



DEPARTMENT OF LAND AND NATURAL RESOURCES - HISTORIC PRESERVATION DIVISION

SURVEY PLAN FOR ARCHITECTURE ***FISCAL PERIOD OCTOBER 1, 2013 - SEPTEMBER 30, 2015***

SURVEY AND INVENTORY MANDATES

The Hawaii State Historic Preservation Division is required by both Federal and State mandates to have a comprehensive statewide inventory.

Federally, the National Historic Preservation Act of 1966 says:

- *In cooperation with Federal and State agencies, local governments, and private organizations and individuals, direct and conduct a comprehensive statewide survey of historic properties and maintain inventories of such properties;*
- *Identify and nominate eligible properties to the National Register and otherwise administer applications for listing historic properties on the National register;*
- *Prepare and implement a comprehensive statewide historic preservation plan;*

The Hawaii Revised Statutes (HRS 6E) declaration of intent states “*it is in the public interest to engage in a comprehensive program of historic preservation at all levels of government to promote the use and conservation of such property....*” And as part of this commitment 6E-3 calls for

- *Development of an on-going program of historical, architectural, and archaeological research and development, including **surveys**, excavations, scientific recording, interpretation, and publications on the State's historical and cultural resources;*
- ***Development of a statewide survey and inventory to identify and document historic properties, aviation artifacts, and burial sites, including all those owned by the State and the counties.***
- *Preparation of information for the Hawaii Register of Historic Places and listing on the national register of historic places;*

The Hawaii State Historic Preservation Plan (2012-2017) identified four (4) goals over the life of the plan. Goal 2 is to “Develop and maintain an effective survey and inventory process supported by an easily accessible database and GIS. This goal addresses the need to collect standardized survey data and to develop a robust and responsive database and GIS of inventoried sites.”

And last but not least, the National Park Service Historic Preservation Fund Corrective Action Plan says “*SHPD must develop and implement written procedural standards to ensure and document that survey work is conducted and reports produced that minimally meet the Secretary of the Interior's Standards.*” And that “*a functional, coherent standardized, and accessible inventory system*” be established; and this inventory should be on-line, web-based, GIS-based, and available to the public.

CURRENT ARCHITECTURAL SURVEY AND INVENTORY PROJECTS

It is apparent from these guiding documents that survey and inventory is a critical component of the state's historic preservation program. Unfortunately it has been neglected for many years. There have been a number of surveys performed by various entities as part of projects or as mitigation for adverse impacts. These surveys have, for the most part, been undertaken ad hoc and without survey guidelines or an overall plan. They also did not have an inventory repository into which the data could be placed; so the information currently exists on miscellaneous CD's and hard copy reports.



DEPARTMENT OF LAND AND NATURAL RESOURCES - HISTORIC PRESERVATION DIVISION

The need for a comprehensive survey and inventory is apparent at many levels.

- Review and compliance activities are hampered.
- Eligibility determinations must be made without complete and/or contextual information.
- The identification of State and National Register eligible districts and properties is uncoordinated due to lack of information.
- State and County departments and agencies must submit all projects involving properties over 50 years old because eligibility data is unavailable and the vast majority of these entities do not have anyone on staff with the expertise to act as a first line of review.

The last bulleted item above is of special importance due to the fact that much of the development in Hawaii occurred in the years following statehood in 1959, meaning large numbers of properties are hitting the 50 year threshold each year, including the majority of the large subdivisions on Oahu. The Department of Planning and Permitting has said that over 50,000 houses in subdivisions have been newly triggered for 6E-42 in the last year.

In an effort to begin to address this particular situation, SHPD recently undertook a survey called: Postwar Subdivisions of Oahu: A Preliminary Selective Reconnaissance Survey (2012). The survey was performed over six weeks in July-September 2012 and investigated a collection of 12 subdivisions dating from the mid-nineteen forties to the late sixties. The neighborhoods were chosen to reflect the diversity of midcentury development across the island of Oahu and resulted in the recordation of more than fifteen-hundred properties. Most of the houses of this era were developed as unified tracts; the interns were therefore instructed to treat each neighborhood or subdivision as a single resource. Their work resulted in several recommendations for potential National Register districts. This survey provided the framework for the Hawaii State Historic Preservation Division Guidelines for Historic Resources Surveys (Guidelines) [Appendix A].

A small survey in Kahuku, on the North Shore of Oahu, was undertaken by Don Hibbard (longtime SHPD administrator) as mitigation for its impending demolition, was the first survey to use the new Guidelines and provided initial vetting of the new procedures. A second small survey in the Woodlawn district of Manoa, also on the island of Oahu, tested not only the data gathering aspects of the Guidelines but also the GIS portion.

SHPD Architecture has also encouraged our Certified Local Governments to undertake surveys on their islands (Maui and Kauai) using CLG Grant Funds. A survey of approximately 4700 parcels is currently underway on Kauai: Kauai Historic Resource Inventory Update. This survey is being done according to the new Guidelines and is the first broad survey that will fully employ the GIS procedures.

