



THE CITY OF SAN DIEGO
Historical Resources Board

DATE ISSUED: November 7, 2002 REPORT NO. P-02-213

ATTENTION: Historical Resources Board
Agenda of November 22, 2002

SUBJECT: **ITEM # 9 Balboa Park Municipal Golf Course Clubhouse**
APPLICANT: City of San Diego Park and Recreation

LOCATION: 2600 Golf Course Drive, Balboa Park Community, Council District 3

DESCRIPTION: Consider the designation of Balboa Park Municipal Golf Course Clubhouse as a Historical Resource Site

STAFF RECOMMENDATION

Designate based on HRB-CRITERIA A (Social History), B (Event), and C (Architecture).

BACKGROUND

This item is before the Historical Resources Board as a result of a proposed demolition to a building 45 years of age or more under San Diego Municipal Code Section 143.0212. The City of San Diego Environmental Analysis Services of the Land Development Review Division made the initial request that the applicant provide a historical assessment report and forward it to the Board for consideration before an environmental determination is made for the proposed project. The historical assessment report prepared by the applicant's consultant identifies the clubhouse as a significant historical resource and concludes that the clubhouse is eligible to the National, State and local registers for its association with early Federal Emergency Relief programs of the 1930s, and for its contribution to regional golf history.



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HRB Staff agrees with the applicant's consultant findings, and has since reviewed the proposed project with the HRB Design Assistance Subcommittee and the applicant on September 10, 2002. The Subcommittee recommended to the applicant that the proposed project retain the clubhouse and consider a campus like concept for the new project's design, with the existing building restored to its original period and re-used for the pro-shop. The Subcommittee also found that the orientation of the existing building is important and should be retained (Attachment 1).

In 1934, skilled workers from the Civil Works Administration (CWA) program constructed the Municipal Golf Course Clubhouse shortly after the CWAs completion of William P. Bell's designed 9-hole and 18-hole golf courses. The clubhouse was constructed in the California Ranch Style into a mesa adjacent the 9-hole range and overlooking the 18-hole golf course, bay and downtown area.

ANALYSIS

The applicant has submitted a historical report that identifies the site as significant under National Register Criteria A and California Register Criteria I for its *"association with an event, or series of events that have made a significant contribution to the broad pattern of history."* Staff evaluated the report, interpreted the National and California Register criteria, and concluded that the site is a significant historical resource under HRB Criteria A (Social History), B (Events) and C (Architecture) as follows:

CRITERION A – Exemplifies or reflects special elements of the City, community or a neighborhood's historical, archaeological, cultural, social, economic, political, aesthetic, engineering, landscaping or architectural development.

The Municipal Golf Course Clubhouse is a significant resource under this criterion for its association with the Municipal Golf Course and its contribution to regional golf history. According to the applicant's consultant report the Municipal Golf Course is the oldest municipal course in Southern California and the longest running course in San Diego County. In 1897, the original 9-hole municipal golf course was located between Laurel and Upas Streets and by 1915, the course relocated east of Florida Canyon and became an 18-hole course with dirt fairways and oiled sand greens (Attachment 3 & 4).

By the early 1930s, there was an increase in the game's popularity. Seven all grass private and semi-public 18-hole courses emerged around the City. The increased interest in all grass courses motivated the City to develop plans to improve the Municipal Course by providing modern grass fairways, greens and a convenient clubhouse. By 1931, the City had hired prominent golf course architect and one of the founding members of the American Society for Golf Course Architects, William P. Bell, to design an all grass 9-hole range. This range is presently adjacent to the clubhouse across Golf Course Drive. In April 1932, Bell's contract was extended to design a championship length 18-hole course. One year later, the course was dedicated to the public and was noted as "one of the finest municipal golf courses in the county." (Attachment 5)

On November 29, 1933, the CWA committee announced that they had approved construction of a clubhouse in Balboa Park and in January 1934, the San Diego Union reported, *"thirty-five skilled CWA workers were building a clubhouse at the north side of the inner 9-holes of the municipal golf course. [It] will be modern in architecture, measuring 50 by 150 feet in its ground plan"*. The clubhouse was

completed in July 1934 and had in-house golf professional, Sterne Davis as manager. Shortly after the official dedication on August 4, 1934, the clubhouse attracted new and existing golf organizations, and began functioning as other private and semi-public clubs within the county.

The popularity of the Municipal Golf Course continued to grow. This popularity remains evident today and in some respect, is one important reason for the applicant's proposed project that aims at developing a new golf course clubhouse.

CRITERION B - Is identified with persons or events significant in local, state or national history.

The Municipal Golf Course Clubhouse is significant under this criterion for its association with early New Deal Programs of the 1930s. The early programs included the Federal Emergency Relief Administration (FERA), State Emergency Relief Administration (SERA) and the Civil Works Administration (CWA). The programs were developed by President Franklin Delano Roosevelt to address the massive unemployment and poverty existing in the US as a result of the 1929 stock market crash and the Great Depression. In 1933, President Roosevelt established FERA under the New Deal Program. FERA appropriated \$500 million grant-in-aid to the states for relief purposes. In November of 1933 under the National Industrial Recovery Act, the Civil Works Administration was created as a temporary relief program that would provide work for four million unemployed people during the winter of 1933-34.

The Federal Emergency Relief Administration (FERA) provided direct monetary relief that was administered through the State Emergency Relief Administration (SERA). The Civil Works Administration (CWA) provided work to relieve unemployment through a public works program that would not compete with private enterprise. The CWA initiated 180,000 work projects across the nation. Approximately 90% of CWA projects involved manual labor to repair and construct roads, construct public buildings, maintain parks, and provide soil and water conservation. The clubhouse is one of a few known projects constructed under the CWA within the City of San Diego. Other known projects include the Balboa Park Municipal Golf Course, road construction at Upas from Alabama Street to Park Boulevard, and the La Jolla Cove Clubhouse.

Under the authority of the Emergency Relief Appropriation Act of 1935, the Works Progress Administration (WPA) was established and assumed the role of national work relief activities. Unlike FERA and CWA, the WPA did not provide grant-in aid funding or direct monetary relief, rather the WPA provided work for employable people taken from eligible relief rolls. By 1935, all emergency public works dissolved into the WPA program. Examples of WPA projects within the City included extensive restoration of 1915 California Panama Exposition buildings, construction of 1935 California Pacific International Exposition buildings, construction of San Diego Zoo buildings, and Balboa Park maintenance, bridle paths, signs, and landscaping. Other large projects included Lindbergh Field and San Diego Bay improvements. In addition to construction projects, the WPA branched into the Federal Writers Project, the Federal Theater Project and the Historical Survey Project, as well as, provided lunches for needy children in public schools and aided transients.

During WPAs tenure from 1935-1943, economic relief throughout the US was achieved. The importance of the WPA gained unquestionable recognition at the local, state, federal and international levels. However, it was the early FERA, SERA, and CWA programs that provided the initial, and necessary experience implementing large-scale work relief programs and

ultimately stimulated US Congress to enact the more permanent WPA work relief program. In San Diego County, the early FERA, SERA, and CWA programs employed 15% of unemployed workers, and effectively boosted public morale by providing jobs and simultaneously increased civic beauty through quality craftsmanship and design.

The Municipal Golf Course and Clubhouse exemplify types of projects ensued by the CWA. While the clubhouse has lacked adequate maintenance and is modest in style, careful attention to detailing shows the abilities of the original artisans employed under the CWA program. Interior details, such as hand notched and beveled posts, beams, joists, and spindles, as well as, brick detailing around the mantel and floor are examples of the workers' sensitivity to design and skill of their craft.

CRITERION C - Embodies distinctive characteristics of a style, type, period or method of construction or is a valuable example of the use of natural materials or craftsmanship.

The clubhouse is significant under this criterion as a valuable example of CWA design, construction and worker craftsmanship. The hilltop California Ranch Style clubhouse is adjacent to the municipal 9-hole range designed in 1931 and overlooks the 18-hole golf course designed in 1933. Both courses are works of master golf course architect, William P. Bell. Although, it is not known if Mr. Bell had any influence over the design of the clubhouse, it is obvious that both courses were essential elements impacting the building's setting, location, and overall design.

The clubhouse is currently a single story, "L" shaped plan over basement. It is wood framed with a concrete foundation and is approximately 50 ft. wide by 150 ft. in length. The building is sheathed in board and batten siding and stucco. On the main elevation, facing the parking lot, the central portion of the building has a principal roof covered walkway that is supported by large chamfered wooden posts, beams and rafters. On the west elevation, a strategically placed sunroom, now enclosed by large fixed and louvered windows, provides panoramic views of the 18-hole golf course, bay and downtown area. Lockers, bathrooms and golf cart garages are located at the basement/ground level taking advantage of the site's elevation. Original concrete stairs below a c. 1960s cantilevered north addition indicates that the clubhouse originally terraced down the hill, further emphasizing the design continuity between the 18-hole golf course, and natural topography (Attachment 6).

Visual divisions in the roof and exterior materials indicate the building was constructed in various phases. However, historical photographs illustrate that the building had these same visual divisions in 1938 (Attachment 2). Subsequent building alterations and additions are evident at the north and south sections of the building. Building additions include a south section concrete patio and wall, a c.1960s cantilevered north expansion, and a northeastern wing that amplifies the current "L" form. It is apparent that these additions were conscientiously designed to incorporate the original linear arrangement of the building and the original shed roof of the north section. Doors and windows on the east elevation appear to be original, including a small copper hooded bay window.

OTHER CONSIDERATIONS

As discussed in the background section, on September 10, 2002 the HRB Design Assistance Subcommittee reviewed the proposed project. The Subcommittee's consensus was that the existing clubhouse should be retained and re-used to share some of the expressed needs of the newly developing golfing/community facility complex. The Subcommittee suggested that the clubhouse could be shifted to accommodate the proposed building and complex envisioned, and could be reduced in size to remove c. 1960s additions. The Subcommittee felt it unfortunate that work has been done on a new project with little consideration given to the integration of the new and old buildings. Instead of housing all activities under one large roof, Subcommittee members suggested that the new development consider "a campus like approach" to development with building clusters of various functions linked by open space or walkways, and new buildings broken into smaller components so as not to overwhelm the site's visual quality and relationship to the golf courses' complex (9 and 18 hole ranges). The Subcommittee expressed interest in working further with the applicant on a winning solution that would maintain the physical evidence of the original clubhouse and golf courses for future generations to enjoy, while providing for needed additional facilities and services. The Subcommittee concluded that a new project should take design clues from the existing building in terms of scale, style, and materials.

An additional consideration identified by staff during the evaluation of the historical assessment report and the proposed project involves proposed changes to the 9 and 18-hole courses designed by William P. Bell. William P. Bell status as a nationally recognized designer of golf course, and a founding member of the American Society of Golf Course Architects suggests that he could be considered a Master Landscape Architect. Based on this consideration, staff recommends that future environmental documentation include an assessment of potential project impacts on the golf courses and their original designs in relationship to their proposed re-orientation.

CONCLUSION

Based on the historical assessment report submitted by the applicant, historical photographs, and staff's own field check, it is recommended that HRB designate the original clubhouse, the interior lounge, sunroom and view corridor from the sunroom of the 18-hole golf course, bay and downtown area under HRB-CRITERIA A (Social History), B (Event) and C (Architecture).

If designated the applicant would have the opportunity to work with the HRB Design Assistance Subcommittee in developing detailed design alternatives and a maintenance plan in accordance with the US Secretary of the Interior Standards. Implementation of design alternatives could mitigate potential impacts below a level of significance. The benefits of designation also include the use of the State Historical Building Code, flexibility in the application of other regulatory requirements, the use of the Historical Conditional Use Permit, and other programs depending on the specific site conditions and owner objectives.

If the Board is inclined to not designate or to designate only on the basis of Criterion A or B and allow future demolition of the clubhouse, staff would recommend that a Historic American Building Survey (HABS) Level 1 documentation be required (Attachment 7). Because the new project will also change the layout of the golf courses, staff would recommend that the HABS Level 1 documentation include the clubhouse and golf courses. In addition to HABS

documentation, staff further recommends the incorporation into the new project, of existing critical design elements found within the entry porch, interior lounge, and sunroom, as well as, retaining the view corridor to the golf course, bay and downtown area.



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HRB Staff

NJP/al



Angeles Leira
Principal Planner

Attachment(s):

1. Design Assistance Subcommittee Minutes, September 10, 2022.
 - c. 1938 Historical Photograph of Clubhouse
3. c. 1921 18-hole course with dirt fairways and oiled greens
4. c. 1921 Golfer teeing off at the 3rd hole
5. c. 1934 Aerial of Municipal Golf Course
6. c. 1945 Post-Card of Municipal Golf Course and Clubhouse
7. HABS Standards for Level 1 Documentation
8. Applicant's Historical Report under separate cover

**HISTORICAL AND ARCHITECTURAL ASSESSMENT
OF
THE BALBOA PARK MUNICIPAL GOLF COURSE CLUBHOUSE**

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Date: May, 1999

Report Title: Historical And Architectural Assessment Of The Balboa Park Municipal Golf Course Clubhouse

Submitted to: City of San Diego Planning and Development Review

Submitted by: Dahlin Group, Inc., 539 South Cedros Avenue
Solana Beach, CA 92075

Contract #: NA

USGS quad: Point Loma 1967 (1975)

Acrege: NA

Key Words: Historic era, Great Depression, CWA, SERA, FERA, WPA, golf history, Balboa Park, Municipal Golf Course

ABSTRACT

This report presents results of an historical and architectural assessment of the Balboa Park Municipal Golf Course Clubhouse. The building is located at the Municipal Golf Course in Balboa Park at 2600 Golf Course Drive. This study was undertaken as part of a Master Plan for the Balboa Park Clubhouse, owned by the city of San Diego. The purpose of the Plan is to summarize the planning process in a report, define a schematic design for the new facilities, and describe the steps required to implement the proposed development. Research for this study was conducted at the San Diego Historical Society, San Diego State University Malcom A. Love Library, San Diego City Library, City of San Diego Department of Parks and Recreation, City of San Diego Planning and Development Review Records Section, and the City of San Diego Clerk's Office. A field examination of the golf course clubhouse was also conducted. Historical research and the field examination resulted in the conclusion that the Balboa Park Municipal Golf Course Clubhouse is a historically significant building. It is probably eligible for nomination to the National Register of Historic Places and the California Register for its association with the early history of golf in San Diego County and the early unemployment relief programs of the Great Depression.

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I. INTRODUCTION

This report presents results of an historical and architectural assessment of the Balboa Park Municipal Golf Course Clubhouse. The building is located at the Municipal Golf Course in Balboa Park at 2600 Golf Course Drive (Figures 1&2). This study was undertaken as part of a Master Plan for the Balboa Park Clubhouse, owned by the city of San Diego. The purpose of the Plan is to summarize the planning process in a report, define a schematic design for the new facilities, and describe the steps required to implement the proposed development. This plan originated from an initiative to "develop a new clubhouse complex as a new building or renovation of the current clubhouse" as recommended within the East Mesa Precise Plan, April 13, 1993, and thereafter adopted by a City resolution. The golf course facilities will include a new or renewed clubhouse, cart storage, patios, parking lot, and other site improvements. Research for this study was conducted at the San Diego Historical Society, San Diego State University Malcom A. Love Library, San Diego City Library, and City of San Diego Clerk's Office. A field examination of the golf course clubhouse was also conducted. Historical research and the field examination resulted in the conclusion that the Balboa Park Municipal Golf Course Clubhouse is an historically important building both for its association with the early history of golf in San Diego County and the early unemployment relief programs of the Great Depression.

II. HISTORICAL BACKGROUND

According to golf historian Norrie West San Diego County has "a truly magnificent heritage" in the game of golf (West 1997:3). The entire spectrum of golf in the county consisting of courses, tournaments, champion-players, and overall history has led more than once to the area being named the "golf capitol" of the country (Horrell 1997). At the end of the 20th century golf is both an important recreational activity and economic force in San Diego. The game has been played in the county for just over 100 years. Although not the first, the Municipal Golf Course at Balboa Park was one of the earliest courses in the county and has played a significant role in providing San Diegans a place to learn, play and promote the sport that has achieved such a strong identity with the region. The clubhouse at the Balboa Park Municipal Golf Course has been an important part of this heritage since its construction in 1934. Built during the early years of the Great Depression as part of City, State, and Federal government unemployment relief programs, the Balboa Park Municipal Golf Course Clubhouse is a historically significant building. It has strong association with the early history of golf in San Diego County and the early unemployment relief programs of the Great Depression.

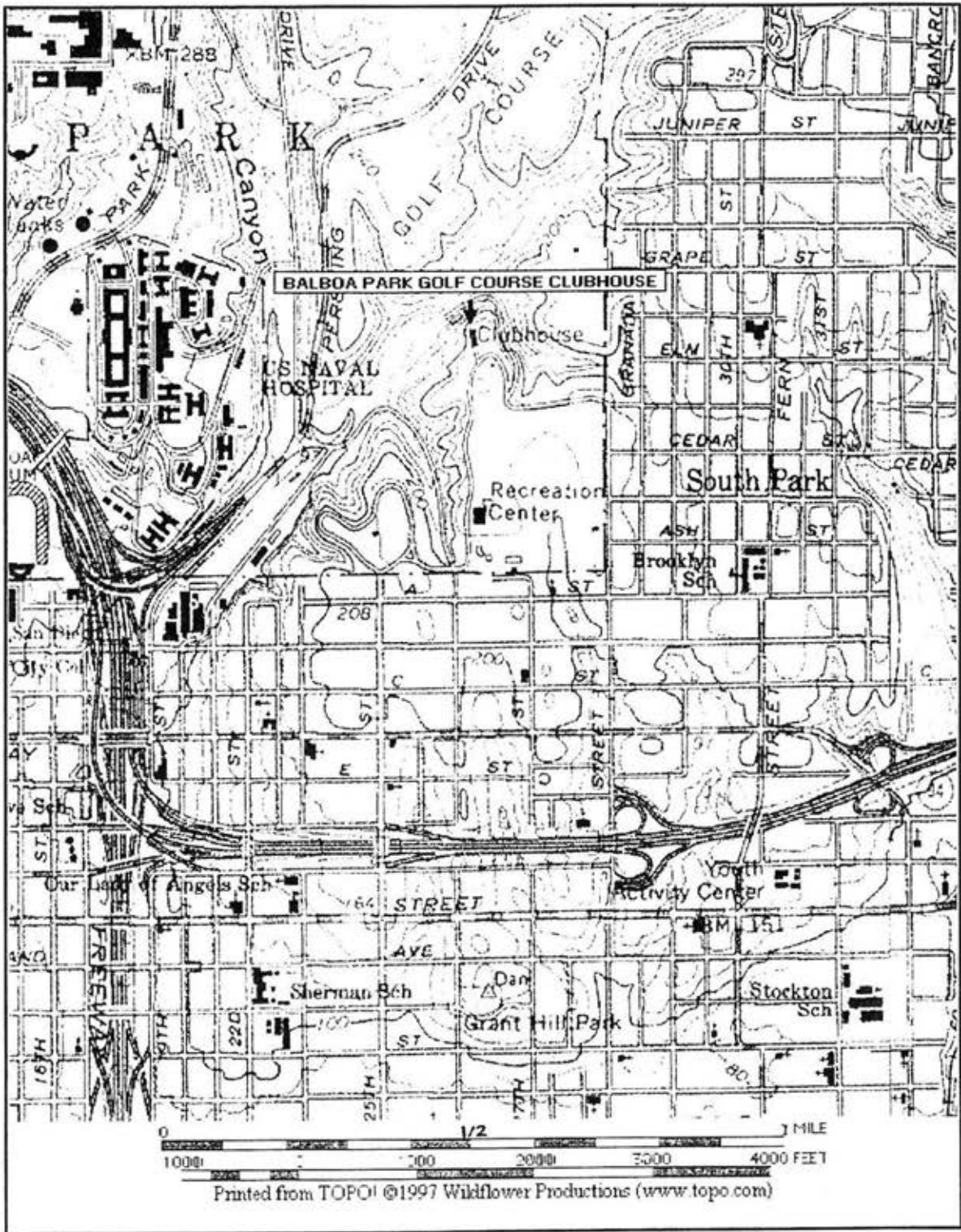


Figure 1: Location of the Balboa Park Municipal Golf Course Clubhouse on the USGS Point Loma Quadrangle.

