

WINDSOR SURVEY

WORKBOOK

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INTRODUCTION

The process of historic preservation in a community begins with a survey and the resulting inventory. This in turn leads to landmark designation, on the local, state or national level. Designation opens the door of eligibility for restoration grant funds to preserve important buildings and state and Federal tax credits.

A survey of a community's architectural and historic properties is a compilation of information that chronicles the cultural development of the locale. The results of a survey characterize those properties that are significant in the history of a particular community. A survey will document the noteworthy buildings, neighborhoods, park lands, cemeteries, streetscapes, industrial and commercial areas and other historically important aspects of a community.

Survey information provides the basis for historic preservation planning for community development and growth. With the resulting inventory, the entire community has access to information regarding their significant cultural resources. Significant properties are afforded protection when local landmark commissions use survey information in their landmark designation process. And surveys form the basis for determining eligible properties for nomination to the State Register of Historic Properties and the National Register of Historic Places.

This workbook contains the information to guide you through the steps involved in an historic resource survey. It is arranged in sections following the order that you will progress through the survey. Because this survey is funded by the State Historic Fund administered by the Colorado Historical Society, the completed survey documents must meet the standards set forth in the "Survey Manual and How to Complete Colorado Cultural Resource Inventory Forms" (Colorado Historical Society, Office Archaeology and Historic Preservation, third edition, 1991) found at the end of the Survey Workbook.

PRESERVATION GLOSSARY

Building - a building, such as a house, barn, shed, church, hotel, commercial building, or industrial building, is constructed principally to shelter any form of human activity.

Contexts - are inherent in the history of an area. They are the broad patterns of history and the trends that shaped the cultural aspect of a community or region. For example, 19th century precious metal mining is one of the historic contexts that determined the character of many of Colorado's mountain areas and towns. Others may be 19th century railroads or dry land farming on the plains.

Cultural Resource - any district, site, building, structure, or object significant in American history, architecture, archeology engineering or culture at the national, state or local level.

Determination of Eligibility - a decision by the Department of the Interior that a district, site, building, structure or object meets the National Register Criteria for Evaluation although the property is not formally listed in the National Register of Historic Places (NRHP). Also used by the Office of Archaeology and Historic Preservation (OAHP) in evaluating resources for listing in the National Register and State Register, and by local landmark commissions in evaluations for local landmark designations.

District - an area that possesses a significant concentration, linkage or contiguity of sites, buildings, structures or objects that are united historically or aesthetically by plan or physical development. A district may be a whole town, residential or commercial areas, a farm complex, a cemetery or a mining area.

Evaluation - is the act of determining the significance and integrity of a property through historic research and field identification in order to determine possible eligibility for the National Register of Historic Places, the State Register or local landmark designation.

Identification - the process of gathering information about prehistoric and historic properties in an area, generally by means of background research and a survey.

Integrity - is the ability of a property to convey its significance. The seven aspects of integrity include location, design, setting, materials, workmanship, feeling and association.

Inventory - a repository of information on specific properties evaluated as significant. The Colorado inventory at the OAHP, which covers the whole state, includes properties evaluated as eligible and not eligible for listing in the National Register of Historic Places and the State Register and also contains unevaluated properties.

National Register of Historic Places - was created by the National Historic Preservation Act of 1966 and is the official list of the nation's historic and archaeological resources worthy of preservation. It contains buildings, districts, historic and prehistoric sites, structures and objects significant on a national, state or local level. The register is a national inventory to which public agencies as well as private citizens may refer for information about properties in their areas.

Object - The term is used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale. Although an object may be movable by nature or design, it may be associated with a specific setting or environment. Objects would include fountains, statues or other commemorative constructions.

Preservation - the act or process of applying measures to sustain the existing form, integrity and materials of a significant property and the significant historic form and vegetative cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials. The term "preservation" is also used in relation to landmark designation in order to protect a significant property.

Site - the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archaeological value regardless of the value of any existing structure. Sites may include battlefields, cemeteries, or trails.

State Register of Historic Properties - was created by the Colorado State Legislature in 1975. It contains properties that meet the State Register criteria at the national, state and local level. All properties officially listed in the National Register are automatically entered into the State Register.

Structure - is distinguished from a building by a function usually for purposes other than creating human shelter. Aircraft, bandstands, bridges, fences, grain elevators, silos and windmills are all examples of structures.

Survey - is the data gathering activity on the history and physical character of a community or region through archival research and field identification.

CONDUCTING THE SURVEY

You will be identifying the buildings, structures, objects and sites that are important in the historic development of Windsor. It is helpful to have knowledge of the broad patterns of history that shaped the development from the town's beginning to the present day.

The goal of the survey is to identify those properties that have been the least altered through time and which are:

- historically associated with events that are important to the history of Windsor
- historically associated with individuals or groups that are significant in the history of Windsor
- the embodiment of a distinctive architectural style, type, period or method of construction
- representative of the work of an important craftsman, builder or architect or possesses high artistic values
- likely to yield information important in history (archaeological sites)

Outlined below are the steps to follow in completing a cultural resource survey of Windsor:

Step One - Research the general history of the development of the town.

Step Two - Prepare a preliminary list of buildings important in the history of the town.

Step Three - Walk or drive the survey area to locate buildings whose designs represent different periods in the town's history and that have not been badly altered. Add these buildings to the list.

Step Four - Determine if there is a concentration of buildings that might be an historic district.

Step Five - Photograph all of the buildings and keep a photo log of each roll of film as the photos are taken. Follow the guidelines in the Survey Workbook.

Step Six - Architectural descriptions may be written on draft inventory forms at the same time as the photos are taken. Follow the guidelines in the Survey Workbook.

