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# Local Preservation

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## LOCAL PRESERVATION : A Selected Bibliography

Prepared by the  
National Alliance of Historic Preservation Commissions  
August 1988

This issue of **Local Preservation** presents a variety of materials useful to historic preservation commissions nationwide. The materials are current—most were published after 1980. All were available from the sources listed below when this issue went to press.

### Establishing and Operating a Historic District Board or Commission

A Comprehensive Program for Historic Preservation in Omaha, Nebraska. Robert Peters, editor. Landmarks Heritage Preservation Commission, December 1980. 130 pages. The publication primarily outlines Omaha history but also includes a discussion of establishing boundaries for historic districts, establishing design criteria, survey and implementation methods. Available from Omaha City Planning Department, Omaha/Douglas Civic Center, 1819 Farnam St., Omaha, NE 68183, (402) 444-5212, for \$5.95.

Maintaining a Sense of Place: A Citizen's Guide to Community Preservation. John C. Waters. Institute of Community and Area Development, 1983. 127 pages. Although written for Georgia communities, this publication has excellent guidance for any citizen on the importance of preservation to a community and on public education techniques. This book includes a comprehensive discussion of the Georgia Historic Preservation Act. The appendix includes model rules of procedure, application procedures, minimum maintenance requirements, and questions and answers on the benefits of historic districts. Available from Publications Program, Institute of Community and Area Development, 300 Old College, The University of Georgia, Athens, GA 30602, (404) 542-7103. Also available from the Preservation Bookshop, 1600 H St. NW, Washington, DC 20006, (202) 842-1856, for \$4.99.

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Historic District Commission Packet. 1988. A collection of information sheets for local historic district commissions. The one page sheets include "Advantages to the Creation of a Historic District and of a Historic District Commission," "Suggested Activities for Historic District Commissions," and "Provisions of a Local Preservation Ordinance."

Available from Bureau of Archaeology and Historic Preservation, Division of Historical and Cultural Affairs, State of Delaware, 15 The Green, Dover, DE 19901, (302) 736-5314, no charge.

Manual for Historic Preservation Commissions. South Dakota State Historical Preservation Center, 1985. 29 pages. Written for local preservation commission members, this informal publication explains the national historic preservation program in lay terms, discusses the pros and cons of local legislation and provides some excellent public education tools. Available from State Historic Preservation Center, 3 E. Main St., PO Box 417, Vermillion, SD 57069 (605) 677-5314, no charge.

A Manual for North Carolina Historic Properties Commissions. Robert M. Leary and Associates. Keep North Carolina Clean and Beautiful, Inc., reprinted in 1985. 69 pages. A basic guide to establishing a local ordinance and running a landmarks commission which includes model ordinances, model rules of procedure, chairman's checklist, checklist for designation report and model ordinance for designation.

Available from Keep North Carolina Clean and Beautiful, Inc., 887-A Washington, Raleigh, NC 27605, (919) 834-9869, for \$5.00.

Oregon Landmark Commissions Workbook. Historic Preservation League of Oregon, 1985. Excellent resource material for any commission, this three-ring binder handbook includes a model ordinance, information on how to develop landmark commissions, rules of procedure, guidelines for citizen involvement, applying design guidelines, dealing with common problems, and integrating survey into the planning process. Available from Historic Preservation League of Oregon, PO Box 40053, Portland, OR 97240, (503) 243-1923, for \$30.00.

Preservation Reference Manual for Certified Local Governments. Roger Roper, editor. Utah State Historic Preservation Office, updated yearly; most recently in March, 1988. Approximately 50 pages. This is an administrative handbook for operating a Certified Local Government in Utah. Available from the Utah State Historic Preservation Office, 300 Rio Grande, Salt Lake City, UT 84101, (801) 533-5755, no charge.

Preserving New Jersey: A Handbook for Municipal Historic Preservation Commissions. Linda McTeague, editor. Preservation New Jersey, reprinted and updated, 1988. Approximately 400 pages. A looseleaf handbook for commission members which includes the structure, enforcement and upgrading of New Jersey preservation ordinances, criteria for designation of properties and districts and design and review standards. Although written for New Jersey, the handbook includes useful material for any community. Available from Preservation New Jersey, 180 Township Line Road, Belle Mead, NJ 08502, (201) 359-4557 for \$35.00; New Jersey residents add sales tax unless tax exempt.