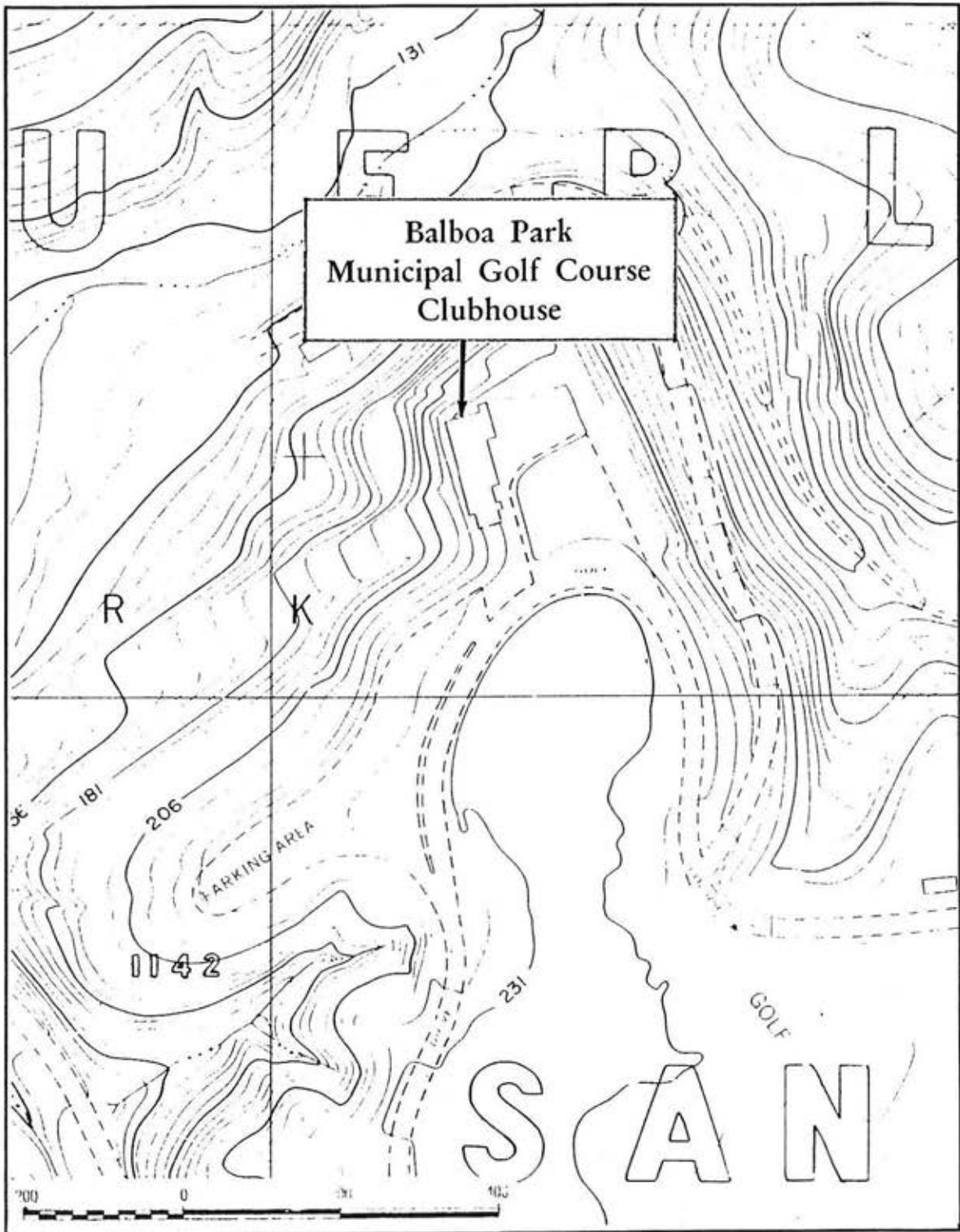


Figure 2: Location of the Balboa Park Municipal Golf Course Clubhouse on the City of San Diego 1:2400 Scale Topographic Map.

Golf enthusiasts voluntarily laid out the first golf course in San Diego in 1897 along the western edge of Florida Canyon between Laurel and Upas streets. The nine hole course measured 2,389 yards in length and had dirt fairways and sand greens. The following year these same golf pioneers established the San Diego Country Club. In 1913 they were forced to move their course to make way for development of the Panama-California Exposition. Museums and the zoo parking lot now occupy the location of this original golf course (West 1997:5).

The present Municipal Golf Course in Balboa Park opened just two years later in 1915. Located along the east side of Florida Canyon, it was the fourth course to be opened in the county. Balboa Park is the oldest municipal course in Southern California and the longest running course in San Diego County. Originally the course had no grass and consisted of 18 dirt fairways and "greens" of oiled sand (Figure 3 & 4). It remained this way for the next 15 years.

During this period golf increased in popularity and Southern California, especially San Diego County, became well known as a favored location to play the game (West 1997:49). In the 1920s the Agua Caliente Golf and Country Club in Tijuana brought international focus on the region as the location of the worlds richest money tournament, the Agua Caliente Open. The event attracted leading golf professionals and amateurs of not only the United States, but also visiting stars from foreign lands. The annual A.B. Spreckles Cup tournament held each summer at the Coronado Country Club was also a major amateur attraction (*San Diego Union* 1-1-1932:2).

By the early 1930s the San Diego region boasted seven all grass private and semi-public courses of 18 holes within a radius of a few miles from the city. These include the Agua Caliente, San Diego, La Jolla, Coronado, La Mesa, Rancho Santa Fe, and Emerald Hills courses. Of these all but the La Jolla and San Diego Country Clubs were open regularly for public playing. In the cases of the latter two courses non residents were allowed to play on a green fee basis. Two nine hole green courses were to be found at Escondido and Sweetwater Valley. One pitch and putt course was located at Agua Caliente, adjoining the championship layout, and two others, the Presidio and the Causeway, were in the city (*San Diego Union* 1-1-1932:2).

As the game's popularity increased the City Council developed plans to improve the municipal golf course. The council passed an ordinance in April 1930 that advocated the use of reclaimed sewage water for irrigation of grass on the Municipal Golf Course which stated that:

At the present time the only municipal golf course available for use by the public of San Diego and its inhabitants, is located in Balboa Park and the said golf course is unimproved and without grass fairways, modern greens, or a convenient clubhouse. It is therefore, a matter of great public interest and convenience that the present golf course in the said park be improved, under the supervision of a competent golf architect, with modern grass fairways, modern grass greens, and that a convenient clubhouse be



Figure 3. The Original Municipal Golf Course with Sand Fairways and Oiled "Greens," C. 1921. Courtesy San Diego Historical Society.

provided to accommodate the inhabitants and citizens making use of the golf course. That the additional improvement to the said golf course cannot be accomplished and maintained without the use of a great amount of water . . . Passed April 7, 1930 (City Clerk's Records Book 42:75; Document 256163, Ordinance 12789).

This ordinance was the first step in the modern development of the Balboa Park Course and construction of the clubhouse. It would take money provided by economic relief programs for the unemployed of the Great Depression to fund the work, however (West 1997:49).

The stock market crash in October 1929 was followed by an unprecedented and cataclysmic financial disaster commonly known as the Great Depression of the 1930s. From the height of a boom economy the nation was thrown into a financial catastrophe that included bank failures, industrial stagnation, and massive unemployment. In March 1930 unemployment rose from 3,250,000 to 4,000,000. By March 1931 these figures had nearly doubled; and by the same month in 1932, a further increase of roughly 50 percent had occurred, bringing the number to between 11,250,000 and 12,200,000. For 1933, estimates ranged from 13,577,000 to 16,000,000, or approximately one-quarter of the nation's work force (Branton 1991:1).

In the fall of 1932 Americans turned to the Democratic party for economic recovery and elected Franklin D. Roosevelt president. His campaign had promised a "New Deal" for the American people. At his inauguration on March 4, 1933 he declared that the government must wage war on the Great Depression as it would wage war on an armed foe. On March 9 he summoned the Congress into a special session. The following hundred days (March 9-June 16 1933) saw passage of an unprecedented amount of legislation aimed at achieving economic recovery. Numerous agencies and programs were established whose names are now synonymous with the Great Depression. These included the Civilian Conservation Corps (CCC), Agricultural Adjustment Act (AAA), Tennessee Valley Authority (TVA) Home Owners Loan Corporation (HOLC), and the National Industrial Recovery Act (NRA) which established the Public Works Administration (PWA).

On the seventy-ninth day of his memorable first "hundred days," President Roosevelt began a program of emergency unemployment relief. The Federal Emergency Relief Administration (FERA) appropriated \$500 million for outright grants to the states for relief purposes. Under the direction of Harry L. Hopkins FERA went into immediate action. FERA provided direct cash grants (not loans) to city and state work relief projects. In addition, FERA provided assistance to destitute farmers and transients. FERA's most tangible contribution was undoubtedly its work relief program. It completed over 235,000 projects and employed almost 2.5 million workers. The program fulfilled Roosevelt's promise of action and provided some relief in economic conditions

and psychological distress throughout the nation. Requisition for FERA funds were made through state governors (Branton 1991:7).

FERA and its state counterpart, SERA (State Emergency Relief Administration), proved inadequate to meet the unemployment crises. In November 1933 under the authority of the National Industrial Recovery Act, the Civil Works Administration was created. The primary purpose of CWA was to provide work for approximately four million unemployed people during the winter months of 1933-34. CWA differed from FERA in that while FERA provided direct relief through the state, CWA was strictly designated to relieve unemployment through a public works program. CWA provided four million people with employment in a four-month period, resulting in the initiation of 180,000 work projects (Branton 1991:8).

Unemployment became as serious a problem in San Diego during the early 1930s as it was in the rest of the country. There were 4,385 unemployed in the county in the spring of 1931. By early 1932 the number had jumped to 16,000 with 4,000 on direct relief. As the depression worsened the numbers continued to rise and by 1933 there were 23,000 unemployed individuals in San Diego County out of a total population of approximately 150 thousand (Pourade 1967:154,149; Starr 1986:165).

The San Diego City Council turned to public works projects to relieve unemployment. The increase in the popularity of golf during the previous decade had created a demand for improvements at the municipal course. Work actually began in 1931 before federal relief money was available. Ordinance No. 13107, passed in January, allowed appropriation of \$30,000 from the Reserve Fund of the City of San Diego "for the purpose of defraying the expenses of the material and labor necessary in the construction of a nine-hole golf course in Balboa Park, in the City of San Diego." The ordinance explicitly stated that "This is an ordinance for the immediate preservation of the public peace, health, and safety, and one of urgency, . . ." due to the fact that "the City of San Diego and the citizens therefore at this time are faced with a serious menace to the public welfare by reason of the vast number of unemployed citizens, and it is immediately necessary to make available funds for the purpose of providing immediate employment on work necessary to be done for the improvement of public property within the city of San Diego."

The City contracted with William P. Bell, a golf course architect from Pasadena, to develop a 9 hole range to the south of the present day clubhouse (West 1997:51). In May 1931 City Council passed Ordinance No. 13208 which authorized the purchase of "285 golf king # 9 pop-up rotary perfect slow motion control sprinklers . . . necessary in the construction of a nine-hole golf course in Balboa Park, in the City of San Diego." (City Clerk's Records City Book 42:43; Document

268805; Ordinance No. 13208: 1931). The course was completed by January of the following year when the *San Diego Union* announced:

MUNICIPAL GOLF COURSE OPENED
Grass Layout Completed in Balboa Park

With a nine-hole all grass course open for play and a championship length 18-hole links under construction, San Diego has made a great forward stride in the last year in the development of municipal golf facilities for both residents and visitors.

Both courses are in Balboa Park, the great area devoted to recreation in the center of the city, and are within 10 minutes drive from the business district. The nine hole layout now in play is short, measuring only 2,372 yards, and is ideal for beginners, women, and older players, yet it is a sufficient test with par 32 to interest even the experienced player. The holes all are on a level plateau. The 18 hole course under construction adjoins (*San Diego Union* 1-1-1932:2).

Although the newspaper indicated that by this time work had also began on improvements for the adjoining 18 hole course it was not until April 1932 that the city contracted with William P. Bell for completion of this project. According to the contract Bell was to provide an irrigation system as well as "... the laying of all appurtenant pipe lines and fixtures, the preparation, grading and seeding of all fairways, the building, grading, and seeding of all greens, the construction of all traps and bunkers, and the performance of any and all supervisory services necessary to the completion in a first class workmanlike manner of the proposed golf course ... (City of San Diego Leases & Contracts, Vol. 7 p. 285-286).

Funding for the 18 hole course was provided under the earliest FERA and SERA grants (Department of Public Welfare 1933). In addition to the golf course these grants provided money for several park roads in Balboa Park, including Powder House Canyon Road, and another for Upas from Alabama Street to Park Boulevard (Branton 1991:17). By April 1933 the grounds were ready (Figure 5):

CITY TO OPEN NEW MUNICIPAL GOLF COURSE NEXT THURSDAY

San Diego will open next Thursday one of the finest municipal golf courses in the county-an 18 hole grassed course on the rolling slopes of beautiful Balboa Park and commanding a wonderful vista of mountain and ocean. The course, dream of golfers for many years was, strangely enough, built in the course of one of the severest depressions in the history of the country and was made possible only because it offered an unemployment relief measure that would not conflict with regular construction programs. The golf course was designed by William P. Bell, who shaved his fees because of the nature of the project but who never the less has given unstintingly of his time to make a beautiful course.

No other city in this country can boast of a fine 18 hole course so close to the center of population. In fact, the course is almost in the center of population of the city, due to the fact Balboa Park is surrounded by built up area.

The course was built under a \$300,000 unemployment relief bond issue which provided also other recreational features, roads, bridges, and safety tunnels for school crossings. It was anticipated that revenues from the new course will virtually care for the retirement of the entire amount over a 10 year period.



Figure 4. Golfer at the Original Municipal Golf Course, C. 1921. Courtesy San Diego Historical Society.

GOLF COURSE, BALBOA PARK, SAN DIEGO, CALIFORNIA—123



Figure 5. Golfers at the New 18-Hole Municipal Golf Course Designed by William Bell, C. 1934. Courtesy San Diego Historical Society.

Mayor John Forward is scheduled to drive off the first ball if he doesn't leave on his trip to El Paso as city representative at the Broadway of America Road Convention. . . Forward is on the program for a short address as is Vice Mayor Joseph J. Russo, City Manager A.V. Goeddel, D.N. Millan, president of the Chamber of Commerce and James L. Buck, president of the park commission. Honor of being the first foursome to take off under the new course will go to the highest bidder, the receipts to go to unemployment relief funds. The second highest bidders will make up the second foursome and so on. Col. Ed Fletcher has been invited to act as auctioneer.

The ceremonies are to be brief and it is expected that the players who win the right for early play will be over the course by noon, so that the regular play can start in the afternoon. The course will be in apple pie order for the opening ceremonies according to word received by city manager Goeddel. (*San Diego Union* 4-23-1933 12:1).

The final step in completing the golf course was construction of the clubhouse. In November 1933 the Roosevelt Administration enacted the Civil Works Administration program for unemployment relief. This act provided the funds for the clubhouse construction. Begun in early November as a temporary three month program to provide relief during the winter, by December 2 the CWA had provided work for two million previously unemployed nation wide. The program's goal of providing work for 4 million individuals was achieved by mid December. In California 130,000 were provided employment through CWA programs (*San Diego Union* 11-26-1933; 11-25-1933 1:1; 12-2-1931 1:4; Branton 1991).

Civil Works Administration programs had a dramatic effect on the stagnated economy of San Diego. Under the direction of local branch administrator John L. Bacon the implementation of CWA programs began on November 27. In less than a week 1,874 men were at work. The first payroll, distributed on November 30, totaled \$16,555 dollars. A week later 4,242 individuals were employed by CWA and the payroll had increased to \$74,798. By January 18, peak enrollment was reached when 5,621 workers drew CWA paychecks totaling \$124,045, the biggest payroll in San Diego County exclusive of the navy. By the end of January 1934 a total of \$838,000 in CWA pay checks has been distributed in San Diego in less than two months (*San Diego Union* 1-28-1934 2:1).

The CWA recruited workers directly from county welfare lists. The main goal of the program was to provide employment for heads of households receiving relief from the county welfare commission. "They no longer will be charity cases but self supporting citizens working six hours a day five days a week and getting government checks each Saturday morning" (*San Diego Union* 11-26-1933 1:5). Welfare families received an average of \$16 a month that consisted of \$12 in food orders and \$4 in cash. The minimum wages of \$75 a month through \$1.10 an hour paid by the CWA more than quadrupled the income of previous welfare recipients (*San Diego Union* 11-27-1933:1:2).

Projects implemented by the CWA were first recommended by local government agencies. No projects were considered that would replace current employees with new CWA workers. San Diego County CWA administrator John L. Bacon cautioned county, city, and school district officials that projects "for which they themselves have budgeted money cannot be considered as part of the civil works program. The government expects them to go ahead spending their own money on such projects and employing their own men" (*San Diego Union* 11-26-1933 1:5).

Bacon also emphasized that the CWA was not simply a relief program. All approved projects had to be constructive in nature and consist of public works improvements that would be of a "useful and permanent nature." The agency expected its workers to give full value for wages received. They were considered to be regular federal employees and entitled to federal compensation and hospitalization (*San Diego Union* 1-9-34 5:1).

San Diegans expressed enthusiastic appreciation for the jobs provided by the CWA. An editorial in the *San Diego Union* appeared the first week of the program's implementation welcoming the agency:

SAN DIEGO'S CHANCE

A New Industry begins to operate in San Diego within the next seven days - an industry which will give jobs to 23,335 unemployed heads of families immediately and which will put 46,760 to work before Christmas. This is sensational news. It means that the New Deal is about to open a prosperity factory in San Diego. The forward looking citizens of the county must now plan to make a sound use of the promised output. Five thousand families now supported by county welfare funds are to be transferred to federal pay rolls. That means that taxpayers of San Diego are to be relieved of the cost of their maintenance during the period of employment and that workers themselves will spend some \$300,000 a month in federal pay-checks here. Funds are available for three months of operations. This is not a final solution of our unemployment problems. But widely used it offers the beginnings of a solution. Financed with federal funds San Diego can now experiment for three months - determining what projects are most helpful and what are least profitable. Finally, it can organize the support of San Diego business to promote the greatest possible transfer of workers from temporary, treasury financed jobs, to self sustaining jobs in normal industry. This development can be either a three month Christmas present, or it can be the actual beginning of recovery. Let us make it a beginning. (*San Diego Union* Editorial 11-25-33 4:1).

By early December the program's effect on the local economy was obvious as demands for relief fell off dramatically. The social service exchange of the Community Chest stated that the Civil Works Administration had saved local relief agencies from what had been expected to be the hardest winter in history (*San Diego Union* 12-8-1933 II 5:6).

By November 26, 1933, 31 projects had been accepted and included road surfacing, tree trimming, and construction of sewer drains, storm drains, recreational centers, fire station repair, playground improvements, and library improvements (*San Diego Union* 11-26-1933 1:5). New projects continued to be submitted and on November 29 it was announced that the CWA

committee had approved construction of a clubhouse in Balboa Park (*San Diego Union* 11-29-1933 2:5). The golf course clubhouse was seen as the type of permanent and useful construction projects that were the main goal of the CWA. Men were gradually transferred from the more temporary tree trimming and road surfacing projects as permanent construction projects were accepted (*San Diego Union* 12-3-1933 2:3).

During the first week of January 1934, the paper announced that "More than 5,400 San Diego workers are enrolled in civil works administration projects of a useful and permanent nature, Thirty-five skilled CWA workers are building a clubhouse at the north side of the inner nine holes of the municipal golf course. The clubhouse will be modern in architecture, measuring 50 by 150 feet in its ground plan" (*San Diego Union* 1-7-1934 II 1:2). The costs of the golf course clubhouse was \$16,087 in labor provided by the CWA and \$5,000 in materials provided by the city through an ordinance passed on January twelfth (*San Diego Union* 1-2-1934 2:4; Ordinances 44:353, Ordinance No. 387, new series). During the same week a building permit was issued for construction of the clubhouse at the golf course at Balboa Park that recorded the cost as \$25,000 and listed the City of San Diego as owner and builder (*Southwest Builder & Contractor* 1-19-1934:54; Department of Parks and Recreation Historic Records 1934).

No sooner had work on the clubhouse started, however, than the CWA began to run short of funds. In late January President Roosevelt asked Congress for an emergency appropriation of \$1,666,000,000 to carry on the CWA, the Civilian Conservation Corps, and direct federal relief (*San Diego Union* 1-23-1934 3:1). On January 23, the administration issued orders to reduce the work week of CWA employees from 30 to 24 hours. This resulted in a total payroll decrease in San Diego of approximately \$32,000 from the normal weekly pay total (*San Diego Union* 1-24-1934 II 8:1). The program continued through April 1934 at this reduced status and ended on May 1 as originally intended. Roosevelt was adamant about ending the program on schedule. He believed that that with the coming of summer the 4,000,000 men on the government's emergency payroll would find outdoor work in the private sector (*San Diego Union* 1-23-1934).

While operating, the CWA had infused 870,690 dollars into San Diego County's economy (*San Diego Union* 4-1-1934 3:2). Ending the program left numerous projects, including the Municipal Golf Course Clubhouse, uncompleted and returned thousands of workers to the welfare rolls (*San Diego Union* 1-25-1934 1:5; 1-25-1934 4:1). In order to finish projects left undone by the CWA the federal government provided additional funds through the Federal Emergency Relief Administration that were administered through state SERA offices. On April 23, 1934 the San Diego City Council passed Resolution No. 61588 that directed the city manager to make application to the State Emergency Relief Administration of San Diego County for the approval of

the golf clubhouse and adjoining parking area project (Resolutions 58:107). On May 7, 1934 it was announced that 11 California counties that included Marin, Los Angeles, San Francisco, Alameda, San Mateo, San Luis Obispo, San Bernardino, Riverside, Orange, San Diego, and Imperial were eligible to receive funds for completion of unfinished CWA projects (*San Diego Union* 5-7-1934 7:1). That same day the *San Diego Union* reported that:

Work on three and perhaps four unfinished CWA projects by SERA probably will be started this week. . . . Assignment of men on these projects will be started tomorrow. Before the end of the week 250 men will be working. We have received orders to go ahead with completion of the recreation area in the northeast corner of Balboa Park, municipal golf course clubhouse, and rehabilitation of buildings in the park. Men to be assigned work today should have their first paychecks Saturday morning. More than 30 SERA projects are planned for San Diego City (*San Diego Union* 5-7-1934 1:6).