Step Seven - Prepare a file folder with the address of each building that was photographed.

Step Eight - Develop and print two sets of photos. Properly label the photographs following the workbook instructions. Insert the photograph and draft form into the file.

Step Nine - Research the history of the most important buildings. Research notes and copies of research materials may be added to the file. A copy of the Weld County tax assessor information containing the address of the building, the legal description and date of construction should be in every file.

Step Ten - Compile the history and put on draft form and complete other sections following the instructions for filling out the forms.

Step Eleven - The information on the draft forms needs to be entered onto computer generated forms and printed. Inserted photos into sleeves and attached to back of forms with paper clips. One set of photos and forms will be submitted to the OAHF, Colorado Historical Society and the other set remains for the use of the town of Windsor.

SUGGESTED BUILDING TYPES TO SURVEY

Industrial

- Flour mill
- Sugar mill

Transportation related

- Railroad building
- Trails

warehouses

Religious

- Churches

Public buildings

- Town Hall
- Schools

Commercial buildings

- Main street buildings
- Cast stone stores (2)
- Hotels

Residential

- Examples of 19th century houses
- Examples of 20th century houses
- Cast stone houses - Great Western Sugar
- Other Great Western houses
- Beet worker shacks

Open Spaces

- Designed landscapes
- Parks
- Cemetery
- Lake

Out Buildings

- Barns
- Summer kitchens

Sheds

PHOTOGRAPHS FOR THE WINDSOR SURVEY

Keeping the photo log

Record the date photos were taken, the name of photographer and the roll number in the spaces provided at the top of the photo log.

Keep the photo log at the time and in the order that photos are taken. Write down the addresses, a descriptive note about each building and the direction the camera is facing. Do not fill in frame number until after negatives and prints are available. (pitfalls - forgetting to write down a photo that was taken.)

Taking the photos

The film should be 135 mm, PanX black and white, 125 ASA. The first photo on a new roll of film should be the roll number written in large print on a piece of paper so the roll number is part of the negatives.

Take the photo from an oblique angle showing front and one side of the building.

Take more than one photo if needed to show the significant parts of the building.

Corner houses need front, side and rear photos if possible.

Show alterations, additions and significant architectural elements.

Try to avoid too many trees, signs or automobiles which might block parts of the building.

Labeling the photos

After the prints are made (2 sets), match the photos to the negatives and record the frame number on the draft photo log. On the back of every photo write the roll number, frame number and address with a soft lead pencil. A regular pencil will not work. Do not use sticky labels or tape. (Soft lead pencils may be found at artist supply stores. One of the best is called "Stabilo" and will write on paper, glass, plastic and metal.)

The back of the photo must contain this information:

Roll and frame number
County and address of the building
The view - the direction the camera was pointing
Date the photo was taken

Place the photos into photo sleeves and paper clip them to the draft forms and place in appropriate files.

The draft logs need to be clipped to negatives stored in glycine pages and kept in a notebook. The negative notebook will be submitted to the OAHP, Colorado Historical Society at the same time as the completed inventory forms.

PHOTO LOG

Project Windsor Survey Date 8/15/96 Roll #BN 1

Photographer Name Barbara Norgren

No	Address	Description	View
1	426 Main		NE
2	414 Main	IOOF 1898	NE
3	406 Main	Intact store front-eligible	N
4	406 Main		N
5	400 blk. Main	Windsor Memorial Chapel	S
6	423 Main		S
7	500 blk. Main	Napa Auto Parts carrara glass/Art Modern	S
8	513 Main	Yancy Block, 1905	S
9	601 Main	house	SW
10	500 blk. Main	The Duke	N
11	520 Main	Windsor Castle Realty	N
12	500 blk. Main	Earth Tone Floral	N
13	512 Main	Brunner	N
14	216 5th	hospital, 1908	W
15	216 5th	hospital, front roof detail	W
16	SW cor 5th & Walnut	First United Methodist Chur	SW
17	415 (?) Elm	cast stone house	S
18	425 Elm	cast stone house	SW
19	near RR tracks	cast stone commercial	SW
20	historic park	church	N
21	historic park	beet worker shack	N

ARCHITECTURAL STYLES BIBLIOGRAPHY

Several publications are available that can help identify the styles and periods of American architecture and the various building elements that contribute to a style.

A Field Guide to American Houses by Virginia and Lee McAlester (New York: Alfred A. Knopf, Inc., 1984). This is a thorough guide to architectural styles and is well illustrated with photographs and drawings.

A Guide to Colorado Architecture by Sarah Pearce (published by the Colorado Historical Society, 1983). This booklet is currently being revised and concentrates on the common styles found in Colorado.

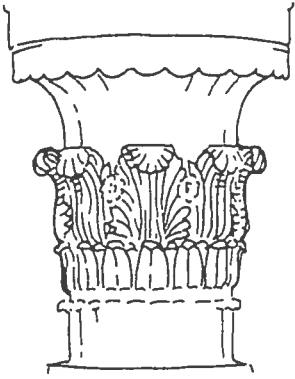
Identifying American Architecture (Nashville: American Association for State and Local History, 1977). This easy to use book provides a brief description of each style with photographs. It is especially helpful when learning names of architectural elements. A list of elements that characterize the style is keyed to the photographs.

John Poppeliers and S. Allen Chambers' What Style Is It? (Washington, D.C.: Preservation Press, 1983) and Marcus Whiffen's American Architecture Since 1780: A Guide to the Styles (Cambridge: M.I.T. Press, 1969) are also standard reference guides to American Architectural styles.

