

KENDALL COUNTY
Historic Preservation Commission
Kendall County Office Building
Rooms 209 & 210
111 W. Fox Street, Yorkville, Illinois
6:30 p.m.
Special Meeting Minutes of August 2, 2018

CALL TO ORDER

Chairwoman Heiman called the meeting to order at 6:31 p.m.

ROLL CALL

Present: Elizabeth Flowers, Kristine Heiman, Melissa Maye (arrived at 6:35 p.m.), and Jeff Wehrli

Absent: None

Also present: Matt Asselmeier, Senior Planner

In the Audience: David Guritz

APPROVAL OF MINUTES

Ms. Flowers made a motion, seconded by Mr. Wehrli, to approve the minutes from the June 18, 2018, meeting. With a voice vote of three (3) ayes, the motion carried.

Mr. Wehrli made a motion, seconded by Ms. Flowers, to approve the minutes from the July 23, 2018, meeting. With a voice vote of three (3) ayes, the motion carried.

CHAIRMAN'S REPORT

Without objection, Chairwoman Heiman amended the agenda to move the Millbrook Bridge agenda item to before New Business.

PUBLIC COMMENT

None

Ms. Maye arrived at this time (6:35 p.m.)

OLD BUSINESS

Millbrook Bridge Update-Commission Could Vote to Submit Comments Regarding the Project

David Guritz, Kendall County Forest Preserve District, provided an update on the Millbrook Bridge situation. Due to financial constraints and concerns about damaging the new bridge, the Forest Preserve District does not have the ability to open the historic bridge for public use. The Village of Millbrook does not possess the financial resources to preserve the bridge. The Village of Millbrook has not officially changed their previous position on the Millbrook Bridge. The Forest Preserve District met with Millbrook officials and the Forest Preserve District explored the BUILD Grant program. The studies were not in place and the Millbrook Bridge was not part of a vehicular plan.

The consensus of the Commission was that work to preserve the bridge has occurred for years and time has run out because of safety concerns. The funds are not available to rehabilitate the bridge for public use.

The Commission prepared a letter outlining their position on the preservation of the Millbrook Bridge. Ms. Flowers made a motion, seconded by Mr. Wehrli, to approve a letter to the Corps of Engineers, County Board, and Forest Preserve District. With a voice vote of all ayes, the motion carried unanimously.

NEW BUSINESS

Nomination of Officers

Ms. Flowers, seconded by Ms. Maye, moved to nominate Ms. Heiman to the position of Chairwoman.

Ms. Heiman, seconded by Ms. Maye, moved to nominate Mr. Wehrli to the position of Vice Chairman.

No additional nominations were presented.

The vote for officers will occur at the August meeting.

Discussion of Awards for Historical Preservation

Discussion occurred regarding recognizing the importance of maintaining properties. The suggestion was made to recognize the guy in the Yorkville that superimposes current pictures over older pictures of structures. Discussion occurred regarding categories, including recognizing people. Commissioners will think about criteria and bring suggestions to the August meeting, including historic preservation research projects by residents, students, and libraries.

Discussion of Social Media Campaign

Mr. Asselmeier stated that County Administrator Koeppel was opposed to the Commission establishing a social media presence because of the regulations surrounding government to keep records and the concerns about Open Meetings Act requirement. The County does not have the staff to constantly monitor a social media page. Also, information on the page cannot be deleted. If a Commissioner wanted to run the page as a private individual, the County would not object. This information applies to social media only; the Commission could still undertake a traditional media campaign. This matter will be discussed at the August meeting.

Discussion of Doing a Meeting with Other Historic Preservation Groups

The suggestion was made to have an event at the LaSalle Manor on February 13th. Mr. Asselmeier suggested reaching out to neighboring counties to see how their historic preservation commissions interact with the municipalities and historic preservation groups within their county.

OLD BUSINESS

Review and Recommendation on Article I Purpose, Definitions, and General Provisions Definition Section of Historic Preservation Ordinance

Commissioners had no changes to this article.

Commissioners will review Article II at the next meeting.

CORRESPONDENCE

Discussion occurred regarding the new state Historic Tax Credit. Very few properties in Kendall County are currently eligible.

PUBLIC COMMENT

None

ADJOURNMENT

Ms. Flowers made a motion, seconded by Ms. Maye, to adjourn. With a voice vote of four (4) ayes, the motion carried. The Historic Preservation Commission adjourned at 7:47 p.m.

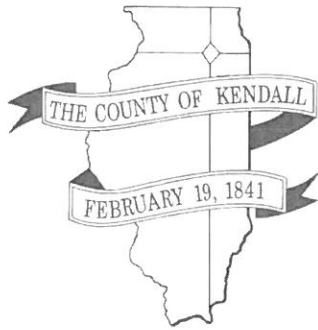
Respectfully Submitted,
Matthew H. Asselmeier, AICP

Senior Planner

Encs.

**KENDALL COUNTY
HISTORIC PRESERVATION COMMISSION
AUGUST 2, 2018**

[illegible]



KENDALL COUNTY HISTORIC PRESERVATION COMMISSION

111 West Fox Street • Room 204

Yorkville, IL • 60560

(630) 553-4141

Fax (630) 553-4179

August 3, 2018

Brant Vollman
Department of the Army
Corps of Engineers, Rock Island District
P.O. Box 2004 Clock Tower Building
Rock Island, IL 61204-2004

Dear Brant Vollman:

The Kendall County Historic Preservation Commission would like to thank the U.S. Army Corps of Engineers for allowing the Commission additional time to review the materials related to the Millbrook Bridge over the Fox River in Millbrook, Illinois.

The Kendall County Historic Preservation Commission recognizes the historic significance of the Millbrook Bridge. The Kendall County Historic Preservation Commission has tried for several years to obtain community support and find commonality of purpose for preserving the Millbrook Bridge. Saving the Millbrook Bridge has been investigated over a long period of time.

In lieu of funding for the preservation and continued maintenance of the Millbrook Bridge, unfortunately, due to the lack of funding, timing, and concerns for public safety, the Kendall County Historic Preservation Commission reluctantly and regretfully recognizes that it is in the best interest of the community that the Kendall County Forest Preserve District take the necessary steps to protect the safety of the community as it relates to the Millbrook Bridge.

Please direct any questions you have regarding this letter to Matt Asselmeier, Senior Planner, by mail to Kendall County Planning, Building and Zoning Department, 111 W. Fox Street, Yorkville, IL 60560, by telephone to 630-553-4139, or by email at masselmeier@co.kendall.il.us.

Sincerely,

A handwritten signature in cursive script that reads "Kristine Heiman".

Kristine Heiman, Chairwoman
Kendall County Historic Preservation Commission

CC: David Guritz, Director, Kendall County Forest Preserve District
Scott R. Gryder, Chairman, Kendall County Board

[Home \(/dnrhistoric/Pages/default.aspx\)](#) | [Preserve History \(/dnrhistoric/Preserve/Pages/default.aspx\)](#) | [Historic Places \(/dnrhistoric/Preserve/Places/Pages/default.aspx\)](#)

HIBS/HIER Program

The Historic Illinois Building Survey/Historic Illinois Engineering Record (HIBS/HIER) program (formerly the Illinois HABS/HAER), like its federal counterpart, is intended to document historic buildings and structures with measured drawings, photographs, and written descriptions.

Founded in 1995, the program sets the standards for the documentation of historic properties subject to provisions of state and federal legislative acts. These acts allow documentation of certain historic properties that are to be demolished or substantially altered as a result of projects involving state or federal funds, permits, licenses, or approvals. Though documentation of historic properties is most often prepared to conform to the Review & Compliance process, individuals and organizations may add appropriate materials to the HIBS/HIER collection on their own initiative. To be included in the collection, buildings, sites, structures, or objects must be listed in or eligible for the National Register of Historic Places.

A hallmark of HIBS/HIER is its emphasis on a comprehensive historic context for each structure. Although the level of documentation varies based on the nature and significance of the property, the following are general requirements: measured drawings or sketched floor plans; photographs (present view, and possibly historic views); history of the site; and architectural/site description. All materials are subject to the approval of the HIBS/HIER coordinator.

More than 200 structures—including commercial buildings, houses, and bridges—have been recorded. The HIBS/HIER collection is housed in the Abraham Lincoln Presidential Library in Springfield. Those wishing to use the HIBS/HIER collection should contact the Library's microfilm section at 217-785-7941.

[Click here for the HIBS/HIER collection list \(/dnrhistoric/Preserve/SiteAssets/Pages/Resource-Protection/HIBS-HIER%20List.pdf\)](#)

Note to Consultants and Governmental Agency Liaisons:

As a result of the IHPA objective to refine and upgrade administered programs, the materials contained on this site represent the current policies, standards, guidelines, and general technical requirements concerning this program. Please discard any previous HIBS/HIER (or IL HABS/HAER) program information.