A Procedural Handbook for Local Historic District Commissions. Arkansas Historic Preservation Program, Spring, 1986. 36 pages. A very useful handbook designed for the commission member; it discusses the design review process, design guidelines and community education. Available from Arkansas Historic Preservation Program, Suite 200 Heritage Center, 225 E. Markham, Little Rock, AR 72201, (501) 371-2763, for \$3.50 for a single copy; \$2.50 each for 10 or more copies.

### **Strictly Legal**

Enabling Legislation; Nevada Revised Statutes Chapter 384. 1969 - amended 1971. 6 pages. Available from the Comstock Historic District Commission, PO Box 128, Virginia City, NV 89440, (702) 847-0281, no charge.

A Handbook on Historic Preservation Law. Christopher J. Duerksen, editor. The Conservation Foundation and the National Center for Preservation Law, 1983. 523 pages, plus appendices. Provides an historical overview of the development of American preservation law and includes specific chapters on local preservation law, state preservation law, federal preservation law, constitutional law, administrative and judicial litigation, and preservation law and economics. The appendices contain a model preservation ordinance and an overview of the ramifications of the Economic Recovery Tax Act of 1981. Available from the Preservation Bookshop, 1600 H St. NW, Washington, DC 20006, (202) 842-1856, for \$30.00.

Local Preservation Legislation: Questions and Answers. Robert Stipe. Technical Series No. 8. Preservation League of New York, 1982. 4 pages. Provides answers to the most often asked and basic questions regarding local historic district ordinances and the effects on property owners. Available from the Preservation League of New York, 307 Hamilton St., Albany, NY 12210, (518) 462-5658, for \$1.00.

Preparing a Historic Preservation Ordinance. Richard J. Roddewig. Planning Advisory Service Report, No. 374. Chicago: American Planning Association, 1983. 46 pages. A comprehensive explanation of the history and important components of a local preservation ordinance. The report outlines the necessary procedure for establishing a local ordinance, design review standards, economic hardship, and appeals. The book includes many examples of local ordinances. Available from the American Planning Association, 1313 E. 60th St., Chicago, IL 60637, (312) 955-9100, for \$16.00.

State Enabling Legislation for Local Preservation Commissions. Pamela Thurber and Robert Moyer. No. 5236. National Trust for Historic Preservation, Fall, 1984. 79 pages and charts. An analysis of existing state enabling legislation including a comparison of requirements for preservation commissions, designation of historic districts and landmarks, and the certificate of appropriateness process. A number of charts in the rear of the publication indicate the variety of provisions required under state legislation. Available from The Preservation Bookshop, 1600 H St. NW, Washington, DC 20006, (202) 673-4197, for \$12.00.

### **Pertaining to Historic Districts**

Establishing Local Historic Districts. Patricia Weslowski, editor. Massachusetts Historical Commission, second revision October, 1986. Basic instructions for Massachusetts Historic District Commissions on the procedures for establishing historic districts and local design review ordinances. Available from the Preservation Planning Division, Massachusetts Historical Commission, 80 Boylston St., Boston, MA 02116; (617) 727-8470, no charge.



A Guide to Delineating Edges of Historic Districts. Russell Wright. The Preservation Press, 95 pages. 1976. The source book for the factors that should be considered in establishing boundaries for historic districts. The book consists of a series of case studies which illustrate different solutions and techniques. Available from The Preservation Press, National Trust for Historic Preservation, 1785 Massachusetts Ave. NW, Washington, DC 20036 (mail orders: (202) 673-4200), for \$10.95.

Historic Districts: An Introduction to Information Resources. Information Sheet No. 35. Hope Headley. The Preservation Press, 1983. 12 pages. This short but informative pamphlet discusses what a historic district is and how to establish one, and the economic benefits that can result. The majority of the pamphlet is dedicated to an annotated bibliography on the subject. Available from The Preservation Press, National Trust for Historic Preservation, 1785 Massachusetts Ave. NW, Washington, DC 20036 (mail orders: (202) 673-4200), for \$4.00.