A survey contracted using HPF Grant vacancy funds is scheduled to commence mid-September 2013. The Comprehensive Reconnaissance Level Inventory of the Wahiawa CDP will survey 3700 properties in the community of Wahiawa on Oahu. It will include preparation of a national and regional context to understand the development of pre- and postwar housing and small commercial properties and to guide their evaluation. This survey will be undertaken following the Guidelines and provide GIS geodata for our future inventory system.



DEPARTMENT OF LAND AND NATURAL RESOURCES - HISTORIC PRESERVATION DIVISION

STATUS OF ARCHITECTURAL SURVEY AND INVENTORY

The Five Year Plan for Architecture Branch [Appendix B] addresses survey and inventory as its first priority. The standardization of data collection and an established format for all surveys statewide has been instituted through the Guidelines. The next item is to “Do regular surveys: (a) SHPD sponsored, (b) CLG initiated, (c) Crowd sourced, and (d) thru local HP organizations/firms. To date SHPD has implemented all of the above, except the crowd sourced survey. Our plan is to continue to pursue these means of survey while the inventory system is under development. Once the inventory is in place and we have a good method to collect and manage data, we plan to try the crowd sourcing of inventory data as well. The first of these will involve the newly formed DOCOMOMO group which has shown interest in participating in such a program.

The migration of all new data to GIS for inventory is planned but not yet implemented – but all data collected in the above referenced recent surveys is in a form which should be easily merged into the new system when it is completed. The addition of archive survey data to GIS into the inventory is planned but will need to be contracted for when both funds and the inventory system are available.

Future survey and inventory projects are, at their essence, a numbers game: staff vs. funding.

- SHPD Architecture Branch has a **staff** of two (2) to handle all aspects of the Hawaii preservation program (Survey and Inventory, Review and Compliance (Federal Section 106 and State HRS 6E), National and State Register of Historic Places, Certified Local Government program, and Federal and State Tax Credit Programs). This means staff does not have time to personally conduct surveys.
- SHPD does not currently have a **funding** source for the contracting of survey and inventory (or other projects). The recent SHPD initiated surveys were funded through vacancy savings.
- There are thousands (and thousands) of **resources** requiring survey, inventory, and contextual studies; with many of these needing to be taken to the next step of Register nominations. Not to mention the myriad of resources that could benefit from a program of outreach and education.

Steps that Architecture staff are currently pursuing to address the issues include:

- Streamlining the review of 6E-42 projects so that staff has additional time for other tasks.
 - o The dramatic increase in 6E projects during 2013 has led us to change our review process. Projects are given a first review at time of intake to determine scope and eligibility. Oahu submittals for non-eligible privately owned projects and eligible projects that have no effect are now responded to in batch letters, greatly speeding review and response time.
- Quarterly meetings with various agencies and departments.
 - o The regular meetings to discuss upcoming projects serve not only to expedite projects once they are submitted, but we are finding they increase the historic preservation education and awareness of the agencies and have made major inroads towards their support and understanding of the need for a comprehensive survey and inventory.
 - o It is our hope that other State and County departments will request Legislative funding for survey and inventory or will be strong supporters of a SHPD request for this funding.



DEPARTMENT OF LAND AND NATURAL RESOURCES - HISTORIC PRESERVATION DIVISION

- Department of Planning and Permitting. By far our most important need for coordination, cooperation and support is with DPP. We have begun talks with them and other interested parties regarding how to handle the massive number of submittals. SHPD has provided a list of projects we no longer need to review. DPP has committed to start tracking our determinations of eligibility. Once they implement this new piece of the puzzle, our GIS will be able to capture this data and add it to our future inventory. The historic preservation partners at these meetings have echoed SHPD's assertion that a comprehensive inventory will be the best long term solution to the ever increasing number of resources that do/will fall within the purview of HRS 6E and we feel that DPP may finally be seeing the value in this solution.
- Hawaii Administrative Rules (HAR)
 - SHPD staff, along with former SHPD administrator Aiu, has been working to revise the HAR's that relate to our Division. The updates are addressing inconsistencies, omissions, and outdated policies. The aspect that may have the greatest impact on the Division's ability to conduct survey and inventory is a new fee structure which would charge a very minimal fee for SHPD 6E-based reviews. That money would be used to fund survey and inventory projects, Register nominations, and (hopefully) grant projects. This project is still in the early stages of editing and rewriting - and then must go through many layers of approval processes, but should be very impactful once adopted.

FUTURE OF ARCHITECTURAL SURVEY AND INVENTORY

The following is a list of projects and goals (and wishes and dreams) for the 2013 – 2015 fiscal periods:

1. Obtain multi-year legislative funding for survey and inventory
2. Adoption of the reviews Hawaii Administrative Rules with the new fee structure to fund projects.
3. Additional Architecture Branch staff
4. Undertake multiple surveys on the island of Oahu. To include but not limited to:
 - a. Additional surveys of mid-century subdivisions to include contextual studies and determinations of eligible districts within the subdivisions. This project is a top priority due to the number of resources currently triggered by 6E and the benefits identifying non-eligible properties would have for both SHPD and DPP workload.
 - b. Thematic surveys of commercial buildings. This project would help identify Register eligible properties and benefit property owners by determining their eligibility for local and national commercial historic preservation tax benefits.
 - c. National and State Register properties. This project would involve QA/QC of existing nominations; identify those properties that were removed from the Register in the past and get them reinstated; and identify properties of high significance for addition to the Registers.



