturing plant. Originally constructed with only one entryway, a garage door had been added later when the building served as a warehouse. As part of the building's conversion into offices, a second pedestrian entrance was added to the street elevation during the rehabilitation to make it easier to get to some of the offices. The size of the new opening is the same as that of the existing historic entrance. But, the new entrance is almost entirely glazed, and consists of a simple butt-mounted glass door with sidelights, and a single-light transom. It is clearly a compatible, contemporary design that does not draw attention to itself. It cannot be confused with the historic entrance, and it does not change the character of the building. Thus, it meets the Standards.

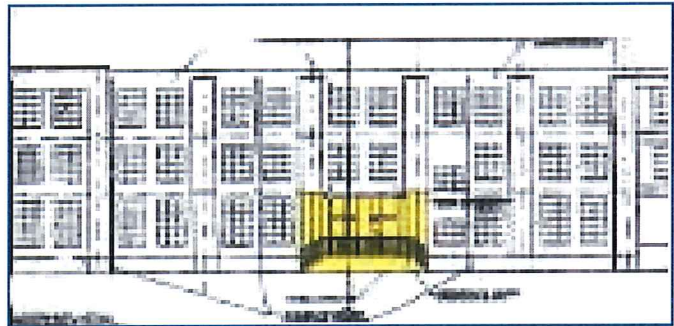


This building was constructed with a single pedestrian entrance in 1886, and a garage door was added later (left). When the building was rehabilitated for office use, an existing window was removed from the end bay and replaced with a new glazed entryway (center and right).

**Application 2 (Compatible treatment):** A larger, free-standing, three-story warehouse building constructed in 1922, with a 1940s addition, was to be rehabilitated into commercial and retail spaces on the first floor with residential apartments on the upper floors. The building featured a loading dock on one side and three utilitarian, non-significant entrances on various elevations. As part of the rehabilitation a new entrance was proposed to be added on a side of the building that never had an entrance. An entrance on this elevation would improve visibility and access to the new shops and businesses, and it would also help increase security for the upstairs apartments since existing entrances could be restricted for residential tenant use. Accordingly, a new glass and steel entryway which reflects the industrial character of the building and its historic metal windows was designed for this side of the building. The new entrance is compatible with the character of the historic building. It is unobtrusive and it does not noticeably impact or change the appearance of this elevation or of the warehouse building as a whole.



*This historic warehouse had entrances on three elevations of the building prior to rehabilitation.*



*A compatible, new entrance was added to the fourth side of the building during rehabilitation.*



ITS  
NUMBER 55

## Interpreting The Secretary of the Interior's Standards for Rehabilitation

**Subject:** Retaining Industrial Character in Historic Buildings

**Applicable Standards:**

1. Compatible Use
2. Retention of Historic Character
5. Preservation of Distinctive Features, Finishes, and Craftsmanship

**Issue:** Derelict industrial structures that are no longer needed or suited for their intended purpose are often rehabilitated for new uses. Industrial buildings typically consist of large open spaces. The interiors are usually unfinished with exposed brick walls, exposed beams, structural columns and ceiling trusses. In some cases, it can be challenging to preserve these features that are so crucial in defining the historic character of these buildings, particularly when the new use may be very different from the original. The first thing that must be considered when planning to rehabilitate an industrial building is that the proposed new use must be compatible with its historic character to meet Standard 1 of the Secretary of the Interior's Standards for Rehabilitation. If an appropriate new use is chosen and the rehabilitation is undertaken in accordance with the Standards, the new use will result in retention of historic character and preservation of distinctive features, finishes and craftsmanship.

**Application 1 (Compatible treatment):** This historic car barn was built c. 1893, originally to house streetcars and remained in use until it was closed in the 1990s when a new facility was constructed. After years of disuse, it was proposed to be converted into a grocery store. The sheer size and volume of the interior proved to be a good match for the new use. The car barn was large enough that the grocery store itself could fit into the front half of the building, leaving the rear portion available for parking. The openness and immense height of the interior with its exposed metal structural system contributes to the market's appeal and is also ideal for the parking area which, after all, was the building's original use. New corrugated metal replaced the rusted historic metal sheathing on the exterior. The large historic vehicular openings on the back allow access to the parking and also provide ventilation. The vehicular doors on the front were infilled with a butt glazed storefront system to retain the open appearance the building had historically. This project meets the Standards.