The HIBE/HIER program policies and requirements differ somewhat from the federal HABS/HAER program. These policies and requirements have been implemented to ensure the development of consistent, quality documentation for public use and the proper archival management of submitted documentation. Many tasks carried out by federal reviewers and managers are now the responsibility of consultants and sub-consultants developing HIBS/HIER documentation.

The effective date for these policies, standards, guidelines, and technical requirements is January 21, 1999. Any HIBS/HIER projects initiated or new project submittals received after this date will be reviewed in accordance with the accompanying administrative information contained in the following documents.

- Administrative Policies (</dnrhistoric/Preserve/Places/Documents/HHpolicies.pdf>)
- Standards (</dnrhistoric/Preserve/Places/Documents/HHstds.PDF>)
- Program/Technical Commentary
(</dnrhistoric/Preserve/Places/Documents/HHTechComm.pdf>)
- Written Outline Format (</dnrhistoric/Preserve/Places/Documents/HHoutlineformat.pdf>)
- Archival Material Suppliers (</dnrhistoric/Preserve/Places/Documents/HHsuppliers.pdf>)

[PRESERVE HISTORY \(/DNRHISTORIC/PRESERVE/PAGES/DEFAULT.ASPX\)](/DNRHISTORIC/PRESERVE/PAGES/DEFAULT.ASPX)

[Archaeology \(/dnrhistoric/Preserve/Pages/Archaeology.aspx\)](/dnrhistoric/Preserve/Pages/Archaeology.aspx)

[Architectural Services \(/dnrhistoric/Preserve/Pages/Architectural.aspx\)](/dnrhistoric/Preserve/Pages/Architectural.aspx)

[Cemetery Preservation \(/dnrhistoric/Preserve/Cemetery/Pages/default.aspx\)](/dnrhistoric/Preserve/Cemetery/Pages/default.aspx)

[Certified Local Governments \(/dnrhistoric/Preserve/Pages/community.aspx\)](/dnrhistoric/Preserve/Pages/community.aspx)

[Contact Staff \(/dnrhistoric/Preserve/Pages/Contact-Staff.aspx\)](/dnrhistoric/Preserve/Pages/Contact-Staff.aspx)

[Federal/State Project Review \(/dnrhistoric/Preserve/Pages/Resource-Protection.aspx\)](/dnrhistoric/Preserve/Pages/Resource-Protection.aspx)

[Financial Incentives \(/dnrhistoric/Preserve/Pages/Funding.aspx\)](/dnrhistoric/Preserve/Pages/Funding.aspx)

[HARGIS \(/dnrhistoric/Preserve/Pages/HARGIS.aspx\)](/dnrhistoric/Preserve/Pages/HARGIS.aspx)

[National Register of Historic Places \(/dnrhistoric/Preserve/Pages/Places.aspx\)](/dnrhistoric/Preserve/Pages/Places.aspx)

[Preservation Laws \(/dnrhistoric/About/Pages/Laws.aspx\)](/dnrhistoric/About/Pages/Laws.aspx)

[Preservation Resources \(/dnrhistoric/Preserve/Pages/Links-FAQ.aspx\)](/dnrhistoric/Preserve/Pages/Links-FAQ.aspx)

State Historic Preservation Office (/dnrhistoric/Preserve/Pages/default.aspx)

Quick Links

- [Contact Us \(/dnrhistoric/Pages/ContacUs.aspx\)](/dnrhistoric/Pages/ContacUs.aspx)
- [Donate to the Historic Sites](https://www.epayillinois.com/Home/ShowSiteLandingPage/37375)
(<https://www.epayillinois.com/Home/ShowSiteLandingPage/37375>)

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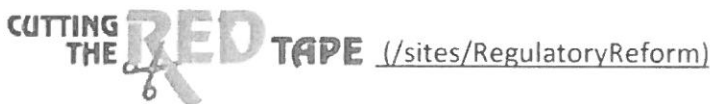
Contact Information

State Historic Preservation Office (Preservation Services)

IDNR-One Natural Resources Way
Springfield, IL 62702-1271
(217) 782-4836

Historic Sites

DNR-One Natural Resources Way
Springfield, IL. 62702-1271
(217) 782-6302

</sites/RegulatoryReform>

<http://www.illinois.gov/>

- ① [Web Accessibility \(http://www.dhs.state.il.us/page.aspx?item=32765\)](http://www.dhs.state.il.us/page.aspx?item=32765)
- ☎ [State Phone Directory \(https://cmsapps.illinois.gov/TeleDirectory\)](https://cmsapps.illinois.gov/TeleDirectory)
- 📋 [State Agencies \(/agencies\)](/agencies) 👤 [Illinois Privacy Info \(/Pages/About/Privacy.aspx\)](/Pages/About/Privacy.aspx)

[Bruce Rauner, Governor \(https://www.illinois.gov/gov\)](https://www.illinois.gov/gov)

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**Illinois Historic
Preservation Agency**

1 Old State Capitol Plaza • Springfield, Illinois 62701-1507 • (217) 782-4836 • TTY (217) 524-7128

**ILLINOIS HISTORIC PRESERVATION AGENCY (IHPA)
ILLINOIS
HISTORIC AMERICAN BUILDINGS SURVEY/
HISTORIC AMERICAN ENGINEERING RECORD (IL HABS/HAER)
PROGRAM ADMINISTRATIVE POLICIES**

1. The IL HABS/HAER Coordinator, who is assigned to Preservation Services Division, administers the IHPA IL HABS/HAER Program.
2. IL HABS/HAER Documentation can be generated as result of state and federal statutory compliance requirements, local government/commission mandates or through voluntary contribution.
3. IL HABS/HAER Documentation requirements are established through the IHPA IL HABS/HAER Standards and Guidelines. General IL HABS/HAER technical assistance is contained in the IHPA IL HABS/HAER Program/Technical Commentary.
4. All IL HABS/HAER Documentation accepted for inclusion in the IL HABS/HAER Collection must meet the IL HABS/HAER Standards and Guidelines, IL HABS/HAER technical requirements and specific scopes of work as established by the IL HABS/HAER Program Coordinator.
5. No movement, demolition, alteration or other form of modification will be authorized on properties that are part of historic preservation statute mitigation until 100% IL HABS/HAER documentation is received, reviewed and accepted in writing by the IL HABS/HAER Program Coordinator.
6. A listing of IL HABS/HAER consultants/contractors will be maintained and updated as needed by IHPA for public use. The consultants/contractors carried on this list represent firms/organizations/individuals who have successfully completed at least one IL HABS/HAER

IL HABS/HAER PROGRAM POLICIES (CONTINUED)

Documentation project and have expressed a desire to be considered for IL HABS/HAER work. This list is not to be considered an endorsement by IHPA. Consultants/ Contractors can be deleted from this list at their own request or through IHPA initiative due to consultant/ contractor failure to meet IL HABS/HAER Standards and Guidelines or IHPA generated scopes of work.