DEPARTMENT OF LAND AND NATURAL RESOURCES - HISTORIC PRESERVATION DIVISION

5. Support and encourage additional CLG funded surveys other counties.
 - a. First priority would be a CLG funded survey for our newly formed CLG on Hawaii Island.
 - b. National and State Register properties. As on Oahu, this project would involve QA/QC of existing nominations; identify those properties that were removed from the Register in the past and get them reinstated; and identify properties of high significance for addition to the Registers.
6. Provide education and outreach to Legislators, City Council members, State and County agencies, and the general public regarding the need for survey and inventory in particular and the benefits of a strong historic preservation program in general.

CONCLUSION

In conclusion, SHPD Architecture has developed a methodology for identification and evaluation of the National Register eligibility and non-eligibility that will increase SHPD's body of knowledge of the built environment throughout the islands of Hawaii.

We are working with others to identify funding sources and mechanisms; establishing partnerships and partnering agreements; and identifying and implementing new policies and procedures to better address both the workload and workflow.

We are working to create the tools to enable us to employ a proactive approach to review and compliance and National and State Register nominations; work that will provide SHPD, the State of Hawaii, its Counties, and the public with baseline data and contextual information for historic resources and provide a basis for future preservation planning and policy work.

To quote the Hawaii State Historic Preservation Plan, SHPD Architecture Branch is "committed to preserve and protect the valuable historic properties and cultural sites located in the State of Hawaii."

APPENDIX A

Guidelines: Architectural Historic Resource Surveys 2013

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Contents

Introduction	1
Historic Resource Surveys	2
Professional Qualifications	3
Types of Survey	4
Choosing the Right Survey	6
Getting Started and Getting Done	7
Starting Off: The Survey Proposal	8
The Reconnaissance Level Survey	10
Intensive Level Survey	17
Research	21
Creating a Bibliography	24
Submitting Your Work to SHPD	25
Recommended Reading	26

Introduction

State and federal laws require the State Historic Preservation Division (SHPD) to implement a continuing and effective survey program that contributes to a well-maintained inventory of historic resources. This information allows researchers to have a complete picture of the historic built environment in Hawai'i and allows SHPD to more accurately review historic properties under state and federal law, as well as to direct Certified Local Government grant activity and identify sites and districts that are potentially eligible for the State and National Register of Historic Places.

This reference guide details SHPD requirements for evaluation and documentation of historic resources through survey activity. The guide contains a standard set of procedures for the collection of information about Hawai'i's historic built environment. SHPD requires that these instructions be followed for all survey projects dealing with the built environment. This will ensure that these projects are done in a rigorous manner and that the data collected will easily integrate into the Hawai'i State Inventory of Historic Places.

These procedures are for use by SHPD staff, consultants, and volunteer surveyors.

Historic Resource Surveys

Mandated by the National Historic Preservation Act (NHPA) of 1966 as amended-historic resource surveys are conducted by state agencies, local governments, and historic preservation professionals, and supported and reviewed by the State Historic Preservation Division (SHPD). A survey is the process of collecting and recording information about historic resources and evaluating their eligibility for the National Register of Historic Places through research, fieldwork, and reporting. Surveyed historic resources are listed in the State Inventory of Historic Places maintained by the SHPD and in inventories administered by counties participating in the Certified Local Government program. Completing a historic resource survey often is the first step in the preservation of historic resources **important to Hawai'i's state and local heritage. Completing a historic resource survey is a multi-part process that consists of designing the survey, conducting research about the survey area, fieldwork and statistical analysis.**

Professional Qualifications

Surveyors conducting historic resource surveys sponsored by SHPD or required for compliance activities must meet the *Secretary of the Interior's Standards for Archeology and Historic Preservation*, as maintained and enforced by the National Park Service (NPS). These standards define the minimum education and experience necessary to perform identification, evaluation, registration, and treatment activities.

These qualifications, in general, are a graduate degree in architectural history or closely related field, or a bachelor's degree in the same fields, plus at least two years of full-time experience in architectural-history related work.

Surveyors who do not meet the professional qualifications may assist with certain parts of the survey, such as historic research, mapping, photography, data entry, and in some cases other fieldwork. SHPD encourages public involvement in surveys but any work must be performed with the very direct involvement of a qualified professional. Please contact SHPD if you plan on using surveyors who **do not meet the Secretary of the Interior's Standards.**

Types of Survey

SHPD currently recognizes three types of architectural survey: a Reconnaissance Level Survey, a Selective Reconnaissance Survey, and an Intensive Level Survey.