Historic Districts in Pennsylvania. D.G. Schlosser. Pennsylvania Historical and Museum Commission, 1981. 26 pages. A guide for creating historic districts in Pennsylvania and implementing a local ordinance, a listing of local and National Register Historic Districts in the State, and financial and technical assistance. Available from the Pennsylvania Historical and Museum Commission, Bureau for Historic Preservation, PO Box 1026, Harrisburg, PA 17108-1026, (717) 783-8946, no charge.

Historic Districts Model Preservation Guidelines: South Bend and St. Joseph County, Indiana. Historical Preservation Commission of South Bend and St. Joseph County, July, 1980. 32 pages. A good example of local written guidelines (no illustrations included) and written implementation and enforcement procedures. Available from the Historical Preservation Commission of South Bend and St. Joseph County, Room 1123, County City Building, South Bend, IN 46601, (219) 284-9798, for \$5.00.

Rules and Regulations of the Comstock Historic District Commission. circa 1973. 17 pages. Available from the Comstock Historic District Commission, PO Box 128, Virginia City, NV 89440, (702) 847-0281, no charge.

### **Local Preservation Planning**

Comprehensive Plan (for Ebey's Landing National Historical Reserve). Pacific Northwest Region, National Park Service, editor. 1980. 81 pages. The comprehensive plan discusses a unique intergovernmental relationship between a town, county, state and the National Park Service to preserve an historical reserve. Available from Ebey's Landing National Historic Reserve Trust Board, PO Box 774, Coupeville, WA 98329, (206) 442-4590, no charge.

Preservation Planning Manual: Local Historic Commissions; Their Role in Local Governments. Sarah Zimmerman. Massachusetts Historical Commission, August, 1988. 65 pages. Available from Preservation Planning Division, Massachusetts Historical Commission, 80 Boylston St., Boston, MA 02116, (617) 727-8470, no charge.

Zoning and Historic Preservation: A Survey of Current Zoning Techniques in U.S. Cities To Encourage Historic Preservation. Ellen Kettler Paseltiner and Deborah Tyler. Landmarks Preservation Council of Illinois, 1983. 32 pages (including brief 1984 update). Provides an overview of a variety of zoning measures in use around the country to encourage preservation including: transfer of development rights; special or conditional use ordinances; conversion of institutional or industrial structures to residential use; zoning restrictions in commercial areas of historic districts; special district zoning; height or floor area ratio restrictions; and modification of zoning rights. Available from Landmarks Preservation Council of Illinois, 53 W. Jackson Blvd., Suite 752, Chicago, IL 60604, (312) 922-1742, \$6.00 for members and \$6.50 for non-members.

### **Design Review**

Design Considerations for Historic Properties -- Ebey's Landing National Historical Reserve. Pacific Northwest Region, National Park Service, editor. 1984. 20 pages. The guidelines are published in an newspaper format which includes a discussion of barns and outbuildings and cultural landscapes. Available from Ebey's Landing National Historic Reserve Trust Board, PO Box 774, Coupeville, WA 98239, (206) 442-4590, no charge.

Design Review in Historic Districts: A Handbook for Virginia Review Boards. Alice Meriwether Bowsher. The Preservation Press, 1978. An excellent instructional book for review board and commission members which discusses the process of administering an ordinance and a design review process. Available from The Preservation Press, National Trust for Historic Preservation, 1785 Massachusetts Ave. NW, Washington, DC 20036, phone orders (202) 673-4200 for \$11.95.

Developing Downtown Design Guidelines. California Main Street Program, 1988. 52 pages. This volume is designed for use by local planning officials whose work involves redeveloping an older downtown while retaining its historic character. Available from Main Street Program, California State Department of Commerce, 1121 L St., Suite 600, Sacramento, CA 95814, (916) 322-1394, for \$6.50.