*Above: The historic bus barn before rehabilitation.  
Below: The historic bus barn after conversion to a grocery store. A butt glazed storefront was installed in the former garage bays to retain the sense of openness.*



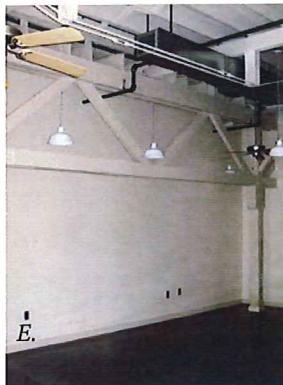
*Left and Right: The exposed trusses on the interior, both in the parking area and in the grocery store, emphasize the structure's industrial character.*



**Application 2 (Compatible treatment):** This small brick garment factory was constructed c. 1930 with later expansions. After being vacant for many years the building was rehabilitated as low-to-moderate income residential units. The character-defining industrial metal windows were retained where possible, while those that were deteriorated beyond repair were replaced to match the existing. Bricked-up windows were reopened and matching windows were installed. The simple metal canopy over the entrance in the front was retained and the deteriorated corrugated metal siding on one elevation was replaced to match. The industrial nature of the building is also clearly evidenced on the interior in the exposed wood ceiling and metal trusses. Even the large fans that cooled the sewing area of the factory were incorporated as decorative elements in a fence around the parking lot. This project has preserved the industrial character of the structure and meets the Standards.



*Clockwise from top:*  
**A.** The early-twentieth century garment factory before rehabilitation.  
**B.** After rehabilitation, historic windows shine again after repair and paint removal. New windows have been installed in bricked-up openings and new matching windows have replaced historic windows too deteriorated to repair.  
**C.** Old fans have been reused decoratively as part of a fence around the parking lot.  
**D & E.** Accented by new industrial lighting fixtures, the historic character of the interior is clearly expressed in the exposed wood and steel beams and trusses, as well as in the original concrete floor.



**Application 3 (Compatible treatment):** A group of early-twentieth century factory buildings, the oldest of which dates to c. 1908, was rehabilitated into a multi-use residential, retail and commercial complex. As part of the rehabilitation, the existing windows--both wood and metal--were retained and repaired or, where necessary, replaced to match. Compatible, partially-glazed infill was installed in many of the loading dock openings on the first floor. An existing corrugated metal industrial bridge connecting two buildings was retained and the ruined walls of a fire-damaged structure were also retained as part of the complex. On the interior, mushroom-capped columns and the unfinished cast concrete ceiling were left exposed throughout. Historic metal fire doors were also kept and secured in an open position. This project, too, meets the Standards.



*Clockwise from left:*  
**A.** After rehabilitation, this section of the factory complex includes a restaurant and shops on the first floor with apartments on the upper floors. Partially-glazed infill in the loading door openings is compatible with the character of the building. **B & C.** The historic industrial bridge was retained, as were the ruins of walls that remained after a fire. **D & E.** The industrial nature of the interior is evident in the mushroom-capped cast concrete columns and the fire doors that remain in several of the buildings.



Anne Grimmer, Technical Preservation Services, National Park Service

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## Interpreting The Secretary of the Interior's Standards for Rehabilitation

### Subject: Subdividing Significant Historic Interior Spaces

#### Applicable Standards:

2. Retention of Historic Character
5. Preservation of Distinctive Features, Finishes, and Craftsmanship

**Issue:** It is often necessary as part of a rehabilitation project to subdivide a multi-story space to meet requirements for the new use. Large, significant, character-defining interior spaces can be either formal spaces, such as those in churches, auditoriums, retail and department stores, or rougher, less finished spaces, such as those found in industrial or warehouse buildings, barns and gymnasiums. Subdivision of such spaces must preserve their character-defining aspects in order to meet the Secretary of the Interior's Standards for Rehabilitation.

**Application (Compatible treatment):** This three-story building, originally constructed in 1923 as a department store with retail and warehouse space, was rehabilitated for commercial and residential use. The upper floors



*Left: This three-story building (shown after rehabilitation) was constructed in 1923 for use as a department store.*



*Prior to rehabilitation the one and one-half story space and mezzanine (above and below) were in poor condition after years of neglect.*



were converted into low- and moderate-income rental apartments and the first floor served as commercial and office space. The building featured a dramatic one- and one-half story open space on the first floor with a large staircase at the rear which led to a mezzanine that encircled the room. This space had served as the showroom for the former department store. Although the features and finishes of the space were quite deteriorated prior to rehabilitation, the space was still significant and crucial in defining the historic character of the building.