A. Reconnaissance Level Survey and Selective Reconnaissance Level Survey

The *Reconnaissance Level Survey* (RLS) is designed as a “first-glance” at a broad group of historic resources and records. The RLS format is usually defined by a geographic boundary. Some surveys are also defined by a particular resource age or type. This is called a *Selective Reconnaissance Survey*. In both types of RLS, basic information is collected from the exterior of a building, object or site only, such as:

- address,
- number of stories,
- siding and building materials,
- architectural style,

Information collected through a RLS should be assembled in a final paper report that should **follow the Secretary of the Interior’s Standards for Identification and Evaluation**. It should be delivered to SHPD in digital form for inclusion in the State Inventory of Historic Properties.

B. Intensive Level Survey

The Intensive Level Survey (ILS) is a detailed look at a single resource and records in-depth information collected from a physical examination of a **building’s exterior and interior**. It should include the results of **research about the building’s property and ownership history**, and identify **the resource’s potential eligibility for the National Register** either individually or as a contributing resource to a historic district.

Information collected through an ILS should include all types of information collected for an RLS but should also provide a nearly complete basis for individual, historic district, and multiple property National Register nominations. ILS projects are generally informed by existing RLS work but in special circumstances can be undertaken without previous survey work.

Choosing the Right Survey

Reconnaissance Level and Intensive Level surveys are both used for **planning purposes but document different aspects of a resource's** physical characteristics and history. Depending on the scope and schedule of a project, both a Reconnaissance Level and Intensive Level survey may be undertaken, but usually just one or the other is used. The following questions can help guide surveyors to the right level and type of survey to undertake:

- **How many resources are within the project area?**
- **How old are the majority of resources within the project area?**
- **What type of information is needed about the resources?**
- **How definitive does the eligibility evaluation need to be?**

After considering this question surveyors are invited to consult with SHPD staff to discern the best option.

Getting Started and Getting Done

Before undertaking a historic resource inventory you should complete and submit a Hawai'i Survey Proposal Form to SHPD. SHPD staff will respond to your proposal and make sure that it is on the **path to meeting the Secretary of the Interior's Standards for Identification** and that the surveyor understands how to collect data for inclusion in the State Inventory of Historic Places.

Upon approval SHPD will send the surveyor a copy of our data intake spreadsheet (See: *Completing in the Survey Spreadsheet*). This spreadsheet will list all of the requirements that the surveyor must meet in order to complete an approved RLS or ILS project.

Through fieldwork and other research, the surveyor will complete the spreadsheet for all properties. This spreadsheet will be submitted digitally to SHPD along with a folder of corresponding photos (which must be named following the guidelines in this manual). The submission must also include digital maps of the survey boundaries and of each surveyed resource (SEE *Creating Digital Survey Maps*), as well as a paper report that meets the Secretary of the Interior Standards for Identification and Evaluation.

Starting Off: The Survey Proposal

A survey proposal explains the survey project goals, methodology, timeline, personnel, funding, and expectations. Working with SHPD to create an acceptable proposal is a valuable opportunity for SHPD to assist local surveyors with their projects.

Prior to starting the project, you must submit a survey proposal to SHPD. The proposal should include the following items:

- ***Project name:***

Provide the project name and names of those who will work on the project.

- ***Statement of project objectives:***

Clearly define the purpose of the survey and cite to current knowledge about the history of the area and property types based on background research.

- ***Boundary description and justification:***

Define the physical extent of the survey area and the amount and type of information to be gathered about the resources. Example objectives could include:

- "to characterize the range of historic properties on an island;"
- "to identify the number of properties associated with a context;" or
- "to gather information to determine which properties in an area are eligible for the State and National Register."

- ***Project timeline:***

Describe when the survey project will begin, when specific tasks will be completed (e.g. notification, fieldwork, data entry, etc.), and when final reporting will be completed.

- ***Personnel and funding:***

Describe who will conduct the survey **and that person's** professional qualifications. If a surveyor has not yet been identified, explain how and when the person will be selected. Explain if the survey is funded in whole or in part by the Certified Local Government program or any other grant program.

- ***Geographic information:***

Provide a map clearly showing the boundary of the survey project area. A digital map file describing the boundary is requested with a survey proposal, but it is not required. SHPD prefers an ArcGIS Shapefile. A blank Shapefile template with appropriate guidance will be made available **on SHPD's** website. While a Google Earth KMZ file is not the preferred file-type, it is also acceptable. Digital maps are required with your final submission to SHPD (See: ***Creating Digital Survey Maps***).

The Reconnaissance Level Survey

The process in more detail

The Reconnaissance Level Survey (RLS) is the basic survey level to identify, document, and report historic resources. Reconnaissance Level Surveys document specific physical information and eligibility evaluations for all individual resources within the survey area, and document preliminary historical background information about the survey area. This information is reported and recommendations are provided in the document for future survey work in the State Inventory of Historic Places. The purpose of a RLS is to provide local governments, agencies, SHPD and the public with a baseline of data about historic and non-historic resources within a defined area.

A. Types of Reconnaissance Level Surveys

There are two types of Reconnaissance Level Surveys:

1. Standard Reconnaissance Level Survey

This type of survey examines every resource within a survey project area, regardless of the age of the resource. Use a Standard RLS if:

- the level of information needed for each resource is minimal;
- only preliminary eligibility evaluation of each resource for the National Register is needed;
- only two photos of each resource are needed.

