

APPENDIX



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A P P E N D I X

A

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

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 a property shall be retained and preserved. The removal of historic materials or alteration 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, finishes, 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 sandblasting, 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. Significant archeological 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 the 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 a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

A P P E N D I X

B

INTERPRETATION OF TERMS

These definitions apply to terms related to compliance in the preceding text.

Appropriate. In some cases, a stated action or design choice is defined as being “appropriate” in the text. In such cases, by choosing the design approach referred to as “appropriate,” the reader will be in compliance with the guideline. However, in other cases, there may be a design that is not expressly mentioned in the text that also may be deemed “appropriate.”

Consider. When the term “consider” is used, a design suggestion is offered to the reader as an example of one method of how the design guideline at hand could be met. Applicants may elect to follow the suggestion, but may also seek alternative means of meeting it. In other cases, the reader is instructed to evaluate the ability to take the course recommended in the context of the specific project.

Context. In many cases, the reader is instructed to relate to the context of the project area. The “context” relates to those properties and structures adjacent to, and within the same block as, the proposed project.

Historic Resource. In general, a “historic resource” building is one that is 50 years old or older, associated with significant people or events or conveys a character of building and design found during the period of significance.

Inappropriate. Inappropriate means impermissible. When the term “inappropriate” is used, the relevant design approach will not be allowed. For example, one guideline states: “Enclosing a porch with opaque materials that destroy the openness and transparency of the porch is inappropriate.”

Non-historic. Recent buildings and those 50 years old or older which have lost their integrity are considered “non-historic.” These buildings do retain property value, but do not possess the significance and/or physical integrity necessary to be considered a historic resource.

Preferred. In some cases, the reader is instructed that a certain design approach is “preferred.” In such a case, the reader is encouraged to choose the design option at hand. However, other approaches may be considered.

Primary facade. The primary facade is the principal elevation of a building, usually facing the street or other public way.

Should. If the term “should” appears in a design guideline, compliance is required. In cases where specific circumstances of a project make it impractical to do so, the City may determine that compliance is not required if the applicant demonstrates how the related policy statement still will be met.

C

GLOSSARY OF TERMS

Alignment. The arrangement of objects along a straight line.

Appurtenances. An additional object added to a building; typically includes vents, exhausts hoods, air conditioning units, etc.

Asphalt Shingles. A type of roofing material composed of layers of saturated felt, cloth or paper, and coated with a tar, or asphalt substance, and granules.

Baluster. A short, upright column or urn-shaped support of a railing. (figure 1)

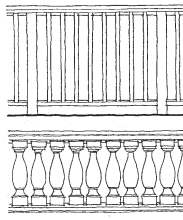


fig. 1

Balustrade. A row of balusters and the railing connecting them. Used as a stair rail and also above the cornice on the outside of a building. (figure 1)

Bargeboard. A projecting board, often decorated, that acts as trim to cover the ends of the structure where a pitched roof overhangs a gable. (figure 2)

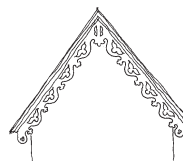


fig. 2

Board and Batten. Vertical plank siding with joints covered by narrow wood strips.

Bracket. A supporting member for a projecting element or shelf, sometimes in the shape of an inverted L and sometimes as a solid piece or a triangular truss. (figure 3)

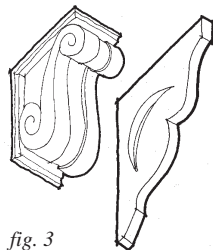


fig. 3

Building. A resource created principally to shelter any form of human activity, such as a house.

Clapboards. Narrow, horizontal, overlapping wooden boards, usually thicker along the bottom edge, that form the outer skin of the walls of many wood frame houses. The horizontal lines of the overlaps generally are from four to six inches apart in older houses.

Column. A slender upright structure, generally consisting of a cylindrical shaft, a base and a capital; pillar: It is usually a supporting or ornamental member in a building. (figure 4)

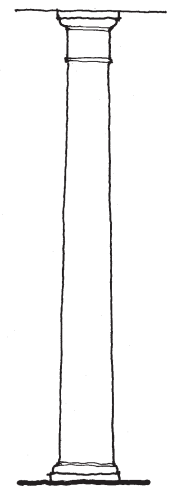


fig. 4

Composition Shingles. See asphalt shingles.

Conservation Area. Conservation areas are typically used in newer areas or older areas with less integrity where historic district designation is not feasible. Maintaining overall character is the focus.

