

## **Washington County Historical Society Committee Directive 1-1**

### **Historic Preservation Award Program**

#### **1. Applicability.**

1.1 This directive is applicable to only Washington County, New York and the committees supporting the Washington County Historical Society (WCHS) located at 167 Broadway, Fort Edward, New York 12828.

#### **2. General.**

2.1 This directive defines the responsibilities of the WCHS Historic Preservation Award Committee.

2.1.1 This directive will be reviewed and revised as necessary.

2.2 WCHS is responsible for the planning for adequate resources to accomplish the award program.

#### **3. Mission.**

3.1 The primary mission of the WCHS Preservation Award Committee is to create programs that encourage the historic preservation of residential, agricultural, commercial/industrial, religious and civic structures.

3.2 Its secondary mission is to support Washington County programs that encourage responsible stewardship of Washington County's historic buildings, landscapes, streetscapes, and graveyards. The objective of this secondary mission is to increase awareness of a community's historic roots by advancing historic research and building trades that respect historic preservation, heritage conservation, conservation, and maintenance of historic structures.

#### **4. Committee Responsibilities**

4.1 Membership: Committee membership shall consist of voting members. Committee membership terms will be at the discretion of the President of the WCHS.

4.1.1 The previous year's Historic Preservation Award winners are invited to participate as advisors in the following year's Historic Preservation Award process and their input will be considered when determining the new award winners.

4.2 Meetings: The Committee shall meet as necessary or as called by the Committee Chair. If time constraints or other factors prevent a formally convened meeting, resolutions and positions may be accomplished outside the formally convened committee through telephone or e-mail coordination.

4.3 Quorum: Before transacting any committee business, a quorum consisting a total of fifty percent (50%) of the committee members must be present. The members can be considered present by telephone or by computer.

4.4 Committee Officers:

4.4.1 Committee Chair Duties:

4.4.1.1 Coordinate the agenda, time, and place to convene one formal Committee meeting and an appropriate number of intervening communications.

4.4.1.2 Ensure Committee members receive an agenda in advance of meeting or teleconferences dates.

4.4.1.3 Canvas committee voting membership and WCHS board members for agenda items.

4.4.1.4 Track the progress of open action items and report the status at each formally convened Committee meeting.

4.4.1.5 Identify timelines for task completion.

4.4.1.6 The Chair will be responsible for note taking during each meeting. A member can be assigned the task of note taking each meeting.

## 5. Award Nomination Eligibility

5.1 The following will be the minimum criteria to be nominated for an award category:

5.1.1 Nominated historic structures must be an architecturally and/or historically significant structure.

5.1.2 Nominations submitted previously can be resubmitted. Resubmitted nominations packages may be revised and expanded if necessary.

5.1.3 Nominations may be made without the knowledge of the nominee; however, the consent of the property owner must be obtained prior to award presentation. Self-nominations will be accepted.

5.1.3.1 Historic Preservation Award Committee members are welcome to nominate individuals or organizations for awards.

o Historic Preservation Award Committee members are not eligible.

5.1.4 Only **completed** projects will be considered.

## 6. Award Categories

### 6.1 Historic Structures

6.1.1 **Residential, Civic, Religious, and Industrial/Commercial Awards:** For the historic preservation of properties.

#### 6.1.1.1 **Exterior Restoration Award:**

6.1.1.1.1 These projects accurately recover the form or details of a property and its exterior setting as it appeared at a particular period of time by removing non-historic modifications or replacing or reproducing missing earlier work.

6.1.1.1.2 All restoration activities should be in accordance with the Secretary of the Interior's Standards for Rehabilitation (see attachment 1). The committee will have the discretion to make case-by-case exceptions to these standards when they deem certain elements of the restoration are in keeping with the spirit of the Secretary of the Interior's Standards for Rehabilitation.

#### 6.1.1.2 **Interior Restoration Award:**

6.1.1.2.1 These projects accurately recover the form or details of a property and its interior setting as it appeared at a particular period of time by removing non-historic modifications or replacing or reproducing missing earlier work.

6.1.1.2.2 All restoration activities should be in accordance with the Secretary of the Interior's Standards for Rehabilitation (See attachment 1). The committee will have the discretion to make case-by-case exceptions to these standards when they deem certain elements of the restoration are in keeping with the spirit of the Secretary of the Interior's Standards for Rehabilitation.

6.1.2 **Agricultural Award:** For the historic preservation of agricultural buildings, such as barns, milk-houses, smoke-houses, corn cribs, and stone walls, etc.

6.1.2.1 These projects accurately recover the form or details of a property and its setting as it appeared at a particular period of time by removing non-historic modifications or replacing or reproducing missing earlier work.