Work on the clubhouse proceeded rapidly after SERA funding was secured and on May 28 the City Council approved the expenditure of \$2,500 for the purchase of "house furnishings and lockers for the golf clubhouse at Balboa Park" (Ordinance No. 449 [New Series]: Ordinances 44:407). The single story building with a full basement was completed by the following summer and included showers, golf shop, lunch stand, and lounge (Branton 1991:105).

On July 1, 1934 the City granted Sterne Davis a contract for: "Operation of a concession stand in the Municipal Golf Course Clubhouse for the sale of refreshments, including food, candy, confectionery, cigars, cigarettes, tobacco, and all lawful beverages, and such other merchandise as are commonly or usually sold at refreshment stands in public parks." As amended by an additional agreement dated September 5, 1934 Davis also had the right to-rent and maintain lockers and locker spaces that were in the building. He was responsible for supplying his own equipment except for that which was already in the building that included "a counter, back buffet, grease trap, stools, stove, four tables and chairs." As rent he agreed to pay the City 10 percent of all gross sales except golf accessories (Leases & Contracts City of San Diego 1934, Vol. 8: 158).

Additional detail work on the Municipal Golf Course facilities continued through the rest of 1934. On July 2, 1934 City Council passed Ordinance No 471 to appropriate \$4,550 "from the unappropriated balance fund of the city of San Diego, for the purpose of providing funds for materials, equipment and supervision in connection with the construction of the SERA project on the municipal golf course" (City Clerk's Records Book 44:432; Ordinance No. 471 [New Series] Document No. 288707; 1934). The clubhouse was completed and ready for official dedication August 4, 1934 (*San Diego Union* 7-30-1950 A14).

Development of the Municipal Golf Course at Balboa Park and construction of the clubhouse represented early attempts by the city of San Diego and the Federal Government to relieve unemployment during the early years of the Great Depression. The City began the project in 1931

with its own funds before federal money was available. Later the FERA and CWA provided capitol. Both FERA and CWA had been stopgap measures. They provided federal funds to the destitute and unemployed as rapidly as their bureaucracy allowed. As unemployment continued to worsen from 1932 to 1934 the Roosevelt Administration realized that large scale unemployment relief would need to continue for an indefinite period. A different approach was needed that involved establishment of a more permanent program. This resulted in the Emergency Relief Act of 1935, which provided 4.8 billion dollars for work programs, the largest such peacetime appropriations in American history. Under its authority, Executive Order No. 7034 established the Works Progress Administration (WPA). The WPA approach differed fundamentally from both CWA and FERA projects. It restricted its activities to providing work for employable men and women from relief rolls and did not provide grant-in-aid funding or charity and direct relief as FERA and CWA had done. With establishment of the WPA all emergency works were united in a single and greatly enlarged plan. Between 1935 and 1943 approximately eight-and-one half million Americans, nearly one-fifth of the nation's labor force, worked on WPA projects, depending on it for their livelihood and that of their families (Branton 1991:iii). It was the early FERA and CWA programs that resulted in development of the Municipal Golf Course and Clubhouse that provided the experience in large public works programs that allowed the successful implementation of the WPA.

Immediately following completion of the clubhouse the Municipal Course became extremely popular and functioned on the same level as the private country clubs in the county. The Clubhouse became the focal point for activities there. In August 1934 the Balboa Parks Women's Golf Club was established. At a meeting in the clubhouse the new members elected officers and committee members: "Mrs. Allen Bartlett was elected president; Mrs. John A. Alexander, Vice president; and Mrs. W.A. Richer secretary." Standing committee heads were: "Tournament, Mrs. F.D. Naylor; handicap, Mrs. E.W. Stevens; membership, Mrs. John Alexander; publicity, Mrs. J. Anthony Wright; clubhouse, Mrs. F.D. Naylor. The club named Thursday as playoff days, scores to be in at 2 o'clock. The regular business meeting will take place the second Monday of each month at 8 p.m. at the clubhouse." The club pro, Sterne Davis, acted as adviser for the new organization. Jessop and Company donated a handsome trophy for future tournaments (*San Diego Union* 8-15-1934 9:4).

Other golf organizations actively used the clubhouse and ranges at the municipal course. An article in the *San Diego Union* in April 1936 noted that:

Next week-end is a big one at the Balboa Park Golf club, as the annual hole in one tournament of the Union Jessop club will be held there next Saturday and Sunday. The Balboa Park Men's Club will be co sponsor of the tournament and competition will be held after 3 o'clock each afternoon. Contestants will drive from the first tee to the green below.

Competition will be held in two classes, one for four members of the Union-Jessop Club and the other for all comers.

Balboa Park Golf Club will hold another team match for beefsteaks today, with the team competition scheduled to get underway at 12 o'clock. The losing team will be host to the winners at the next monthly club meeting. Motion pictures will be taken of all contestants and shown at the next meeting also, Keller says . . . (*San Diego Union* 4-19-1936 3:4).

Throughout the decade the *San Diego Union* continued to run numerous articles on activities at the Municipal Golf Course and clubhouse that included the following:

TWO WOMEN SHARE BALBOA CLUB HONORS

Mrs. E.W. Stevens and Mrs. Paul Howard divided honors in the points play against - par sweepstakes yesterday at Balboa Park Golf Club. Mrs. Stevens led Class A with a total of 34 with Mrs. Howard high in Class B with 31. Scores of the leaders: Class A - Mrs. E.W. Stevens 34, Mrs. R.A. Jackson 29, Mrs. Ethel Johnson 29, and Mrs. A.S. Glassgow, Mrs. R. Nelson, and Miss Nefzger 28. Class B - Mrs. Paul Howard 31, Mrs. Dan Nelson and Mrs. E. Leeds 30, Mrs. C. Grant 29, and Mrs. F. Pastore 28. (*San Diego Union* 11-18-1938 6:7).

WOMEN WIN TURKEYS IN BALBOA EVENT

Christmas dinners on the hoof were won by four Balboa Park Women's Golf Club players yesterday when final scores in the turkey sweepstakes were posted. Rain prevented the playing of the final round, so the birds were awarded on two scores. In Class A the winners were Miss Millie Nefzger, 179,22-157 and Mrs. R.A. Jackson, 197,34-163. The class B birds went to Mrs. Addie North, 198-44-154, and Mrs. H.R. Klien, 221 56-165 (*San Diego Union* 12-20-1938 4:2).

In 1939 operation of the golf course began to make a profit over maintenance expenses and has done so ever since. In July 1940 the City Council established the position of Municipal Golf Course Manager (City Clerk's Record's Book 47, Page 453, Document 321162; Ordinance 1879 [New Series]). On August 31, 1940 Balboa Park had a record 708 players. The course record of 60 by Sam Snead was set in 1943 (West 1997:49).

The entrance of the United States into World War II brought an accelerated period of growth to San Diego County that has continued to the present day. With the influx of large numbers of people use of recreational facilities, including golf courses, in the county increased dramatically. In 1948 Leo B. Calland, City Parks and Recreation Director, described Balboa Park as "America's greatest playground." He measured greatness by diversified activities and based his announcement on recent additions to recreational facilities along with restoration of those banished by World War II. Calland specifically pointed out that the park had an 18 and 9 hole golf course. They were so popular the city was planning an additional nine holes nearby (*San Diego Union* 10-10-1948 1:4).

The popularity of the municipal course continued to increase. In 1950 the *San Diego Union* reported :

No part of Balboa Park is larger or more truly representative of the parks recreational and scenic virtues and more of a year round going concern than the municipal Golf Course east of Pershing Dr. and bordered roughly by Redwood and A Streets.

This 280 acre expanse of verdant lawns wooded canyons and shrub filled vales is the home of 18 hole and 9 hole public golf courses on which a total of 159,256 rounds of golf were played last year. Since 1938 the city has netted a profit of \$215,000 just from golf, not to mention a take of some \$4,000 each year from concessions at the course. All this after an annual water bill of some \$19,000 is paid and salaries for a manager, four starters, and cashiers and 14 greens keepers, handymen, laborers and mechanics have been deducted. . . .

Moreover though Municipal has been dubbed "one of the sportiest municipal golf courses anywhere" by no less authority than the golf immortal Walter Hagen, its rates (\$1 a round on the 18-hole, 50 cents a round on the nine with \$5.00 monthly tickets good for 18 holes a day on either course) are less than those in most cities. The rules are less stringent. Consideration of the larger mass of public participants is the primary concern at Municipal, but provisions also are made for clubs, service organizations and conventions to take over the course at times, while Balboa Park Golf Clubs for men and women are able to conduct mixed foursomes on Sundays and hold eight tournaments a year.

On Sundays as many as 799 have been accommodated on the links, an almost impossible task considering the problems of watering the course before and after playing hours, of keeping taxpayers happy while they await their turn to tee off, and of politely but firmly enforcing such rules as are necessary to the safety and consideration of other players.

The crush for the right to play on the municipal course during weekends is solved as well as possible by a system of reservations. As of 7 am Monday reservations may be made for the following Saturday. Sunday reservations will not be taken until after 7 am Tuesday of the preceding week. The courses are open this time of year from 6 am on Saturdays and Sundays and from 6:30 am on weekdays until 8 pm. No tickets are sold after about 6:30 pm, however.

Of the two courses, the nine hole is played more frequently since it requires less time and less skill. Flatter and with less hazards to slow the unwary, this course is recommended for novices. The 18-hole course is far more interesting for the more experienced golfers, and boasts as many breathtaking panoramic views of city and bay as might be found on any expensive private country club in the nation (*San Diego Union* 7-30-1950 A14).

During the 1950s and 60s the popularity of golf grew dramatically in the San Diego region. The sport drew enthusiasts from all age groups and economic and social levels. Golfers created a new, distinct, and potent economic force. The number of courses in the county increased and became essential parts of real estate development. Many planned subdivisions were built around golf courses as well as resort areas such as Mission Valley's Hotel Circle. More leisure time and higher income permitted more amateur golfers to spend more time on the fairways and greens. In 1954 there were 10 golf courses in San Diego County. Within 10 years the number had increased to 66. The Convention and Tourists Bureau labeled the San Diego region "Golfland USA" (*San Diego Union* 5-24-1964 F1).

The Municipal Golf Course at Balboa Park has continued to remain extremely popular in spite of the availability of so many additional courses in the county including two municipal courses at Torrey Pines that opened in 1957 (West 1997:37). In 1959 a free junior golf clinic was offered at Balboa Park (*San Diego Union* 7-31-1959 17:3-4). The growing popularity of the sport began to bring in increasing revenues at the city owned courses. From July 1 to December 31, 1960 income from the 9 and 18 hole courses at Balboa Park totaled \$102,487, compared to \$92,902 in 1959, and \$76,903 in 1958 (*San Diego Union* 2-6-1961 14:5).

The course, along with Torrey Pines, continued to be the location of the Men's City Golf Championship (*San Diego Union* 7-29-1960 13:4-5). Starting in 1962 these courses also sponsored the San Diego City Men's Amateur Golf Tournament (*San Diego Union* 5-29-66 4:6). For the last 21 years the Junior World Championships have also been played at Balboa Park where several notable golf celebrities have won titles. Ernie Els, of South Africa, won boys 13-14 in 1984, Tiger Woods won the same title in 1989. The same year LPGA star Amy Alcott won the girls 13-14. Her score of 225 set a record that has never been broken (West 1997:49)

In summary, the Municipal Golf Course at Balboa Park was one of the earliest courses in the county and has played an important role in the history of a sport that has achieved such a strong identity with the region that San Diego County has been called the "Golf Capitol of the World". The clubhouse at the Balboa Park Municipal Golf Course has been an important part of this heritage since its construction in 1934. Built during the early years of the Great Depression as part of City, State, and Federal government unemployment relief programs, the Balboa Park Municipal Golf Course Clubhouse is a historically significant building both for its association with the early history of Golf in San Diego County and the early unemployment relief programs of the Great Depression.

III. ARCHITECTURAL ASSESSMENT

The Clubhouse building at the Municipal Golf Course at Balboa Park is a single story "L" shaped building oriented in a general north - south direction with a short easterly projecting wing on the northern end forming the foot of the "L" (Figure 6). This wing contains the Golf Shop. The actual clubhouse is in the northern portion of the main wing and a restaurant is located at the south end (Figures 7,8,& 9).

The building is situated on the edge of a hill overlooking the 18 hole course to the west and north. The 9 hole course is located directly to the south of the adjacent parking lot. The clubhouse is built on a full basement that was constructed into the side of the hill and is open on the west side



Figure 6. East Side of the Municipal Golf Course Clubhouse, looking southwest.



Figure 7. East Wing of the Municipal Golf Course Clubhouse, Containing the Golf Shop.

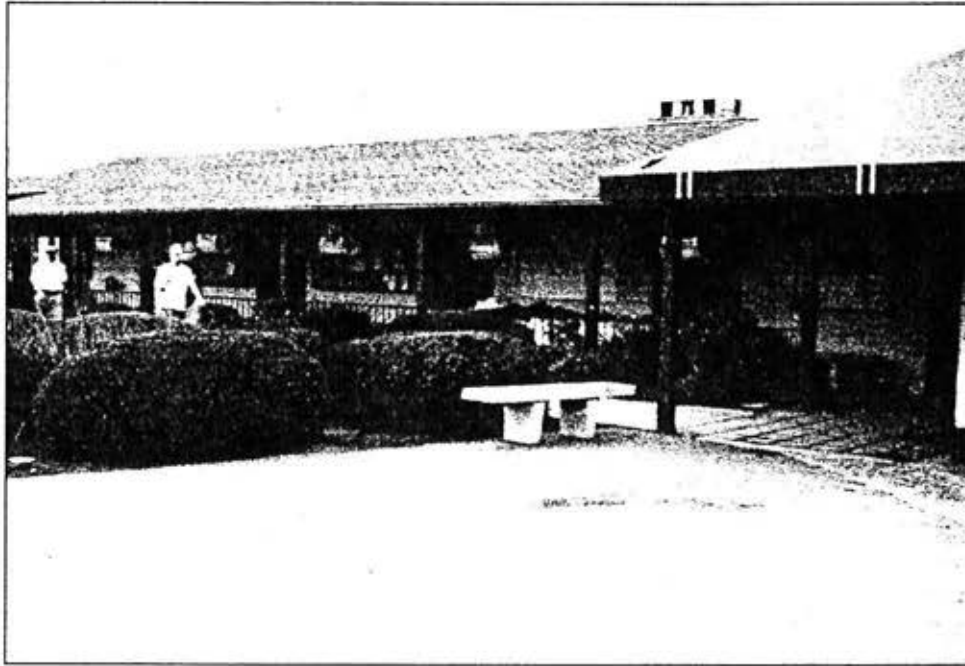


Figure 8. Center Section of the Building, Containing the Clubhouse.



Figure 9. Southern End of the Municipal Golf Course Clubhouse, Containing the Restaurant.

so that when the clubhouse is viewed from the west it has the appearance of a two story building (Figure 10). Overall the clubhouse measures approximately 50 by 150 feet. The wood framed building appears to be supported by a concrete foundation. It is covered by a cross gabled asphalt shingle covered roof. The southern quarter of the building that houses the restaurant is covered with horizontal board and batten siding. The northern portion containing the clubhouse and golf shop is stuccoed. The roof exhibits a wide overhang along the east side of the clubhouse and south side of the golf shop which covers a concrete porch. Large rough finished wooden posts, beams and rafters support the roof over the porch. Locker and bath rooms, as well as golf cart garages are located in the basement.

A solid heavy wooden door that provides access to the golf shop is located on the south side of the east wing. Along the east side of the clubhouse three pairs of wood framed multiple pane glass doors are evenly spaced. Single entry doors are located on the north and south ends of this section. These heavy wooden doors are constructed of large tongue and groove boards. The tops and bottoms are trimmed with rustic metal studs that resemble hand forged nails or bolts. A heavy wooden screen door on the east side that is sheltered by a small porch provides access to the restaurant. A series of 3 garage doors on the south end of the west side of the basement provide access to golf cart garages. A single heavy wooden tongue and groove door with rustic metal studs identical to those on the east side of the clubhouse is located at the northwest corner of the basement.

The building exhibits a variety of window styles. A row of narrow rectangular metal framed multi pane windows are located along the north end of the basement. Medium and large wood framed picture windows are located along the west side of the restaurant and clubhouse. Smaller multi light casemate windows are irregularly placed along this side of the building with a series of three at the north end. Along the east side, the majority of the windows for the clubhouse are provided by the wood framed glass doors previously discussed. They are augmented by a large bay window with an ornate brass hood and ornamental columns and two multi light casemate windows.

Stylistically the building is an interesting combination of Mediterranean and modern styles that do not readily conflict with each other because on the exterior all stylistic elements are understated. The exterior stucco finish, heavy wooden doors, and exposed rough finished beams and rafters on the porch of the clubhouse and golf shop are elements of a reserved form of Mission or Spanish revival architecture. The horizontal board and batten siding on the restaurant, on the other hand, make this portion of the building more reminiscent of the later California Ranch style.

The interior of the clubhouse is finished in a more pronounced Spanish Revival style that features an ornate open ceiling with large rough finished beams and rafters. A large brick fireplace along the western wall exhibits a tongue and groove wooden mantle. It is framed by trophy cases on either side. Most of the interior walls are stucco finished except for portions of tongue and groove siding on the west wall. Pairs of wood framed multi pane glass doors on the west wall lead to an enclosed porch (Figure 11). A pair of more modern steel framed glass doors in the south wall lead into the restaurant. A stairway at the north end of the room leads to bath and locker rooms in the basement.

Several elements of the clubhouse building give the impression that it was not designed and built as a single unit. A photograph of the building in June 1938 is shown in Figure 12. Examination of this picture and the existing building show that it originally consisted of three separate components that have been combined to form the clubhouse building. These include: 1) a shed roofed structure that formed the original east wing and golf shop, 2) the stuccoed clubhouse with a gabled end roof that extended along the west side of the shed roofed building in 1938, and 3) the board and batten covered restaurant portion. The roof of this section is recessed slightly below that of the clubhouse portion and built against its southern wall. No original records could be found for the construction of the clubhouse at either the City Department of Parks and Recreation or the City Records office. Since all three elements are part of the building in 1938 and its present overall dimensions of just over 50 by 150 feet are extremely close to what they were described at when originally built (*San Diego Union* 1-7-1934 II 1:2), it appears that the present general configuration consisting of the three distinct components described above represent the original clubhouse building. The appearance that the building was constructed in three separate phases may reflect the nature of the original FERA, CWA and SERA projects that were forced to quit when funds ran out and then start when they again became available.

Notes at the Department of Parks and Recreation do indicate that the clubhouse was remodeled in 1941 by an architect named Frazer. No records of the nature of this project exist and Frazer is not listed in the local directories. The only obvious modifications to the building since 1938 are small extensions on the east side of the golf shop, the north side of the clubhouse where the ticket office is now located, and a small storage area that has been added to the south end of the restaurant (Figure 13). Based on the modern plate glass windows in these sections they probably represent a remodeling project recorded in the notes of the Department of Parks and Recreation that occurred in 1960 (Department of Parks and Recreation nd). Like the 1941 remodeling project, no further information on this work could be located.

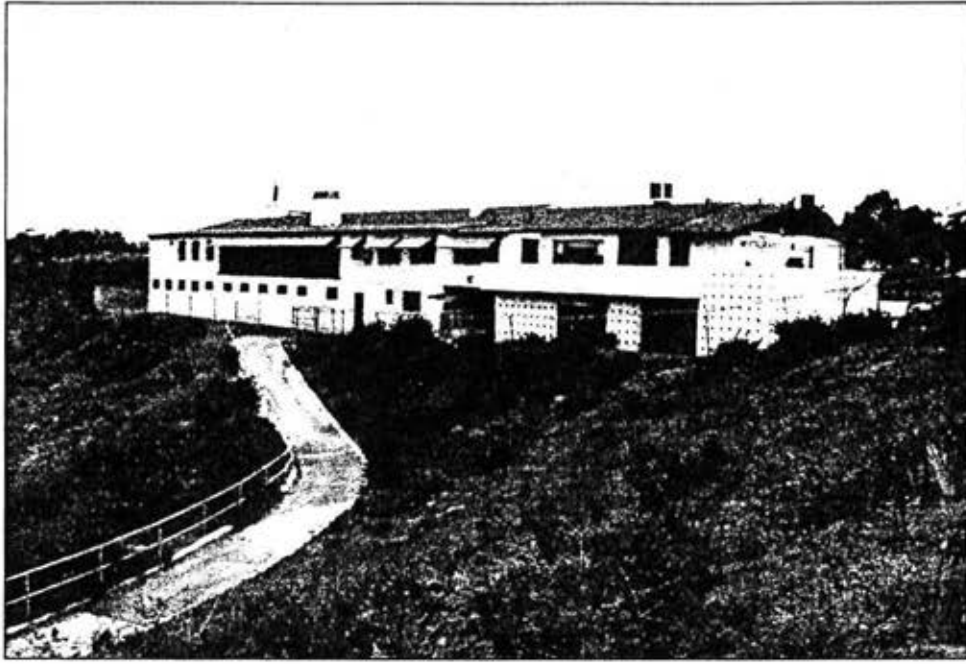


Figure 10. West Side of the Clubhouse, Looking Northeast.