Coping. The protective uppermost course of a wall or parapet. (figure 5)

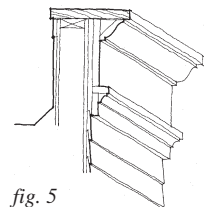


fig. 5

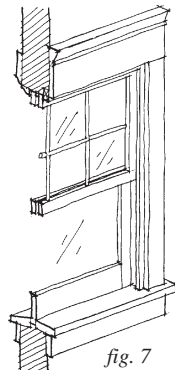
Cornice. The continuous projection at the top of a wall. The top course or molding of a wall when it serves as a crowning member. (figure 6)



fig. 6

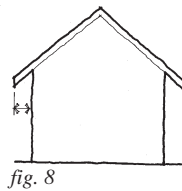
Doorframe. The part of a door opening to which a door is hinged. A doorframe consists of two vertical members called *jamb*s and a horizontal top member called a *lintel* or *head*.

Double-Hung Window. A window with two sashes (the framework in which window panes are set), each moveable by a means of cords and weights. (figure 7)



Dormer. A window set upright in a sloping roof. The term is also used to refer to the roofed projection in which this window is set.

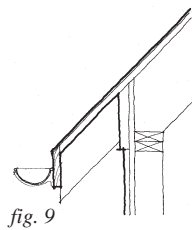
Eave. The underside of a sloping roof projecting beyond the wall of a building. (figure 8)



Elevation. A mechanically accurate, “head-on” drawing of a face of a building or object, without any allowance for the effect of the laws of perspective. Any measurement on an elevation will be in a fixed proportion, or scale, to the corresponding measurement on the real building.

Facade. Front or principal face of a building, any side of a building that faces a street or other open space.

Fascia. A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal, or “eaves,” sides of a pitched roof. The rain gutter is often mounted on it. (figure 9)



Fenestration. The arrangement of windows and other exterior openings on a building.

Form. The overall shape of a structure (i.e., most structures are rectangular in form).

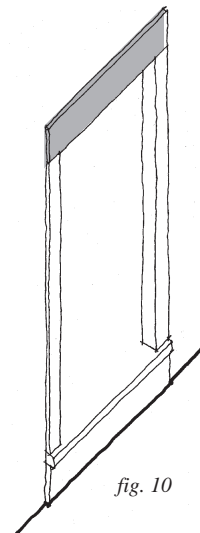
Frame. A window component. See window parts.

Gable. The portion, above eave level, of an end wall of a building with a pitched or gambrel roof. In the case of a pitched roof this takes the form of a triangle. The term is also used sometimes to refer to the whole end wall.

Glazing. Fitting glass into windows and doors.

Head. The top horizontal member over a door or window opening. (figure 10)

Historic District. A geographically definable area of urban or rural character, possessing a significant concentration or continuity of site, building, structures or objects unified by past events or aesthetically by plan or physical development.



Historic House or Resource. A structure or streetscape that is unique to its period of significance and as such is to be wisely managed for the benefit of present and future generations.

In-Kind Replacement. To replace a feature of a building with materials of the same characteristics, such as material, texture, color, etc.

Integrity. A property retains its integrity, if a sufficient percentage of the structure dates from the period of significance. The majority of a building’s structural system and materials should date from the period of significance and its character defining features also should remain intact. These may include architectural details, such as dormers and porches, ornamental brackets and moldings and materials, as well as the overall mass and form of the building.

Landmark. Any of the following which have a special historical, architectural, cultural, aesthetic or engineering interest or value of a historical nature:

1. An individual structure or portion thereof;
2. An integrated group of structures on a single lot;
3. A site, or portion thereof; or
4. Any combination thereof.

Lap Siding. See clapboards.

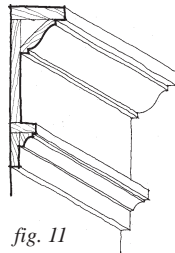
Mass. The physical size and bulk of a structure.

Masonry. Construction materials such as stone, brick, concrete block or tile.

Material. As related to the determination of “integrity” of a property, *material* refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic resource.

Module. The appearance of a single facade plane, despite being part of a larger building. One large building can incorporate several building modules.

Molding. A decorative band or strip of material with a constant profile or section designed to cast interesting shadows. It is generally used in cornices and as trim around window and door openings. (figure 11)



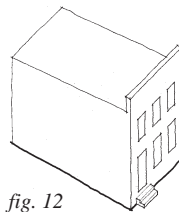
Muntin. A bar member supporting and separating panes of glass in a window or door.

Opaque Fence. A fence that one *cannot* see through.

Orientation. Generally, orientation refers to the manner in which a building relates to the street. The entrance to the building plays a large role in the orientation of a building; whereas, it should face the street.

Panel. A sunken or raised portion of a door with a frame-like border.