Good Neighbors: Building Next to History. Wendell Berry, editor. Colorado Historical Society, 1980. 44 pages. A highly illustrated publication which instructs local commissions and staff how to prepare local design guidelines -- an excellent reference book for any commission. Available from the Colorado Historical Society Bookstore, 1300 Broadway, Denver, CO 80203, (303) 866-3682, for \$4.95.

Historic District Design Guidelines, Park City, Utah. Downing Leach Associates. Park City Planning Department, July 1983. 97 pages. Comprehensive community specific guidelines, highly illustrated with drawings and photographs. The book includes a thorough discussion of new construction guidelines in the Park City historic district as well as siting, massing, clustering and parking lot design issues. Available from from Park City Planning Department, PO Box 1480, Park City, UT 84060, (801) 649-9321, for \$7.50.

Lowell: The Building Book. Anderson, Notter Associates. City of Lowell Division of Planning and Development, 1978. 71 pages and Lowell: The Sign Book. City of Lowell Division of Planning and Development. Lowell Historic Preservation Commission, 1983. 35 pages. Two of the most celebrated and comprehensive design guideline books. The guidelines are highly illustrated and include basic information for the property owner and commission member including alternative approaches to storefront changes, color guidelines, alignment, awning signs, and illumination. Available from the Lowell Historic Preservation Commission, U.S. Department of the Interior, 222 Merrimack St., Suite 310, Lowell, MA 01852, no charge.

Reviewing New Construction Projects in Historic Areas: Procedures for Local Preservation Commissions. Ellen Beasley. National Trust for Historic Preservation, 1986. 28 pages. Although all the examples are based in New England, the publication provides a very concise and helpful format with a list of questions to help review boards establish a process and method for reviewing new construction projects. Available from the Northeast Regional Office, National Trust for Historic Preservation, 45 School St., Boston, MA 02108, (617) 523-0885, for \$2.50.

### **From the Property Owner's Point of View**

Construction Standards for the Comstock Historic District Commission. 8 pages; circa 1985. Virginia City, Nevada. A good example of a property owner's manual which includes the procedures of the commission, public hearing procedures, orders to stop work, rules regarding mobile homes and house trailers in the historic district, and basic design guidelines. Available from the Comstock Historic District Commission, PO Box 128, Virginia City, NV 89440, (702) 847-0281, no charge.

Guidebook for Local Landmarks and Preservation Districts. Historic Landmarks and Preservation Districts Commission. A good example of an informational booklet for property owners with a chart which categorizes and summarizes the review process for different design changes and requests. Available from Historic Landmarks and Preservation Districts Commission, 609 W. Jefferson St., Louisville, KY 40202, (502) 625-3501, no charge.

Historic Zoning Handbook — A Guide to Historic Preservation and Neighborhood Conservation Zoning in Nashville, Tennessee. Shain Dennison. Metropolitan Historic Zoning Commission, March, 1985. 24 pages. A good example of a local education booklet for property owners which includes the local ordinance, procedures for getting work approved, sample certificates of appropriateness, permit fee structure, application and procedure for petitioning for historic zoning designation, and enforcement. Available from Metropolitan Historic Zoning Commission, 701 Broadway, Nashville, TN 37203, (615) 259-5027, no charge.

Virginia's Heritage: A Property Owner's Guide to Resource Protection. Sponsored by American Farmland Trust; Chesapeake Bay Foundation; Lower James River Association; The Nature Conservancy, Virginia Chapter; Piedmont Environmental Council; Potomac Appalachian Trail Club; Preservation Alliance of Virginia; Virginia State Division of Historic Landmarks, Dept. of Conservation and Historic Resources; Virginia Outdoors Foundation; and the Waterford Foundation, September, 1988. 40 pages. Discusses preservation tools available to property owners such as easements and leaseback arrangements. Available from Virginia Historic Landmarks Commission, Virginia State Department of Conservation and Historic Resources, Morson's Row, 221 Governor Street, Richmond VA, (804) 786-3143, no charge.