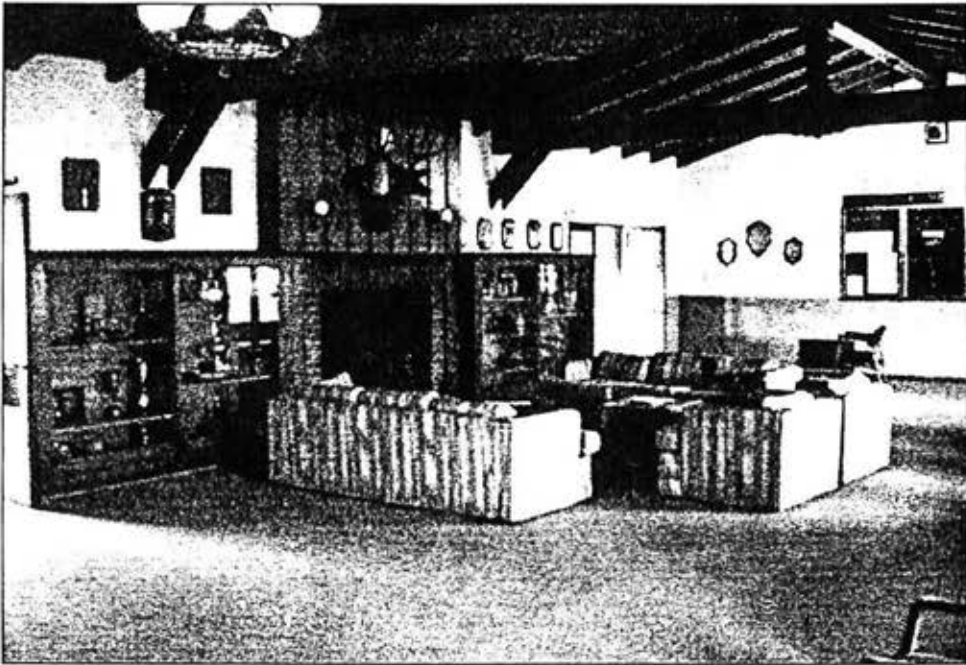


Figure 11. Clubhouse Interior, Looking at the West and North Walls.

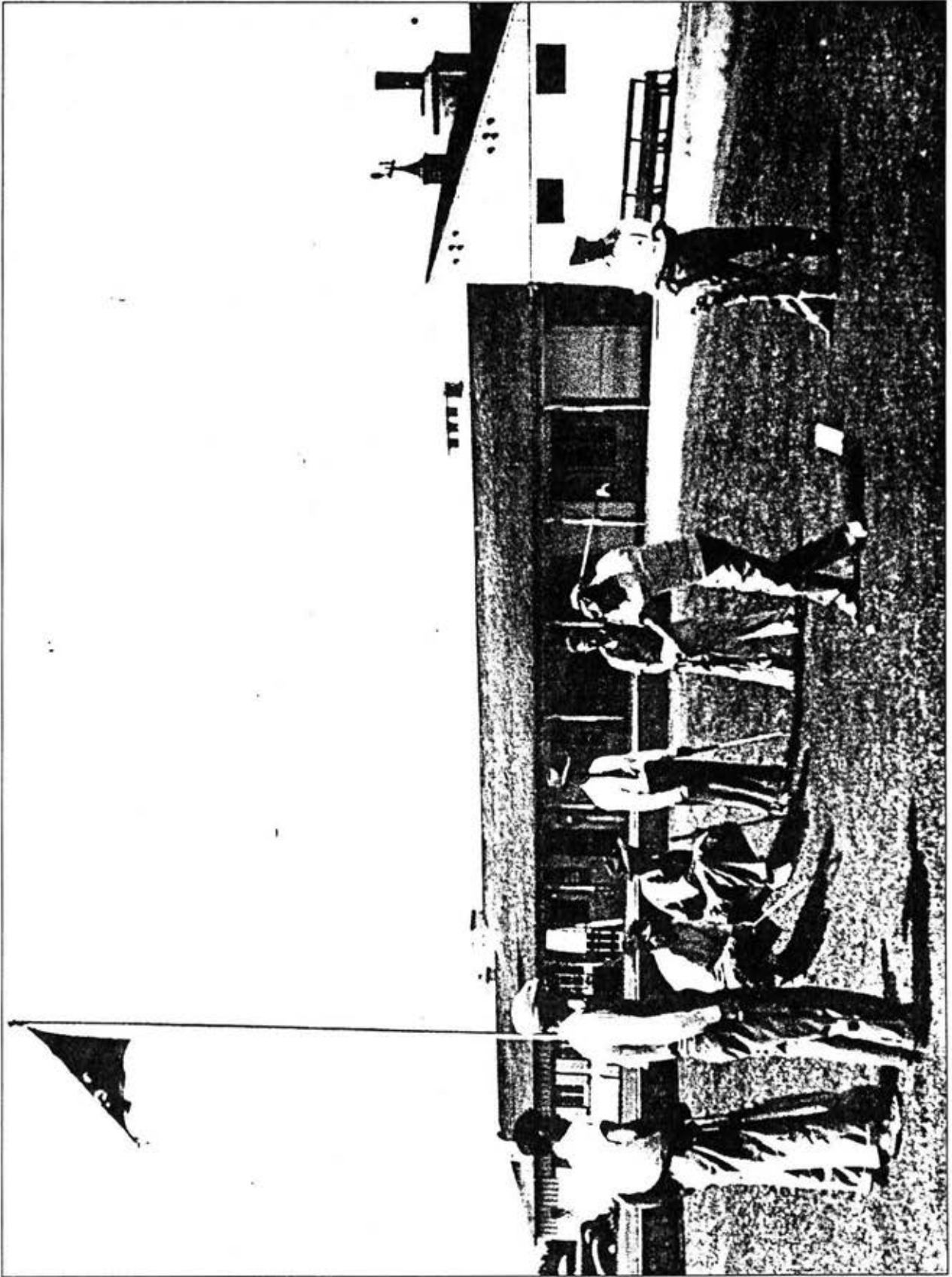


Figure 12. Municipal Golf Course Clubhouse, June 1938. Note the Shed Roof on the Right (North End). Courtesy San Diego Historical Society.



Figure 13. East Side of the Balboa Park Municipal Golf Course Clubhouse. Note the additions to the north end and east wing of the building when compared to the 1938 photograph in Figure 12.

IV. HISTORICAL SIGNIFICANCE ASSESSMENT

Historical significance of the Municipal Golf Course Clubhouse was determined by applying criterion of the National Register of Historic Places and the California Register. Both registers use the same basic criteria and a building that is potentially eligible for the National Register would also qualify for the California Register. In order to be eligible for nomination to the National Register of Historic Places, a building, structure, or site must be significant within a historic context and also meet certain criteria. According to the National Park Service "... the significance of a historic property can be judged and explained only when it is evaluated within its historic context. Historic contexts are those patterns, themes, or trends in history by which a specific occurrence, property, or site is understood and its meaning made clear" (National Park Service 1991:7). The National Park Service has defined three main categories of historic contexts: local, state and national. A local historic context "... represents an aspect of the history of a town, city, county, cultural area, or region, or any portion thereof" (National Park Service 1991:9). A state historic context represents "... an aspect of history of the state as a whole" (National Park Service 1991:9). Properties important within a national context represent "... an aspect of the history of the United States as a whole" (National Park Service 1991:10). In order to be eligible for the National Register when evaluated within its historic context a property must be demonstrated to be significant under one or more of the following criteria (National Park Service 1991:12-21):

A: Is associated with an event, or series of events that have made a significant contribution to the broad pattern of history.

B: Has an unequivocal association with the lives of people significant in the past.

C: Embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction.

D: Has yielded or may be likely to yield information important in prehistory or history.

An additional requirement for the National Register is the retention of integrity or "... the ability of a property to convey its significance." Assessment of integrity includes seven criteria which are: location, design, setting, materials, workmanship, feeling, and association (National Park Service 1991:45).

Generally the National Register Criteria excludes properties that are less than fifty years of age unless it can be demonstrated that they are of "exceptional importance" which is defined as "the extraordinary importance of an event or . . . an entire category of resources so fragile that survivors of any age are unusual" (National Park Service 1991:42).

Based on archival research and a field examination it has been determined that the Municipal Golf Course Clubhouse at Balboa Park is potentially eligible for nomination to the National Register of Historic Places at a national level of significance under Criterion A for its association with unemployment relief programs during the early Depression from 1931 to 1934 including programs of the City of San Diego, Federal Emergency Relief Administration, State Emergency Relief Administration, and the Civil Works Administration. It is also eligible at a local level under Criterion A for its association with the early history of the development of golf as a major recreational sport in the San Diego region from 1934 to the present. For these same reasons the Municipal Golf Course Clubhouse would be eligible for the California Register under Criterion 1 which is virtually identical to Criterion A of the National Register and reads ". . . is associated with events or patterns of events that have made a significant contribution to the broad pattern of local or regional history and cultural heritage of California or the United States" (City of San Diego 1997).

The historic integrity of the Municipal Golf Course Clubhouse also makes it potentially eligible for the National and California Registers. Integrity is the ability of a property to convey its historic significance. The Municipal Golf Course Clubhouse at Balboa Park was evaluated for the seven aspects of integrity identified for the National Register: location, design, setting, materials, workmanship, feeling, and association (National Park Service 1991:44).

Location

Location is defined as "the place where the historic property was constructed or the place where the event occurred" (National Park Service 1991:44). The Municipal Golf Course Clubhouse at Balboa Park retains a high degree of integrity of location. The building occupies the exact location it has since its construction.

Design

Design is defined as the "combination of elements that create the form, plan, space, structure, and style of a property." It results from conscious decisions made during the original conception

and planning of the property (National Park Service 1991:44-45). The clubhouse has had only minor alterations consisting of small additions on the north and south ends. Overall the building retains its original plan, space, structure, and style.

Setting

Setting is defined as the "physical environment of a historic property" (National Park Service 1991:44-45). The clubhouse has always been surrounded by the 18 hole and 9 hole municipal golf courses. Therefore, it retains an excellent degree of integrity of setting.

Materials

Materials are defined as the "physical elements that were combined during a particular period of time in a particular pattern of construction to form a historic property" (National Park Service 1991:44-45). The Municipal Golf Course Clubhouse at Balboa Park retains original materials which include asphalt shingle roofing, board and bat and stucco siding and concrete porches and foundations. The major alterations that the structure has undergone have been the small additions to the north and south ends and east wing, which have been constructed with the same types of materials. The original configuration of the building is intact and its original function can be identified.

Workmanship

Workmanship is defined as "physical evidence of crafts of a particular culture or people" (National Park Service 1991:44-45). The Municipal Golf Course Clubhouse at Balboa Park retains integrity of workmanship through the existence of original materials discussed above.

Feeling and Association

Feeling is defined as "a property's expression of the aesthetic or historic sense of a particular period or time." It results from the presence of historic features that together convey the property's historic character. Association is the "direct link between an important historic event and a historic property" (National Park Service 1991:44-45). Integrity of location, setting, design, and materials discussed above combine to give a strong sense of feeling and association to the Municipal Golf Course Clubhouse at Balboa Park. The building exists on its original location in a generally unaltered setting. Within this context design, materials, and workmanship combine to convey the historic character of the building's construction that resulted from unemployment relief

programs of the early 1930s and the increasing popularity of golf during the 1930s and following World War II.

Integrity Summary

The Municipal Golf Course Clubhouse at Balboa Park retains integrity of location, design, setting, materials, workmanship, feeling and association in spite of alterations that have occurred at the facility during over 60 years of continuous operation since 1934. The integrity of location is unaltered since the period of significance. Integrity of setting is generally intact. The integrity of design, materials and workmanship have been only slightly impacted by later modifications. The elements combine to form a high degree of integrity of feeling and association with the unemployment relief programs of the early 1930s and the early development of golf as a major recreational activity in Southern California.

Significance Summary Statement

In summary the Municipal Golf Course Clubhouse at Balboa Park is significant under Criterion A for the National Register Of Historic Places and Criterion 1 of the California Register, for its association with early unemployment relief programs of the Great Depression and the early development of golf as a popular recreational sport in the San Diego Region. In spite of over 60 years of continuous operation since 1934 the building still retains a high degree of integrity of location, design, setting, materials, and workmanship, which combine to give a strong sense of feeling, and association with the building's function during the period of significance.

V. RECOMMENDATIONS

Because the Balboa Park Municipal Golf Course Clubhouse qualifies as potentially eligible for the National Register of Historic Places and the California Register it meets the guidelines of the City of San Diego as a significant resource under the California Environmental Quality ACT (CEQA). According to the city's Historical Resources Guidelines (1997) impacts detrimental to the historic integrity of the building should be avoided or mitigated (City of San Diego 1997:16). The city guidelines recommend that impacts be avoided through project redesign if possible. If harm to the resource cannot be avoided "all prudent and feasible measures to minimize harm to the resource shall be taken." These measures can include but not been limited to:

1. preparing a historic resource management plan;
2. adding new construction which is compatible in size and scale, materials, color, and workmanship to the historic resource;
3. repairing damage according to the Secretary of the Interior's Standards for Rehabilitation;

4. screening incompatible new construction from view through the use of berms, walls, and landscaping in keeping with the historic period of the resource;
5. shielding historic properties from noise generators through the use of sound walls, double glazing and air conditioning; and
6. removing industrial pollution at the source of production.

If there is no other way to save a historic building then relocation performed in accordance with National Park Service standards must be considered. It neither project redesign or relocation are feasible destruction of the resource can be mitigated by Historic American Building Survey (HABS) or Historic American Engineering Survey standards recordation prior to demolition (City of San Diego 1997:16).

In the case of the Balboa Park Municipal Golf Course Clubhouse, avoidance of impacts through project redesign or remodeling the existing building is the preferred option. If project redesign or moving the building are not possible then other mitigation measures will need to be developed. At a basic level the mitigation would involve recordation of the building according HABS standards. In addition the new structure should reflect as much as possible the ambiance of the old building through the use of similar architectural elements including:

stucco and board and bat exterior coverings

a covered porch with rustic finished post, beams, and rafters along the east side

a rustic finished interior with open ceilings

large picture windows along the west side preserving the existing view of the 18 hole golf course, down town San Diego, and Point Loma as seen from the clubhouse and restaurant dining room.

In addition, the new building should have a portion of the building dedicated to interpreting the history of the golf course through appropriate signage, photographs, and artifacts.

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CITY OF SAN DIEGO HISTORICAL RESOURCES BOARD

DESIGN ASSISTANCE SUBCOMMITTEE SPECIAL MEETING

Tuesday, September 10, 2002 at 3:00 PM
Balboa Park Golf Course Clubhouse
2600 Golf Course Drive, San Diego, CA

MEETING RECORD

1. ATTENDANCE

Boardmembers: Laura Burnett, David Marshall, Homer Delawie, Marsha Sewell

Staff: Angeles Leira, Teri Delcamp

Guests: Jim Allen, Jack Gallagher, Claire Cecil, Don Bacifalupi, Garet Clark, Michael Hager, William Polk, Will Neblett, Mary Sullivan, Karen Gaar, Mark Marney, Pat Segawa, Stephen Hill, Charlie Daniels, Bob Wetly, Ellie Hitchcock, Nancy Rodriguez, David Lang, Gail Macleod, Steve Estrada

2. Balboa Park Golf Course Clubhouse Precise Plan

Background:

Charlie Daniels, City Park and Recreation Department, provided a summary of the project's background. The existing golf course clubhouse building is under-sized and under-designed to meet current needs of the golf course and community. It is being subsidized by more successful municipal golf courses. The existing clubhouse is a pre-WPA building constructed in the 1930s through CWA and SERA funding. A master plan was prepared through a lengthy public process that did not involve the Design Assistance Subcommittee or the HRB. The Master Plan's assessment is that the existing building does not lend itself well to being upgraded to meet program and operation needs, and the recommendation is for demolition of the existing building. A historical report was prepared which finds the building to be significant, and potentially eligible to the National Register. If it has to be demolished, the historical report recommends that any replacement building should be designed to include the board and batten and stucco exterior of the existing building. That recommendation is at odds with the adopted East Mesa Precise Plan and community input that a new building should be Craftsman in architectural style to reflect the character of the adjoining neighborhood.

Park and Recreation staff are amenable to photo-documentation and recycling significant elements including interior beams and trophy cases. HRB staff have previously and often encouraged the Park and Recreation staff to bring the project to the Subcommittee, and more recent meetings with the new Park and Recreation Director, Ellie Oppenheim, resulted in this special meeting. The intent of this meeting is to obtain input regarding what is important historical fabric and to discuss preservation options.

Boardmember Comments:

Boardmember Marshall expressed that the proposed new clubhouse building does not capture the Craftsman architectural style, and looks more like a ski lodge. While it is an attractive building, it does not relate to either Balboa Park or the neighborhood. The proposed elements and materials are an extreme departure from the existing modest building. Boardmember Delawie suggested that, instead of the proposed single new building, there should be a cluster of buildings separated by uses, with the new building(s) broken up into smaller components so as not to overwhelm the existing building. Marshall sees a separation between the pro shop/offices and the restaurant, meeting rooms and kitchen as a natural delineation, and the existing building could be restored to its original period and re-used for the pro shop. The orientation of the building is important, so any relocation should only be a shift in location, and not a rotation or placement behind a new building. Design cues should be taken from the existing building in terms of scale and style.

3. Balboa Park - Village Place Cul-de-Sac

Background:

A new project is being proposed for the expansion of the zoo and the creation of an underground parking structure beneath a linear Promenade along Park Blvd link to the El Prado area of Balboa Park. Part of the plan includes a revised vehicular entrance at Village Place to extend under the new Promenade. The project proposes to implement the approved Central Mesa Precise Plan which shows a cul-de-sac at Village Place near the southerly entrance to Spanish Village, although the Village Place cul-de-sac would have to be shifted slightly to accommodate grades for clearance under the Promenade. Public comments on the zoo project have revealed that there is an issue regarding the approved plans to cul-de-sac Village Place. The zoo project's urban designers are proposing to facilitate a solution for the cul-de-sac location even though doing so is not necessary for the zoo project itself. Issues raised by the public include: a desire to have Village Place continue to extend toward or to the El Prado area to continue access to the Casa del Prado; concerns about loss of parking spaces; concerns about access behind the Junior Theater and to the Old Globe Theater; and parents' need to park and take children in to sign them into classes. Several alternatives designs were presented by Estrada.

Boardmember Comments:

Boardmembers offered the following comments:

- Avoid conflicts between vehicles and pedestrians.
- Longer routes would not lead anywhere but would be for drop-off, and may confuse visitors who would not realize there was no parking at the end of the routes.
- Loss of parking spaces with some alternatives.
- Keeping cars away from the main El Prado area is important.
- The southern Spanish Village entry is very important, and should not have a cul-de-sac turn-around imposing on it.
- The road alignment should not cut into the Morton Bay Fig's "space" (the existing approved plan does impinge on the tree's "space").
- The landscape should be planned so that it does not block views to the buildings; historical planting plans and photos should also be studied.

