Hawai‘i and National Registers of Historic Places Nomination Workshop

Līhu‘e, Kaua‘i: Friday April 17, 2015
Wailuku, Maui: Friday May 15, 2015
Kona, Hawai‘i Island: Thursday June 18, 2015
Hilo, Hawai‘i Island: Friday June 19, 2015
Lāna‘i City, Lāna‘i: Friday July 24, 2015
Honolulu, O‘ahu: Friday August 7, 2015

Historic Hawai‘i Foundation
State Historic Preservation Division
Cooke Foundation
A statewide non-profit advocacy organization, Historic Hawai‘i Foundation encourages the preservation of historic buildings, sites, and communities relating to the history of Hawai‘i
State Historic Preservation Division

The State Historic Preservation Division of the Department of Land and Natural Resources works to preserve and sustain reminders of earlier times which link the past to the present.
Purpose and Objectives

• Increase awareness of benefits & responsibilities of designating a property on the register of historic places
• Knowledge of basic concepts of eligibility for designation
• An understanding of the research and writing necessary to complete a nomination
• Familiarity with roles and process of commissions and agencies in nomination review and approval
What’s in your packet

• **Brochures:**
  – Historic Hawai‘i Foundation Membership Brochure
  – Myths and Facts of Listing on the State Register of Historic Places
  – HHF Preservation Resource Center Brochure
  – Grant Program Brochures

• **CD:**
  – HHF Guide to Nominating Residential Properties to the State Register
  – National Register Bulletin 16A How to Complete the National Register Form
  – National Register Nomination Form
  – Hawai‘i Administrative Rules for Historic Places Review Board and Register

• **Handouts:**
  – National Register Nomination Form & Guidance Sheets
  – Glossary of Historic Preservation Terms
  – Copy of Workshop Powerpoint
Workshop Agenda

Section 1. Hawai‘i and National Register of Historic Places Overview
  • What are the Historic Registers
  • Benefits and Responsibilities of Historic Property Designation

Section 2. Evaluating Eligibility
  • Criteria of Significance
  • Historic Integrity
  • Criteria Considerations

BREAK

Section 3. Completing the Form
  • Section by Section Explanation
  • Nomination Example

BREAK AND ACTIVITY

Section 4. The Review and Approval Process
  • State Agencies
  • County Commissions
  • Review and Approval

Section 5. After Listing and Additional Resources
Hawai‘i and National Registers of Historic Places

Overview
What is the National Register of Historic Places?

- Established by the National Historic Preservation Act of 1966
- U.S. Official list of districts, sites, buildings, structures, and objects worthy of preservation
- Administered by the National Park Service
- Instituted criteria for identifying significant historic properties
What is the State Register of Historic Places?

• Established by the Hawai‘i Revised Statutes Chapter 6E: Historic Preservation
• State Historic Preservation Division administers the program
• State Historic Places Review Board approves nominations for inclusion on the register
• The State Register formally recognizes districts, sites, structures, buildings, and objects for their significance in Hawai‘i’s history, architecture, archaeology, engineering, and culture
What is a Nomination Form?

• Technical document that justifies the property’s inclusion on the Hawai‘i or National Register of Historic Places
Benefits of Listing on the Hawai‘i or National Register of Historic Places

• **Recognition** of Significance
• **Documentation** of significant historic properties
• Availability of local and national **Grants** for public and private properties on the register
• County and Federal **Tax Incentives**:
  – Kaua‘i, Honolulu, Maui, and Hawai‘i Counties offer property tax exemptions for residential properties
  – 50% county property tax exemption for commercial properties on O‘ahu
  – 20% federal tax credit for rehabilitation projects on income-producing properties
  – Eligible for tax benefits through preservation easements
Responsibilities with Designation

• Alterations and additions to the historic property are permissible when they follow the Secretary of Interior Standards for Treatment of Historic Properties.

• Based on HRS Chapter 6E, projects at a designated site requiring a building permit must be reviewed by the State Historic Preservation Division to ensure that the project is not negatively impacting the historic integrity. Projects such as demolition of listed properties may trigger environmental review under HRS Chapter 343.

