

Recommended Outline for Historic Courthouse Master Plan

I. Introduction

The introduction section is intended to provide a synopsis of the contents of the plan, why and how it was developed, and who was involved.

- A. Executive Summary
- B. Statement of goals and purpose
- C. Methodology used for master plan development
- D. Identification of master plan participants

II. Historical and Architectural Development

Section II is intended to place the courthouse into a historic context. It should describe the events leading to the construction of the courthouse, identify important events or persons associated with the building and document historic courthouse photographs or drawings. Finally, it should explain, in narrative and graphic formats, the physical changes made to the building over time which brought it to the appearance it has today.

- A. List all previous county courthouses and related buildings (jails, annexes, storage buildings, etc.)
- B. Record significant historical events that occurred at current courthouse or on grounds.
- C. Provide documentation for existing building(s) in its original condition including original drawings and historic photographs, if available, narrative physical description and information on the architect and contractor. If original drawings are not available, produce detailed measured drawings showing original plans and elevations.
- D. Document later modifications with a narrative description and annotated drawings including dates for the alterations and historic photographs, if available.
- E. List the building's historic designations and deed covenants as applicable.

III. Evaluation of Existing Conditions

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

- A. Evaluate the conditions on the site.
 1. Develop a site plan showing adjacent buildings, vegetation and site furnishings.
 2. Provide a narrative and/or graphic condition assessment of site drainage, vegetation, vehicular and pedestrian circulation, parking, public spaces, lighting, utilities and archeologically sensitive areas.
- B. Evaluate the building(s) conditions.
 1. Annotate floor plans and elevations as required to provide basic information about the building(s).
 2. Produce a narrative description and condition assessment of architectural features such as roof and roof drainage systems, tower or cupola (if any), masonry, doors and windows, or

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arcades (if any), metal hardware and accessories, lighting, interior wall, floor and ceiling finishes, millwork, stair elements, and architectural furnishings. The building interior

should be inventoried on a room by room basis. Information should be keyed to photographs or measured drawings.

3. Provide evaluations of building systems by qualified professionals, including structural, mechanical, electrical, plumbing, security and fire protection systems.
4. Describe special conditions or materials that require analysis or testing prior to initiating rehabilitation work and perform these analyses if appropriate, ie. asbestos testing, lead paint analysis, mortar analysis, etc.
5. Evaluate functional considerations, including life/safety issues, compliance with the Texas Accessibility Standards, archival documents and record storage, data processing, communications and acoustics.
6. Describe and evaluate current space use, including other county owned or occupied facilities, and develop a projection of future space needs, including properties potentially acquired by the county.

IV. Rehabilitation Recommendations

Section IV provides recommendations for the rehabilitation of the building based on the findings in section III. All recommendations should be in conformance with the *Secretary of the Interior's Standards for Rehabilitation*, a National Park Service publication available through the Texas Historical Commission. Recommendations should be prioritized and preliminary cost estimates included. These two factors should then be used to describe a phased plan for the entire project based on need balanced with the county's financial resources. Finally, the plan must describe a schedule for regular building maintenance.

- A. Provide a summary of recommendations for the building(s) and site, prioritized according to need.
- B. Give detailed recommendations addressing all major building deficiencies, space use, systems upgrades and restoration of significant architectural features and spaces. Provide alternative recommendations where appropriate. Recommendations should be consistent with the *Secretary of the Interior's Standards for Rehabilitation*.
- C. List items requiring further analysis or testing prior to developing construction documents (hazardous materials, masonry conservation, conservation of decorative finishes, etc.) and the appropriate phase for the testing/analysis to be performed.
- D. Provide preliminary cost estimates for each recommendation.
- E. Develop a phased scope of work for courthouse rehabilitation based on the recommended priorities and projected funding availability. Identify potential funding sources for each phase.
- F. Outline a plan and regular schedule for building maintenance.

V. Required Appendices

Section V provides any additional information descriptive or explanatory information not contained in the previous sections. Such information might include relevant technical articles or publications, codes, contacts, excerpts from county records, and other items as listed below. Thorough citation of bibliographic and other sources for future reference is essential.

- A. Bibliography
- B. Endnotes or bibliographic citations for information presented in Section II
- C. Commissioner's Court minutes as appropriate
- D. Historic photos and plans
- E. Previous plans or studies of courthouse (may be an attachment or separate volume)
- F. Reports prepared by consultants or testing agencies (may be attached separately)
- G. The *Secretary of the Interior's Standards for Rehabilitation*
- H. Deed covenants, if applicable

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- I. Section 442.008 of Texas Government Code concerning county courthouse
- J. Section 442.006 of the Texas Government Code concerning Recorded Texas Historic Landmarks, if applicable

Master Plan Format

1. Three-ring binders are required.
2. Two final copies must be submitted, complete with appendices including photographs.
3. Digital imaging or scanned photos may be used in the body of the document.
 1. High-quality digital or photographic images must be on photo paper for appendix.
 2. Digital images must be comparable in resolution to 35-mm photography.
4. Final photographic documentation should be added to the appendix. Black & white 8x10 photos are required of:
 1. Each elevation
 2. Any significant public space affected by the proposed work
 3. One historic view (Please do not send original photographs.)
5. Line drawings are required of each elevation.
6. Compact Discs (CDs) may be submitted in the appendix as a supplement to, but not in lieu of, the required photos, drawings or bibliographic citations.