

# THE CAMERA & CLIPBOARD

## Historical & Architectural Survey Newsletter



National and State Register Programs  
Office of Archaeology and Historic Preservation  
Colorado Historical Society



January 2005 ⊕ Number 7



### WORKSHOPS AT CPI CONFERENCE

Time is running out to register for one or both of the half-day workshops staff have developed for the Colorado Preservation, Inc. statewide preservation conference on Wednesday, February 2, 2005.

The morning workshop, entitled *Identifying, Recording and Evaluating Vernacular Architecture*, will feature guest speaker Janet Ore. Ore is a professor from the History Department at Colorado State University in Fort Collins, local historic preservation commission member and keen scholar of vernacular architecture. The workshop will give participants a chance to not only listen but also interact, presenting Colorado-based case studies intended to inspire discussion and debate.

The afternoon National Register workshop covers the broad topic of *Challenging Issues and New Property Types*. Key areas of focus will include "Making the Case for Significance" and "Let's Nominate a Historic District!" The class will examine a wide variety of topics: "unique" properties, sites from the recent past, using Criterion D for "non-archaeological" properties, cultural landscapes, McDonald's restaurants, light rail, and a walk on the Moon.

The workshops are limited to 35 people each. Participants are encouraged to attend both so they can continue discussions of inter-related topics throughout the day. The cost is \$35 per person per workshop. For more information contact CPI at [www.coloradopreservation.org](http://www.coloradopreservation.org).

### BEST PRACTICES

#### COMMITTEE: CALL FOR VOLUNTEERS

If your New Year's resolutions include getting more involved and making a real contribution, then we have the perfect opportunity for you. The Preservation Planning Unit at the Office of Archaeology and Historic Preservation are currently recruiting members for a new advisory group, the Survey Best Practices Committee. We want members who can offer practical advice to help us improve the quality of the survey process and implement policy changes. For that reason we are seeking members who have considerable experience with survey projects, both consultants who complete surveys and preservation professionals who use the data collected.

Serving on this committee will not represent a major time commitment, just a few meetings a year. In between meetings you may be sent new or revised publications and policies for your review and comment. Depending on the group's composition, there may be opportunities to meet throughout the state. The initial meeting, tentatively scheduled for March, will focus on the development of a standard training and certification process for individuals wishing to complete historical and architectural surveys in Colorado.

So, stick to your resolutions. Volunteer to serve on the Best Practices Committee. It promises to be easier than losing weight or quitting smoking. For more information contact Mary Therese Anstey ([marytherese.anstey@chs.state.co.us](mailto:marytherese.anstey@chs.state.co.us) or 303-866-4822).

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These activities are also partially funded by the State Historical Fund, a program of the Colorado Historical Society.

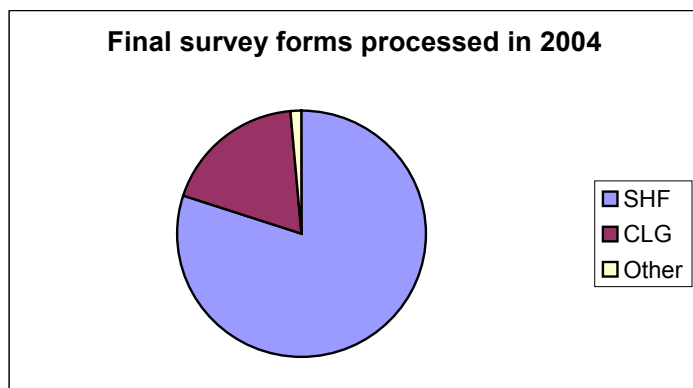
## NPS CONSIDERING NEW PHOTO POLICY

The National Park Service recently sent a draft of a proposed new photodocumentation policy to State, Tribal and Federal Historic Preservation Offices for review and comment. Both the declining availability of conventional black and white photographs and the advent of digital imaging have raised key issues for the agency in relation to photo standards and archival requirements for National Register of Historic Places and National Historic Landmark nominations. Those interested in reading a copy of the draft policy should go to [www.cr.nps.gov/nr/DraftPolicyOct2004.doc](http://www.cr.nps.gov/nr/DraftPolicyOct2004.doc).