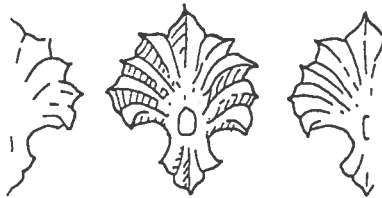
Phillips, Steven J. Old-House Dictionary. (Washington, D.C., The Preservation Press, 1992) An Illustrated guide to American Domestic Architecture, 1600-1940.

ILLUSTRATED ARCHITECTURAL GLOSSARY

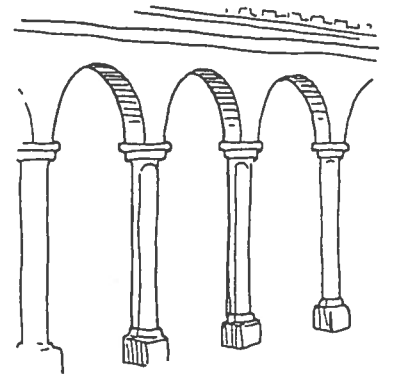
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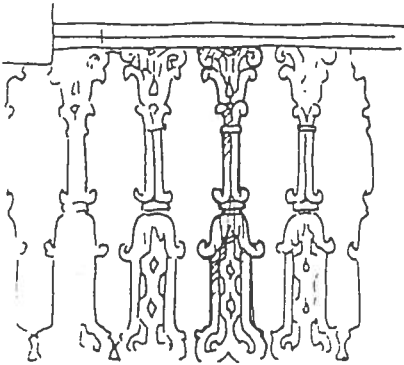
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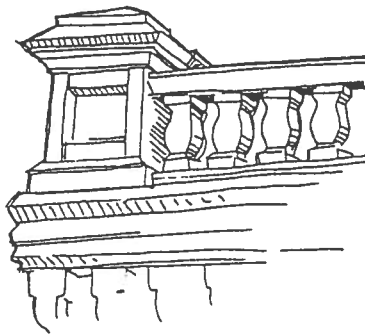
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Baluster



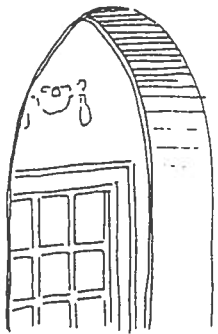
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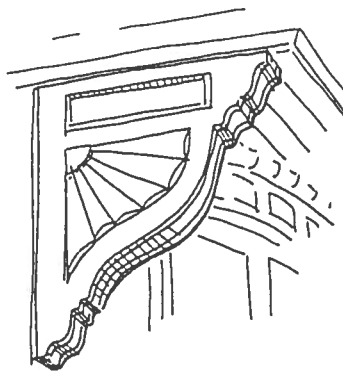
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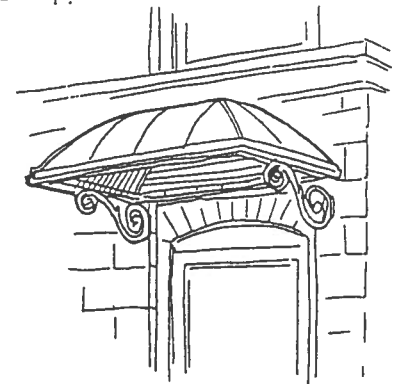
Blind Arch



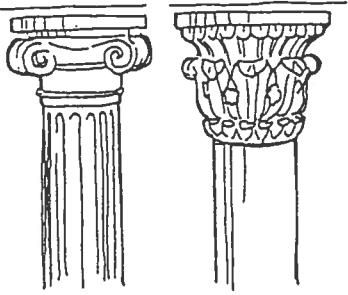
Bracket



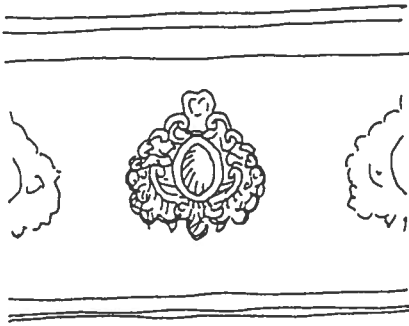
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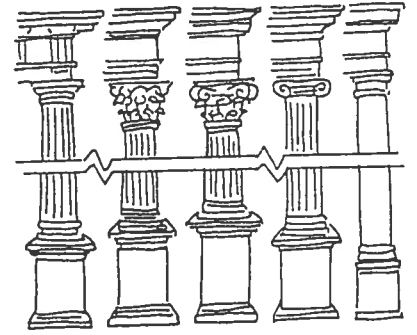
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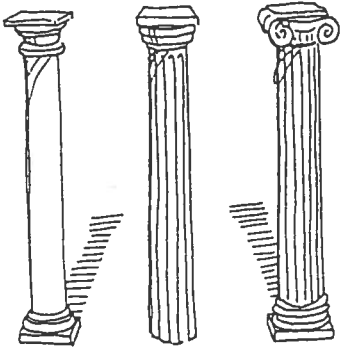
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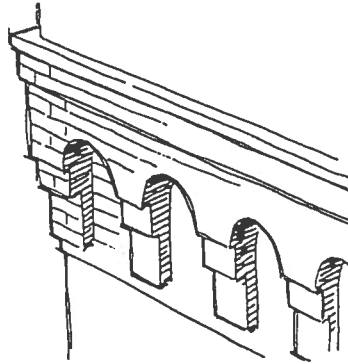
Classical Orders