2. Selective Reconnaissance Level Survey

Examines only resources within the survey project area that are 35 years old or older. Use a Selective RLS if:

- the survey project area contains more than ten resources;
- the survey project area contains a majority of resources less than 30 years old;

- a minimal level of historical background information is needed for the survey area;
- a minimal level of information is needed for each resource;
- there is a very specific resource type or age that is threatened within a small geographic area;
- only a preliminary eligibility evaluation of each resource for the National Register is needed;
- only one photo of each resource is needed.

B. Doing your Reconnaissance Level Survey

1. Determine the survey area

The area studied in a Reconnaissance Level Survey can be defined by several factors. When review and compliance is the catalyst for a **survey a project's area of potential effect often defines its** boundaries. Community driven surveys are often bound to a particular neighborhood, area, development or political jurisdiction.

Establish a survey area in consultation with SHPD or a qualified professional to ensure that all potentially eligible historic resources are included. For very large survey areas, such as an entire island, a project may be done in several phases as resources and funding allow. When projects are phased it is often best to divide them into smaller, nearly independent, survey units.

2. Background research

Background research must be done before fieldwork may begin. An initial orientation visit is encouraged but it is important to research a site before collecting data. This research will provide the necessary context for surveyors to understand the resources they encounter in the field. Early background research will also form the basis of the narrative **history section that must be included in an RLS project's** final paper report. Potential background sources include newspapers, photo archives, tax records, and secondary sources like books and journal articles. As with any history project, the sources will be defined by the subject matter. It may also be useful to examine the files SHPD maintains in its correspondence archive and project library.

3. Creating a property list

It is often useful to go into the field with a list of basic information about each property. This list should include addresses, tax map key (TMK) numbers and even property ages for every property within **your project's boundary**.

For projects on O'ahu, surveyors can consult the Honolulu Land Information System (HoLIS) at: <http://gis.hicentral.com/FastMaps/ParcelZoning/> to easily search for a list of TMK numbers within a survey boundary. On the neighbor islands county-planning departments may be able to assist in compiling this information.

4. Fieldwork

Fieldwork and recordation is the main component in identifying and evaluating resources within a survey project area during a Reconnaissance Level Survey. For an RLS project fieldwork should be conducted only in public right-of-ways. It is important that field data is collected in a rigorous and systematic way. Surveyors should go into the field with a plan to ensure that no resources are missed. For each resource surveyed, specific information is collected and at least one photograph must be taken. This data can be collected directly into the survey spreadsheet or by using a data collection application such as ArcGIS Online, RuskinARC or Fulcrum using a laptop or tablet device. Alternatively, data can be collected by hand and entered into the survey spreadsheet after fieldwork.

5. Photographs

A digital photograph of every resource within the survey project area is required for Reconnaissance Level Surveys:

- Take as many photos of each resource as you need to identify materials, style, and make an eligibility evaluation. If an outbuilding, such as a garage, is present, try to include it in a photo of the main resource if feasible.

- Take photos with a resolution of at least 1600 x 1200 pixels; a higher resolution means the photo will have more detail and specific features of a resource will be more easily identified. We will accept photos in TIF, JPEG, PNG and RAW format.
- Remember that you will not submit all your survey photos, only 2 photos per resource will be entered into the State Inventory of Historic Places. If there are multiple resources on the property, such as a house and outbuilding, then more photos can be attached of those additional buildings.
- Photos should be named to correspond with each **resource's project ID** (see *Completing the Survey Spreadsheet* for more information). For instance: *2013_Kahuku_Plantation_Photo_1*

6. Final reporting

Once the fieldwork and survey spreadsheet have been completed, a **final "paper" report must be completed**. The final report provides a brief historical overview of the survey project area, a summary of the survey data as well as recommendations for Intensive Level Surveys, possible State and National Register nominations, potential historic districts and other preservation activities.

This information is followed by a series of data sheets with data collected, year built and a preliminary determination of eligibility for each resource surveyed. The exact formats of these data sheets are at the discretion of whoever prepares the report.

The final report must be printed and delivered to SHPD for review. SHPD can either accept the report as is or ask for specific changes and corrections.

For Reconnaissance Level Surveys, submit a final report with the following items:

- ***Project Name:***

Provide the project name, the names of those who participated in the project, their qualifications and the name of any sponsoring organization.

- ***Statement of project objectives:***

This section can be re-stated from the Survey Proposal.

- ***Methodology:***

Provide a description of field methods, including any problems or obstacles encountered during fieldwork, and if or how the methodology changed during the survey process, noting any inconsistencies or omissions. Decisions to change methodology should not be taken lightly as they can invalidate previous research. It is best to consult SHPD before making major changes in the middle of a project.

- ***Boundary explanation and justification:***

This section can be re-stated from the survey proposal if the boundary has not been changed. If the boundary was altered during fieldwork, say to include similar resources nearby, please provide a thorough explanation of the circumstances that required the change.