6.1.2.2 All restoration activities should be in accordance with the Secretary of the Interior's Standards for Rehabilitation (see attachment 1). The committee will have the discretion to make case-by-case exceptions to these standards when they deem certain elements of the restoration are in keeping with the spirit of the Secretary of the Interior's Standards for Rehabilitation.

6.1.3 **Adaptive Structures Award:** Acknowledges the need to alter or add to a historic residential property to meet continuing or changing modern lifestyles while retaining the property's historic character.

6.1.3.1 The committee will have much greater flexibility to depart from Secretary of the Interior's Standards for Rehabilitation as long as the exterior structure retains its architectural integrity and the restoration is in keeping with the spirit of historic preservation.

6.1.3.2 Examples of disqualifying modifications would be:

- 6.1.3.2.1 Changed window or door placement/configuration.
- 6.1.3.2.2 Vinyl or metal siding, doors or windows
- 6.1.3.2.3 Changes to historic window pane configuration.
- 6.1.3.2.4 Porch removal and non-replacement or replacement with non-historic elements.
- 6.1.3.2.5 Inappropriate mortar, masonry or building techniques.
- 6.1.3.2.6 Shutter removal or replacement with modern elements.
- 6.1.3.2.7 Construction of architecturally inappropriate additions.

6.1.4 **Rescue Award:** For Washington County's historic sites or structures rescued from possible demolition so they may be reclaimed for further use.

## 6.2 Historic Land Preservation

6.2.1. **Historic Land Award:** For efforts saving historic sites or land (battlefields, encampments, cemeteries, parks, etc.) from commercial or residential development in Washington County or surrounding areas that had a direct impact on the history of Washington County and its surrounding areas.

## 6.3 Individuals or Organizational

6.3.1. **Craftsmen Award:** Recognition of craft persons, such as barn wrights, tinsmiths, masons, carpenters, and finishers, who use traditional materials and methods in the preservation process of historic structures within Washington County. Nomination packages must include a portfolio of the nominee's work. Note: The Preservation Award Committee recognizes that traditional materials and methods in the preservation process are not always the best approach when restoring historic structures and case by case exception will be made when evaluating a nomination package.

6.3.2. **Community Pillar Award:** A person, or organization that has demonstrated responsible stewardship of, and a commitment to, the historic integrity of a building, landscape, streetscape, cemetery, park or an individual or group who encourages and participates in preservation opportunities for the benefit of the communities within Washington County.

6.3.2.1. Possible examples for this category could be County/Town/Village boards or individuals that actively support historic preservation.

## **7. Award Voting:**

7.1. Should formal voting be required, agreements will be formalized by a show of hands (if present) or in writing/email (if absentee) and the decision will be considered binding when agreement is reached by a majority vote of the WCHS Preservation Award Committee members. The resolution and vote count will be included in the minutes.

7.2. WCHS Preservation Awards will be judged for the success they have achieved in the preservation, rehabilitation, restoration, and interpretation of our architectural and cultural heritage. The general evaluation criteria and grade sheets can be found in attachment 2.

7.2.1. An on-site evaluation of each structure nominated for an award will be conducted. Written permission from the property owner will be obtained prior to any on-site evaluation.

7.2.1.1. Any interior pictures submitted for the Residential Award will not be released to the public.

7.2.1.2. Completed nomination package materials will be available to the public upon request. (Minus the interior photographs.)

7.2.1.3 Any exterior photos connected to the applications will be filed with the application form or package. (Architectural features can be shared, with the public, on a case by case basis.)

## **8. Award Ceremony**

8.1. Award recipients will ideally be honored at a ceremony in May, during the annual National Historic Preservation Month. The Historic Preservation Award Committee Chair (or delegated representative) will present awards.

8.2. Award winners receive a framed certificate and a plaque. One plaque will be awarded per building or person at no expense to the award member. Additional plaques can be purchased at recipient's expense. The plaque at a minimum will contain the following information:

8.2.1 Washington County Historical Society

8.2.2 Historic Preservation Award

8.2.3. Year of Award.

8.3 Every effort will be made to use an historic site for the ceremony.

## **9. Award Nomination Process**

9.1. The nomination package will consist of the following:

9.1.1. A concise summary (500 words or less) of the project, program, organization, or individual that is being nominated. Upon receipt and review of the nomination packages, the WCHS Preservation Award Committee will decide what award category and award that the nomination maybe best suited. This initial package will be used to determine if your project is eligible for a visit from the WCHS Preservation Committee.

9.1.1.1 Explain the project, work completed, and why the project is noteworthy, including challenges overcome, unique strategies and activities carried out, impact that this project has had or will have on the community or immediate neighborhood, and a BRIEF statement about the architectural or historical significance of the structure.