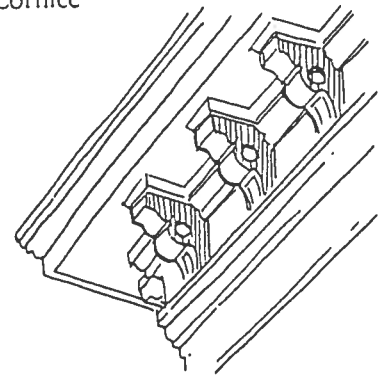
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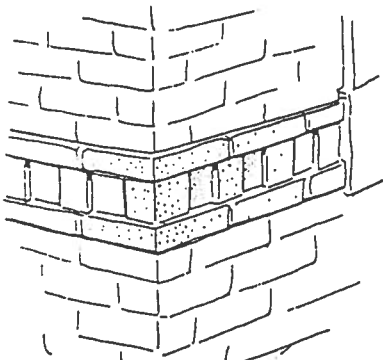
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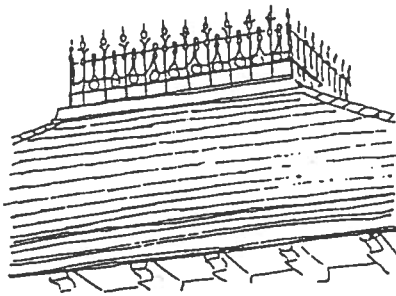
Cornice



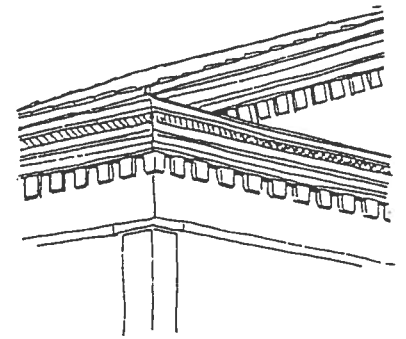
Course, Brick



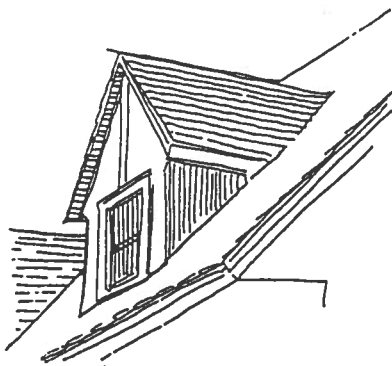
Cresting



Dentils



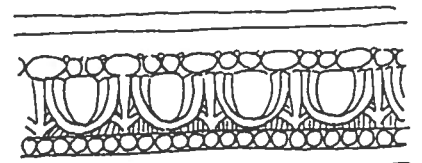
Dormer



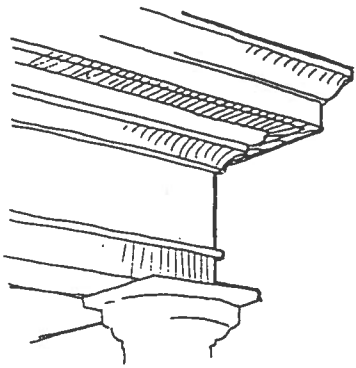
Eaves, Flared



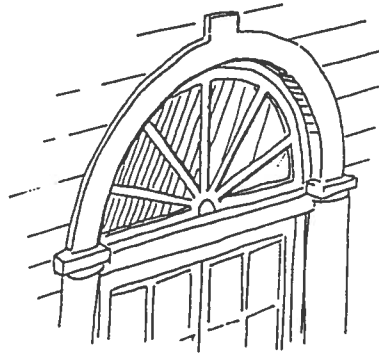
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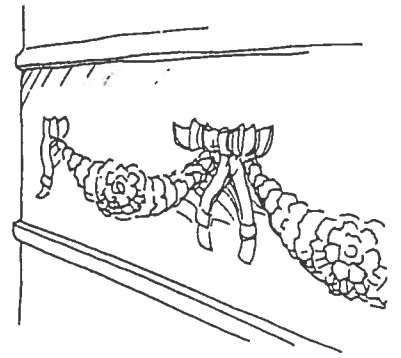
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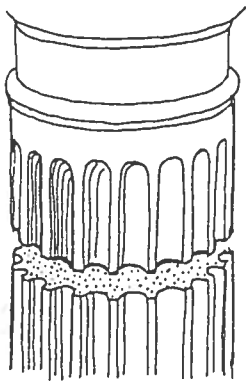
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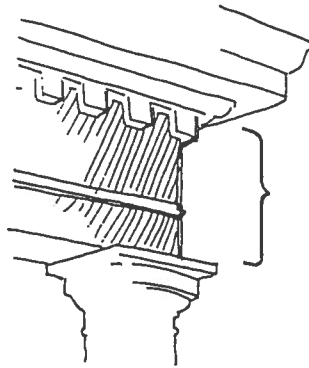
Festoon