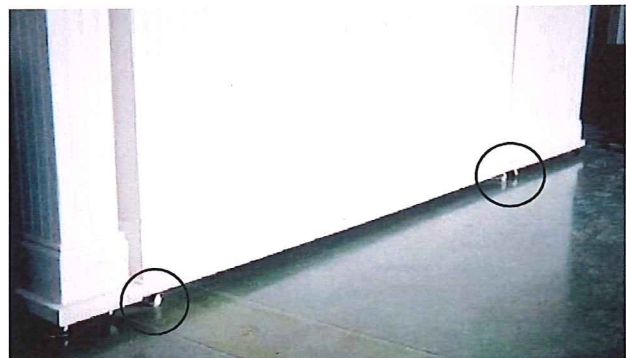
In order to adapt the space to accommodate the tenant's large staff, the project architect designed simple beaded board office cubicles with low walls, and open to the ceiling. The tops of the walls of the cubicles stop well below the bottom of the mezzanine, which permits the one and one-half story space to retain its openness. The low walls provide privacy for the staff yet still allow the space to be perceived in its entirety from the first floor as well as from the mezzanine. This treatment meets the Standards.



The low walls provide privacy for the staff yet still allow the space to be perceived in its entirety from the first floor as well as from the mezzanine. This treatment meets the Standards.



*Although low-walled office cubicles were inserted on the first floor during the rehabilitation, the character-defining aspect of the space itself, as well as its principal features, the mezzanine and the grand staircase, are still clearly perceived (above and below).*



*Detail. Casters on the bottom of the cubicle partitions allow them to be moved around or removed from the space.*

Anne Grimmer, Technical Preservation Services, National Park Service

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May 2007, ITS Number 41



## Subject: Treatment of Interiors in Industrial Buildings

**Applicable Standards:** 2. Retention of Historic Character  
5. Preservation of Distinctive Features, Finishes and Craftsmanship

**Issue:** Industrial buildings with their expansive interior spaces offer great flexibility and exciting possibilities for rehabilitation within the framework of the existing structure. The interiors of these utilitarian buildings should not be regarded as devoid of character or as an open slate for the creation of an interior that could be found in any modern office or commercial building. The structural systems, open spaces and finishes are important character defining features of this resource type. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings call for the retention and preservation not only of the exterior architectural features, but the distinctive interior spaces, features and finishes. This issue is illustrated in the successful rehabilitation of two industrial buildings that are part of larger complexes.



*Tin can factory following rehabilitation.*

**Application 1 (Compatible Treatment):** This 1895, three-story brick warehouse with its stepped gable façade, corrugated metal monitor roof and distinctive ventilators was originally built as a tin can manufacturing plant. The long vacant building was recently rehabilitated for use as research and office space for the world headquarters of a major manufacturing company. The creative design used in the rehabilitation for the interior underscored the building's industrial character by using materials, such as corrugated metal walls, steel beams and exposed wooden columns. Any required partitions were constructed to retain an open view of the character-defining latticed I-beams and metal trusses. The windows in the roof monitor over the center aisle were reopened and restored. The result is an open, contemporary office space that successfully retains the character of this utilitarian building.



*Second and third floor truss system before rehabilitation.*



*Interior following rehabilitation showing exposed latticed I-beams and metal trusses.*



**Application 2 (Compatible Treatment):**

This monumental, three-story mill building with its prominent four-story, mansard roofed stair towers is more than 400 feet in length. Constructed from 1878 to 1881, this building serves as the entry to a former flour/cotton mill complex. Recently, this mill building was rehabilitated as part of a mixed-use residential and commercial complex. While the exterior of this imposing building is highly ornamented, the interior was historically utilitarian manufacturing space characterized by exposed brick walls, wooden-chamfered posts, beams and planking, void of any decorative detail. The rehabilitation retained these character-defining features while accommodating the necessary subdivision of the large expanses of space for the new use. The large number of columns were retained by leaving some free standing in hallways and public spaces, while many remain visible engaged as part of partitions. The exposed beams, original flooring and exposed brick also preserves the industrial character of the mill's interior in the new use.