Parapet. An upward extension of a building wall above the roofline, sometimes ornamented and sometimes plain, used to give a building a greater feeling of height or a better sense of proportion. (figure 12)

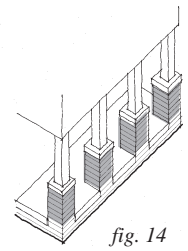


Pediment. A triangular section framed by a horizontal molding on its base and two sloping moldings on each of its sides. Usually used as a crowning member for doors, windows and mantles. (figure 13)

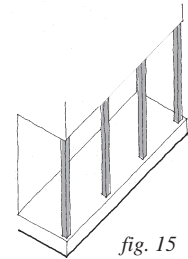


Period of Significance. Span of time in which a property attained the significance.

Porch Piers. Upright structures of masonry which serve as principal supports for porch columns. (figure 14)



Post. A piece of wood, metal, etc., usually long and square or cylindrical, set upright to support a building, sign, gate, etc.; pillar; pole. (figure 15)



Preservation. The act or process of applying measures to sustain the existing form, integrity and materials of a building or structure, and the existing 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.

Protection. The act or process of applying measures designed to affect the physical condition of a property by defending or guarding it from deterioration, or to cover or shield the property from danger of injury. In the case of buildings and structures, such treatment is generally of a temporary nature and anticipates future historic preservation treatment; in the case of archaeological sites, the protective measure may be temporary or permanent.

Reconstruction. The act or process of reproducing by new construction the exact form and detail of a vanished building, structure or object, or part thereof, as it appeared at a specific period of time.

Rehabilitation. The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural value.

Renovation. The act or process of returning a property to a state of utility through repair or alteration which makes possible a contemporary use.

Restoration. The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

Sash. See window parts.

Scale. The size of structure as it appears to the pedestrian.

Semi-Transparent Fence. A fence that one *can* see partly through.

Shape. The general outline of a building or its facade.

Side Light. A usually long fixed sash located beside a door or window; often found in pairs. (figure 16)



fig. 16

Siding. The narrow horizontal or vertical wood boards that form the outer face of the walls in a traditional wood frame house. Horizontal wood siding is also referred to as clapboards. The term “siding” is also more loosely used to describe any material that can be applied to the outside of a building as a finish.

Sill. The lowest horizontal member in a frame or opening for a window or door. Also, the lowest horizontal member in a framed wall or partition.

Size. The dimensions in height and width of a building’s face.

Stile. A vertical piece in a panel or frame, as of a door or window.

Stabilization. The fact or process of applying measures designed to reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present.

Streetscape. Generally, the streetscape refers to the character of the street, or how elements of the street form a cohesive environment.

Traditional. Based on or established by the history of the area.

Transom Window. A small window or series of panes above a door, or above a casement or double hung window. (figure 17)

Transparent Fence. A fence that one *can* see through.

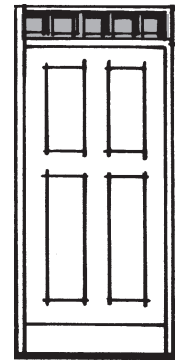


fig. 17

Vernacular. This means that a building does not have details associated with a specific architectural style, but is a simple building with modest detailing and form. Historically, factors often influencing vernacular building were things such as local building materials, local climate and building forms used by successive generations.

Visual Continuity. A sense of unity or belonging together that elements of the built environment exhibit because of similarities among them.

Window Parts. The moving units of a window are known as *sashes* and move within the fixed frame. The *sash* may consist of one large *pane* of glass or may be subdivided into smaller panes by thin members called *muntings* or *glazing bars*. Sometimes in nineteenth-century houses windows are arranged side by side and divided by heavy vertical wood members called *mullions*.

D

OTHER RESOURCES FOR PRESERVATION IN SAN JOSE

This is a list of some useful resources to help homeowners get started on rehabilitating an old or historic house.

Getting Started

Old houses are becoming more desirable and valuable all the time. They don't make houses like they used to, and many homebuyers are very attracted to the original charm of older homes. The word "old" has become a badge of distinction. Your efforts to improve your old house in a sensitive and careful way will make your home even more valuable and will also contribute to the upgrading of your entire neighborhood.

Most successful rehabilitation projects, even seemingly minor ones, involve three distinct phases:

- Research,
- Planning and design, and
- Hiring a contractor and beginning construction.

Shortcutting any one of these phases or doing them out of order can result in a less than satisfactory finished project. Doing rehabilitation work on a house is a serious, time-consuming, and expensive business and should be approached with the same care and forethought that you would put into making a major financial investment. Time and effort spent up front will reap rewards by saving money, avoiding delay, and minimizing frustration later.