Comments from the public (offered by entities in parentheses) included the following:

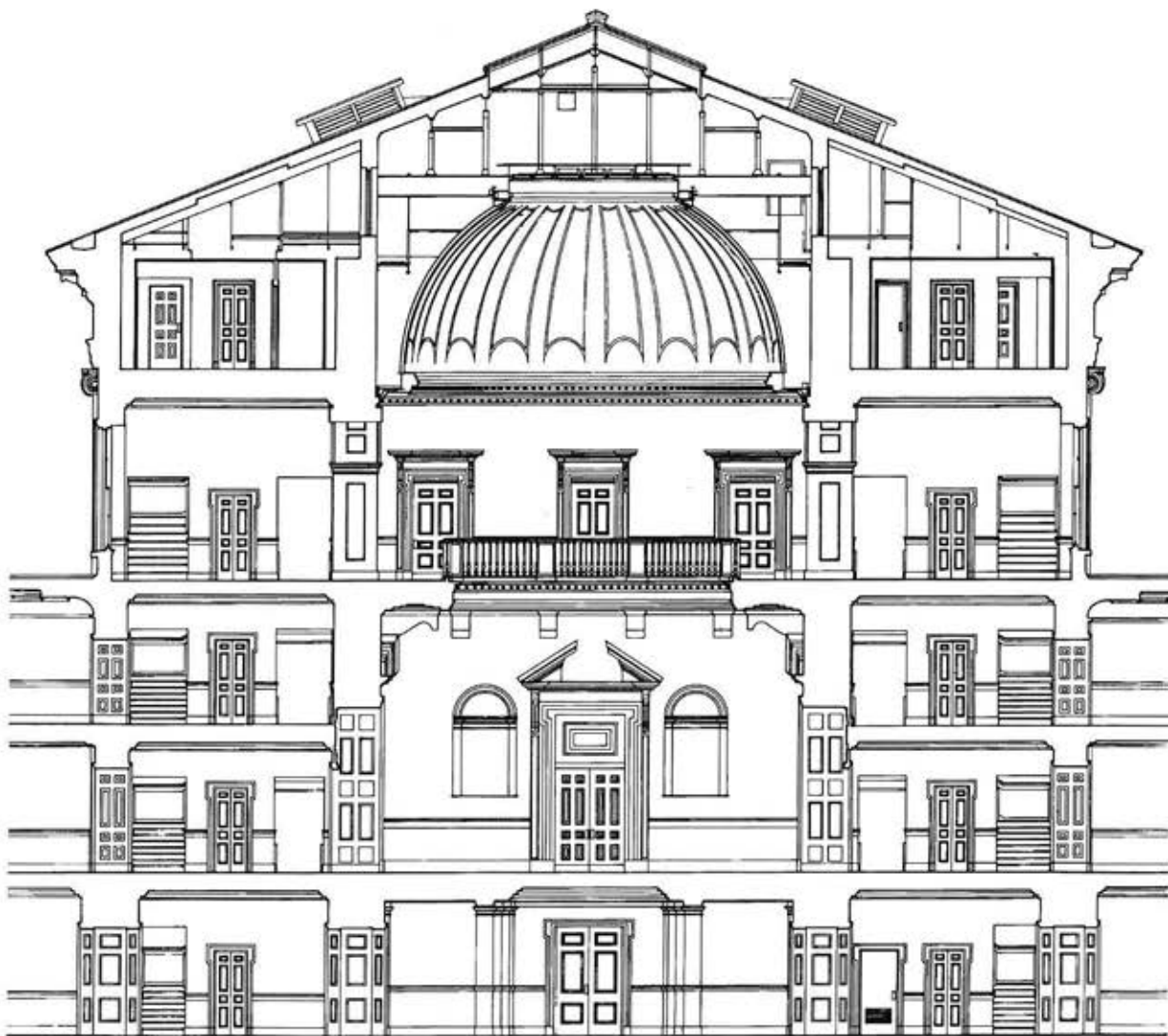
- Need to preserve general and handicap access and parking (voiced by virtually all entities present).
- Daily deliveries occur; cul-de-sac forecloses potential train/tram route (San Diego Historical Society).
- Casa del Prado is used by Junior Theater on weekends, but the rest of the building is heavily used all day through the week with 600,000 visitor trips per year (San Diego Junior Theater).
- Parents must take children in to the Casa del Prado and cannot simply drop them off (students as young as 3 years); busiest building in park 6 days per week, 9 am to 8 pm (San Diego Civic Youth Ballet).
- Turn-around should not be in front of the entrance to Spanish Village; 50-60 artists use Casa del Prado (Spanish Village Arts Center)
- Approved plan negatively cuts into the park and the Morton Bay Fig (Natural History Museum).
- Approved plan cuts access behind building which is needed for deliveries; existing curve cannot be negotiated by large trucks and needs to be fixed (Museum of Art).
- Currently there is insufficient parking (Old Globe Theater).

Boardmembers acknowledged that this is a complex issue, and that the National Historic District adds layers of complexity. It is good that the issue is being addressed now, and parking is a major issue. The City is initiating a study of the parking situation. Through discussion, Boardmembers and the public eliminated alternatives #1, #4 and #5. An additional alternative was voiced which is to leave it the way it is now and not cul-de-sac Village Place. The consensus was that alternatives #2 or #3 could be finessed to reach an acceptable solution. However, any historical plans and/or photographs, which staff is in the process of researching, should be looked at before a final resolution is decided.

4. Next Subcommittee Meeting is October 2, 2002, at 3:00 PM.
5. Adjourned at 5:00 PM.

- Attachment:
1. Village Place Cul-de-Sac Alternatives
 2. Balboa Park Master Plan Excerpt regarding Golf Course Clubhouse
 2. Proposed Golf Course Clubhouse Plans including Existing Topography

HABS/HAER STANDARDS



Historic American Buildings Survey/
Historic American Engineering Record

Cultural Resources Program
U.S. Department of the Interior
National Park Service
Washington, D.C. 20013-7127



On the cover: Virginia State Capitol section drawing, drawn by Gerhard Pfundner, 1989.
Back Cover: Troy Gas Light Co. Gasholder House, in Troy, New York, drawn by Eric DeLony.

Acknowledgements: These standards were compiled and reissued in 1990, by Caroline H. Russell and the staff of the HABS/HAER Division. Thanks to Ronald M. Greenberg who reviewed the manuscript and to all the staff involved in the production.

SECRETARY OF THE INTERIOR'S
STANDARDS AND GUIDELINES
FOR
ARCHITECTURAL AND ENGINEERING
DOCUMENTATION:
HABS/HAER STANDARDS

Originally published in the **Federal Register**, Vol. 48, No. 190,
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Historic American Buildings Survey/
Historic American Engineering Record
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1990

Secretary of the Interior
Asst. Secretary, Fish & Wildlife & Parks
Director of the National Park Service
Deputy Director
Assoc. Director for Cultural Resources
Deputy Assoc. Director for Cultural Resources
Chief, HABS/HAER Division
Acting Deputy Chief, HABS/HAER Division
Chief, HAER
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Allison K. Hoagland

The Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) a division of the National Park Service is responsible for documenting the historic buildings, sites, structures, and objects of this country by producing measured drawings, large format photographs, and written histories. The Library of Congress, Prints and Photographs Division is the repository for these documents. The American Institute of Architects, the American Society of Civil Engineers, and the other founding engineering societies provide technical guidance. The regional offices of the National Park Service in Philadelphia, Atlanta, Denver, San Francisco, and Anchorage administer the mitigation documentation program.

Preface

This booklet contains the Secretary of the Interior's Standards for Architectural and Engineering Documentation as published in the *Federal Register* on September 29, 1983 - commonly known as the HABS/HAER Standards for the Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) program of the National Park Service.

These performance standards are intended to define the products acceptable for inclusion in the HABS/HAER collections within the Library of Congress.

Those products include:

- Measured Drawings
- Large Format Photographs
- Written Data

These standards are as originally published in the *Federal Register* on September 29, 1983 except that the Recommended Sources of Technical Information and Annotated Bibliography contained in the notice of 1983 have been updated to reflect current availability of publications and other printed materials. These standards are not intended to be used alone but in conjunction with guidelines and other publications listed in the bibliography included here.

These standards will be used to produce for the following reasons, documentation that meets HABS/HAER standards:

- In preparing mitigation documentation in accordance with the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470 *et seq.*).
- In preparing documentation to be donated to the HABS/HAER collection.
- In preparing documentation as part of a HABS/HAER recording project.

Additional information concerning the HABS/HAER program is available by writing the Chief, HABS/HAER Division, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127.

Robert J. Kapsch
Chief
Historic American Buildings Survey/
Historic American Engineering Record
National Park Service

**SECRETARY OF THE INTERIOR'S STANDARDS
for
ARCHITECTURAL AND ENGINEERING DOCUMENTATION¹**

These standards concern the development of documentation for historic buildings, sites, structures, and objects. This documentation, which usually consists of measured drawings, photographs, and written data, provides important information on a property's significance for use by scholars, researchers, preservationists, architects, engineers, and others interested in preserving and understanding historic properties. Documentation permits accurate repair or reconstruction of parts of a property, records existing conditions for easements, or may preserve information about a property that is to be demolished.

These standards are intended for use in developing documentation to be included in the Historic American Building Survey (HABS) and the Historic American Engineering Record (HAER) Collections in the Library of Congress. HABS/HAER in the National Park Service, have defined specific requirements for meeting these Standards for their collections. The HABS/HAER requirements include information important to development of documentation for other purposes such as State or local archives.

Standard I. Documentation Shall Adequately Explicate and Illustrate What is Significant or Valuable About the Historic Building, Site, Structure or Object Being Documented.

The historic significance of the building, site, structure or object identified in the evaluation process should be conveyed by the drawings, photographs and other materials that comprise documentation. The historical, architectural, engineering or cultural values of the property together with the purpose of the documentation activity determine the level and methods of documentation. Documentation prepared for submission to the Library of Congress must meet the HABS/HAER Guidelines.

Standard II. Documentation Shall be Prepared Accurately From Reliable Sources With Limitations Clearly Stated to Permit Independent Verification of the Information.

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

Standard III. Documentation Shall be Prepared on Materials That are Readily Reproducible, Durable and in Standard Sizes.

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

Standard IV. Documentation Shall be Clearly and Concisely Produced.

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

¹ *Federal Register*, Vol. 48, No. 190, Thursday, September 29, 1983, pp. 44730-44731.

SECRETARY OF THE INTERIOR'S GUIDELINES for ARCHITECTURAL AND ENGINEERING DOCUMENTATION²

Introduction

These Guidelines link the Standards for Architectural and Engineering Documentation with more specific guidance and technical information. They describe one approach to meeting the Standards for Architectural Engineering Documentation. Agencies, organizations or individuals proposing to approach documentation differently may wish to review their approaches with the National Park Service.

The Guidelines are organized as follows:

- Definitions
- Goal of Documentation
- The HABS/HAER Collections
- Standard I: Content
- Standard II: Quality
- Standard III: Materials
- Standard IV: Presentation
- Architectural and Engineering Documentation
 - Prepared for Other Purposes
- Recommended Sources of Technical Information and Annotated Bibliography

Definitions

These definitions are used in conjunction with these Guidelines:

- Architectural Data Form-a one page HABS form intended to provide identifying information for accompanying HABS documentation.
- Documentation-measured drawings, photographs, histories, inventory cards or other media that depict historic buildings, sites, structures or objects.
- Field Photography-photography other than large-format photography, intended for the purpose of producing documentation, usually 35mm.
- Field Records-notes of measurements taken, field photographs and other recorded information intended for the purpose of producing documentation.

² *Federal Register*, Vol. 48, No. 190, Thursday, September 29, 1983, pp.44731-34.

- Inventory Card-a one page form which includes written data, a sketched site plan and a 35mm contact print drymounted on the form. The negative with a separate contact sheet and index should be included with the inventory card.
- Large Format Photographs-photographs taken of historic buildings, sites, structures or objects where the negative is a 4 X 5", 5 X 7" or 8 X 10" size and where the photograph is taken with appropriate means to correct perspective distortion.
- Measured Drawings-drawings produced on HABS or HAER formats depicting existing conditions or other relevant features of historic buildings, sites, structures or objects. Measured drawings are usually produced in ink on archivally stable material, such as mylar.
- Photocopy-A photograph, with large-format negative, of a photograph or drawing.
- Select Existing Drawings-drawings of historic buildings, sites, structures or objects, whether original construction or later alteration drawings that portray or depict the historic value or significance.
- Sketch Plan-a floor plan, generally not to exact scale although often drawn from measurements, where the features are shown in proper relation and proportion to one another.

Goal of Documentation

The Historic American Buildings Survey (HABS) and Historic American Engineering Record (HAER) are the national historical architectural and engineering documentation programs of the National Park Service that promote documentation incorporated into the HABS/HAER collections in the Library of Congress. The goal of the collections is to provide architects, engineers, scholars, and interested members of the public with comprehensive documentation of buildings, sites, structures and objects significant in American history and the growth and development of the built environment.

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

HABS/HAER documentation is developed in a number of ways. First and most usually, the National Park Service employs summer teams of student architects, engineers, historians, and architectural historians to develop HABS/HAER documentation, under the supervision of National Park Service professionals. Second, the National Park Service produces HABS/HAER documentation in conjunction with restoration or other preservation treatment, of historic buildings managed by the National Park Service. Third, Federal agencies, pursuant to Section 110(b) of the National Historic Preservation Act, as amended, record those historic

properties to be demolished or substantially altered as a result of agency action or assisted action (referred to as mitigation projects). Fourth, individuals and organizations prepare documentation to HABS/HAER standards and donate that documentation to the HABS/HAER collections. For each of these programs, different Documentation Levels will be set.

The standards describe the fundamental principals of HABS/HAER documentation. They are supplemented by other material describing more specific guidelines, such as line weights for drawings, preferred techniques for architectural photography, and formats for written data. This technical information is found in the HABS/HAER Procedures Manual.

These guidelines include important information about developing documentation for State or local archives. The State Historic Preservation Officer or the State library should be consulted regarding archival requirements if the documentation will become part of their collections. In establishing archives, the important questions of durability and reproducibility should be considered in relation to the purposes of the collection.

Documentation prepared for the purpose of inclusion in the HABS/HAER collections must meet the requirements below. The HABS/HAER office of the National Park Service retains the right to refuse to accept documentation for inclusion in the HABS/HAER collections when that documentation does not meet HABS/HAER requirements, as specified below.

Standard I: Content

1. Requirement: *Documentation shall adequately explicate and illustrate what is significant or valuable about the historic building, site, structure or object being documented.*

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

- a. Documentation Level I;
 - (1) Drawings: a full set of measured drawings depicting existing or historic conditions.
 - (2) Photographs: photographs with large-format negatives of exterior and interior views; photocopies with large-format negatives of select existing drawings or historic views where available.
 - (3) Written data: History and description.
- b. Documentation Level II;
 - (1) Drawings: select existing drawings, where available, should be photographed with large-format negatives or photographically reproduced on mylar.
 - (2) Photographs: photographs with large-format negatives of exterior and interior views, or historic views, where available.
 - (3) Written data: history and description.
- c. Documentation Level III;
 - (1) Drawings: sketch plan.
 - (2) Photographs: photographs with large-format negatives of exterior and interior views.
 - (3) Written data: architectural data form.

d. Documentation Level IV: HABS/HAER inventory card.

3. Test: Inspection of the documentation by HABS/HAER staff.

4. Commentary: The HABS/HAER office retains the right to refuse to accept any documentation on buildings, sites, structures or objects lacking historical significance. Generally, buildings, sites, structures or objects must be listed in, or eligible for listing in the National Register of Historic Places to be considered for inclusion in the HABS/HAER collections.

The kind and amount of documentation should be appropriate to the nature and significance of the buildings, site, structure or object being documented. For example, Documentation Level I would be inappropriate for a building that is a minor element of a historic district, notable only for streetscape context and scale. A full set of measured drawings for such a minor building would be expensive and would add little, if any, information to the HABS/HAER collections. Large format photography [Documentation Level III] would usually be adequate to record the significance of this type of building.

Similarly, the aspect of the property that is being documented should reflect the nature and significance of the building, site, structure or object being documented. For example, measured drawings of Dankmar Adler and Louis Sullivan's Auditorium Building in Chicago should indicate not only facades, floor plans and sections, but also the innovative structural and mechanical systems that were incorporated in that building. Large format photography of Gunston Hall in Fairfax County, Virginia, to take another example, should clearly show William Buckland's hand-carved moldings in the Palladian Room, as well as other views.

HABS/HAER documentation is usually in the form of measured drawings, photographs, written data. While the criteria in this section have addressed only these media, documentation need not be limited to them. Other media, such as films of industrial processes, can and have been used to document historic buildings, sites, structures or objects. If other media are to be used, the HABS/HAER office should be contacted before recording.

The actual selection of the appropriate documentation level will vary, as discussed above. For mitigation documentation projects, this level will be selected by the National Park Service Regional Office and communicated to the agency responsible for completing the documentation. Generally, Level I documentation is required for nationally significant buildings and structures, defined as National Historic Landmarks and the primary historic units of the National Park Service.

On occasion, factors other than significance will dictate the selection of another level of documentation. For example, if a rehabilitation of a property is planned, the owner may wish to have a full set of as-built drawings, even though the significance may indicate Level II documentation.

HABS Level I measured drawings usually depict existing conditions through the use of a site plan, floor plans, elevations, sections and construction details. HAER Level I measured drawings will frequently depict original conditions where adequate historical material exists, so as to illustrate manufacturing or engineering processes.

Level II documentation differs from Level I by substituting copies of existing drawings, either original or alteration drawings, for recently executed measured drawings. If this is done, the drawings must meet HABS/HAER requirements outlined below. While existing drawings are rarely as suitable as-built drawings, they are adequate in many cases for documentation purposes. Only when the desirability of having as-built drawings is clear are Level I measured drawings required in addition to existing drawings. If existing drawings are housed in an accessible collection and cared for archivally, their reproduction for HABS/HAER may not be necessary. In other cases, Level I measured drawings are required in the absence of existing drawings.

Level III documentation requires a sketch plan if it helps to explain the structure. The architectural data form should supplement the photographs by explaining what is not readily visible.

Level IV documentation consists of completed HABS/HAER inventory cards. This level of documentation, unlike the other three levels, is rarely considered adequate documentation for the HABS/HAER collections but is undertaken to identify historic resources in a given area prior to additional, more comprehensive documentation.

Standard II: Quality

1. Requirement: *HABS and HAER documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of information.*

2. Criteria: For all levels of documentation, the following quality standards shall be met:

a. Measured drawings: Measured drawings shall be produced from recorded, accurate measurements. Portions of the building that were not accessible for measurement should not be drawn on the measured drawings but clearly labeled as not accessible or drawn from available construction drawings and other sources and so identified. No part of the measured drawings shall be produced from hypothesis or non-measurement related activities. Documentation Level I measured drawings shall be accompanied by a set of field notebooks in which the measurements were first recorded. Other drawings prepared for Documentation Levels II and III, shall include a statement describing where the original drawings are located.

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

c. Written history: Written history and description for Documentation Levels I and II shall be based on primary sources to the greatest extent possible. For Levels III and IV, secondary sources may provide adequate information; if not, primary research will be necessary. A frank assessment of the reliability and limitations of sources shall be included. Within the written history, statements shall be footnoted as to their sources, where appropriate. The written data shall include a methodology section specifying name of researcher, date of research, sources searched, and limitations of the project.

3. Test: Inspection of the documentation by HABS/HAER staff.

4. Commentary: The reliability of the HABS/HAER collections depends on documentation of high quality. Quality is not something that can be easily prescribed or quantified, but it derives from a process in which thoroughness and accuracy play a large part. The principle of independent verification of HABS/HAER documentation is critical to the HABS/HAER collections.

Standard III: Materials

1. Requirement: *HABS and HAER documentation shall be prepared on materials that are readily reproducible for ease of access; durable for long storage; and in standard sizes for ease of handling.*

2. Criteria: For all levels of documentation, the following material standards shall be met:

- a. Measured Drawings:
Readily Reproducible: Ink on translucent material.
Durable: Ink on archivally stable materials.
Standard Sizes: Two sizes: 19 X 24" or 24 X 36".
- b. Large Format Photographs:
Readily Reproducible: Prints shall accompany all negatives.
Durable: Photography must be archivally processed and stored. Negatives are required on safety film only. Resin-coated paper is not accepted. Color photography is not acceptable.
Standard Sizes: Three sizes: 4 X 5", 5 X 7", 8 X 10".
- c. Written History and Description:
Readily Reproducible: Clean copy for xeroxing.
Durable: Archival bond required.
Standard Sizes: 8½ X 11".
- d. Field Records:
Readily Reproducible: Field notebooks may be xeroxed. Photo identification sheet will accompany 35 mm negatives and contact sheets.
Durable: No requirement
Standard Sizes: Only requirement is that they can be made to fit into a 9½ X 12" archival folding file.

3. Test: Inspection of the documentation by HABS/HAER staff.

4. Commentary: All HABS/HAER records are intended for reproduction; some 20,000 HABS/HAER records are reproduced each year by the Library of Congress. Although field records are not intended for quality reproduction, it is intended that they be used to supplement the formal documentation. The basic durability performance standard for HABS/HAER records is 500 years. Ink on mylar is believed to meet this standard, while color photography, for example, does not. Field records do not meet this archival standard, but are maintain in the HABS/HAER collections as a courtesy to the collection user.

Standard IV: Preservation

1. Requirement: *HABS and HAER documentation shall be clearly and concisely produced.*
2. Criteria: For levels of documentation as indicated below, the following standards for presentation will be used:
 - a. Measured Drawings: Level I measured drawings will be lettered mechanically (i.e., Leroy or similar) or in a handprinted equivalent style. Adequate dimensions shall be included on all sheets. Level III sketch plans should be neat and orderly.
 - b. Large format photographs: Level I photographs shall include duplicate photographs that include a scale. Level II and III photographs shall include, at a minimum, at least one photograph with a scale, usually of the principal facade.
 - c. Written history and description: Data shall be typewritten on bond, following accepted rules of grammar.
3. Test: Inspection of the documentation by HABS/HAER staff.

Architectural and Engineering Documentation Prepared for Other Purposes

Where a preservation planning process is in use, architectural and engineering documentation, like other treatment activities, are undertaken to achieve the goals identified by the preservation planning process. Documentation is deliberately selected as a treatment for properties evaluated as a significant, and the development of the documentation program for a property follows from the planning objectives.

Documentation efforts focus on the significant characteristics of the property, as defined in the previously completed evaluation. The selection of a level of documentation and the documentation techniques (measured drawings, photography, etc.) is based on the significance of the property and the management needs for which the documentation is being performed. For example, the kind and level of documentation required to record a historic property for easement purposes may be less detailed than that required as mitigation prior to destruction of the property. In the former case, essential documentation might be limited to the portions of the property controlled by the easement, for example, exterior facades; while in the latter case, significant interior architectural features and non-visible structural details would also be documented.

The principles and content of the HABS/HAER criteria may be used for guidance in creating documentation requirements for other archives. Levels of documentation and the durability and sizes of documentation may vary depending on the intended use and the repository. Accuracy of documentation should be controlled by assessing the reliability of all sources and making that assessment available in the archival record; by describing the limitations of the information available from research and physical examination of the property and by retaining the primary data (field measurements and notebooks) from which the archival record was produced. Usefulness of the documentation products depends on preparing the documentation on durable materials that are able to withstand handling and reproduction, and in sizes that can be stored and reproduced without damage.