Fluting



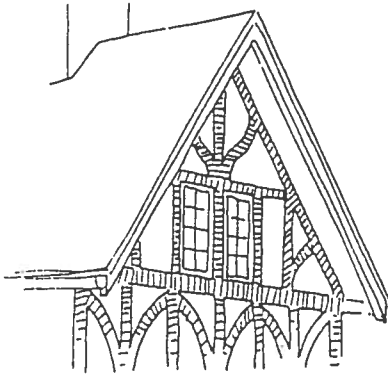
Frieze



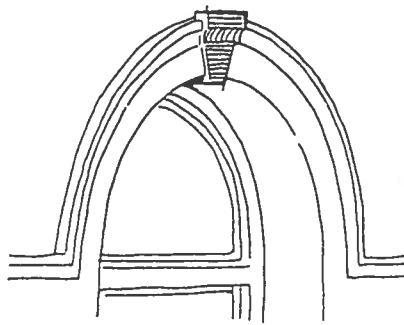
Gable



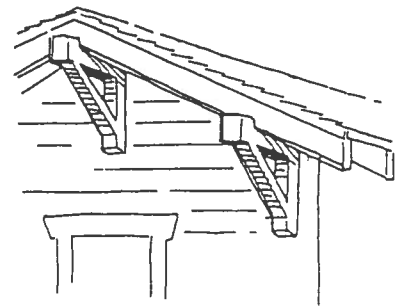
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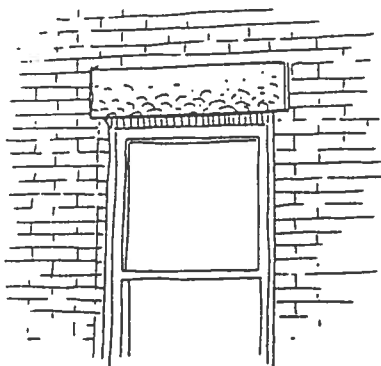
Keystone



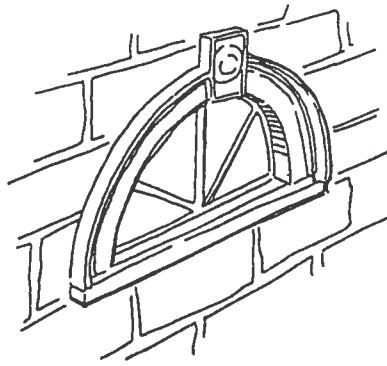
Kneebrace



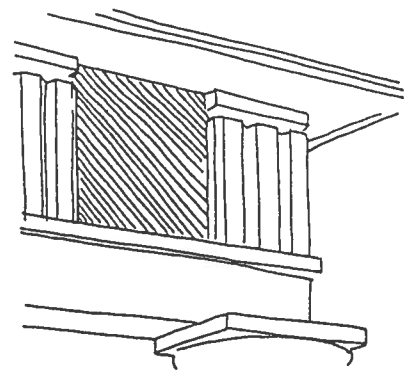
Lintel



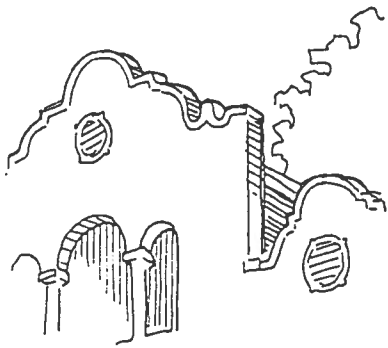
Lunette



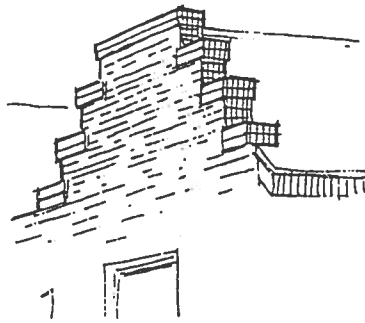
Metope



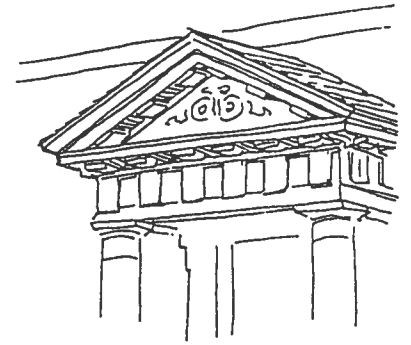
Parapet, Curvilinear



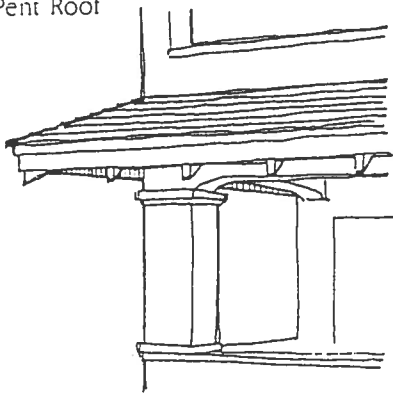
Parapet, Stepped



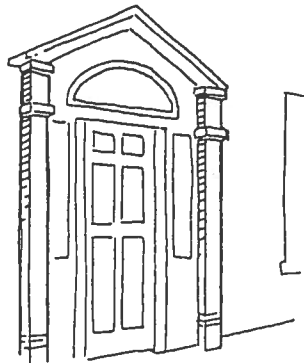
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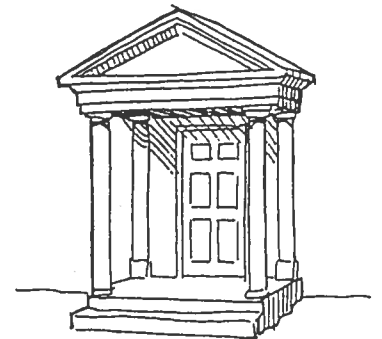
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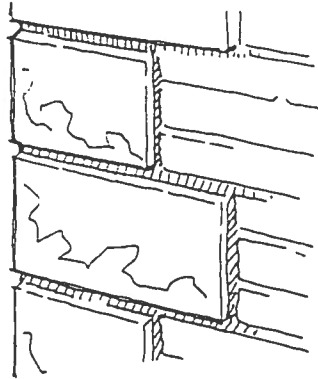
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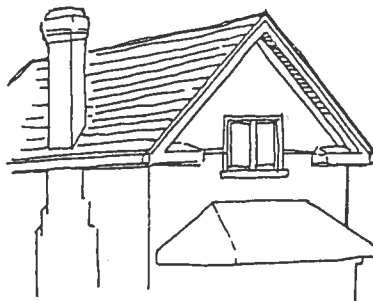
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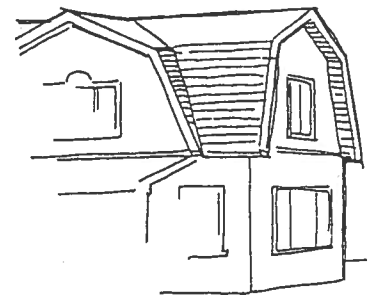
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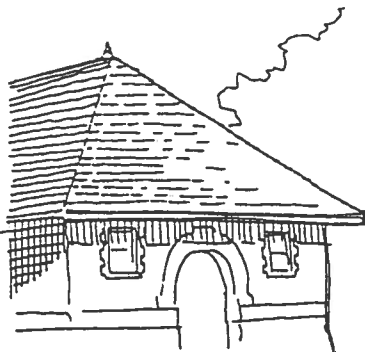
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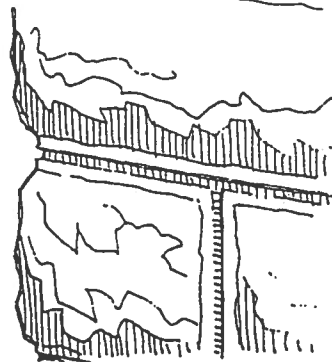
Roof, Gambrel