## **Small Towns and Rural Preservation**

Historic District Design Guidelines, Straban and Cumberland Townships, Gettysburg, Pennsylvania. Cee Jay Frederick Associates, Environmental Planning and Design Consultants, (215) 228-1541. c. 1982. 20 pages. A useful booklet which discusses how to assess the appropriateness of development in rural historic districts and determine the establishment of boundaries (Straban and Cumberland Townships are the communities which surround the Gettysburg National Military Park). Available from Cee Jay Frederick Associates, West Chester, PA 19380, (215) 228-1541, for \$10.00.

Small Towns and Rural Preservation, Conservation and Tourism. Historic Preservation League of Oregon, October 1983. 46 pages. Proceedings from the Seventh Annual Governor's Conference for Historic Preservation, Klamath Falls, Oregon, A collection of seventeen essays with practical information regarding developing preservation programs in small towns and rural areas. Available from the Historic Preservation League of Oregon, PO Box 40053, Portland, OR 97240, (503) 243-1923 for \$5.00.

## **Tax Incentives and Economic Benefits of Preservation**

Preservation Tax Incentives for Historic Buildings. U.S. Department of the Interior, National Park Service and National Conference of State Historic Preservation Officers. 1987. 24 pages. A basic brochure explaining the Federal program. Available from any Regional Office of the National Park Service, or from the National Register of Historic Places, National Park Service, PO Box 23127, Washington, DC 20013-7127, (202) 343-9559, no charge for single copies.

Tax Incentives for Historic Preservation. Greg Andrews, ed. The Preservation Press, revised edition, 1981. 230 pages. National Trust for Historic Preservation, 1785 Massachusetts Ave. NW, Washington, DC 20036 (mail orders: (202) 673-4200), \$12.95.

The Economics of Amenity: Community Futures and Quality of Life. Robert H. McNulty, R. Leo Penne and Dorothy R. Jacobson, Partners for Livable Places, Washington, D.C. 1985. 156 pages. Although the subject matter is broader than historic preservation alone, the book shows how cities throughout North America are using preservation in conjunction with strategies to promote the arts, quality urban design, natural and scenic resources as a comprehensive package of amenities to stimulate business investments, develop tourism, and increase and retain economic growth. Includes annotated bibliography. Available from Partners for Liveable Places, 1429 21st St., NW, Washington, DC 20036, mail orders (202) 887-5990, for \$12.95 plus \$2.50 for postage.

National Main Street Center: Training Program Materials. National Trust for Historic Preservation. Presents the objectives and methods of the Main Street Program in a format useful for building local capacity to initiate and carry out a downtown revitalization program. Deals with subjects such as design, promotion, organizing for action, and the economics of revitalization. Features training notebooks, technical bulletins, slide/tape shows, and videocassette series. Available from the National Main Street Center, National Trust for Historic Preservation, 1785 Massachusetts Ave., NW, Washington, DC 20036, (202) 673-4219.

## Videos and Slidetapes

Built by Design. Produced by the Maryland Association of Historic District Commissions. 22 minutes. 1/2 inch VHS format (slide/tape version as of 1/1/89). A basic education tool targeted for communities considering establishing or having recently established historic district commissions. Deals with typical problems faced by historic commissions particularly in the area of reviewing alterations and additions to historic properties. Also addresses such issues as: Why have a commission?; What are the appropriate procedures for commissions to follow?; and, Why is it necessary to have procedures and guidelines for regulating alterations? Available from the Maryland Association of Historic District Commissions, PO Box 783, Frederick, MD 21701 for \$34.95 including postage.

Rehabilitation and Repair of Windows (in two parts) and Repair and Maintenance of Stucco Finishes. Both videos produced by the Florida Conference of Preservation Boards and Commissions, 1987. Each video is 15-25 minutes long and is produced in a VHS format. Two more videos are in progress, one on the repair and maintenance of roofs and one on porches. Available from the Florida Trust for Historic Preservation, PO Box 11206, Tallahassee, FL 32301, (904) 224-8128. Florida Trust members can obtain these videos at no rental charge; non-members may rent them for the cost of postage, which is usually \$2.50.