*1878-1881 Textile Mill*



*Exposed structure of the mill building prior to rehabilitation.*



*Interior after rehabilitation retains the exposed structure and finishes characteristic of the mill building with subdivision of the space for the new use.*



Subject: Changes to Historic Site

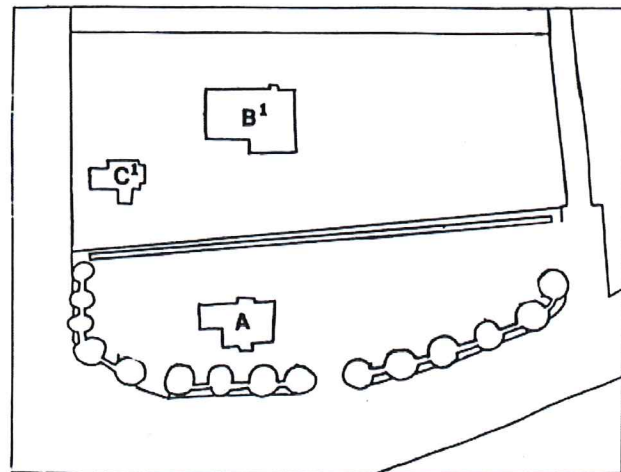
- Applicable Standards:
1. Compatible Use
  2. Retention of Historic Character

**Issue:** The site of a historic building is usually an essential feature in defining its historic character. Accordingly, the Secretary of the Interior's Standards for Rehabilitation require that a rehabilitation involve minimal change to the defining characteristics of a building and its site and environment. The Guidelines for Rehabilitating Historic Buildings stress that site changes such as locating new parking lots adjacent to historic buildings and other landscape changes can impair the defining characteristics of a property. The Guidelines also note that moving buildings onto the site of a historic building can create a false historical appearance. Such major changes can result in an overall rehabilitation that fails to meet the Secretary's Standards even when work on the historic building itself is not in question.



**Application (*Incompatible treatment*):** A large, finely detailed Neo-Classical mansion, built in 1900 and representing the wealth of prosperous mill owners, was listed individually in the National Register of Historic Places. Although the large lot on which it stood was overgrown prior to the start of the rehabilitation, the character of the house as an imposing suburban residence on a spacious lot had survived.

To convert the site into an office condominium complex, the owner moved a house from an adjacent lot with a similar setback and orientation, and set it in the front yard of the National Register-listed property. The moved building was turned to face the 1900 building, and a new parking lot was placed between the two structures. A smaller building from the adjacent property was also moved and sited at the rear of the 1900 building.



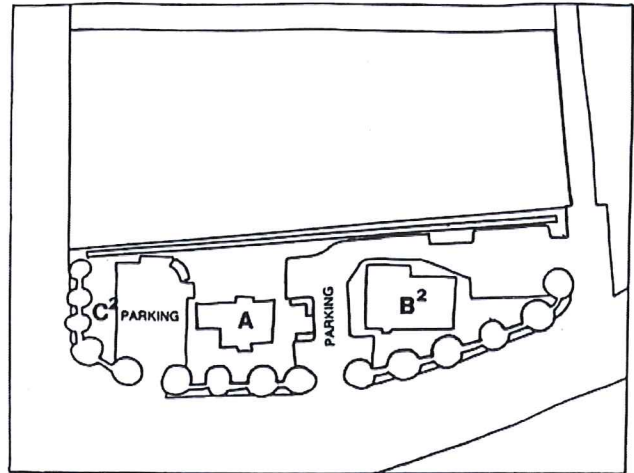
Top: Although the site was overgrown, the character of this 1900 house as a large suburban residence had survived.

Although both of the moved buildings were saved from demolition, their relocation in the manner shown here has greatly altered the historic setting of the listed build-

Bottom: Site plan before rehabilitation. The 1900 house (A) stood alone on its lot. On the adjoining property stood another large house (B1) and a dependent cottage (C1)

ing. The central parking lot, has become a dominant new feature of the site. The historic building now appears as but one element in a new composition bearing little relationship to the historic appearance of the property. As a result, the historic character of the overall property has been greatly diminished, and the project does not meet the Standards.

*Site plan after rehabilitation of buildings. The neighboring house was moved and turned around (B2) to face the 1900 building (A) across a new paved parking lot. The cottage associated with the moved house was relocated (C2) behind the 1900 building.*



*Turned 180 degrees, the moved building (B2) faces the historic one from a distance of 60 feet.*



*The new parking lot completes the drastic alteration of the setting. The second relocated structure (C2) can be seen through the porte-cochere at left.*

Michael J. Auer, Technical Preservation Services, National Park Service

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