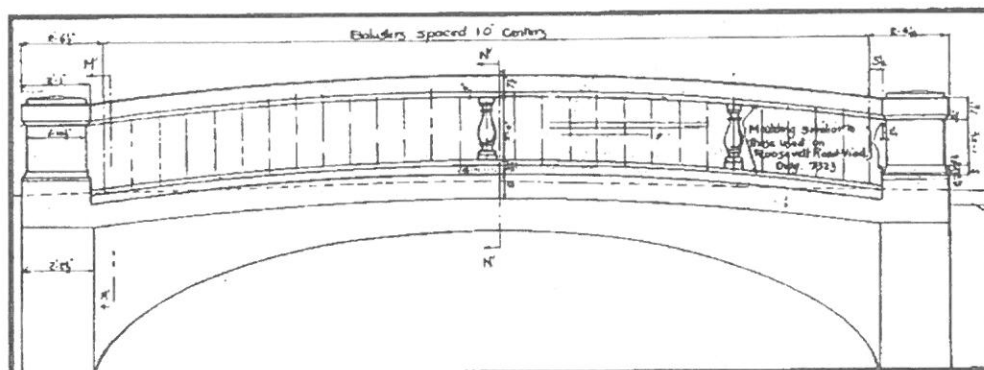
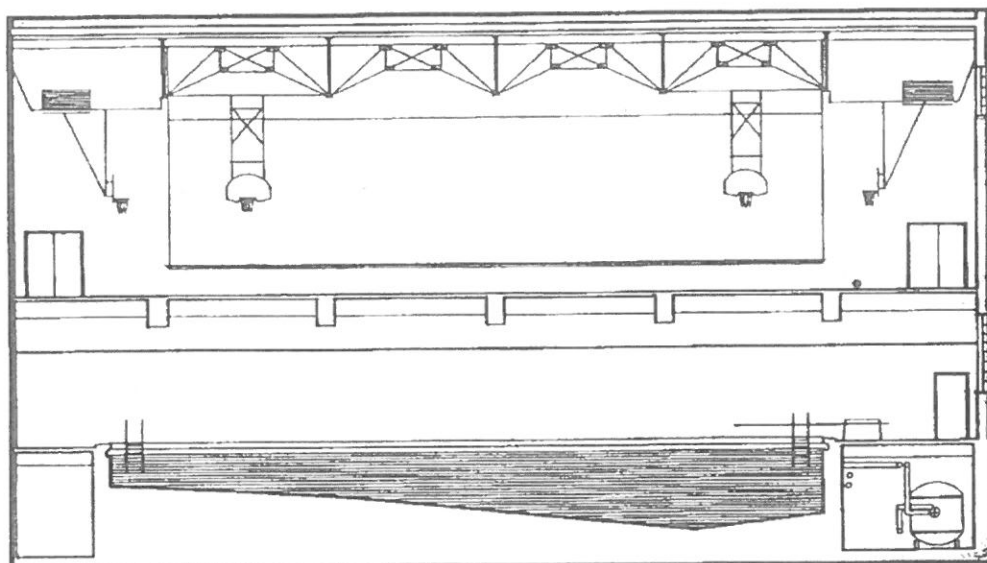
7. Specific IL HABS/HAER Documentation Scopes of Work are not formally established until the subject scopes are issued in writing by the IHPA and acknowledged in writing by lead agencies participating in regulatory project mitigation or entities generating IL HABS/HAER Documentation through self-initiative. It is strongly recommended that IL HABS/HAER consultants/ contractors not bid on IL HABS/HAER Documentation projects until IHPA and the concerned parties agree scopes of work in writing.
8. IL HABS/HAER consultants/contractors shall consult with the IHPA IL HABS/HAER Coordinator prior to commencing work in order to confirm the scope of work and specific historic contextual development requirements for each project.
9. IL HABS/HAER consultants/contractors, or their clients, will submit to IHPA a 95%, non-archival IL HABS/HAER submittal for review and comment prior to producing and submitting 100% IL HABS/HAER documentation for review and acceptance.
10. The IL HABS/HAER Program requires submittal of one archival set of 100% IL HABS/HAER documentation, one microfiche copy of the 100% documentation and color slides of the subject property.

IL HABS/HAER PROGRAM POLICIES (CONTINUED)

11. IHPA review and comment period for IL HABS/HAER Documentation is generally thirty (30) working days. The review and comment period begins upon reception of complete IL HABS/HAER Documentation at IHPA offices.
12. IL HABS/HAER Collection is curated and managed by the Illinois State Historical Library (ISHL). Microfiched IL HABS/HAER documentation is available for public use. The 100%, archival set of IL HABS/HAER documentation is available for use, provided the IL HABS/HAER Coordinator or the ISHL Chief of Acquisitions authorizes such use.

Effective Date: 21 January 1999

THE ILLINOIS HISTORIC PRESERVATION AGENCY'S
STANDARDS AND GUIDELINES FOR
HISTORICAL, ARCHITECTURAL AND ENGINEERING DOCUMENTATION:
IL HABS/HAER STANDARDS



Illinois Historic American Buildings Survey/
Historic American Engineering Record
Preservation Services Division
Illinois Historic Preservation Agency
Springfield, Illinois 62701

January 1999

Illinois Historic Preservation Agency

Director

Susan Mogerman

Preservation Services Division

State Historic Preservation Officer
Deputy SHPO
IL HABS/HAER Program Coordinator

William L. Wheeler
Anne E. Haaker
Stephen A. Thompson

Illinois State Historical Library

Director
Chief of Acquisitions
Microfilm Librarian

Kathryn Harris
Gary Stockton
Cheryl Pence

Preservation Services, a division of the Illinois Historic Preservation Agency, administers the state cultural resources program and is responsible for the Illinois Historic American Buildings Survey/Historic American Engineering Record (IL HABS/HAER) Program of documentation of historic buildings, sites, structures, and objects located in the State of Illinois. IL HABS/HAER Documentation includes measured drawings, large-format photographs, and written contextual histories and descriptions. The Illinois State Historical Library Archives is the repository for these documents.

PREFACE

This document outlines the Illinois Historic Preservation Agency's Preservation Services Division's Standards for Historical, Architectural and Engineering Documentation -- commonly known as the IL HABS/HAER Standards.

These performance standards define the criteria for IL HABS/HAER projects acceptable for accession in the IL HABS/HAER Collection located at the Illinois State Historical Library Archives.

Acceptable IL HABS/HAER documentation often includes:

- * Measured Drawings
- * Large-Format Photographs
- * Detailed Historical Context Development and Physical Descriptions in a Prescribed Written Outline Format

These standards are intended to be used in conjunction with the accompanying guidelines for historical, architectural and engineering documentation. Other publications listed in the bibliography should be consulted.

These standards will be used:

- * In preparation of documentation to fulfill mitigative requirements in accordance with the Illinois State Agency Historic Resources Preservation Act [20 ILCS 3420/1 et seq] and Section 106 of the National Historic Preservation Act of 1966, as amended.
- * In preparation of voluntary documentation to be submitted for inclusion in IL HABS/HAER Collection.

William L. Wheeler
State Historic Preservation Officer
Illinois Historic Preservation Agency

ILLINOIS HISTORIC AMERICAN BUILDINGS SURVEY/HISTORIC AMERICAN
ENGINEERING RECORD (IL HABS/HAER) PROGRAM STANDARDS
for
HISTORICAL, ARCHITECTURAL AND ENGINEERING DOCUMENTATION

The IL HABS/HAER Standards address the development of documentation for historic buildings, sites, structures, and objects. IL HABS/HAER documentation provides relevant graphic and written information on a property's significance for use by scholars, researchers, preservationists, architects, engineers, and others interested in preserving and understanding historic properties. IL HABS/HAER documentation is important for several reasons. It provides for accurate repair or reconstruction of parts of a property, records existing conditions for easements and preserves information about a property that is to be demolished or altered.

The IL HABS/HAER Standards are intended for use in developing documentation to be included in the IL HABS/HAER Collection located at the Illinois State Historical Library Archives. The Illinois Historic Preservation Agency has defined specific requirements for meeting these standards.

STANDARD 1: Documentation Shall Adequately Explicate and Illustrate What is Significant or Valuable About the Historic Building, Site, Structure, or Object.

The historic significance of the building, site, structure, or object identified in the evaluation process should be conveyed by the drawings, photographs, and written materials that comprise the documentation. The historical, architectural, engineering, or cultural values of the subject property, in conjunction with the purpose of the documentation, will determine the level and methods of documentation.

STANDARD 2: Documentation Shall be Prepared Accurately from Reliable Sources with Limitations Clearly Stated to Permit Independent Verification of the Information.

The purpose of documentation is to preserve an accurate record of historic properties that can be used in research and other preservation activities. To serve these purposes, the documentation must include information that permits assessment of its reliability.

STANDARD 3: Documentation Shall be Prepared on and Submitted in Materials that are Readily Reproducible, Durable, and in Standard Sizes.

The size and quality of documentation materials are important factors in the preservation of information for future use. Selection of materials is based on the length of time expected for storage, the anticipated frequency of use, and a size convenient for storage and document management.

STANDARD 4: Documentation Will be Clearly and Concisely Produced.

In order for documentation to be useful for future research, written materials must be fully developed, legible and understandable. Graphic materials must contain scale information and location references.

ILLINOIS HISTORIC AMERICAN BUILDINGS SURVEY/HISTORIC AMERICAN
ENGINEERING RECORD (IL HABS/HAER) GUIDELINES
for
HISTORICAL, ARCHITECTURAL AND ENGINEERING DOCUMENTATION

Introduction

The IL HABS/HAER Guidelines link the IL HABS/HAER Standards for Historical, Architectural and Engineering Documentation with more specific guidance and technical information. They describe the general approach for meeting the Standards for Historical, Architectural and Engineering Documentation. Agencies, organizations, and individuals proposing to undertake the production of IL HABS/HAER Documentation in a different manner will need to review and gain approval of their strategy with the IHPA IL HABS/HAER Coordinator prior to the execution of a contract for or the initiation of production of IL HABS/HAER Documentation.

The Guidelines are organized as follows:

- * Definitions
- * Goal of Documentation
- * The IL HABS/HAER Collections
- * Standard 1: Content
- * Standard 2: Quality
- * Standard 3: Materials
- * Standard 4: Presentation

Definitions

The following definitions are used in conjunction with these guidelines:

Documentation -- Measured drawings, photographs, contextual histories, physical descriptions, inventory cards, or other media that provide graphic and written information on historic buildings, sites, structures, or objects.

Field Photography -- photography other than large-format negatives, intended for the purpose of producing documentation, usually 35mm.

Field Records -- notes of measurements taken, field photographs, and other recorded information intended for the purpose of producing documentation.