- ***Setting:***

Describe the natural and built environment, addressing the urban or rural character of the survey project area.

- ***Historical overview:***

Provide brief background research and history for the survey project area. This should be at least a couple of paragraphs in length. Enough information should be provided to give later researchers and SHPD staff a complete picture of your background research.

- ***Data summary:***

Describe the results of the survey, including the types of resources identified during the survey. Note specific, representative resources where appropriate, as well as common types of alterations/additions, common plan types, etc. SHPD recommends that this section include both a narrative section and statistical sections with charts and graphs.

- ***Recommendations:***

Provide recommendations for future survey and preservation work, such as identifying specific resources for Intensive Level Surveys, potential individual, historic district, or multiple properties eligible for a State or National Register, good candidates for rehabilitation, possible public education opportunities, etc.

- ***Bibliography:***

Include full citations for all primary and secondary materials referenced, including books, maps, archival documentation, oral histories, etc. Citations and bibliographies must be in the *Chicago Manual of Style* format.

- ***Data Sheets:***

This is a list of resources surveyed with, at the very minimum, each property detailed with its estimated year of construction and a preliminary determination of eligibility. For smaller surveys which include fewer resources, SHPD may request an individual page for each surveyed resource, with a photo for of the resource and all information collected.

- ***Maps:***

Survey maps must include building footprints, preliminary eligibility determinations, a north arrow, and a key. SHPD suggests using the digital map that is required with all survey project submissions as the basis for the final report map. It may be necessary to include several smaller detail maps to completely communicate the data collected by surveyors in the field.

- ***Other materials:***

Include other materials, such as historic maps, photos, or historical documentation, if desired.

Intensive Level Survey

The process in more detail

The Intensive Level Survey (ILS) is designed to provide a high level of documentation for specific historic resources. This documentation includes research into the history, events, and people associated with the resource, looking primarily at such facts as dates, building development, builders or architects, and biographical data of previous owners and tenants. It also includes more specific information about the condition and physical aspects of a historic place. Information gathered through an ILS is recorded in the State Inventory of Historic Places (SIHP).

Intensive Level Surveys are often conducted on historic resources identified through a Reconnaissance Level Survey (RLS). The purpose of an ILS is to provide governments, agencies, SHPD and the public with detailed and verifiable information about specific historic resources. In addition, information collected through an ILS provides a solid basis for individual, historic district, and multiple property State and National Register nominations.

I. Determine resources to survey

Identify resources to survey based on the survey project goals and the recommendations of previous Reconnaissance Level Surveys (RLS), other documentation, or prior knowledge. Conducting an Intensive Level Survey is appropriate for:

- ***Further documentation:***

To document the history of a resource and definitively assess its eligibility for the State and National Registers.

- ***Potential individual designation:***

To document the history of a resource and assess definitively its eligibility for the State and National Register.

- ***Potential historic district designation:***

To document the history of several resources within the proposed historic district boundary to add specific building, event and occupant histories representative of the historic district. Choose resources that best represent the reasons for which the historic district is important using the ***National Register Criteria for Significance***.

- ***Potential multiple property designation:***

To document the history of several resources within the proposed multiple property boundary to add specific building, event, and occupant histories representative of the multiple property theme. Choose resources that best represent the reasons for which the multiple properties are important using the ***National Register Criteria of Significance***.

- ***Compliance-driven documentation:***

To document the history of a resource and assess definitively its eligibility for the State and National Register within the project area or collect data on properties as mitigation for an adverse effect to an associated property.

II. Fieldwork

Fieldwork and recordation is just as important as background **research into the resource's history for an Intensive Level Survey**. Surveyors will visit each resource identified to document specific location, physical, and architectural features. In addition, several photographs of the resource should be taken and field site and floor plans must be prepared.

A. Survey spreadsheet

For Intensive Level Survey both the RLS and ILS page of the survey spreadsheet must be completed in their entirety (see ***Completing the Survey Spreadsheet***). ILS projects also require that the Hawai'i State Intensive Level Survey Form be completed.

B. Collecting physical and architectural information

An Intensive Level Survey provides a permanent record about a resource and acts as an aid in evaluating its historical integrity and eligibility for registration. Visit each resource identified for an intensive survey to document specific location, physical, and architectural features. Surveyors must examine the building in more detail and make important observations about such features as its exterior and interior spatial relationships, layout, building materials, and construction methods. These observations will help the surveyor **become familiar with the resource's historic integrity and history.**

C. Taking photographs

- At least four photos of the resource are required for an Intensive Level Survey. Photos should include at the **very least** a photo of each elevation of the property.
- Take as many photos of the resource as needed to identify materials, style, etc., correctly, and make an eligibility evaluation. Take additional photos of any outbuildings on the property.
- Take photos with a resolution of at least 1600 x 1200 pixels; a higher resolution means the photo will have more detail and specific features of a resource will be more easily identified. We will accept photos in TIF, JPEG, PNG and RAW format.
- Attach all photos to the survey spreadsheet following the name conventions described in the section **completing the Survey Spreadsheet**. For example: 2013_Tripler_ILS_Photo1.jpeg

D. Creating measured drawings

Measured drawings provide another way to understand a historic resource better. The act of drawing a resource is one of the best ways to become intimately aware of resource's smallest details. Two common kinds of measured drawings are: 1) site plans, which show a resource in relation to its immediate surroundings, and 2) floor plans, which illustrate the spatial arrangement and physical dimensions of a resource.