• Designation runs with the land and does not end if there is a new owner.
Myths & Facts of Designation

• Designation does not mean that your home must be opened to the public
• Provisions are made for some Land Use, Building, and ADA Code exemptions for historic properties
• Alterations and additions are allowed, if they are consistent with preservation standards
• County property tax exemption is a separate program. Designation is a prerequisite, but is not automatic
• Age of the property is not the only defining factor in designating a home. It must also be historically significant and have integrity
Which Properties are Eligible for Listing?

Eligibility Criteria
What makes it Eligible for Historic Designation?

Evaluating Eligibility

- Type of Property
- Significance Type
- Historic Integrity
- Criteria Considerations
Types of Historic Properties

Sites

Structures

Buildings

Objects

Districts
Types of Historic Properties

Sites
Discrete areas significant solely for activities in that location in the past: battlefields, significant archaeological sites, designed parks and gardens, and other locations whose significance is not related to a building or structure.

Structures
Constructions meant to be used for purposes other than sheltering human activity. Examples include aircraft, bridges, grain elevator, railroads, ships, or gazebo.

Buildings
Structures intended to shelter some sort of human activity. Examples include a house, hotel, church, temple, store, school or similar construction. The term can be used to refer to historically and functionally related units, such as a courthouse and a jail, or a barn and a house.

Objects
Usually artistic in nature and small in scale when compared to structures and buildings. Though objects may be movable, they are generally associated with a specific setting or environment. Examples of objects include monuments, sculptures and fountains.

Districts
Geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development.
Types of Historic Properties

Landscapes and other property types that do not fit the standard definitions may still be evaluated and fit into the main property types, rather than be a separate classification:

- historic battlefields
- aviation properties
- traditional cultural properties
- cemeteries and burial places
- working landscapes (ranches/farms)
- mining sites
- ethnographic landscapes, or
- shipwrecks
Criterion A: Historical Events and Patterns

• A specific event marking an important moment in American prehistory or history or;
• A pattern of events or a historic trend that made a significant contribution to the development of a community, a State, or the nation.
**Historic Significance**

**Criterion B: Important Person**

- Associated with the lives of persons significant in our past

- Original Pine Trees and Ranch Hdqtrs Lānaʻi
  Photo courtesy of Lānaʻi Culture and Heritage Center

- George Munro
  Photo courtesy Honolulu Advertiser

- Washington Place, Honolulu
Criterion C: Architecture and Engineering

- Embody distinctive characteristics of a type, period, or method of construction.
- Represent the work of a master.
- Possess high artistic value.
- Represent a significant and distinguishable entity whose components may lack individual distinction.

Historic Significance

Kaunakakai Library, Moloka‘i

Plantation Style Cottage, Lāna‘i

Wo Hing Museum, Lahaina
Criterion D: Archaeology

• The property must have, or have had, information to contribute to our understanding of human history or prehistory, and

• The information must be considered important.

Honouliuli, O‘ahu

Kahekili’s Leap, Kaunola Village, Lāna‘i

Kōloa Field System, Kaua‘i
7 Aspects of Integrity

• Materials
• Design
• Workmanship
• Location
• Setting
• Association
• Feeling

Pu‘ukoholā Heiau
Photo Courtesy NPS

Masters Reading Room, Lahaina
7 Aspects of Integrity

- Materials
- Design
- Workmanship
- Location
- Setting
- Association
- Feeling
7 Aspects of Integrity

- Materials
- Design
- **Workmanship**
- Location
- Setting
- Association
- Feeling
7 Aspects of Integrity

- Materials
- Design
- Workmanship
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7 Aspects of Integrity

- Materials
- Design
- Workmanship
- Location
- Setting
- Association
- Feeling

Kalaupapa Peninsula, Moloka‘i
Criteria Considerations

• Cemeteries
• Birthplaces
• Graves of historical figures
• Properties owned by religious institutions
• Structures that have been moved
• Reconstructed properties
• Commemorative properties
• Properties less than 50 years of age

are ordinarily not considered for the Hawai‘i or National Register of Historic Places except when additional significance is shown.
Is it Significant or Just Old?
Evaluating Historic Properties for Eligibility to the National or State Register of Historic Places