Large-Format Photographs -- photographs made from 4x5" negatives. Appropriate techniques are to be implemented to correct perspective distortion.

Measured Drawings -- drawings produced on IL HABS/HAER acceptable materials depicting historic or existing conditions and other relevant features of the subject. Measured drawings are produced in ink on archivally stable mylar.

Photocopy - a photograph, with large-format negative, of a photograph or drawing.

Select Existing Drawings - drawings of original construction or later alterations that portray or depict the subject's historic value or significance.

Sketch Plan - a floor plan, generally not to exact scale although often drawn from measurements, where the features are shown in proper relation and proportion to each other.

Goal of Documentation

The IL HABS/IL HAER Program is the historical, architectural and engineering documentation program of the Illinois Historic Preservation Agency that promotes the incorporation of accurate graphic and written documentation into the IL HABS/HAER Collection located in the Illinois State Historical Library Archives. The goal of the IL HABS/HAER Collection is to provide historians, architects, engineers, scholars, and interested members of the public with comprehensive documentation of buildings, sites, structures, and objects significant in Illinois' history.

IL HABS/HAER Documentation often consists of measured drawings, photographs, and written data that provide a detailed record of a property's significance. Measured drawings and properly executed photographs act as a form of insurance against fires and natural disasters by permitting the repair and, if necessary, reconstruction of historic structures damaged by such disasters. IL HABS/HAER Documentation is sometimes used to provide the basis for enforcing preservation easements. In addition, IL HABS/HAER Documentation is often the last means of preservation when a historic property is to be demolished or permanently altered. IL HABS/HAER Documentation provides future researchers access to valuable information that would otherwise be lost.

IL HABS/HAER Documentation is developed as a result of two separate catalysts. First, the Illinois Historic Preservation Agency, pursuant to the Illinois State Agency Historic Resources Preservation Act (20 ILCS 3420/1 et seq) and Section 106 of the

National Historic Preservation Act of 1966, as amended, requires recordation of historic properties to be demolished or substantially altered as a result of adverse undertakings conducted on those properties (referred to as mitigation projects). Secondly, individuals and organizations, on their own initiative, can prepare documentation according to IL HABS/HAER Standards and donate that documentation to the IL HABS/HAER Collection. Required Documentation Levels will vary.

IL HABS/HAER Standards describe the fundamental principles of the development of IL HABS/HAER Documentation. The IL HABS/HAER Guidelines listed under each of the following IL HABS/HAER Standards provides basic information about developing documentation for the IL HABS/HAER Collection. The IL HABS/HAER Guidelines are augmented by more specific graphic and written documentation requirements which are included here as supplemental information. Additional specific information concerning the production of IL HABS/HAER Documentation is included in a separate document entitled IL HABS/HAER Program/Technical Commentary.

Documentation prepared for the purpose of inclusion in the IL HABS/HAER Collection must meet the requirements listed below. The IHPA IL HABS/HAER Coordinator retains the right to refuse documentation for inclusion in the IL HABS/HAER Collection when that documentation does not meet IL HABS/HAER requirements specified in this document.

Standard 1: Content - IL HABS/HAER Documentation shall adequately explicate and illustrate what is significant or valuable about the historic building, site, structure, or object being documented.

Guidelines

Documentation shall meet one of the following documentation levels to be considered adequate for inclusion in the IL HABS/HAER collections.

1. Documentation Level I
 - a. Drawings: a full set of measured drawings depicting existing or historic conditions.
 - b. Photographs
 - (1) large-format (4x5") negatives and 5x7" prints of exterior and interior views
 - (2) photocopies with large format (4x5") negatives of select existing drawings, site plans or historic views
 - c. Written Data
 - (1) contextual history(ies)
 - (2) architectural/site description

2. Documentation Level II

- a. Drawings: original drawings photographically reproduced on archivally stable IL HABS/HAER mylar.
- b. Photographs
 - (1) large-format (4x5") negatives and 5x7" prints of exterior and interior views
 - (2) historic views
- c. Written Data
 - (1) contextual history(ies)
 - (2) architectural/site description

3. Documentation Level III

- a. Drawings: sketched floor plan
- b. Photographs
 - (1) large-format (4x5") negatives and 5x7" prints of exterior and interior views
- c. Written Data
 - (1) contextual history(ies)
 - (2) architectural/site description

The IL HABS/HAER Program retains the right to refuse any documentation of buildings, sites, structures or objects lacking historical significance. Buildings, site, structures, or objects must be listed on or eligible for listing on the National Register of Historic Places to be considered for inclusion in the IL HABS/HAER Collection.

The type and amount of documentation should be appropriate to the nature and significance of the properties being documented. Similarly, the aspect of the property that is being documented should reflect the nature and significance of the property.

Standard 2: Quality - IL HABS/HAER Documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of information.

Guidelines

For all levels of documentation, the following quality requirements shall be met:

1. Measured Drawings

Measured drawing shall be produced from recorded, accurate measurements. Portions of buildings or structures that are not accessible for measurement should not be drawn on the measured drawing but clearly labeled as not accessible or drawn from available construction drawings or other sources, and so identified. No part of the measured drawings shall be produced from hypothesis or non-measurement related activities. Documentation Level I

measured drawings shall be accompanied by a set of field notebooks in which measurements were first recorded. Other drawings prepared for Documentation Levels II and III, shall include a statement describing where the original drawings are located.

2. Large-Format Photographs

Large-format photographs shall clearly depict the appearance of the property and areas of significance of the recorded building, structure, site, or object. Each view shall be perspective-corrected and fully captioned.

3. Written Contextual History(ies) and Physical Descriptions

Written contextual history(ies) and physical descriptions for documentation Levels I and II shall be based on primary sources to the greatest extent possible. For Level III, secondary sources may provide adequate information; if not, primary research will be necessary. An assessment of the reliability and limitations of sources shall be included. Within the written contextual history(ies), statements shall be footnoted or endnoted as to their sources, where appropriate. The written data shall include a methodology section specifying research strategy, names of research staff, dates of research, sources searched, limitations of the project and a project information statement.

The reliability of the IL HABS/HAER Collection is dependent upon high quality documentation. Quality is not easily prescribed or quantified, but it derives from a process in which thoroughness and accuracy play a large part. The principle of independent verification of IL HABS/HAER documentation is critical to the IL HABS/HAER Collection.

Standard 3: Materials - IL HABS/HAER documentation shall be prepared on materials that are readily reproducible for ease of access, durable for long storage, and in standard sizes for ease of handling.

Guidelines

For all levels of documentation, the following material requirements shall be met.

1. Measured Drawings

Ink on translucent, archivally stable materials in standard size of 24x36".

2. Large-Format Photographs

Black and white film only, printed on archival paper, mounted on properly labeled archival board; 4x5" negatives will accompany prints; print size will be 5x7".

3. Written History(ies) and Physical Description

Text contained within the IL HABS/HAER Written Outline Format; submitted on 8.5x11" archival bond paper.

4. Field Records

Field notebooks and field photography; photo identification sheet will accompany 35mm negatives and contact sheet; no archival requirements; submitted field records must fit into 9.5x12" folding file.

5. 95% Submittals

95% review documentation can be submitted on non-archival materials.

6. 100% Submittals

All 100% IL HABS/HAER documentation accepted by the IL HABS/HAER Program Coordinator must be submitted in the standard, archival formats.

All IL HABS/HAER Documentation is intended for reproduction. Although field records are not intended for quality reproduction, it is specified that they be used to supplement the formal documentation. Field records are not required to meet the archival standard, but are maintained as a courtesy to the collection user. The basic durability standard for IL HABS/HAER Documentation is 500 years.

Standard 4: Presentation - IL HABS/HAER documentation shall be clearly and concisely produced.

Guidelines

For all levels of documentation, the following requirements for presentation will be met.

1. Measured Drawings

Level I measured drawings will be lettered mechanically (i.e. Leroy or similar) or in a hand-printed equivalent

style. Adequate dimensions shall be included on all sheets. Levels I and II title sheet(s) shall include state, local, and site maps; property significance statement; project information statement; and drawings index listing. Level III sketch plans shall be neat and orderly.

2. Large-Format Photographs

5x7", black and white, fiber paper prints will be mounted on archival card stock, and labeled in the appropriate manner.

3. Written History(ies) and Physical Description

Data shall be typewritten on 8.5x11" archival, bond paper using the required IL HABS/HAER outline format and follow accepted rules of grammar and notation.

Sources of Technical Information for IL HABS/HAER Documentation

Burns, John A. Recording Historic Structures. Washington, D.C.: The AIA Press, 1989.

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. Chicago: University of Chicago Press, 1987.

A Manual of Style. Chicago: University of Chicago Press, 1980.

HABS Field Instructions for Measured Drawings. Washington, D.C.: HABS/HAER, National Park Service, 1981.