9.1.2. Submit “before” and “after” images that capture the essence of the project. All images should be clearly titled in the file name by address or project name and designated as “before” or “after.” Digital files are preferred but packages may be dropped off at the WCHS.

9.1.3. All nomination packages (digital or hard copy) MUST be received by 01 March. Digital nomination packages are to be emailed with attached digital files and photos (i.e. Microsoft Word, PDF, etc.) to [wchs@wchs-ny.org](mailto:wchs@wchs-ny.org).

9.1.4. Supporting brochures, news clippings, letters of support, and listing of any awards received will be accepted, if applicable.

9.1.5. Contact information (name, phone number and e-mail address) for Owner, Architect, Contractor and other project partners, if applicable.

9.1.6. Please be aware that a member of the WCHS Historic Preservation Committee will be contacting you. Attachment 2 is a combination application/grade sheet to be completed upon the committee visit to the project site.

**ATTACHMENT 1**  
**PLEASE READ BEFORE COMPLETING APPLICATION**

The Washington County Historical Society Preservation Committee makes awards each year for projects to rehabilitate, restore, or continuously maintain buildings of significance in Washington County, or to adapt such buildings for contemporary use. Awards are given, also, to individuals and groups for outstanding efforts to encourage historic preservation, including preservation of buildings, sites, records, etc.

During its deliberations the Committee relies on data, photographs, etc. submitted with each award application. It attempts to visit each site to make first-hand observations.

Throughout the process of evaluating nominated projects, the Committee is guided by the ten standards for rehabilitation. The standards were established by the Secretary of the United States Department of the Interior and reads as that follow:

1. “A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.”
2. “The historic character of the property shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize a property shall be avoided.”
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.”
4. “Most properties change over time. Those changes that have acquired historic significance in their own right shall be retained and preserved.”
5. “Distinctive features, finished, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.”
6. “Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.”
7. “Chemical or physical treatments, such as sand-blasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.”
8. “Significance archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.”
9. “New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.”
10. “New additions and adjacent or related new construction shall be undertaken in such manner that if removed in the future, the essential form and integrity of the historic property and its environment would remain unimpaired.”

Visit the Secretary of Interior's Standards for Rehabilitation website for the most up to date information at <http://www.nps.gov/tps/standards/rehab/stand.htm>.

A project is not eligible for award recognition until it is complete. While the Committee encourages all historic preservation efforts, **award recognition for exterior building structures is based solely on exterior work.** Interior restoration – such as plaster or stencil work, interior flooring, grain painting, etc. – is not taken into consideration in determining the outcome of exterior award applications.

**Significant alteration of historic structures or replacement of historic elements with non-historic, inappropriate materials will often disqualify an applicant unless the alteration or replacement is very minor, could not have been avoided (e.g., rotting structure) or other good cause is shown.**

Examples are:

- **Changed window or door placement/configuration.**
- **Use of vinyl or metal siding, doors or windows.**
- **Changes to historic window pane configuration or use of modern, inappropriate doors.**
- **Slate roof removal and replacement with metal or asphalt shingles.**
- **Porch removal and non-replacement or replacement with non-historic elements.**
- **Brickwork using inappropriate mortar or techniques.**
- **Shutter removal or replacement with modern elements.**
- **Outbuilding demolition.**
- **The construction of incompatible or inappropriate additions.**

IF YOU WOULD LIKE TO DISCUSS YOUR APPLICATION, PLEASE CONTACT THE WASHINGTON COUNTY HISTORICAL SOCIETY AT (518) 747-9108. THEY WILL PUT YOU IN TOUCH WITH A MEMBER OF THE PRESERVATION COMMITTEE.

\*\*\*\*\*

## **ATTACHMENT 2**

### **WASHINGTON COUNTY PRESERVATION AWARD APPLICATION**

**A project is not eligible for award recognition until it is complete.**

1. WHAT IS THE NAME OF THE PROJECT (BUILDING, HISTORIC SITE, PERSON(S) OR ORGANIZATION(S) BEING NOMINATED FOR AN AWARD?  

---

2. WHERE IS THE PROJECT LOCATED?

a. Address \_\_\_\_\_ Town \_\_\_\_\_

3. PROJECT OWNER(S)

a. Name \_\_\_\_\_ Address \_\_\_\_\_  
b. Town \_\_\_\_\_ Phone# \_\_\_\_\_

4. WHAT KIND OF BUILDING DOES THE PROJECT INVOLVE? Check one below

a. \_\_\_\_\_ Residential  
b. \_\_\_\_\_ Commercial  
c. \_\_\_\_\_ Religious  
d. \_\_\_\_\_ Industrial  
e. \_\_\_\_\_ Agriculture  
f. \_\_\_\_\_ Civic  
g. \_\_\_\_\_ Other \_\_\_\_\_ (please list or describe or name)