1. What type of property is it? (Site, District, Object, Structure, or Building)
2. Does it meet one or more criteria of significance? (A-D)
3. Does it retain historic integrity? (Most of the 7 aspects of integrity)
4. Would a “criteria consideration” apply?
COMPLETING A NOMINATION FORM
Completing the Nomination Form

- Eligibility Determination
- Completing a Nomination Form
  - Research
  - Writing the nomination: section by section
  - Additional Documents
Research: Where to Start

- Site Observations
- Individuals or organizations that live or work at the site
- Internet Resources
- Hawai‘i State Library
- State or University Archives & Libraries
- Sanborn Maps
- Lāna‘i Culture and Heritage Center

- State Historic Preservation Division
- Bureau Of Conveyances
- Tax Office
- Previous Survey Work
- Context Studies
- County Property Search
- Previous Building Permits
Research Example: Sanborn Maps
Research Example: County Property Search
The Form
Sections 1-3

1. Name of Property
2. Location
3. State/Federal Agency Certification
Sections 4-6

4. NPS Certification

5. Classification

6. Function or Use
### Section 7
Physical Description

#### Architectural Classification
(Enter categories from instructions.)

| Category |...
|----------|---
|...
|...
|...
|...

#### Materials:
(enter categories from instructions.)
Principal exterior materials of the property: ________________

#### Narrative Description
(Describe the historic and current physical appearance and condition of the property. Describe contributing and noncontributing resources if applicable. Begin with a summary paragraph that briefly describes the general characteristics of the property, such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity.)

#### Summary Paragraph
The **Name of Property** is situated in a (characterize surrounding neighborhood). The ____-story, _______style **Building Type** sits on a **Flat/Sloping**, _______ square foot lot and _______. It has a **Roof Material**, _______roof with **Describe Eaves**. The house sits on a _______ foundation and its walls are of _______. The building has _______ square feet under roof, and retains its integrity of location, design, materials, setting, craftsmanship, feeling and association.
Example:

The **Name of Property** is situated in a (characterize surrounding neighborhood). The ___-story, _______ style **Building Type** sits on a Flat/Sloping, ______ square foot lot and _______. It has a Roof Material, ________roof with **Describe Eaves**. The house sits on a ______ foundation and its walls are of _______. The building has ______ square feet under roof, and retains its integrity of location, design, materials, setting, craftsmanship, feeling and association.

The Alexander Gerbode House is located in the Diamond Head area in Honolulu. The one-story beachfront home was built in 1937. The exterior is composed of moss rock walls and pillars interspaced with horizontal redwood siding. The building was design by CW Dickey and features his trademark “Hawaiian” double-pitch style and is roofed with split cedar shake. When standing on the Oceanside lawn and looking north, the roofline and position of the house clearly mimics Diamond Head’s natural slope. The kitchen was modernized in 2000, with the original structure still intact. There have been no other floor plan changes to the house. Repairs and maintenance done in 1999 took care not to disturb Dickey’s design.
Section 7

Description Cont.

• Describe exterior and interior detail

• Describe significant landscape and out buildings

• Conclude by summarizing any changes or alterations to the building and justify why these do not compromise the historic integrity of the building
Section 7 Resources

- Illustrated Dictionary of Historic Architecture
- A Field Guide to American Houses
- Illustrated Glossary of Architectural Elements of Style

Chapter 5: Illustrated Glossary of Architectural Elements of Style

- Eave: The overhang of a roof, extends beyond the face of the wall. Typically, 6-12 inches.
- Dormer: A structure projecting from a sloping roof, usually housing a vertical window or skylight. It is not part of the roof structure but is framed separately, and often provides daylight and ventilation for a bedroom located in a loft space.