HABS Historical Reports. Washington, D.C.: HABS/HAER, National Park Service, 1995. (Draft)

HABS Historian's Procedures Manual. Washington, D.C.: HABS/HAER, National Park Service, 1983.

HAER Field Instructions. Washington, D.C.: HABS/HAER, National Park Service, 1981.

IL HABS/HAER Program IHPA Program/Technical Commentary. Springfield, IL: IL HABS/HAER, Illinois Historic Preservation Agency, 1999.

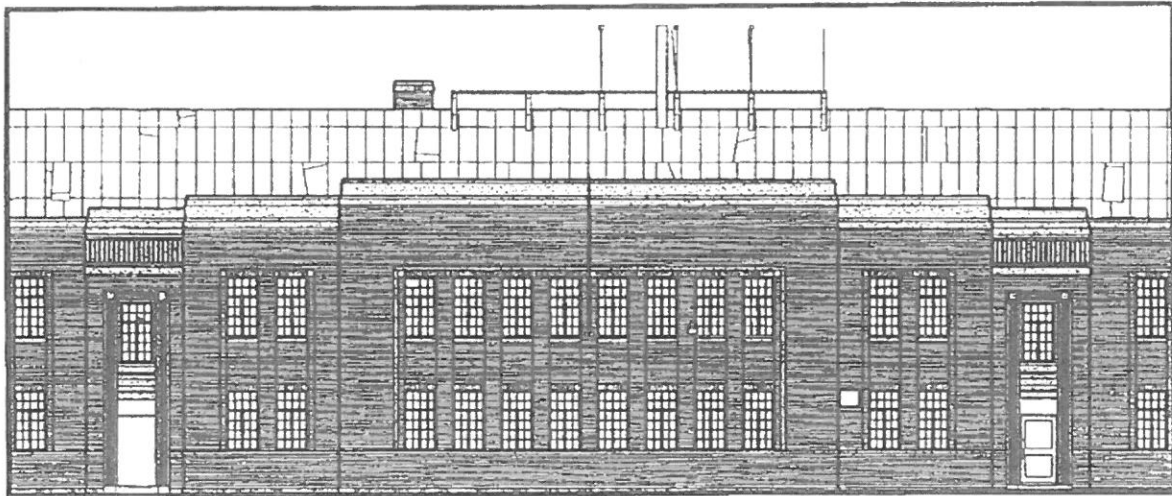
Manual for Preparing Historic American Buildings Survey/Historic American Engineering Record Documents. Omaha, NE: Great Plains Systems Office, National Park Service, 1996. (Draft)

Photographic Specifications for the Historic American Buildings
Survey and the Historic American Engineering Record. Omaha,
NE: Great Plains Systems Office, National Park Service, 1996.

Transmitting Documentation to HABS/HAER WASO. Washington, D.C.:
HABS/HAER, National Park Service, 1995. (Draft)

Effective Date: 21 January 1999

IL HABS/HAER Program/Technical Commentary



January 1999

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Preface

It is the goal of the Illinois Historic Preservation Agency (IHPA) to administer the IL HABS/HAER recordation process and collection in a manner that guarantees documents of the highest quality and content are produced and made available to the public.

Since the establishment of the IL HABS/HAER program in 1990, those involved in preparing IL HABS/HAER Documentation often inquire as to the degree of documentation required and preparation methods to be employed. IHPA has determined that some administrative details should be clarified.

The following are IHPA's general comments on the methodology of the selection of the appropriate level of documentation required for a historic property, as well as brief discussions of technical issues often overlooked or deleted from IL HABS/HAER Documentation submitted for acceptance.

METHODOLOGY OF DOCUMENTATION LEVEL SELECTION

The primary reason IL HABS/HAER Documentation is produced is to comply with state and federal historic preservation statutes. IL HABS/HAER Documentation may be required pursuant to the Illinois State Agency Historic Resources Preservation Act [20 ILCS 3420/1 et seq] or Section 106 of the National Historic Preservation Act of 1966, as amended.

IHPA's Preservation Services Division's Review and Compliance staff, who review and comment on statute required submittals, determine which level of recordation documentation is appropriate for each property. IHPA's documentation level selection varies depending on the significance of a property. The IHPA IL HABS/HAER Program Coordinator will determine the specific scope of work for each IL HABS/HAER project. The scope of work will be stated within the body of the general project Memorandum of Agreement or within other project correspondence. The end result of the documentation process is to provide users of the IL HABS/HAER Collection clear and concise documentation which is easily interpreted.

There are three levels of documentation within the IL HABS/HAER system. Level I or II documentation is often deemed appropriate for buildings/structures that exhibit an example of specific architectural style or element of engineering. Properties associated with noted architects, engineers, other significant persons or properties integrating the use of significant construction materials are also considered for Level I or II documentation. Level III documentation is often adequate for building/structures of lesser significance, or that can easily be interpreted graphically through large-format photography.

The written history and architectural/engineering description is an important, constant element of each level of documentation. IL HABS/HAER graphic documentation is meaningless without sufficient development of the subject property's historical contexts and precise physical description. The length and number of the historical context(s) to be developed for a property is determined by known information and the speculated relationship a property could have within a local, state or national context. Although IHPA strives to define specific context parameters for each recording project, other contextual issues are often discovered during primary and secondary source research and should be addressed. IHPA stresses the need to identify the who, what, when, where, why and how concerning the subject property and within primary and secondary context development.

TECHNICAL COMMENTS

Recordation Numbering System

Every IL HABS/HAER project is assigned an IL HABS/HAER number for the records of Preservation Services Division (PSD) and cataloging by the Illinois Historic Library Archive Section. The IL HABS/HAER numbering system contains elements that designate the county location of the property, the year that the documentation project was assigned, and the project number. For example, IL HABS/HAER No. G-1993-4 indicates that it is the fourth documentation project assigned in Gallatin county in calendar year 1993.

An example of the numbering system for a complex or multi-property IL HABS/HAER project in Cook County is as follows:

IL HABS No. CK-1999-1 = Complex or Multi-property Cover Document

IL HABS No. CK-1999-1-A = Building/Structure #1

IL HABS No. CK-1999-1-Z = Building/Structure #26

IL HABS No. CK-1999-1-EE = Building/Structure #31

Photographs for IL HABS/HAER submittals will be assigned decimal point designators and appear as follows:

IL HABS No. CK-1999-1.5 = Fifth Site/Streetscape Photo

IL HABS No. CK-1999-1-A.19 = Nineteenth Photo of Building
/Structure #1

Measured Drawings

When Level I measured drawings are stipulated as part of the recordation process, the IL HABS/HAER Program Coordinator will specify drawings that are required. Generally, drawings of buildings will consist of all exterior elevations, sub-level to attic floor plans, and large-scale examples of distinctive architectural elements, such as windows, cornice lines, and decorative stone/woodwork. Drawings of structures such as bridges and industrial sites shall include elevations along with engineering features that define significance.

If original drawings of a property exist, and Level II recordation is stipulated by PSD, it is often necessary to supplement the original drawings with large-scale distinctive feature drawings as determined by PSD. Original drawings for Level II may also need to be retraced due to discrepancies which would prevent the quality standard from being met. The procedure for reproduction of drawings consists of a photographic process using lithographic negatives and subsequent transfer to archivally stable mylar. Level II reproductions must also be sized to fit within the standard IL HABS/HAER title block format mylar sheets.

Level I and II drawings will be required on 24"x36" IL HABS/HAER standard title block formatted mylar sheets. During the initial IL HABS/HAER Program Coordinator/IL HABS/HAER Contractor consultation regarding scope of work requirements, the contractor will be issued, at cost, one mylar sheet for template purposes. It will be the contractor's responsibility to reproduce the required number of IL HABS/HAER formatted mylar sheets, incorporating the appropriate drawing surface.

Each set of Level I and II drawings will have a Title Sheet that includes the name of the building/structure/complex, a state map with the subject county in bold borders, a USGS area location map, a site plan, the subject property's significance statement, a project information statement, and an index of the accompanying drawing sheets.

The following technical requirements must be met:

1. Ink - type intended for use on plastic film, Pelikan-T or equivalent.
2. Scale of Drawings - uniform scale for plans, elevations, and sections within each set of drawings. Recommended scales are 1/8", 3/16", and 1/4" = 12". Details should be drawn at uniform but correspondingly larger scales with a minimum of 1/2" scales for door and window elevations and 1/2" scale for detail sections.
3. Line Weights - varying line weights are to be employed to give the illusion of depth. The range of pen weights should be limited to six or less. A wider range results in a loss of detail when drawings are reduced for reproduction. Recommended pen weight range, .19mm to .56mm.
4. Lettering - plain gothic (the standard Leroy style). Sizes designated in Field Instructions for Measured Drawings.
5. Title Blocks - completed as indicated in Field Instructions for Measured Drawings. For IL HABS/HAER Documentation, IL HABS/HAER numbers will be placed in the survey number block.
6. Graphic Scales - will be drawn on each sheet. English and metric scales are required.
7. Unknowns - it is not necessary to speculate where areas of construction are not known. Inaccessible areas should be labeled as such and left blank.

