

Recommended Outline for a Courthouse Preservation Master Plan

I. Introduction

The introduction section provides a synopsis of the contents of the current master plan, why and how it was developed, and who was involved.

- A. Executive Summary
- B. Current statement of master plan goals and purpose
- C. Methodology used for master plan development and revision
- D. Identification of current master plan participants with contact information

II. Historical and Architectural Development

Section II will place the courthouse into a historic and architectural context. It should describe the events leading to the construction of the courthouse, identify important events or persons associated with the building and document historic courthouse photographs or drawings. It will include an architectural description of its original design and establish a period(s) of architectural significance for the building. Finally, it should explain, in narrative and graphic formats, the major physical changes made to the building over time which brought it to the appearance it has today.

- A. List all previous county courthouses and related buildings (jails, annexes, storage buildings, etc.)
- B. Record significant historical events that occurred at current courthouse or on grounds.
- C. Provide a narrative description of the building's architecture and stylistic elements that justifies a time period of its highest architectural significance. Include documentation for existing building(s) in its original condition, original drawings and historic photographs, if available, and information on the architect and contractor. If original drawings are not available, produce line drawings showing original plans and elevations to scale.
- D. Document later modifications with a narrative description and annotated drawings including dates for the alterations and historic photographs, if available.
- E. Describe the building's current historical designations and preservation easements as applicable.

III. Evaluation of Existing Conditions

Section III will fully identify and evaluate the courthouse and its grounds as they exist currently. This section is not simply a physical description of the building's appearance and character-defining features, but a full and thorough evaluation of the current condition of all building and site elements. Such evaluations should be conducted with a historic preservation emphasis balanced with concern for life-safety, functional and technological needs (both present and anticipated), accessibility for the disabled, security and energy efficiency. Space needs must be evaluated within the context of all county-owned buildings to determine the current adequacy of existing facilities. Findings must be presented both in narrative and graphic form to ensure the plan is as clear and understandable as possible.

- A. Evaluate the current conditions on the site.
 1. Develop a site plan showing adjacent buildings, vegetation, site furnishings and monuments.
 2. Provide a narrative and/or graphic condition assessment of site drainage, vegetation, vehicular and pedestrian circulation, parking, public spaces, lighting, utilities and archeologically sensitive areas.
- B. Evaluate the building's current existing conditions and identify all deficiencies.
 1. Annotate all floor plans and elevations to provide general and location-specific information about the building including an identification of historic versus non-historic fabric.
 2. Produce a narrative description and condition assessment of architectural features such as roof and roof drainage systems, tower or cupola (if any), masonry, doors and windows, or arcades (if any), metal hardware and accessories, lighting, interior wall, floor and ceiling finishes, millwork, stair elements, and architectural furnishings. Information should be represented in current photographs and/or keyed to measured drawings.

3. Provide current evaluations of all building systems by qualified professionals, including structural, mechanical, electrical, plumbing, security and fire protection systems.
4. Describe special conditions or materials that require further analysis or testing prior to initiating any rehabilitation work and perform these analyses if appropriate, i.e. asbestos testing, lead paint analysis, mortar analysis, paint color identification, investigative selective demolition, etc.
5. Evaluate functional considerations, including life/safety issues, compliance with applicable building codes and Texas Accessibility Standards, archival documents and records storage, data processing, communications, security, energy efficiency and anticipated acoustical limitations.
6. Describe and evaluate adequacy of current space use, including other county owned or occupied facilities, and develop a square footage projection of future space needs, including properties potentially acquired by the county.

IV. Restoration and Rehabilitation Recommendations

Section IV provides specific recommendations for the restoration and rehabilitation of the building based on the current condition assessment in Section III. All recommendations should be in conformance with the *Secretary of the Interior's (SOI) Standards for the Treatment of Historic Properties*. Recommendations should be prioritized into logical scopes of related work and preliminary cost estimates for each included. Describe a phased plan for the entire project based on priority and balanced with the county's financial resources.

- A. Provide a summary of recommendations for the building(s) and site, prioritized according to need.
- B. Give detailed recommendations addressing all major building deficiencies, space use, systems upgrades and restoration of significant architectural features and spaces. Provide alternative recommendations where appropriate. Recommendations for all character-defining features and significant or primary spaces should generally be consistent with the SOI Standards for Restoration. Recommendations for secondary spaces should generally be consistent with the SOI Standards for Rehabilitation.
- C. List items requiring further analysis or testing in connection with the development of construction documents (hazardous materials, masonry conservation, conservation of decorative finishes, etc.).
- D. Provide preliminary cost estimates, or "opinion of probable cost", for all recommendations and in addition, for any separate recommended phases of work, each projected to FY 2020-21 construction.
- E. Develop a phased scope of work for the project, as needed, based on the recommended priorities and projected funding availability. Identify potential funding sources for each phase.
- F. Outline a plan and regular schedule for building maintenance.

V. Required Appendices

Section V provides any additional information descriptive or explanatory information not contained in the previous sections. Such information might include relevant technical articles or publications, codes, contacts, excerpts from county records, and other items as listed below.

- A. Bibliography
- B. Endnotes or bibliographic citations for information presented in Section II
- C. Commissioner's Court minutes, as applicable to construction or alterations
- D. Historic photos and plans
- E. National Register nomination/designation file
- F. Previous plans or studies of courthouse (may be an attachment or separate volume)
- G. Reports prepared by consultants or testing agencies (may be attached separately)
- H. The *Secretary of the Interior's Standards for Restoration and Standards for Rehabilitation*
- I. A copy of any Preservation Easement(s) granted to THC, if applicable
- J. Section 442.008 of Texas Government Code (TGC) concerning protection of county courthouses
- K. Section 442.006 of the TGC on Recorded Texas Historic Landmarks, if applicable

Master Plan Format

The master plan must be presented as single document, preferably presented as a continuous document addressing all information as it currently is understood. It is not intended to be used in conjunction with a previous master plan document, it must be a stand-alone document inclusive of all required master plan sections and appendices. It should present the information clearly and in manner that facilitates its use and understanding.

A proposal for how the master plan contents are presented, if it varies from a complete and new presentation of all information, must be approved in advance by THC.

Deliverables

For each submittal or draft of the master plan document, a digital version of the document in Adobe Acrobat must be provided to the THC and County for review, unless a paper copy is requested.

The following will be provided by the project architect upon final approval by THC.

1. Two final printed copies in three ring binders, complete with appendices including photographs, must be provided to THC and one complete copy must be provided to the county.
2. A PDF of the complete master plan on a thumb drive.
3. All digital images and digital version of all historic photos on a thumb drive.
4. Color digital images printed at 300 dpi may be used in the body of the document.
5. Final photographic documentation should be in the appendix. High resolution digital images at 6 megapixels or larger in size (200x3000) are required of:
 - a. Each elevation
 - b. Any significant public space(s) affected by the proposed work
 - c. At least one historical image.

Note: Version 3/2019. Significant revisions to earlier versions of this document are shown as underlined.