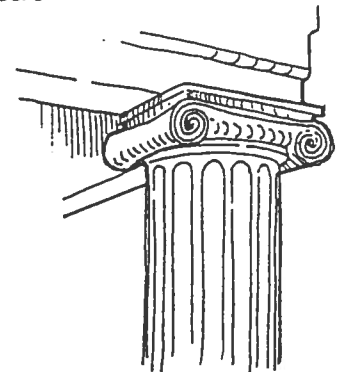
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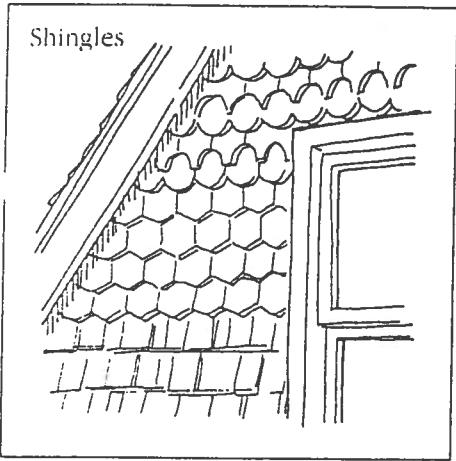
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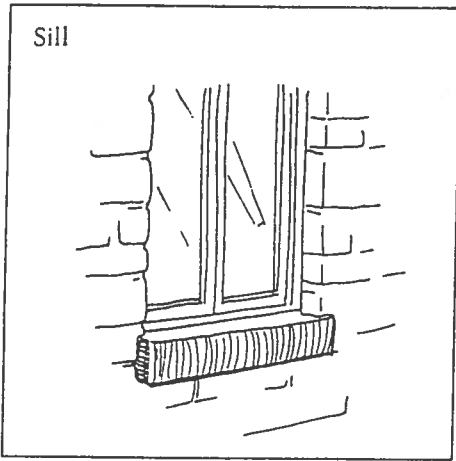
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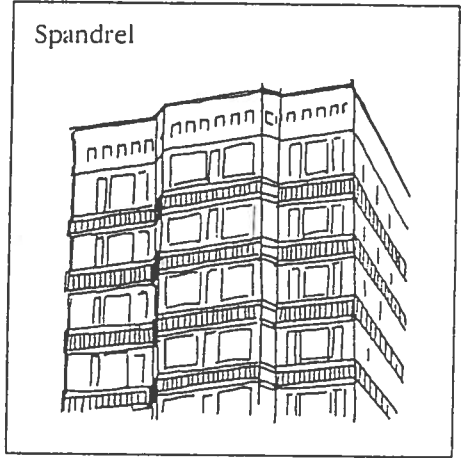
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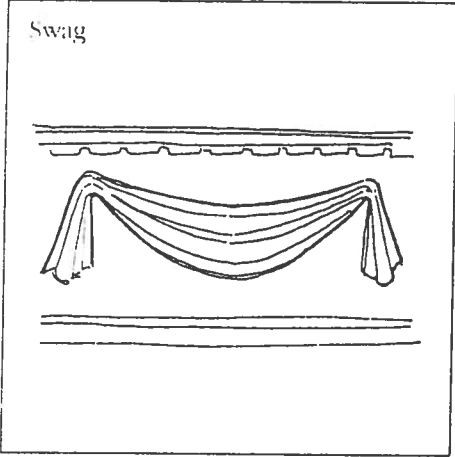
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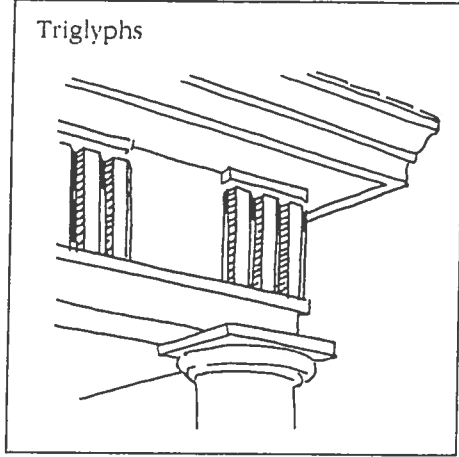
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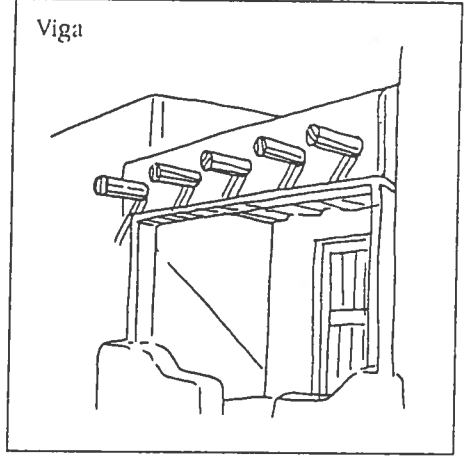
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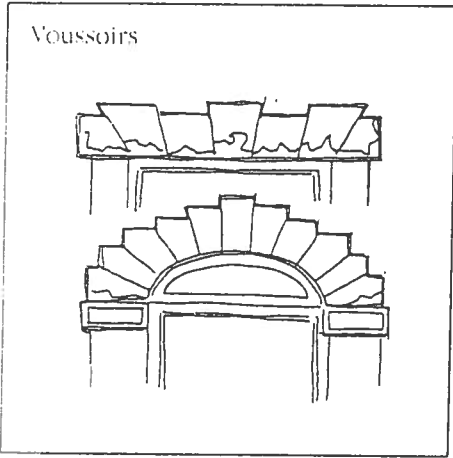
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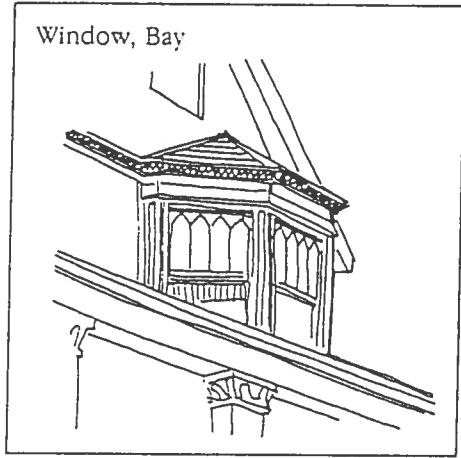
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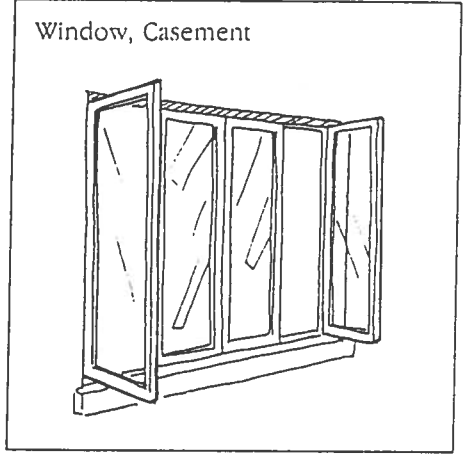
Voussoirs