Research

One of the first things you should do is become familiar with your house and its architectural style. Go outside and look at your house, note especially its materials, shape, and decorative features. Each house has features that give it its architectural style. Among the most important of these are the building materials, the front door and front porch, the windows and their decorative trim, and the roof shape and cornice. It is the way these

features are put together that gives a house its special character and defines its style. Chapter 2 (Architectural Resources) provides information that will help you determine the style of your house.

In the process of becoming familiar with the architectural style of your house, you may become interested in researching your house's history. When researching your house, you may discover additional information about your house that will be helpful when trying to select materials and fittings that are historically appropriate for the house.

Planning and Design

Careful planning is vital to a successful rehabilitation. Before any work begins, it is important to establish a master plan for the project. Before you order any materials or enter into any contracts with trades people, you need to sit down and think through what you want to change, why you want to do it, and in what order it needs to be done. In deciding what needs to be done, you need to create a prioritized list of activities. You must do the basics first by addressing life and safety hazards such as faulty electrical or heating systems as your highest priority, followed in order by weatherproofing (repairing the roof, gutters, flashings, siding, paint, windows or drainage), and then tackling plumbing, dry-rot, and long-term foundation problems. After you have addressed these problems, you can go on to restore damaged or missing architectural features or perhaps remodel a kitchen or add amenities such as a new room.

When planning the rehabilitation of an old house, owners are faced with the need to work with and save as much of the valuable original material as possible. Contractors, who are not familiar with restoration techniques or the value of older materials, are often too quick to judge materials as *unsalvageable*.

Remember it is easy to rip things out of a building, but it is very difficult and expensive to replace them or put new things in. The basic principles of historic preservation are to first preserve and repair existing material and then replace in kind when necessary.

Look carefully at the Design Guidelines when determining what work should be done to your house. The Guidelines will help you determine the best way to maintain and improve your house. If you are a low-income owner, the San Jose Housing Department may be able to help you determine what work needs to be done.

Once you have decided an approach, you will need to check and determine what, if any, permits are required for the work you are planning. Call the San Jose Department of Planning, Building and Code Enforcement to determine what the requirements are for your project.

Hiring a Contractor and Beginning Construction

Inevitably, professional help will have to be hired to complete part or all of some rehabilitation projects. Hiring the right architect or contractor is a skill in itself. Finding the right contractor is extremely important to the success of your project. Talk to people with an interest in preservation or that have had work done on their historic or old house and get recommendations. Check the California State License Board website and read the information about selecting a contractor. Talk to the contractor to determine if they will be easy to work with.

You want to make sure that the way that they work will be sensitive to respecting the historic fabric and architectural character of your house and that they understand that you are not looking for a standard “remodeling” job. Above all, do not settle for the response, “You can’t get that kind of work today.” In recent years, there has been a veritable renaissance in the manufacture of traditional building materials and a significant increase in the number of restoration-conscious trade workers. There are now many salvage dealers for old house parts and new products designed for restoration projects.

Public and Private Preservation Contacts

City of San Jose

Department of Planning, Building and Code Enforcement (Historic Preservation Program)
801 North First Street, Room 400
San Jose, CA 95110-1795 (408) 277-4576
www.ci.san-jose.ca.us/planning/sjplan

The historic preservation program is housed in the Planning Division. The Planning Division assists interested parties in obtaining information regarding historic resources, City Landmark designation, Historic Landmark Preservation Agreements, Historic Preservation Permits, and the City of San Jose Historic Landmarks Commission.

The Building Department, located in Room 200 of City Hall, (408) 277-4541, can provide information concerning Building Permits.

Preservation Action Council of San Jose

P.O. Box 2287
San Jose, CA 95109-2287 (408) 998-8105
www.preservation.org

Victorian Preservation Association

P.O. Box 586
San Jose, CA 95106-0586
www.vpa.org

Hensley Historic District

472 North Fourth Street
San Jose, CA 95112
www.hensleyhistoricdistrict.org

These organizations support historic preservation in San Jose and provide historic preservation information to property owners and the community. They all have good websites that include information about local historic resources, sources of products for building restoration, links to other information resources, and more.

State of California, Office of Historic Preservation

1416 9th Street
Sacramento, CA 95814 (916) 653-6624
www.ohp.parks.ca.gov

The State Office of Historic Preservation offers information and project assistance regarding numerous federal and State programs, e.g., National Register of Historic Places, California Register of Historical Resources, Preservation Tax Incentives, Mills Act (Property Tax Relief), and much more.