Recommended Sources of Technical Information and Annotated Bibliography³

Recording Historic Structures is available through AIA Press, request publication #ISBN 1-55835-018-7 (hardcover - \$26.95) or #ISBN 1-55835-021-7 (softcover - \$19.95), plus \$3.00 shipping charge, and D.C. or Maryland sales tax, if applicable. AIA Order Department, 9 Jay Gould Court, P.O. Box 753, Waldorf, Maryland 20601.

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

With over 200 photographs, drawings, illustrations, a bibliography, and an index, this handbook discusses each aspect of the documentation of historic structures, using examples from the HABS/HAER collection.

The following printed materials are available by writing to: HABS/HAER - National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127. Please send check or money order made out to the U.S. Treasury, to cover the cost of reproduction and handling. Availability and price accurate as of June 1, 1990.

Guidelines for Recording Historic Ships. Richard K. Anderson, Jr. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1988. Free, limited quantity.

This document marks the revival of the 1930's Historic American Merchant Marine Survey and provides the definitive guide to maritime recording.

HABS Field Instructions for Measured Drawings. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1981. \$5.00
Gives procedures for producing measured drawings of historic buildings to HABS/HAER standards.

HABS Historian's Procedures Manual. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1983. \$2.00
Provides guidelines for producing written data on historic buildings to HABS/HAER standards.

HAER Field Instructions. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1981. \$5.00
Provides guidelines for documenting to HABS/HAER standards, historic engineering and industrial sites and structures with measured drawings and written data.

³The original recommended sources of technical information contained in the *Federal Register* notice of September 29, 1983 have been omitted since most are out of print and/or superceded. The above recommended sources of technical information represent information available and current as of 1990.

Specifications for the Production of Photographs. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1984. \$2.00
Provides criteria for the production of large format photographs for acceptance to the HABS/HAER collection.

Transmitting Documentation to HABS/HAER WASO. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1985. \$2.00

Provides transmittal procedures and archival requirements of documentation for acceptance to the HABS/HAER collection.

Industrial Eye is available from (request publication #ISBN 0-89133-124-7): Decatur House Museum Shop, 1600 H Street, NW, Washington, D.C. 20006. Please enclose a check or money order made out to the National Trust for \$34.95 plus \$3.00 for postage and handling.

Industrial Eye. Photographs by Jet Lowe from the Historic American Engineering Record. Washington, D.C.: National Trust for Historic Preservation, 1987.

Photographs of the county's engineering and industrial landmarks, illustrating the use of large format photography to document historic engineering works and interpret industrial processes. All photographs meet HABS/HAER standards.

A Record in Detail is available for \$34.95 plus \$2.50 postage and handling from:
University of Missouri Press, 200 Lewis Hall, Columbia, Missouri 65211.

A Record in Detail: The Architectural Photographs of Jack E. Boucher. Columbia: University of Missouri Press, 1988.

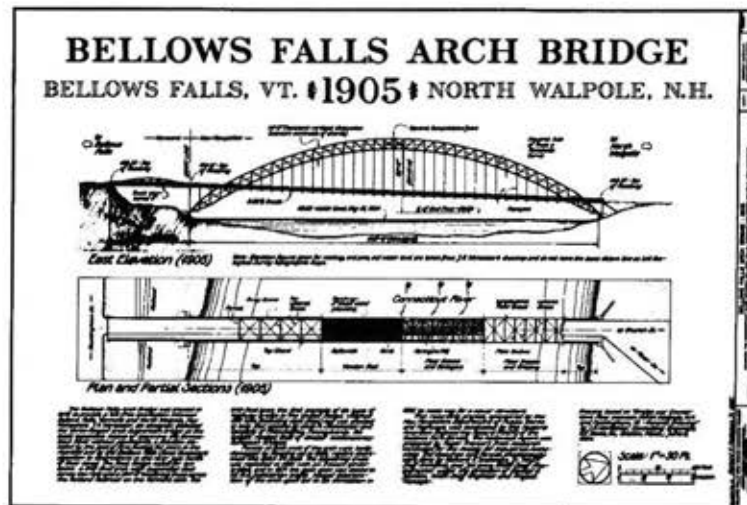
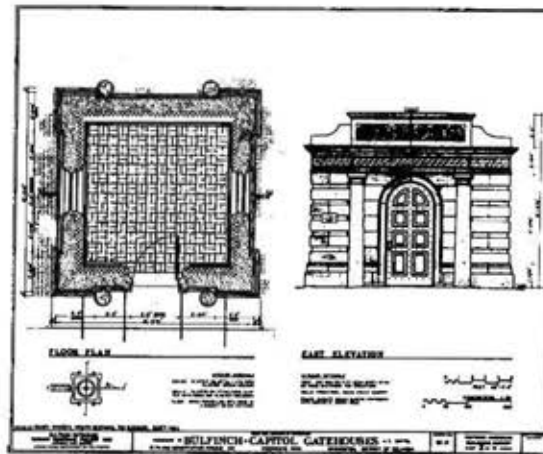
A selection of the works of HABS photographer Jack E. Boucher, demonstrating the effective use of large format photography to record historic buildings. All photographs meet HABS/HAER standards.

Architectural Graphic Standards, Eighth Edition. American Institute of Architects. New York: John Wiley & Sons, Inc., 1988.

The standard reference for architectural information, this edition is the first to have a chapter on historic preservation, including four pages on HABS.

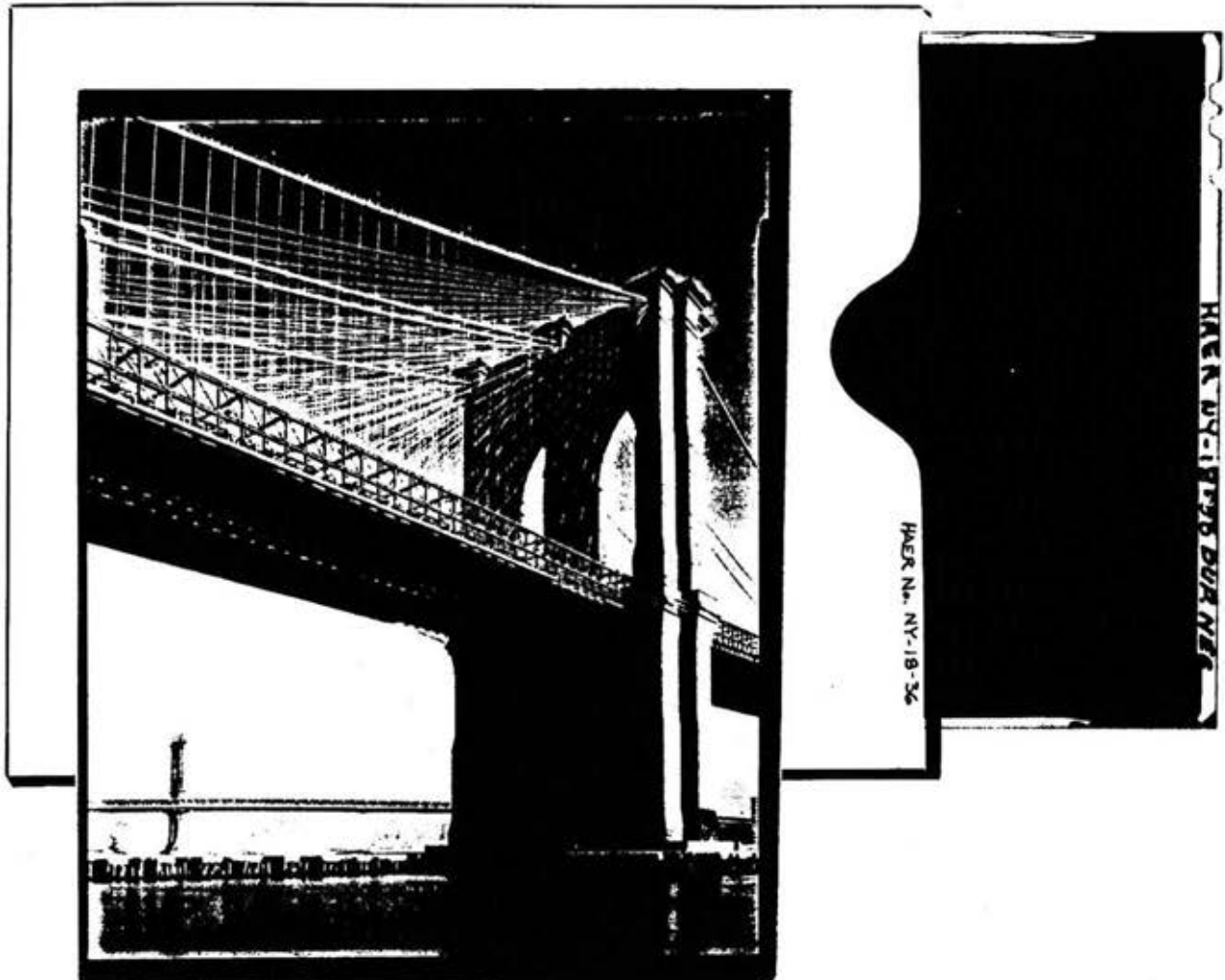
For further information about HABS/HAER contact:

Historic American Buildings Survey/
Historic American Engineering Record
National Park Service
P.O. Box 37127
Washington, D.C. 20013-7127



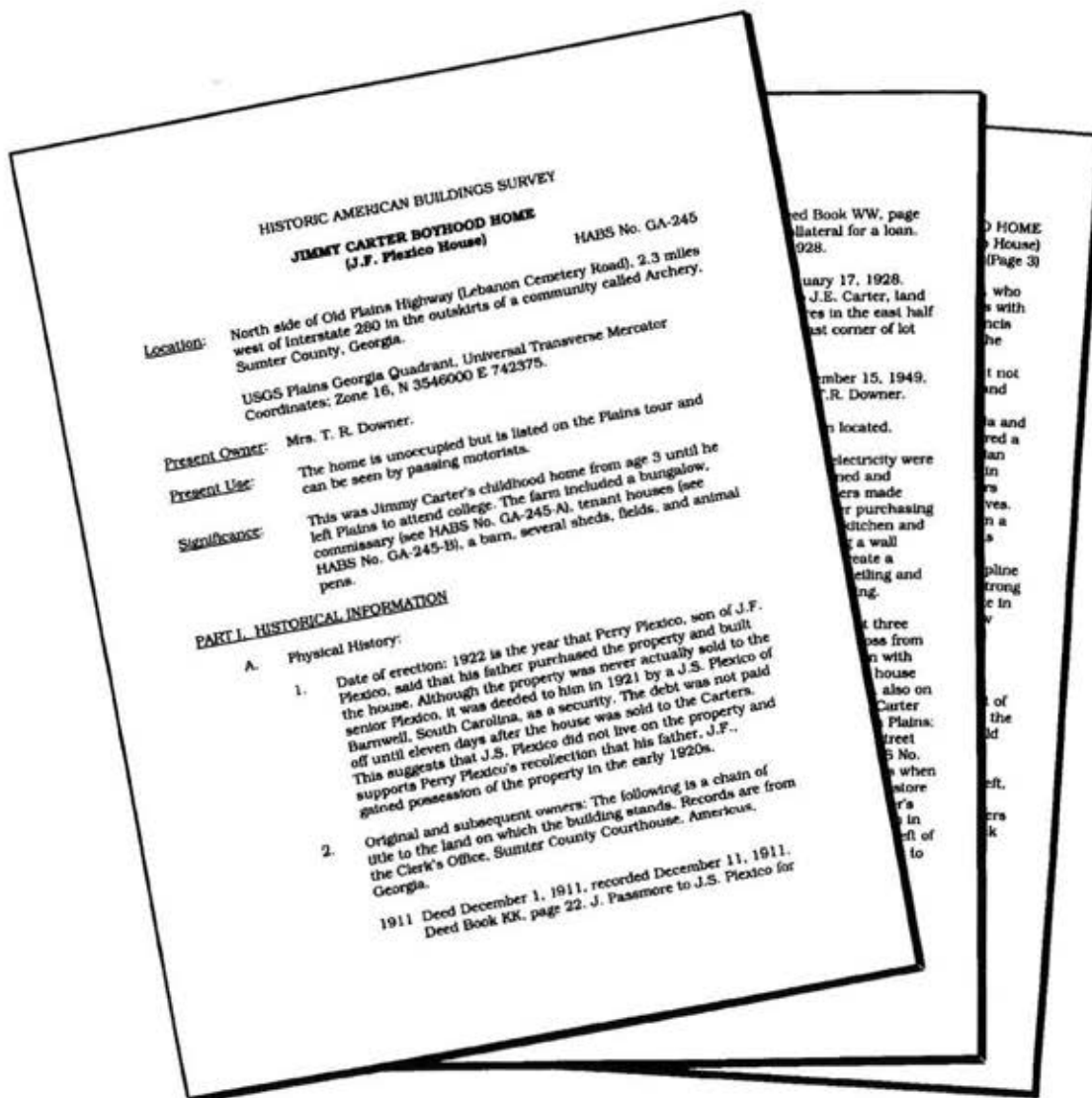
Measured Drawings:

Measured drawings shall be produced from recorded, accurate measurements. Portions of the building that were not accessible for measurement should not be drawn on the measured drawing but clearly labeled as not accessible or drawn from available construction drawings and other sources and so identified. Since measured drawings must be readily reproducible and durable, HABS/HAER standards call for ink on translucent and archivally stable materials, such as mylar. As illustrated in the reductions above, drawings are produced in two standard sizes, 19 X 24" and 24 X 36".



Large Format Photographs:

HABS/HAER standards require that large format (cameras that produce 4 X 5", 5 X 7", or 8 X 10" negatives) photographic documentation be done with black and white film. A print must accompany each negative. The negatives and contact prints are archivally treated and the contact paper is fiber-based instead of resin-coated (RC). The paper and negatives must have had sufficiently long washings in water in order to remove all processing chemicals.

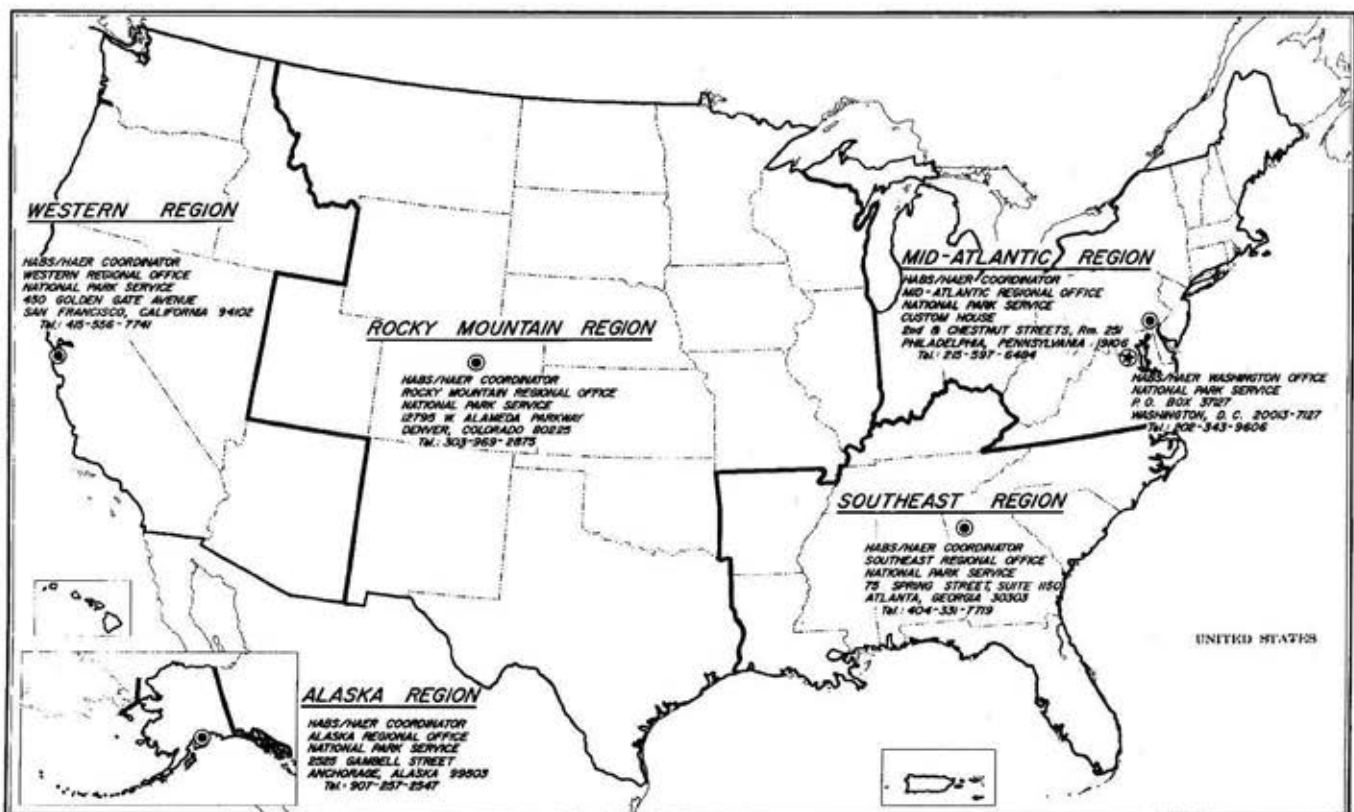


Written History and Description:

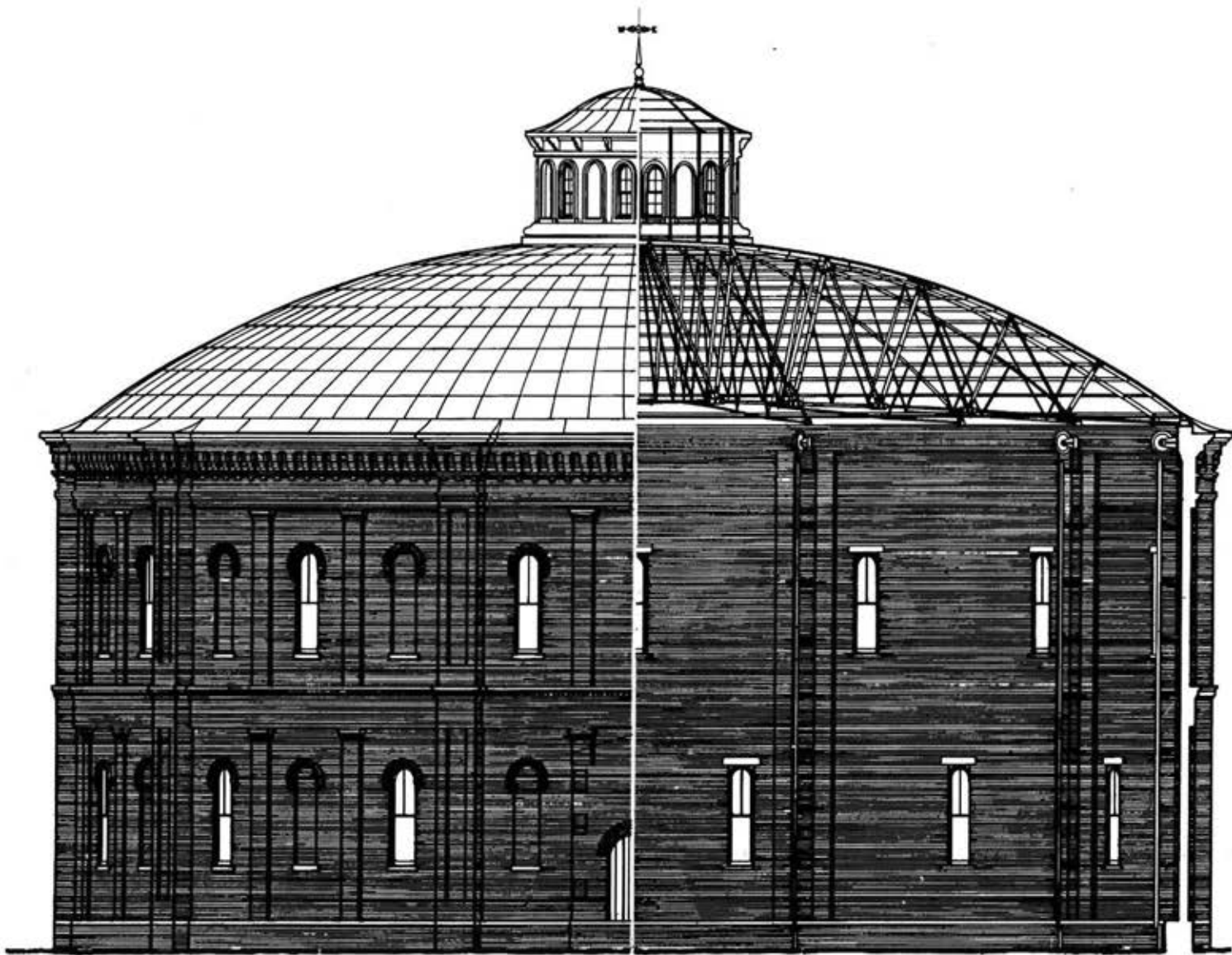
Written history and description are based on primary sources to the greatest extent possible and should include an assessment of the reliability and limitations of the sources. Within the written history, statements shall be footnoted as to their sources, where appropriate. The written data shall include a methodology section specifying the name of the researcher, date of research, sources researched, and limitations of the project. The histories will be submitted on 8½ X 11" archival bond.