Future issues of *The Camera & Clipboard* will provide updates on changes to the draft policy, notification when NPS enacts new standards and information on how any policy changes might impact historical and architectural survey here in Colorado.

## 2004: A BUSY YEAR FOR SURVEYS

The staff thought they had reviewed a lot of survey products and the numbers confirm it. In the past year, approximately 802 SHF-funding survey forms were reviewed. As the chart below illustrates, these forms represented the majority (80 percent) of all final survey products reviewed during 2004. A total of 187 CLG-funded final survey forms also arrived in our office; these represented 18.6 percent of the total number. Finally, we processed 14 other final survey forms, bringing the grand total to 1003 for the calendar year.



## PERMISSION REQUIRED FOR SURVEYS ON PRIVATE LAND

“Stop, or I’ll shoot!” These are the last words most surveyors would expect or certainly ever want to hear when busy completing a survey form. While this is an overly dramatic scenario, it does raise the importance of obtaining owner permission when surveying on private land. This situation arises for properties which cannot be adequately surveyed from the public right of way, such as rural sites.

All surveys should include owner notification: perhaps a public meeting and definitely a letter informing owners and tenants about the survey purpose and providing a contact name and number for questions. For surveys on private land the requirement for owner permission can be satisfied in a number of ways. For example, surveyors can carry a standard form on a clipboard, identifying the project name and purpose, property address and owner name with space provided for a signature and date. In the case of absentee owners, a similar procedure can be followed, except the standard form may be used as a phone log, noting an owner’s verbal consent with the date and a contact phone number. Since this second process may require additional time, it needs to be considered when planning the survey scope of work.

Of course, there may be times when it is impossible to obtain owner permission for surveys on private land. In such cases a surveyor has two options. The first is to choose a different property to survey. If this is not desirable, the second alternative is to note on the survey form owner permission was denied and collect whatever information can be gathered from the public right of way. While this procedure does not provide complete information about the rural property now, there is always the possibility of re-surveying when a more willing owner purchases the property. Basically, surveyors must balance personal safety against their desire to complete survey forms, remembering they are more important than the data collected. As the cop on television used to say, “Hey, let’s be careful out there.”



## SURVEY REPORTS: A FEW DOS AND DON'TS

All surveys— whether reconnaissance or intensive, selective or comprehensive-- should include a survey report. The purpose of the report is to provide background and contextual information related to the survey forms. Although the forms and the report are intended to be used together, the survey report is likely to get the most independent use and, therefore, should contain sufficient detail in terms of historic context and resources surveyed to also act as a stand-alone document.

When preparing a survey report it is important to consider your audience. Make sure the information provided is helpful to all potential users. Municipal officials will be using the document for planning purposes. Building owners and historic preservation commission members will be consulting the survey report for guidance on resource eligibility for local landmarking or the National Register. Researchers will want to know more about both the resources surveyed and the history of the community for writing term papers, manuscripts or books, walking tours or other types of historical interpretation.

When writing a survey report:

### DO

- Contact OAHP for the appropriate acknowledgment statement for grant-funded surveys. The wording is different for CLG and SHF projects.
- Summarize findings from the File Search or other previously completed surveys in the Research Design and Methodology section of the report.
- Provide at least two tables of results, one in site number order and one in address order. Both tables should include the property name, site number, address, National Register eligibility and criteria and local landmark eligibility (if program exists) and criteria.
- Bind *reconnaissance* forms into the survey report. Data from survey forms for reconnaissance surveys is not entered into the Site.Files database and the forms and report are stored together.
- Read and refer often to the *Colorado Cultural Resource Survey Manual, Volume I: The Steps*. This item represents the biggest do of all. The survey manual details specifically what should be included in a survey report, setting the standards by which all survey reports will be reviewed.