- **Site Plan:**

A site plan shows the layout of an entire property. It is especially useful in rural settings where there may be many outbuildings, fences, ditches, etc, associated with a historic resource. It is not necessary to measure the entire property to draw a site plan. The drawing does not need to be to scale. Use a large piece of graph paper to help make mapping easier and more accurate. First, sketch the resource, outbuildings, and any notable features such as large trees, gardens, or fences, trying to be as accurate as possible in positioning the resources. Next, add positions and approximate overall measurements for each resource and feature. Lastly, ensure the site plan has a north arrow, surveyor name, date, and scale.

- **Floor Plan:**

A floor plan shows the spatial relationships and physical dimensions of a resource. A floor plan should show room arrangement, locations of windows and doors, and wall thickness, if possible. Use a large piece of graph paper to help make mapping easier and more accurate.

First, record a preliminary overall measurement of the width and depth of the resource to help proportion rooms, doors, windows, and other features so that the field sketch is **reasonably to scale**. Next, take “running” measurements, which run continuously from start to finish, of the resource. Measure the exterior of the resource first, then the interior. Also, take overall measurements of the depth and width of all rooms. Lastly, ensure the floor plan has a north arrow, surveyor name, date, and scale.

Paper copies of the site plan and floor plan should be included in a paper final report detailing the project. Digital copies should also be made available. The files should be detailed in the survey spreadsheet and named appropriately. For example: **2013_Tripler_ILS_Site_Plan_1**.

Research

For the Intensive Level Survey, historical research is needed to **uncover the facts of a resource's historically associated** people and events. Histories of a resource, its uses and occupants should follow a chronological format, listing such details as the names of occupants, dates of events, and other information found through historical research. Each resource has its own research needs and different sources will need to be consulted depending on those needs. Sources that may be available to consult are listed below. The list is hardly exhaustive and surveyors are encouraged to be creative.

A. SHPD records

SHPD maintains a record for every project it reviews. These files are **stored by TMK in the division's Kapolei Office and provide a SHPD** preliminary determination of eligibility and a record of alterations made to the project. SHPD also maintains a library of legal documents and past reports that may be useful for your project.

B. Tax records

Tax records can reveal important information about a resource such as a description of structures, dates, and the evolution of a property over time. Portions of these records are available online for each county.

City and County of Honolulu

<http://honolulupropertytax.com>

County of Maui

<http://mauipropertytax.com>

County of Kaua'i

<http://kauaipropertytax.com>

County of Hawai'i

<http://hawaiipropertytax.com>

C. Bureau of Conveyances

The Bureau of Conveyances is located in the Kalanimoku buildings at 1161 Punchbowl Street in Honolulu. This office holds records of all land exchanges beginning with the Great Mahele of 1848. The information held in this office will reveal the owners of a given property through time.

D. City directories

These annual listings provide the names, addresses, and occupations of almost everyone in the county. They can be arranged alphabetically or by both name and address. Directories are useful in verifying when a house was built and whether the building was owner-occupied or rented. The headquarters of the State Library in Honolulu has the most complete set.

E. Newspapers

The State Library maintains an index of Hawai'i's **two major** newspapers. This index is organized by subject and is a good way to research past owners and major land transactions. Libraries in each county maintain a microfilm collection of these papers with complete articles. The Library of Congress maintains a database of newspapers from every state up to the 1920s. This database can be queried by keyword and is a powerful tool for researching older resources. This database is located at: <http://chroniclingamerica.loc.gov/>

F. Sanborn maps

These maps show each building on principal residential and commercial blocks and are coded to indicate construction materials. By comparing maps from different years, surveyors can establish an approximate date of construction and determine when and what types of changes have been made to the building and surrounding property. Incomplete sets of Sanborn maps are located at the Bishop Museum, The State Library of Hawai'i and at the University of Hawai'i at Mānoa's **Hamilton Library**.

G. Census/Manuscript census

Census schedules list each member of the household, dates of birth and marriage, occupations, etc. Census schedules are arranged by county and city and are available for each decade from 1850 to 1940. The easiest way to search this information is through subscription genealogy sites such as <http://ancestry.com>

Creating a Bibliography

An accurate bibliography is required for all surveys submitted to SHPD. Property citing sources will ensure that future researchers will be able to find previously located sources. While researching, it is important to keep detailed notes about the location of sources. **Make sure to include full publication information, such as the author's name, publisher, date, and page numbers.** For archival collections, **make sure to include the collection's name, box number, folder number, and other useful information.** SHPD requires that one of the standard reference formats described in *The Chicago Manual of Style* or *A Manual for Writers of Research Papers, Theses, and Dissertations* be used for all of its reports.