California Preservation Foundation

5 Third Street, Suite 424
San Francisco, CA 94103-3202 (415) 495-0349
www.californiapreservation.org

The California Preservation Foundation is a member-supported, non-profit organization that sponsors conferences, seminars and publications that focus on historic preservation issues and subject matter of specific relevance to California, e.g., *How to Use the State Historical Building Code*, *Preservation for Profit*, and *20 Tools that Protect Historic Resources After an Earthquake*.

National Park Service

Pacific Great Basin Support Office
1111 Jackson Street,
Oakland, CA 94607 (510) 817-1401
www.cr.nps.gov

The National Park Service prepares and publishes technical publications, brochures and other materials that describe in detail and provide guidance concerning federal historic preservation programs, regulations, and financial assistance. The Preservation Brief series provides practical information on everything from energy conservation techniques to window repair.

National Trust for Historic Preservation

Western Regional Office
8 California Street, Suite 400
San Francisco, CA 94111 (415) 956-0610
www.nationaltrust.org

The National Trust for Historic Preservation is a non-profit organization, chartered by Congress, to provide general information, publications, small grants and an annual conference that promotes historic preservation programs, activities and organizations across the United States. The National Trust historic homeowner program offers numerous resources for the rehabilitation and protection of historic houses.

Finding out More About Your Historic House

There are several sources of archival materials, including historic photographs, old building permits, old City Directories historic maps, documents, books, newspaper articles, and/or other items relevant for research.

History San Jose

(408) 287-2290

www.historysanjose.org

San Jose Public Library

Main Branch, California Room

(408) 277-4867

www.sjpl.lib.ca.us/Calif/

San Jose State University-Special Collections (Historic Archives)

(408) 924-2715

<http://library.sjsu.edu/dept/specialc/specialc.htm>

San Jose State University-Sourisseau Academy

(408) 924-6510

www.sjsu.edu/depts/history/resource/sourisseau.htm

Glory Ann Laffey Architectural Archives

(408) 998-8105

Publications

Rehab Right; How to Realize the Full Value of Your Old House

Helaine Kaplan Prentice & Blair Prentice, City of Oakland Planning Department, Ten Speed Press, 1986 (out of print, check the Internet for used copies)

The Old-House Journal

(202)339-0744

www.oldhousejournal.com

This magazine focuses on readers interested in older houses. They also publish the Restoration Directory, an extensive listing of sources of products and services for older homes.

Historic Homes and Neighborhoods Set

(202) 588-6296

www.nationaltrust.org

This set of six publications is designed to answer common questions of owners of historic homes. Titles include: Buyer's Guide to Older and Historic Houses; The New Old House Starter Kit; Appraising Historic Properties; Getting to Know Your 20th-Century Neighborhood; Housekeeping for Historic Homes and House Museums; and Houses by Mail: A Guide to Houses from Sears, Roebuck and Company.

A Field Guide to American Houses

Virginia & Lee McAlester, Alfred Knopf Publisher, New York, 1988

Resource for identifying architectural styles around the country.

National Park Service

www.cr.nps.gov

The National Park Service prepares and publishes technical publications, brochures and other materials that describe in detail and provide guidance concerning federal historic preservation programs, regulations, and financial assistance. The *Preservation Brief* and *Tech Note* series provide practical information on everything from energy conservation techniques to window repair.

Traditional Building

69A Seventh Avenue
Brooklyn, NY 11217
www.traditional-building.com

This subscription journal discusses and lists sources for preservation materials and services, applicable to preservation projects of all scales.

On-Line Resources

The Secretary of the Interior's Illustrated Guidelines for Rehabilitating Historic Buildings

www2.cr.nps.gov/tps/tax/rhb/index.htm

Electronic Rehabilitation Course through the National Park Service

www2.cr.nps.gov/e-rehab

National Park Service Heritage Preservation Services—Technical Preservation Services

www2.cr.nps.gov

National Center for Preservation Technology

www.ncptt.nps.gov

National Trust for Historic Preservation

www.nthp.org

PreserveNet

www.preservnet.cornell.edu

Community Connections

Your neighborhood association connects you with neighbors who care about your neighborhood. Members can provide information about your neighborhood and can sometimes provide connections to other information resources.

United Neighborhoods of Santa Clara County

(408) 286-8661

United Neighborhoods of Santa Clara County provides support for neighborhood associations. They have prepared a directory listing most of the neighborhood associations in San Jose and how to contact them.

City of San Jose Neighborhood Development Center

(408) 277-5350

If you need to determine the name of your neighborhood association, contact the City of San Jose Neighborhood Development Center.

ENative

www.enative.com/ca/scl/nhoods.htm

This website provides connections to various neighborhood associations in San Jose.