5-13 Roof Treatments and Roof Elements
Section 8
8. Statement of Significance

• Application of Criteria
• Criteria Considerations
• Areas of Significance
• Period of Significance
• Significant Dates
• Significant Persons
• Cultural Affiliation
• Architect Builder
The __Name of Property__ is significant on the________ level under criterion A/B for its associations with _______________. It is also architecturally significant on the________ level under criterion C as a good example of a __________ style Building Type designed during the Period in Hawaii. The building includes a number of distinctive features and is typical of its period in its design, materials, workmanship and methods of construction.
The **Name of Property** is significant on the **Local/State/National** level under criterion A/B for its associations with ________________. It is also architecturally significant on the ________ level under criterion C as a good example of a __________ style **Building Type** designed during the **Period** in Hawaii. The building includes a number of distinctive features and is typical of its period in its design, materials, workmanship and methods of construction.

Built in 1937, the Alexander-Gerbode Home, also known as Haumalu, is significant on the local level under criterion B for its association with the Alexander-Gerbode Family. It was the home of Wallace Alexander, the son of Samuel P. Alexander who in 1870 co-founded Alexander & Baldwin Inc. It was later the home of Martha Alexander Gerbode and her husband Dr. Frank Gerbode. Martha Gerbode was a conservationist and family planning activist. She helped with the “Save Diamond Head” campaign in 1967 to prevent the area from being developed into hotels. It is also significant under criterion C for its architectural merit as an example of the Hawaiian Regional Style and as one of Charles W. Dickey’s finest works. The distinctive trademarks of this design type are present throughout. They include a dominant double-pitch roof, large lanai area, spacious openings to bring the outside in, large horizontal redwood siding, open beam ceiling and a coral wall and fireplace.
Section 8

Narrative Statement of Significance (Provide at least one paragraph for each area of significance.)

- Discuss person/event with which the property is associated
- Discuss the architecture style/type with which the building is associated with
- If claiming it is a work of a master, discuss the designer
- Discuss how the property scenically relates to the above discussion, discuss how it varies
- Discuss other examples associated with the area of significance in Hawai‘i and how many are registered
- Conclude with a brief history of the property and its historic owners
Section 9
Bibliography & Citations

• All sources utilized should be listed in the bibliography
• Footnotes are used when referring to, summarizing, or quoting a specific source
• Footnotes and bibliographic entries should follow Turabian or Chicago Style
The property being nominated includes all the property owned by ___________ in year of nomination as described by Tax Map Key ___________.

This is the parcel of land associated with this building since its construction that remains intact.
Section 11 & Additional Documents

Boundary Justification (Explain why the boundaries were selected.)

11. Form Prepared By

Name of Property: ___________________________________________
Organization: ________________________________________________
Street & Number: ____________________________________________
City or Town: _______________________________________________
State: _______________________________________________________
Zip Code: ___________________________________________________
E-mail: _____________________________________________________
Telephone: _________________________________________________
Date: _______________________________________________________

Additional Documentation

Submit the following items with the completed form:

- Maps: A USGS map or equivalent (7.5 or 15 minute series) indicating the property's location.
- Sketch map for historic districts and properties having large acreage or numerous resources. Key all photographs to this map.
- Additional items: (Check with the SHPO, TPO, or FPO for any additional items.)

Photographs:
Submit clear and descriptive photographs. The size of each image must be 1600x1200 pixels (minimum), 3000x2000 preferred, at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map. Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn’t need to be labeled on every photograph.

Photo Log

Name of Property: ___________________________________________
City or Vicinity: ____________________________________________
County: ___________________________________________________
State: _____________________________________________________
Photographer: ______________________________________________
Date Photographed: ________________
Number of Photograph(s) and number, include description of view indicating direction of camera:

1 of ___
Maps

- Geographical Map
- Sketch Map
- Tax Map
- Other Maps, as needed
Additional Information

• Floor Plans
Photographs

Submit clear and descriptive photographs. The size of each image must be 1600x1200 pixels (minimum), 3000x2000 preferred, at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map. Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn’t need to be labeled on every photograph.