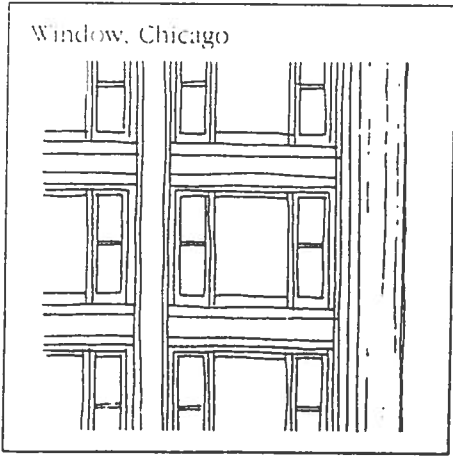
Window, Bay



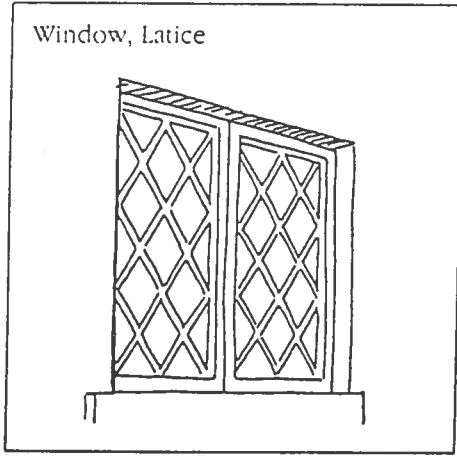
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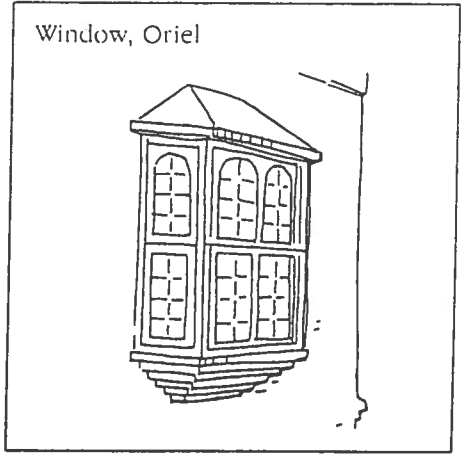
Window, Chicago



Window, Lattice



Window, Oriel



Step Eleven - The information on the draft forms needs to be entered onto computer generated forms and printed. Inserted photos into sleeves and attached to back of forms with paper clips. One set of photos and forms will be submitted to the OAHP, Colorado Historical Society and the other set remains for the use of the town of Windsor.