Frederick: A Historic Preservation Commission at Work. National Park Service, 1987. 14 minutes. 1/2 inch VHS format. This video shows how a preservation commission has evolved over time to become an effective force in community development. Local participants include historic preservation commission members and staff, as well as government officials, community leaders, and local businesspeople. Available from the American Association for State and Local History, Order/Billing Department, 172 Second Ave. N., Suite 102, Nashville, TN 37201, (615) 255-2971. Members of AASLH \$67.50, non-members \$75.00 plus shipping & handling. (Catalogue Item #551V).

Historic Preservation in Oregon: In the Spirit of Cooperation. Historic Preservation League of Oregon, 1987. 15 minutes. Slide/tape format. The program describes the statewide planning program in Oregon and the importance of and techniques for integrating historic preservation into the local planning process. Available from the Historic Preservation League of Oregon, PO Box 40053, Portland, OR 97240, (503) 243-1923, for a \$10.00 rental fee for members; non-members may rent it for \$35.00, plus a refundable deposit of \$50.00.

History Lives: Historic Preservation in Oregon City, Oregon. City of Oregon City Planning Department, 1986. 26 minutes. VHS format. An example of a public education tool produced with Certified Local Government funds by a local commission for a specific community. Available from City of Oregon City Planning Department, 320 Warner Milne Rd., Oregon City, OR 97045, (503) 657-0895 for a \$5.00 rental/postage and handling fee.

Preservation Possibilities. National Park Service, 1986. 29 minutes. 1/2 inch VHS format. Presents a variety of preservation activities that Certified Local Governments (CLGs) can do with CLG funds from their state historic preservation offices. Communities across the nation are shown doing architectural and archaeological surveys, evaluating and preparing nominations to the National Register of Historic Places, and preparing guidelines for design review. Historic preservation commissions are shown making decisions concerning alterations to historic properties and participating in the planning of a major development project. Available from the American Association for State and Local History, Order/Billing Department, 172 Second Ave. N., Suite 102, Nashville, TN 37201, (615) 255-2971. AASLH members \$67.50, non-members \$75.00 plus shipping and handling. (Catalogue Item #552V).




Seeing the Community: Historic District Preservation in New York State. Preservation League of New York State, 1980. 38 minutes. Slide/tape format. A very useful program designed to teach the layperson how to see design elements in a community. Available from the Preservation League of New York State, 307 Hamilton Street, Albany, NY 12210, (518) 462-5658. There is no charge for Preservation League members. Non-members can obtain this presentation with a refundable rental deposit of \$50.00 and a non-refundable shipping and handling charge of \$15.00.

The National Register of Historic Places. National Park Service. 79 slides. This slide/tape presentation provides an introduction to the National Register of Historic Places and is designed to be used in preservation education by a variety of organizations and agencies including state historic preservation officers, Federal agencies, local governments, and local preservation commissions. It shows a range of properties nationwide that are eligible for inclusion in the National Register, briefly presents the National Register criteria of significance and criteria considerations, and presents the important concept of "integrity." Available from the American Association for State and Local History, Order/Billing Department, 172 Second Ave. N., Suite 102, Nashville, TN 37201, (615) 255-2971. AASLH members \$49.00, non-members \$54.50. (Catalogue Item #AV-575S).

The Secretary of the Interior's Standards for Rehabilitation. National Trust for Historic Preservation. 15 minutes. 1/2 inch VHS format and slide/tape format. Produced with the premise that a greater understanding of the Standards will encourage more rehabilitation projects and ensure that the work done respects the important historic features of buildings and thus preserves a community's heritage. Offers information on proper cleaning procedures for the exteriors of commercial buildings, planning for Federal tax credits for certified rehabilitation, and information on when to repair and when to replace. Available from National Trust for Historic Preservation, Western Regional Office, 1 Sutter St., Suite 707, San Francisco, CA 94104, (415) 956-0610. Video format \$15.00 for rental, \$30.00 for purchase. Slide/tape \$15.00 rental, \$50.00 for purchase.

### **Bibliography**

Readings in Historic Preservation: An Annotated Bibliography to the Key Books and Periodicals. James Massey. National Preservation Institute, 1986. Available from National Preservation Institute, National Building Museum, Judiciary Square, NW, Washington, DC 20001, (202) 393-0038, for \$5.25.



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