Photo Log

Name of Property:

City or Vicinity:

County: State:

Photographer:

Date Photographed:

Description of Photograph(s) and number, include description of view indicating direction of camera:

1 of ___
Photographs

- Should be a visual representation of the historic integrity and character defining features of the historic property
- Number of photos dependent on the site
- Photographs must be labeled in a specific way
- Photo Key, if needed
THE NOMINATION REVIEW & APPROVAL PROCESS
The Form is Filled Out: Now What?

- Completed Nomination
- SHPD Staff Review
- Placed on Review Board Agenda
- Listed on the Hawai’i Register
- SHPD Certifies the Nomination
- SHPD Forwards the Nomination to NPS
- Listed on the National Register
Nominator Submits to the State Historic Preservation Division (SHPD)

• A completed nomination form includes all the sections and additional documents discussed
• Submission of a nomination form starts the process
• A nomination may be submitted by anyone: property owner, local preservation commission or government, other interested party
• Property owner notification and opportunity to comment is required. Owner consent is not required for the State Register but is required for the National Register. It is desirable for both.
State Historic Preservation Division Review

- Staff reviews for completeness and sufficiency of information
- SHPD has **30 Days** to comment on the nomination
- SHPD places the complete nomination on a Hawaiʻi Historic Places Review Board (HHPRB) Agenda **90 Days** in advance
Nomination on the Agenda

- Once the nomination is placed on the agenda:
  - County Historic Preservation/Cultural Resources Commissions and associated Mayor have **60 Days** to review and comment on the nomination
  - Owners are notified **45 Days** before the HHPRB meeting, and have **30 Days** to provide comments
  - Nominations are provided to the HHPRB Members **30 Days** prior to the meeting for review
  - Final agendas are published **6 Calendar Days** prior to the meeting
Listed on the Hawai‘i Register of Historic Places

• The Hawai‘i Historic Places Review Board:
  – Holds a public hearing to review the nomination, then:
    • Approves nominations for listing on the Hawai‘i Register of Historic Places;
    • Requests modifications to nominations; or
    • Rejects nomination

• If the Review Board approves the nomination, it is listed on the State Register of Historic Places and the process is complete

• Review Board may recommend nominations for the National Register
• Approved nominations and comments received are reviewed by the State Historic Preservation Officer (SHPO) for technical accuracy and nomination completeness
For nominations recommended for the National Register, SHPO forwards nominations that are complete and conform to National Park Service (NPS) standards to the Keeper of the National Register.

Property owner consent and consent of the Mayor of Certified Local Governments are required for National Register listing.

Nominations will be listed on the National Register within 45 Days of submittal to NPS.

If nomination is rejected, NPS will provide detailed reasoning.
Listed on the National Register

- The nomination has been listed on both the Hawai‘i and National Register of Historic Places!
Removing a Designated Property from the Register of Historic Places

To remove a property from the Hawai‘i Register of Historic Places, the procedure is parallel to the process for designation.

- An applicant would submit a written application to the Historic Places Review Board with evidence that one or more of the conditions for removal have been met. The Board holds a hearing on the application and makes findings on the criteria, that:
  - The property has lost the qualities which caused them to be listed originally
  - Proof that an error in professional judgment has been made; or
  - For failure to follow the procedures set forth in the rules
After Listing:

You can apply for the
• City & County historic residential property tax dedication or;
• City & County historic commercial property 50% tax dedication;

Each requires an agreement with the
Real Property Tax Division

Residential:
• Property must maintain residential use for 10 years
• Exterior must be visible from the street or allow for viewing monthly
• Must be kept in “average condition”
• Must display a historic plaque

Commercial:
• Must record an approved Maintenance Plan
• Maintain use for 10 years
After Listing:

You can apply for the county property tax exemption, following the conditions, criteria and application process specific to each County.