Field notes used in editing the drawings are included in the documentation submitted to IHPA. Field notebooks offer the most complete and accurate record of the buildings/structures recorded. It is imperative that all sketches and dimensions be legible and accurate. Sketches should be large enough so that the dimensions are not crowded. All field notebook covers and individual pages will be completely and neatly labeled and numbered.

Thirty-five millimeter black-and-white field photographs should be taken by the contractor to aid in the preparation of measured drawings and the written physical description. Field photographs must be labeled and submitted to IHPA, since they are used in the editorial review of drawings and the written description, and are transmitted to the Illinois State Historical Library as a part of the field notebook. A field photo identification sheet must also accompany submitted photos.

Thirty-five millimeter color slides must be submitted for each building or structure that is being recorded. Additional slides addressing building/structure details, the general site, etc. may be requested by IHPA. These slides may be used for educational or promotional lectures.

Check Prints - When the first drawings are near completion, prints will be sent to PSD for review and editing. Write any questions directly on the prints. Include photographs of the subject of each drawing. Prints and photographs will be reviewed and returned promptly. The same procedure will be used for other drawings until PSD approves the final drafts.

Sketch Plans

Sketch floor plans required as part of the Level III process should be simple, straight forward line drawings no larger than 8.5x11" in size. They can be freehand or hardline on 8.5x11" archival bond paper. They are generally not to scale, although elements should be drawn in correct proportion to one another. Property name, location, IL HABS/HAER number, north arrow, overall dimensions, name of person preparing the sketch, and the date drawn are required. IHPA recommends the submittal of Computer Assisted Drafting (CAD) floor plans for all submittals.

Computer Assisted Drafting (CAD)

The substitution of CAD submittals in place of hand produced Level I or II drawings will be acceptable, provided the IL HABS/HAER Consultant presents examples of CAD quality to be incorporated and gains the approval of the IL HABS/HAER Program Coordinator prior to the initiation of work.

Acceptable CAD IL HABS/HAER Documentation must demonstrate accurate depth and dimension through the implementation of variable line weights. Areas examined for accuracy will include the setback of

elevation features, such as roof lines, cornices, windows, porches, additions, truss systems, and the depth of features within cross-sections. Individual details will also be examined for depth and dimensional accuracy.

CAD drawings for title sheets, site plans and floor plans are acceptable for all levels of IL HABS/HAER Documentation. Lettering for CAD submittals must duplicate or be a close approximation of the plain gothic font.

PHOTOGRAPHIC SPECIFICATIONS

Photographs that are part of IL HABS/HAER documentation must be produced and presented according to the criteria stipulated in Photographic Specifications for HABS/HAER, available from PSD. Basic requirements are as follows:

1. Equipment -- Large-format view camera capable of producing 4x5" negatives; black and white safety film, no film packs.
2. Views required -- The IL HABS/HAER Program Coordinator will consult with the IL HABS/HAER Consultant to determine the specific views to be photographed. It is often required that photocopies of historical views be submitted as part of the photographic documentation. Persons preparing the written documentation are more likely to locate pertinent historic photographs; when different individuals are producing photographic documentation and written reports, they should coordinate their efforts to procure and reproduce selected historic views.
3. Submission -- One original 4x5" black-and-white negative and one good quality, properly formatted, approximately 1/4" border, 5x7" print shall be submitted of each photograph. All prints must be on polyfiber base paper. Resin-coated papers are not archivally stable and will not be accepted.

IL HABS/HAER acceptable 100% photographic submittals must meet the following guidelines:

1. Arranging and Indexing Photographs

All mounted photographs are combined with the written data and 8.5x11" graphic documentation in the Photo-Data set. Photographs should be arranged in a logical and consistent manner. The preferred arrangement is as follows:

- a. Exterior Views/Details
- b. Interior Views/Details
- c. Photocopies

Photographs shall be keyed to a site or building plan.

Each view is assigned a sequential number starting with .1 and continuing until all photographs and photocopies have been numbered. An example of the sixth photo of a Coles County project would be CO-1994-1.6. This number is used in print, negative, mount card, and photo index labeling.

2. Photographic Index Sheet and Photographic View Key

An 8.5x11" archival bond photographic identification sheet is required and is labeled "Index to Photographs." The photo index sheet identifies the property recorded, all large-format photographic documentation available, the photographer, and lists captions for the photographs.

Photo angles will be keyed to a site or building plan on 8.5x11" archival bond paper and entitled "Photographic View Key". Individual view decimal numbers will be inserted in a photographic angle symbol indicating the position angle the view was taken from.

3. Mounting and Labeling Photographs

One 5x7" print mounted on an 8.5x11" archival photo mount card. Photo mount cards are available through archival materials suppliers. The information shown below is typed or printed in pencil in capital letters in the upper right corner when card holes are on the left margin:

IL HABS or HAER No. (V-1993-7)
SEE INDEX TO PHOTOGRAPHS FOR CAPTIONS

Each photograph is labeled on the back. Use a No. 1 pencil and write on a hard surface so that the emulsion does not crack. In the upper right-hand corner, list the IL HABS/HAER No. with the sequential caption number.

5. Negatives and Negative Storage Sleeves

The IL HABS/HAER number for the property must be labeled on each negative. Use a Rapidograph pen with acetate ink and print the number in the margin on the base (shiny) side of the negative. The negative is submitted in an acid-free paper archival sleeve that is labeled with the appropriate IL HABS/HAER number. Type or print in pencil the number in the upper right corner of the negative sleeve.

WRITTEN HISTORICAL AND DESCRIPTIVE DATA

The IL HABS/HAER historical and architectural/engineering data is compiled as a research source. It is not a definitive study or formal stylistic analysis of the subject property. The completed report is designed to provide IL HABS/HAER Collection users with basic graphic and contextual property information and to reference other sources for additional information.

The written history/architectural description is just one element of the total documentation. There is no need to include lengthy verbal physical descriptions which are better illustrated in required photographs or drawings. Simply refer the user to the appropriate graphic document. Primary features to include in the written report are property characteristics not apparent in the visual documentation, such as historical information, data on alterations and additional materials of construction, structural and mechanical systems, and a thorough annotated bibliography. It is more important to mention the significance of a feature than to merely describe it, such as decorative wood detailing based on a 19th-century pattern book design.

The IL HABS/HAER Outline Format is the applicable format for all IL HABS/HAER written documentation. This format insures program standardization and that data compiled is readily accessible. IL HABS/HAER Outline Format templates will be used as a checklist to insure that all necessary information is included in the submitted data. IL HABS/HAER Outline Format templates are available from the IL HABS/HAER Program Coordinator.

Guidelines

1. General

Be consistent within the entire project. Once an editorial decision is made, stick to it.

Indicate sources for all information.

Use A Manual of Style or A Manual for Writers of Term Papers, Theses, and Dissertations, both published by the University of Chicago Press, for general editorial practices.

Referenced sources within the body of IL HABS/HAER Documentation text must be properly footnoted or endnoted. Parenthetical notation is not acceptable. Endnotes for IL HABS/HAER Outline Format Introduction and Parts I/II text will follow Part II.

2. Assigning Name of Structure

The primary name shall be the historic name and will be listed in capital letters in the identification information section. Secondary names are also listed parenthetically following the historic name. If the historic name cannot be determined, the address is used as the primary name.

It is required that the name on each piece of documentation; drawings, photos, photo mount cards, and written be identical.

3. Location

The exact location of the recorded property must be carefully identified and indicated. For metropolitan buildings and structures, this includes number and street, city or town, county, and state. Although the format is constant, urban and rural location information requirements are somewhat different.

The recorded property is required to be located on a 7.5' USGS topographic map section and submitted on 8.5x11" archival bond, unless represented on an accompanying IL HABS/HAER 24x36" mylar Title Sheet. The appropriate USGS quadrangle map name and Universal Transverse Mercator (UTM) coordinates are to be included in the General Information/Identification section of the written document.

4. IL HABS/HAER Outline Format

The required outline format for IL HABS/HAER written documentation is divided into six primary sections:

1. Introduction - General Information/Identification
2. Part I - Historical Information
3. Part II - Architectural/Engineering Information
4. Part III - Sources of Information
5. Part IV - Methodology of Research
6. Part V - Project Information Statement

The format will be as indicated in the IL HABS/HAER Outline Format template available from the IL HABS/HAER Program Coordinator:

Historic Information; Historic Context Section, Part I(B) - IHPA will designate historic contexts to be elaborated on, in addition to the general history of the recorded property. When required, these contexts are included to demonstrate property linkage to a larger complex, specific governmental agency, taxing body, architectural/engineering styles/methods, urban/corporate development, etc.