MITIGATIVE DOCUMENTATION PROGRAM

Under the provisions of the amended National Historic Preservation Act, Federal agencies are required to produce documentation to HABS/HAER standards on buildings, structures, sites, and objects that are listed in or eligible for listing in the National Register of Historic Places and that are threatened with demolition or substantial alteration by projects with Federal involvement. The five National Park Service regional offices charged with external historic preservation responsibilities administer the HABS/HAER mitigative documentation program. The actual work is usually conducted by contractors and supervised by the responsible Federal agency. The documentation produced is reviewed by the regional coordinator and transmitted to the HABS/HAER Washington office for inclusion in the HABS/HAER collections at the Library of Congress.



SUMMARY																	
PERFORMANCE STANDARDS OF THE HISTORIC AMERICAN BUILDINGS SURVEY/HISTORIC AMERICAN ENGINEERING RECORD (HABS/HAER)																	
(SECRETARY OF THE INTERIOR'S STANDARDS FOR ARCHITECTURAL AND ENGINEERING DOCUMENTATION, FEDERAL REGISTER, SEPTEMBER 29, 1983, PP. 44730-44734)																	
STANDARDS	I. CONTENT				II. QUALITY				III. MATERIALS				IV. PRESENTATION				
REQUIREMENTS	"DOCUMENTATION SHALL ADEQUATELY EXPLICATE AND ILLUSTRATE WHAT IS SIGNIFICANT OR VALUABLE ABOUT THE HISTORIC BUILDING, SITE STRUCTURE OR OBJECT BEING DOCUMENTED."				"HABS AND HAER DOCUMENTATION SHALL BE PREPARED ACCURATELY, FROM RELIABLE SOURCES WITH LIMITATIONS CLEARLY STATED TO PERMIT INDEPENDENT VERIFICATION OF INFORMATION."				"HABS AND HAER DOCUMENTATION SHALL BE PREPARED ON MATERIALS THAT ARE READILY REPRODUCIBLE FOR EASE OF ACCESS; DURABLE FOR LONG STORAGE; AND IN STANDARD SIZES FOR EASE OF HANDLING."				"HABS AND HAER DOCUMENTATION SHALL BE CLEARLY AND CONCISELY PRODUCED."				
CRITERIA	LEVEL	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV
	A. MEASURED DRAWING	FULL SET OF MEAS. DWGS.	SEE PHOTOS BELOW	SKETCH PLAN	INVENTORY CARD	MEASURED DRAWINGS ARE TO BE PRODUCED FROM RECORDED, ACCURATE MEASUREMENTS. THOSE PORTIONS DRAWN FROM EXISTING DRAWINGS OR OTHER SOURCES SHOULD BE SO IDENTIFIED AND SOURCES LISTED.	INK OR TRANSLUCENT MATERIAL	8x10" PHOTO-COPY	INK ON BOND PAPER	INK ON INVENTORY CARD	ADEQUATE DIMENSIONS ON ALL SHEETS				MECH. LETTERING OR EQUIVALENT		
B. PHOTOGRAPHS	LARGE FORMAT PHOTOGRAPHS EXTERIOR & INTERIOR	LARGE FORMAT PHOTOCOPIES: - SELECT EXISTING DWGS - SELECT HISTORIC VIEWS		35mm B&W	PHOTOGRAPHS SHALL CLEARLY DEPICT THE APPEARANCE OF THE PROPERTY AND AREAS OF SIGNIFICANCE. ALL VIEWS ARE TO BE PERSPECTIVE-CORRECTED AND FULLY CAPTIONED.	PRINTS SHALL ACCOMPANY ALL NEGATIVES				MUST BE ARCHIVALLY PROCESSED, NO R/C PAPER				DUPLICATE PHOTOS WITH A SCALE STICK			
C. WRITTEN DATA	HISTORY AND DESCRIPTION IN NARRATIVE OR OUTLINE FORMAT	ONE PAGE SUMMARY	INVENTORY CARD	BASED ON PRIMARY SOURCES SECONDARY SOURCES MAY PROVIDE ADEQUATE INFORMATION INCLUDE: - METHODOLOGY - NAME OF RESEARCH & DATE OF RESEARCH - SOURCES - FRANK ASSESSMENT OF SOURCES AND THEIR LIMITATIONS	CLEAN COPY FOR XEROXING				ARCHIVAL BOND REQUIRED				TYPEWRITTEN ON BOND				
D. OTHER	OTHER MEDIA CAN AND HAVE BEEN USED. CONTACT HABS/HAER OFFICE BEFORE EMPLOYING A MEDIA OTHER THAN THOSE SPECIFIED ABOVE.																
TESTS	INSPECTION BY HABS/HAER OFFICE STAFF. DOCUMENTATION NOT MEETING HABS/HAER STANDARDS WILL BE REFUSED.																
COMMENTARIES	KIND AND AMOUNT OF DOCUMENTATION SHOULD BE APPROPRIATE TO THE NATURE, AND SIGNIFICANCE OF THE BUILDING, SITE, STRUCTURE OR OBJECT BEING DOCUMENTED.				THE PRINCIPLE OF INDEPENDENT VERIFICATION IS CRITICAL IN ASSURING HIGH QUALITY OF HABS/HAER MATERIALS.				BASIC DURABILITY PERFORMANCE STANDARD IS 500 YEARS.				HABS/HAER ARE MOST WIDELY USED OF SPECIAL COLLECTIONS AT THE LIBRARY OF CONGRESS.				



ITEM 9
ATTACHMENT 2

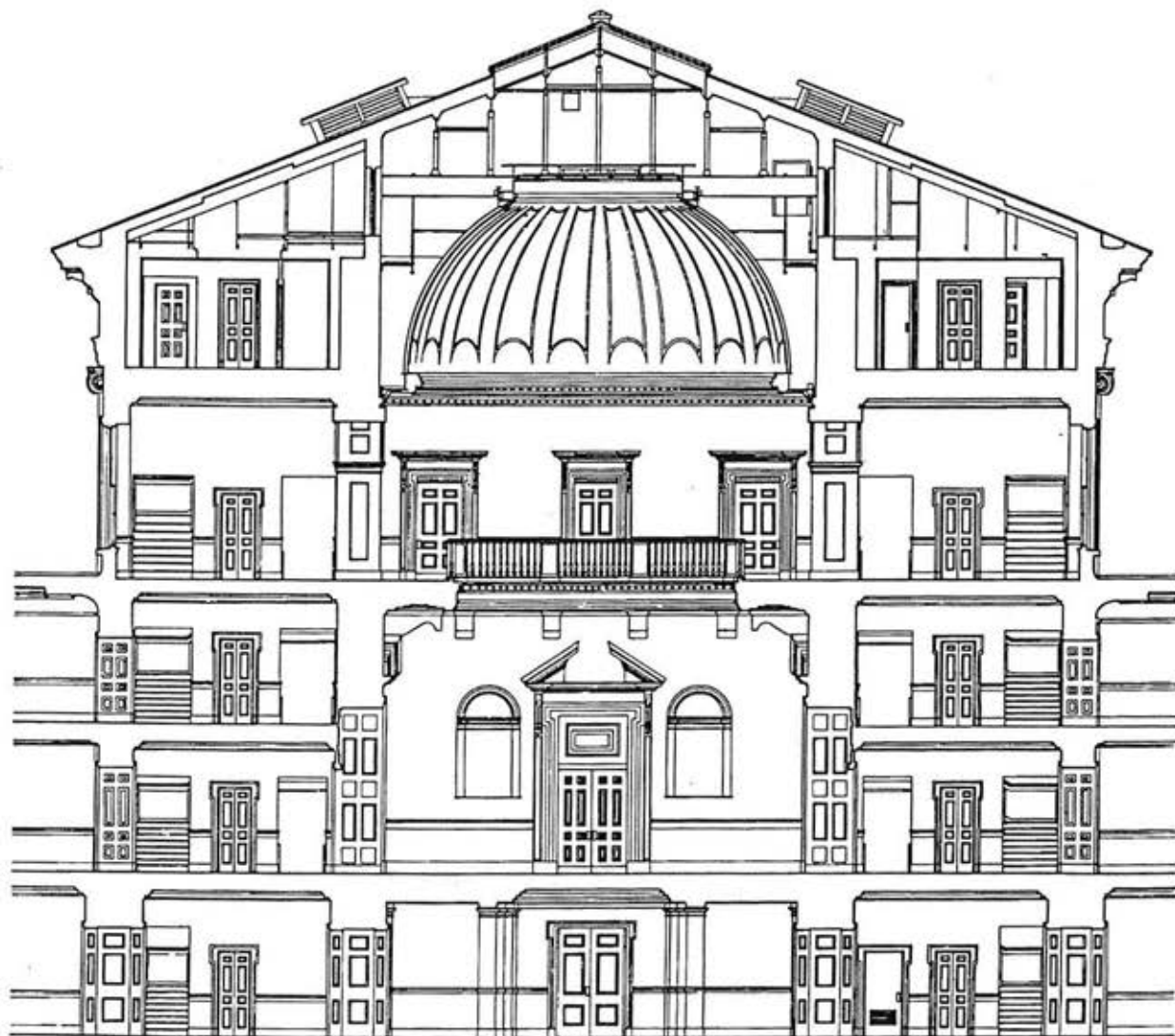








HABS/HAER STANDARDS



Historic American Buildings Survey/
Historic American Engineering Record

Cultural Resources Program
U.S. Department of the Interior
National Park Service
Washington, D.C. 20013-7127



On the cover: Virginia State Capitol section drawing, drawn by Gerhard Pfundner, 1989.
Back Cover: Troy Gas Light Co. Gasholder House, in Troy, New York, drawn by Eric DeLony.

Acknowledgements: These standards were compiled and reissued in 1990, by Caroline H. Russell and the staff of the HABS/HAER Division. Thanks to Ronald M. Greenberg who reviewed the manuscript and to all the staff involved in the production.

SECRETARY OF THE INTERIOR'S
STANDARDS AND GUIDELINES
FOR
ARCHITECTURAL AND ENGINEERING
DOCUMENTATION:
HABS/HAER STANDARDS

Originally published in the **Federal Register**, Vol. 48, No. 190,
(Thursday, September 29, 1983), pp. 44730-34.

Historic American Buildings Survey/
Historic American Engineering Record
Cultural Resources Program
National Park Service
U.S. Department of the Interior
Washington, D.C. 20013-7127

1990

Secretary of the Interior
Asst. Secretary, Fish & Wildlife & Parks
Director of the National Park Service
Deputy Director
Assoc. Director for Cultural Resources
Deputy Assoc. Director for Cultural Resources
Chief, HABS/HAER Division
Acting Deputy Chief, HABS/HAER Division
Chief, HAER
Principal Architect, HABS
Senior Historian, HABS

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Robert J. Kapsch
John A. Burns
Eric N. DeLony
Paul D. Dolinsky
Allison K. Hoagland

The Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) a division of the National Park Service is responsible for documenting the historic buildings, sites, structures, and objects of this country by producing measured drawings, large format photographs, and written histories. The Library of Congress, Prints and Photographs Division is the repository for these documents. The American Institute of Architects, the American Society of Civil Engineers, and the other founding engineering societies provide technical guidance. The regional offices of the National Park Service in Philadelphia, Atlanta, Denver, San Francisco, and Anchorage administer the mitigation documentation program.

Preface

This booklet contains the Secretary of the Interior's Standards for Architectural and Engineering Documentation as published in the *Federal Register* on September 29, 1983 - commonly known as the HABS/HAER Standards for the Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) program of the National Park Service.

These performance standards are intended to define the products acceptable for inclusion in the HABS/HAER collections within the Library of Congress.

Those products include:

- Measured Drawings
- Large Format Photographs
- Written Data

These standards are as originally published in the *Federal Register* on September 29, 1983 except that the Recommended Sources of Technical Information and Annotated Bibliography contained in the notice of 1983 have been updated to reflect current availability of publications and other printed materials. These standards are not intended to be used alone but in conjunction with guidelines and other publications listed in the bibliography included here.

These standards will be used to produce for the following reasons, documentation that meets HABS/HAER standards:

- In preparing mitigation documentation in accordance with the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470 et seq.).
- In preparing documentation to be donated to the HABS/HAER collection.
- In preparing documentation as part of a HABS/HAER recording project.

Additional information concerning the HABS/HAER program is available by writing the Chief, HABS/HAER Division, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127.

Robert J. Kapsch
Chief
Historic American Buildings Survey/
Historic American Engineering Record
National Park Service

**SECRETARY OF THE INTERIOR'S STANDARDS
for
ARCHITECTURAL AND ENGINEERING DOCUMENTATION¹**

These standards concern the development of documentation for historic buildings, sites, structures, and objects. This documentation, which usually consists of measured drawings, photographs, and written data, provides important information on a property's significance for use by scholars, researchers, preservationists, architects, engineers, and others interested in preserving and understanding historic properties. Documentation permits accurate repair or reconstruction of parts of a property, records existing conditions for easements, or may preserve information about a property that is to be demolished.

These standards are intended for use in developing documentation to be included in the Historic American Building Survey (HABS) and the Historic American Engineering Record (HAER) Collections in the Library of Congress. HABS/HAER in the National Park Service, have defined specific requirements for meeting these Standards for their collections. The HABS/HAER requirements include information important to development of documentation for other purposes such as State or local archives.

Standard I. Documentation Shall Adequately Explicate and Illustrate What is Significant or Valuable About the Historic Building, Site, Structure or Object Being Documented.

The historic significance of the building, site, structure or object identified in the evaluation process should be conveyed by the drawings, photographs and other materials that comprise documentation. The historical, architectural, engineering or cultural values of the property together with the purpose of the documentation activity determine the level and methods of documentation. Documentation prepared for submission to the Library of Congress must meet the HABS/HAER Guidelines.

Standard II. Documentation Shall be Prepared Accurately From Reliable Sources With Limitations Clearly Stated to Permit Independent Verification of the Information.

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

Standard III. Documentation Shall be Prepared on Materials That are Readily Reproducible, Durable and in Standard Sizes.

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

Standard IV. Documentation Shall be Clearly and Concisely Produced.

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

¹ *Federal Register*, Vol. 48, No. 190, Thursday, September 29, 1983, pp. 44730-44731.

SECRETARY OF THE INTERIOR'S GUIDELINES for ARCHITECTURAL AND ENGINEERING DOCUMENTATION²

Introduction

These Guidelines link the Standards for Architectural and Engineering Documentation with more specific guidance and technical information. They describe one approach to meeting the Standards for Architectural Engineering Documentation. Agencies, organizations or individuals proposing to approach documentation differently may wish to review their approaches with the National Park Service.

The Guidelines are organized as follows:

- Definitions
- Goal of Documentation
- The HABS/HAER Collections
- Standard I: Content
- Standard II: Quality
- Standard III: Materials
- Standard IV: Presentation
- Architectural and Engineering Documentation
Prepared for Other Purposes
- Recommended Sources of Technical Information
and Annotated Bibliography

Definitions

These definitions are used in conjunction with these Guidelines:

- Architectural Data Form-a one page HABS form intended to provide identifying information for accompanying HABS documentation.
- Documentation-measured drawings, photographs, histories, inventory cards or other media that depict historic buildings, sites, structures or objects.
- Field Photography-photography other than large-format photography, intended for the purpose of producing documentation, usually 35mm.
- Field Records-notes of measurements taken, field photographs and other recorded information intended for the purpose of producing documentation.

² *Federal Register*, Vol. 48, No. 190, Thursday, September 29, 1983, pp.44731-34.

- Inventory Card-a one page form which includes written data, a sketched site plan and a 35mm contact print drymounted on the form. The negative with a separate contact sheet and index should be included with the inventory card.
- Large Format Photographs-photographs taken of historic buildings, sites, structures or objects where the negative is a 4 X 5", 5 X 7" or 8 X 10" size and where the photograph is taken with appropriate means to correct perspective distortion.
- Measured Drawings-drawings produced on HABS or HAER formats depicting existing conditions or other relevant features of historic buildings, sites, structures or objects. Measured drawings are usually produced in ink on archivally stable material, such as mylar.
- Photocopy-A photograph, with large-format negative, of a photograph or drawing.
- Select Existing Drawings-drawings of historic buildings, sites, structures or objects, whether original construction or later alteration drawings that portray or depict the historic value or significance.
- Sketch Plan-a floor plan, generally not to exact scale although often drawn from measurements, where the features are shown in proper relation and proportion to one another.

Goal of Documentation

The Historic American Buildings Survey (HABS) and Historic American Engineering Record (HAER) are the national historical architectural and engineering documentation programs of the National Park Service that promote documentation incorporated into the HABS/HAER collections in the Library of Congress. The goal of the collections is to provide architects, engineers, scholars, and interested members of the public with comprehensive documentation of buildings, sites, structures and objects significant in American history and the growth and development of the built environment.

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

HABS/HAER documentation is developed in a number of ways. First and most usually, the National Park Service employs summer teams of student architects, engineers, historians, and architectural historians to develop HABS/HAER documentation, under the supervision of National Park Service professionals. Second, the National Park Service produces HABS/HAER documentation in conjunction with restoration or other preservation treatment, of historic buildings managed by the National Park Service. Third, Federal agencies, pursuant to Section 110(b) of the National Historic Preservation Act, as amended, record those historic

properties to be demolished or substantially altered as a result of agency action or assisted action (referred to as mitigation projects). Fourth, individuals and organizations prepare documentation to HABS/HAER standards and donate that documentation to the HABS/HAER collections. For each of these programs, different Documentation Levels will be set.

The standards describe the fundamental principals of HABS/HAER documentation. They are supplemented by other material describing more specific guidelines, such as line weights for drawings, preferred techniques for architectural photography, and formats for written data. This technical information is found in the HABS/HAER Procedures Manual.

These guidelines include important information about developing documentation for State or local archives. The State Historic Preservation Officer or the State library should be consulted regarding archival requirements if the documentation will become part of their collections. In establishing archives, the important questions of durability and reproducibility should be considered in relation to the purposes of the collection.

Documentation prepared for the purpose of inclusion in the HABS/HAER collections must meet the requirements below. The HABS/HAER office of the National Park Service retains the right to refuse to accept documentation for inclusion in the HABS/HAER collections when that documentation does not meet HABS/HAER requirements, as specified below.

Standard I: Content

1. Requirement: *Documentation shall adequately explicate and illustrate what is significant or valuable about the historic building, site, structure or object being documented.*

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

- a. Documentation Level I;
 - (1) Drawings: a full set of measured drawings depicting existing or historic conditions.
 - (2) Photographs: photographs with large-format negatives of exterior and interior views; photocopies with large-format negatives of select existing drawings or historic views where available.
 - (3) Written data: History and description.
- b. Documentation Level II;
 - (1) Drawings: select existing drawings, where available, should be photographed with large-format negatives or photographically reproduced on mylar.
 - (2) Photographs: photographs with large-format negatives of exterior and interior views, or historic views, where available.
 - (3) Written data: history and description.
- c. Documentation Level III;
 - (1) Drawings: sketch plan.
 - (2) Photographs: photographs with large-format negatives of exterior and interior views.
 - (3) Written data: architectural data form.

d. Documentation Level IV: HABS/HAER inventory card.

3. Test: Inspection of the documentation by HABS/HAER staff.

4. Commentary: The HABS/HAER office retains the right to refuse to accept any documentation on buildings, sites, structures or objects lacking historical significance. Generally, buildings, sites, structures or objects must be listed in, or eligible for listing in the National Register of Historic Places to be considered for inclusion in the HABS/HAER collections.

The kind and amount of documentation should be appropriate to the nature and significance of the buildings, site, structure or object being documented. For example, Documentation Level I would be inappropriate for a building that is a minor element of a historic district, notable only for streetscape context and scale. A full set of measured drawings for such a minor building would be expensive and would add little, if any, information to the HABS/HAER collections. Large format photography [Documentation Level III] would usually be adequate to record the significance of this type of building.

Similarly, the aspect of the property that is being documented should reflect the nature and significance of the building, site, structure or object being documented. For example, measured drawings of Dankmar Adler and Louis Sullivan's Auditorium Building in Chicago should indicate not only facades, floor plans and sections, but also the innovative structural and mechanical systems that were incorporated in that building. Large format photography of Gunston Hall in Fairfax County, Virginia, to take another example, should clearly show William Buckland's hand-carved moldings in the Palladian Room, as well as other views.

HABS/HAER documentation is usually in the form of measured drawings, photographs, written data. While the criteria in this section have addressed only these media, documentation need not be limited to them. Other media, such as films of industrial processes, can and have been used to document historic buildings, sites, structures or objects. If other media are to be used, the HABS/HAER office should be contacted before recording.

The actual selection of the appropriate documentation level will vary, as discussed above. For mitigation documentation projects, this level will be selected by the National Park Service Regional Office and communicated to the agency responsible for completing the documentation. Generally, Level I documentation is required for nationally significant buildings and structures, defined as National Historic Landmarks and the primary historic units of the National Park Service.

On occasion, factors other than significance will dictate the selection of another level of documentation. For example, if a rehabilitation of a property is planned, the owner may wish to have a full set of as-built drawings, even though the significance may indicate Level II documentation.

HABS Level I measured drawings usually depict existing conditions through the use of a site plan, floor plans, elevations, sections and construction details. HAER Level I measured drawings will frequently depict original conditions where adequate historical material exists, so as to illustrate manufacturing or engineering processes.