### DON'T

- Forget to include a title page which includes the project name, author's name and affiliation, report date and the sponsoring agency or organization's name.
- Neglect the Table of Contents with a detailed list of all report sections, any charts or maps and the page numbers on which they appear.
- Insert an unlabeled quad map. The relevant portion (do not need the full map) of the USGS topographic map should include details about the survey boundaries, quad name and the Township and Range for the survey area. In addition, the map should be bound into the report and fit, flat or with a fold, within the standard 8.5 x 11" dimensions of the completed document.
- Bind *intensive* level survey forms into the report, since the forms will be encoded into the Site.Files database and filed separately from the report.
- Rely too heavily upon color images and graphics. Remember many people who will be using your report will be making black and white photocopies, so choose a format which reproduces well without the advantage of color.



## NEW ARCHITECTURAL STYLES/ TYPES ADDED TO THE LEXICON

by Holly Wilson

### Ranch

Remotely derived from Spanish Colonial precedents of the southwest and drawing inspiration from the Craftsman and Prairie styles, this building type originated in the 1930s with California architects. It gained popularity in the 1940s during the post war building boom. By the early 1950s, it was replacing Minimal Traditional houses and dominated American domestic construction well into the 1960s.

The low horizontal silhouette and rambling floor plan of the ranch reflected the fascination with the informal lifestyle of the West Coast. Often a garage or carport was attached to one end further extending the elongated profile. The garage became an integral part of the house, and was often the portion of the building that projected farthest toward the street. Most ranch homes lacked decorative detailing; some possessed cast iron porch supports or non-functional shutters. The primary focus of the house shifted from the street to the back yard as evidenced by the almost anonymous front entry and minimal porch. With the exception of a picture window in the living room, there were generally smaller windows in the front with larger ones in back. In the 1960s, rear patio sliding glass doors became popular features.

Common elements:

- elongated, asymmetrical façade
- low, horizontal orientation
- one-story
- low-pitched roof
- wide overhanging eaves
- minimal front porch
- integral, attached garage
- rear porch or patio
- picture window
- low chimneys
- decorative wrought iron porch supports
- non-functional shutters



These three examples of the ranch building type are located in the Denver metropolitan area, however, such homes were constructed, often within large subdivisions consisting of nearly all ranch homes, throughout the United States in the Post-World War II period.







**ASK THE STAFF**  
by Les S. Moore

**Dear Les:** I am surveying a county government property which includes administrative office buildings, snowplow garages, maintenance sheds, an electrical generator and other associated buildings. Should I assign a site number and complete a separate survey form for each of these buildings? **Overwhelmed – Ordway, Colorado**

**Dear Overwhelmed in Ordway:**

Setting boundaries for sites with multiple buildings or structures can be confusing. This same issue often arises in relation to ranch complexes, mining sites or any property with numerous buildings having similar uses and a shared context. The short answer to your question is, no, you should not assign a site number and complete a separate survey form for each of these buildings. To determine if an individual building warrants its own site number and survey form, imagine relocating it from the current setting to a completely different location. In your case, if one of the county maintenance sheds were relocated to Main Street, would it still have the proper context in order to make sense without the other associated administrative buildings from the original site? My guess is, no. Therefore, neither a separate site number nor a survey form is necessary.

Since you mentioned survey forms, the Management Data Form (#1400) and the Historic Architectural Component Form (#1404) have been designed to be used together when recording sites with several buildings. First complete the Management Data Form for the entire site. Then place key information for each individual building or structure on a separate Historical Architectural Component Form (see survey manual for detailed instructions). Using these forms, instead of the standard Architectural Inventory Form (#1403), has the added bonus of making information easier to find for staff encoding the forms into the database.

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