Part I(B) may be produced in the narrative form, provided individual contexts and sub-contexts are indicated by centered headings.

Methodology of Research Section, Part IV - This section is intended to provide users of the written report background on the preparer's research approach and project staffing.

Project Information Statement Section, Part V - The language for this section will be provided by the IHPA Cultural Resource Manager reviewing the statutory submittal or the IL HABS/HAER Program Coordinator. The Project Information Statement verbiage will be duplicated in the appropriate section of the Title Sheet if any 24x36" IL HABS/HAER mylars are required.

7. Supplemental Materials

Often while researching a property for recordation purposes, property-related informational and graphic documents are located. This information will be of interest to the end users of the IL HABS/HAER Collection, and copies should be included for reference purposes. The two types of reproductions acceptable as part of the collection are:

Photographic Print with Negative - Important visual materials such as historic views, architectural drawings, and site plans. These must be submitted according to IL HABS/HAER standards and guidelines for photography. A complete bibliographical citation is required for each photocopy.

Clear Photocopy of Primary and Secondary Source Written Material - Copies of relevant written materials such as deeds, inventories and construction specifications can be submitted. Included items must be photocopied on 8.5x11" archival bond and included as appendices to the written report. Full bibliographic citation is required.

Supplemental Materials must be labeled and accompanied by an index sheet identifying the inclusions.

Supplemental materials may also be included in the field materials submitted for deposit. These submittals do not have to meet archival standards, but full bibliographic citations and source locations must be included.

100% SUBMITTALS

IL HABS/HAER 100% Documentation must be formatted and submitted as follows:

1. Level I, II or, as required, Modified Level III IL HABS/HAER 24x36" Archival Mylars

Submitted in a 26" crush-proof mailing/storage tube.

2. Level I, II and III 5x7" Photographic Negatives

Contained in properly labeled, archivally stable, paper sleeves and placed in a labeled, archivally stable 4x5" clamshell box.

3. Level I, II and III 8.5x11" *Cover Sheet*, Written Text, Maps, Site Plans, Floor Plans, Drawings, Supplemental Materials and Photographic Elements

Cover Sheet - use an 8.5x11" archival mount card without slits or 8.5x11" archival card stock.

Label as follows:

In the upper left-hand corner type or print with pencil the name of the building/structure and any secondary names, address (or vicinity), city or town, and county, each on a separate line. For example:

Guy Grand House (Magic Christian Headquarters)
1269 Abbey Road
Eddyville
Pope County

Place the IL HABS/HAER for the building/structure in the upper right-hand corner.

In the center of the cover sheet, type or print with pencil in capital letters the kinds of information that are included in the complete set. This includes photographs and written historical and descriptive data.

Presentation - Format is as follows:

1. Cover Sheet
2. IL HABS/HAER Outline Format Text
3. USGS 7.5' Location Map Section
4. Site Plan
5. Floor Plans

6. Drawings
 - A. Elevations
 - B. Details
 - C. Mechanicals
7. Photographic Identification Sheet
8. Photographic View Key
9. Mounted Photographs
10. Supplemental Materials

Packaging - Submitted in a labeled 9x12" archivally stable clamshell box of sufficient depth.

ADMINISTRATIVE PROCEDURES AND ASSISTANCE

If IL HABS/HAER recordation is required within a mitigative memorandum of agreement, a section of the recordation stipulation will require the contractor or sub-contractors to consult with the IL HABS/HAER Program Coordinator prior to producing the required documentation. This consultation is required in order to define the specific scope of work for the contracted undertaking. The IL HABS/HAER Program Coordinator will be available throughout the recordation process for clarification of procedures and requirements in order to produce quality 100% documentation.

A 95% draft of drawings, photographs and written documentation will be submitted to the IL HABS/HAER Program Coordinator for approval before they are reproduced to archival materials. All final documentation must meet IL HABS/HAER standards and guidelines for quality, content, materials, and presentation prior to acceptance.

Each IL HABS/HAER project is required to be microfiched upon acceptance by IHPA. The IL HABS/HAER Program Coordinator can assist contractors in fulfilling this requirement by delivering acceptable 100% IL HABS/HAER Documentation to Midwest Microfilm of Springfield for this process. Midwest Microfilm has proven ability in the completion of this process and is competent in the handling of archival materials. Fees of approximately \$25 for this process are billed by Midwest Microfilm directly to the contractor. The IL HABS/HAER Program Coordinator will retrieve the microfiched IL HABS/HAER Documentation and transfer it to the collection repository at the Illinois State Historical Library.

A list of suppliers of IL HABS/HAER archival presentation materials is available from the IL HABS/HAER Program Coordinator upon request.

SOURCES OF TECHNICAL INFORMATION

- Burns, John A. Recording Historic Structures. Washington, D.C.: The AIA Press, 1989.
- Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. Chicago: University of Chicago Press, 1987.
- A Manual of Style. Chicago: University of Chicago Press, 1980.
- HABS Field Instructions for Measured Drawings. Washington, D.C.: HABS/HAER, National Park Service, 1981.
- HABS Historical Reports. Washington, D.C.: HABS/HAER, National Park Service, 1995. (Draft)
- HABS Historian's Procedures Manual. Washington, D.C.: HABS/ HAER, National Park Service, 1983.
- HAER Field Instructions. Washington, D.C.: HABS/HAER, National Park Service, 1981.
- IL HABS/HAER Standards and Guidelines. Springfield, IL: IL HABS/HAER, Illinois Historic Preservation Agency, 1999.
- Manual for Preparing Historic American Buildings Survey/Historic American Engineering Record Documents. Omaha, NE: Great Plains Systems Office, National Park Service, 1996. (Draft)
- Photographic Specifications for the Historic American Buildings Survey and the Historic American Engineering Record. Omaha, NE: Great Plains Systems Office, National Park Service, 1996.
- Specifications for the Production of Photographs. Washington, D.C.: HABS/HAER, National Park Service, 1984.
- Transmitting Documentation to HABS/HAER WASO. Washington, D.C.: HABS/HAER, National Park Service, 1995. (Draft)

Effective Date: 21 January 1999



Illinois Historic
Preservation Agency

1 Old State Capitol Plaza • Springfield, Illinois 62701-1507 • (217) 782-4836 • TTY (217) 524-7128

IL HABS/HAER WRITTEN OUTLINE FORMAT

ILLINOIS HISTORIC AMERICAN BUILDING SURVEY

NAME OF BUILDING (Secondary Name)

Location:

Present Owner:

This heading may be combined to Present Owner and Occupant if they are one and the same. Include address of owner if it is different from address of structure.

Present Use:

Significance:

PART I. HISTORICAL INFORMATION

(Double space between outline headings -- single space text)

(Omit any heading or part of a heading that is not appropriate, and re-number other outline headings as needed.)

A. Physical History

1. Date(s) of construction:
2. Architect:
3. Original and subsequent owners:
4. Builder, contractor, suppliers:
5. Original plans and construction:
6. Alterations and additions:

B. Historical Context:

PART II. ARCHITECTURAL INFORMATION

- A. General Statement:
- B. Description of Exterior:
 - 1. Over-all dimensions:
 - 2. Foundations:
 - 3. Walls:
 - 4. Structural system, framing:
 - 5. Porches, stoops, balconies, bulkheads:
 - 6. Chimneys:
 - 7. Openings:
 - a. Doorways and doors:
 - b. Windows and shutters:
 - 8. Roof:
 - a. Shape, covering:
 - b. Cornice, eaves:
 - c. Dormers, cupolas, towers:
- C. Description of Interior:
 - 1. Floor plans:
 - a. Describe by floors
 - b. Etc.
 - 2. Stairways:
 - 3. Flooring:
 - 4. Wall and ceiling finish:

- 5. Openings:
 - a. Doorways and doors:
 - b. Windows:
- 6. Decorative features and trim:
- 7. Hardware:
- 8. Mechanical equipment:
 - a. Heating, air conditioning, ventilation:
 - b. Lighting:
 - c. Plumbing:
 - d. Etc.
- D. Site:
 - 1. General setting and orientation:
 - 2. Historic landscape design:
 - 3. Outbuildings:

PART III. SOURCES OF INFORMATION

- A. Original Architectural Drawings:
- B. Early Views:
- C. Interviews:
- D. Bibliography:
 - 1. Primary and unpublished sources:
 - 2. Secondary and published sources:
- E. Likely Sources Not Yet Investigated:
- F. Supplemental Material:

PART IV. METHODOLOGY OF RESEARCH

- A. Research Strategy
- B. Actual Research Process
- C. Archives and Repositories Used
- D. Research Staff
 - 1. Primary Preparer: Name, Title, Organization
 - 2. Photographer: Name, Title, Organization
 - 3. Delineator: Name, Title, Organization
 - 4. Additional Staff: Name, Title, Organization

PART V. PROJECT INFORMATION

NOTE: The project information statement will be provided by the IHPA Cultural Resources Manager handling the mitigation proceedings. This statement will cite the state or federal statute the general project is being reviewed under and the applicable Memorandum of Agreement requiring IL HABS recordation.