Submitting Your Work to SHPD

All survey submissions to SHPD require:

- “paper” final report;
- completed survey spreadsheet;
- a folder of photos named to correspond with each record in the survey spreadsheet;
- an ArcGIS shapefile or Google Earth KMZ file of the boundary and each resource surveyed.

Intensive Level Survey projects should also include:

- **Site forms:**
Paper copies of completed ILS forms.
- **Measured drawings:**
Paper copies of final site plan and floor plan created from your field site plan and floor plan that include a title, north arrow, date, and key, if needed. The final drawings can be created by hand or using mapping or drawings software.
- **Photographs:**
Copies of original digital photos (at least 1600 x 1200 pixels and renamed) and one set of color prints of each resource. Label the back of each print with the resource name and **description of view** (e.g. “Sakamoto House, Mauka/North Elevation,” etc.).
- **Other materials:**
Paper copies of any useful research materials, such as historic maps, photos, or archival documentation.

These materials may be submitted to SHPD via email to DLNR.HP.Intake@hawaii.gov or via regular mail with the required digital materials on a compact disk. Please include a version of the final report and all other documents in PDF form.

Recommended Reading

A. Pertinent National Register Bulletins

Ames, David L., and Linda Flint McClelland. 2002. Historic residential suburbs: guidelines for evaluation and documentation for the National Register of Historic Places. [Washington, D.C.]: U.S. Dept. of the Interior, National Park Service, National Register of Historic Places.

National Register of Historic Places. 1997. How to apply the National Register criteria for evaluation. Washington, D.C.: U.S. Dept. of the Interior, National Park Service, Cultural Resources].

National Register of Historic Places. 1999. How to complete the National Register multiple property documentation form.

[Washington, D.C.]: National Park Service.
<http://purl.access.gpo.gov/GPO/LPS47004>.

How to Complete the National Register Registration Form. US Department of the Interior, National Park Service, National Register of Historic Places, rev. 1997.

O'Donnell, Eleanor. 1991. Researching a historic property. [Washington, D.C.]: U.S. Dept. of the Interior, National Park Service, Interagency Resources Division.

B. Other resources

The Chicago Manual of Style. 16th ed. Chicago: The University of Chicago Press, 2010

Hibbard, Don, and Augie Salbosa. 2011. *Buildings of Hawaii*. Charlottesville: University of Virginia Press.

Seckel, Harry W. 1954. *Hawaiian residential architecture*. Honolulu: Bishop Museum Press.

Nishimura, Roland. 1977. "Traditional Japanese Architectural Influence in Hawaii" Issue 31 of *Theses for the degree of Master of Architecture, University of Hawai'i*.

Neil, J. Meredith. 1972. *Paradise improved; environmental design in Hawaii*. Charlottesville: Published for the American Association of Architectural Bibliographers [by] the University Press of Virginia.



APPENDIX B

5 year plan for Architecture Branch

1. Survey and Inventory
 - a. Standardize data collection and format for all surveys statewide
 - b. Do regular surveys
 - i. SHPD sponsored
 - ii. CLG initiated
 - iii. Crowd sourced
 - iv. Thru local HP organizations/firms
 - c. Migrate all new data to GIS for inventory
 - d. Begin migration of archive data to GIS for inventory
 - e. Make GIS maps of eligibility determinations available to all permitting/planning offices to streamline submittals
 - f. Get a field added to county property tax databases for historic property
2. Review and Compliance
 - a. Make GIS maps of eligibility determinations available to all permitting/planning offices to streamline submittals
 - b. Begin migration of archive data to GIS for inventory
 - c. Quarterly meetings with historic partners and state and county departments
 - i. Continue meetings currently in place (Navy, DAGS, DOT, Historic Hawaii)
 - ii. Institute additional quarterly meetings with other partners (especially counties)
 - d. Update Administrative Rules to better include Architecture.
 - i. With special attention to:
 1. Dispute resolution procedures
 2. Mitigation
 3. Fees
 4. Clarification of time periods for various phases of review
3. State and National Registers
 - a. Resume SHPD initiated/sponsored register nominations
 - b. Broaden types of properties added to both Registers
 - c. Continue efforts towards quality control and submittal deadlines
 - d. Assess current State Register properties for submittal to National Register
 - e. Make database/mapping of all State and National Register properties available online



DEPARTMENT OF LAND AND NATURAL RESOURCES - HISTORIC PRESERVATION DIVISION

4. Certified Local Governments (Currently Maui and Kauai Counties)
 - a. Bring Hawaii County into program
 - b. Bring Honolulu City and County into program
 - c. Improve interaction between CLG's and their respective permitting/planning offices
 - i. Clearly define types of projects the CLG commissions review
 - ii. Institute CLG Certificate of Appropriateness requirement for select projects
 - iii. Streamline grant approval/funding processes
 - d. Continue training efforts
 - i. General historic preservation principles
 - ii. Grants
 - iii. CLG project identification

5. Increase number of Federal Tax Credit projects
 - a. Partner with others to increase awareness of program
 - b. Publicize tax credit successes