5. WHICH OF THE FOLLOWING BEST DESCRIBES THE PROJECT?

a. \_\_\_\_\_ Rehabilitation and sensitive remodeling in keeping with original design for contemporary use.  
b. \_\_\_\_\_ Restoration, without modernization, in order to return a building to its original condition and use.  
c. \_\_\_\_\_ Continuous use of a structure, which has outlived the purpose for which it was built.  
d. \_\_\_\_\_ Individual(s) or organization(s) which has (have) encouraged historic preservation in Washington County.

6. PLEASE PROVIDE THE HISTORICAL DATA OF THIS PROJECT (ANY KNOWN CHANGES, USE OF STRUCTURE, OWNERS, ETC.) *500 WORD LIMIT*

a. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. PLEASE DESCRIBE THE NATURE OF THIS PROJECT (WHAT WAS DONE DURING THE PROJECT, OR WHAT WAS DONE TO ENCOURAGE PRESERVATION PRINCIPLES)

a. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY

8. IF THE APPLICATION IS WITH RESPECT TO A BUILDING OR BUILDINGS, ANSWER "YES" OR "NO" TO EACH OF THE FOLLOWING QUESTIONS. FOR ANY "YES" ANSWER, EXPLAIN OR DESCRIBE IN DETAIL, THE WORK DONE, THE MATERIALS REMOVED (IF ANY), AND THE MATERIALS USED, THE REASONS WHY THE WORK WAS DONE, AND HOW THE WORK HAS MAINTAINED OR RESTORED THE BUILDING'S HISTORIC CHARACTER.

Letter	Question	Yes	No
a.	Have any of the buildings been moved?		
b..	Has the number and/or placement of the windows and/or doors been changed?		
c.	Have the windows or doors been replaced?		
d.	Has the roof or any roofing material been replaced?		
e.	Have any porches been removed or added?		
f.	Has any siding been replaced or added?		
g.	Have shutters been removed, replaced or added?		
h.	Have any outbuildings been demolished or changed or have new outbuildings been constructed?		
i.	Has any addition been built or has any section of the structure been removed/ demolished?		
j.	Has any masonry (brick and mortar or stone) work been done?		
k.	Has foundation been changed or replaced?		
l.	Has any trim been removed, replaced or added?		
m.	Have any chimneys, "widow's walks", cupolas, ventilators or other architectural elements been removed, replaced or added?		
Further Comments:			

9. IS THE PROJECT COMPLETED? \_\_\_\_\_  
a. If space is needed for further explanation, please attach.
10. HAS THIS PROJECT ENCOURAGED OTHER PRESERVATION PROJECTS IN THE AREA?  
\_\_\_\_\_  
\_\_\_\_\_

- a. If space is needed for further explanation, please attach.
11. PLEASE LIST THE NAMES OF ANY CONTRACTORS THAT WORKED ON THIS PROJECT?  
\_\_\_\_\_
12. PLEASE LIST THE NAME(S) OF THE PERSON(S) SUBMITTING THIS APPLICATION?  
a. NAME \_\_\_\_\_ PHONE# \_\_\_\_\_  
b. E-MAIL \_\_\_\_\_

"BEFORE" AND "AFTER" PHOTOS OF THE PROJECT MUST BE INCLUDED WITH THIS APPLICATION.

PLEASE LABEL EACH ONE TO FACILITATE IT'S USE AND RETURN TO YOU.

PLEASE INCLUDE A MAP, IF NOT ALREADY INCLUDED OR DIRECTIONS TO THE SITE.

**TO BE ELIGIBLE FOR CONSIDERATION FOR THE AWARDS, ALL FORMS, PHOTOGRAPHS AND OTHER SUPPORTING MATERIALS MUST BE RECEIVED NO LATER THAT FEBRUARY 1<sup>ST</sup>.**

SEND THESE MATERIALS TO: WASHINGTON COUNTY HISTORICAL SOCIETY

167 BROADWAY

FORT EDWARD, NY 12828

\*WHEREVER POSSIBLE, PHOTOS SHOULD BE SUBMITTED ELECTRONICALLY AS WELL AS HARD COPY FORM.

They may be submitted digitally or emailed to wchs@wchs-ny.org. For further information please contact the Washington County Historical Society Preservation Committee at 518 747-9801. Digital format assists us in preparing the Preservation Committee awards booklet.

**ATTACH ADDITIONAL SHEETS IF NECESSARY**