Maui County Specific Requirements:

• Director of Finance approves real property tax exemption for historic homes
• Owners must assure reasonable visual access to the property
• Owner agrees to retain residential use for 10 years
• Fill out the “Claim for Charitable & Miscellaneous Exemption”
After Listing: Historic Property Tax Dedication
National Park Service
Contacts & Resources:

• National Park Service Bulletins: http://www.nps.gov/nr/publications/

• National Register of Historic Places: http://www.nps.gov/nr/index.htm

• Certified Local Government Program: http://www.nps.gov/clg/
Statewide Contacts & Resources

**Hawaiʻi State Historic Preservation Division**
(808) 692-8015
601 Kamokila Blvd, Suite 555
Kapolei HI 96707
dlnr.hawaii.gov/shpd/

**Historic Hawaiʻi Foundation**
(808) 523-2900
680 Iwilei Road Suite 690
Honolulu, HI 96817
www.Historichawaii.org

**Hawaiian Historical Society**
(808) 537-6271
560 Kawaihao Street
Honolulu, Hawaiʻi 96813
www.hawaiianhistory.org

**HHF Resources**
- Workshop material includes guides to completing the nomination
- www.HistoricHawaii.org:
  - Preservation Professionals Directory
  - Nomination Guidance
  - Myths and Facts of listing a property
  - Guides to finding preservation funding
  - Preservation Briefs
  - Nomination examples
Kauaʻi Contacts & Resources

Kauaʻi SHPD Staff
Kauanoe Hoomanawanui
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• Kauaʻi County Property Records: www.qpublic.net/hi/kauai/

• Kauaʻi Historical Society Archives: kauaihistoricalsociety.org

• Kauaʻi County Historic Preservation Commission: http://www.kauai.gov/Government/BoardsandCommissions/HistoricPreservationCommission
Maui Contacts & Resources

Maui County SHPD Staff

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Maui County Planning Department

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Annalise.Kehler@co.mauि.хі.us
(808) 270-7506

• Maui County Property Records:
  http://www.mauipropertytax.com/

• Lānaʻi Heritage and Cultural Center
  https://www.lanaichc.org/

• Maui Historical Society:
  http://www.mauimuseum.org/

• Maui County Cultural Resources Commission:
Hawai‘i Contacts & Resources

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• Hawai‘i County Property Records:
  http://www.hawaiipropertytax.com/search.html

• Kona Historical Society:
  http://www.konahistorical.org/

• Lyman Museum:
  http://lymanmuseum.org/

• UH Hilo Collections:
  http://guides.library.uhh.hawaii.edu/collections

• Hawai‘i County Cultural Resources Commission:
  http://www.cohplanningdept.com/boards-and-committees/
O‘ahu Contacts & Resources

• Hawai‘i State Archives:
  – http://ags.hawaii.gov/archives/
  – (808) 586-0329

• University of Hawai‘i Library and Special Collections
  – (808) 956-7205

• Bureau of Conveyances, Department of Land and Natural Resources
  – http://dlnr.hawaii.gov/boc/
  – (808) 587-0147

• Honolulu Department of Permitting and Planning
  – http://www.honoluludpp.org/
  – (808) 768-8000

• Honolulu Real Property Assessment Division
  – https://www.realpropertyhonolulu.com/
  – (808) 768-3799
Mahalo!
Criteria Considerations

A: Religious Properties

Significant for architectural distinction or historical importance
Criteria Considerations

B: Moved Properties

Significant for architectural value, or is the only surviving structure associated with an important person or historical event.
Criteria Considerations

C: Birthplaces or Graves of Historical Figure

Only appropriate place or only existing place associated with the important person

Mauna Ala Royal Mausoleum, Honolulu
*Photo courtesy of Daderot*
Criteria Considerations

D: Cemeteries

Significance deriving from very important people buried there, age, distinctive design, association with historic events
Criteria Considerations

E: Reconstructed Properties

Accurately executed in a suitable environment as part of a reconstruction master plan or if there is no other property with the same association.
Criteria Considerations

F: Commemorative Properties

Design, age, tradition, or symbolic value has given the commemorative property its own significance
Criteria Considerations

G: Properties that Have Achieved Significance Within the Past 50 Years

Properties that have met a criterion of significance A-D in the past 50 years