SUGGESTED BUILDING TYPES TO SURVEY

Industrial

- Flour mill
- Sugar mill

Transportation related

- Railroad building
- Trails

Religious

- Churches

Public buildings

- Town Hall
- Schools

Commercial buildings

- Main street buildings
- Cast stone stores (2)
- Hotels

Residential

- Examples of 19th century houses
- Examples of 20th century houses
 - Cast stone houses - Great Western Sugar
 - Other Great Western houses
 - Beet worker shacks

Open Spaces

- Designed landscapes
- Parks
- Cemetery
- Lake

Out Buildings

- Barns
- Summer kitchens

COLORADO HISTORICAL SOCIETY
Office of Archaeology and Historic Preservation
1300 Broadway Denver, Colorado

Historic Building Inventory

NOT FOR FIELD USE

ELIGIBLE
 DET. NOT ELIG.
 NOMINATED
 CERTIFIED REHAB
DATE _____

project name Windsor Survey	county Weld	city Windsor	state ID no 5WL temporary no
current building name	owner		
address	UTM 13/____ mE ____ mN tnsp 6N range 67W sec ____ 1/4, ____ 1/4		
historic name	USGS quad name Windsor 1950, Revised 1969 yr. x 7.5 __ 15		
district name	blk. ____ lots ____ addition ____ yr of addition ____		
date of construction	____ estimate ____ actual source		
film roll	neg. nos.	loc. of neg.	use ____ present ____ historic
photo by			
style	stories	condition ____ excellent ____ good ____ fair ____ deteriorating	
materials	square footage	extent of alterations ____ minor ____ moderate ____ major describe:	
architectural description		____ original ____ moved date(s) of move:	
		National Register assessment ____ eligible ____ not eligible	
		district potential ____ yes ____ no ____ contributing ____ non-contributing	
		local landmark assesment ____ eligible ____ not eligible	
		associated buildings? ____ yes type if inventoried, list ID nos.	
additional pages ____ yes ____ no			

MAPPING INSTRUCTIONS

SKETCH MAP (required for all sites)

Please provide a sketch map of the site and the surrounding area. This map may be drawn on the grid paper provided by the Colorado Historical Society or on any paper of your choice.

The purpose of this map is to help explain the relationship of cultural and natural items and features within the site in addition to those in the effective surrounding environment. The map should also help to relocate the site. Show all major natural features (drainages, contours/ form lines, vegetation, etc.) and modern features (buildings, roads, fences, etc.) as appropriate. Give names of land forms and man-made structures when known. Plot all features, structures, datums, and collected artifacts. A site boundary should be shown and the project boundary should be noted if appropriate. Draw the map to scale with a north arrow, the date, and a complete key.

USGS MAP LOCATION (REQUIRED FOR ALL SITES)

Attach a photocopy portion of a USGS quad to the form. The site should be clearly located, drawn to scale, and clearly labeled. Very small sites should be shown with a dot, but the boundaries of larger sites should be drawn to scale showing the shape of the site in its relationship to the topography. Indicate IF's with an X. You may include more than one site per photocopy as long as contour lines and other map details are not obscured.

Calculating UTM's:

On older USGS maps, it is necessary to draw the UTM grid on the map; more recent maps will have the grid provided. See Preservation Planning Series "Using the UTM Grid System to Record Historic Sites" for instructions on how to derive the UTM grid reference for maps which do not have UTM ticks.

- a. Draw a line from the top of the map to the bottom, connecting the blue UTM ticks directly west of the point, i.e., with the highest easting value less than that of the point. The four digits near the blue tick are the first three digits of the easting.
- b. Draw a line from the left to the right side of the map, connecting the grid ticks directly south of the point, i.e., with the highest northing value below the point. The three digits near the blue tick are the first four digits of the northing.
- c. Copy the zone from the legend in the lower left margin of USGS map. Colorado falls in zone 12 (western 1/7 of state) and zone 13 (eastern 6/7's of state).
- d. Align the UTM template on the map so that the side of the scale that reads from right to left (horizontal line) lies along the east-west line, and the side of the scale that reads from left to right (vertical line) passes through the point being measured.
- e. Ticks are in 20 meter increments. Append the meters at which the vertical UTM grid line (easting) intersects the horizontal line on the UTM template to the first three digits of the easting. This should give a six digit number.

Append the meters at which the point being measured intersects with the vertical line on the UTM template to the first four digits of the northing. This should give a seven digit number.

APPENDIX IV - National Register Criteria for Evaluation

The following criteria are designed to guide the States, Federal agencies, and the Secretary of the Interior in evaluating potential entries for the National Register.

The quality of significance in American history, architecture, archaeology, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

- A. that are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. that are associated with the lives of persons significant in our past; or
- C. that embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. that have yielded, or may be likely to yield, information important in prehistory or history.

Ordinarily, cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years, shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria, or if they fall within the following categories:

- A. a religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- B. a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with an historic person or event; or
- C. a birthplace or grave of an historical figure of outstanding importance if there is no other appropriate site or building directly associated with his or her productive life; or
- D. a cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or
- E. a reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
- F. a property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or
- G. a property achieving significance with the past 50 years if it is of exceptional importance. (Excerpted from "How to Complete National Register Forms," NRHP, OAHF, NPS, USDI. 1977, Page 6).

buildings being moved. Fires, floods, and lack of municipal space or concern are reasons for lost records. Buildings which have been moved are often difficult to trace, although clues that a move might have taken place are unmatched foundations and basement sidings.

E. Historical Research on Districts:

1. For the most part, historical research for districts is the same as that done for background and developmental information. In cities and towns, additional information about local additions, or plats may be mentioned in local histories along with names of developers and general contractors for residential developments.
2. Historical information on downtown commercial areas may be covered in Chamber of Commerce publications and brochures, and local business directories.
3. Most information about rural districts will be covered in county histories and from individual histories conducted for individual resources. Again, local historians or land owners of long standing may be one of the most valuable sources for district study.