Level II documentation differs from Level I by substituting copies of existing drawings, either original or alteration drawings, for recently executed measured drawings. If this is done, the drawings must meet HABS/HAER requirements outlined below. While existing drawings are rarely as suitable as-built drawings, they are adequate in many cases for documentation purposes. Only when the desirability of having as-built drawings is clear are Level I measured drawings required in addition to existing drawings. If existing drawings are housed in an accessible collection and cared for archivally, their reproduction for HABS/HAER may not be necessary. In other cases, Level I measured drawings are required in the absence of existing drawings.

Level III documentation requires a sketch plan if it helps to explain the structure. The architectural data form should supplement the photographs by explaining what is not readily visible.

Level IV documentation consists of completed HABS/HAER inventory cards. This level of documentation, unlike the other three levels, is rarely considered adequate documentation for the HABS/HAER collections but is undertaken to identify historic resources in a given area prior to additional, more comprehensive documentation.

Standard II: Quality

1. Requirement: *HABS and HAER documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of information.*

2. Criteria: For all levels of documentation, the following quality standards shall be met:

a. Measured drawings: Measured drawings shall be produced from recorded, accurate measurements. Portions of the building that were not accessible for measurement should not be drawn on the measured drawings but clearly labeled as not accessible or drawn from available construction drawings and other sources and so identified. No part of the measured drawings shall be produced from hypothesis or non-measurement related activities. Documentation Level I measured drawings shall be accompanied by a set of field notebooks in which the measurements were first recorded. Other drawings prepared for Documentation Levels II and III, shall include a statement describing where the original drawings are located.

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

c. Written history: Written history and description for Documentation Levels I and II shall be based on primary sources to the greatest extent possible. For Levels III and IV, secondary sources may provide adequate information; if not, primary research will be necessary. A frank assessment of the reliability and limitations of sources shall be included. Within the written history, statements shall be footnoted as to their sources, where appropriate. The written data shall include a methodology section specifying name of researcher, date of research, sources searched, and limitations of the project.

3. Test: Inspection of the documentation by HABS/HAER staff.

4. Commentary: The reliability of the HABS/HAER collections depends on documentation of high quality. Quality is not something that can be easily prescribed or quantified, but it derives from a process in which thoroughness and accuracy play a large part. The principle of independent verification of HABS/HAER documentation is critical to the HABS/HAER collections.

Standard III: Materials

1. Requirement: *HABS and HAER documentation shall be prepared on materials that are readily reproducible for ease of access; durable for long storage; and in standard sizes for ease of handling.*

2. Criteria: For all levels of documentation, the following material standards shall be met:

- a. Measured Drawings:
Readily Reproducible: Ink on translucent material.
Durable: Ink on archivally stable materials.
Standard Sizes: Two sizes: 19 X 24" or 24 X 36".
- b. Large Format Photographs:
Readily Reproducible: Prints shall accompany all negatives.
Durable: Photography must be archivally processed and stored. Negatives are required on safety film only. Resin-coated paper is not accepted. Color photography is not acceptable.
Standard Sizes: Three sizes: 4 X 5", 5 X 7", 8 X 10".
- c. Written History and Description:
Readily Reproducible: Clean copy for xeroxing.
Durable: Archival bond required.
Standard Sizes: 8½ X 11".
- d. Field Records:
Readily Reproducible: Field notebooks may be xeroxed. Photo identification sheet will accompany 35 mm negatives and contact sheets.
Durable: No requirement
Standard Sizes: Only requirement is that they can be made to fit into a 9½ X 12" archival folding file.

3. Test: Inspection of the documentation by HABS/HAER staff.

4. Commentary: All HABS/HAER records are intended for reproduction; some 20,000 HABS/HAER records are reproduced each year by the Library of Congress. Although field records are not intended for quality reproduction, it is intended that they be used to supplement the formal documentation. The basic durability performance standard for HABS/HAER records is 500 years. Ink on mylar is believed to meet this standard, while color photography, for example, does not. Field records do not meet this archival standard, but are maintain in the HABS/HAER collections as a courtesy to the collection user.

Standard IV: Preservation

1. Requirement: *HABS and HAER documentation shall be clearly and concisely produced.*
2. Criteria: For levels of documentation as indicated below, the following standards for presentation will be used:
 - a. Measured Drawings: Level I measured drawings will be lettered mechanically (i.e., Leroy or similar) or in a handprinted equivalent style. Adequate dimensions shall be included on all sheets. Level III sketch plans should be neat and orderly.
 - b. Large format photographs: Level I photographs shall include duplicate photographs that include a scale. Level II and III photographs shall include, at a minimum, at least one photograph with a scale, usually of the principal facade.
 - c. Written history and description: Data shall be typewritten on bond, following accepted rules of grammar.
3. Test: Inspection of the documentation by HABS/HAER staff.

Architectural and Engineering Documentation Prepared for Other Purposes

Where a preservation planning process is in use, architectural and engineering documentation, like other treatment activities, are undertaken to achieve the goals identified by the preservation planning process. Documentation is deliberately selected as a treatment for properties evaluated as a significant, and the development of the documentation program for a property follows from the planning objectives.

Documentation efforts focus on the significant characteristics of the property, as defined in the previously completed evaluation. The selection of a level of documentation and the documentation techniques (measured drawings, photography, etc.) is based on the significance of the property and the management needs for which the documentation is being performed. For example, the kind and level of documentation required to record a historic property for easement purposes may be less detailed than that required as mitigation prior to destruction of the property. In the former case, essential documentation might be limited to the portions of the property controlled by the easement, for example, exterior facades; while in the latter case, significant interior architectural features and non-visible structural details would also be documented.

The principles and content of the HABS/HAER criteria may be used for guidance in creating documentation requirements for other archives. Levels of documentation and the durability and sizes of documentation may vary depending on the intended use and the repository. Accuracy of documentation should be controlled by assessing the reliability of all sources and making that assessment available in the archival record; by describing the limitations of the information available from research and physical examination of the property and by retaining the primary data (field measurements and notebooks) from which the archival record was produced. Usefulness of the documentation products depends on preparing the documentation on durable materials that are able to withstand handling and reproduction, and in sizes that can be stored and reproduced without damage.

Recommended Sources of Technical Information and Annotated Bibliography³

Recording Historic Structures is available through AIA Press, request publication #ISBN 1-55835-018-7 (hardcover - \$26.95) or #ISBN 1-55835-021-7 (softcover - \$19.95), plus \$3.00 shipping charge, and D.C. or Maryland sales tax, if applicable. AIA Order Department, 9 Jay Gould Court, P.O. Box 753, Waldorf, Maryland 20601.

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

With over 200 photographs, drawings, illustrations, a bibliography, and an index, this handbook discusses each aspect of the documentation of historic structures, using examples from the HABS/HAER collection.

The following printed materials are available by writing to: HABS/HAER - National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127. Please send check or money order made out to the U.S. Treasury, to cover the cost of reproduction and handling. Availability and price accurate as of June 1, 1990.

Guidelines for Recording Historic Ships. Richard K. Anderson, Jr. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1988. Free, limited quantity.

This document marks the revival of the 1930's Historic American Merchant Marine Survey and provides the definitive guide to maritime recording.

HABS Field Instructions for Measured Drawings. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1981. \$5.00
Gives procedures for producing measured drawings of historic buildings to HABS/HAER standards.

HABS Historian's Procedures Manual. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1983. \$2.00
Provides guidelines for producing written data on historic buildings to HABS/HAER standards.

HAER Field Instructions. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1981. \$5.00
Provides guidelines for documenting to HABS/HAER standards, historic engineering and industrial sites and structures with measured drawings and written data.

³The original recommended sources of technical information contained in the *Federal Register* notice of September 29, 1983 have been omitted since most are out of print and/or superceded. The above recommended sources of technical information represent information available and current as of 1990.

Specifications for the Production of Photographs. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1984. \$2.00
Provides criteria for the production of large format photographs for acceptance to the HABS/HAER collection.

Transmitting Documentation to HABS/HAER WASO. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1985. \$2.00
Provides transmittal procedures and archival requirements of documentation for acceptance to the HABS/HAER collection.

Industrial Eye is available from (request publication #ISBN 0-89133-124-7): Decatur House Museum Shop, 1600 H Street, NW, Washington, D.C. 20006. Please enclose a check or money order made out to the National Trust for \$34.95 plus \$3.00 for postage and handling.

Industrial Eye. Photographs by Jet Lowe from the Historic American Engineering Record. Washington, D.C.: National Trust for Historic Preservation, 1987.
Photographs of the county's engineering and industrial landmarks, illustrating the use of large format photography to document historic engineering works and interpret industrial processes. All photographs meet HABS/HAER standards.

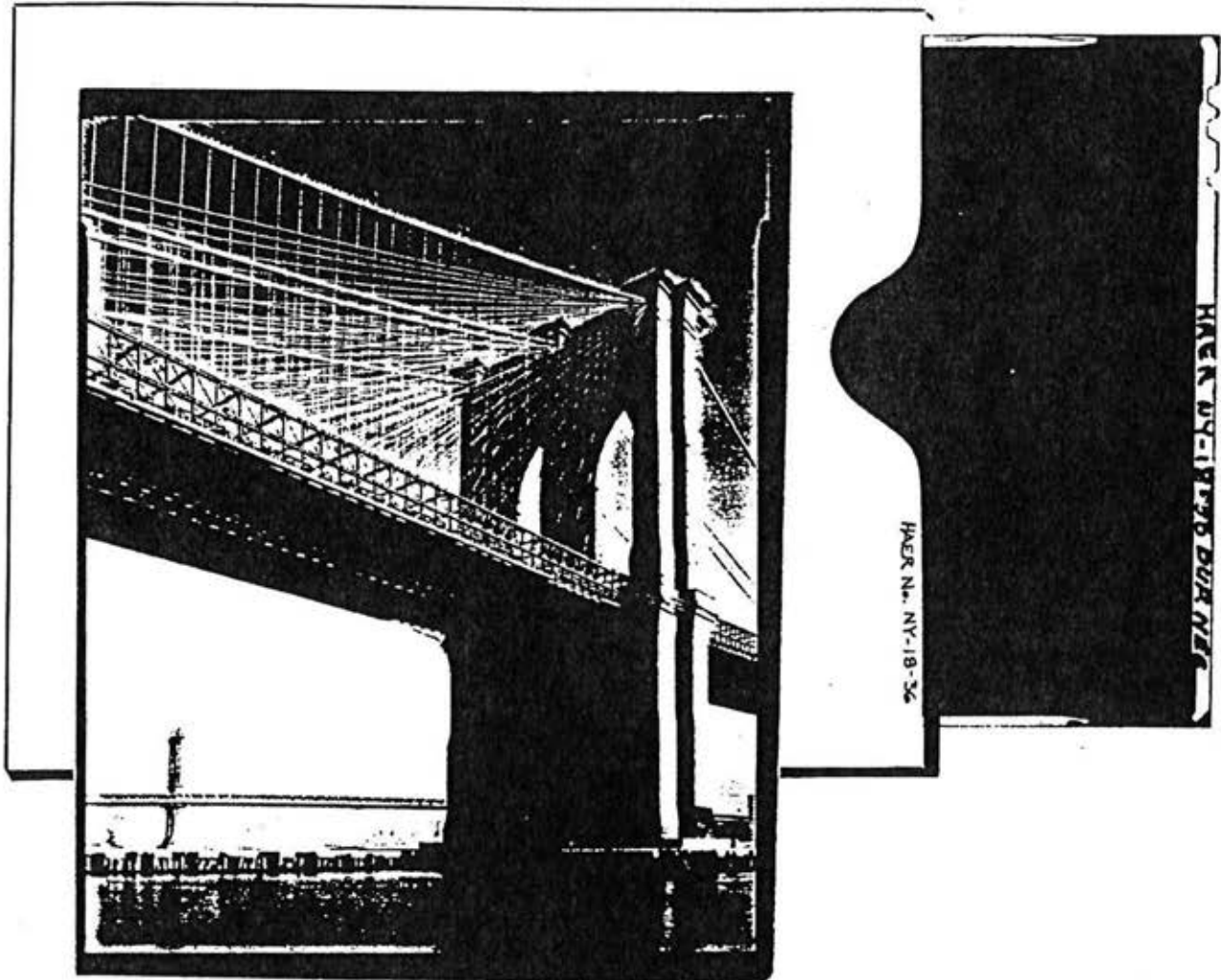
A Record in Detail is available for \$34.95 plus \$2.50 postage and handling from:
University of Missouri Press, 200 Lewis Hall, Columbia, Missouri 65211.

A Record in Detail: The Architectural Photographs of Jack E. Boucher. Columbia: University of Missouri Press, 1988.
A selection of the works of HABS photographer Jack E. Boucher, demonstrating the effective use of large format photography to record historic buildings. All photographs meet HABS/HAER standards.

Architectural Graphic Standards, Eighth Edition. American Institute of Architects. New York: John Wiley & Sons, Inc., 1988.
The standard reference for architectural information, this edition is the first to have a chapter on historic preservation, including four pages on HABS.

For further information about HABS/HAER contact:

Historic American Buildings Survey/
Historic American Engineering Record
National Park Service
P.O. Box 37127
Washington, D.C. 20013-7127



Large Format Photographs:

HABS/HAER standards require that large format (cameras that produce 4 X 5", 5 X 7", or 8 X 10" negatives) photographic documentation be done with black and white film. A print must accompany each negative. The negatives and contact prints are archivally treated and the contact paper is fiber-based instead of resin-coated (RC). The paper and negatives must have had sufficiently long washings in water in order to remove all processing chemicals.

HISTORIC AMERICAN BUILDINGS SURVEY

JIMMY CARTER BOTHOOD HOME
(J.F. Plexico House) HABS No. GA-245

Location: North side of Old Plains Highway (Lebanon Cemetery Road), 2.3 miles west of Interstate 280 in the outskirts of a community called Archery, Sumter County, Georgia.
USGS Plains Georgia Quadrant, Universal Transverse Mercator
Coordinates: Zone 16, N 3546000 E 742375.

Present Owner: Mrs. T. R. Downer.

Present Use: The home is unoccupied but is listed on the Plains tour and can be seen by passing motorists.

Significance: This was Jimmy Carter's childhood home from age 3 until he left Plains to attend college. The farm included a bungalow, commissary (see HABS No. GA-245-A), tenant houses (see HABS No. GA-245-B), a barn, several sheds, fields, and animal pens.

PART I. HISTORICAL INFORMATION

A. Physical History:

1. Date of erection: 1922 is the year that Perry Plexico, son of J.F. Plexico, said that his father purchased the property and built the house. Although the property was never actually sold to the senior Plexico, it was deeded to him in 1921 by a J.S. Plexico of Barnwell, South Carolina, as a security. The debt was not paid off until eleven days after the house was sold to the Carters. This suggests that J.S. Plexico did not live on the property and supports Perry Plexico's recollection that his father, J.F., gained possession of the property in the early 1920s.
2. Original and subsequent owners: The following is a chain of title to the land on which the building stands. Records are from the Clerk's Office, Sumter County Courthouse, Americus, Georgia.
1911 Deed December 1, 1911, recorded December 11, 1911, Deed Book KK, page 22. J. Passmore to J.S. Plexico for

Written History and Description:

Written history and description are based on primary sources to the greatest extent possible and should include an assessment of the reliability and limitations of the sources. Within the written history, statements shall be footnoted as to their sources, where appropriate. The written data shall include a methodology section specifying the name of the researcher, date of research, sources researched, and limitations of the project. The histories will be submitted on 8½ X 11" archival bond.

MITIGATIVE DOCUMENTATION PROGRAM

Under the provisions of the amended National Historic Preservation Act, Federal agencies are required to produce documentation to HABS/HAER standards on buildings, structures, sites, and objects that are listed in or eligible for listing in the National Register of Historic Places and that are threatened with demolition or substantial alteration by projects with Federal involvement. The five National Park Service regional offices charged with external historic preservation responsibilities administer the HABS/HAER mitigative documentation program. The actual work is usually conducted by contractors and supervised by the responsible Federal agency. The documentation produced is reviewed by the regional coordinator and transmitted to the HABS/HAER Washington office for inclusion in the HABS/HAER collections at the Library of Congress.



SUMMARY

PERFORMANCE STANDARDS OF THE HISTORIC AMERICAN BUILDINGS SURVEY/HISTORIC AMERICAN ENGINEERING RECORD (HABS/HAER)
 (SECRETARY OF THE INTERIOR'S STANDARDS FOR ARCHITECTURAL AND ENGINEERING DOCUMENTATION, *FEDERAL REGISTER*, SEPTEMBER 29, 1983, PP. 44730-44734)

STANDARDS	I. CONTENT				II. QUALITY				III. MATERIALS				IV. PRESENTATION				
REQUIREMENTS	"DOCUMENTATION SHALL ADEQUATELY EXPLICATE AND ILLUSTRATE WHAT IS SIGNIFICANT OR VALUABLE ABOUT THE HISTORIC BUILDING, SITE STRUCTURE OR OBJECT BEING DOCUMENTED."				"HABS AND HAER DOCUMENTATION SHALL BE PREPARED ACCURATELY, FROM RELIABLE SOURCES WITH LIMITATIONS CLEARLY STATED TO PERMIT INDEPENDENT VERIFICATION OF INFORMATION."				"HABS AND HAER DOCUMENTATION SHALL BE PREPARED ON MATERIALS THAT ARE READILY REPRODUCIBLE FOR EASE OF ACCESS; DURABLE FOR LONG STORAGE; AND IN STANDARD SIZES FOR EASE OF HANDLING."				"HABS AND HAER DOCUMENTATION SHALL BE CLEARLY AND CONCISELY PRODUCED."				
CRITERIA	LEVEL																
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	
A. MEASURED DRAWING	FULL SET OF MEAS. DWGS.	SEE PHOTOS BELOW	SKETCH PLAN	INVENTORY CARD	MEASURED DRAWINGS ARE TO BE PRODUCED FROM RECORDED, ACCURATE MEASUREMENTS. THOSE PORTIONS DRAWN FROM EXISTING DRAWINGS OR OTHER SOURCES SHOULD BE SO IDENTIFIED AND SOURCES LISTED.				INK ON TRANSLUCENT MATERIAL	8x10" PHOTO-COPY	INK ON BOND PAPER	INK ON INVENTORY CARD	ADEQUATE DIMENSIONS ON ALL SHEETS				
									INK ON ARCHIVALLY STABLE MATERIAL				MECH. LETTERING OR EQUIVALENT		SKETCH PLANS SHALL BE NEAT AND ORDERLY		
									19x24" OR 24x36"	8x10" PHOTO-COPY	8 1/2x11"	INVENTORY CARD					
B. PHOTOGRAPHS	LARGE FORMAT PHOTOGRAPHS EXTERIOR & INTERIOR				PHOTOGRAPHS SHALL CLEARLY DEPICT THE APPEARANCE OF THE PROPERTY AND AREAS OF SIGNIFICANCE. ALL VIEWS ARE TO BE PERSPECTIVE-CORRECTED AND FULLY CAPTIONED.				PRINTS SHALL ACCOMPANY ALL NEGATIVES				DUPLICATE PHOTOS WITH A SCALE STICK	MIN. OF ONE PHOTO WITH A SCALE (PRINCIPAL FACADE)			
	LARGE FORMAT PHOTOGRAPHS: - SELECT EXISTING DWGS - SELECT HISTORIC VIEWS			35mm B&W					MUST BE ARCHIVALLY PROCESSED, NO R/C PAPER								
									4x5" OR 5x7" OR 8x10"		35mm FILM						
C. WRITTEN DATA	HISTORY AND DESCRIPTION IN NARRATIVE OR OUTLINE FORMAT	ONE PAGE SUMMARY		INVENTORY CARD	BASED ON PRIMARY SOURCES	SECONDARY SOURCES MAY PROVIDE ADEQUATE INFORMATION			CLEAN COPY FOR XEROXING				TYPEWRITTEN ON BOND		TYPED ON INVENTORY CARD		
					INCLUDE: - METHODOLOGY - NAME OF RESEARCH & DATE OF RESEARCH - SOURCES - FRANK ASSESSMENT OF SOURCES AND THEIR LIMITATIONS				ARCHIVAL BOND REQUIRED								
									8 1/2x11"								
D. OTHER	OTHER MEDIA CAN AND HAVE BEEN USED. CONTACT HABS/HAER OFFICE BEFORE EMPLOYING A MEDIA OTHER THAN THOSE SPECIFIED ABOVE.																
TESTS	INSPECTION BY HABS/HAER OFFICE STAFF. DOCUMENTATION NOT MEETING HABS/HAER STANDARDS WILL BE REFUSED.																
COMMENTARIES	KIND AND AMOUNT OF DOCUMENTATION SHOULD BE APPROPRIATE TO THE NATURE, AND SIGNIFICANCE OF THE BUILDING, SITE, STRUCTURE OR OBJECT BEING DOCUMENTED.				THE PRINCIPLE OF INDEPENDENT VERIFICATION IS CRITICAL IN ASSURING HIGH QUALITY OF HABS/HAER MATERIALS.				BASIC DURABILITY PERFORMANCE STANDARD IS 500 YEARS.				HABS/HAER ARE MOST WIDELY USED OF SPECIAL COLLECTIONS AT THE LIBRARY OF CONGRESS.				