For IL HABS/HAER projects submitted without statutory involvement, a short statement identifying why the project was undertaken will be appropriate.

The project information statement will be duplicated on the title sheet of IL HABS/HAER Level I and II mylars under the heading of "Project Information Statement".



Illinois Historic Preservation Agency

1 Old State Capitol Plaza • Springfield, Illinois 62701-1507 • (217) 782-4836 • TTY (217) 524-7128

IL HABS/HAER ARCHIVAL MATERIAL SUPPLIERS

1. Illinois Historic Preservation Agency
Attn: Stephen A. Thompson
IL HABS/HAER Program Coordinator
Preservation Services Division
Old State Capitol
Springfield, Illinois 62701
217/782-8168
217/524-7525 (fax)
sthompso@hpa084r1.state.il.us

IL HABS/HAER 24x36" mylar templates @ \$6.00 per sheet

2. Light Impressions
439 Monroe Avenue
Rochester, New York 14603-0940
1-800-828-6216
1-800-828-5539

Photo Mount Cards, Crush-proof Tubes and Clamshell Boxes

3. Conservation Resources International, Inc.
8000-H Forbes Place
Springfield, Virginia 22151
1-800-634-6932

Photo Mount Cards, Negative Sleeves and Slide Storage Sleeves

4. University Products, Inc./The Archival Company
517 Main Street
P.O. Box 101
Holyoke, Massachusetts 01040
1-800-628-1912

Archival/Rapidograph Pens

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Frequently Asked Questions (FAQ) on Senate Bill 3527, regarding State Historic Tax Credits

On May 31, 2018, the Illinois General Assembly passed Senate Bill 3527 by a sweeping majority in both the House of Representatives (101-11-1) and the Senate (51-0). On July 26, 2018, Gov. Bruce Rauner signed the bill at an event in Peoria.

Landmarks Illinois and AIA Illinois were closely involved with the drafting of the legislation, and we are providing the following answers to frequently asked questions about the new Historic Preservation Tax Credit Act, commonly referred to as the State Historic Tax Credit (SHTC). As such, Landmarks Illinois is providing this FAQ document to assist in answering basic questions.

More information will be released by the Illinois State Historic Preservation Office (SHPO) after the program rules have been developed.

What is this new program called?

In the legislation it is entitled the "Historic Preservation Tax Credit Act."

What is the Historic Preservation Tax Credit Act?

The Historic Preservation Tax Credit Act will provide a state income-tax credit equal to 25% of a project's qualified expenditures to owners of certified historic structures who undertake certified rehabilitations. Previously, a similar program, the River Edge Redevelopment Zone (RERZ) Historic Tax Credit, was only available in designated zones within five Illinois communities. The new legislation does not replace the RERZ Historic Tax Credit, but creates a new statewide rehabilitation incentive while it improves the RERZ Historic Tax Credit.

When did the bill become law?

The bill passed out of the Illinois General Assembly (ILGA) on May 31, 2018, the final day of the legislative Session. The ILGA sent the legislation to Gov. Bruce Rauner on June 21, 2018, and he had 60 days to consider the bill and either sign or veto the legislation. Gov. Rauner signed the bill on July 26, 2018.

When will the Historic Preservation Tax Credit be available?

Projects with qualified expenditures incurred on or after January 1, 2019, through December 31, 2023, will be eligible to apply for the state tax credit. The credit will end on or before December 31, 2023.

Is this a program for homeowners?

Owner-occupied housing is not eligible for this credit. This program is for income-producing buildings, such as rental-residential, commercial, agricultural and/or industrial uses.

Does the new Historic Preservation Tax Credit take the place of the existing RERZ Historic Tax Credit?



No, in addition to creating a new statewide credit, the law revises the RERZ Historic Tax Credit, which remains in effect through December 31, 2021.

Can I use both the SHTC and the RERZ SHTC together?

The intent of the legislation was to disallow using both the SHTC and the RERZ SHTC simultaneously. It is likely that this language will be clarified as part of the rulemaking process that will define how the program is to be administered.

Which Illinois agency is responsible for administering the new credit?

The State Historic Preservation Office (SHPO) of the Illinois Department of Natural Resources will manage the new program, as well as the revised RERZ Historic Tax Credit. To be eligible for the new program, projects must concurrently apply for the federal historic tax credit program through the SHPO, which recommends projects to the National Park Service (NPS) for ultimate approval. The Illinois Department of Commerce and Economic Opportunity will no longer participate in the RERZ Historic Tax Credit Program.

How much money could my project get?

The Historic Preservation Tax Credit issues tax credits, not direct funding, and has a \$15 million annual allocation for the program. Each project that qualifies can apply for 25% of its qualifying rehabilitation expenditures (QREs) up to a total of \$3 million in state income-tax credits. No project can receive more than \$3 million in Illinois Historic Preservation Tax Credits. Because projects must concurrently apply for the federal 20% income tax credit, projects may earn an additional 20% of their qualified expenses as a federal income tax credit.

Is the new credit “certificated?”

At the end of an approved project, the taxpayer will be given a certificate to claim their state income tax credit. However, what is often meant by “certificated” is that the credit can be transferred outside of the development partnership to outside investors. The Historic Preservation Tax Credit is not transferrable, nor is the RERZ Historic Tax Credit. Each credit can only be used by the partners, per the legislation’s definitions of “Qualified Taxpayer.”

What is “recapture”?

Following the Federal Historic Preservation Tax Credit, if a recapture event occurs within five years after the building was placed in service, all or a pro-rated portion of the credit previously claimed is recaptured. The recapture amount decreases by 20% for each year up to five years. Examples of recapture events include but are not limited to if the building is sold, the building ceases to be income-producing, or demolition.

Does my project need to be in an RERZ to access this new credit?

No, the new Historic Preservation Tax Credit is available in every community across the state, but your project must meet the criteria to be eligible and your building must be listed in or in the process of being listed in the National Register of Historic Places.



How do I know if my project is eligible?

First, projects are required to follow the same provisions as for the Federal Historic Preservation Tax Credit:

1. the building must be listed individually on the National Register of Historic Places or contribute to a historic district that is either listed on the National Register or certified by the NPS for the purposes of the Tax Credit program;
2. the building must be used for income-producing purposes, such as rental-residential, commercial, agricultural, industrial or any combination thereof;
3. the rehabilitation (both interior and exterior) must meet the Secretary of the Interior's Standards for Rehabilitation (Standards); and
4. the project budget must exceed the greater of the building's adjusted basis (roughly the current depreciated value of the building, not including land) or \$5,000, either within a 24-month period or within a 60-month period, as long as phased plans are approved in advance.

In addition, projects that meet one of the following criteria will be prioritized:

1. the qualified historic structure is located in a county that borders a state with a historic property rehabilitation credit;
2. the qualified historic structure was previously owned by a federal, state or local governmental entity;
3. the qualified historic structure is located in a census tract that has a median family income at or below the state median family income;
4. the qualified rehabilitation plan includes in the development partnership a Community Development Entity or a low-profit (B Corporation)-or not-for-profit organization;
5. the qualified historic structure is located in an area declared under an Emergency Declaration of Major Disaster Declaration under the federal Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Is there a cost to apply?

No, there is no cost to apply for either the State Historic Tax Credit or RERZ State Historic Tax Credit. However, both state tax credits have a fee of up to 2% of the value of the state credits that will be collected before the state credit certificate can be issued. For the 20% Federal Historic Tax Credit, the National Park Service will collect a review fee of up to \$6,500, depending on the project budget.

When can I begin to apply?

Now that the bill has become law, the Department of Natural Resources will write specific rules concerning how the application process will work until the law goes into effect. We expect that nominations will not be accepted before January 1, 2019, and likely will be after that date.



Will every project that applies receive a credit?

It is unlikely that every project that applies will receive the State Historic Tax Credit, unless the applications for that year add up to less than \$15 million in credits. The aggregate cap on the program means that the State Historic Preservation Office cannot commit more than \$15 million in total credits per year. A single project can receive no more than \$3 million in State Historic Tax Credits with the amount being determined as 25% of the qualifying rehabilitation expenditures; thus, the amount of credits could be less than \$3 million. The method by which the State Historic Preservation Office will determine how projects will be put in a queue for the credits is still being discussed.

Where can I find the text for the legislation?

You can navigate to the Illinois General Assembly homepage and type in SB3527. Click the "Full Text" hotlink and read Amendment 3. Amendment 3 is the version of the bill language that was set to become law. Or, go here: [Senate Bill 3527 as passed](#)

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